



**TOWN OF TRUMBULL, CONNECTICUT
ENGINEERING DEPARTMENT**

REQUEST FOR PROPOSAL

**UNIFORM FLAGGER
TOWNWIDE PROJECTS
TRUMBULL, CONNECTICUT**

RFP #6304 DUE: July 24, 2018 at 2:00 PM

Notice to Proposers

**TOWN OF TRUMBULL
REQUEST FOR PROPOSAL
UNIFORM FLAGGER, TOWNWIDE PROJECTS**

RFP # 6304 DUE: JULY 24, 2018 at 2:00PM

Sealed bids will be received at the office of the purchasing agent at Town Hall, 5866 Main Street Trumbull CT 06611 on the date indicated above at 2:00PM for the following:

| <u>BID</u> | <u>DESCRIPTION</u> |
|-------------------|------------------------------------|
| 6304 | Uniform Flagger, Townwide Projects |

Bid documents are available from the Purchasing Department website www.trumbull-ct.gov. In addition, on the State Contracting portal <http://dass.ct.gov/portal>. The Town of Trumbull reserves the right to accept or reject any or all responses if it is deemed to be in the best interest of the Town.

Kevin J Bova
Purchasing Agent

**TOWN OF TRUMBULL
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GENERAL INSTRUCTIONS

The Town of Trumbull, (hereinafter referred to as Town or Owner), through the office of the Purchasing Agent, will accept sealed proposals for **Uniform Flaggers – Townwide Projects** in accordance with the specifications and requirements as detailed in this request. Uniform Flagger will be requested based on an On-call basis for various Town wide projects. All qualified and interested parties (hereinafter referred to as proposer, bidder, contractor or supplier) are invited to submit proposals under the terms and conditions set forth as follows:

This RFP is not a contract offer, and no contract exists until a written contract is signed by the Town and the successful proposer. Please be advised there will be an addendum for Prevailing Wages. It is the sole responsibility of the contractor/ vendor to check the Towns website for this addendum

1. PREPARATION FOR PROPOSALS

An original and two (2) exact copies of the Proposal shall be submitted in a sealed envelope, and addressed to: Purchasing Agent Kevin Bova, Town of Trumbull, in a sealed envelope and plainly marked on the outside as **“Uniform Flagger – Townwide Projects”** the envelope shall bear on the outside the name of the proposer and address. No oral, telephone or telegraphic responses will be considered. Proposals received after the advertised time and date due shall not be opened or considered. The Town reserves the right to communicate with any or all of the proposers to clarify the provisions of Proposals. The Town further reserves the right to request additional information from any proposer at any time after proposals are opened

2. PROPOSAL SUBMISSION

a) Proposals are to be completed (unless directed otherwise in the specifications), printed, signed by an authorized agent, and sealed in an envelope (including all official literature, brochures, etc., which support this request) and addressed as follows:

RFP # 6304 July 24, 2018 @ 2 PM

“Uniform Flaggers – “Townwide Projects”

Trumbull Town Hall – Attn: Kevin J Bova, Purchasing Agent

5866 Main Street, Trumbull CT 06611

b) All Proposals must be made on the enclosed Proposal form. All blank spaces for Proposal prices must be filled in, in ink or typewritten, and the proposal form must be fully completed and executed when submitted. 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 subject project and for the contractual period requested

c) The Town reserves the right to correct, after proposer verification, any mistake in a proposal that is a clerical error, such as a price extension or decimal point error.

3. PROPOSAL RESPONSE TIME

Responses to this request shall be received at the office of the Purchasing Agent, Town Hall prior to the advertised hour (noted above) of opening, at which time all proposals (total proposal amount only) shall be publicly opened and read aloud. A proposer 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. No proposer may withdraw a proposal within Ninety (90) days after the actual proposal opening.

4. TOWN OPTIONS

The Town reserves the right to accept all or any part of a proposal, reject any or all proposals and to waive any requirements, informalities or irregularities, technical defects or non-material deficiencies in a proposal. The Town also reserves the right, if applicable, to award the purchase of individual items under this RFP to any combination of separate proposals or proposers. The award shall be made after careful consideration of all factors including but not limited to price. **The Town reserves the right to cancel the Bid if funding is not approved.**

The Town reserves the right to utilize the next lowest bidder if the lowest bidder is not able to fulfil the Towns request for a Uniform Flagger

5. TAX EXEMPT

The Town of Trumbull is exempt from the payment of taxes imposed by the Federal Government and/or State of Connecticut. Such taxes must not be included in the proposal price. The Town of Trumbull Tax Exempt number is 05-010 31-000.

6. SPECIFICATIONS

If quoted materials and/or equipment do not meet or better the attached specifications on ALL points, the proposer must note ALL exceptions as separate attachments to their formal response; otherwise, it will be presumed that the proposal is in accordance with all specifications requested herein.

7. INQUIRIES & ADDENDUMS

All technical inquiries regarding this request may be directed to Frank Smeriglio, Town of Trumbull, Engineering Department, (203) 452.5050 (fsmeriglio@trumbull-ct.gov). All other questions shall be directed to **KEVIN BOVA 203.452.5042** Kbova@trumbull-ct.gov .

- a) No inquiries shall be responded to that are received after **JULY 17, 2018 by close of business 5pm.**
- b) Answers to questions the Town deems to be in the interest of all proposers will be made available in writing, email or by Fax as appropriate to all proposers or posted as an addendum on the Town web site.
- c) 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.
- d) **It is the sole responsibility of a proposer to verify any addendums that may have been issued relating to this request prior to submission of a proposal. Any notice of addendum shall be published on the Town website (www.trumbull-ct.gov) in the Purchasing Department Section (Bid Notices) and from Digiprint. Submission of a response that does not address any changes or addendums may result in a disqualification of a proposal submission.**

8. ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS

ANY SUBCONTRACTING for work to be performed, or services to be provided, in whole or in part, and any other interest in conjunction with this project shall not be permitted without the express written consent of the Town of Trumbull.

9. HOLD HARMLESS CLAUSE

The Contractor 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 request, 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.

10. WORK REGULATIONS, 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 regulations. All services performed shall also conform to the latest OSHA standards and/or regulations.

11. INSURANCE

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:

| Commercial General Liability | Each Occurrence | Aggregate |
|--|------------------------|------------------|
| Bodily Injury Liability | \$1,000,000 | \$5,000,000 |
| Property Damage Liability | \$1,000,000 | \$5,000,000 |
| Personal Injury Liability | \$1,000,000 | \$5,000,000 |
| Comprehensive Auto Liability | Each Occurrence | Aggregate |
| Including coverage of owned, non owned & rented vehicles | \$1,000,000 | \$5,000,000 |

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.

12. 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. WORK SCHEDULE

The Town anticipates requesting Uniform Flagger on an as-needed basis for various Town wide projects.

15. LOWEST RESPONSIBLE PROPOSAL

- a) The Town 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.
- b) 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.
- c) 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 proposer", the Town will issue a Notice of Award to the successful Proposer.
- d) Copy of valid license issued by the State of Connecticut, Department of Consumer Protection.
In the event that the lowest responsible qualified proposer fails to execute the Contract 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. DELIVERY TIME IS OF THE ESSENCE

Each firm submitting must indicate in their submission- minimum notification needed when a Uniform Flagger is requested by the Town.

Award of work shall be for 1 year after award of work. If Town may request an optional of total 2 additional years in one year increments extension if the prices are held by the bidder.

18. STATEMENT OF QUALIFICATIONS AND REFERENCES

Bidders shall complete and submit the "Statement of Qualifications" section of this request along with the References form. The Town and Engineering Department may make such investigations as necessary and it deems appropriate to determine the qualifications of the proposer to perform the work required. If the Town is not satisfied that the proposer is properly qualified, the Town along with Engineering Department reserves the right to reject the proposal of said proposer.

19. MISCELLANEOUS

- a) The Town may make such investigations as necessary and it deems appropriate to determine the qualifications of the proposer to perform the work required. Each proposer shall submit the Statement of Qualifications section (contained herein). If the Town is not satisfied that the proposer is properly qualified, the Town reserves the right to reject the proposal of said proposer.

20. AWARD AND AUTHORITY

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

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TECHNICAL SPECIFICATIONS

**UNIFORM FLAGGER/
TRAFFICPERSON**

Description: Under this item the bidder shall provide the

Uniformed Flagger/Traffic Person: Uniformed Flaggers/Traffic Person shall be persons who have successfully completed flagger training by the ATSSA, National Safety Council or other programs approved by the Engineer. A copy of the Flagger's training certificate shall be provided to the Engineer before the Flagger performs any work on the project. Services of Uniformed Flaggers shall include the following equipment: garments (including high visibility headgear) so as to be readily distinguishable as a Flagger in accordance with Standard 6E-2 of the MUTCD, and these specifications, and a STOP/SLOW paddle that is at least 18 inches (450 millimeters) in width with letters at least 6 inches (150 millimeters) high, mounted on a handle of sufficient length so that the bottom of the sign will be 6 feet (1.8 meters) above the ground, and conforms to Standard 6E-3 of the MUTCD and catalog number 387-80-9950 of the Catalog of Signs ConnDOT.

Uniformed Flaggers will only be used on non-limited access highways when authorized in writing by the Engineer. Uniformed Flaggers will be used at such locations and for such periods, as the Engineer deems necessary to control traffic operations.

Uniform Flagger shall wear a high visibility safety garment that complies with OSHA, MUTCD, ASTM Standards and the following:

Uniformed Flagger: The base material for the safety garment shall be a fluorescent color of orange, yellow, or strong yellow-green. The garment shall have vertical and horizontal stripe markings of contrasting color to the base material to enhance noticeability of the wearer. These markings shall be made of retroreflective or combination of retroreflective and non-retroreflective materials. The retroreflective material shall be orange, yellow, white, silver, strong yellow-green or a fluorescent version of one of these colors and shall have a minimum width of 5/8 inch (15 millimeters). A minimum area of 40 square inches (25800 square millimeters) of retroreflective material must be visible when the garment is viewed from either the front or back and a minimum area of 12 square inches (7740 square millimeters) of retroreflective material must be visible from any other normal observation angle. The safety garment shall have the words "Traffic Control" clearly visible on the front and rear panels (minimum letter size 2 inches (50 millimeters)).

Worn/faded safety garments that are no longer highly visible shall not be used. The Engineer shall direct the replacement of any worn/faded garment at no additional cost to the State.

A Uniform Flagger shall assist in implementing the traffic control specified in the Maintenance and Protection of Traffic contained elsewhere in these specifications or as directed by the Engineer. Any situation requiring a Traffic person to operate in a manner contrary to the Maintenance and Protection of Traffic specification shall be authorized in writing by the Engineer.

Prior to the start of operations on the project requiring the use of Traffic persons, a meeting will be held with the Contractor, Traffic person agency, and Engineer to review the Traffic person operations, lines of responsibility, and operating guidelines which will be used on the project.

In the event of an unplanned, emergency, or short-term operation, the Engineer may approve the use of properly clothed, non-certified Traffic persons until such time as a certified Traffic person may be obtained. In no case shall this temporary use exceed 8 hours for any particular operation.

9.70.04—Method of Measurement: Only Traffic person services approved by the Engineer will be measured for payment. Services of Traffic persons will be measured for payment by the actual number of hours for each person rendering services in accordance with these specifications. Services of Traffic persons utilized by the Contractor for which the Engineer did not approve and deems not necessary for the proper completion of the project or at locations where traffic is unnecessarily restricted by the Contractor's method of operation, will not be measured for payment.

No Uniformed Traffic person shall work more than twelve hours in any one day. In case such services are required for more than twelve hours, the Contractor may request additional Traffic persons.

No travel time will be allowed or paid for Uniformed Flaggers. Safety garments and STOP/SLOW paddles will not be measured for payment.

Basis of Payment:

“Uniform Flagger” will be paid for at the actual hourly rate charged for Traffic person services (monthly statement or receipted bills) by the entity, which actually provided the service, which have been approved by the Engineer.

There will be no direct payment for safety garments or STOP/SLOW paddles. All costs associated with furnishing safety garments and STOP/SLOW paddles will be considered as being included in the general cost of the Contract.

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STATEMENT OF QUALIFICATIONS (To be submitted with proposal)

Submitted by:

Name of Organization _____

Name of Individual _____

Title _____

Address _____

Telephone _____ Fax: _____ Cell: _____

General Business Information

Check If: Corporation Partnership Joint Venture Sole Proprietorship

If Corporation:

a. Date and State of Incorporation

b. List of Officers

Name Title

If Partnership

a. Date and State of Organization

b. Names of Current General Partners

c. Type of Partnership

General Publicly Traded

Limited other (describe): _____

If Joint Venture:

a. Date and State of Organization

b. Name, Address and Form of Organization of Joint Venture Partners: (Indicate managing partner by an asterisk*)

If Sole Proprietorship:

a. Date and State of Organization

b. Name and Address of Owner or Owners

1. On Schedule A, attached, list major engineered construction projects completed by this organization in the past five (5) years. (If a joint venture list each participant's projects separately).

2. On Schedule B, attached, list current projects under construction by this organization. (If joint venture, list each participant's projects separately).

3. Name of Surety Company and name, address, and phone number of agent.

4. Is your organization a member of a controlled group of corporations as defined in I.R.C. Sec. 1563?

Yes___ No ___

If yes, show names and addresses of affiliated companies.

5. Furnish on Schedule C, attached, details of the construction experience of the principal individuals of your organization directly involved in construction operations.

6. Has your organization ever failed to complete any construction contract awarded to it?

Yes___ No ___

If yes, describe circumstances on attachment.

7. Has any Corporate officer, partner, joint venture participant or proprietor ever failed to complete a construction contract awarded to him or her in their own name or when acting as a principal of another organization?

Yes___ No ___

If yes, describe circumstances on attachment.

8. In the last five years, has your organization ever failed to substantially complete a project in a timely manner?

Yes____ No ____

If yes, describe circumstances on attachment.

I hereby certify that the information submitted herewith, including any attachment is true to the best of my knowledge and belief.

Name of Organization: _____

By: _____

Title: _____

Dated: _____

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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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SUBCONTRACTORS

THE PROPOSER SHALL STATE THE NAMES OF ALL OF ALL PROPOSED SUBCONTRACTORS (to be submitted with proposal)

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)

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PROPOSAL

Proposal of _____ (hereinafter called "Proposer, Bidder"), organized and existing under the laws of the State of Connecticut, doing business as to the Engineering Department, Town of Trumbull, Connecticut (hereinafter called the "Owner").

In compliance with your Advertisement for Proposals, Proposer hereby proposes for the **Uniform Flagger – Town Wide Projects**, in the Town of Trumbull, Connecticut together with all related incidental and appurtenant work as described in the specifications or outlined and/or shown on the exhibits. The work is to be done in strict accordance with the Specifications, Drawings and all Contract Documents, within the time set forth therein, and at the prices stated on the Proposal Schedule.

By submission of this Proposal, each Proposer certifies, that this Proposal has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this Proposal with any other Proposer or with any competitor.

Proposer further agrees that they will provide and sustain the Insurance Policies as required.

Proposer acknowledges receipt of the following Addendum:

Proposer understands that the Owner reserves the right to reject any or all proposals and to waive any informality in the bidding.

Proposer agrees that this proposal shall be good and may not be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for receiving proposals.

Company Name

By (Signature)

Address

Print Name

City, State, Zip code

Title

Phone #Work / Cell

FAX

EMAIL

**PROPOSAL – Uniform Flagger – Town Wide Projects
 (Continued)**

The undersigned hereby declares that in regard to all conditions affecting the work to be done and the labor and materials required, this proposal is based on his investigations and findings, and the Town of Trumbull and the Engineers and their officers, agents and employees shall not in any manner be held responsible for the accuracy of, or be bound by any estimates, borings, water or underground conditions relative to the proposed work, indicated in this or in the other contract documents; that no warranty or representation has been made by the Town of Trumbull or the Engineers or their officers, agents and employees as to subsurface soil or rock conditions, ground water, or other underground and similar conditions; nor has any representation or warranty been so made that the estimated quantities to be used for comparison of proposals will even approximate the actual quantities or materials and work which the Contractor may be required to furnish or perform.

Please note: Quantities in this bid are for determining the low bidder. The low bidder will be determined based upon the sum total of items 1 and 2. The town reserves the right to award work to the second lowest bidder if the low bidder cannot respond to requests on an as needed basis. Actual quantities will be based on actual needs of the Town. Vendor to provide the Town when Overtime hours will apply.

BID FORM - Bidder will complete the Work in accordance with the Contract Documents for the following price(s):

Uniform Flagger – Town Wide Projects – Base Bid

| Item Number | Item Name and Unit Bid Prices Written in Words and Figures | Units | Quant. | Total Amount of Item (In figures) |
|--------------------|---|--------------|---------------|--|
| 1 | Uniform Flagger (for non Prevailing Wage Projects) Per HR, the price of: _____) (\$ _____) | Hr | 250 | \$ _____ |
| 2 | Uniform Flagger Per Overtime HR, the price of: _____) (\$ _____) | Hr | 250 | \$ _____ |
| | | | | |

TOTAL AMOUNT OF BASE BID

_____ Dollars
 In words
 (\$ _____)
 In figures

Bidder to provide the minimum notification requirement when Uniform Flagman is requested by the Town below:

_____ HOURS

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PROPOSAL (continued)

(SEAL-if proposal is by a corporation)

Note: Insert Proposer's name. If a corporation, give the State of Incorporation using the phrase, "A corporation organized under the laws of

_____, composed of officers as follows:

President

Secretary

Vice President

Treasurer

If a partnership, give names of partners, using also the phrase, "co-partners trading and doing business under the firm name and style of _____, composed of partners as follows:

END OF BID