



**TOWN OF TRUMBULL, CONNECTICUT**

**REQUEST FOR PROPOSAL, CONDITIONS, SPECIFICATIONS,  
SPECIAL PROVISIONS AND DRAWINGS**

**PUBLIC WORKS GARAGE ROOF REPLACEMENT  
TRUMBULL, CONNECTICUT 06611**

**RFQ #6022      DUE: NOVEMBER 14, 2013 at 3:00PM**

**PREPARED FOR THE TOWN OF TRUMBULL BY:  
ANTINOZZI ASSOCIATES  
271 Fairfield Avenue  
Bridgeport, Connecticut 06604  
(203) 377-1300 - (203) 378-300 -Fax**

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**TOWN OF TRUMBULL, CONNECTICUT  
REQUEST FOR QUOTATION  
PUBLIC WORKS GARAGE ROOF REPLACEMENT  
GENERAL INSTRUCTIONS TO BIDDERS  
BID NUMBER: 6022      DUE:    NOVEMBER 14, 2013 @ 3:00PM**

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed bids for the replacement of the roof at the Town of Trumbull Public Works Garage located at 366 Church Hill Road., Trumbull, CT, in accordance with the attached specifications and scope of work.

**NOTE: A PRE BID MEETING AND WALK-THROUGH WILL TAKE PLACE ON WEDNESDAY, NOVEMBER 6 AT 10:00 AM. BEGINNING AT THE PUBLIC WORKS GARAGE.**

**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 must submit a list of all equipment to be used and specification sheets for the generator equipment to allow proper bid evaluation. 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 NUMBER: 6022, DUE: November 14, 2013**  
Town of Trumbull  
5866 Main Street  
Trumbull, CT 06611

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.

**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. Any bid received after the due date and time noted above shall not be accepted or opened.
- 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 AND SITE VISITS**

All inquiries regarding this request shall be answered up to the close of business November 11, 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 or requests for onsite visits may be directed to the Mr. Allen White, Director of Facilities (203.452.5070); general inquiries for drawing or specification clarifications may be directed to Mr. Paul Lisi, Antinozzi Associates, (203.377.1300).

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 Purchasing Agent will issue notification of award in writing.

**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 ninety (90) 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.

**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, PREVAILING WAGE, 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. State of Connecticut Prevailing Wage standards apply for this project. 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>Each Person</b> | <b>Each 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) day's 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. BID, PERFORMANCE AND PAYMENT BONDS**

- a) A Bid Bond payable to the Owner must accompany each Bid for ten (10%) percent of the total amount of the Bid. As soon as the Bid prices have been compared, the Owner will return the bonds of all except the three lowest responsible Bidders. When the Agreement is executed, the bonds of the two remaining unsuccessful Bidders will be returned. The Bid Bond of the successful Bidder will be retained until the Payment Bond and Performance Bond have been executed and approved, after which it will be returned. A certified check may be used in lieu of a Bid Bond.
- b) A Performance Bond and a Payment Bond, each in the amount of 100 percent (100%) of the Contract Price, with a corporate surety approved by the Owner, will be required for the faithful performance of the contract. Attorneys-in-fact who sign the Bid Bonds or Payment Bonds and Performance Bonds must file with each bond, a certified and effective dated copy of their power of attorney.
- c) The party to whom the contract is awarded will be required to execute the Agreement and obtain the Performance Bond and Payment Bond within ten (10) calendar days from the date when Notice of Award is delivered to the Bidder. The Notice of Award shall be accompanied by the necessary Agreement and Bond forms. In case of failure of the Bidder to execute the Agreement, the Owner may, at his option, consider the Bidder in default, in which case the Bid Bond accompanying the proposal shall become the property of the Owner.
- d) The Owner, upon receipt of acceptable Performance Bond, Payment Bond and Agreement signed by the Contractor, shall sign the Agreement and return to the Contractor an executed duplicate of the Agreement within a reasonable period of time. The returned executed Agreement by the Owner to the Contractor shall be accompanied with a Notice to Proceed.

**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.

**15. REFERENCES**

Bidders must provide five (5) commercial references using the attached form.

**16. 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.

17. **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 also call the Purchasing Department directly 203.452.5042 for inquiries regarding addenda.

18. **LIQUIDATED DAMAGES:**

Non-compliance with the scheduled completion date of the Contract shall result in engineering 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.

19. **GENERAL BID SPECIFICATIONS AND INFORMATION**

- a. TIME IS OF THE ESSENCE after the bid is awarded, the Contractor and representatives from the TOWN shall meet to discuss scheduling of work, safety plans, and the coordination of any work to be provided by the contractor, any subcontractors, and the maintenance staff.
- b. A payment schedule shall be determined by the contractor and the TOWN plant administrator based upon the confirmed order of materials and parts, delivered equipment, and installation progress.
- c. Work may be scheduled during the day so long as any particular operation does not interrupt the safe and normal operation of the building. Tasks that may be disruptive need to be scheduled when the offices are not in session.
- d. Workers must follow all safety protocol while working in or around the building.

TOWN OF TRUMBULL, CONNECTICUT  
REQUEST FOR QUOTATION  
PUBLIC WORKS GARAGE ROOF REPLACEMENT  
BID NUMBER: 6022 DUE: MARCH 1, 2012 @ 3:00PM  
**REFERENCES**

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

List references for similar services provided for at least five (5) 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): \_\_\_\_\_

**CLIENT 5:**

Organization Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Service Dates: \_\_\_\_\_  
Project(s): \_\_\_\_\_

TOWN OF TRUMBULL, CONNECTICUT  
REQUEST FOR QUOTATION  
PUBLIC WORKS GARAGE ROOF REPLACEMENT  
BID PROPOSAL FORM  
BID NUMBER: 6022      DUE:    NOVEMBER 14, 2013 @ 3:00PM

(TO BE ON BIDDER'S LETTERHEAD)

To:                    Town of Trumbull  
                         5688 Main Street  
                         Trumbull, CT 06611

Project:            TRUMBULL PUBLIC WORKS GARAGE  
                         ROOF REPLACEMENT  
                         TRUMBULL, CONNECTICUT

Date:                \_\_\_\_\_

Submitted by:  
(Full name)

\_\_\_\_\_  
(Full address)

**1.        OFFER**

Pursuant to and in compliance with the Invitation to Bid relating thereto, the Undersigned,

\_\_\_\_\_ himself/herself with the conditions present and carefully examined all the documents (including the drawings and specifications dated October 18, 2013), General Instructions, Bid Proposal Form, etc., together with all Addenda issued and received prior to closing time for receipt of Bids as prepared by Antinozzi Associates hereby offers and agrees as follows:

To provide all materials, all labor and all else whatsoever necessary to erect and properly finish all work in accordance with said documents for the above mentioned projects to the satisfaction of the Architect and Owner for the stipulated sum of

Base Bid (in words) \_\_\_\_\_

Base Bid (in figures) \$ \_\_\_\_\_

Enclosed herewith is the Bid Guaranty (10% of Base Bid minimum), in the form of: ( ) Bid Bond    ( ) Certified Check

All State of Connecticut taxes are excluded from the Bid Sum.

**2.        ACCEPTANCE**

This offer shall be open to acceptance for ninety (90) days from the Bid opening date.

If this Bid is accepted by the Owner within the time period stated above, Undersigned will:

Execute this Agreement within ten days of receipt of acceptance of this Bid.

Furnish the required bond (s) within ten days of receipt of acceptance of this Bid.

Commence work within seven days after written Notice to Proceed or Contract signing.

If this Bid is accepted within the time stated, and the Undersigned fails to provide the required Bond(s), the Owner may charge against the Undersigned the difference between the amount of this bid and the amount for which the contract for the work is subsequently executed, irrespective of whether the amount thus due exceeds the amount of the bid guaranty.

In the event this Bid is not accepted within the time stated above, the required security deposit shall be returned to the undersigned, in accordance with the provisions of the Instructions to Bidders; unless a mutually satisfactory arrangement is made for its retention and validity for an extended period of time.

**3. CONTRACT TIME**

If this Bid is accepted, the Undersigned will complete all the work in 120 calendar days from Notice to Proceed. It is additionally understood that liquidated damages, in the amount of \$250.00 per day, will be assessed for failure to complete the project within the above time period as described in the General Conditions.

**4. CHANGES TO THE WORK**

Equitable adjustments for Changes in the Work will be net cost plus a percentage fee in accordance with the General Conditions.

**5. 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 # \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**6. ALTERNATES**

Add Alternate No.1 – Remove existing roofing system complete including plywood deck. Install new roofing system, new plywood deck and sister new rafters to existing where shown on drawings:

ADD THE SUM OF \$ \_\_\_\_\_

Add Alternate No.2 – Remove and replace existing asphalt shingle roof where shown on drawings.

ADD THE SUM OF \$ \_\_\_\_\_

**7. BID FORM SIGNATURE (S)**

The Corporate Seal

\_\_\_\_\_  
(Print the full name of your Proprietorship, Partnership, or Corporation)

Was hereunto affixed in the presence of:

\_\_\_\_\_  
(Authorized signing officer) (Title)

(Seal)

\_\_\_\_\_  
(Authorized signing officer) (Title)

If the Bid is a joint venture or partnership, add additional forms of execution for each member of the joint venture in the appropriate form or forms as above.

**END OF BID FORM**