

**TOWN OF TRUMBULL
REQUEST FOR PROPOSALS
BOARD OF EDUCATION FACILITIES
TRASH CAN LINERS**

BID NUMBER: 6257 DUE: SEPTEMBER 7, 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 Trash Can Liners 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 # 6257:

TRASH CAN LINERS

Due: September 7, 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.
- c) The Town reserves the exclusive right to determine whether or not a proposal meets or exceeds the stated specifications

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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 SEPTEMBER 1 , 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 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.

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.

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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) 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.
- 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

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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 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 3rd 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

**TRUMBULL PUBLIC SCHOOLS BID FOR TRASH CAN LINERS –
SPECIFICATIONS**

The Trumbull Board of Education (BOE) is soliciting bids to provide for trash can liners 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 no less than 180 days. Preference may be granted to vendors that can provide a pricing for 365 days. Vendors may be required to submit samples prior to purchase.

All submittals are to be based on the item descriptions on the quote sheet. Trash can liners shall not leak or “zipper.” Bags are to be black in color. Vendors MUST provide case weight on the quote sheet. **Any liners that are shipped that do not meet the specifications will be shipped back to the vendor at the vendor's cost.**

All products will be shipped F.O.B. to the school at which they will be used. Delivers may be made to all schools as frequently as monthly at no additional cost.

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:

- No less than 10 years as a Jan/San supplier
- Must have an active client base in CT.
- Must provide 3 references in CT

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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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PROPOSAL FORM Countined

ITEM	MODEL OR ITEM #	ESTIMATED QTY. - CASES	PRICE
<p>23" X 17" X 48" - 1.5 MIL, LOW DENSITY, NON-GUSSETED, POLYETHYLENE LINERS.</p> <p>100/CASE. MUST FIT ROUND CONTAINER (28-1/2" H X 28" DIA., FROM OUTSIDE EDGE) WITHOUT UNDUE STRETCHING OR TEARING.</p> <p>HIGH DENSITY LINERS ARE NOT AN ACCEPTABLE SUBSTITUTE.</p> <p>GAUGE _____</p> <p>WT./CASE _____</p>		535	
<p>23" X 10" X 40" - 1.5 MIL, LOW DENSITY, NON-GUSSETED POLYETHYLENE LINERS. 100/CASE. MUST FIT 32 GALLON RUBBERMAID BRUTE CONTAINER WITHOUT UNDUE STRETCHING OR TEARING. HIGH DENSITY LINERS ARE NOT AN ACCEPTABLE SUBSTITUTE.</p> <p>GAUGE _____</p> <p>WT./CASE _____</p>		200	
<p>38" X 60" - 1.5 MIL, LOW DENSITY, NON-GUSSETED POLYETHYLENE LINERS. 100/CASE. MUST FIT 44 GALLON RUBBERMAID BRUTE CONTAINER WITHOUT UNDUE STRETCHING OR TEARING. HIGH DENSITY LINERS ARE NOT AN ACCEPTABLE SUBSTITUTE.</p> <p>GAUGE _____</p> <p>WT./CASE _____</p>		10	
<p>24"X33" High density liners, 8 micron, must resist tearing. Coreless rolls, 1000 per case.</p> <p>GAUGE _____</p> <p>WT./CASE _____</p>		200	

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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): _____

END OF BID