

**TOWN OF TRUMBULL  
REQUEST FOR QUOTATION  
ON CALL RENTAL OF CONSTRUCTION & HIGHWAY EQUIPMENT AND PERSONNEL  
THROUGH JUNE 30, 2018**

BID # 6239

DUE: May 23, 2017 @ 2:00 PM

**GENERAL INSTRUCTIONS TO BIDDERS**

The Town of Trumbull, (hereinafter referred to as Town), through the office of the Purchasing Agent, will accept sealed bids for town wide **RENTAL OF CONSTRUCTION & HIGHWAY EQUIPMENT AND PERSONNEL** as detailed in this request. The Town may or may not solicit the use of rental equipment or personnel. Upon request for rental services, the Town would provide a scope of work for the vendor to prepare a proposal summarizing costs associated with each equipment and personnel needed to complete the requested task. The proposal shall be a "Not to Exceed Price" in accordance with the hourly rates provided in this bid. Actual payment will be based on actual hours worked up to the "Not to Exceed Price". All qualified and interested parties are invited to submit bids under the terms and conditions set forth as follows:

**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.

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 addressed as follows:

Purchasing Agent - Bid 6239 DUE May 23, 2017 @ 2 pm  
Kevin J Bova  
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 bids submitted or received after the advertised hour shall not be accepted, opened or read.
- 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 May 16, 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 of a may be directed to the Mr. Kevin Bova Purchasing Agent (203.452.5042) or [kbova@trumbull-ct.gov](mailto:kbova@trumbull-ct.gov)

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 to the selected suppliers.

The Trumbull Highway Department or Town Purchasing Agent will notify a vendor of the intended rental of equipment on an "as needed basis".

**8. PRICING**

- a. All prices quoted are to be firm for a period of one (1) year 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.
- c. The duration of the engagement shall be through June 30, 2018 and may be renewed for (2) Two additional years at the price stated in the Proposal Form by giving the service provider at least sixty (60) days written notice and upon mutual consent of both parties.
- d. Notwithstanding the foregoing the Town may cancel a contract at any time upon material breach by the service provider with seven (7) days written notice prior to the termination date.
- e. When a vendor is selected for a job with the submitted proposal page pricing, all invoices will need to match per hour and materials mark up in the invoice submitted to the Town end user who is charge of that job. Once signed that invoices match the Town rep will sign off and submit to accounts payable for payment.

**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 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**

- 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 labor regulations. All services performed shall also conform to the latest OSHA standards and/or regulations.
- b. The selected vendor (if owner operated) shall supply competent, faithful, skilled and experienced and fully trained and state licensed operators to perform the required work. If at any time a Town Public Works Official (or their designee) shall notify the contractor that an assigned operator is apparently incompetent or unfaithful, such operator shall be discharged promptly and shall not be employed again for any assignments from the Town.
- c. All machines provided by the selected vendor must be capable of safe, efficient, reliable operation. All vendors shall have and make available additional equipment on an as needed basis in order to properly complete the assigned task. Actual operation of equipment may need to be witnessed/verified by a Public Works Official upon and prior to assigning a specific task.
- d. Work is to be accomplished with the least inconvenience to the general public, with due regard to traffic safety.

**12. 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:

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

General Liability	Each Person	Each Occurrence	Aggregate
Bodily Injury Liability	\$2,000,000	\$2,000,000	\$2,000,000
Property Damage Liability	\$2,000,000	\$2,000,000	\$2,000,000
Personal Injury Liability	\$2,000,000	\$2,000,000	\$2,000,000
<b>Comprehensive Automobile Liability</b>			
Bodily Injury	\$1,000,000	\$1,000,000	\$5,000,000
Property Damage	\$1,000,000	\$1,000,000	\$1,000,000

Such policies shall provide that no coverage shall be changed or cancelled unless thirty- (30) day's 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.

**13. 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.

**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 may also call the Purchasing Department directly 203.452.5042 for inquiries regarding addenda

**17. Equipment Hours shall be charged to the Town based on actual use of equipment in the field.**

**18. Contractor shall supply operator for the equipment. Operator rates shall be listed in separate section from Equipment.**

**19. Mark-ups for materials will be 10 Percent.**

**20. All equipment rates shall include fuel.**

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**PROPOSAL FORM**

**BID RESPONSE FORM FOR** \_\_\_\_\_  
(Company Name)

**RENTAL RATE (WITHOUT OPERATOR)**

Item	Equipment	Per Hour	Per Day (8 hours)	Per Week (40 hours)	Per Month (160 hours)
1	Backhoe-Wheel Loader 1/2 yd	\$	\$	\$	\$
2	Backhoe-Crawler 3/4 yd	\$	\$	\$	\$
3	Backhoe-Crawler 1 1/2 yd	\$	\$	\$	\$
4	Backhoe-Hydraulic Crawler 2 yd	\$	\$	\$	\$
5	Dragline 1 1/2 yd	\$	\$	\$	\$
6	Bucket Loader -Crawler 2 yd	\$	\$	\$	\$
7	Bucket Loader-Crawler 3 yd	\$	\$	\$	\$
8	Bucket Loader-Wheel 2 1/2 yd	\$	\$	\$	\$
9	Bucket Loader-Wheel 3 1/2 yd	\$	\$	\$	\$
10	Bulldozer Crawler-100 hp	\$	\$	\$	\$
11	Bulldozer Crawler-140 hp	\$	\$	\$	\$
12	Bulldozer Crawler-190 hp	\$	\$	\$	\$
13	Trucks-2 Axle, 6 yd Level Cap	\$	\$	\$	\$
14	Trucks-3 Axle, 13 yd	\$	\$	\$	\$
15	Vibratory Roller 10-12 Tons	\$	\$	\$	\$
16	Harley Rake/Tractate(with operator)	\$	\$	\$	\$
17	Low Ground Pressure Crawler Excavator 1/3 Cu Yd (with operator)	\$	\$	\$	\$
18	Tractor Trailer w/35T Gooseneck	\$	\$	\$	\$
19	Crane 30T	\$	\$	\$	\$
20	Snowplow 42,000 GVWR or Greater w/ sander	\$	\$	\$	\$



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**PROPOSAL FORM (Continued)**

Also include hourly rates and pricing for the following:

Flagman:	\$_____ /HR	Overtime	\$_____ /HR
Laborer:	\$_____ /HR	Overtime	\$_____ /HR
Driver:	\$_____ /HR	Overtime	\$_____ /HR
Operator	\$_____ /HR	Overtime	\$_____ /HR
Supervisor:	\$_____ /HR	Overtime	\$_____ /HR
Material Markup	_____ ten percent _____ %		

The undersigned hereby submits proposal(s) 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.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
By (Signature)

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Email

\_\_\_\_\_  
Website

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**PROPOSAL FORM (Continued)**

In addition to the equipment specified in the bid request, responders are requested to list any additional equipment at their disposal (along with rental rates) that may be available to the town.

Please indicate those items below:

**RENTAL RATE (WITHOUT OPERATOR)**

Item	Equipment	Per Hour	Per Day	Per Week	Per Month
a.		\$	\$	\$	\$
b.		\$	\$	\$	\$
c.		\$	\$	\$	\$
d.		\$	\$	\$	\$
e.		\$	\$	\$	\$
f.		\$	\$	\$	\$
g.		\$	\$	\$	\$
h.		\$	\$	\$	\$
i.		\$	\$	\$	\$
j.		\$	\$	\$	\$
k.		\$	\$	\$	\$
l.		\$	\$	\$	\$
m.		\$	\$	\$	\$
n.		\$	\$	\$	\$
o.		\$	\$	\$	\$
p.		\$	\$	\$	\$
q.		\$	\$	\$	\$