

**TOWN OF TRUMBULL  
REQUEST FOR QUOTATION  
ON CALL TRAFFIC LIGHT EQUIPMENT AND PERSONNEL**

**Re-BID # 6256**

**DUE: NOVEMBER 14, 2017 2:00 PM**

**GENERAL INSTRUCTIONS TO BIDDERS**

The Town of Trumbull (hereinafter referred to as Town), through the office of the Purchasing Agent, will accept sealed bids for **ON CALL EQUIPMENT AND PERSONNEL FOR TRAFFIC LIGHT REPAIRS** as detailed in this request. The Town solicits proposals to provide "On-Call" Traffic lights maintenance services on as needed basis. The Town is requesting qualifications and proposals for various repairs or replacement (emergency or non-emergency) for items relating to Traffic Light equipment Town wide, which includes but not limited to Vehicular and Pedestrian Traffic Signal Boxes, Control Switches, Traffic lights, Traffic Loops, etc. All qualified and interested parties are invited to submit qualifications and bids under the terms and conditions set forth as follows:

**1. PREPARATION OF PROPOSALS**

Proposals 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.

**2. BID SUBMISSION**

Bids are to be submitted in DUPLICATE in a sealed envelope addressed as follows:  
Purchasing Agent – RE-Bid 6256 - Due: November 14, 2017  
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. Any bids submitted or received after the advertised hour shall not be accepted, opened or read.
- 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.

**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**

All inquiries regarding this request shall be submitted up to the close of business on NOVEMBER 7, 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. Inquiries may be directed to Mr. Tom Baldwin, General Foreman Highway, at 203.452.5142 or [tbaldwin@trumbull-ct.gov](mailto:tbaldwin@trumbull-ct.gov)

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.

**7. AWARD AND AUTHORITY**

The Town Purchasing Agent will issue notification of Award to the selected suppliers.

The Trumbull Highway Department or Town Purchasing Agent will notify a vendor of the intended rental of equipment and/ or personnel on an "as needed basis".

**8. PRICING**

- a. All prices quoted are to be firm for a period of two (2) years 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. The duration of the engagement shall be through June 30, 2019 and may be renewed for two (2) additional years at the price stated in the Proposal Form by giving the service provider at least Thirty (30) days written notice and upon mutual consent of both parties.
- d. Notwithstanding the foregoing, the Town may cancel a contract at any time upon material breach by the service provider with seven (7) days written notice prior to the termination date.
- e. When a vendor is selected for a job with the submitted proposal page pricing, all invoices shall match per hour and materials mark up in the invoice submitted to the Town end user who is in charge of that job. Once signed, that invoices match the Town rep will sign off and submit to accounts payable for payment.

#### 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

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.

#### 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 labor regulations. All services performed shall also conform to the latest OSHA standards and/or regulations.
- b. The selected vendor (if owner operated) shall supply competent, faithful, skilled and experienced and fully trained and state licensed operators to perform the required work. If at any time, a Town Public Works Official (or their designee) shall notify the contractor that an assigned operator is apparently incompetent or unfaithful, such operator shall be discharged promptly and shall not be employed again for any assignments from the Town.
- c. All machines provided by the selected vendor must be capable of safe, efficient, reliable operation. All vendors shall have and make available additional equipment on an as needed basis in order to properly complete the assigned task. Actual operation of equipment may need to be witnessed/verified by a Public Works Official upon and prior to assigning a specific task.
- d. Work is to be accomplished with the least inconvenience to the public, with due regard to traffic safety.

#### 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	\$2,000,000	\$2,000,000	\$2,000,000
Property Damage Liability	\$2,000,000	\$2,000,000	\$2,000,000
Personal Injury Liability	\$2,000,000	\$2,000,000	\$2,000,000
Comprehensive Automobile Liability			
Bodily Injury	\$1,000,000	\$1,000,000	\$5,000,000
Property Damage	\$1,000,000	\$1,000,000	\$1,000,000

Such policies shall provide that no coverage shall be changed or cancelled unless thirty- (30) day's prior notice of such change or cancellation shall be made to the owner. Such notice shall be made by registered mail; postage prepaid, to the Purchasing Agent, Town of Trumbull, Town Hall, Trumbull, Connecticut 06611.

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

#### 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. 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](http://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.

15. BASIS OF AWARD

The Town will evaluate all Proposals and rank each vendor based on experience and rates. In recognition of the various disciplines involved with Traffic Signal components repairs, multiple vendors may be used from this list. In addition, various vendors may be used based on availability during emergency situations.

16. WARRANTY

The selected contractor shall warrant that only the best workmanship and materials shall be employed in the performance of services for the Town and if, within a period of one (1) year from the date of acceptance by the Town, such work or supplies or any portion thereof are found to be defective or faulty due to imperfect or bad workmanship or material, the contractor agrees to replace such defective supplies and correct such defective work forthwith without expense to the Town.

17. NVOICING

Contractor shall provide itemized billing for various trades hours and materials billed for each service call within 15 days of completion. All invoicing (original and one copy) shall include at a minimum the following information:

- Facility name and address
- Hours of work and personnel assigned (including applicable rates)
- Associated materials and pricing and other pertinent information
- All invoices are to be submitted to the  
Department of Public Works  
366 Church Hill Road  
Trumbull, CT 06611

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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): \_\_\_\_\_

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**CONTRACTOR INFORMATION SUMMARY**

*Complete/Describe In Detail – Attach Additional Sheets If Required*

**Name of Company:** \_\_\_\_\_

**Type of Business:** \_\_\_\_\_  
*(Limited Company, Limited Partnership, Sole Proprietorship, Etc)*

**Years in Business:** \_\_\_\_\_ **Number of Employees:** \_\_\_\_\_

**Qualifications of Personnel Proposed to Work on Town of Trumbull Contract:**

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**Response Time to Service Calls:** \_\_\_\_\_ (Reg. Hrs.) \_\_\_\_\_ (O. T. Hrs.)

**Indicate any specific areas of expertise or other "on call" service below:**

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**PROPOSAL FORM**

**BID RESPONSE FORM FOR \_\_\_\_\_  
(Company Name)**

Addenda # \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**Include hourly rates and pricing for the following:**

<b>Foreman/Supervisor:</b>	<b>\$ _____/HR</b>	<b>Overtime</b>	<b>\$ _____/HR</b>
<b>Flagman:</b>	<b>\$ _____/HR</b>	<b>Overtime</b>	<b>\$ _____/HR</b>
<b>Laborer:</b>	<b>\$ _____/HR</b>	<b>Overtime</b>	<b>\$ _____/HR</b>
<b>Other: _____</b>	<b>\$ _____/HR</b>	<b>Overtime</b>	<b>\$ _____/HR</b>
<b>Other: _____</b>	<b>\$ _____/HR</b>	<b>Overtime</b>	<b>\$ _____/HR</b>
<b>Other: _____</b>	<b>\$ _____/HR</b>	<b>Overtime</b>	<b>\$ _____/HR</b>
<b>Other: _____</b>	<b>\$ _____/HR</b>	<b>Overtime</b>	<b>\$ _____/HR</b>
<b>Vehicle charge</b>	<b>\$ _____/HR or Trip</b>		
<b>Material Markup</b>	<b>_____ 10 _____ %</b>		

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**Proposal (continued)**

In addition to the labor rates specified in the bid request, responders are requested to submit pricing for available equipment listed below **plus any other equipment** at their disposal (along with rental rates) that may be available to the Town.

Please indicate those items below:

**RENTAL RATE (WITH OPERATOR)**

<b>Item</b>	<b>Equipment</b>	<b>Per Hour</b>	<b>Per Day</b>	<b>Per Week</b>	<b>Per Month</b>
a.	Utility Van	\$	\$	\$	\$
b.	Bucket Truck	\$	\$	\$	\$
c.		\$	\$	\$	\$
d.		\$	\$	\$	\$
e.		\$	\$	\$	\$
f.		\$	\$	\$	\$
g.		\$	\$	\$	\$
h.		\$	\$	\$	\$
i.		\$	\$	\$	\$
j.		\$	\$	\$	\$
k.		\$	\$	\$	\$
l.		\$	\$	\$	\$
m.		\$	\$	\$	\$
n.		\$	\$	\$	\$
o.		\$	\$	\$	\$
p.		\$	\$	\$	\$
q.		\$	\$	\$	\$

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.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
By (Signature)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone/Fax

\_\_\_\_\_  
Email

\_\_\_\_\_  
Website

**Pricing above shall be for mechanical, electrical, plumbing or any other type of services. Bidders can submit any other type of labor under "Other". Bidder to fill in type of labor. Bidders can submit supplemental sheets for additional labor rates.**

**TRAVEL TIME:**

**Bidders shall charge The Town of Trumbull a maximum of 2 hours each way for travel time to and from Trumbull for assigned tasks. Trucking charges for pick up/delivery of equipment and parts shall be allowed with approvals by the Town of Trumbull. Travel Time within Trumbull for multiple tasks shall be charged to the Town of Trumbull.**

End of RFQ