



**TOWN OF TRUMBULL**

**REQUEST FOR PROPOSAL TO  
SUPPLY AND INSTALL MULTIFUNCTIONAL  
PRINTER FOR THE ENGINEERING DEPARTMENT**

**BID #6263**

**DUE: September 27, 2017 @ 2:00 pm**

**TOWN OF TRUMBULL  
REQUEST FOR PROPOSAL TO  
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**BID #6263      DUE: SEPTEMBER 27, 2017 @ 2:00 PM**

**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 firm or bidder **for the purchase and installation of a multifunctional Printer** for the Trumbull Engineering Department, located at 5866 Main St, Trumbull, CT 06611, in accordance with the attached specifications and requirements.

**1. PREPARATION OF BIDS**

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.

Bidders must submit a list of all equipment to be used and specification sheets for the generator equipment to allow proper bid evaluation. Bidders may also 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 DUPLICATE in a sealed envelope and addressed as follows:

**BID NUMBER #6263      DUE: September 27, 2017 @ 2:00 pm**

KEVIN BOVA  
Purchasing Agent  
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 bid received after the due date and time noted above shall not be accepted or opened.
- 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 answered up to the close of business September 20 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. Technical inquiries may be directed to **Mr. Steve Earley (203-452-5050)**; all others may be directed to Kevin Bova, Purchasing Agent (203.452.5042).

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 in writing along with a standard Contract agreement, upon signature of both award and contract the Town Purchasing Department will issue a Purchase Order.

8. **PRICING**

- a) All prices quoted are to be firm for a period of at least one hundred and Twenty (120) 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.

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

Any assignment or subcontracting by a bidder for goods 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, PREVAILING WAGE, 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. 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 and the Public Works Department shall be named as an additional insured with an 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 -**

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

**Comprehensive Automobile Liability**

Bodily Injury	Each Person \$1,000,000	Each Occurrence \$1,000,000	Aggregate \$1,000,000
Property Damage		Each Occurrence \$1,000,000	Aggregate \$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 Town'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. REFERENCES**

Bidders must provide four (4) commercial references using the attached form.

**15. WARRANTY**

The extent of warranty period for all equipment and work completed for this requirement shall be submitted with the bid for the Town's review.

**16. SPECIFICATIONS**

- a. 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.
- b. 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.
- c. The Town reserves the right to require any or all Bidders to submit statements as to previous experience in the delivery of similar equipment; 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 delivery shall be considered in making an award.

**17. LOWEST RESPONSIBLE PROPOSAL**

- a) The Town will consider and evaluate all options. Based on the review of base bid and alternates, the Town will choose either Based Bid or Option 1. The low bidder will be determined based on the lowest price of whichever option is chosen (either Base Bid or Option 1) in accordance with the Drawings and Bid Documents, Specifications and requirements.
- b) If the Lowest Total Proposal exceeds the amount of funds available for the project, the Town reserves the right to increase or decrease any class, item or part of the work. After determining the "lowest responsible qualified Bidder", the Town will issue a Notice of Award to the successful Proposer.
- c) In the event that the lowest responsible qualified Bidder fails to execute the Contact 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.

18 **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 also call the Purchasing Department directly 203.452.5042 for inquiries regarding addenda.

19 **TIME IS OF THE ESSENCE**

The Contractor must submit with their bid the lead time necessary to supply multifunctional Printer. Lead-time information shall be reviewed as part of the bid. An agreed start date to install the Generator shall be determined between the Town and Contractor.

20. **DELIVERY**

- a. Installation & schedule shall be scheduled with the Engineering Department, contact Steve Earley at [searley@trumbull-ct.gov](mailto:searley@trumbull-ct.gov) or 203-452-5050
- b. **Special consideration may be given to bidders that can expedite installation.**
- c. ALL INVOICES TO BE SENT TO :

**TOWN OF TRUMBULL**

Attn: Steve Earley

Town Hall

5866 MAIN STREET

TRUMBULL, CT 06611

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**TECHNICAL SPECIFICATIONS AND REQUIREMENTS**

**1. General Description of Work**

The Town of Trumbull is soliciting services to purchase, deliver and install a multifunctional printer for the Engineering Department, located at 5866 Main St, Trumbull, CT 06611. Therefore, the Town is soliciting prices in accordance with the specification.

**2. Scope of work**

Listed below are the printer model options, ONE (1) of which the Town intends to purchase, including delivery and installation:

<b>BASE BID</b>	
<b>EQUIPMENT SPECS &amp; SCOPE OF WORK</b>	<b>QTY</b>
1. Supply RICOH MP CW2201SP Wide Format Color Digital Imaging System <ul style="list-style-type: none"> <li>• Output Speed (D-Size): 3.8-ppm B&amp;W and 2.1-ppm Color Fuel: NG</li> <li>• Maximum Power Consumption: Less than 180W</li> <li>• Maximum Print Width: 36" (914mm)</li> <li>• Power Requirements: 120 – 127V/60Hz, 15A</li> <li>• Weight: 265 lbs. (120kg)</li> <li>• W × D × H (inches): 54.5 × 26.6 × 48</li> <li>• Main Frame B Unit</li> <li>• Multi-stage power protection &amp; line conditioning unit model # ESP XG-PCS-15D.</li> </ul> 2. Deliver and Install new multifunctional printer 3. Provide startup and test by authorized technician 4. Provide annual maintenance	<b>1</b>
<b>OPTION #1</b>	
Any alternative similar to the Base Bid	<b>1</b>

The Town will consider and evaluate all options. Based on the review of base bid and alternates, the Town will choose either Based Bid, or Option 1. The low bidder will be determined based on the lowest price of whichever option is chosen (either Base Bid or Option 1).

**3. Other**

If the low bidder is unable to respond, the Town reserves the right to assign the task to the next lowest unsuccessful bidder on the condition that they are to perform work at the same contract rates as the low bidder.

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**REFERENCES**

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

List references for similar services provided for at least five (5) 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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**THE PROPOSER SHALL STATE THE NAMES OF ALL PROPOSED SUBCONTRACTORS (TO BE SUBMITTED WITH PROPOSAL)**

**PROPOSED SUBCONTRACTORS**

**IF NONE, WRITE "NONE" \_\_\_\_\_.**

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**\*DESCRIPTION OF WORK** \_\_\_\_\_

**PROPOSED SUBCONTRACTOR NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

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**\*DESCRIPTION OF WORK** \_\_\_\_\_

**PROPOSED SUBCONTRACTOR NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

---

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**\*DESCRIPTION OF WORK** \_\_\_\_\_

**PROPOSED SUBCONTRACTOR NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

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**\*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)**



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**Proposal**

Project:            SUPPLY AND INSTALL MULTIFUNCTIONAL  
PRINTER FOR THE ENGINEERING DEPARTMENT,  
TOWN OF TRUMBULL, CONNECTICUT

**1.      OFFER**

Pursuant to and in compliance with the Invitation to Bid relating thereto, the Undersigned,

\_\_\_\_\_

Himself/herself with the conditions present and carefully examined all the documents, including the specifications, General Instructions, Bid Proposal Form, etc., together with all Addenda issued and received prior to closing time for receipt of Bids as prepared by Town of Trumbull hereby offers and agrees as follows:

To provide all materials, all labor and all else whatsoever necessary to erect and properly finish all work in accordance with said documents for the above-mentioned project to the satisfaction of the Owner for the stipulated sum of

**Base Bid (in words)** \_\_\_\_\_

**Base Bid (in figures) \$** \_\_\_\_\_

***Full Specifications must be attached.***

**2.      Option No.1** – Provide any alternative similar to the Base Bid as described in section 2 of the Technical Specifications and Requirements in lieu of the specified Base Bid. ***Full Specifications must be attached.***

**OPTION #1 TOTAL AMOUNT OF BID:**

\_\_\_\_\_ **DOLLARS**

**In words**

**OPTION #1 TOTAL AMOUNT OF BID:**

\_\_\_\_\_ **DOLLARS**

**In figures**

**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 AND OR Option 1

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

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

\_\_\_\_\_  
by (Signature)

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Town-City Zip

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone

***END OF BID FORM***