

**TOWN OF TRUMBULL
REQUEST FOR PROPOSALS
BOARD OF EDUCATION
MECHANICAL ROOM BOILER/DOMESTIC
HOT WATER INSTALLATION:**

BID NUMBER: 6236 DUE: MAY 9, 2017 @ 3:00 pm

FOR THE OVERALL PROJECT =2017 Boiler/BMS

GENERAL INSTRUCTIONS

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed bids -This is a design build project that will encompass boiler replacement, pumps, condensate tanks, valves, VFD's and all components to insure an efficient boiler and delivery system. Purchase of boilers, rigging, installation and commissioning of new boilers as necessary to accomplish project. In accordance with the enclosed requirements & specifications For the Trumbull Board of Education in accordance with the enclosed specifications.

A Pre bid Site visit prior to submitting a bid are ENCOURAGED by Contacting Mark Deming, Mark Deming 203-452-4306, 203-767-7245 or (Demingm@trumbullps.org) prior to submitting a bid. The Projects are located:

**Middlebrook Elementary School, 220 Middlebrooks Ave
Daniels Farm School, 710 Daniels Farm Rd
Tashua Elementary school, 401 Stonehouse Rd**

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.

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 J Bova

Bid # 6236:

**MECHANICAL ROOM BOILERS AND
DOMESTIC HOT WATER INSTALLATION**

Due: MAY 9, 2017 @ 3:00pm

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

1. 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.
2. 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 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 MAY 2, 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 Email, or Fax as appropriate to all bidders. Inquiries of a technical nature may be directed to Mark Deming (203-452-4306) **Director of Facilities, Trumbull Board of Education**. All other questions may be directed to Kevin J. 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 will issue notification of award in writing along with a Standard Contract agreement. The BOE will issue a Purchase.

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 & THE BOE 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. Additional regulations and/or standards as listed in the specifications shall apply.

13. WARRANTIES

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

14. 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.

15. METHOD OF AWARD

The following criteria will be used to evaluate all quotes:

- a) Price
- b) Vendor reputation and support
- c) Vendors who provide the most favorable delivery date.

16. DELIVERY

Installation shall be scheduled with the Mark Deming 203-452-4306, 203-767-7245 or (Demingm@trumbulps.org) Facilities Director for BOE.

ALL INVOICES TO BE SENT TO BOE LONG HILL ADMIN BUILDING
6254 MAIN STREET TRUMBULL CT 06611

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

- Worker's Compensation
- Contractor's Public Liability and Property Damage
- Automobile Insurance

| Commercial General Liability | Each Occurrence | Aggregate |
|-------------------------------------|------------------------|------------------|
| Bodily Injury Liability | \$1,000,000 | \$2,000,000 |
| Property Damage Liability | \$1,000,000 | \$2,000,000 |
| Personal Injury Liability | \$1,000,000 | \$2,000,000 |
| Comprehensive Auto Liability | Each Occurrence | Aggregate |

| | | |
|--|-------------|-------------|
| Including coverage of owned, non-owned & rented vehicles | \$1,000,000 | \$2,000,000 |
|--|-------------|-------------|



The insurance policy must contain the additional provision wherein the company agrees that Thirty (30) 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 Town.

18. REQUIREMENTS –

- a) Each Bidder will be held responsible to have studied the requirements, visit the site (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.
- b) Should any Bidder find discrepancies in the requirements, or be in doubt as to the exact meaning, notify BOE Mark Deming ASAP & the Town at once. The Town may then on behalf of the BOE, at their option, issue Addenda clarifying same. The Town shall not be responsible for oral instructions or misinterpretations of requirements.
- c) 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. It is the bidders' responsibility to access the Town's website or contact the Town for any addenda that may be issued in conjunction with this bid.
- d) 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 requirements 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. SITE VISITS

All bidders may visit the site and inspect the existing conditions. Site visits can be arranged by Calling Mark Deming 203-452-4306, 203-767-7245 or (Demingm@trumbulps.org) prior to Submitting a bid. The Projects are located

Middlebrook Elementary School, 220 Middlebrooks Ave

Daniels Farm School, 710 Daniels Farm Rd

Tashua Elementary school, 401 Stonehouse Rd

20. 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 203.452.5042 for inquiries regarding addenda.

21. WORK REGULATIONS, STANDARDS AND FEDERAL AND STATE PREVAILING WAGE

- a) 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.
- b) Applicable laws and regulations relating to State of Connecticut Prevailing Wages, employment practices, nondiscrimination, safety and health regulations shall be adhered to by the contractor. The contractor shall be responsible for "Certified Statements of Compliance" regarding Prevailing Wages. Contractor shall also collect and submit four (4) Certified "Statements of Compliance" from any sub-contractors. Prevailing Wage rates are either included in the initial bid documents or will be issued as an addendum (Once the State issues the Prevailing Wage summary to the Town). This maybe an addendum

22. PROPOSAL, PERFORMANCE, MAINTENANCE AND PAYMENT BONDS

- c) A Bid Bond payable to the Owner must accompany each Proposal for ten (10%) percent of the total amount of the Proposal. As soon as the Proposal prices have been compared, the Owner will return the bonds of all except the three lowest responsible Proposals. When the Agreement is executed, the bonds of the two remaining unsuccessful Proposers will be returned. The Bid Bond of the successful Proposer will be retained until the Payment Bond and Performance Bond have been executed and approved, after which it will be returned. A certified check may be used in lieu of a Bid Bond.
- d) A Performance Bond and a Payment Bond, each in the amount of 100 percent (100%) of the Contract Price, with a corporate surety approved by the Owner, will be required for the faithful performance of the contract. Attorneys-in-fact who sign the Bid Bonds or Payment Bonds and Performance Bonds must file with each bond, a certified and effective dated copy of their power of attorney.
- e) The party to whom the contract is awarded will be required to execute the Agreement and obtain the Performance Bond and Payment Bond within ten (10) calendar days from the date when Notice of Award is delivered to the Proposer. The Notice of Award shall be accompanied by the necessary Agreement and Bond forms. In case of failure of the Proposer to execute the Agreement, the Owner may, at his option, consider the Proposer in default, in which case the Bid Bond accompanying the proposal shall become the property of the Owner.
- f) The Owner, upon receipt of acceptable Performance Bond, Payment Bond and Agreement signed by the Contractor, shall sign the Agreement and return to the Contractor an executed duplicate of the Agreement within a reasonable period. The returned executed Agreement by the Owner to the Contractor shall be accompanied with a Notice to Proceed.
- g) The Contractor shall secure a maintenance bond with a company, which shall have been approved by the Attorney of the Town of Trumbull, guaranteeing his work in all phases of construction for a period of two (2) years from the date of acceptance by the Town, which shall also cover all damages due to trench settlement.
- h) The face value of the maintenance bond shall be as follows: 20% of the base bid of contracts up to and including \$50,000.00 and in no way less than \$5,000.00.

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BID NUMBER: 6236 DUE: MAY 9, 2017 @ 3:00 pm

FOR THE OVERALL PROJECT =2017 Boiler/BMS

REQUIREMENTS/DESIGN BUILD

General Scope of Work:

FOR THE OVERALL PROJECT =2017 Boiler/BMS

These are design/build projects. Projects will combine in generalized terms installation of new boilers/pumps, and new Building Management systems. The project is being accomplished under a performance-contracting model to insure cost savings pays for improvements over a finite number of years not to exceed ten.

All proposed equipment and specifications shall be approved based on several factors, efficiency, warranty, life cycle costs and cost of install.

Progress payments will be allowed for this work.

Award process: Each discipline will be evaluated individually on the following criteria; best value, warranties, qualifications and recommendations of contractor and the ability to complete the projects on time and on budget. Contractors must be able to demonstrate past performance in similar projects and provide references to such.

Contractors shall be held to strict schedules in order to accomplish projects within the compressed schedule. A weekly update as to the status of the projects is required.

Contractors are responsible for all sub-contractors and will name any sub that will be used in the performance of this work. Contractors may provide proposals on multiple scopes of work but each discipline and each school project will be treated as a different project and issued individual purchase orders.

Attached:

Mechanical Room Boilers and Domestic Hot water

Highly encouraged and may factor in one of the elements of awarding this Bid

All bidders may visit the site and inspect the existing conditions. Site visits can be arranged by Calling Mark Deming 203-452-4306, 203-767-7245 or (Demingm@trumbulps.org) prior to Submitting a bid. The Projects are located

**Middlebrook Elementary School, 220 Middlebrooks Ave
Daniels Farm School, 710 Daniels Farm Rd
Tashua Elementary school, 401 Stonehouse Rd**

Requirements

Mechanical Room Boiler/Domestic Hot water Installation:

Disconnect all electrical, fuel, gas and connections to boilers and equipment, to be removed by demolition contractor, prior to start of demolition.

Standardization of boilers within district is paramount to ongoing and future maintenance of installed equipment and therefore the approved vendors for boilers is Clever-Brooks and Viessman.

This is a design build project that will encompass boiler replacement, pumps, condensate tanks, valves, VFD's and all components to insure an efficient boiler and delivery system. Purchase of boilers, rigging, installation and commissioning of new boilers as necessary to accomplish project.

Installation of high efficiency hot water or steam boilers sized properly for building load. The installation of new on demand DHW properly sized by existing fixture counts. Recirculation pumps if existing shall also be upgraded replaced with new. Boiler pads to be poured by other. Approved manufacturers are as follows: Viessman, Cleaver-Brooks, and any additional proposed manufacturers shall be approved or disapproved during consideration process.

Contractor is responsible for determining size and output of boilers. Provide placement and size of pads necessary for install. Contractor shall provide a proposed single line-piping diagram as part of the proposal.

Installation of new breaching as needed, design/installation of combustion air method and equipment as necessary. Contractor shall insure conditions of existing chimney if it is to be utilized.

All piping, condensate tank(s) shall be replaced as needed,

Boilers shall be as efficient as available for the application. Shall be bac-net capable.

Contractor shall provide all controls ports/wells to Controls contractor for efficient operation of equipment. Provide for the introduction of chemical treatment through ports to condensate tanks or pot feeders for hot water systems.

All pipes and valves shall be assessed and replaced if necessary to assure no leaks.

All pipes shall be reinsulated upon completion of install. Labelling of pipes and valves is required following insulation. All gas piping to be painted safety yellow.

Electrical panel work and upgrades to panels shall be included in Mechanical contract to insure safe and reliable systems. (Electrical panel replacements at Daniels Farm and Tashua only)

Existing motor controls, starters and disconnects shall be replaced, with new.

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PROPOSAL FORM

ADDENDA

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 # _____, _____, _____, _____, _____

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.

This proposal is submitted in full compliance with all Requirements` and General Terms and Conditions except as noted below under exceptions.

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

A) TOTAL proposed (turnkey) per page 7 all Requirements Mechanical Room Boiler/Domestic Hot water Installation: for Middlebrook Elementary School, 220 Middlebrook Ave

\$ _____ **Written in figures**

B) TOTAL proposed (turnkey) per page 7 all Requirements Mechanical Room Boiler/Domestic Hot water Installation: for Daniels Farm School, 710 Daniels Farm Rd Ave

\$ _____ **written in figures**

C) TOTAL proposed (turnkey) per page 7 all Requirements Mechanical Room Boiler/Domestic Hot water Installation: for Tashua Elementary school, 401 Stonehouse Rd

\$ _____ **written in figures**

PROPOSAL FORM Continued

**TOTAL FOR ALL three SCHOOLS (A+ B+ C) per page 7 all Requirements Mechanical Room
Boiler/Domestic Hot water Installation:**

\$ _____
Written in figures

\$ _____ **Dollars**
Written words

Company Name _____

By (Signature) _____

Address _____

Print Name _____

City, State, Zip code _____

Title _____

Phone # _____

FAX _____

EMAIL _____

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BID BOND

KNOW ALL MEN BY THESE PRESENTS, That we, _____, herein called the Principal,
Of _____, as Principal,
And _____, hereafter called the Surety, a
corporation organized and existing under the laws of the
State of _____, and duly authorized to transact a surety business in
the State of Connecticut, as Surety, are held and firmly bound unto the Town of Trumbull, as obligee, in
the penal sum of ten (10) percent of the amount of the bid set forth in proposal hereinafter mentioned,

lawful money of the United States of America, for payment of which, well and truly to be made to the
Obligee, the Principal and the Surety bind themselves, their heirs, executors, administrators, successors
and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, That, whereas the Principal has submitted or is
about to submit a proposal to the Obligee related to a contract for Project No.: _____

NOW, THEREFORE, if the said contract be awarded to the Principal and the Principal shall,
within such time as may be specified, enter into the said contract in writing with the Town of
Trumbull and five the required bonds, with surety acceptable to the Obligee, of if the Principal
shall fail to do so, pay to the Obligee the damages which the Obligee may suffer by reason of
such failure not exceeding the penalty of this bond, then this obligation shall be void, otherwise to
remain in full force and effect.

SIGNED, SEALED AND DELIVERED this _____ day of _____, 20 _____

Principal's Signature

By
(Print Name)

Company Name

Surety

Its attorney in fact

(Print Name)

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REFERENCES

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

List references for similar services provided for at least Four (4) 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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THE PROPOSER SHALL STATE THE NAMES OF ALL OF ALL PROPOSED SUBCONTRACTORS (to be submitted with proposal)

PROPOSED SUBCONTRACTORS

If none, write "None" _____

*Description of Work _____

Proposed Subcontractor Name _____

Address _____

*Description of Work _____

Proposed Subcontractor Name _____

Address _____

*Description of Work _____

Proposed Subcontractor Name _____

Address _____

*Description of Work _____

Proposed Subcontractor Name _____

Address _____

*Insert description of work and subcontractors' names as may be required.

This is to certify that the names of the above-mentioned subcontractors are submitted with full knowledge and consent of the respective parties.

The Proposer warrants that none of the proposed subcontractors has any conflict of interest as respects this contract.

Proposer _____
(Fill in Name)

By _____
(Signature and Title)

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STATEMENT OF QUALIFICATIONS (To be submitted with proposal)

Submitted by:

Name of Organization _____

Name of Individual _____

Title _____

Address _____

Telephone _____ Fax: _____ Cell: _____

General Business Information

Check If: Corporation Partnership Joint Venture Sole Proprietorship

If Corporation:

a. Date and State of Incorporation

b. List of Officers

Name Title

If Partnership

a. Date and State of Organization

b. Names of Current General Partners

c. Type of Partnership

General Publicly Traded

Limited other (describe) _____

If Joint Venture:

a. Date and State of Organization

b. Name, Address and Form of Organization of Joint Venture Partners: (Indicate managing partner by an asterisk*)

If Sole Proprietorship:

a. Date and State of Organization

b. Name and Address of Owner or Owners

1. On Schedule A, attached, list major engineered construction projects completed by this organization in the past five (5) years. (If a joint venture list each participant's projects separately).

2. On Schedule B, attached, list current projects under construction by this organization. (If joint venture, list each participant's projects separately).

3. Name of Surety Company and name, address, and phone number of agent.

4. Is your organization a member of a controlled group of corporations as defined in I.R.C. Sec. 1563?

Yes _____ No _____

If yes, show names and addresses of affiliated companies.

5. Furnish on Schedule C, attached, details of the construction experience of the principal individuals of your organization directly involved in construction operations.

6. Has your organization ever failed to complete any construction contract awarded to it?

Yes No

If yes, describe circumstances on attachment.

7. Has any Corporate officer, partner, joint venture participant or proprietor ever failed to complete a construction contract awarded to him or her in their own name or when acting as a principal of another organization?

Yes No

If yes, describe circumstances on attachment.

8. In the last five years, has your organization ever failed to substantially complete a project in a timely manner?

Yes No

If yes, describe circumstances on attachment.

I hereby certify that the information submitted herewith, including any attachment is true to the best of my knowledge and belief.

Name of Organization: _____

By: _____

Title: _____

Dated: _____

END OF BID 6236