

TRUMBULL PUBLIC SCHOOLS  
TOWN OF TRUMBULL, CONNECTICUT  
ON-CALL SNOW PLOWING SERVICES FOR BOARD OF EDUCATION  
2013/14 WINTER SNOW SEASON

GENERAL INSTRUCTIONS

BID 6019    DUE: NOVEMBER 6, 2013 AT 3:00 P.M.

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed bids for On-call Snowplowing and Services Trumbull Board of Education 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 6019    DUE: NOV 6, 2013 AT 3:00 P.M.  
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 close of business November 4, 2013 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) .

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. Any addenda will be posted on the Town of Trumbull website [www.trumbull-ct.gov](http://www.trumbull-ct.gov) (Purchasing Department – Bid Invitations). 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 Board of Education will issue notification of award in writing.

8. **PRICING**

All prices quoted are to be firm for a period of two-hundred and ten (210) days following bid opening. Special Consideration will be given to responses that best guarantee availability. 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**

All requests for services 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
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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, visited the sites regarding the proposed work, satisfied itself regarding all existing conditions and 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.

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SPECIFICATIONS

1. The Trumbull Public Schools (TPS) is soliciting bids for supplemental snow removal services depending on the severity of each particular snow storm. These services may include one or more of the following:
  - Available during and post storm:
    - *Four-wheel drive pickup truck with a minimum gross vehicle weight of 7,000 lbs. and be equipped with an 8-foot blade*
    - *Heavy-duty trucks capable of pushing 24+" of snow or greater*
    - *Truck with a sander*
  - Available post/end of storm:
    - A pay loader
    - A Bobcat with loader
2. Contracts will be awarded to the lowest qualified contractor who can best guarantee the availability of the necessary vehicles and/or equipment. The Town/TPS reserves the right to use multiple contractors based on need and availability.
3. Flat hourly rate (no over-time payments).
4. Bidder must supply own truck with driver, snowplow and chains as necessary.
5. Prior to award, the prospective awardee/s must make their vehicles (including back-up vehicles) available for inspection by the Plant Administrator or his designated alternate at 452-4306. Such inspection will be made at a place (preferably on Town site) and time designated by the Maintenance Supervisor. Each vehicle to provide service must meet the standard of quality and performance set forth by our Maintenance Supervisor.
6. Vehicles providing service must be those which met the inspection standards of TPS personnel.
7. Vehicles furnished at job site may be subject to re-inspection prior to commencement of work.
8. Successful bidder will be called by Plant Administrator or designated alternate and he must report within one hour of being called. Every effort shall be made to put the contractor on notice prior to anticipated storm.
9. In the event a heavy snow storm is predicted by the local weather service, the contractor may be required to commence plowing once the accumulation reaches two inches (2") and plow continuously for the duration of the storm so as not to allow large accumulations of snow, so that in the event emergency vehicles need to gain access to any part of the school grounds they will be able to do so.
10. Snow shall be directed away from buildings and sidewalks and to the outside areas of parking lots, or as designated by the TPS maintenance supervisor or his alternate. Snow is to be removed from all school fuel oil tanks and fill pipes. A clear, unobstructed path shall be made to the fill pipes for oil delivery vehicles, with the exception of grass areas. No piles of snow shall be left on such grass areas.
11. The contractors will be responsible for their own repairs in case of breakdown and must provide one back-up unit to do the job in case of breakdown.
12. Fuel will **NOT** be provided by the Town. Contractors must fuel their own vehicles.
13. The agreement can be canceled by the Plant Administrator if work performed is deemed unsatisfactory.
14. The Town of Trumbull/Trumbull Public Schools reserves the right to reject any equipment it does not feel will meet its requirements.
15. Indicate in space provided on bid form, number of trucks you have available.

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BID 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.

Equipment	Model & Description.	# Available per storm	Rate Per Hour
Four-wheel drive pickup			\$
Heavy-duty trucks capable of pushing 24+” of snow or greater			\$
Truck with a sander			\$
Pay loader			\$
Bobcat with loader			\$

TERMS \_\_\_\_\_

\_\_\_\_\_  
 NAME OF COMPANY

\_\_\_\_\_  
 BY (SIGNATURE)

\_\_\_\_\_  
 ADDRESS

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 SIGNED BY  
 (TYPED OR PRINTED)

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 TELEPHONE

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 OFFICIAL TITLE

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 Email

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 Mobile Phone

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 24 Hr Phone

\_\_\_\_\_  
 Emergency Contact Phone