

**TOWN OF TRUMBULL
REQUEST FOR QUALIFICATIONS AND PROPOSAL FOR
ON CALL HVAC SERVICES
FOR THE PERIOD JULY 1, 2012 THROUGH JUNE 30, 2013**

GENERAL INFORMATION

RFP: # 5940

DUE: APRIL 18, 2012@ 2:00 PM

The Town of Trumbull (hereinafter referred to as Town) invites interested and qualified parties (hereinafter referred to as Contractor, Respondent, or Proposer) to submit qualifications and fees based on the requirements and work scope detailed in this request. The information contained herein outlines the intent and scope of this request and the guidelines governing the submission and evaluation process.

The Town solicits proposals from a licensed and qualified full-service HVAC contractors to provide "ON-CALL" HVAC services on an as needed basis. The Town intends to utilize the contractor when projects cannot be completed by the Town or when the complexity of the project requires additional expertise. All work performed for the Town in this capacity shall be under the direction of Director of Facilities or its designee.

It is requested that proposals conform to this request as closely as possible. The Purchasing Agent may accept proposals which take exception to any requirements in this RFP. Any exceptions or alternative proposal shall be clearly delineated in a separate attachment to the proposal submitted.

A. PREPARATION OF PROPOSALS

1. One (1) ORIGINAL and one (1) EXACT COPY of your proposal shall be submitted using the forms contained herein. All proposals shall be submitted in a clear, concise and legible manner to permit proper evaluation.
2. Contractors may also submit, under separate cover with their proposal, any additional reports and documents that are necessary to meet the requirements of this request.

B. PROPOSAL SUBMISSION

1. Proposals are to be submitted in a sealed envelope and addressed as follows:

RFP #5940 On-Call HVAC Services

Attention: Robert J. Chimini

Purchasing Agent

Town of Trumbull

5940 Main Street, Trumbull, CT 06611

2. Proposals must be signed by an authorized principal or agent and the person signing the proposal form must be authorized by the organization to contractually bind that organization with regard to price and related contractual obligations. Unsigned proposals shall not be considered.
3. A proposal may be withdrawn at any time prior to the above scheduled date. A proposal received after the above scheduled date and time shall not be considered or opened.

C. TOWN OPTIONS

The Town reserves the right to reject any or all proposals and to waive any requirements, irregularities, technical defects or service therein when it is deemed to be in the best interest of the Town.

D. 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 proposal prices. A Town Tax Exemption Certificate shall be furnished upon request.

E. INQUIRIES

1. General questions concerning this request and submission requirements may be directed to **Mr. Allen White, Director of Facilities, 203-452-5070 or 203-673-5994 (cell), awhite@trumbull-ct.gov**. To ensure consistent interpretation of certain items, answers to questions the Town deems to be in the interest of all proposers will be made available in writing or by Fax as appropriate to all proposers.

2. Additionally, after proposals are received, the Town reserves the right to communicate with any or all of the proposers to clarify the provisions of this request. The Town further reserves the right to request additional information at any time after proposals are opened.

F. AWARD AND AUTHORITY

The purchasing authority of the Town shall issue notification of award in writing.

G. AWARD AND PRICING

1. Individual requirements and or assignments shall be awarded to the successful respondent to this request on an as needed basis for specific projects designated by the Town. Such assignments shall require a complete breakdown of all labor and material and guided by the rates and pricing structure identified in the proposal form contained herein PRIOR to the commencement of any work assignments. The work assigned shall primarily be for preventative maintenance, special projects or emergency services for existing Town systems and facilities. The Town reserves the right to request firm price quotations for individual projects from the successful respondent or from any other contractor if the dollar limits exceed certain Town Charter provisions as related to sealed bid proposals.
2. All pricing quoted shall remain firm fixed for a period of one (1) year from date of proposal opening. Special consideration will be given to responses with extended firm price dates.
3. The duration of the contract shall be for one (1) year and may be renewed for (1) one additional year at the price stated in the Proposal Form by giving the contractor at least thirty (30) days written notice and upon mutual consent of both parties. Notwithstanding the foregoing the Town may cancel the contract at any time.
4. All awards for specific assignments shall be awarded by purchase order; however certain emergency requirements may be authorized directly by the Director of Facilities or its designee.

H. ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS AND SUBCONTRACTING

Any assignment or subcontracting for work to be performed related to this request, 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.

I. HOLD HARMLESS CLAUSE

Any contractor or subcontractor of the Town 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 this request and subsequent Contract, whether or not due in whole or in part of any act, omission or negligence of the Town or any of its representatives or employees.

J. 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.

K. INSURANCE

The selected firm is 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 General Liability Coverage of \$1,000,000 per occurrence / \$2,000,000 per occurrence. The General aggregate limit should apply to each project; the products-completed operations should state a wrap-up date to extend 6 years. Auto Liability \$1,000,000 shall include any auto, hired autos and non-owned autos. Umbrella liability is required with a minimum limit of \$2,000,000 up the amount of the project. Worker's Compensation coverage is required with CT statutory limits. Crime coverage including third party endorsement of

\$250,000 is required. Employment Practices coverage including third party endorsements and sexual misconduct coverage of \$1,000,000 and crime coverage including third party endorsement of \$250,000 are required.

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.

L. WARRANTY

The selected contractor shall warrant that only the best workmanship and materials shall be employed in the performance of services for the Town and if, within a period of one (1) year from the date of acceptance by the Town, such work or supplies or any portion thereof are found to be defective or faulty due to imperfect or bad workmanship or material, the contractor agrees to replace such defective supplies and correct such defective work forthwith without expense to the Town.

M. ADDENDUMS

It is the responsibility of all proposal submitters to verify with the Town if any addendums or changes to this have been. All and any addendums will be posted on the Town of Trumbull – Purchasing department website. www.trumbull-ct.gov .

**TOWN OF TRUMBULL
REQUEST FOR QUALIFICATIONS AND PROPOSAL FOR
ON CALL HVAC SERVICES
FOR THE PERIOD JULY 1, 2012 THROUGH JUNE 30, 2013**

GENERAL REQUIREMENTS AND SCOPE OF SERVICES

RFP: # 5940

DUE: APRIL 18, 2012@ 2:00 PM

GENERAL

The selected Contractor(s) shall provide qualified sufficient staff, on as as-needed basis, for certain HVAC projects and routine maintenance for municipal buildings and locations. The Selected Contractor shall supply the specified labor trades to perform HVAC repairs, HVAC Control Repairs, and HVAC trouble shooting, etc. The Contractor shall provide per hour pricing for each of the following: 1) HVAC Supervisor, 2) HVAC Journeyman, 3) HVAC Journeyman Apprentice, 4) HVAC Control Technician and should also provide rates for emergency call services and list pricing for any additional trades or technicians that may be provided.

A. INTENT AND GENERAL INFORMATION

The Town will have sole discretion as to which projects, if any, shall be assigned to the selected Contractor. The Town reserves the right to advertise via competitive Request for Proposals any other projects it deems appropriate. The selected Contractors will be afforded the opportunity to submit proposals on any advertised RFP.

B. FINANCIAL MANAGEMENT

It is the responsibility of the selected Contractor to monitor and track financial activities associated with assigned work/projects. The selected Contractor shall prepare a proposal for estimated labor hours and materials for approval by the Town prior to commencing any work activity. In certain emergency situations the Town may waive this requirement in order to expedite required work activity.

C. RESPONSE TIME REQUIREMENTS

Contractor agrees to work within the time parameters set for both routine and emergency calls. The contractor must be available to respond to emergency calls on a 24 hour/7 day a week basis. **Response to emergency calls is within 2 hours of call to the contractor.** The contractor shall be available to conform to the time parameters set by the business hours of individual Town buildings and or facilities.

D. PROJECT MANAGEMENT

1. The Contractor must complete all work in a professional manner and in accordance with accepted industry standards.
2. The Contractor must report to the designated Town official to keep the Town apprised of the status of work being done (i.e. date/time/and delays).
3. All employees of the Contractor shall wear uniforms with clearly visible identification or badges (company name) when working on a job site for the Town.
4. The Town of Trumbull reserves the right to request the removal of any contractor staff who views as unprofessional or disruptive while on Town of Trumbull grounds.
5. All equipment used in the performance of any work associated with this request is to be in good working order and operated in a safe manner.
6. All debris removal is the responsibility of the contractor and all equipment must be cleaned up and stored at the end of each working day.

E. INVOICING

Contractor shall provide itemized billing for various trades hours and materials billed for each service call within **15 days of completion**. All invoicing (original and one copy) shall include at a minimum the following information:

- Facility name and address
- Hours of work and personnel assigned (including applicable rates)
- Associated materials and pricing and other pertinent information
- All invoices are to be submitted to the
Department of Public Works
366 Church Hill Road
Trumbull, CT 06611

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CONTRACTOR INFORMATION SUMMARY
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:** _____

Qualifications of Personnel Proposed to Work on Town of Trumbull Contract:

Response Time to Service Calls: _____ (Reg. Hrs.) _____ (O. T. Hrs.)

Indicate any specific areas of expertise or other "on call" service below:

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REFERENCES

(To be submitted with proposal – attach additional pages as necessary)

List references for similar services provided for at least five (5) clients in the past five (5) years (attach any other client references if desired). **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): _____

CLIENT 4:

Organization Name: _____
Contact Name: _____ Phone: _____
Service Dates: _____
Project(s): _____

CLIENT 5:

Organization Name: _____
Contact Name: _____ Phone: _____
Service Dates: _____
Project(s): _____

**TOWN OF TRUMBULL
REQUEST FOR QUALIFICATIONS AND PROPOSAL FOR
ON CALL HVAC CONTRACTOR
FOR THE PERIOD JULY 1, 2012 THROUGH JUNE 30, 2013
PROPOSAL FORM**

RFP: # 5940

DUE: APRIL 18, 2012at 3:00PM

The undersigned, in compliance with this RFP affirms, that it has examined the specifications and related documents contained herein and proposes to provide this service in accordance with this RFP and any contract documents within the time frames set forth herein and at the prices agreed to.

The undersigned certifies that this proposal meets all the specifications, requirements and conditions requested herein. Any substitutions to the specifications requested are clearly and completely noted and attached. Any alternate proposals are presented in similar format as requested and are attached herein. It is understood that the Town reserves the right to reject any or all proposals.

State "Not Applicable" (N/A) where services are not needed. List additional categories the proposer feels necessary for the Town to completely judge the proposed. (Use additional sheets as necessary)

		Proposed	Option Year
Hourly Rate	HVAC Foreman/Supervisor	\$ /Hr	\$ /Hr
	HVAC Journeyman	\$ /Hr	\$ /Hr
	HVAC Journeyman Apprentice	\$ /Hr	\$ /Hr
	HVAC Control Technician	\$ /Hr	\$ /Hr
	Laborer	\$ /Hr	\$ /Hr
		\$ /Hr	\$ /Hr
Overtime Hourly Rate	HVAC Foreman/Supervisor	\$ /Hr	\$ /Hr
	HVAC Journeyman	\$ /Hr	\$ /Hr
	HVAC Journeyman Apprentice	\$ /Hr	\$ /Hr
	HVAC Control Technician	\$ /Hr	\$ /Hr
	Laborer	\$ /Hr	\$ /Hr
		\$ /Hr	\$ /Hr
Vehicle Charge		@ \$ /hr or trip	@ \$ /hr or trip
Materials Markup		@ %	@ %

Company Name

By (Signature)

Address

Print Name (A Duly Authorized Representative)

Address

Title

Date

Telephone/Fax

email

Website