TOWN OF TRUMBULL, CONNECTICUT  
BOARD OF EDUCATION  
REQUEST FOR PROPOSAL  
200HP Chiller Drives McQuay units  

GENERAL INSTRUCTIONS TO BIDDERS  

BID 6082: DUE: October 22, 2014 @ 2 pm  

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed bids for purchase, installation, programming and startup of replacement drives for the McQuay Chillers at Frenchtown Elementary School for the Trumbull Board of Education 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.

For each item that a bidder is submitting a quote, a sample must be provided. Each item must be clearly marked with the company name and corresponding bid item number. Samples submitted as an “equal” substitute must be marked “substitute.” Any vendors substituting “equal” products must follow the Bid Instructions, Section 4; subsection b), below. Samples will not be returned.

2. BID SUBMISSION  
a) Bids are to be submitted in DUPLICATE and sealed in an envelope clearly marked and addressed as follows:  
Purchasing Agent – Kevin Bova (Bid # 6082 Due: 10/22/2014)  
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. 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 that must be outlined in a letter otherwise it will be presumed that a proposal is in accordance with the required specifications.
c) Any item that is submitted as equal but upon delivery is found to not meet the bid specifications, that item will be returned at the vendor’s expense.
d) 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 the close of business on October 20, 2014 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 Mark J Deming (203-452-4306) Facilities Department, Trumbull Board of Education. All other questions may be directed to Kevin Bova, Purchasing Agent (203.452.5042) kbova@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 or Board of Education will issue notification of award in writing.

8. METHOD OF AWARD
The following criteria will be used to evaluate all quotes:
   1. Price
   2. Delivery Options and Discounts
   3. Vendor’s ability to supply products that match the specifications exactly

9. 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 with extended firm price dates. The Town is always interested in any and all cost reduction opportunities.

10. 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.

11. 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.
12. **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.

13. **DELIVERY**
Deliveries will be to school locations and delivery quantities may be as small as ten (10) cases per delivery. Deliveries made under this bid may be shipped to any Board of Education location designated at the time of order. Your prices should take this into consideration.

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

15. **QUANTITY PRICING**
When discounts for large quantity pricing are available, bidders may submit quotes for large quantity orders in addition to the unit pricing requested on the bid form. Large quantity quotes must be submitted in a separate letter and attached to the bid.

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

<table>
<thead>
<tr>
<th>Insurance Type</th>
<th>Each Occurrence</th>
<th>Aggregate</th>
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</thead>
<tbody>
<tr>
<td>Bodily Injury Liability</td>
<td>$1,000,000</td>
<td>$1,000,000</td>
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<tr>
<td>Property Damage Liability</td>
<td>$1,000,000</td>
<td>$1,000,000</td>
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<tr>
<td>Personal Injury Liability</td>
<td>$1,000,000</td>
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<tr>
<td>Comprehensive Auto Liability</td>
<td>$1,000,000</td>
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The insurance policy must contain the additional provision wherein the company agrees that fifteen (15) days prior to termination, expiration, cancellation or reduction of the insurance afforded by this policy with respect to the contract involved, written notice will be served by registered mail to the Purchasing Agent, Town of Trumbull. Additionally the successful bidder (Contractor) shall provide adequate statutory Workmen’s Compensation Insurance for all labor employed on this project, and comprehensive General Public Liability Insurance (Coverage “B”). The successful bidder (Contractor) and each Subcontractor agree that their insurance carriers waive subrogation against the Town, its agents or employees with respect to any loss covered by the Contractor’s and each Subcontractor’s insurance.

17. **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.

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.

d) 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.

e) **Site Visitation and Inspection of Existing Conditions**

f) 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.

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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BOARD OF EDUCATION  
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BID 6082: DUE: October 22, 2014 @ 2 pm

SCOPE OF WORK, SPECIFICATIONS, REQUIREMENTS, STANDARDS

Description of Project and the Service needed
The Replacement of the two VFD's (Variable Frequency Drives) on two McQuay chillers located at Frenchtown School in Trumbull Ct 06611.
Purchase, deliver, with the removal of existing 200 HP VFD's, & install new 200 HP VFD on each chiller. The supplier / contractor needs to provide programming and start-up of both units. Provide warranty and seasonal start-up for following spring season. The Trumbull BOE Electrician will assist in the removal and installation process.

ADDRESS FOR THE SCHOOL
Frenchtown Elementary School
30 Frenchtown Rd.
Trumbull, Ct 06611
Head Custodian: Dom Murolo (203) 450-0540
Mark J Deming (203-452-4306) Facilities Director
TOWN OF TRUMBULL, CONNECTICUT
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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)

Responses to this request shall list at least three (3) references for similar work that is related in size and scope (dollar value or specification) to the proposed scope of work contained in this request. 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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Provide pricing for the purchase of two 200HP Chiller Drives for two McQuay Chillers:

$_______________________________

Provide pricing for the installation of two 200 HP Chiller Drives for two McQuay Chillers:

$______________________________

Provide pricing for the programming and startup of the chillers following installation:

$______________________________

TOTAL BID Amount (in figures) $______________________________

Bid Amount (in words) ____________________________________________

COMPANY NAME: ________________________________________________

Payment Terms: _________________________________________________

PRICING PROPOSAL SHALL REMAIN FIRM FOR ___90__ DAYS

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

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.

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<th>By (Signature)</th>
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