

**TOWN OF TRUMBULL, CONNECTICUT
GENERAL INSTRUCTIONS TO BIDDERS
BOOK STORAGE FACILITY FOR THE TRUMBULL LIBRARY**

BID NO. 5792 DUE: February 10, 2009 @ 3:00PM

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed competitive bids to construct a book storage facility (shed) for the Trumbull Library, in accordance with the attached specifications, scope of work, and conceptual drawing.

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 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 5792 - Due: February 10, 2009
Town of Trumbull
5866 Main Street
Trumbull, CT 06611

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 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

All inquiries regarding this request shall be answered up to the close of business on February 5, 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 may be directed to 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.
- d) Prices quoted other than F.O.B. Destination shall be rejected.

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 will be required to furnish a Certificate of Insurance naming the Town of Trumbull as the additional insured. The insurance is to include Contractor's Liability and Worker's Compensation, thereby holding the Town of Trumbull harmless from all eventualities that may occur relative to this Bid and the resulting purchase order or contract. The Certificates of Insurance will be provided by companies licensed in the State of Connecticut and will be in amounts of \$1,000,000 General Aggregate, \$1,000,000 Automobile Liability and Worker's Compensation, and Employer's Liability \$100,000 (each accident) to the Town of Trumbull.

13. **PERFORMANCE AND LABOR AND MATERIAL BOND**

The successful bidder, within seven (7) business days after notification of award, will be required to furnish Performance and Labor and Material Bond provided by a company authorized to issue such bonds in the State of Connecticut, or Certified Check or properly executed Irrevocable Letter of Credit equal to a hundred per cent (100%) of the award. In the event that a supplier required to provide evidence of insurance and a performance bond does not do so before beginning work, the Town of Trumbull reserves the right to withhold payment from such supplier until the evidence of insurance and performance bond has been received by the Town.

14. **PERMITS**

The contractor will be responsible for securing all necessary permits, state and local, as required by the Town of Trumbull. The Town will waive its application and permit fees for Town of Trumbull projects.

15. **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 equipment, workmanship, materials and deliverables for this requirement for a period of twelve (12) months after completion and acceptance. The cost of all labor, materials, shipping charges and other expenses in conjunction with the replacement of defective equipment, and/or unsatisfactory work, shall be borne by the Contractor.

17. **REFERENCES**

Bidders shall provide three commercial references for similar projects using the attached form.

18. **SPECIFICATIONS**

- a) Should any Bidder find discrepancies in the Specifications, or be in doubt as to the exact meaning, please 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.
- 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.

**TOWN OF TRUMBULL, CONNECTICUT
BOOK STORAGE FACILITY FOR THE TRUMBULL LIBRARY
GENERAL SCOPE OF WORK AND REQUIREMENTS, SPECIFICATIONS,**

BID NO. 5792 DUE: February 10, 2009 @ 3:00PM

General Scope of Work:

The Trumbull Library is in need of an exterior storage facility for donated books to be constructed (or delivered) to a designated location next to the Main Library at 33 Quality Street, Trumbull between the Library's Community Room and the Town Hall Parking lot.

The Library Board would like to award this requirement in late February for delivery in late March (weather permitting).

The General Requirement is for a wooden structure (see attached conceptual drawing) with the following general description:

- OVERALL SIE AND DIMENSION: APPROXIMATELY 13 FT WIDE X 20FT LONG OR 14 FT WIDE X 32 FT LONG (BOTH SIZES TO BE QUOTED)
- SINGLE DOOR (APPROXIMATELY 36 INCHES WIDE X 6FT 8 INCHES HIGH) CENTERED ON FRONT BETWEEN TWO WINDOWS.
- WINDOWS TO OPEN AND BE FITTED WITH SCREENS AND HAVE SHUTTERS AND WINDOW BOXES.
- DOUBLE DOOR ON RIGHT END CLOSEST TO COMMUNITY ROOM OF LIBRARY.
- NO TRANSOM WINDOWS
- EITHER PREFABRICATED OR "BUILD-IN-PLACE" STRUCTURE IS ACCEPTABLE
- COLOR (PAINTING TO BE INCLUDED IN BID PROPOSAL): SIDING: RED CEDAR , SHUTTERS: WHITE, TRIM: WHITE
- NOTE: THE CONCRETE SLAB SHALL BE PROVIDED BY THE TOWN OF TRUMBULL PUBLIC WORKS DEPARTMENT FOR THE SPECIFICATIONS AND SIZE REQUIREMENTS TO BE SUPPLIED BY THE SELECTED BIDDER.
- NO PRE-BID MEETING WILL BE HELD HOWEVER SITE VISITS ARE RECOMMENDED AND CAN BE ARRANGED THROUGH THE OFFICE OF THE PURCHASING AGENT (203.452.5042).

Specifications:

Framing and Interior

- Heavy Duty Post & Beam frame system consisting of full dimensional, rough sawn pine. 4"x 4" corner posts, 4"x 4" top plates, 2"x4" rafters, 2x4" wall & door frames, 3"x4" angle bracing
- Standard 6' 8" post height (inside wall height is 7')
- Standard roof pitch is 10/12
- Standard 48" by the depth of building storage loft

Exterior

- Wall's are 12" wide sheathing and standard battens are to be of red cedar
- Roof sheathing is 1"x12" pine boards
- The exterior PVC trim, rake and fascia trim are 1"x6", corner boards are 1"x5" 1"x4", all door & window trim is 1"x4".
- Standard building either primed clapboard or white cedar
- Shingle siding on the front wall of structure with tar paper behind trim.
- Board and Batten siding on both gable ends and back of structure.
- 30 year architectural quality roof shingles (color TBD).
- Aluminum drip edge.
- Two (2) 12"x12" wood louvers located on each end.
- 1/3 (36"x80") bead board passage door.
- All doors with standard pine ramp with pressure treated pieces at ground contact.

- 2/4 lite stationary sash windows with primed pine sash and sills with window caps and window drips. Windows will have Z-Style shutters.

TOWN OF TRUMBULL, CONNECTICUT
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BID PROPOSAL FORM

THE UNDERSIGNED AFFIRMS AND DECLARES that this bid is executed with full knowledge and acceptance of the specifications, requirements, terms and conditions contained herein and with complete understanding and full compliance of all requirements and hereby submits this bid for the request noted above and certifies that this bid meets all the specifications and conditions requested herein. Any substitutions to the specifications requested are clearly and completely noted. Any alternate bid 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 bid or waive any formalities in this request.

Pricing Shall Remain Firm for: _____ Days

Work to Commence _____ days after receipt of order.

Completion/delivery on-or-about: _____ days after receipt of order.

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

The following bid is submitted in full compliance with all Specifications, General Requirements, and Scope of Work contained in this request except as noted (ATTACHED). **Attach all drawings and plans for the proposed structure.**

A. 12 FT X 30 FT STRUCTURE

TOTAL Bid: \$ _____

\$ _____ Dollars

written amount – lump sum

B. 14 FT X 32 FT STRUCTURE

TOTAL Bid: \$ _____

\$ _____ Dollars

written amount – lump sum

Company Name

By (Signature)

Address

Print Name

Company Name

Title

Date

Telephone/Fax

Email

Mobile Phone

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REFERENCES

Provide references for previous commercial experience of similar or existing contracts performed:

REFERENCE #1
COMPANY NAME: _____
NAME/TITLE: _____
ADDRESS: _____
TELEPHONE/FAX: _____ / _____
E-MAIL: _____

REFERENCE #2
COMPANY NAME: _____
NAME/TITLE: _____
ADDRESS: _____
TELEPHONE/FAX: _____
E-MAIL: _____

REFERENCE #3
COMPANY NAME: _____
NAME/TITLE: _____
ADDRESS: _____
TELEPHONE/FAX: _____
E-MAIL: _____

Trumbull Library Storage Facility - Conceptual Drawing

