

**TOWN OF TRUMBULL, CONNECTICUT  
BOARD OF EDUCATION  
GENERAL INSTRUCTIONS TO BIDDERS  
FLOOR COVERINGS**

**BID 6000**

**DUE: June 11, 2013 at 3:00PM**

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed bids for Floor Coverings, including Carpet and VCT, in accordance with the attached specifications and scope of work. The work shall be performed for the Trumbull Board of Education.

**1. PREPARATION OF BIDS**

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 (deliverables) of this request should a purchase order be awarded

**2. BID SUBMISSION**

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

**Purchasing Agent - Bid # 6000 Due: June 11, 2013**  
Town of Trumbull  
5866 Main Street  
Trumbull, CT 06611

Please be advised that the person signing the formal proposal must be authorized by you organization to contractually bind your firm with regard to prices and related contractual obligations for the delivery period requested.

**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 of Trumbull reserves the right to reject any and all bids and does not bind itself to accept the lowest bid or any proposal. The Town reserves the right to ask for new bids in whole or in part, or to reject any or all bids, 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 bid 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 bid proposal otherwise it will be presumed that the bid as proposed 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 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 June 7, 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 may be directed to the Plant Administrator Steve Kennedy or Don Walsh (203.452.4306).
- 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.

**7. AWARD AND AUTHORITY**

The Town will issue notification of award in writing or by Purchase Order.

**8. PRICING**

- a. Bidders are requested to quote as a complete "Turn Key" installation.
- b. All prices quoted are to be firm for a period of at least 365 days following bid opening.
- c. Special Consideration will be given to responses with extended firm price dates. The Town is always interested in any and all cost reduction opportunities.
- d. Pricing for additional years is requested. Trumbull Public Schools may award bid on yearly basis or choose not to extend bid more than one year at a time.

**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 a 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. All services performed shall also conform to the latest OSHA standards and/or regulations.

**12. 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 an Insurance Company licensed to write such insurance in Connecticut, against the following risks and in not less than the following amounts:

- Worker's Compensation
- Contractor's Public Liability and Property Damage
- Automobile Insurance

<b>General Liability</b>	<b>Person</b>	<b>Occurrence</b>	<b>Aggregate</b>
Bodily Injury Liability	\$1,000,000	\$1,000,000	\$5,000,000
Property Damage Liability		\$1,000,000	\$5,000,000
Personal Injury Liability		\$1,000,000	\$5,000,000
<b>Comprehensive Automobile Liability</b>			
Bodily Injury	\$1,000,000	\$1,000,000	\$5,000,000
Property Damage		\$1,000,000	\$5,000,000

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.

**13. DELIVERY**

Special consideration may be given to bidders that provide an expedited delivery and installation schedule as TIME IS OF THE ESSENCE.

14. **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.

16. **WARRANTY**

Selected bidder agrees to warranty all work completed for this requirement for a period of twelve (12) months.

17. **REFERENCES**

Bidders must provide three commercial references. References from school districts are preferred.

18. **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 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.
- 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 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. **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](http://www.trumbull-ct.gov) under the Purchasing Department's section. Bidders may also call the Purchasing Department directly 203.452.5031 for inquiries regarding addenda.

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FLOOR COVERINGS

BID 6000

DUE: June 11, 2013 at 3:00PM

**GENERAL SCOPE OF WORK:**

This bid is for the installation of carpet or VCT for the Trumbull School District. Work may be requested for classrooms, office areas, or other specialty rooms. Where no asbestos will be disturbed, the vendor will be required to perform all removal, prep work, and installation. Work shall be scheduled when school is not in session, evenings, or on weekends with the approval of a Plant Operations Supervisor.

- VCT shall be AZROCK 12" x 12" or equal. The specification sheet can be found online at: <http://www.tarkett-commercial.com/floors/site/en-us/topic/csi/topics.asp>. Online, choose: "Vinyl composition tile."
- Carpet for classrooms shall be Shaw's Camden Harbor II Sta-Lok, with action bac or equal.
- Carpet tile shall be Interface i2 Modular Carpet or equal (designed to help maintain good Indoor Air Quality) See attached specifications sheet.

**Asbestos**

Where it is necessary to abate asbestos containing materials, such work will be performed outside the scope of this bid and shall be the responsibility of the Trumbull BOE. It shall, however, be part of the scope of this bid for the selected vendor to install carpet or VCT after the abatement work is completed.

**Floor Patching**

Floor patching will be provided as necessary using Portland Cement – Ardex SDF Feather finish. Patching will be billed per bag.

**General Requirements**

Contractors must be able to:

- Furnish product and service in accordance with specifications
- Furnish samples and/or literature regarding goods and service, free of charge, upon request
- Must take field measurements, provide estimate based on quoted price, and verify field conditions prior to scheduling any job
- Must be able to respond to requests for quotes within forty-eight (48) hours unless otherwise agreed to by Plant Supervisor
- MSDS must be provided to the plant operations office for all materials and supplies used for all work awarded under this bid

**Removal of Carpet and Tile:**

When removal of existing flooring is required contractors must:

- Contact a Plant Supervisor to verify that asbestos containing materials will not be disturbed
- Provide barriers at doors and cover furniture and vents as necessary to prevent the spread of dust and debris
- Disposal of all materials to be the responsibility of the contractor
- All materials, tools, and supplies used for carpet rip-up or tile removal shall be furnished by the contractor

**Installation of tile:**

- The contractor must meet all manufacturers requirements for the installation of tile
- Prior to installation, all minor floor irregularities shall be repaired and surface areas shall be cleaned of all dirt, dust, wax, debris
- If it is expected that more extensive work is required to patch/and or repair a floor to install tile, the contractor must notify either the Plant Administrator or the Supervisor of Maintenance prior to starting the work
- All adhesives used shall conform to the flooring manufacturer's specifications and shall be environmentally safe, free from odors, irritants, and not create a health hazard to employees and building occupants. Alternative adhesives may be substituted due to floor conditions with the approval of the Plant Administrator or Maintenance Supervisor only.
- Four inch vinyl base shall be installed securely in accordance with the manufacturers specifications

**Installation of carpeting:**

- The contractor must meet all manufacturers requirements for the installation of carpet or carpet tile
- It is the contractor's responsibility to make sure carpeting is kept clean and dry until installation is complete
- When time allows, carpet will be "aired" at the warehouse for a minimum of 24 hours.
- Prior to installation, all minor floor irregularities shall be repaired and surface areas shall be cleaned of all dirt, dust, wax, debris
- If it is expected that more extensive work is required to patch/and or repair a floor to install tile, the contractor must notify either the Plant Administrator or the Supervisor of Maintenance prior to starting the work
- All adhesives used shall conform to the flooring manufacturer's specifications and shall be environmentally safe, free from odors, irritants, and not create a health hazard to employees and building occupants.
- Four inch vinyl base shall be installed securely in accordance with the manufacturers specifications

**SPECIFICATIONS**

**Interface Carpet Tile Specification**

Cubic / Shape

Layout Options  
[\(what is this?\)](#)



**General Product Information**

Cubic	GlasBac® Tile (50 cm x 50 cm)	
Product Number:	138014287	
Product Construction:	Tufted Textured Loop	
Soil/Stain Protection:	Protekt <sup>2</sup> ®	
Antimicrobial Treatment:	(AATCC 138 Washed) (AATCC 174 Parts 2&3) Intersept®	
Yarn System:	Post-Consumer Content Type 6 Nylon	
Yarn Manufacturer:	Aquafil	
Dye Method:	100% Solution Dye	
Post-Industrial:	56% - 56%	
Post-Consumer:	4%	
Total Recycled Content:	60% - 60%	

<b>Product Specifications</b>	<b>U.S.</b>	<b>Metric</b>
Tufted Yarn Weight:	18 oz/yd <sup>2</sup>	610 g/m <sup>2</sup>
Machine Gauge:	1/12 in	47.2 ends/10 cm
Pile Height:	.145 in	3.7 mm
Pile Thickness:	.093 in	2.4 mm
Stitches:	8.16/in	32.12 ends/10cm
Pile Density:	6968	
Total Thickness:	.27 in	6.98 mm
Size:	19.69 in x 19.69 in	50 cm x 50 cm

**Performance Specifications**

Indoor Air Quality:	Green Label Plus Certified <a href="#">#GLP0820</a>
Sustainable Carpet Assessment Star	NSF-140 Gold
Radiant Panel:	(ASTM E-648) Class 1

Smoke Density: (ASTM E - 662) ≤ 450  
 Lightfastness: (AATCC 16 - E) ≥ 4.0 @ 60 AFU's  
 Static: (AATCC - 134) <3.0 KV  
 Standard Backing: GlasBac® Tile  
 Backing Options: Sheet Goods (2 m), GlasBac® RE Tile (50 cm x 50 cm), GlasBac® Tile (50 cm x 50 cm), NexStep® Tile (50 cm x 50 cm)

All Product Specifications are averages derived from product sample testing and are subject to normal manufacturing to and testing tolerances. "Tufted Yarn Weight" refers to total input weight of yarn used in tufting process, and processes of tufting and shearing will result in a lower finished yarn weight in purchased carpet. Pile Density stated in the Product Specifications is based on the Tufted Yarn Weight. Product Specifications may be changed without notice as long as performance is not materially affected.

**Shaw's Carpet Specifications**

Style Name	Camden Harbor II
Style Number	54214
Construction	Loop Pile
Pile Yarn Type	100% Nylon
Dye Method	Solution Dyed
	1/8
Pile Weight	28.0 oz.
Primary Backing	Polypropylene
Secondary Backing	Sta-Lok
	12'
Warranty	Lifetime Limited Stain Warranty

**Patch Specifications**

**ARDEX SD-F FEATHER FINISH®  
 Self-Drying Cement-Based Finishing Underlayment  
 Fast-Drying, Self-Priming, Trowelable Underlayment**

A Portland cement-based, polymer-modified, featheredge material for use directly over concrete, ceramic tile, terrazzo and wood. No need to sand or grind the surface. Not a gypsum product – will not contribute to staining. Installs up to virtually any thickness with no primer and "no milk". Finish flooring can be installed as soon as the surface is hard (15-30 minutes, depending on thickness). 4200 psi.

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ITEM	Unit of Cost	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
Vinyl Composition Tile, AZROCK or equal	per sq. ft.			
Hall/Office Carpet Shaw's Camden Harbor II or equal	per sq. yd.			
Carpet Tile, Interface i2 or equal	per sq. yd.			
Cost for VCT tile removal and disposal	per sq. ft.			
Cost for carpet removal (no pad) and disposal	per sq. yd.			
Labor charges for patching	per bag			

Minimum orders will be approximately 500 sq. ft. per location. Average orders will be 900 sq. feet or more. If discounts are available based on quantity, please describe such discounts in a separate letter.

Above Price Shall Remain Firm for: \_\_\_\_\_ Days

Average Lead-time for installation: \_\_\_\_\_

Terms: \_\_\_\_\_

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

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

\_\_\_\_\_  
 By (Signature)

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 Print Name

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

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Telephone/Fax

\_\_\_\_\_  
 Email

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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): \_\_\_\_\_