

TOWN OF TRUMBULL
PUBLIC WORKS DEPARTMENT
REQUEST FOR PROPOSAL
DIESEL BOBCAT 3650 4X4

GENERAL INSTRUCTIONS TO BIDDERS

BID NUMBER 6191

Due: June 15, 2016 at 2:00PM

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed bids to for a Diesel Bobcat 3650 4x4 in accordance with the specifications and 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 one (1) 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: 6191 Due: JUNE 15 2016 @ 2:00PM

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 Kevin Bova, 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**

- a) All inquiries regarding this request shall be answered up to the close of business on **June 9, 2016**, 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, EMAIL or by Fax as appropriate to all bidders. Inquiries of a technical nature may be directed to **Mr. Dmitri Paris (203-452-5075)**; all others may be directed to Kevin Bova, Purchasing Agent (203.452.5042).
- b) 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 the sole responsibility of a bidder to verify any addendums that may have been issued relating to this request prior to submission of a proposal. Any notice of addendum shall be published on the Purchasing Department Website www.trumbull-ct.gov. Failure to submit a response that does not address any changes or addendums may result in a disqualification of a proposal submission.

7. **AWARD AND AUTHORITY**

The Town Purchasing Agent will issue notification of Award in writing and followed by a purchase order and a Standard Contract.

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. The Contractor shall comply with all of the Connecticut General Statutes and comply with the EEO requirements.

11. **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 203.452.5042 for inquiries regarding addenda.

12. **PRICING AND TERM**

All prices quoted are to be firm for a period of **ninety day (90)** 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.

INVOICES

Invoices shall be submitted in duplicate to
Town of Trumbull
PWD- Parks Dept.
Highway Department
366 Church Hill Road.
Trumbull, CT 06611

14 CERTIFICATE OF ORIGIN AND BROCHURES

Successful bidder shall provide the Certificate(s) of Origin to the Town at the time of delivery. The price quoted shall not include any cost for plates nor certificate of title.

15. DELIVERY AND F.O.B.

The quoted price must be F.O.B. Trumbull, Connecticut as designated on the purchase order. All prices shall be quoted as **DELIVERED PRICES**. The terms of the sale must be stated.

The successful bidder shall advise the Town's Parks Supervisor Manager **Dmitri Paris (203-452-5075)** as to the delivery date and time to arrange for acceptance and inspection of the equipment for the Town by the Town.

In addition to the delivery of the vehicles and the satisfactory acceptance thereof, it is also the responsibility of the successful bidder to furnish the Town with the following documents:

- Original Certificate of Origin (at the time of delivery)
- Warranty
- Tax Exemption Certificate
- Repair & Parts Manual

The Town will not be obligated for payment until all of the above requirements are met and the Purchasing Department has received all necessary documents.

13. 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.

TOWN OF TRUMBULL
 PUBLIC WORKS DEPARTMENT
 REQUEST FOR PROPOSAL
 DIESEL BOBCAT 3650 4X4

BID NUMBER 6191 Due: June 15, 2016 at 2:00PM

TECHNICAL SPECIFICATIONS AND REQUIREMENTS

1. G
 General Description of equipment, there are no alternates being accepted it must be a Bobcat diesel 3650 4x4
 See exact description below.

Description	Part No	Qty	Price Ea.	Total
3650 (4X4) Diesel	M1311	1		
Engine	Wheels/Tires			
<ul style="list-style-type: none"> • Key Start • Liquid Cooled • Three Cylinder Diesel • Pressurized Oiling system with Spin-on Filter • Spark Arrestor Exhaust System 	<ul style="list-style-type: none"> • Front, 25x10-12 tires - 12x6 orange steel rim • Rear, 25x11-12 tires - 12x8 orange steel rim 			
Drive System	Electrical			
<ul style="list-style-type: none"> • Hydrostatic • Four Wheel Drive - Lockable Rear Differential • Forward Travel, Two range (H/L) • CV Guard, Front & Rear • Gear Selector, P-N-L-H • Mechanical Parking • Brakes - 4-Wheel, Hydraulic Disc with Dual-Bore Front Calipers 	<ul style="list-style-type: none"> • Headlights, High & Low Beams • LED Tail & Brake Lights 			
Suspension & Steering	Instrumentation Panel			
<ul style="list-style-type: none"> • Front - Independent, Dual A-Arm • Rear- De Dion • Hydraulic Rack & Pinion Power Steering • Tilt Steering 	<ul style="list-style-type: none"> • Indicator Lights: Glow Plug, Seat Belt Reminder, High Beam On, Engine Oil Pressure Low, Engine Temp High, Hydraulic Oil Temp High, Hydraulic Oil Filter Plugged, and Service Engine. • Digital Display: Engine Temp, Engine RPM, Voltage Low, Voltage High, Trip, Hour Meter, Tachometer, Fuel Level, Clock, Drive Mode, Odometer and Gear Selector. • Analog Display: Speedometer 			
Operator Compartment	Cargo Box and Frame			
<ul style="list-style-type: none"> • Beverage Holder (3) • Bucket Seats (2 Occupants) with under seat storage • 2 Seat Belts with 3-Point Restraint 	<ul style="list-style-type: none"> • Cargo Box Power Lift • Quick Latch Tailgate • Rear Receiver Hitch - 2 in. • Skid Plates • ROPS (Roller Over Protective Structure) 			
Warranty, 12 months/1,000 hours	M.A.X. (Multi-Attachment eXchange) System/PTO			
	<ul style="list-style-type: none"> • Front PTO Guard • Joystick Operation- Tilt, Raise/Lower, Float and Tilt Lockout Feature • RPM Regulator Lever • PTO Engage Button 			
Factory Installed 2016 3650 (4X4)D Model	M1311-R00-Y16	1		
Delux Cab Package	M1311-R01-C02	1		
Windshield Wiper & Washer	Doors			
Glass Windshield	Premium Roof			
Rear Glass Window	HVAC			
Both Sound Kits	Power Lift Box			

Dealer Installed	Rearview Mirror		1
	Comfort, Side View Mirrors	7204856	1
	Electrical, LED Light Bar	7257391	1
	Electrical, Windshield Wiper and Washer	7246232	1
	Electrical, Work Lights - Rear	7261327	1
	Electrical, Work Lights - Front	7204859	1
	Electrical, Turn Signals	7261845	1
	Electrical, Flashing Strobe Light	7261325	1
	Electrical, Horn	7228093	1
	Comfort, Grab Handle	7194742	1
	Debris Screen Kit	7213588	1
	Electrical, Diesel Block Heater	7259511	1
	Protection, Standard Nerf Bars	7227949	1
	Back-up Alarm	7222651	1
	Protection, Premium Front Brush Guard	7219854	1
	Protection, Skid Plate	7265426	1
	Rear Panel, Sliding Glass	7227940	1
	Box, Rear Window Guard	7227934	1
	Roof, Steel	7227953	1
	Protection, Rear Brush Guard	7266011	1
	Electrical, Stereo FM/AM	7028567	1
	Electrical, Radio Required Mounting	7223350	1
	Accessories		
	Travel Pedal Plate	7230442	1
	Windshield, Tip-Out Glass	7227955	1
Attachments	UTV Bucket, 62"	7204758	1
	UTV Snowblower, 62"	7273713	1
	UTV Angle Broom, 70"	7223575	1
	--- Auxiliary Relief Kit	7225134	1

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PROPOSAL FORM

THE UNDERSIGNED AFFIRMS AND DECLARES that this Bid 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 Bid for the request contained herein and certifies that this Bid meets all the specifications and conditions requested herein. Any substitutions to the specifications requested are clearly and completely noted.

Having received the specifications prepared by the Town the undersigned hereby submits the following Unit Prices to perform the work outlined for the subject project, and attests that this bid meets all the specifications and conditions stated in this Request for Proposal as follows:

PROPOSE PRICE FOR DIESEL BOBCAT 3650 4X4, DELIVERED TO PWD Parks department

\$ _____

Warranty: _____

ADDENDA

The following Addenda have been received. The modifications to the Bid Documents noted therein have been considered and all costs thereto are included in the Base Bid.

Addenda # _____, _____, _____, _____, _____

Company Name

by (Signature)

Address

Print Name

City-Town- State -Zip

Title

Date

Telephone/Fax

Email

Emergency Phone

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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): _____