

**TOWN OF TRUMBULL, CONNECTICUT
TRUMBULL PUBLIC SCHOOLS
REQUEST FOR PROPOSAL (RFP)
AUTO SCRUBBERS**

BID NUMBER 6255

DUE: AUGUST 17, 2017 2:00PM

GENERAL INSTRUCTIONS TO BIDDERS

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed bids from qualified vendors (herein after referred to as vendor, firm or bidder) for **Auto Scrubbers** as detailed herein for Trumbull Schools and in accordance with the enclosed terms and conditions, specifications, and 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. It is the sole responsibility of the contractor/ vendor to check the Towns website for this addendum.

1. PREPARATION OF PROPOSALS

Bids shall be submitted by using the 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.

2. BID SUBMISSION

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

Bid 6255 Due: AUGUST 17, 2017@ 2pm

Purchasing Agent

KEVIN 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

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. Any bid received after that time will not be opened or considered. A bidder may withdraw a proposal at any time prior to the above scheduled date and time.

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 that must be outlined in a letter, otherwise it will be presumed that a proposal is in accordance with the required 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 the close of business on **August 10, 2017**, 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. All inquiries may be directed to **Stephen Kennedy**, SKennedy@trumbullps.org Trumbull BOE at 203.452.4306 All other questions may be directed to Kevin J. Bova Purchasing Agent (203.452.5042) kbova@trumbull-ct.gov

Additionally, after proposals are received, the Town and or The BOE 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.

7. **AWARD AND AUTHORITY**

The Town Purchasing Agent on the behalf BOE will issue notification of award in writing and a standard contract agreement. The BOE will issue a Purchase Order

8. **PRICING**

All prices quoted are to be firm for a period of one (1) year following bid opening. Special Consideration will be given to responses with extended firm price dates. The Town is always interested in any and all cost reduction opportunities. It is the intent to purchase four of the machines based on the proposal. Based on the bid prices and available funds the BOE may purchase more or less machines.

When determining cost, the following factors may be used to determine bid award:

Cost per sq. ft. of productivity per hour
Equipment Accessibility to all areas of the building
Routine operation and maintenance costs
Strength of warranty Vendor support and maintenance program
Simplicity and ease of use for operators
Cost

The Trumbull Public Schools prefers to award the bid to one vendor and maker. However, awards may be awarded on a machine by machine basis at the sole discretion of TPS based on the award criteria.

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 Bidder further 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 Contract, 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**

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.

12. **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.

13. **ADENDUMS**

It is the responsibility of the bidder to verify prior to final submittal of a bid or bid if any addenda to this request have been issued. Any addenda to this request shall be posted on the Town of Trumbull website www.trumbull-ct.gov under the Purchasing Department's section. Bidders may also call the Purchasing Department directly 203.452.5031 for inquiries regarding addenda.

14. **REFERENCES**

All responders to this request shall submit with their proposal (See Attached Form) at least four (4) references for products supplied similar to those required herein. (List primary contact names, addresses and phone numbers, etc.). It is the intention of the Town to contact all references listed.

15. **WARRANTIES**

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

16. **DELIVERY**

- a. Installation & schedule shall be scheduled with the Information Facilities Stephen Kennedy.
- b. **Special consideration may be given to bidders that can expedite installation.**
- c. ALL INVOICES TO BE SENT TO:

Facilities department
TRUMBULL BOARD OF EDUCATION
Att: Mark Deming – Stephen Kennedy
LONG HILL ADMIN BUILDING
6254 MAIN STREET
TRUMBULL, CT 06611

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STATEMENT, OVERVIEW, SCOPE OF WORK, REQUIREMENTS AND SPECIFICATIONS

Statement of Purpose:

It is the intention of the Trumbull Public Schools (TPS) to contract for the services to purchase Auto Scrubbers

Trumbull Public Schools – Specifications for Auto scrubbers

The Trumbull Public schools is soliciting bids for auto scrubbers in accordance with the specifications below. If a discount is offered based on the number of machines ordered or total cost, please include a description of this discount with your bid.

Machines must meet the following minimum specifications:

Machine Type	Cleaning Path Width	Water Lift	Vac Motor Hp	Pad Motor Hp	Required max pad pressure	Minimum Run time	Solution tank capacity
1) Ride - On Battery	32"	70"	0.6	0.6	160 lbs.	4 hours	29 gal
2) Walk-behind	32"	62"	0.6	0.75	120 lbs.	4 hours	22.5 gal
3) Ride on Battery	28"	70"	.6	.6	120 lbs.	4 hours	29 gal
4) Ride on Battery	26"	70"	.6	.6	120 lbs.	4 hours	22.5 gal
5) Walk-behind	28"	62"	0.6	0.75	120 lbs.	4 hours	22.5 gal
6) Walk Behind	20"	34.5"	0.5	0.75	105 lbs.	3.75 hours	11 gal

Minimum estimated actual cleaning area per hour must be a minimum of 27,000 square feet for Ride-On 32", 24,000 for 32" walk-behind, 23,750 for 26"/28" ride-on, 20,800 for 28" walk-behind, 14,750 for the 20" auto scrubber. Machines shall use rotary pads, have a corrosion resistant frame and employ a curved squeegee.

The 32" machines and the 26" and 28" ride-on machines must fit on an elevator with the dimensions 35" door opening, 70" deep and 67" wide.

The 28" walk-behind auto scrubber must fit elevators with the following dimensions 34.5" Door opening X 54 D"x54 W"

Demonstration prior to purchase Bidders must be able to demonstrate operation of any machine model submitted as part of this bid. In addition to demonstrating operation of a machine, demonstration may include verification that machine will fit in an elevator.

Bidders must include a copy of the warranty or warranty statement from the manufacturer.

All prices include delivery set-up, and training.

Machine specifications and Information:

Make	Model	Cleaning Path	Sq. ft. per hour	Solution Tank Size	Down Pressure lbs.	Noise Level	Run Time	Brush Motor	Water Lift

Warranty

Make	Model	Warranty Information - Coverage in months					
		Components	Labor	Travel	Tank	Batteries	

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PROPOSAL FORM

The undersigned hereby submits proposal(s) 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.

All detailed specifications and literature as required attached.

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 # _____, _____, _____, _____, _____

Delivery is (guaranteed) _____ days after receipt of order (ARO)

Pricing is Firm Fixed Pricing (FFP) and shall remain in effect for _____ days.

Matches the minimum in the specifications above in the specification Page 4

Machine Type	Model	Bid Amount for 1 unit (Each)
1) Ride-On Battery 32"		
2) Walk-Behind 32"		
3) Ride on- Battery 28"		
4) Ride on Battery 26"		
5) Walk Behind 28"		
6) Walk –Behind 20"		

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PROPOSAL FORM (continued)

Company Name

by (Signature)

Address

Print Name

Company Name

Title

Date

Telephone/Fax

Email

Website

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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): _____

END OF BID 6255

