



**TOWN OF TRUMBULL, CONNECTICUT  
ENGINEERING DEPARTMENT**

**ROBOTIC SURVEY INSTRUMENT**

**REQUEST FOR PROPOSAL, CONDITIONS, SPECIFICATIONS,  
SPECIAL PROVISIONS AND DRAWINGS**

**RFQ # 6219      DUE: FEBUARY 17, 2017**

**OPENING IS AT 2 PM**

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REQUEST FOR QUOTATION (RFQ)  
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**GENERAL INSTRUCTIONS TO BIDDERS**

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed bids from qualified firm or bidder for the purchase of a Robotic Survey Instrument for the Trumbull Engineering Department, in accordance with the attached specifications and requirements.

**NOTE: THIS REQUEST IS TO SUPPLY ROBOTIC SURVEY EQUIPMENT ONLY AND DOES NOT INCLUDE ANY INSTALLATION.**

**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 supplied and specification sheets for the Survey 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:

**BID NUMBER: 6219, DUE: FEBRUARY 17, 2017 @ 2PM**  
KEVIN BOVA  
Purchasing Agent  
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. Any bid received after the due date and time noted above shall not be accepted or opened.
- 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 scope of work 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 February 09, 2017 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 or requests of technical nature may be directed to **Stephen Early**, (203-452-5050), all others may be directed to **Kevin Bova**, 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 along with standard contract, followed by a Purchase order. The award will be made on the basis of what best meets bid specifications. Contract and purchases are awarded to the lowest qualified responsible bidder, meeting Specifications. The Town reserves the right to determine the low bidder on an individual basis or based on ALL items included in the specifications and requirements otherwise expressed by the Town.

**8. PRICING**

- a) All prices quoted are to be firm for a period of at least sixty (60) days following bid opening.
- 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.

**9. ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS**

Any assignment or subcontracting by a bidder for goods 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.

**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, PREVAILING WAGE, 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. CONFLICT OF INTEREST**

Public officials shall be prohibited from receiving any town work procured through a public Bid or bid waived process so as to avoid any appearance of impropriety or conflict of interest; And; Public officials cannot circumvent the intent of this ordinance by receiving town work Through a bid waiver, as proscribed by the Trumbull Town Charter.

**13. REFERENCES**

Bidders must provide FOUR (4) commercial references using the attached form.

**14. WARRANTY**

The extent of warranty period for all equipment and work completed for this requirement shall be submitted for the Town's review.

**15. 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 the delivery of similar equipment; 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 delivery shall be considered in making an award.

**16. 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](http://www.trumbull-ct.gov) under the Purchasing Department's section. Bidders also call the Purchasing Department directly 203.452.5042 for inquiries regarding addenda.

**17. DELIVERY AND F.O.B.**

The quoted price must be F.O.B. Trumbull, Connecticut as designated on the purchase order. All prices shall be quoted as DELIVERED PRICES. The terms of the sale must be stated.

The successful bidder shall advise the Town of Trumbull Engineering Department Administrator **Stephen Early**, (203-452-5050) as to the delivery date and time to arrange for acceptance and inspection of the equipment for the Town by the Town.

In addition to the delivery of the equipment and software, and the satisfactory acceptance thereof, it is also the responsibility of the successful bidder to furnish the Town with the following documents:

- Original Certificate of Origin (at the time of delivery)
- Warranty
- Tax Exemption Certificate
- Repair & Parts Manual

**18. CERTIFICATE of Origin and Brochures**

Successful bidder shall provide the Certificate(s) of Origin to the Town at the time of delivery. The price quoted shall not include any cost for plates nor certificate of title

The Town will not be obligated for payment until all of the above requirements are met and the Purchasing Department has received all necessary documents.

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**TECHNICAL SPECIFICATIONS AND REQUIREMENTS**

**1. General Description of Work**

The Town of Trumbull is purchasing a Survey Equipment. Therefore, the Town is soliciting prices to purchase Robotic Survey Instrument in accordance with the specification.

**2. Scope of work**

Listed below are the Survey Equipment specifications & model information, which the Town intends to purchase:

<b>EQUIPMENT SPECS</b>	
<b>DESCRIPTION</b>	<b>QTY</b>
LEICA 791305 TS12P, 5" R400 TOTAL STATION WITH POWERSEARCH, AUTOMATIC TARGET RECOGNITION, 1 COLOR KEYBOARD, LASER PLUMMET, GSD01 COMMUNICATION SIDE COVER APPLICATIONS, USER MANUAL & CARRYING CASE, SOFTWARE AND DVD (ART NO. 767908), USER MANUAL AND CONTAINER	1
LEICA PART 99741964 RH1200 RADIO HANDLE EXCHANGE MODULE	1
LEICA 798181 GDF112-1 TRIBRACH WITH OPTICAL PLUMMET	1
LEICA 733270 GEB221 LITHIUM ION BATTERY POWERSEARCH 4Ah RECHARGEABLE	2
LEICA 734754 GEOCOM ROBOTICS LICENSE FOR A TS12P	1

The Town will consider and evaluate all bids. The selected bidder shall be the lowest bid that conforms to the specs above.

**3. Other**

If the low bidder is unable to respond, the Town reserves the right to assign the task to the next lowest unsuccessful bidder on the condition that they are to perform work at the same contract rates as the low bidder. Such unsuccessful bidder will be obligated to comply with all provisions of the Agreement between the Town and the successful bidder and all requirements of the Purchasing Agent.

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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): \_\_\_\_\_

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**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 system requirements and hereby submits this Bid for the request contained herein and certifies that this Bid meets all the specifications and conditions requested herein. Any substitutions to the specifications requested are clearly and completely noted.

Having received the specifications prepared by the Town the undersigned hereby submits the following Unit Prices to perform the work outlined for the subject project, and attests that this bid meets all the specifications and conditions stated in this Request for Proposal as follows:

**PROPOSE PRICE FOR ROBOTIC SURVEY INSTRUMENT, DELIVERED TO Trumbull Town Hall**

**\$** \_\_\_\_\_

**FIGURES**

**\$** \_\_\_\_\_

**WORDS**

The following Addenda have been received. The modifications to the Bid Documents noted therein have been considered and all costs thereto are included in the Base Bid.

Addenda # \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Company Name \_\_\_\_\_ by (Signature) \_\_\_\_\_

\_\_\_\_\_  
Address \_\_\_\_\_ Print Name \_\_\_\_\_

\_\_\_\_\_  
City-Town- State -Zip \_\_\_\_\_ Title \_\_\_\_\_

\_\_\_\_\_  
Date \_\_\_\_\_ Telephone/Fax \_\_\_\_\_

\_\_\_\_\_  
Email \_\_\_\_\_ Emergency Phone \_\_\_\_\_

**END OF BID FORM**