

**TOWN OF TRUMBULL, CONNECTICUT  
BOARD OF EDUCATION  
BOILER CLEANING SERVICE  
REQUEST FOR BID  
GENERAL INSTRUCTIONS TO BIDDERS**

**BID NUMBER: 5891**

**DUE: APRIL 27, 2011 @ 2:00PM**

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed bids for Boiler Cleaning Service for the Trumbull Board of Education, in accordance with the attached specifications and scope of work.

**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 –  
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 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 a proposal meets or is better than the required specifications.

**d) The Town of Trumbull-Board of Education may award the bid based on the total cost of the “Fire-Side” cleaning or a combination of the “Fire-Side” total and “Wet-side” cleaning quotes for a combination of any building(s) where the Board decides to purchase this service, if at all.**

e) The Board of Education is seeking quotes for an optional 2<sup>nd</sup> and 3<sup>rd</sup> year of service. The Trumbull Board of Education will have the option of extending the award for this contract for one or two additional years **at their sole discretion**. The award of this bid for the 2011-12 contract year will in no way commit the Board of Education for any additional years of service. The Trumbull BOE shall maintain the right to rebid this contract for service at any time.

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 \_\_\_\_\_ 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. All other questions may be directed to Robert J. Chimini, Purchasing Agent (203.452.5042) [rchimini@trumbull-ct.org](mailto:rchimini@trumbull-ct.org).
- 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 will issue notification of award in writing.

8. **PRICING**

All prices quoted are to be firm for one hundred twenty (120) days following bid opening. Prices are to be quoted for services at all school locations. Proposed pricing shall include all material and labor costs associated with this effort.

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**

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.

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. **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. **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

General Liability	Each Person	Each Occurrence	Aggregate
Bodily Injury Liability	\$1,000,000	\$1,000,000	\$1,000,000
Property Damage Liability	\$1,000,000	\$1,000,000	\$1,000,000
Personal Injury Liability		\$1,000,000	\$1,000,000

Comprehensive Automobile Liability			
Bodily Injury	\$1,000,000	\$1,000,000	\$1,000,000
Property Damage		\$1,000,000	\$1,000,000

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.

15. **DELIVERY**

Special consideration may be given to bidders that provide an expedited service schedule.

16. **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.

17. **GUARANTEE**

Awarded bidder must guarantee quality of workmanship for a period of one year.

18. **REFERENCES**

Bidders must include three (3) references, verifiable upon request, along with their bid.

19. **SPECIFICATIONS –**

- a) Each Bidder will be held responsible to have studied the Specifications, visit the site (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) 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.
- d) 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.

20. **PERFORMANCE BOND**

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

21. **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.

## GENERAL SPECIFICATIONS

### TERM OF CONTRACT

Annual Boiler Cleaning Contract as per specifications for one (1) twelve-month period---June 1, 2011 through May 31, 2012. The two additional optional years will cover the periods of June 1, 2012 through May 31, 2013 and June 1, 2013 through May 31, 2014 respectively.

Scheduling of cleaning must be done between June 26, 2011, or the day after the last day of school, and August 20, 2011. Any deviation from this schedule must be approved by the Maintenance Supervisor or the Stationary Engineer.

Payment to be made after all work has been completed and accepted by the Board of Education.

### ADDITIONAL INSTRUCTIONS TO BIDDERS

All bidders must provide a quote for "Fire-Side" boiler cleaning. Quotes have been requested for "Water-side" boiler cleaning at some locations. The Board of Education is requesting that bidders provide quotes for "Water-Side" cleaning but is not requiring bidders to provide quotes for this service.

### SPECIFICATIONS "FIRE-SIDE" CLEANING

The following list of procedures, accompanied by the list of items to be checked will constitute the essential work required for Annual Boiler Cleaning.

All bidders shall visit the sites involved prior to submittal of all bids. Any unusual conditions are to be reported at time of bid, in writing, marked to the attention of the Purchasing Agent and the Maintenance Supervisor.

The successful bidder shall furnish Certificates of Insurance of Liability to the Town of Trumbull prior to the start of any and all work involved under these specifications. Said firm shall conform to all codes and regulations as set forth by OSHA, STATE, LOCAL, OR FEDERAL law, and in accordance with inspection schedules maintained by insurance underwriters.

Bids are requested for cleaning the "fire side" of all boilers.

All bidders must comply with OSHA Standard 29 CFR 1910.146 (Permit required confined space). All bidders must obtain a Confined Space entry permit (C.S.E.P.) from Plant Operations Maintenance Supervisor prior to the start of any work on each boiler at each location. Successful bidder must present their permit required Confined Space program to the Maintenance Supervisor for approval before C.S.E.P.'s are issued.

All drum openings such as blow-off lines, control valves, feed pumps, fans, fuel valves and others are to be shut off and tagged to remain OFF and INOPERATIVE.

Extension cords and electric lamps used for illumination must be of rugged construction and in good repair and free of breaks in insulation. All bulbs in said extensions are to be guarded and every precaution is to be taken to guard against grounding of any electrical service to boiler when cleaning is in progress. Dampers to be opened to allow escape of soot and dust through flue to reduce soot otherwise introduced to boiler room and internal walls.

Cleaning to start at front of boiler and work toward rear to cause dislodged dust to float out ahead of workman.

Stack to be examined for indications of structural weakness in the plates or supports. Air leaks into joints and connections, through corroded places, or through leaking dampers, to be corrected. Soot and fly ash accumulations are to be removed. Damper operations to be inspected to insure they are in serviceable condition.

Wicking and gasket replacement are part of the Contract. All wicking and gasket replacement parts must be new.

Clean threads and replace all broken studs and stripped and damaged Brass Nuts on all plates and boiler studs where plates attach to boiler.

Clean secondary air chamber.

All plates removed from Fire Tube boilers are to be cleaned outside of the boiler room proper. No scraping or removal is to take place in the room to avoid spreading soot in boiler room area.

All rooms entered are to be restored to their original condition of cleanliness by Contractor. All soot that accumulates on piping, controls or floors or other surfaces, is to be removed by contractor prior to final inspection by Plant Operations Office.

The contractor is to repair all minor REFRACTORY damage under the terms of this bid. ALL MAJOR refractory repairs required, upon inspection, shall be reported. Bidder may submit separate proposals for major repairs.

Cast-iron boilers are to be inspected and cleaned by Contractor, refuse removed from firebox and all refractory inspected, repaired, or mutually determined to be of major repair.

Doors and boxes in clean-out pit to all chimney openings to be vacuumed.

Proper tools and adequate vacuum unit to be supplied by Contractor for all types and sizes of boilers involved.

All damaged surfaces to be noted and brought to the immediate attention of the Plant Operations Office.

Final bolting of doors and plates shall not occur until after approval by State Inspector, Maintenance Supervisor or Stationary Engineer.

Power turbine brush to be used and shall operate during full-length cycle cleaning of tubes.

Wire-brush and vacuum, cleaning the fire-side of entire heating plant, combustion chamber, front walls, side walls, target walls, and checkerboards, total breaching and stack leading from the cast-iron boilers in the following schools:

<u>SCHOOL NAME</u>	<u>TYPE OF BOILER</u>	<u>BOILERS SECTIONS</u>		
1. Booth Hill	Mills Water Tube, Series	44	2	24
2. Daniels Farm	H.B. Smith, 450 Mills		2	24
3. Jane Ryan	Mills Water Tube, Series 44	2		24
4. Tashua	H.B. Smith, 450 Mills		2	32

Use proper sized scraper, wire brush and vacuum clean the fire side of the entire heating plant, combustion chamber front wall plates, rear wall plates, fire tubes, total breaching and stack from boilers, in the following schools:

7. #2 boiler at Middlebrook	125 H.P. Preferred Fire Tube	1
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Clean interior of firebox, remove carbon soot from stack and flue chambers at the following locations:

1. Jane Ryan	1 Hot Water Heater "oil fired"
2. Booth Hill	1 Hot Water Heater "oil fired"

### **SPECIFICATIONS FOR "WATER-SIDE CLEANING"**

"Water-side" cleaning for the following schools:

1. Middlebrook	125 H.P. Preferred Fire Tube	2
2. Madison	250 H.P. Preferred Fire Tube	2
3. Trumbull High	250 H.P. Preferred Fire Tube	3

The following procedures will be followed for the "wet-side cleaning:"

All drain plugs, manhole and handhole covers should be removed and boilers flushed. If boilers have mud drums, they should be rodded out and flushed clean. Also, all McDonnell-Miller or other manufacturer's low water cut-offs should be taken apart and cleaned and reassembled with new gaskets. If any problems are found with the boilers, tubes or safeties, the Contractor will inform the Coordinator of Maintenance so they can be addressed. New gaskets should be installed on all manhole and handhole covers and all drains, plugs, caps, etc., should be reinstalled in a watertight condition. On hot water systems, header valves should be closed, feed line valves closed, and water side of boiler flushed until water runs clean, then refilled and valves reopened so boiler can be run to eliminate oxygen. The Boiler Room should be left in a clean condition upon completion.

The successful bidder shall furnish Certificates of Insurance of liability to the Town of Trumbull prior to the start of any and all work involved under these specifications. Said firm shall conform to all codes and regulations as set forth by OSHA, State, Local or Federal law, and in accordance with inspection schedules maintained by insurance underwriters.

**TOWN OF TRUMBULL, CONNECTICUT  
 BOARD OF EDUCATION  
 BOILER CLEANING SERVICE - MAY 1, 2011 – APRIL 30, 2012  
 BID NUMBER: 5891      DUE: April 27, 2011 @ 2:00PM  
 TO BE RETURNED IN DUPLICATE**

**BID FORM**

**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.

INCLUDED WITH THIS BID PROPOSAL ARE THE FOLLOWING:

- Three references (Attach to bid form)
- Warranty of work (Attach to bid form)

TERMS OF PAYMENT \_\_\_\_\_

PERIOD QUOTATION IS TO REMAIN FIRM \_\_\_\_\_ DAYS (Minimum of 120 days)

TOTAL "FIRE-SIDE" CLEANING QUOTATION 2011-12	\$ _____
2 <sup>ND</sup> YEAR, 2012-13, OPTION QUOTATION FOR ABOVE	\$ _____
3 <sup>RD</sup> YEAR, 2013-14, OPTION QUOTATION FOR ABOVE	\$ _____
"WET-SIDE" CLEANING QUOTATION (THS) 2011-12	\$ _____
2 <sup>ND</sup> YEAR, 2012-13, OPTION QUOTATION FOR ABOVE	\$ _____
3 <sup>RD</sup> YEAR, 2013-14, OPTION QUOTATION FOR ABOVE	\$ _____
"WET-SIDE" CLEANING QUOTATION (MADISON) 2011-12	\$ _____
2 <sup>ND</sup> YEAR, 2012-13, OPTION QUOTATION FOR ABOVE	\$ _____
3 <sup>RD</sup> YEAR, 2013-14, OPTION QUOTATION FOR ABOVE	\$ _____ "
"WET-SIDE" CLEANING QUOTATION (MIDDLEBROOK) 2011-12	\$ _____
2 <sup>ND</sup> YEAR, 2012-13, OPTION QUOTATION FOR ABOVE	\$ _____
3 <sup>RD</sup> YEAR, 2013-14, OPTION QUOTATION FOR ABOVE	\$ _____
TOTAL FOR "WET-SIDE" CLEANING ITEMS 2011-12 ABOVE	\$ _____
TOTAL FOR "WET-SIDE" CLEANING ITEMS 2012-13 ABOVE	\$ _____
TOTAL FOR "WET-SIDE" CLEANING ITEMS 2013-14 ABOVE	\$ _____

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

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

\_\_\_\_\_  
 Address

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

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

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date

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