The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed bids for The intent of this project is to remove and replace all pneumatic controls from the building, also include all existing HVAC equipment under the control of a new BMS. Only control systems currently in use within BOE facilities will be allowed. In accordance with the enclosed requirements & specifications For the Trumbull Board of Education in accordance with the enclosed specifications.

A Pre bid Site visit prior to submitting a bid are ENCOURAGED by Contacting Mark Deming, Mark Deming 203-452-4306, 203-767-7245 or (Demingm@trumbullps.org) prior to submitting a bid. The Projects are located:

Middlebrook Elementary School, 220 Middlebrooks Ave
Daniels Farm School, 710 Daniels Farm Rd
Tashua Elementary school, 401 Stonehouse Rd

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.

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 J Bova
   Bid # 6237:
   CONTROLS AND BUILDING AUTOMATION
   Due: MAY 9, 2017 @ 3:30pm
   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**
   1. 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.

   2. 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 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 MAY 2, 2017 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 Email, or Fax as appropriate to all bidders. Inquiries of a technical nature may be directed to Mark Deming (203-452-4306) **Director of Facilities, Trumbull Board of Education**. All other questions may be directed to Kevin J. 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 will issue notification of award in writing along with a Standard Contract agreement. The BOE will issue a Purchase.

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 & THE BOE 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. Additional regulations and/or standards as listed in the specifications shall apply.

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

14. **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.

15. **METHOD OF AWARD**
   The following criteria will be used to evaluate all quotes:
   a) Price
   b) Vendor reputation and support
   c) Vendors who provide the most favorable delivery date.

16. **DELIVERY**
   Installation shall be scheduled with the Mark Deming 203-452-4306, 203-767-7245 or (Demingm@trumbullps.org) Facilities Director for BOE.

   ALL INVOICES TO BE SENT TO BOE LONG HILL ADMIN BUILDING
   6254 MAIN STREET TRUMBULL CT 06611

17. **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

<table>
<thead>
<tr>
<th>Commercial General Liability</th>
<th>Each Occurrence</th>
<th>Aggregate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bodily Injury Liability</td>
<td>$1,000,000</td>
<td>$2,000,000</td>
</tr>
<tr>
<td>Property Damage Liability</td>
<td>$1,000,000</td>
<td>$2,000,000</td>
</tr>
<tr>
<td>Personal Injury Liability</td>
<td>$1,000,000</td>
<td>$2,000,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Comprehensive Auto Liability</th>
<th>Each Occurrence</th>
<th>Aggregate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Including coverage of owned, non-owned &amp; rented vehicles</td>
<td>$1,000,000</td>
<td>$2,000,000</td>
</tr>
</tbody>
</table>
The insurance policy must contain the additional provision wherein the company agrees that Thirty (30) 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 Town.

18. **REQUIREMENTS**
   a) Each Bidder will be held responsible to have studied the requirements, 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 requirements, or be in doubt as to the exact meaning, notify BOE Mark Deming ASAP & the Town at once. The Town may then on behalf of the BOE, at their option, issue Addenda clarifying same. The Town shall not be responsible for oral instructions or misinterpretations of requirements.
   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. It is the bidders’ responsibility to access the Town’s website or contact the Town for any addenda that may be issued in conjunction with this bid.
   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 requirements 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.

19. **SITE VISITS**
   All bidders may visit the site and inspect the existing conditions. Site visits can be arranged by Calling Mark Deming 203-452-4306, 203-767-7245 or (Demingm@trumbullps.org) prior to Submitting a bid. The Projects are located
   Middlebrook Elementary School, 220 Middlebrooks Ave
   Daniels Farm School, 710 Daniels Farm Rd
   Tashua Elementary school, 401 Stonehouse Rd

20. **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.
WORK REGULATIONS, STANDARDS AND FEDERAL AND STATE PREVAILING WAGE

a) 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.

b) Applicable laws and regulations relating to State of Connecticut Prevailing Wages, employment practices, nondiscrimination, safety and health regulations shall be adhered to by the contractor. The contractor shall be responsible for “Certified Statements of Compliance” regarding Prevailing Wages. Contractor shall also collect and submit four (4) Certified “Statements of Compliance” from any subcontractors. Prevailing Wage rates are either included in the initial bid documents or will be issued as an addendum (Once the State issues the Prevailing Wage summary to the Town). This maybe an addendum

PROPOSAL, PERFORMANCE, MAINTENANCE AND PAYMENT BONDS

c) A Bid Bond payable to the Owner must accompany each Proposal for ten (10%) percent of the total amount of the Proposal. As soon as the Proposal prices have been compared, the Owner will return the bonds of all except the three lowest responsible Proposals. When the Agreement is executed, the bonds of the two remaining unsuccessful Proposers will be returned. The Bid Bond of the successful Proposer will be retained until the Payment Bond and Performance Bond have been executed and approved, after which it will be returned. A certified check may be used in lieu of a Bid Bond.

d) A Performance Bond and a Payment Bond, each in the amount of 100 percent (100%) of the Contract Price, with a corporate surety approved by the Owner, will be required for the faithful performance of the contract. Attorneys-in-fact who sign the Bid Bonds or Payment Bonds and Performance Bonds must file with each bond, a certified and effective dated copy of their power of attorney.

e) The party to whom the contract is awarded will be required to execute the Agreement and obtain the Performance Bond and Payment Bond within ten (10) calendar days from the date when Notice of Award is delivered to the Proposer. The Notice of Award shall be accompanied by the necessary Agreement and Bond forms. In case of failure of the Proposer to execute the Agreement, the Owner may, at his option, consider the Proposer in default, in which case the Bid Bond accompanying the proposal shall become the property of the Owner.

f) The Owner, upon receipt of acceptable Performance Bond, Payment Bond and Agreement signed by the Contractor, shall sign the Agreement and return to the Contractor an executed duplicate of the Agreement within a reasonable period. The returned executed Agreement by the Owner to the Contractor shall be accompanied with a Notice to Proceed.

g) The Contractor shall secure a maintenance bond with a company, which shall have been approved by the Attorney of the Town of Trumbull, guaranteeing his work in all phases of construction for a period of two (2) years from the date of acceptance by the Town, which shall also cover all damages due to trench settlement.

h) The face value of the maintenance bond shall be as follows: 20% of the base bid of contracts up to and including $50,000.00 and in no way less than $5,000.00.
TOWN OF TRUMBULL
REQUEST FOR PROPOSALS
BOARD OF EDUCATION
CONTROLS AND BUILDING AUTOMATION

BID NUMBER: 6237       DUE:  MAY 9, 2017 @ 3:30 pm

FOR THE OVERALL PROJECT =2017 Boiler/BMS

REQUIREMENTS/DESIGN BUILD

General Scope of Work:

FOR THE OVERALL PROJECT =2017 Boiler/BMS

These are design/build projects. Projects will combine in generalized terms installation of new boilers/pumps, and new Building Management systems. The project is being accomplished under a performance-contracting model to insure cost savings pays for improvements over a finite number of years not to exceed ten.

All proposed equipment and specifications shall be approved based on several factors, efficiency, warranty, life cycle costs and cost of install.

Progress payments will be allowed for this work.

Award process: Each discipline will be evaluated individually on the following criteria; best value, warranties, qualifications and recommendations of contractor and the ability to complete the projects on time and on budget. Contractors must be able to demonstrate past performance in similar projects and provide references to such.

Contractors shall be held to strict schedules in order to accomplish projects within the compressed schedule. A weekly update as to the status of the projects is required.

Contractors are responsible for all sub-contractors and will name any sub that will be used in the performance of this work. Contractors may provide proposals on multiple scopes of work but each discipline and each school project will be treated as a different project and issued individual purchase orders.

Attached:

Controls and Building Automation:

Highly encouraged and may factor in one of the elements of awarding this Bid

All bidders may visit the site and inspect the existing conditions. Site visits can be arranged by Calling Mark Deming 203-452-4306, 203-767-7245 or (Demingm@trumbullps.org) prior to Submitting a bid. The Projects are located

Middlebrook Elementary School, 220 Middlebrooks Ave
Daniels Farm School, 710 Daniels Farm Rd
Tashua Elementary School, 401 Stonehouse Rd
Requirements

Controls and Building Automation:

The intent of this project is to remove and replace all pneumatic controls from the building, also include all existing HVAC equipment under the control of a new BMS. Only control systems currently in use within BOE facilities will be allowed.

The selected contractor is solely responsible for identification of all existing pneumatic controls and valves and replace with new valves and actuators that allow for modulation. Must also provide unit pricing which will be used to equalize proposals, add or subtract from contract based on finalized counts.

Controls contractor shall be responsible for all wiring, piping and wire mold necessary to control all unit ventilators, cabinet heaters, radiation, RTU’s, AHU’s, exhaust fans, and installation of sensors. All valves shall be replaced with new valve bodies and actuators.

Lighting controls for all exterior lighting, currently on time clocks shall be identified and controlled via scheduling software contained in the BMS, and programmed on by photo-cell and off on schedule.

Provide for the control and or monitoring of boilers, pumps, RTU’s, exhaust fans, radiation and VFD’s as recommended by the selected boiler manufacturer. In hot water heating systems the selected controls vendor shall provide for pump controls to turn down VFD’s based on building needs.

Selected vendor shall program a Building Automation System that will insure an efficient and simple way of monitoring temperatures, scheduling use of building, setbacks and controlling/monitoring all aspects of the heating and cooling systems in the building. Contractor shall insure interface and control of boilers and equipment installed by mechanical vendor.

Unit ventilator controls shall insure make up air brought into rooms is conditioned to within a few degrees below set point at minimum.
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 # __________, __________, __________, __________, __________

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.

This proposal is submitted in full compliance with all Requirements’ and General Terms and Conditions except as noted below under exceptions.

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

A) TOTAL proposed (turnkey) per page 7 all Requirements CONTROLS AND BUILDING AUTOMATION for: Middlebrook Elementary School, 220 Middlebrook Ave

$_____________________________ Written in figures

B) TOTAL proposed (turnkey) per page 7 all Requirements CONTROLS AND BUILDING AUTOMATION for: Daniels Farm School, 710 Daniels Farm Rd Ave

$_____________________________ written in figures

C) TOTAL proposed (turnkey) per page 7 all Requirements CONTROLS AND BUILDING AUTOMATION for: Tashua Elementary School, 401 Stonehouse Rd

$_____________________________ written in figures
TOTAL FOR ALL three SCHOOLS (A+ B+ C) per page 7 all Requirements Mechanical Room Boiler/Domestic Hot water Installation:

$______________________________________________
Written in figures

$______________________________________________ Dollars
Written words

_________________________________________________________
Company Name

_________________________________________________________
By (Signature)

_________________________________________________________
Address

_________________________________________________________
Print Name

_________________________________________________________
City, State, Zip code

_________________________________________________________
Title

_________________________________________________________
Phone #

_________________________________________________________
FAX

_________________________________________________________
EMAIL
BID BOND

KNOW ALL MEN BY THESE PRESENTS, That we, _________________________________

________________________________________________________, herein called the Principal,

Of _____________________________________________________, as Principal,

And _____________________________________________________, hereafter called the Surety, a

corporation organized and existing under the laws of the

State of ____________________________________________, and duly authorized to transact a surety business in

the State of Connecticut, as Surety, are held and firmly bound unto the Town of Trumbull, as obligee, in

the penal sum of ten (10) percent of the amount of the bid set forth in proposal hereinafter mentioned,

________________________________________________________

lawful money of the United States of America, for payment of which, well and truly to be made to the

Obligee, the Principal and the Surety bind themselves, their heirs, executors, administrators, successors

and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, That, whereas the Principal has submitted or is

about to submit a proposal to the Obligee related to a contract for Project No.: ______________________

NOW, THEREFORE, if the said contract be awarded to the Principal and the Principal shall,

within such time as may be specified, enter into the said contract in writing with the Town of

Trumbull and five the required bonds, with surety acceptable to the Obligee, of if the Principal

shall fail to do so, pay to the Obligee the damages which the Obligee may suffer by reason of

such failure not exceeding the penalty of this bond, then this obligation shall be void, otherwise to

remain in full force and effect.

SIGNED, SEALED AND DELIVERED this ________________ day of __________________, 20 __________

Principal's Signature ____________________________________________

By ____________________________________________

(Print Name) ________________________________

Surety

Its attorney in fact

Company Name ________________________________

(Print Name ________________________________
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): ______________________________________
THE PROPOSER SHALL STATE THE NAMES OF ALL OF ALL PROPOSED SUBCONTRACTORS (to be submitted with proposal)

PROPOSED SUBCONTRACTORS

If none, write "None" ________________________________.

*Description of Work_______________________________

Proposed Subcontractor Name ______________________

Address__________________________________________

*Description of Work_______________________________

Proposed Subcontractor Name ______________________

Address__________________________________________

*Description of Work_______________________________

Proposed Subcontractor Name ______________________

Address__________________________________________

*Description of Work_______________________________

Proposed Subcontractor Name ______________________

Address__________________________________________

*Insert description of work and subcontractors' names as may be required.

This is to certify that the names of the above-mentioned subcontractors are submitted with full knowledge and consent of the respective parties.

The Proposer warrants that none of the proposed subcontractors has any conflict of interest as respects this contract.

Proposer___________________________

(Fill in Name)

By ________________________________

(Signature and Title)
TOWN OF TRUMBULL
REQUEST FOR PROPOSALS
BOARD OF EDUCATION
CONTROLS AND BUILDING AUTOMATION

BID NUMBER: 6237 DUE: MAY 9, 2017 @ 3:30 pm

STATEMENT OF QUALIFICATIONS (To be submitted with proposal)

Submitted by:
Name of Organization ___________________________________________________________
Name of Individual ____________________________________________________________
Title ____________________________________________________________
Address ____________________________________________________________
                                                                                      ____________________________________________________________
Telephone ___________________ Fax: ___________________ Cell: ___________________
                                                                                      ____________________________________________________________

General Business Information
Check If: ___Corporation ___Partnership ___Joint Venture ___Sole Proprietorship

If Corporation:
a. Date and State of Incorporation
_____________________________________________________________________________
_____________________________________________________________________________

b. List of Officers
Name Title
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

If Partnership
a. Date and State of Organization
_____________________________________________________________________________

b. Names of Current General Partners
_____________________________________________________________________________

c. Type of Partnership

General Publicly Traded
Limited other (describe)

If Joint Venture:
a. Date and State of Organization

b. Name, Address and Form of Organization of Joint Venture Partners: (Indicate managing partner by an asterisk*)

If Sole Proprietorship:
a. Date and State of Organization

b. Name and Address of Owner or Owners

1. On Schedule A, attached, list major engineered construction projects completed by this organization in the past five (5) years. (If a joint venture list each participant's projects separately).

2. On Schedule B, attached, list current projects under construction by this organization. (If joint venture, list each participant's projects separately).

3. Name of Surety Company and name, address, and phone number of agent.

4. Is your organization a member of a controlled group of corporations as defined in I.R.C. Sec. 1563? Yes___ No____

If yes, show names and addresses of affiliated companies.

5. Furnish on Schedule C, attached, details of the construction experience of the principal individuals of your organization directly involved in construction operations.
6. Has your organization ever failed to complete any construction contract awarded to it?
Yes  No

If yes, describe circumstances on attachment.

7. Has any Corporate officer, partner, joint venture participant or proprietor ever failed to complete a construction contract awarded to him or her in their own name or when acting as a principal of another organization?
Yes  No

If yes, describe circumstances on attachment.

8. In the last five years, has your organization ever failed to substantially complete a project in a timely manner?
Yes  No

If yes, describe circumstances on attachment.

I hereby certify that the information submitted herewith, including any attachment is true to the best of my knowledge and belief.

Name of Organization: ________________________________

By: _____________________________________________

Title: ___________________________________________

Dated: _________________________________________

END OF BID 6237