

TOWN OF TRUMBULL, CONNECTICUT
BOARD OF EDUCATION

REQUEST FOR QUOTATION

REPLACEMENT OF CHILLER COMPRESSOR AT TRUMBULL AGRISCIENCECENTER

BID NUMBER: 5984

DUE: MAY 14, 2013 @ 2:00PM

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 contractor, bidder, or vendor) for the replacement of the chiller compressor at the Trumbull Agriscience Building , 536, Daniels Farm, RD., Trumbull, CT 06611 in accordance with the enclosed specifications.

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.

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:

Purchasing Agent BID 5984
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-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 on May 10, 2013 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 Stephen Kennedy (203-452-4306) Plant Operations,

Trumbull Board of Education KennedyS@trumbullps.org . All other questions may be directed to Robert J. Chimini, Purchasing Agent (203.452.5042) rchimini@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 Town Purchasing Agent or Board of Education will issue notification of award in writing.

8. **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 that can expedite the work.** 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 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 and labor laws. All services performed shall also conform to the latest OSHA standards and/or regulations.

12. **WARRANTIES**

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

13. **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.

14. **DELIVERY**

Installation shall be scheduled with the BOE Plant Operations Department. All work must be done in a manner that will not interfere with student work or the safety of the building occupants. All bidders should include the cost of any work that may be disruptive to the school and may need to be performed off-hours (weekends, evening).

15. **INSURANCE**

The selected firm is required to furnish a Certificate of Insurance naming the Town of Trumbull as the additional insured. The insurance is to include Contractor's Liability and Worker's Compensation, thereby holding the Town of Trumbull harmless from all eventualities that may occur relative to this Bid and the resulting purchase order or contract. The Certificates of Insurance will be provided by companies licensed in the State of Connecticut and will be in amounts of General Liability Coverage of \$5,000,000 per occurrence / \$2,000,000 per occurrence. The General aggregate limit should apply to each project; the products-completed operations should state a wrap-up date to extend 6 years. Auto Liability \$1,000,000 shall include any auto, hired autos and non-owned autos. Umbrella liability is required with a minimum limit of \$2,000,000 up the amount of the project. Worker's Compensation coverage is required with CT

statutory limits. Crime coverage including third party endorsement of \$250,000 is required. Employment Practices coverage including third party endorsements and sexual misconduct coverage of \$1,000,000 and crime coverage including third party endorsement of \$250,000 are required.

Such policies shall provide that no coverage shall be changed or cancelled unless thirty- (30) days prior notice of such change or cancellation shall be made to the owner. Such notice shall be made by registered mail; postage prepaid, to the Purchasing Agent, Town of Trumbull, Town Hall, Trumbull, Connecticut 06611. In the event of cancellation, the contractor shall cease all operations on or before the effective date of said cancellation and he shall not commence work again until he has obtained replacement insurance and has delivered a Certificate of Insurance to the office of the Owner's Purchasing Department.

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 Plant Operations Office.

18. **SPECIFICATIONS –**

- a) Each Bidder will be held responsible to have studied the Specifications, visit the sites (if necessary), 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) **Final award will not be made until the Town of Trumbull Building officials review the proposed work plans as submitted and issue a formal approval.**
- d) 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.
- e) 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.

19. **SITE VISITATION AND INSPECTION OF EXISTING CONDITIONS**

All bidders must visit the site and inspect the existing conditions. Site visits can be arranged by calling the BOE Plant Operations office at 203-452-4306.

20. **ADDENDUMS**

It is the responsibility of all proposal submitters to verify with the Town if any addendums or changes to this have been. All and any addendums will be posted on the Town of Trumbull – Purchasing department website. www.trumbull-ct.gov .

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SPECIFICATIONS

School Location:

Trumbull Regional Agriscience and Technology Center
536 Daniels Farm Rd.
Trumbull, CT 06611

CHILLER MODEL: Trane 110-400 Ton Air-Cooled Chiller - Series R(TM), RTAA1104XL01A3D0BGJ-Serial #-U00F01606

Right hand-hand screw compressor to be replaced as follows:

- Contractor will supply a Trane OEM compressor including delivery and all rigging services.
- Recover refrigerant and compressor oil and dispose of properly
- Remove compressor,
- Remove and replace existing motor starter
- Install new compressor, contactor, and liquid line drier cores
- Test work
- Evacuate system, charge with refrigerant, and start and check the compressor for proper operation
- Remove all debris and useless equipment from the premises and dispose of properly
- Price will include all supplies, parts and equipment to complete the work
- Must include at minimum a one-year warranty on equipment, parts, and labor

All work to be performed in accordance with industry standards and codes.

All work to be performed by appropriately trained and licensed professionals.

All site workers must sign in at the building and wear identification whenever on school grounds.

Work is not to begin until meeting on site with the Trumbull Public Schools HVAC service personnel or maintenance supervisor.

If in the course of performing work related equipment or parts are noted as damaged or failed, such items will be brought to the Trumbull Public Schools HVAC service personnel or maintenance supervisor.

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CONTRACTOR INFORMATION SUMMARY

Complete/Describe In Detail – Attach Additional Sheets If Required

Name of Company: _____

Type of Business: _____
(Limited Company, Limited Partnership, Sole Proprietorship, Etc)

Years In Business: _____ Number of Employees: _____

Qualifications of Personnel Proposed to Work on Town of Trumbull Contract:

REFERENCES

(To be submitted with proposal – attach additional pages as necessary)

Each Bidder must provide at least three (3) references for HVAC work that is related in size and scope (dollar value or specification) to the proposed scope of work contained in this bid. For vendors that have performed work for the Trumbull Public Schools, previous projects may be cited provided they were executed within the last three years. **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): _____

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PROPOSAL

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.

TERMS OF PAYMENT _____

Work, as proposed above shall commence work on _____ calendar days after receipt of "Notice to Proceed" or receipt of Purchase Order and shall be completed within _____ calendar days thereafter

This quotation is to remain firm for _____ DAYS

TOTAL AMOUNT FOR ALL LABOR, MATERIALS, AND EQUIPMENT AS SPECIFIED IN THE BID DOCUMENT:

PROPOSED: _____
(Written Amount

\$ _____

Company Name

By (Signature)

Address

Print Name

City, State, Zip code

Title

Phone #

FAX

Email

Website