

TOWN OF TRUMBULL, CONNECTICUT
REQUEST FOR QUOTATION (RFQ)
VARIOUS TIRES FOR TOWN WIDE USE

GENERAL INSTRUCTIONS TO BIDDERS

BID NUMBER 5791

DUE: JANUARY 28, 2009 @ 3:00 PM

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed bids for various tires for town wide use in accordance with the attached specifications and requirements.

1. PREPARATION OF PROPOSALS

- a) Bidders shall submit bids by using the enclosed BID PROPOSAL FORM that accompanies this request. Bidders shall submit one (1) ORIGINAL and one (1) EXACT COPY. All bids shall be submitted in a clear, concise and legible manner to permit proper evaluation of responsive bids. Any corrections, erasures or other changes to a bid shall be initiated by the bidder.
- 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 shall be considered. Corrections, deletions, or additions to bids may be made by sealed correspondence provided that correspondence is received prior to the designated bid opening day and time noted above. No telephone corrections, deletions, or additions will be accepted.
- d) The Town reserves the right to reject any or all bids, and to waive any or all formalities in connection therewith.

2. BID SUBMISSION

- a) Bids are to be submitted in a sealed envelope and addressed as follows:
Bid 5791 - Due: January 28, 2009 - Purchasing Agent
Town of Trumbull
5866 Main Street, Trumbull, CT 06611
- b) Please be advised that the person signing the formal proposal must be authorized by you organization to contractually bind your firm with regard to prices and related contractual obligations for the subject project.

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 and requirements 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. PRICING

- a) All prices quoted are to be firm through June 30, 2009.
- b) Special Consideration will be given to responses with extended firm price dates. The Town is always interested in any and all cost reduction opportunities.

- c) Bidders are requested to quote on any or all items. The Town reserves the right to make awards on an item-by-item basis or as a total award.
- d) The Town reserves the right to order in amounts on an as needed basis.
- e) If/when discounts for multiple unit pricing are available, bidders may submit quotes for multiple unit orders in addition to the unit pricing requested on the Bid Proposal Form. Multiple unit quotes shall be submitted as a separate attachment to the quote.

7. 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.

8. 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.

9. 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.

10. CONFLICT OF INTEREST

No purchase shall be made from nor shall services (other than services as an official, 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.

11. WARRANTY

Selected bidder agrees to provide all warranties related to the items sold to the Town of Trumbull and will provide copies of all warranties upon request from the Town.

12. DELIVERY

Additional charges for delivery (if any) are to be quoted on the Bid Proposal Form.

13. INQUIRIES

- a) All inquiries regarding this request shall be answered up to the close of business on January 23, 2009 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 may be directed to Robert J. Chimini, Purchasing Agent (203.452.5042).
- b) 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.

14. INVOICES

All invoices shall be sent to: Accounts Payable Department
Town of Trumbull
5866 Main Street
Trumbull, CT 06611

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 REQUEST FOR QUOTATION (RFQ)
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BID NUMBER 5791

DUE: JANUARY 28, 2009 @ 3:00 PM

BID PROPOSAL FORM

THE UNDERSIGNED AFFIRMS AND DECLARES that this bid is executed by said bidder with full knowledge and acceptance of the Specifications, Requirements, Terms and Conditions contained herein and with complete understanding and full compliance with all requirements.

Above Price Shall Remain Firm to _____, 2009

Terms: _____

Tires for cars, pick-up trucks, vans, buses, and EMS units:

Item	Description/Size	Make	Unit Price	Delivery	Total Price
1	P185/70R14				
2	P195/65R15				
3	P205/65R15				
4	P205/75R14				
5	LT215/75R16 HT				
6	LT215/75R16 RTS				
7	LT215/85R16 HT				
8	LT215/85R16 RTS				
9	P225/60R16 RSA				
10	P225/75R15 WRANGLERS				
11	LT225/75RT16 HT				
12	LT225/75R16 RTS				
13	LT235/85R16 HT				
14	LT235/85R16 RTS				
15	P235/70R15 WRANGLERS				
16	P235/75R15 WRANGLERS				
17	245/70R16				
18	245/65R17				
19	LT245/75R16 HT				
20	LT245/75R16 RTS				
21	LT265/70 R17 RTS				

Tires for cars, pick-up trucks, vans, buses, and EMS units: (continued)

Item	Description/Size	Make	Unit Price	Delivery	Total Price
22	225 6016				
23	235 5517				
24	225 7515				
25	245 6517				
26	215 6016				
27	245 7016				
28	195 6515				
29	L235 8516				
30	225 7516				
31	L225 7516				
32	ST205 7515				
33	P265 7017				
34	L245 7516				
35	195 6015				
36	L225 7515				

Tires for trucks and equipment – include pricing for tire dismount and mounting

Item	Description/Size	Make	Unit Price	Delivery	Dismount/Mount	Total Price
37	10R22.5 STEERING TIRE					
38	10R22.5 DRIVE TIRE					
39	11R.24.5 DRIVE TIRE					
40	12R22.5 STEERING TIRE					
41	12R.225 DRIVE TIRE					
42	9R22.5 STEERING TIRE					
43	315/80R22.5 DRIVE TIRE					
44	425/65R22.5 STEERING TIRE					
45	295/75R22.5 STEERING TIRE					
46	295/75R22.5 DRIVE TIRE					

Tires for trucks and equipment – include pricing for tire dismount and mounting (continued)

47	17.5.25					
48	20.5.25					
49	11R22.5 STEERING TIRE					
50	11R22.5 DRIVE TIRE					
51	315/80R22.5 STEERING TIRE					
52	12R22.5 DRIVE TIRE					
53	12.5/80-18 STEERING TIRE					
54	14.17.5 STEERING TIRE					
55	21L24 DRIVE TIRE					
56	ST225/75R15					
57	700R15					
58	205/75D15					
59	275/70R22.5					
60	33X1250R.16.5					
61	750/65R25					
62	20.R5.25					
63	425/65R22.5 STEERING TIRE					
64	385/80R22.5 STEERING TIRE					

The undersigned, as bidder, declares that no person, or persons, other than those named herein, are interested in this Proposal; that this Proposal is made without collusion with any person, firm or corporation; that no person or persons acting in any official capacity for the Town is directly or indirectly interested therein or in any portion of the profit.

 Company Name

 By (Signature)

 Address

 Print Name

 Address

 Title

 Date

 Telephone/Fax

 Email

 Cell Phone