

**TOWN OF TRUMBULL, CONNECTICUT
PARKS & RECREATION
REQUEST FOR PROPOSAL
BALL FIELD CLAY**

BID NUMBER 6142

DUE: AUGUST 25, 2015 @ 2:00 PM

GENERAL INSTRUCTIONS

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed bids for **BALL FIELD CLAY** for use by the **PARKS AND RECREATION DEPARTMENTS** and other Town departments on an "as needed" basis as detailed in the attached requirements.

1. PREPARATION OF PROPOSALS

- a) 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.
- b) Bidders may 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 a sealed envelope addressed as follows:

Bid #6142 Due August 25, 2015 @ 2:00 pm

Purchasing Agent: **Kevin J Bova**

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.
- 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. AWARD AND AUTHORITY

The Town Purchasing will issue notification of award- Proceed and then a Purchase Order.

Contracts and purchases will be made or entered into with the lowest responsible bidder meeting

Specifications, except as otherwise specified in the invitation. If more than one item is specified in the invitation, the Town of Trumbull

Reserves the right to determine the low bidder on an individual basis or on the basis of all items included in the Invitation for Bids, unless Otherwise expressed by the Town

7. INQUIRIES & ADDENDUMS

- a) All inquiries of may be directed to Mr. Demitri Paris, Parks Superintendent at (203.452.5075). 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.
- b) **It is the sole responsibility of the responding firm to verify any addendums that may have been issued relating to this request prior to final submission of a proposal. Any notice of addendum shall be published on the Town website – Purchasing Department “Bid Notices”. Failure to submit a proposal that does not address changes or addendums may result in disqualification of a proposal.**

8. SPECIFICATIONS

If quotes do not meet or better the attached specifications on ALL points, the bidder must note ALL exceptions as separate attachments to their formal response; otherwise, it will be presumed that the bidder is bidding according to all specifications.

8. PRICING

All prices quoted are to be firm for a period of one (1) year following bid opening and period of an agreement with the successful bidder. Special Consideration will be given to responses with extended firm price dates. The Town is always interested in any and all cost reduction opportunities.

8. 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.

9. 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.

10. 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
Personal Injury Liability		\$1,000,000	\$1,000,000
Comprehensive Automobile Liability			
Bodily Injury	\$1,000,000	\$1,000,000	\$5,000,000
Property Damage		\$1,000,000	\$1,000,000

Such policies shall provide that no coverage shall be changed or cancelled unless thirty- (30) 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.

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. 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.

F.O.B. DESTINATION

Prices quoted shall be Net – Delivered to destination. Bids quoting other than F.O.B. Destination may be rejected.

TOWN OF TRUMBULL, CONNECTICUT
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BID NUMBER 6142 DUE: AUGUST 25 @ 2:00 PM

SPECIFICATION AND REQUIREMENTS

DETAILED SPECIFICATIONS

- The Town of Trumbull is seeking two (2) specific clay mixes; a Lite Infield Mix, and a Medium Infield Mix, or owner approved equals.
- The Bidder shall include specifications for their products.
- All material shall be delivered to the Trumbull DPW Highway and Parks Department Garage @ 366 Church Hill Road Trumbull CT 06611 and or when called upon deliver to any Trumbull location Parks Manager Dmitri Paris or directed Park facility as requested and shall match the specifications below;

Clay Mix A: Light Mix

The light mix shall be a high-sand content infield mix to be used primarily for softball infields and for amending infields that are too high in clay content. It shall be screened through a 6.0 mm opening harp screen and meet the following standards.

Mechanical Analysis

Sand 80 - 90%
Silt - 0 – 10% (.002mm - .05mm)
Clay - 8 - 12% (less than .002mm)

Sand Sieve Analysis

Screen Size	Percent Passing
5/16" (7.94 mm)	100%
#4 (4.76mm)	95-100%
# 10 (2.00mm)	85-100%
#18 (1.00mm)	75-90%
#35 (.50mm)	40-70%
#60 (.25mm)	15-30%
#140 (.105mm)	0-5%

Zero (0%) greater than 5/6"

Maximum of 25% greater than 1.0 mm

Minimum of 50% between .25111111 and

1.0 mm Maximum of 30% smaller than .25mm

Density: 84-94 lbs. per cubic foot or 2,268 – 2,538 lbs. (averaging approximately 2,400) per cubic yard, plus add 40% for compaction.

Clay Mix B: Medium Mix

The medium mix shall provide firm traction, good drainage and minimal accumulation for surface water. It shall be screened through a 6.0 mm opening harp screen and shall meet the following standards.

Mechanical Analysis

Sand - 60 - 75%
Silt - 0 - 10% (.002mm - .05mm)
Clay - 15 - 20% (less than .002mm)

Sand Sieve Analysis

Screen Size	Percent Passing
1/4" (6.3 mm)	100%
#4 (4.76mm)	95-100%
#10 (2.00mm)	85-95%
#18 (1.00mm)	75-90%
#35 (.50mm)	40-70%
#60 (.25mm)	15-25%
#140 (.105mm)	0-5%

Zero (0%) greater than 1/4"

Maximum of 25% greater than 1.0mm

Minimum of 60% between .25mm and 1.0mm

Maximum of 25 smaller than .25mm

Density: 80-90 lbs. per cubic foot or 2,160 – 2,430 lbs. (averaging approximately 2,300) per cubic yard, plus add 40% for compaction.

REQUIREMENTS

Price is to include anall labor, materials, tools, equipment, plant, Mobilization, permits, delivery, insurances, etc., required.

The Town of Trumbull reserves the right to award the bid with multiple items:

- to more than one bidder, based on meeting the item(s) specification, cost, availability, or any combination of these criteria;
- to a single bidder who meets the specifications for all items, and offers the best combination of lowest cost, best availability, and broadest product range;
- and may add, subtract or delete any item and/or quantity as deemed in the best interest of the Town.

The Bidder must not discriminate, nor permit discrimination, against any person on the grounds of race, color, national origin, religion, sex, handicap, or veteran status, in their employment practices, in any of their contractual arrangements, in all service and accommodations they offer to the public, and in any of their other business operations.

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BID PROPOSALFORM

THE UNDERSIGNED AFFIRMS AND DECLARES hereby submits that this proposal listed on the following items listed on Specifications and Requirements of this request and certifies that the following 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.

All proposed pricing shall remain be firm fixed for a period of _____

Proposal of: _____
(COMPANY NAME)

Clay Mix A - Light Mix

Price per ton (includes delivery): \$ _____ / ton

Price per ton (Town pick-up): \$ _____ /ton

Pick-up Location: _____

Clay Mix B - Medium

Price per ton (includes delivery \$): _____ / ton

Price per ton (Town pick-up): \$ _____ /ton

Pick-up Location: _____

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BID PROPOSAL FORM (Continued)

Company Name

By (Signature)

Address

Print Name

Company Name

Title

Date

Telephone/Fax

Email

24 Hour Telephone

Website

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REFERENCES

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

List references for similar services provided for at least Four (4) 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): _____