

TOWN OF TRUMBULL, CONNECTICUT
BOARD OF EDUCATION
GENERAL INSTRUCTIONS TO BIDDERS
AIR CONDITIONING SYSTEM FOR COMPUTER SERVER ROOM
LONG HILL ADMINISTRATION BUILDING
RFQ # 5789 DUE: NOVEMBER 18, 2008 at 3:00PM

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed bids for a air conditioning system for the computer server room in the Long Hill Administration building located at 6254 Main Street, Trumbull, CT, in accordance with the attached specifications and scope of work. The work shall be performed for the Trumbull Board of Education.

1. PREPARATION OF BIDS

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 must submit a list of all equipment to be used and specification sheets for the air conditioning equipment to allow proper bid evaluation. 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

2. BID SUBMISSION

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

Purchasing Agent – Bid #5789 - Due: Nov. 18, 2008
Town of Trumbull
5866 Main Street
Trumbull, CT 06611

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.

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 of Trumbull reserves the right to reject any and all bids and does not bind itself to accept the lowest bid or any proposal. The Town reserves the right to ask for new bids in whole or in part, or to reject any or all bids, or any part thereof, 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 a bid proposal does not meet or better the required specifications, requirements, and scope of work requested on all points that must be outlined in a letter attached to the bid proposal otherwise it will be presumed that the bid as proposed 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 AND SITE VISITS

All inquiries regarding this request shall be answered up to the close of business on November 14, 2008 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 or requests for on site visits may be directed to the Plant Administrator Steve Kennedy or Don Walsh (203.452.4306); all other questions may be directed to the Robert J. Chimini, Purchasing Agent (203.452.5042).

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.

7. AWARD AND AUTHORITY

The Town Purchasing Agent will issue notification of award in writing.

8. PRICING

- a) Bidders are requested to quote as a complete "Turn Key" installation.
- b) All prices quoted are to be firm for a period of at least 180 days following bid opening.
- c) Special Consideration will be given to responses with extended firm price dates. 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 a 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.

12. 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:

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

General Liability	Each Person	Each Occurrence	Aggregate
Bodily Injury Liability	\$1,000,000	\$1,000,000	\$5,000,000
Property Damage Liability		\$1,000,000	\$5,000,000
Personal Injury Liability		\$1,000,000	\$5,000,000
Comprehensive Automobile Liability			
Bodily Injury	\$1,000,000	\$1,000,000	\$5,000,000
Property Damage		\$1,000,000	\$5,000,000

Such policies shall provide that no coverage shall be changed or cancelled unless thirty- (30) days 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.

13. DELIVERY

Special consideration may be given to bidders that provide an expedited delivery and installation schedule.

14. 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.

16. WARRANTY

Selected bidder agrees to warranty all work completed for this requirement for a period of at least twelve (12) months.

17. REFERENCES

Bidders must provide three commercial references. References from school districts are preferred.

18. SPECIFICATIONS

- a) 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.
- b) 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.
- c) 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. 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 203.452.5031 for inquiries regarding addenda.

20. PRIOR INSPECTION AND EXISTING CONDITIONS

It is the responsibility of the bidder to visit the site and verify all field conditions prior to submitting their bid. Site visits can be arranged by calling the Board of Education Plant Operations office at 203-452-4306.

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General Scope of Work:

This bid is for the installation of a new Air Conditioning system for the server room at the Long Hill Administration building. The bidder is responsible for properly sizing the air conditioner. Roof penetrations and roof work shall be coordinated with the BOE maintenance department. Roof work shall be the responsibility of the Trumbull Board of Education.

Specifications:

- Reclaim refrigerant, disconnect electrical and refrigerant lines to existing unit
- Remove air handler and dry cooler from the premises
- Rigging and crane work
- Condensing unit installed on sleepers on the roof and in accordance to manufacturer's instructions and specifications
- Install an environmental control system, properly sized and in accordance to manufacturer's instructions and specifications
- Replace refrigerant lines
- Reuse existing electrical service to connect new equipment
- Reconnect to existing control system
- Reconnect to existing condensate removal system
- Perform complete start-up and check for operation
- Any necessary floor work or blocking

Additional information:

- Bidders are required to make the necessary sizing calculations. Bidders should allow for a 25% increase in equipment wattage.
- Work can be performed during normal working hours and may be scheduled during a school recess to minimize disruptions of service.
- All roof work shall be provided by the BOE or their contractors. The bidder shall be responsible for coordinating any roof work with the BOE.
- Prevailing wages do not apply.
- Fire system equipment such as duct detectors shall be installed or modified by BOE personnel or their subcontractors. Such work shall be the responsibility of the BOE.
- Any necessary electrical work shall be the responsibility of the Board of Education except as noted in the alternate bid request.

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List of Equipment in Server Room

<u>Item</u>	<u># of units</u>	<u>BTU (each)</u>	<u>Output watts</u>
ProLiant ML-570 Servers	16	3185	910
Routing Switch - 5510	12	460	135
HP R3000 UPS	8	547	N/A
Power conditioner	1		N/A

Cut sheets have been attached to the bid for the equipment. There is no cut sheet available for the Power Conditioner. Bidders are encouraged to examine this unit on site. The BTU listed for the ML-570 Servers is based on output watts (output watts X 3.5 = BTU).

Alternate Bid Pricing:

Alternate bid pricing is requested for the following:

- Alternate 1: Vendor performs additional electrical work beyond connecting and disconnecting system, if required because BOE personnel are not available.
- Alternate 2: Existing Air conditioning system is left in place to provide redundancy. Provide a cost for installing all new second system. Cost for electrical work provided as an "Add Alternate".

Additional Required Information to be included as attachments to Bid Proposal Form:

- Air conditioning equipment model numbers and specifications
- References: Submit at least three (3) references for similar projects completed within the last five years
- Calculations/Assumptions used to determine the size of the system
- Estimated Work Schedule for completion of work
- Provide information for any other requirements or restrictions that may affect the overall project cost or limit the bidder's responsibility for their work

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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. The proposed rates and discounts as follows:

<u>ITEM</u>	<u>PROPOSED</u>
Cost of new air conditioning system including removal and installation:	\$
Alternate 1: Additional electrical work beyond connecting and disconnecting system, if required:	\$
Alternate 2: Install new, separate system leaving existing system in place:	\$
Alternate 2a: Provide all electrical work for new (2nd) system:	\$

Above Price Shall Remain Firm for: _____ Days

Work shall commence _____ days after receipt of Purchase Order

Terms: _____

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

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

 Company Name

 By (Signature)

 Address

 Print Name

 Company Name

 Title

 Date

 Telephone/Fax

 email

 24 Hour Telephone