

**TOWN OF TRUMBULL, CONNECTICUT
BOARD OF EDUCATION
REQUEST FOR PROPOSAL
REPLACEMENT OF HOT WATER SUPPLY PUMP AT TRUMBULL HIGH SCHOOL**

BID 6268

DUE: December 5, 2017

GENERAL INSTRUCTIONS

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed bids from qualified firms (hereinafter referred to as vendor, contractor, bidder) for Replacement of Hot Water pump at Trumbull High School in accordance with the attached specifications and scope of work.

This RFP is not a contract offer, and no contract exists until a written contract is signed by the Town and the successful proposer.

1. PREPARATION OF BIDS

- a. 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.
- b. Bidders may also submit, under separate cover with their proposal, any samples of reports and documents that are necessary to meet the requirements of this bid request.

2. BID SUBMISSION

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

Bid 6268 – Due: December 5, 2017 @ 2pm

Replacement of hot water supply pump at Trumbull high school

Kevin Bova

Purchasing Agent

Town of Trumbull

5866 Main Street

Trumbull, CT 06611

- b. 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.
- c. No oral, telephonic, or faxed proposals will be considered. Corrections, deletions, or additions to the bids may be made by wire, provided such wires are received in correct and comprehensive form prior to the opening time of bids, and confirmed by letter. No telephone corrections, deletions, or additions will be accepted. The Town reserves the right to reject any or all bids, and to waive any or all formalities in connection therewith.

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.
- 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 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 or the Board of Education 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 November 30, 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 of a technical nature may be directed to Mark Deming (203-452-4306) **Director of Facilities, Trumbull Board of Education** MDeming@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.
- d. **It is required that bidders visit the location described in the specifications. Measurements and verification of field conditions are the responsibility of the Bidder. Contact the Facilities Department to arrange a time to visit the site (203-452-4306).Project located at Trumbull High School 72 Strobel Rd, Trumbull, CT 06611**

7. **AWARD AND AUTHORITY**

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

8. **PRICING**

- a. Bidders are requested to quote as complete specifications in the bid.
- b. All prices quoted are to be firm for a period of at least 120 days following bid opening.
- c. Special Consideration will be given to responses with extended firm price dates. The Town is always interested in any and all cost reduction opportunities.
- d. Special consideration may be granted to bidders with expedited installation dates.

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**

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. Additional regulations and/or standards as listed in the specifications shall apply. Contractor shall also collect and submit four (4) Certified "Statements of Compliance" from any sub-contractors.

12. **WARRANTIES**

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

13. DELIVERY

a. **Special consideration may be given to bidders that can expedite installation.**

14. 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.

15. 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	\$1,000,000
Property Damage Liability	\$1,000,000	\$1,000,000	\$1,000,000
Personal Injury Liability	\$1,000,000	\$1,000,000	\$1,000,000
Comprehensive Automobile Liability			
Bodily Injury	\$1,000,000	\$1,000,000	\$1,000,000
Property Damage		\$1,000,000	\$1,000,000

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 BOE Facilities Department Office.

16. 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.

17. Site Visitation and Inspection of Existing Conditions

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

Additional site visits may be arranged by calling the BOE Facilities Department office at 203-452-4306 but there is no guarantee that a visit can be arranged outside the scheduled visit.

Project is at THS 72 Strobel Rd, Trumbull, and CT 06611

18. 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.

19. Contractor Qualifications

Contractor must possess the following qualifications and experience:

- Must have been established for no less than 5 years
- Must provide references of similar projects. References shall demonstrate the following:
 - At least one project similar in scope and complexity
 - One reference in a school system or similar institution

20. METHOD OF AWARD

- The following criteria will be used to evaluate all quotes:
- Price
- Vendor reputation and support
- Vendors who provide the most favorable delivery & Install date.

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GENERAL CONDITIONS & SCOPE OF WORK

Replacement of Hot Water Supply pump at Trumbull High School

1. Purchase and install new Bell and Gossett base mounted pump, triple duty valve and suction diffuser.
2. Contractor is responsible for removal and disposal of all equipment and parts off site.
3. Contractor is responsible for the collection and/or control of glycol in system, freeze service is an acceptable method also.
4. If system is drained contractor shall be responsible for reinstalling glycol and insuring proper levels.
5. Re-install and/or replace any disturbed or damaged insulation.
6. Factory start and test, to include laser alignment.
7. Contractor shall provide all wiring, BMS connections, for demolition and installation.
8. Contractor must be able to adhere to a set schedule and provide services so as not to disturb school operations.
9. Mechanics and Technicians shall be licensed professionals.

The work to be performed will consist of the following:

The Town of Trumbull, on behalf of the Board of Education has authorized to be completed in accordance with the terms, conditions, scope of work, requirements contained herein and General Specifications – Site Visits are highly encouraged by Contact Mark Deming or Facilities department 203-452-4306 project is located at 72 Strobel Rd, 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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Bid Form / PROPOSAL FORM

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.

Proposer acknowledges receipt of the following Addendum:

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

This quotation is to remain firm for 120 DAYS

Total proposed per GENERAL CONDITIONS & SCOPE OF WORK

TOTAL proposed (turnkey) REPLACEMENT OF HOT WATER SUPPLY PUMP AT TRUMBULL HIGH SCHOOL:

\$ _____ **Written Figures**

\$ _____

Written in Words

Estimated time to complete project: _____

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Bidder Information

Company Name

by (Signature)

Address

Print Name (Duly Authorized Representative)

City-Town Zip

Title

Date

Telephone/Fax

Email

Cell Phone/ Alt.Contact Number

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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,

