

**TOWN OF TRUMBULL
REQUEST FOR QUOTATION (RFQ)
PAVING OF CART PATHS AT TASHUA KNOLLS GOLF COURSE
GENERAL INSTRUCTIONS TO BIDDERS**

BID NUMBER 5793

DUE: February 19, 2009 3:00 PM

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed bids to add and/or fix various Cart Paths at Tashua Knolls Golf Course, in accordance with the attached specifications, scope of work and terms and conditions contained herein.

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

2. BID SUBMISSION

Bids are to be submitted in DUPLICATE and sealed in the bid envelope provided and addressed as follows:
Purchasing Agent Bid 5793; Due: February 19, 2009
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

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.

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) Bidders are requested to quote as a complete "Turn Key" project. 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 that must be outlined in a letter otherwise it will be presumed that a 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 bid prices. A Town Tax Exemption Certificate shall be furnished upon request.

6. INQUIRIES

All inquiries regarding this request shall be answered up to the close of business on **February 13, 2009**, 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 Hidalgo Nagashima, Director of

Operations, (452.5188/5085); all other questions may be directed to the Robert J. Chimini, Purchasing Agent (203.452.5042).

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.

It is required that bidders visit the Tashua Knolls Golf Course. Contact the Golf Course to arrange a time to visit the site (203-452-5188/5085).

7. **AWARD AND AUTHORITY**

The Town Purchasing Agent will issue notification of award in writing.

8. **PRICING**

All prices quoted are to be firm for a period of one (1) year following bid opening. 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. **PERFORMANCE BOND**

The successful bidder shall furnish a performance bond for the amount of ten percent (10%) of the successful bid price (the Total Firm Fixed Price for 4800 Sq/Ft) before a purchase order is awarded. The aforementioned bond shall remain in force until final acceptance of performance and completion of all required specifications.

10. **ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS**

The contractor or subcontractor offers and agrees to assign to the public purchasing body all rights, title and interest in and to all causes of action it may have under Sec. 4 of the Clayton Act, 15 U.S.C. Section 15 or under Chapter 624 of the General Statutes of Connecticut arising out of the purchase of services, property or intangibles of any kind pursuant to a public purchase contract or subcontract. This assignment shall be made and become effective at the time the public purchasing body awards or accepts such contract, without further acknowledgment by the parties.

11. **HOLD HARMLESS CLAUSE**

The Contractor further 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 Contract, 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 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.

11. **INSURANCE**

The successful bidder will be 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 \$1,000,000 General Aggregate, \$1,000,000 Automobile Liability and Worker's Compensation, and Employer's Liability \$100,000 (each accident) to the Town of Trumbull.

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.

12. **DELIVERY – TIME IS OF THE ESSENCE**

Special consideration may be given to bidders that provide an expedited delivery and installation schedule as TIME IS OF THE ESSENCE. All required cart path paving must be completed to the Town's satisfaction and acceptance on or before **June 1, 2009**.

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. **SPECIFICATIONS**

- a) Should any Bidder find discrepancies in the Specifications, or be in doubt as to the exact meaning, please 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.
- 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.

15. **WARRANTY**

Selected bidder agrees to warranty all equipment, workmanship, materials and deliverables for this requirement for a period of twelve (12) months after completion and acceptance. The cost of all labor, materials, shipping charges and other expenses in conjunction with the replacement of defective equipment, and/or unsatisfactory work, shall be borne by the Contractor.

16. **REFERENCES**

Bidders shall provide three commercial references for similar projects using the attached form.

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 under the Purchasing Department's section. Bidders may also call the Purchasing Department directly 203.452.5031 for inquiries regarding addenda.

TOWN OF TRUMBULL
PROPOSAL FORM

PAVING OF CART PATHS AT TASHUA KNOLLS GOLF COURSE

BID NUMBER 5793

DUE: February 19, 2009 3:00 PM

SUMMARY QUOTATION

(Include any detail or alternate on a separate attachment)

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.

Total price to pave:

UNIT PRICE: New Cart Paths \$ _____ Sq/Ft.

TOTAL (Firm Fixed Price) (4800 Sq/Ft) \$ _____

Above Price Shall Remain Firm for: _____ Days

Work to Commence On or about: _____

Estimated Date of Completion: _____

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

TOWN OF TRUMBULL

SCOPE OF WORK AND SPECIFICATIONS

PAVING OF CART PATHS AT TASHUA KNOLLS GOLF COURSE

BID NUMBER 5793

DUE: February 19, 2009 3:00 PM

It is the intention of the Town of Trumbull's Golf commission to add and standardize existing cart paths to a uniform width of 8 feet around the golf course. The contractor awarded this bid will be required to perform all work associated with the installation of the cart paths. This will include:

1) Preparation of all ground work:

The work shall be consistent with the existing cart paths at TKGC
The detail designates, but is not limited to the following:

- 4 inches mechanically compacted base(Item 4 or equivalent)Compacted to a 95% Proktor density
- 3 inches of asphalt (class #2) compacted to 2 inches 8 feet wide.
- Cart paths shall have 1-2% of cross slope for drainage.
- Cart paths shall be consistent with existing grade.

2) Contractor shall provide all processed material.

3) Contractor is responsible for dressing of all cart path edges with soil

- Dressed edges shall be to grade, ready for seeding(seeding to be done by The Tashua Knolls Golf Course)
- Spoils from excavation can be used for dressing of edges provided it is reasonably clean of rocks.

4) In areas where existing cart path is extended:

- Cart paths shall be saw-cut and sealed where joined

5) In areas where existing cart paths are removed, Contractor is responsible for the proper disposal of material. A staging area shall be designated for cart path spoils and processed materials. All materials shall be removed from the property and disposed of.

6) The areas marked as renovate contractor shall use existing cart path as base provided it is:

- Suitable for use as a base
- Consistent with existing grade

In the areas where the existing cart path is level to grade or above grade, contractor shall Mill or remove excess material so that the new asphalt will be consistent with grade. In areas where existing path is lower than existing grade, Contractor shall build up cart path using processed material and/or asphalt to be consistent with grade.

8) In areas where cart paths are widened from 6 feet to 8 feet contractor shall excavate and prepare base for the additional 2 feet. The entire base will be overlaid to 8 feet with 3 inches of asphalt compacted to 2 inches.

9) The Golf Course Property Director will designate the cart path and curb locations.

10) Contractor must have prior golf course cart path experience.

TOWN OF TRUMBULL, CONNECTICUT
PAVING OF CART PATHS AT TASHUA KNOLLS GOLF COURSE

BID NUMBER 5793

DUE: February 19, 2009 3:00 PM

REFERENCES

Provide references for previous commercial experience of similar or existing contracts performed:

REFERENCE #1

COMPANY NAME: _____

NAME/TITLE: _____

ADDRESS: _____

TELEPHONE/FAX: _____ / _____

E-MAIL: _____

REFERENCE #2

COMPANY NAME: _____

NAME/TITLE: _____

ADDRESS: _____

TELEPHONE/FAX: _____

E-MAIL: _____

REFERENCE #3

COMPANY NAME: _____

NAME/TITLE: _____

ADDRESS: _____

TELEPHONE/FAX: _____

E-MAIL: _____