

TOWN OF TRUMBULL, CONNECTICUT
BOARD OF EDUCATION
REQUEST FOR PROPOSAL (RFP)
LEASE OF VARIOUS BAND INSTRUMENTS - TRUMBULL H.S.

GENERAL INSTRUCTIONS TO PROPOSERS

RFP # 5965

DUE: December 10, 2012 3:00 PM

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed Proposals for the (5 Year) lease of various Band Instruments for use at Trumbull H.S. as detailed in the attached.

1. **PREPARATION OF PROPOSALS**

Proposals shall be submitted by using the enclosed PROPOSAL FORM that accompanies this request. Submit one (1) ORIGINAL and one (1) EXACT COPY. Proposals should be submitted in a clear, concise and legible manner to permit proper evaluation.

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. **PROPOSAL SUBMISSION**

a) Proposals are to be submitted in DUPLICATE and sealed in a sealed envelope and addressed as follows:

RFP 5965 –THS Band Instruments Due: December 10, 2012

Purchasing Agent -

Town of Trumbull

5866 Main Street

Trumbull, CT 06611

- b) All Proposals must be submitted on the enclosed Proposal form. All blank spaces must be filled in, in ink and the proposal form must be fully completed and executed when submitted.
- c) 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.
- d) No oral, telephone or telegraphic responses will be considered.
- e) The Town reserves the right to communicate with any or all of the responders to clarify the provisions of this request. The Town further reserves the right to request additional information from any responder at any time after proposals are opened.

3. **PROPOSAL TIME**

- a) 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.
- b) A proposal 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 of Trumbull reserves the right to reject any and all Proposals and does not bind itself to accept the lowest Proposal or any proposal. The Town reserves the right to ask for new Proposals in whole or in part, or to reject any or all Proposals, 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 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 proposal otherwise it will be presumed that the proposal 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 Proposal 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 **December 6, 2012, 2004**, 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 proposers will be made available in writing or by Fax as appropriate to all proposers. Inquiries of a technical nature may be directed to the Peter Horton, THS Band Director, (203.452.4539), all others may be directed to Robert J. Chimini, Purchasing Agent (203.452.5042).
- b) The Town reserves the right to communicate with any or all of the parties to clarify the provisions of Proposals. The Town further reserves the right to request additional information from any party at any time after proposals are opened.
- c) **It is the sole responsibility of a bidder 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. Failure to submit a response that does not address any changes or addendums may result in a disqualification of a proposal submission.**

7. **AWARD AND AUTHORITY**

The Board of Education will issue a notification of award.

8. **PRICING**

- a) All prices quoted are to be firm for a period of one (1) year following Proposal 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 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 a Town procurement shall not be permitted without the express written consent of the Town of Trumbull.

10. **HOLD HARMLESS CLAUSE**

Vendor 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.

12. **CONFLICT OF INTEREST**

No purchase shall be made from nor shall services (other than services as an officer, agent, or employee of the Town) be secured from any officer or employee of the Town, or from any partnership or corporation in which such officer or employee is a partner or officer, or holds a substantial interest, unless such relationship and the fact that such purchase is contemplated shall be made known in writing to the agency making such purchase, and notice thereof posted, for at least five (5) days before such purchase be made, in the office of the agency making such purchase and in a public place in the Trumbull Town Hall.

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DESCRIPTION OF INSTRUMENTS & SUMMARY PROPOSAL FORM

Qty	Description	<i>PROPOSED</i> Make & Model	<i>PROPOSED</i> Unit Price	<i>PROPOSED</i> Total
10	Intermediate Tenor Saxophone		\$	\$
5	Intermediate Baritone Saxophone		\$	\$
6	Marching Mellophone Outfit		\$	\$
9	Marching Baritone Outfit		\$	\$
1	Euphonium Outfit		\$	\$
1	Double Horn Outfit		\$	\$
3	Violin Outfit		\$	\$
3	Cello Outfit		\$	\$
			TOTAL	\$

Attach required lease documentation and any and all exceptions to this request to this proposal form.

Five (5) year lease for above items-- Annual Lease \$ _____ / Year

TOTAL Lease Payments FIVE Years: \$ _____

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.

 Company Name

 By (Signature)

 Address

 Print Name

 Company Name

 Title

 Date

 Telephone/Fax

 email

 Website