

**TOWN OF TRUMBULL, CONNECTICUT
PWD PROJECT
REQUEST FOR PROPOSAL
COMPLETE KITCHEN RENOVATION-TOWN HALL**

BID NUMBER 6286: DUE: May 16, 2018 AT 2:00PM

General Information

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed bids COMPLETE KITCHEN RENOVATION (Break room)-TOWN HALL 5866 Main Street, Trumbull CT 06611. For the Town of Trumbull in accordance with the enclosed specifications.

**A Pre bid Site walk through will be conducted on May 1 @ 10 am @ The Town Hall
The Project is located @ Trumbull Town Hall 5866 Main Street, Trumbull, CT 06611.**

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 PROPOSALS

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.

Proposers 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

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

BID 6286-COMPLETE KITCHEN RENOVATION-TOWN HALL

Due: May 16, 2018 @ 2PM

Attention: Kevin J 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. 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 that must be outlined in a letter otherwise it will be presumed that a proposal is in accordance with the required specifications.
- c) Any item that is submitted as equal but upon delivery is found to not meet the bid specifications, that item **will be returned at the vendor's expense.**
- d) The Town of Trumbull 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 the close of business on May 10, 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 Email as appropriate to all bidders. Inquiries of a technical nature may be directed to **Assistant Building Official, Mike Devore at (203-452-5084) or mdevore@trumbull-ct.gov**. All other General questions concerning this request and submission requirements may be directed to **Mr. Kevin Bova Purchasing Agent, at (203) 452-5042 or kbova@trumbull-ct.gov**.
- 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.

7. **AWARD AND AUTHORITY**

The Purchasing agent from Town Hall will issue notification of award in writing. Along with Standard contract and a Purchase order.

8. **METHOD OF AWARD**

The following criteria will be used to evaluate all quotes:

1. Firm Price
2. Delivery Options and Discounts
3. Vendor's ability to supply & support the products that match the specifications.
4. Proposers are requested to quote as a complete al materials& Labor.
5. Time is essence and will be part of the award.

9. **PRICING**

All prices quoted are to be firm for a period of ninety (90) days 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.

10. **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

11. 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.

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.

13. WARRANTIES

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

14. 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:

Commercial General Liability	Each Occurrence	Aggregate
Bodily Injury Liability	\$1,000,000	\$1,000,000
Property Damage Liability	\$1,000,000	\$1,000,000
Personal Injury Liability	\$1,000,000	\$1,000,000
Comprehensive Auto Liability	Each Occurrence	Aggregate
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 bidder (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 bidder (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.

15. 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.

16. LOWEST RESPONSIBLE PROPOSAL

a) The Town along shall determine the "lowest responsible qualified proposer" on the basis of the Proposer submitting the lowest "Total Proposal", responsiveness of his Technical Proposal; and demonstrating a history of the ability and integrity necessary to perform the required work; and certifying that it shall perform the work in accordance with the Specifications and requirements.

Proposals will be compared on the basis of the "Total Proposal" of the items listed in the Proposal and on basis of the Proposer's experience and competence.

If the Lowest Total Proposal exceeds the amount of funds available for the project, the Town along reserves the right to increase or decrease any class, item or part of the work. After determining the "lowest responsible qualified proposer", the Town will issue a Notice of Award to the successful Proposer.

In the event that the lowest responsible qualified proposer 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, in which case the Bid Guarantee shall become the property of the Town.

17. **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 Addendum at any time prior to the Bid Opening. All such Addendums become, upon issuance part of the Specification. Each Bidder shall cover such Addendum 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 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.

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 under the Purchasing Department's section. Bidders may also call the Purchasing Department directly 203.452.5042 for inquiries regarding addenda.

19. **LIQUIDATED DAMAGES**

Non-compliance with the scheduled completion date of the Contract shall result in charges as follows:

The Contractor shall pay liquidated damages of \$250.00 per working day for each day after the agreed Contract completion date up to, and including, the actual date of completion.

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**GENERAL INSTRUCTIONS TO BIDDERS
Description of Project/Service/Item:**

The work to be done is at
Trumbull Town Hall break room COMPLETE KITCHEN RENOVATION
5866 Main Street
Trumbull CT, 06611

Contractor will supply their own dumpster; Town will advise where to station it.

Preparation and installation

For replacement of a full kitchen. You may have alternates to what the specification are looking for please attach to bid proposal.

Basement Breakroom and Cleaning Closet remodel at 5866 Main Street Trumbull, Ct 06611

1. Remove and dispose of the existing ceiling tiles and light fixtures in the drop ceiling, ceiling frame to remain, cabinetry, sink, carpet and tile flooring, baseboard trim and any daily trash that is generated. Haul away.
2. Electrical work to include. 10 Halo 5 inch recessed lights and trims, three way switches from both entry doors, outlets according to the Building Code. New refrigerator circuit, verify microwave circuit is 20 amp. New coffee maker circuit. Move computer jack to rear wall, other switching to be changed. Supply and install all materials. Note the Halo lights will go in a lay out as directed by Michael Devore town rep.
3. Replace cabinets that will be supplied by the town. All cabinets and fillers will be provided. This will be delivered & scheduled by Michael Devore Town Rep. There will be additional ripping and sizing of fillers. Approximately 19 linear feet of base cabinets and approximately 13 linear feet of upper cabinets. There is a two-piece upper trim, one flat stock and a small crown molding. We will need a 5' coat rack to be wall hung. There will be a 5' bar style countertop mounted to the wall. This will be hung from wall brackets (see item # 8). Please be advised there will be a need for wall blocking to structurally secure all wall-hung items.
4. There will be a wall-hung television. Specs on bracket & TV to be provided. Installation of Bracket and Television should be included in your estimate. Bracket and Television to be part of the allowances. Again there will be wall blocking needed to structurally secure all wall mounted items.
5. Your licensed sub-contractor will need to provide a water line to the automatic, countertop coffee maker and the refrigerator with icemaker. Specifications and coffee maker to be provided (The coffee maker with an in line water filter & the refrigerator you the contractor will supply under the allowances). Specifications and coffee maker to be provided. Located to the left of the sink within 8 feet. Your licensed sub-contractor Plumber will make the sink and faucet connections along with icemaker from

- refrigerator. The under mount sink will be installed by the countertop installers. The faucet hole will be drilled by the countertop installers. Sink and faucet will be in the allowances.
6. New vinyl flooring by Philadelphia Commercial. Colors either Fields (00170) or Caramel (00650) approx. 420 square feet (field verify). For reference go to [www. Philadelphia-commercial.com](http://www.Philadelphia-commercial.com) (or equal to or similar flooring) for further information with final approval from Alicia Altobelli Executive Assistant. The floor trim will be finished with a gray vinyl baseboard. Vendor /contractor to Supply and install all materials, need to Provide all samples for approval. All part of the price in the base bid not allowanceceases.
 7. Painting to include all wall preparations in breakroom and closet. Compounding to be completed with three coats and all nail holes filled. Sanding as needed for final preparation. Two coats of Benjamin Moore eggshell (washable) for the walls. Two coats Benjamin Moore satin finish for the trim. Colors to be determined and approved by Alicia Altobelli Executive Assistant. Contractor to Supply and install all materials.
 8. Countertops to be granite. All templating and installation of countertops is by an assigned vendor from the town -. All templating and installation of countertops is by Radzwillas Kitchen and Bath Design (203-395-4840). Not part of your labor install. Contactor will coordinate with Radzwillas kitchens and pay them as a sub-contractor & will submit bill under the allowances to be reimbursed. The wall-mounted bar will be granite & installed by Radzwillas & Kitchen. Contractor is responsible for the support brackets for the bar area countertop. Wall mounted bar to measure 15 "depth and 60" length. Again, there will be structural blocking needed to secure all wall-mounted items.
 9. HVAC include the cost of correcting the condensation problem from the ceiling ventilation located near the sink. Please discuss and provide a remedy & a cost.

Building and Mechanical Permits required and the responsibility of the Contractor

**Allowances will be in the proposal page
Granite, sink, appliance's, furniture**

Please take note the construction of the basement area is concrete walls with metal firing strips. The existing tile floor has been tested and no asbestos is present Plans to be provided. All contacts for questions are to be made to Michael Devore 203 452 5084 or mdevore@trumbull-ct.gov

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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

COMPANY NAME: _____

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 # _____, _____, _____, _____, _____

Total proposed including materials (not the allowances) and labor for complete removal and installation of Kitchen Break room in Town Hall.

Total BASE BID Proposed \$ _____
(Written in figures)

Total Base BID Proposed: _____
(Written in words)

The town will advise furniture and appliances along with Granite counter tops. The contractor will buy/ purchase these and be reimbursed.

The contractor will work with Town assignee Mike and Alicia; the contractor will pay for these and be reimbursed and allowed 10% mark up from receipts. These allowances should not be in the total proposed above.

1. Allowances for furniture = TV and Bracket , table & chairs is up \$ 3,500.00
2. Allowances for appliances =Sink , faucet coffee maker & the refrigerator is \$ 3,000.00
3. Allowances for the granite & countertop, sink installers. 3,000.00

Alternate 1

HVAC include the cost of correcting the condensation problem from the ceiling ventilation located near the sink. Please discuss and provide a remedy & a cost

\$ _____
Written in figures

PRICING PROPOSAL SHALL REMAIN FIRM FOR 90 DAYS

Work shall commence _____ days after receipt of Purchase Order

This proposal is submitted in full compliance with all Specifications and General Terms and Conditions

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

Company Name

By (Signature)

Address

Print Name

City-Town

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 Three (3) 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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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)

Drawing will be under BID 6286- Drawing
END of RFP