

**TOWN OF TRUMBULL  
PUBLIC WORKS DEPARTMENT  
REQUEST FOR PROPOSAL  
STREET SWEEPING OF VARIOUS TOWN STREETS**

**GENERAL INSTRUCTIONS TO BIDDERS**

**BID NUMBER 6168**

**DUE: March 22, 2016 2:00 PM**

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed bids for the **Street Sweeping of Various Town Streets** in accordance with the requirements contained in this request.

**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 two (2) EXACT COPIES. Bidders should submit bids in a clear, concise and legible manner to permit proper evaluation of responsive bids.
- b) 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
- 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.

**2. BID SUBMISSION**

Bids are to be submitted in a sealed envelope addressed as follows:

**Bid: 6168 Due: MARCH 22, 2016 @ 2:00 PM**

Kevin Bova  
Purchasing Agent  
Town of Trumbull  
5866 Main Street  
Trumbull, CT 06611

Please be advised that the person(s) 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 bids submitted or received after the advertised hour shall not be accepted, opened or read.
- 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 and all bids and does not bind itself to accept the lowest bid or any proposal for this work or any part thereof, and shall have the right to ask for new bids for the whole or parts, should it desire to do so.
- 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 may be directed to Mr. Tom Baldwin (203-452-5142) or [tbaldwin@trumbull-ct.gov](mailto:tbaldwin@trumbull-ct.gov) and shall be answered up to the close of business on MARCH 16, 2016 after which time no additional questions will be accepted. To ensure consistent interpretation of inquiries, 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.

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. Also a purchase order will be given to The selected contractor.

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

Any assignment or subcontracting the selected 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.

9. **HOLD HARMLESS CLAUSE**

The Contractor 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 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:

- Worker's Compensation
- Contractor's Public Liability and Property Damage
- Automobile Insurance

General Liability	Each	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
<b>Comprehensive Automobile Liability</b>			
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) 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

12. **CONFLICT OF INTEREST**

Public officials shall be prohibited from receiving any town work procured through a public Bid or bid waived Process so as to avoid any appearance of impropriety or conflict of interest and Public officials cannot Circumvent the intent of this ordinance by receiving town work through a bid waiver, as proscribed by the Trumbull Town Charter.

13. **PRICING AND TERM**

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.

The Town requires firmed fixed prices for a period of one (1) year following Quotation opening and nothing elsewhere in this Quotation shall abrogate this firm period. The period of engagement may be extended by mutual agreement in writing by the Town and the firm for and additional twelve (12) months, at the price stated in the Quotation Response Form by giving the contractor at least thirty (30) days written notice.

14. **ADDENDUMS**

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.

**TOWN OF TRUMBULL  
PUBLIC WORKS DEPARTMENT  
REQUEST FOR PROPOSAL  
STREET SWEEPING OF VARIOUS TOWN STREETS**

**BID NUMBER 6168      DUE: March 22, 2016 2:00 PM**

**TECHNICAL SPECIFICATIONS AND REQUIREMENTS**

**General Description of Work:**

All direction for inquiries on a daily, weekly, bases regarding Street sweeping will come  
Mr. Tom Baldwin (203-452-5142) or [tbaldwin@trumbull-ct.gov](mailto:tbaldwin@trumbull-ct.gov)

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BID PROPOSAL FORM

The undersigned hereby submits proposal(s) 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.

PROPOSAL

All pricing shall include equipment, manpower and fuel and all other related costs associated with this effort.

	Year One	Option (additional year)
STREET SWEEPING – HOURLY RATE	\$ _____/hr	\$ _____/hr
STREET SWEEPING – DAILY RATE	\$ _____/day	\$ _____/day
STREET SWEEPING – WEEKLY RATE	\$ _____/week	\$ _____/week

The above price is firm for \_\_\_\_\_ months.

Note any exceptions or clarifications :( use additional pages as necessary)

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

\_\_\_\_\_  
by (Signature)

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Town/State/Zip

\_\_\_\_\_  
Title

\_\_\_\_\_  
Email

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Mobile

\_\_\_\_\_  
Fax

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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): \_\_\_\_\_