

**TOWN OF TRUMBULL  
REQUEST FOR PROPOSALS  
BOARD OF EDUCATION FACILITIES  
CUSTODIAL PRODUCTS**

**BID NUMBER: 6249 DUE: JUNE 22, 2017 @ 2:00 pm**

**GENERAL INSTRUCTIONS**

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed bids For the Trumbull Board of Education. The (BOE) is soliciting bids to provide for Custodial Products to the school district. The Trumbull Public School District maintains approximately 1,100,000 sq. ft. of space in twelve buildings consisting of eleven schools and one administration building with a staff of 56 custodial personnel.

In accordance with the enclosed requirements & specifications.

**1. PREPARATION OF PROPOSALS**

- a. 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**

- a) Bids are to be submitted in sealed in an envelope clearly marked and addressed as follows:  
Purchasing Agent – Kevin J Bova  
**Bid # 6249:**  
**CUSTODIAL PRODUCTS**  
**Due: June 22, 2017 @ 2 pm**  
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.

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- c) 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 or the BOE, and associated with the award of this requirement shall be tax exempt. Any taxes must not be included in bid prices. A BOE 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 June 15, 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](mailto: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 order(s).

**9. PRICING**

All prices quoted are to be firm for a period of 1 year 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. And for future project and buildings for the BOE.

**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.

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**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. 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.

**14. METHOD OF AWARD**

The following criteria will be used to evaluate all quotes:

- a) Price
- b) Vendor reputation, support and Communication
- c) Vendors who provide the most favorable delivery date and to keep firm fixed price.

**15. DELIVERY**

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

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

**16. EQUAL ITEMS**

Equal items must be approved by the BOE & the Town reserves the right to reject any proposal offering equipment and/or materials, which, in its opinion does not meet the standard of quality established by the attached specifications. Any such decision will be considered final and not subject to further recourse.

**16. SPECIFICATIONS –**

- a) Each Bidder will be held responsible to have studied the Specifications, 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 Specifications, 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 Specifications.
- 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.

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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 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.

**17. SITE VISITS**

All bidders if needed can visit the site(s) and inspect the existing conditions. Site Visits can be arranged by Calling Mark Deming 203-452-4306, 203-767-7245 or (Demingm@trumbullps.org) prior to Submitting a bid.

**18. 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.

**19. OPTIONS**

The Town & the BOE May renew the term of a purchase order / contract awarded for these requirements for One (1) additional year, at the price stated in the Bid Response Form by giving the vendor at least thirty (30) Day's written notice. A 3<sup>rd</sup> year if both parties mutual agree on the pricing is at the sole option of the BOE at The same prices.

**20. MISCELLANEOUS**

a) Bidders desiring to make substitutions to standards specified shall submit that item as a Separate attachment to the Bid form. Substitutions proposed shall not be part of base Quotation and Bidders must state amount, additional or deductible, if substitute material is Accepted. Substitute Bids shall not affect determination of lowest Bids.

b) Bidders shall provide a minimum of four(4) references (name of organization and contact Person) for similar work and requirements.  
Town reserves the right to initiate telephone contact with any references listed in a Quotation.

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**REQUIREMENTS AND SPECIFICATIONS**

The Trumbull Board of Education (BOE) is soliciting bids to provide for Custodial Products to the school district. The Trumbull Public School District maintains approximately 1,100,000 sq. ft. of space in twelve buildings consisting of eleven schools and one administration building with a staff of 56 custodial personnel.

All prices are to be good for at least 365 days.

Included in this bid are custodial tools and equipment that are commonly purchased by the BOE. Manufacturer model or style numbers are provided as a reference for most items. Bidders may substitute an equivalent product provided it meets the performance specifications of the listed models. Trumbull Public Schools will have the sole right to determine whether or not a product is an acceptable substitute. Vendors must provide either catalogs or cut sheets for all substitute products.

All products will be shipped F.O.B. to the school at which they will be used. If there is a minimum order required for "free" shipping, this must be noted on the quote sheet along with the terms for shipping smaller orders.

**Bidder Qualifications:**

The following **minimum qualifications** are required for the vendor and chemical manufacturer:

- Vendor: No less than 10 years as a full service (chemicals, equipment, supplies, etc.) Jan/San supplier
- Vendor: Ability to schedule deliveries at least Every Two Weeks
- Vendor: Must have an active client base in Fairfield or New Haven Counties in CT with an account representative assigned to this region

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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 Specifications and General Terms and Conditions except as noted below under exceptions.

This quotation is to remain firm for 365 DAYS

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PRODUCT DESCRIPTION	Model # or equal	Vendor Item #	Bid Price
20 OZ HOSPITAL MOP LOOPED ENDS AND DOUBLE TAILBANDS TO PREVENT FRAYING.	RM D252		
Medium - Loop end microfiber mop Rubbermaid or equal	RM A852-06		
Flat - mop (wet mop) handle for 18" flat mop	FILMOP – Spin 'n' Drop		
18" Microfiber flat - mop (wet mop)	FILMOP Micro fast		
Dual Bucket with wringer for flat mop	FILMOP – Max Jolly		
Super Coach B/P Vac Bag 6 Qt,	Proteam		
Super Coach 10 B/P Vac Bag 6 Qt,	Proteam		
Tidy Vac Bag 9009784	Nobles 9009784		
Tidy Vac Bag 1067460	Nobles 1067460		
X-Large unpowdered Vinyl Gloves per case of 10 - 100 ct boxes	Akers		
Large unpowdered Vinyl Gloves per case of 10 - 100 ct boxes	Akers		
Med. unpowdered Vinyl Gloves per case of 10 - 100 ct boxes	Akers		
Small unpowdered Vinyl Gloves per case of 10 - 100 ct boxes	Akers		
Distilled Water- 1 gallon			
Microfiber Cloths (16x16)	3M		
Red 13" Cleaning Pads (CS 5)	3M 5100		
Green scrub pads 13" (CS 5)	3M 5300		
Red 14" Cleaning Pads (CS 5)	3M 5100		
Green scrub pads 14" (CS 5)	3M 5300		
Red 16" Cleaning Pads (CS 5)	3M 5100		
Green scrub pads 16" (CS 5)	3M 5300		
Red Cleaning Pads 20" (CS 5)	3M 5100		
Scotchbrite Surface Prep Pad 20" Case of 5	3M		
Toilet Brush - 12" -18" handle stiff bristle, urn shaped head	RCP631000WE		
Johnny Mop 12"- 18" soft applicator mop for applying chemicals when bathroom fixtures	OCEDAR - OCR96303		
Twister Green "Maintenance" pads 13"	AMERICO		
Twister Green "Maintenance" pads 14"	AMERICO		

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<b>PRODUCT DESCRIPTION</b>	<b>Model # or equal</b>	<b>Vendor Item #</b>	<b>Bid Price</b>
Twister Green "Maintenance" pads 20"	AMERICO		
Round Plastic waste paper can - 44 quart gray or beige	RM 2947		
Lobby Broom 35"TX7.5" Wide	RUB6374		
Lobby Dust Pan	RUB2531		

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Company Name

by (Signature)

Address

Print Name

City, State, Zip code

Title

Phone #

FAX

EMAIL

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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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