

**TOWN OF TRUMBULL
REQUEST FOR QUOTATION
SEASONAL MANPOWER FOR TOWN WIDE 2016 LEAF PICK-UP PROGRAM**

BID # 6208

DUE:

OCTOBER 18, 2016 @ 2 PM

GENERAL INSTRUCTIONS TO BIDDERS

The Town of Trumbull, (hereinafter referred to as Town or Owner), through the office of the Purchasing Agent, will accept sealed bids from qualified firms to provide manpower (hourly part time labor) for the Town of Trumbull 2016 Leaf Pick-up Program. All qualified and interested parties (hereinafter referred to as bidder or contractor) are invited to submit bids under the terms and conditions set forth herein.

1. BID SUBMISSION AND PREPARATION

- a) An original and two (2) exact copies of the bid response shall be submitted in a sealed envelope. The sealed envelope containing a Bid must be plainly marked as follows:

BID 6208– Manpower for Leaf Pickup - Due: October 18, 2016 @ 2pm

Purchasing Agent KEVIN BOVA

Town of Trumbull, 5866 Main Street, Trumbull CT 06611

- b) All Bids must be submitted on the enclosed Bid Proposal form. All blank spaces must be filled in, in ink and the Bid proposal form must be fully completed and executed when submitted.
- c) 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 subject project.
- d) No oral, telephone or telegraphic responses will be considered.
- e) 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.

2. BID RESPONSE TIME

Responses to this request shall be received at the office of the Purchasing Agent, Town Hall prior to the advertised hour (noted above) of opening, at which time all proposals (total bid amount only) shall be publicly opened and read aloud. 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. No bidder may withdraw a bid within ninety (90) days after the actual bid opening.

3. TOWN OPTIONS

The Town reserves the right to reject any or all proposals and to waive any requirements, irregularities, technical defects or service therein when it is deemed to be in the best interest of the Town. The selection of a contractor by the Town shall be made after careful consideration of all factors including but not limited to price.

4. PRICING

All prices quoted must be firm for ninety (90) days (and through the leaf pick-up program) following the proposal opening; nothing elsewhere in this request shall abrogate this firm period.

5. TAX EXEMPT

The Town of Trumbull is exempt from the payment of taxes imposed by the Federal Government and/or State of Connecticut. Such taxes must not be included in the bid price. A Town Tax Exemption Certificate shall be furnished upon request.

6. TIME IS OF THE ESSENCE

The Town considers the required delivery date(s) to be of utmost importance. Consideration may be given to the bidder that offers the most favorable delivery date.

7. AWARD AND AUTHORITY

The Town Purchasing Agent will issue notification of award in writing along with a Standard Contract agreement, upon signature of both award and contract The Town Purchasing Department will issue a Purchase Order.

It is the intention of the Town to execute a 1-year contract with the successful bidder with a mutual agreed upon option of Two (2) additional years at one (1) year optional terms each beginning with the 2017 fall leaf pick up season

8. INQUIRIES & ADDENDUMS

- a) All inquiries regarding this request may be directed to Mr. Tom Baldwin, Highway Superintendent (203-673-5142). All inquiries regarding this request shall be answered up to the close of business on **October 12 2016**, after which time no additional questions will be accepted. 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 Fax as appropriate to all bidders. Inquiries of a technical nature may be directed to **Mr. Tom Baldwin (203-452-5142)**; all others may be directed to Kevin Bova, Purchasing Agent (203.452.5042).
- b) The Town reserves the right to communicate with any or all of the bidders to clarify the provisions of this request; 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 a bidder to verify any addendums that may have been issued relating to this request prior to submission of a proposal. Any notice of addendum shall be published on the Town website. Failure to submit a response that does not address any changes or addendums may result in a disqualification of a proposal submission.**

9. 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 Town procurement shall not be permitted without the express written consent of the Town of Trumbull.

10. HOLD HARMLESS CLAUSE

The Contractor 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 this request, whether or not due in whole or in part of any act, omission or negligence of the Owner or any of his representatives or employees.

11. WORK REGULATIONS AND STANDARDS

- a) 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.
- b) The contractor shall comply with all applicable laws and regulations relating to State and Federal employment practices, nondiscrimination, safety and health regulations.

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:

Commercial General Liability	Each Occurrence	Aggregate
Bodily Injury Liability	\$1,000,000	\$1,000,000
Property Damage Liability	\$1,000,000	\$1,000,000
Personal Injury Liability	\$1,000,000	\$1,000,000
Comprehensive Auto Liability	Each Occurrence	Aggregate
Including coverage of owned, non owned & rented vehicles	\$1,000,000	\$1,000,000

The insurance policy must contain the additional provision wherein the company agrees that 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 Purchasing Agent, Town of Trumbull. Additionally, the

successful bidder (Contractor) shall provide adequate statutory Workmen's Compensation Insurance for all labor employed on this project, and comprehensive General Public Liability Insurance (Coverage "B"). The successful bidder (Contractor) and each Subcontractor agree that their insurance carriers waive subrogation against the Town, its agents or employees with respect to any loss covered by the Contractor's and each Subcontractor's insurance.

13. 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.

14. Equal TO Items

Any "Equal-To" items proposed in response to this request must be approved by the Town; the Town reserves the right to reject any proposal offering equipment and/or materials, which, if in its opinion does not meet the standard of quality established by the attached specifications. Any such decision shall be considered final and not subject to further recourse.

15. Selection Process

Upon review of all proposals received, selection shall be based on the following:

- 1) Comprehensive proposals responding to all items as requested.
- 2) Overall qualifications and experience, expertise and references
- 3) Competent and adequate staff manage, supervise, operate with town PWD

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REQUIREMENTS

Seasonal Manpower Hourly Labor to assist with the Town of Trumbull's 2016 Leaf Pickup Program during the Leaf Removal Season.

Length of time: Approximately 1 – 2 Months or Six Weeks

Hours: 7AM – 3:30AM – Monday through Friday

Number of Personal Required: 15 – 20 per day (This quantity may vary each week based on availability of Town Vehicles)

Note: All equipment (cloves, rakes, etc.) provided by the Town

BID PROPOSAL

THE UNDERSIGNED AFFIRMS AND DECLARES that this proposal is executed with full knowledge and acceptance of the specifications, requirements, terms and conditions contained herein and with complete understanding and full compliance of system requirements and hereby submits this proposal for the request noted above and certifies that this proposal meets all the specifications and conditions requested herein. Any substitutions to the specifications requested are clearly and completely noted. Any alternate proposals are presented in a similar format to those requested and are attached herein. It is understood that the Town reserves the right to reject any or all proposals or waive any formalities in this request. The proposed rates and discounts as follows:

Proposed Hourly Rate Per/Man/Per Hour: _____ **per Man/Per Hour**

Above Price Shall Remain Firm for: _____ Days

Company Name

By (Signature)

Address

Print Name

Date:

Title

Telephone:

Telephone (24 Hr)

Email:

Fax

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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): _____

