

**TOWN OF TRUMBULL, CONNECTICUT  
REQUEST FOR PROPOSAL  
2018 TRUMBULL DAY (CARNIVAL)**

**RFP # 6272     DUE: JANUARY 30, 2018 2:00 P.M.**

**GENERAL INSTRUCTIONS TO BIDDERS**

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept Request for Proposal, hereinafter referred to as RFP, is to select a carnival to provide:

**A Carnival and Midway Amusements for the 2018 Trumbull Day Event.**

**Friday evening, June 29, 2018 and Saturday, June 30, 2018. The event will be held at Trumbull High School, 72 Strobel Rd, Trumbull, CT 06611. Rain date –is July 1, 2018- If rainout on Friday June 29, 2018 the rain date will be Sunday July 1, 2018 from 12-5 pm. If we have a Rain out only on Saturday June 30, 2018 The Rain date will be Sunday July 1, 2018 from 12pm to 10 pm, If there is a Rainout Friday and Saturday, the rain date will be Sunday July 1, 2018 from 12-10pm.**

The company hereinafter may be referred to by the following terms: Company, Firm, Consultant and/or Contractor. Town of Trumbull hereinafter may be referred to as the Town as detailed in the attached requirements.

**1.     PREPARATION OF PROPOSALS**

Bids shall be submitted by using the enclosed BID PROPOSAL FORM that accompanies this request. Submit one (1) ORIGINAL and three (3) EXACT COPYS. Bidders should submit bids in a clear, concise and legible manner to permit proper evaluation of responsive bids

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 the proposal be accepted.

**2.     SUBMISSION OF PROPOSALS**

PROPOSALS are to be submitted in DUPLICATE in a sealed envelope addressed as follows:

**Bid # 6272 DUE: January 30, 2018 BY 2:00 PM  
ATTN: 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**

Proposals 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.

A bidder may withdraw a proposal at any time prior to the above scheduled date and time. Any Proposal 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 proposals 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) Your product or service must meet or better the required specifications on all points. Unless the Town receives a letter that states otherwise it will be presumed that your proposal is in accordance with the required specifications.

5. **GUIDANCE**

The information provided herein is intended to assist proposers in the preparation of proposals necessary to properly respond to this RFP. The RFP is designed to provide interested proposers with sufficient basic information to submit proposals meeting minimum requirements, but is not intended to limit a proposal's content or exclude any relevant or essential data therefrom. Proposers are at liberty and are encouraged to expand upon the specification to evidence service capability under any agreement. The Town of Trumbull will not be liable for any costs proposers may incur in the preparation or presentation of this proposal.

6. **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.

7. **INQUIRIES**

All inquiries regarding this request shall be answered up to the close of business on **January 23, 2018**, 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 of a technical nature may be directed to Kathy McGannon [kmcgannon@trumbull-ct.gov](mailto:kmcgannon@trumbull-ct.gov) (203-452-5001) or all other questions may be directed to the Kevin Bova, Purchasing Agent [kbova@trumbull-ct.gov](mailto:kbova@trumbull-ct.gov) or (203.452.5042) The Town reserves the right to communicate with any or all of the Proposers to clarify the provisions of this request; the Town further reserves the right to request additional information from any proposer at any time after proposals are opened. 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 Town contract. The town is looking for the best Combination of Rides (Spectacular, Major and Kiddie) and Gross Revenue Split proposals.

9. **PRICING**

All prices quoted are to be firm for a period of **90 days** following bid opening and any period of an agreement with the successful bidder. The Town is always interested in any and all cost reduction opportunities.

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

Any assignment or subcontracting by a proposer, bidder, supplier, 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 a Town Procurement shall not be permitted without the express written consent of the Town of Trumbull

**11. HOLD HARMLESS CLAUSE**

The Contractor 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.

**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. A list of employees working the event may be requested by the Town and employees may be subject to a background check prior to the start of the event.

**13. INSURANCE REQUIREMENTS**

The successful proposer 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:

<b>Commercial General Liability</b>	<b>Each Occurrence</b>	<b>Aggregate</b>
Bodily Injury Liability	\$1,000,000	\$1,000,000
Property Damage Liability	\$2,000,000	\$2,000,000
Personal Injury Liability	\$1,000,000	\$1,000,000
<b>Comprehensive Auto Liability</b>	<b>Each Occurrence</b>	<b>Aggregate</b>
Including coverage of owned, non-owned & rented vehicles	\$1,000,000	\$1,000,000

The insurance policy must contain the additional provision wherein the company agrees that 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 Purchasing Agent, Town of Trumbull.

Additionally the successful proposer (Contractor) shall provide adequate statutory Workmen's Compensation Insurance for all labor employed on this project, and comprehensive General Public Liability Insurance (Coverage "B"). The successful proposer (Contractor) and each Subcontractor agree that their insurance carriers waive subrogation against the Town, its agents or employees with respect to any loss covered by the Contractor's and each Subcontractor's insurance

**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. ADDENDUMS**

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 203.452.5042 for inquiries regarding addenda.

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**SPECIFICATIONS, REQUIREMENTS AND TERMS TO BIDDERS**

The Town may award a contract based solely upon the merits of the initial proposal, without an oral commentary by the proposers. In light of this possibility, proposers should present the most favorable price and service available. The Town may require an oral presentation from a short list of the top two or three proposers to make a final selection. If necessary, this presentation will be scheduled after the closing date and prior to the award of the contract. The Town reserves the right to reject any or all proposals received and to waive any informality or technicality in any proposal in the interest of the Town.

**TERMS OF THE CONTRACT**

The agreement will be in accordance with requirements set forth in the Terms of Agreement of this RFP.

- **The proposed term of this agreement is for Two (2) days of operation:**
  - Friday, June 29, 2018 from 5 PM to 10 PM**
  - Saturday, June 30, 2018, Noon to 10:00 PM**
- **Delivery/Set up: Wednesday, June 27, 2018 – Thursday, June 28, 2018**
- **Breakdown/Removal: Sunday, July 1, 2018 must be done and off grounds by 6pm**
  
- **The TRUMBULL DAY CARNIVAL schedule is Friday evening June 29, 2018 from 5pm -10 pm and Saturday, June 30, 2018 from 12 pm to 10 pm. The event will be held at Trumbull High School, 72 Strobel Rd, Trumbull, CT 06611. The RAIN DATE will be Sunday July 1, 2018- If there is a rainout on Friday June 29, 2018 the rain date will be Sunday July 1, 2018 from 12-5 pm. If we have a Rainout only on Saturday June 30, 2018 The Rain date will be Sunday July 1, 2018 from 12 pm to 10pm. If we have a rainout, Friday AND Saturday rain date will be Sunday July 1, 2018 from 12-10pm or until Fireworks are done.**
  
- **If a rain date happens, Breakdown will be Monday July 2, 2018 and must be off grounds by 6 pm.**

All provisions of the agreement must be in compliance with established State and Local laws and ordinances of the State of Connecticut.

**Within 45 days after June 30, 2018, the Town shall have the right to renew and award the Carnival contract to Signer for the 2019 Trumbull Day event. Further, within 45 days after the 2019 Trumbull Day the Town holds the right to renew and award the Carnival contract to Signer for the 2020 Trumbull Day event. Upon mutual agreement of each/any of the above, the Purchasing Agent will send a letter of award and contract within 45 days of the event(s).**

**QUALIFYING PROPOSALS MUST PROVIDE: (May use additional costing sheets for Proposal)**

1. Total Space (SF) Requirements for all proposed rides, amusements, concessions, and supporting equipment and apparatus.
2. Rides: Proposal must include a list of rides from the following classifications: spectacular, major, and kiddy rides. Each proposed ride must include the following information:
  - a. Space requirements (SF)
  - b. Height/weight/age requirements
  - c. Ride capacity
  - d. Number of required tickets for each ride
  - e. Age of ride
3. Pricing for Ride Tickets, including single, multi-pack and “ride-all day” wristbands, and suggested times for “ride-all-day” promotions.
4. Proposed Gross Revenue Split (to the Town) for each offering in item #3
5. Outline of Proposed Ride Ticket Sales: Provide detailed proposal of Ride Ticket Sales operation (i.e. number of available ticket sales trailers, service windows, and number of sales persons that will operate the trailer during open hours).  
NOTE: The Town reserves the right to require additional personnel be deployed to assist in the sale of ride tickets to facilitate reduction of ticket purchase lines.
6. Accounting Procedure: Specify in detail the arrangements that will be made in order to ensure the financial reporting integrity of the bidders operation. This includes ticket sales and handling, inventory controls, etc. provide example of reported that would be generated. NOTE: The town reserves the right to employ personnel to audit ticket sales throughout the event to assure compliance with stated procedures.
7. Concession Games of Chance:
  - a. Proposed Gross Revenue (to the Town) for each Game Trailer
  - b. List of proposed games and cost of each game
8. Concession Food Trailers: Proposed revenue (to the Town) for each Concession Food Trailer.  
NOTE: The carnival will NOT be the exclusive food vendor for the event; primary food vendors will also participate in the event.
9. Provide a brief description of promotion and marketing activities used to contribute to the event, including discount promotion plans. Specify other resources, if any, that would be allocated to advertising and marketing. List any additional features (i.e. circus, etc.) which you could provide for the event at Trumbull Day.
10. Provide a list of References for engagements, including contact names and telephone numbers, for events between the 2013-2017 seasons.
11. A diagram of the carnival layout in the proposed space
12. A copy of Bidder’s operational safety practices/procedures, will be required prior to the Festival.

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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/Event: \_\_\_\_\_

**CLIENT 2:**

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Dates: \_\_\_\_\_

Project/Event: \_\_\_\_\_

**CLIENT 3:**

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Dates: \_\_\_\_\_

Project/Event: \_\_\_\_\_

**CLIENT 4:**

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Dates: \_\_\_\_\_

Project/Event: \_\_\_\_\_

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**BID PROPOSAL FORM**

The undersigned hereby submits the following Bid Proposal Form in response to the request herein and in response to required specifications and conditions as stated in this Request for Proposal. All exceptions in conjunction with the submitted and pricing are noted below or on the attached pages as needed.

The undersigned hereby submits the above price, and attests that this bid meets all the requirements stated in this Request for Quotation and that pricing shall be firm fixed and remains in effect for 90 days.

Please list any Addenda below. The modifications to the Bid Documents noted therein have been considered and all costs thereto are included in the Base Bid.

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

**(May use additional costing sheets for Proposal from the Specifications)**

**Cost of tickets each**    \$ \_\_\_\_\_    **Cost of tickets booklet** \$ \_\_\_\_\_

**Cost of Wristband Friday** \$ \_\_\_\_\_

**Wristbands Saturday All day** \$ \_\_\_\_\_

**Number of Rides:**    **Spectacular** \_\_\_\_\_    **Major** \_\_\_\_\_    **Kiddie** \_\_\_\_\_    **Other** \_\_\_\_\_

**Offer of Ride Gross:** \_\_\_\_\_ %    **Offer of Food Gross** \_\_\_\_\_ %

**Submitted by:**

\_\_\_\_\_  
Company

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

\_\_\_\_\_  
Street

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone/fax

\_\_\_\_\_  
Email

\_\_\_\_\_  
Alternate phone/Emergency Contact

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**SPECIFICATION AND PROPOSAL (Continued)**

**Submitted by:**

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

Business Address: \_\_\_\_\_

Type of Entity: Corporation: \_\_\_\_\_                      Type of Corp.: \_\_\_\_\_

LLC: \_\_\_\_\_    Partnership: \_\_\_\_\_

Joint Venture: \_\_\_\_\_                      Sole Proprietorship: \_\_\_\_\_

Other (Specify) \_\_\_\_\_

CT State Business License Number (if applicable): \_\_\_\_\_

State Agency issuing license: \_\_\_\_\_

Number of years in business under entity name: \_\_\_\_\_

Describe the permanent safety program you maintain within your organization. Use attachment if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

End of RFP