

4. **TOWN OPTIONS**

- a. The Town reserves the right to reject any or all bids 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 your proposal does not meet or better the required specifications on all points, which must be outlined in a letter, otherwise it will be presumed that a proposal is in accordance with the required specifications.
- c. The Town of Trumbull- reserves the exclusive right to determine whether or not a proposal meets or exceeds the stated specifications.

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. **INQUIRIES**

- a. All inquiries regarding this request shall be answered up to close of business October 26, 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 **Athletic Director Mike King 203-452-4557, or KingM@trumbullps.org**. 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 submission of a proposal. Failure to submit a bid or proposal that does not address any changes or addendums may result in a disqualification of a bid submission.

7. **AWARD AND AUTHORITY**

The Town Purchasing Agent will issue notification of award in writing along with a Standard Contract agreement. Then BOE Will issue a purchase order.

The Award will be based on Best Quality & value with the base bid(s) and with or without Alternates that meet the specifications and scope of work and the BOE's budget.

The award shall be made after careful consideration of all factors including but not limited to price.

8. **PRICING**

- a. Bidders are requested to quote as a complete removal and install 2 new score boards at Trumbull High School All prices quoted are to be firm for a period of at least 90 days following bid opening.
- b. Special Consideration will be given to responses with extended firm price dates. The Town is always interested in any and all cost reduction opportunities.
- c. Special consideration may be granted to bidders with expedited installation dates.

METHOD OF AWARD

The following criteria will be used to evaluate all quotes:

- d. Price
- e. Vendor reputation and support= The company needing to be able to service the scoreboards
- f. Vendors who provide the most favorable delivery date.

9. **PROPOSAL, BID BOND, PERFORMANCE AND PAYMENT BONDS**

A Bid Bond payable to the Town must accompany each Proposal for ten (10%) percent of the total amount of the Proposal. As soon as the Proposal prices have been compared, the Town will return the bonds to all except lowest qualified responsible Proposal. The Bid Bond of the successful Bidder will be retained until the Project is completed and signed off by both parties, after which it will be returned. A certified check may be used in lieu of a Bid Bond.

10. **ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS**

Any assignment or subcontracting by a services to be provided bidder, vendor, or contractor for work to be performed, or goods and/or, 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. Affirmative action /equal opportunity employer. Minority / women owned business enterprise are encouraged to apply

No contract may be assigned or transferred without the consent of the Purchasing Authority.

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. **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.

13. **WARRANTIES**

A copy of all applicable warranties must be submitted in full detail.

14. **DELIVERY**

- a. Installation & schedule shall be scheduled with the Facilities Director BOE Mark Deming.
- b. **Special consideration may be given to bidders that can expedite installation.**
- c. **ALL INVOICES TO BE SENT TO BOE ATT: Mike King**
BOE LONG HILL ADMIN BUILDING
6254 MAIN STREET TRUMBULL CT 06611

15. 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.

16. STATEMENT OF QUALIFICATIONS AND REFERENCES

Bidders shall complete and submit the "Statement of Qualifications" section of this request along with the References Form. The Town may make such investigations as necessary and it deems appropriate to Determine the qualifications of the proposer to perform the work required. If the Town is not satisfied that the proposer is Properly qualified, The Town along with the BOE reserves the right to reject the proposal of said Proposer.

17. 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	\$2,000,000
Property Damage Liability	\$1,000,000	\$1,000,000	\$2,000,000
Personal Injury Liability	\$1,000,000	\$1,000,000	\$2,000,000
Comprehensive Automobile Liability			
Bodily Injury	\$1,000,000	\$1,000,000	\$2,000,000
Property Damage		\$1,000,000	\$2,000,000

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 & BOE Facilities Department Office.

18. SPECIFICATIONS –

- a) Each Bidder will be held responsible to have studied the Specifications, visit the site regarding the proposed work, satisfied itself regarding all existing conditions and measurements, and to have included in the proposal an amount sufficient to cover all work.
- b) Should any Bidder find discrepancies in the Specifications, or be in doubt as to the exact meaning, notify the Town at once. The Town may then, at their option, issue Addenda clarifying same. The Town shall not be responsible for oral instructions or misinterpretations of Specifications.

- c) The Town reserves the right to issue Addenda at any time prior to the Bid Opening. All such Addenda become, upon issuance part of the Specification. Each Bidder shall cover such Addenda in the proposal and shall acknowledge receipt of same on the blank provided therefore. It is the bidders' responsibility to access the Town's website or contact the Town for any addenda that may be issued in conjunction with this bid.
- d) The Town reserves the right to require any or all Bidders to submit statements as to previous experience in performing comparable work; and as to financial and technical organizations and resources available for this work. The mere opening and reading aloud of a bid shall not constitute or imply the Town's acceptance of the suitability of a Bidder or the bid, nor shall possession of Drawings or Specifications constitute an invitation to bid. The competency and responsibility of Bidders as well as the number of working days required for completion will be considered in making an award.

19. **LOWEST RESPONSIBLE PROPOSAL**

- a) The Town along with the BOE shall determine the "lowest responsible qualified proposer" on the basis of the Proposer submitting the lowest "Total Proposal", responsiveness of his Technical Proposal; and demonstrating a history of the ability and integrity necessary to perform the required work; and certifying that it shall perform the work in accordance with the specifications, scope of work and drawings if apical.
- b) Proposals will be compared on the basis of the "Total Proposal" of the items listed in the Proposal and on basis of the Proposer's experience and competence.
- c) If the Lowest Total Proposal exceeds the amount of funds available for the project, The Town along with the BOE Department reserves the right to increase or decrease any class, item or part of the work. After determining the "lowest responsible qualified proposer", the Town will issue a Notice of Award to the successful Proposer.
- d) In the event that the lowest responsible qualified proposer fails to execute the Contract and/or fails to provide the required documents within the time period prescribed, the Town at its option, may consider the lowest responsible qualified proposer to be in default, in which case the Bid Guarantee shall become the property of the Town.

20. **Site Visitation and Inspection of Existing Conditions**

All bidders must visit the sites and inspect the existing conditions.

A Pre bid Site visit prior to submitting a bid are ENCOURAGED by Contacting, Athletic Director Mike King 203-452-4557, or (KingM@trumbullps.org) prior to submitting a bid. The Project is located @ Trumbull High school @ 72 Strobel Rd, Trumbull, CT 06611

21. **Addendums**

It is the responsibility of all proposal submitters to verify with the Town if any addendums or changes to this bid have been made. All and any addendums will be posted on the Town of Trumbull – Purchasing Department website. www.trumbull-ct.gov.

STATEMENT OF QUALIFICATIONS AND REFERENCES

Bidders shall complete and submit the "Statement of Qualifications" section of this request along with the References Form. The Town and BOE Department may make such investigations as necessary and it deems appropriate to Determine the qualifications of the proposer to perform the work required. If the Town is not satisfied that the proposer is properly qualified, the Town along with the BOE Department reserves the right to reject the proposal of said Proposer.

TOWN OF TRUMBULL, CONNECTICUT
BOARD OF EDUCATION
TRUMBULL HIGH SCHOOL
REQUEST FOR PROPOSAL
TRUMBULL HIGH SCHOOL SCORE BOARDS

BID 6209 DUE: November 3, 2016 @ 2:00PM

PART I GENERAL CONDITIONS & SCOPE OF WORK

The intent of this RFP is to provide the Town of Trumbull to the BOE athletic department of purchasing an installing 2 new Scoreboards that come with all equipment and very important the capability to service these new scoreboards. With the intent of removing the existing Scoreboards in place now and the possibility budget constraints of installing the existing scoreboards to other locations.

In connection with the execution of the bid, subsequent purchase orders and/or contracts, the Contractor shall not discriminate against any employee or applicant for employment because of age, race, religion, color, sex, or natural origin.

All Change order(s) – payments and schedule got through Mike King THS Athletic Director.

Prices quoted shall be Net – Delivered to destination. Bids quoting other than F.O.B. Destination may be rejected.

The contractor will be responsible for securing all necessary permits, state and local, as required by the Town of Trumbull.

We will need a company able to service the scoreboards, please advise in detail the service and warranties.

Scope of Project

The response to this RFP should include 2 brand new score boards one for Baseball one for Softball with all controls and the necessary equipment and installed. The existing score boards need to be taken down at that point in the proposal that will detrime if the budget will allow to go forward with the alternates. The Award will be based on this ABC of the proposal. If the budget allows the Town along with Athletic Director will add 1 ,2 or 3 of the alternates.

THS Baseball/Softball Scoreboard Bid Information

Job Specifications/Description of Work

- 1) A New Baseball scoreboard with inning by inning display approximately 20 feet in length including battery powered wireless controller and storage bag/box and receiver. Scoreboard should be black with gold trim. Existing scoreboard needs to be removed intact for installation on another field. Install new scoreboard on existing I-Beams.

- 2) A New Softball scoreboard with inning by inning display approximately 20 feet in length including battery powered wireless controller and storage bag/box and receiver. Scoreboard should be black with gold trim. Remove and discard existing I-Beam. Remove existing scoreboard intact for installation on another field. Install 2 new I-Beams and new scoreboard on new I-Beams (same location as present).

- 3) Preferred – Have the wireless remote control be interchangeable with both new scoreboards and the existing new football scoreboard.

Alternate 1) Install existing baseball scoreboard on the back of the new softball scoreboard.

Alternate 2) Install new I-Beam and existing softball scoreboard on the JV softball field.

Alternate 3) Provide and install solar power for relocated softball scoreboard on the JV field.

OTHER REQUIREMENTS:

1. Bidder shall comply with all applicable governing laws and regulations related to the proposed work.
2. Bidder shall secure any and all permits necessary for the improvements outlined in the Scope of Work.
3. Bidder shall provide all labor, materials, services, tools, equipment and supervision to perform all the required work identified in this scope of work.
4. Bidder shall maintain proper insurance identified above throughout the period of the construction work.
5. The Bidder shall be responsible for coordinating their work with the School District.

6. The School District reserves the right to accept any Bid, and to reject any and all Bids, or to negotiate Contract Terms with the various Bidders, when such is deemed by the School District to be in its best interest.
7. Bidder agrees to hold submitted Bid open for a period of 90 calendar days after the submission date.
8. **Bidder shall be responsible for paying all taxes required by performing this work.**
9. Bidder must agree to promptly correcting any defective work performed under this Bid scope, when identified by the School District prior to final payment for services rendered.
10. All workmanship and materials shall be guaranteed for a period of one (1) year from the date of completion.

TOWN OF TRUMBULL, CONNECTICUT
BOARD OF EDUCATION
TRUMBULL HIGH SCHOOL
REQUEST FOR PROPOSAL
TRUMBULL HIGH SCHOOL SCORE BOARDS

BID 6209 DUE: November 3, 2016 @ 2:00PM

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): _____

TOWN OF TRUMBULL, CONNECTICUT
 BOARD OF EDUCATION
 TRUMBULL HIGH SCHOOL
 REQUEST FOR PROPOSAL
 TRUMBULL HIGH SCHOOL SCORE BOARDS

BID 6209 DUE: November 3, 2016 @ 2:00PM

STATEMENT OF QUALIFICATIONS

Submitted by:

Name of Organization _____

Name of Individual _____

Title _____

Address _____

Telephone _____ Fax: _____ Cell: _____

Schedule A: Prior Similar Projects (Add Additional Pages as Needed)

Project	Owner	Design Professional	Contract Price	Amount Completed	Date of Delivery / Installation

Schedule B: Current Similar Projects (Add Additional Pages as Needed)

Project	Owner	Design Professional	Contract Price	Amount Completed	Date of Delivery / Installation

TOWN OF TRUMBULL, CONNECTICUT
BOARD OF EDUCATION
REQUEST FOR PROPOSAL
TRUMBULL HIGH SCHOOL TENNIS COURTS

BID 6209 DUE: November 3, 2016 @ 2:00PM

Bid Form / PROPOSAL FORM

ADDENDA

The following Addenda have been received. The modifications to the Bid Documents noted therein have been considered and all costs thereto are included in the Base Bid.

Addenda # _____, _____, _____, _____, _____

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.

This proposal is submitted in full compliance with all Specifications and General Terms and Conditions except as noted below under exceptions.

The quality of workmanship is guaranteed for a period of _____ year(s) from acceptance.

This Quotation / Proposal is to remain firm for 90 DAYS

By submission of this Proposal, each Proposer certifies, that this Proposal has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this Proposal with any other Proposer or with any competitor.

Proposer hereby agrees to commence work under this contract on or before a date to be specified in the "Notice of Award & to Proceed", and to fully complete the Project within SIXTY (60) consecutive calendar days thereafter.

Proposer understands that the Owner (the Town and or the board of Education) reserves the right to reject any or all proposals and to waive any informality in the bidding.

Upon receipt of written notice of the acceptance of this proposal, proposer shall execute the formal contract attached within five (5) days and deliver a Surety Bond or Bonds as required in the General Conditions. The Bid Security attached in the sum of _____ Dollars (\$ _____) is to become the property of the Owner in the event the contract and bond are not executed within the time above set forth, as liquidated damages for the delay and additional expense to the Owner caused thereby.

BID FORM SIGNATURE (S)

The Corporate Seal

(Bidder - print the full name of Proprietorship, Partnership, or Corporation)

Was hereunto affixed in the presence of:

(Authorized signing officer)

(Title)

(Seal)

(Authorized signing officer)

(Title)

If the Bid is a joint venture or partnership, add additional forms of execution for each member of the joint venture in the appropriate form or forms as above.

TOWN OF TRUMBULL, CONNECTICUT
BOARD OF EDUCATION
TRUMBULL HIGH SCHOOL
REQUEST FOR PROPOSAL
TRUMBULL HIGH SCHOOL SCORE BOARDS

BID 6209 DUE: November 3, 2016 @ 2:00PM

PROPOSAL FORM

A) Base Bid New Score Board 1 @ Baseball Field with all controls and equipment

\$ _____

B) Base Bid Score Board 2 @ Softball Field with all controls and equipment

\$ _____

C) Total of removal of 2 existing Scoreboards and install 2 new Score boards on existing I beams for baseball & New I beams for softball filed only.

\$ _____

Total of A, B, C Total of base bids with removal and install.

\$ _____

\$ _____

Written in words

ALTERNATE BID PRICING:

Item #1 – Reinstall existing baseball Score to back of the New softball scoreboard facing another filed

Alternate Bid Price: \$ _____

Item #2 – Take existing Softball Score board and installing to JV softball filed with one I beam

Alternate Bid Price: \$ _____

Item# 3- Provide and install solar power for relocated softball scoreboard on the JV field.

Alternate Bid Price: \$ _____

PROPOSAL FORM continued

Company Name

by (Signature)

Address

Print Name (Duly Authorized Representative)

Town -City -Zip

Title

Date

Telephone/Fax

Email

Cell Phone/ Alt.Contact Number

website

TOWN OF TRUMBULL, CONNECTICUT
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THE PROPOSER SHALL STATE THE NAMES OF ALL OF ALL PROPOSED SUBCONTRACTORS.

PROPOSED SUBCONTRACTORS

If none, write "None" _____.

*Description of Work _____
Proposed Subcontractor Name _____
Address _____

*Description of Work _____
Proposed Subcontractor Name _____
Address _____

*Description of Work _____
Proposed Subcontractor Name _____
Address _____

*Description of Work _____
Proposed Subcontractor Name _____
Address _____

*Insert description of work and subcontractors' names as may be required.

This is to certify that the names of the above mentioned subcontractors are submitted with full knowledge and consent of the respective parties.

The Proposer warrants that none of the proposed subcontractors have any conflict of interest as respects this contract.

Proposer _____
(Fill in Name)

By _____
(Signature and Title)
END OF BID,