

**TOWN OF TRUMBULL, CONNECTICUT
BOARD OF EDUCATION
REQUEST FOR PROPOSAL
200HP Chiller Drives McQuay units**

GENERAL INSTRUCTIONS TO BIDDERS

BID 6082: DUE: October 22, 2014 @ 2 pm

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed bids for purchase, installation, programming and startup of replacement drives for the McQuay Chillers at Frenchtown Elementary School for the 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.

For each item that a bidder is submitting a quote, a sample must be provided. Each item must be clearly marked with the company name and corresponding bid item number. Samples submitted as an "equal" substitute must be marked "substitute." Any vendors substituting "equal" products must follow the Bid Instructions, Section 4; subsection b), below. Samples will not be returned.

2. BID SUBMISSION

- a) Bids are to be submitted in DUPLICATE and sealed in an envelope clearly marked and addressed as follows:

Purchasing Agent – Kevin Bova (Bid # 6082 Due: 10/22/2014)
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. 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 that must be outlined in a letter otherwise it will be presumed that a proposal is in accordance with the required specifications.

- c) Any item that is submitted as equal but upon delivery is found to not meet the bid specifications, that item **will be returned at the vendor's expense.**
- d) 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 the close of business on October 20, 2014 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 Mark J Deming **(203-452-4306) Facilities Department, Trumbull Board of Education.** All other questions may be directed to **Kevin Bova, Purchasing Agent (203.452.5042) kbova@trumbull-ct.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. 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 Town Purchasing Agent or Board of Education will issue notification of award in writing.

8. **METHOD OF AWARD**

The following criteria will be used to evaluate all quotes:

- 1. Price
- 2. Delivery Options and Discounts
- 3. Vendor's ability to supply products that match the specifications *exactly*

9. **PRICING**

All prices quoted are to be firm for a period of ninety (90) days following bid opening. Special Consideration will be given to responses with extended firm price dates. The Town is always interested in any and all cost reduction opportunities.

10. **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.

11. **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.

12. 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.

13. DELIVERY

Deliveries will be to school locations and delivery quantities may be as small as ten (10) cases per delivery. Deliveries made under this bid may be shipped to any Board of Education location designated at the time of order. Your prices should take this into consideration.

14. WARRANTIES

A copy of all applicable warranties must be submitted in full detail.

15. QUANTITY PRICING

When discounts for large quantity pricing are available, bidders may submit quotes for large quantity orders in addition to the unit pricing requested on the bid form. Large quantity quotes must be submitted in a separate letter and attached to the bid.

16. 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 Insurance Company licensed to write such insurance in Connecticut, against the following risks and in not less than the following amounts:

Commercial General Liability	Each Occurrence	Aggregate
Bodily Injury Liability	\$1,000,000	\$1,000,000
Property Damage Liability	\$1,000,000	\$1,000,000
Personal Injury Liability	\$1,000,000	\$1,000,000
Comprehensive Auto Liability	Each Occurrence	Aggregate
Including coverage of owned, non-owned & rented vehicles	\$1,000,000	\$1,000,000

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 Purchasing Agent, Town of Trumbull. Additionally the successful bidder (Contractor) shall provide adequate statutory Workmen's Compensation Insurance for all labor employed on this project, and comprehensive General Public Liability Insurance (Coverage "B"). The successful bidder (Contractor) and each Subcontractor agree that their insurance carriers waive subrogation against the Town, its agents or employees with respect to any loss covered by the Contractor's and each Subcontractor's insurance

17. 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.

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.
- d) Each Bidder will be held responsible to have studied the Specifications, visit the sites (if necessary), regarding the proposed work, satisfied itself regarding all existing conditions and measurements, and to have included in the proposal an amount sufficient to cover all work.
- e) Site Visitation and Inspection of Existing Conditions
- f) All bidders must visit the site and inspect the existing conditions. Site visits can be arranged by calling the BOE Plant Operations office at 203-452-4306.

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.

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REQUEST FOR PROPOSAL
200HP Chiller Drives McQuay units**

GENERAL INSTRUCTIONS TO BIDDERS

BID 6082: DUE: October 22, 2014 @ 2 pm

GENERAL INSTRUCTIONS TO BIDDERS
SCOPE OF WORK, SPECIFICATIONS, REQUIREMENTS, STANDARDS

Description of Project and the Service needed

The Replacement of the two VFD's (Variable Frequency Drives) on two McQuay chillers located at Frenchtown School in Trumbull Ct 06611. Purchase, deliver, with the removal of existing 200 HP VFD's, & install new 200 HP VFD on each chiller. The supplier / contractor needs to provide programming and start-up of both units. Provide warranty and seasonal start-up for following spring season. The Trumbull BOE Electrician will assist in the removal and installation process.

ADDRESS FOR THE SCHOOL

Frenchtown Elementary School

30 Frenchtown Rd.

Trumbull, Ct 06611

Head Custodian: Dom Murolo (203) 450-0540

Mark J Deming (203-452-4306) Facilities Director ,

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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:

REFERENCES

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

Responses to this request shall list at least three (3) references for similar work that is related in size and scope (dollar value or specification) to the proposed scope of work contained in this request. Previous projects may be cited provided they were executed within the last three years. 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): _____

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Provide pricing for the purchase of two 200HP Chiller Drives for two McQuay Chillers:

\$ _____

Provide pricing for the installation of two 200 HP Chiller Drives for two McQuay Chillers:

\$ _____

Provide pricing for the programming and startup of the chillers following installation:

\$ _____

TOTAL BID Amount (in figures) \$ _____

Bid Amount (in words) _____

COMPANY NAME: _____

Payment Terms: _____

PRICING PROPOSAL SHALL REMAIN FIRM FOR 90 DAYS

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

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.

Company Name

By (Signature)

Address

Print Name

Company Name

Title

Date

Telephone/Fax