

TOWN OF TRUMBULL, CONNECTICUT
ECONOMIC DEVELOPMENT
REQUEST FOR PROPOSAL
REMOVAL AND INSTALL FENCE AT TRUMBULL CORPORATE PARK

BID NUMBER 6201 DUE: AUGUST 9, 2016 @ 2:00 PM

GENERAL INSTRUCTIONS

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed bids to replace the chain link fence from the entrance of the Trumbull Corporate Park approximately .75 miles to the Trumbull Corporate Park sign area as detailed in the attached requirements.

This RFP is not a contract offer, and no contract exists until a written contract is signed by the Town and the successful proposer.

All bidders may visit the site and inspect the existing conditions. Site visits can be arranged by Calling Land Use Planner in Planning and Zoning -Rob Librandi 203-452-5047 or (rilibrandi@trumbull-ct.gov) prior to submitting a bid. The Project is located at Merritt Boulevard off Rt8 exit 11 @Trumbull Corporate Park in Trumbull, CT 06611

1. PREPARATION OF PROPOSALS

- a) Bids shall be submitted by using the enclosed BID PROPOSAL FORM that accompanies this request. Submit one (1) ORIGINAL and one (1) EXACT COPY. Bidders should submit bids in a clear, concise and legible manner to permit proper evaluation of responsive bids.
- b) Bidders may submit, under separate cover with their proposal, any samples of reports and documents that are necessary to meet the requirements (deliverables) of this request should a purchase order be awarded

2. BID SUBMISSION

Bids are to be submitted in a sealed envelope addressed as follows:

Bid # 6201 Due: August 9, 2016 @ 2:00 pm

Purchasing Agent: Kevin J Bova

Town of Trumbull

5866 Main Street

Trumbull, CT 06611

Please be advised that the person signing the formal proposal must be authorized by your organization to contractually bind your firm with regard to prices and related contractual obligations for the delivery period requested.

3. BID TIME

- a) Bids shall be received at the office of the Purchasing Agent, Town Hall, prior to the advertised hour of opening, at which time all proposals will be publicly opened and read aloud.
- b) A bidder may withdraw a proposal at any time prior to the above scheduled date and time. Any bid received after the above scheduled date and time shall not be considered or opened.

4. TOWN OPTIONS

- a) The Town of Trumbull reserves the right to reject any and all bids and does not bind itself to accept the lowest bid or any proposal. The Town reserves the right to ask for new bids in whole or in part, or to reject any or all bids, or any part thereof, and to waive any requirements, irregularities, technical defects or service therein when it is deemed to be in the best interest of the Town.
- b) If a bid proposal does not meet or better the required specifications, requirements, and scope of work requested on all points that must be outlined in a letter attached to the bid proposal otherwise it will be presumed that the bid as proposed is in accordance with the required specifications. No Alternates or Substitution will be considered

5. TAXES

All purchases made by the Town, and associated with the award of this requirement shall be tax exempt. Any taxes must not be included in bid prices. A Town Tax Exemption Certificate shall be furnished upon request.

6. AWARD AND AUTHORITY

The Town Purchasing will issue notification of award- Proceed and then a Purchase order along with a Town standard Contract.

Contracts and purchases will be made or entered into with the lowest, qualified responsible bidder meeting Specifications. The Town of Trumbull Reserves the right to determine the low bidder on an individual basis or on the basis of All items included in the specification and Requirements otherwise expressed by the Town

7. INQUIRIES & ADDENDUMS

- a. All inquiries of may be directed to Rina Bakalar, Director of Economic and Development at (203.452.5043) by the close of business August 3, 2016. The Town reserves the right to communicate with any or all of the bidders to clarify the provisions of Proposals. To ensure consistent interpretation of certain items, answers to questions the Town deems to be in the interest of all bidders will be made available in writing or by Email, or Fax as appropriate to all bidders. The Town further reserves the right to request additional information from any bidder at any time after proposals are opened. All other questions may be directed to Kevin J. Bova Purchasing Agent (203.452.5042) kbova@trumbull-ct.org
- b. Additionally, after proposals are received, the Town reserves the right to communicate with any or all of the bidders to clarify the provisions of Proposals. The Town further reserves the right to request additional information from any bidder at any time after proposals are opened.
- c. It is the sole responsibility of the responding firm to verify any addendums that may have been issued relating to this request prior to final submission of a proposal. Any notice of addendum shall be published on the Town website – Purchasing Department “Bid Notices”. Failure to submit a proposal that does not address changes or addendums may result in disqualification of a proposal.

8. SPECIFICATIONS

If quotes do not meet or better the attached specifications on ALL points, the bidder must note ALL exceptions as separate attachments to their formal response; otherwise, it will be presumed that the bidder is bidding according to all exact specifications.

9. PRICING

All prices quoted are to be firm for a period of ninety (90) days following bid opening and period of an agreement with the successful bidder. Special Consideration will be given to responses with extended firm price dates. The Town is always interested in any and all cost reduction opportunities.

10. ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS

Any assignment or subcontracting by a bidder, vendor, or contractor for work to be performed, or goods and/or services to be provided, in whole or in part, and any other interest in conjunction with a Town procurement shall not be permitted without the express written consent of the Town of Trumbull.

11. HOLD HARMLESS CLAUSE

Bidder agrees to indemnify, hold harmless and defend the Town from and against any and all liability for loss, damage or expense which the Town may suffer or for which the Town may be held liable by reason of injury, including death, to any person or damage to any property arising out of or in any manner connected with the operations to be performed under an agreement with the Town, whether or not due in whole or in part of any act, omission or negligence of the Town or any of his representatives or employees.

12. INSURANCE

The successful bidder shall provide the Town Purchasing Agent with a Certificate of Insurance before work commences. The Town shall be named as an additional insured with Insurance Company licensed to write such insurance in Connecticut, against the following risks and in not less than the following amounts:

- Worker's Compensation
- Contractor's Public Liability and Property Damage
- Automobile Insurance

General Liability	Each Person	Each Occurrence	Aggregate
Bodily Injury Liability	\$1,000,000	\$1,000,000	\$1,000,000
Property Damage Liability	\$1,000,000	\$1,000,000	\$1,000,000
Personal Injury Liability	\$1,000,000	\$1,000,000	\$1,000,000
Comprehensive Automobile Liability			
Bodily Injury	\$1,000,000	\$1,000,000	\$1,000,000
Property Damage		\$1,000,000	\$1,000,000

The insurance policy must contain the additional provision wherein the company agrees those thirty (30) days prior to termination, expiration, cancellation or reduction of the insurance afforded by this policy with respect to the contract involved, written notice will be served by registered mail to the Town.

In the event of cancellation, the contractor will cease all operations on or before the effective date of said cancellation and shall not commence work again until he has obtained replacement insurance and has delivered a Certificate of Insurance to the Town Purchasing department.

13. WORK REGULATIONS AND STANDARDS

All work activities performed in association with this request must be performed and completed for the Town in accordance with current Federal State and Local regulations. All services performed shall also conform to the latest OSHA standards and/or regulations.

14. CONFLICT OF INTEREST

Public officials shall be prohibited from receiving any town work procured through a public Bid or bid waived process so as to avoid any appearance of impropriety or conflict of interest; And; Public officials cannot circumvent the intent of this ordinance by receiving town work Through a bid waiver, as proscribed by the Trumbull Town Charter.

15. METHOD OF AWARD

The following criteria will be used to evaluate all quotes:

- a) Price
- b) Vendor reputation and support
- c) Vendors who provide the most favorable delivery date.

16. SITE VISITS

All bidders may visit the site and inspect the existing conditions. Site visits can be arranged by Calling Land Use Planner in Planning and Zoning -Rob Librandi 203-452-5047 or (rilibrandi@trumbull-ct.gov) prior to submitting a bid. The Project is located at Merritt Boulevard off Rt8 exit 11 @Trumbull Corporate Park in Trumbull, CT 06611

INVOICES

Invoices shall be submitted to:
Town of Trumbull
Rina Bakalar
Economic & Community Development
5866 Main Street
Trumbull, CT 06611

TOWN OF TRUMBULL, CONNECTICUT
ECONOMIC DEVELOPMENT
REQUEST FOR PROPOSAL
REMOVAL AND INSTALL FENCE AT TRUMBULL CORPORATE PARK

BID NUMBER 6201 DUE: AUGUST 9, 2016 @ 2:00 PM

SPECIFICATION AND REQUIREMENTS

- Town of Trumbull is seeking to replace the chain link fence from the entrance of the Trumbull Corporate Park approximately .75 miles to the Trumbull Corporate Park sign area, before the Unilever campus.
- Not only will this require removal and replacement, we will be repositioning the fence moving it closer to route 8 in order to allow for better upkeep in the future, particularly regular mowing.
- **The Town would like pricing two ways-** 1) one price is for a price for removal, repositioning and replacement all at the same time. 2) Another price is for removal first and repositioning and replacement at a later time. Within 2 months
- We would like the **price to include disposal** of the old fence.

As additional background, the UI will be removing all underbrush and trees on the right side (along Rt. 8) where the fence is from the poles out 8-12 feet ground to sky. It would make it much quicker and easier for UI to do removal if fence is gone. They will not get to their portion of this work until late August weather permitting. See attached map.

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BID PROPOSAL FORM

THE UNDERSIGNED AFFIRMS AND DECLARES hereby submits that this proposal listed on the following items listed on Specifications and Requirements of this request and certifies that the following proposal meets all the specifications and conditions requested herein. It is understood that the Town reserves the right to reject any or all proposals. No alternates nor substitutions will be considered. The undersigned, in compliance with this request affirms, that it has examined the specifications and related documents contained herein and proposes to provide this service in accordance with this RFP and any contract documents within the time frames set forth herein and at the prices agreed to.

Proposer acknowledges receipt of the following Addendum:

All proposed pricing shall remain be firm fixed for a period of **ninety days (90) days**

Proposal of: _____
(COMPANY NAME)

Base Bid 1 - price for removal, repositioning and replacement all at the same time
\$ _____

Base Bid 2 = a price for removal first and repositioning and replacement at a later time.
\$ _____

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BID PROPOSAL FORM (Continued)

Company Name

By (Signature)

Address

Print Name

Company Name

Title

Date

Telephone/Fax

Email

24 Hour Telephone

Website

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BID NUMBER XXX DUE: JULXX, 2016 @ 2:00 PM

REFERENCES

(To be submitted with proposal – attach additional pages as necessary)

List references for similar services provided for at least Four (4) clients in the past five (5) years (attach any other client references if desired).
PLEASE NOTE IT IS THE TOWN'S INTENT TO COMMUNICATE WITH THE REFERENCES LISTED HEREIN.

CLIENT 1:

Organization Name: _____
Contact Name: _____ Phone: _____
Service Dates: _____
Project(s): _____

CLIENT 2:

Organization Name: _____
Contact Name: _____ Phone: _____
Service Dates: _____
Project(s): _____

CLIENT 3:

Organization Name: _____
Contact Name: _____ Phone: _____
Service Dates: _____
Project(s): _____

CLIENT 4:

Organization Name: _____
Contact Name: _____ Phone: _____
Service Dates: _____
Project(s): _____

END OF BID