

TOWN OF TRUMBULL, CONNECTICUT  
BOARD OF EDUCATION  
REQUEST FOR BID  
INSTALLATION OF ROLLER SHADES ON CLASSROOM AND OFFICE DOORS  
SCHOOL DISTRICT BUILDINGS

BID NUMBER: 5988

DUE: MAY 21, 2013 AT 2:00PM

**GENERAL INSTRUCTIONS TO BIDDERS**

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed bids from qualified firms (hereinafter referred to a vendor, bidder, company, or contractor) for the installation of roller shades on all classroom doors and offices in all Trumbull Public School District school and office buildings 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.

Bidders may also submit, under separate cover with their proposal, any samples of reports and documents that are necessary to meet the requirements of this bid request.

**2. BID SUBMISSION**

a) Bids are to be submitted in DUPLICATE and sealed in an envelope clearly marked and addressed as follows:

Purchasing Agent – Bid # 5988 Due: May 21, 2013  
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. Corrections, deletions, or additions to the 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.

**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, which must be outlined in a letter, otherwise it will be presumed that a proposal is in accordance with the required specifications.

c) 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 May 17, 2013 at 12:00 Noon 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 Stephen Kennedy (203-452-4306) Plant Operations, Trumbull Board of Education [KennedyS@trumbullps.org](mailto:KennedyS@trumbullps.org). All other questions may be directed to Robert J. Chimini, Purchasing Agent (203.452.5042) [rchimini@trumbull-ct.org](mailto:rchimini@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. **PRICING**

All prices quoted are to be firm for a period of ninety (120) days following bid opening. Special Consideration will be given to responses that can expedite the work. The Town is always interested in any and all cost reduction opportunities.

9. **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.

10. **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.

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

12. **WARRANTIES**

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

13. **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.

14. **DELIVERY**

Installation shall be scheduled with the BOE Plant Operations Department.

15. **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	\$1,000,000
Personal Injury Liability	\$1,000,000	\$1,000,000	\$1,000,000
Comprehensive Automobile Liability			
Bodily Injury	\$1,000,000	\$1,000,000	\$1,000,000
Property Damage		\$1,000,000	\$1,000,000

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 Town.

In the event of cancellation, the contractor will cease all operations on or before the effective date of said cancellation and shall not commence work again until he has obtained replacement insurance and has delivered a Certificate of Insurance to the BOE Plant Operations Office.

18. **SPECIFICATIONS –**

- a) 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.
- b) 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.
- 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 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.

19. **Site Visitation and Inspection of Existing Conditions**

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.

TOWN OF TRUMBULL, CONNECTICUT  
BOARD OF EDUCATION  
REQUEST FOR BID  
INSTALLATION OF ROLLER SHADES ON CLASSROOM AND OFFICE DOORS  
SCHOOL DISTRICT BUILDINGS

BID NUMBER: 5988

DUE: MAY 21, 2013 AT 2:00PM

SPECIFICATIONS

Provide and install cut to fit vinyl roller shades on inside of approximately classroom and office doors throughout the district. Shades must be affixed **using heavy duty steel brackets that have the ability to be closed end to prevent the shades from jarring loose of falling through normal door use.**

Doors may be wood or steel. Brackets must be affixed in a secure, neat, and clean manner. The use of shims, spacers, gaskets, etc. is permitted to allow the shades to be mounted over the door window trim. However, all such methods must be approved by the Trumbull Public Schools Plant Administrator or his assigned alternate.

Shades shall be:

- Room darkening
- A **minimum** of 5 mil. thick
- White
- Washable
- Cordless
- Uncut width a minimum of 37 ¼ inches
- Minimum length of 48"
- Minimum warranty on product and labor of 1 year

Total estimated quantity 800 shades.

Work shall be performed on 2<sup>nd</sup> shift or when school is not in session.

Preference may be granted for contractors with expedited delivery dates and flexibility of schedule.

EXPERIENCE AND REFERENCES

- Vendor must have experience installing cut-to-fit roller shades. Provide 3 references.(attach)
- Vendor must provide a minimum of 3 references in CT and at least one reference working in a K-12 school environment (attach)

QUOTES AND DELIVERABILITY

- Bid pricing shall be per shade installed.

Building locations are as follows:

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SCHOOL LOCATIONS

Booth Hill Elementary School APX 67

545 Booth Hill Rd.

Trumbull, Ct 06611

Head Custodian: John Joaquim (203) 450-0534

Daniels Farm Elementary School APX 52

710 Daniels Farm Rd.

Trumbull, Ct 06611

Head Custodian: Craig Shairer (203) 450-0535

Frenchtown Elementary School APX 67

30 Frenchtown Rd.

Trumbull, Ct 06611

Head Custodian: Dom Murolo (203) 450-0540

Jane Ryan Elementary School APX 64

190 Park Lane

Trumbull, Ct 06611

Head Custodian: Dan Pereiro (203) 450-0538

Middlebrook Elementary School APX 59

220 Middlebrook Avenue

Trumbull, Ct 06611

Head Custodian: Mike Murzin (203) 450-0537

Tashua Elementary School APX 48

401 Stonehouse Rd.

Trumbull, Ct 06611

Head Custodian: Mark Balog (203) 450-0539

Trumbull Early Childhood Education Center APX 36

240 Middlebrook Avenue

Trumbull, Ct 06611

Head Custodian: Sebastian Fonseca (203) 450-0542

Hillcrest Middle School APX 82

530 Daniels Farm Rd.

Trumbull, Ct 06611

Head Custodian: Andy Robinson (203) 450-0422

Madison Middle School and REACH Building APX 105

4630 Madison Avenue

Trumbull, CT 06611

Head Custodian: Jim Brennan (203) 450-0420

**SCHOOL LOCATIONS (Continued)**

Trumbull Agriscience Center  
536 Daniels Farm Rd.  
Trumbull, Ct 06611  
Head Custodian: Frank Gallo (203) 450-0541

APX 35

Trumbull High School  
72 Strobel Rd.  
Trumbull, CT 06611  
Head Custodian: Ed Bike (203) 231-1287

APX 165

Long Hill Administration Building  
6254 Main Street  
Trumbull, CT 06611  
Head Custodian: John Slezak (203) 452-4306

APX 20

**TOTAL EST. QTY: 800**

**Plant Operations (203) 452-4306**

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**COMPANY INFORMATION AND REFERENCES**

The information requested below must be supplied with this Proposal. Please answer all the questions.  
*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: \_\_\_\_\_

Has your firm ever been *unable* to complete any work awarded?    If so, date, when, where, and why:

\_\_\_\_\_  
\_\_\_\_\_

Attach a list of 3 projects your organization has completed, giving the name of project, owner, contract amount, and completion date .

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any previous CT public school experiences :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List references for similar services provided for at least three(3) clients in the past five (5) 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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PROPOSAL FORM

**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 Specifications and General Terms and Conditions except as noted below under exceptions.

TERMS OF PAYMENT \_\_\_\_\_

Work, as proposed above shall commence work on \_\_\_\_\_ calendar days after receipt of "Notice to Proceed" or receipt of Purchase Order and shall be completed within \_\_\_\_\_ calendar days thereafter.

This quotation is to remain firm for \_\_\_\_\_ DAYS

**TOTAL amount for all labor, materials, and equipment as specified in the bid document.**

Price per shade installed: \$ \_\_\_\_\_/Each

Total 800 shades: \$ \_\_\_\_\_

(Attach additional cost breakdowns as necessary)

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

\_\_\_\_\_  
By (Signature)

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
City, State, Zip code

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Email

\_\_\_\_\_  
Website