

**TOWN OF TRUMBULL, CONNECTICUT
BOARD OF EDUCATION
REQUEST FOR PROPOSAL
INSTALL NINE (9) SPLIT AC UNITS IN THE
COMMUNICATION CLOSETS / CLASSROOMS**

BID NUMBER 6307: DUE: AUGUST 6, 2018 AT 2:00PM

GENERAL INFORMATION

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed bids TO INSTALL NINE (9) SPLIT AC UNITS IN THE COMMUNICATION CLOSETS / CLASSROOMS. For the Town of Trumbull in accordance with the enclosed specifications.

NOTE: A Pre bid Site visit prior to submitting a bid is highly **ENCOURAGED** by Contacting, Mark Deming 203-452-4306, or (Demingm@trumbullps.org) prior to submitting a bid. You cannot show up at the school without supervision from BOE

This RFP is not a contract offer, and no contract exists until a written contract is signed by the Town and the successful proposer.

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.

Proposers 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 a sealed in an envelope clearly marked and addressed as follows:

BID 6307: INSTALL NINE (9) SPLIT AC UNITS IN THE COMMUNICATION CLOSETS/CLASSROOMS

Due: August 6, 2018 @ 2PM

Attention: Kevin J Bova

Purchasing Agent

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, Email 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

- 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.
- 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 & THE Board of Education 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 or will be disqualified for not meeting specifications.**
- d) The Town of Trumbull 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 July 30, 2018 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 technical nature may be directed to **faculties Director BOE, Mark Deming** at (203-452-5084) MDeming@trumbullps.org All other General questions concerning this request and submission requirements may be directed to **Mr. Kevin Bova Purchasing Agent, at (203) 452-5042** or kbova@trumbull-ct.gov.
- 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 Purchasing agent from Town Hall on behalf of Trumbull BOE will issue notification of award in writing. Along with Standard contract and a Purchase order. (BOE will issue the Purchase order)

8. **METHOD OF AWARD**

The following criteria will be used to evaluate all quotes:

- 1. Firm Price
- 2. Delivery Options and Discounts
- 3. Vendor's ability to supply & support the products that match the specifications.
- 4. Proposers are requested to quote as a complete al materials & Labor.
- 5. Time is essence and will be part of the award

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 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.

13. WARRANTIES

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

14. 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:

Commercial General Liability	Each Occurrence	Aggregate
Bodily Injury Liability	\$1,000,000	\$1,000,000
Property Damage Liability	\$1,000,000	\$1,000,000
Personal Injury Liability	\$1,000,000	\$1,000,000
Comprehensive Auto Liability	Each Occurrence	Aggregate
Including coverage of owned, non-owned & rented vehicles	\$1,000,000	\$1,000,000

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 Purchasing Agent, Town of Trumbull. Additionally the successful bidder (Contractor) shall provide adequate statutory Workmen's Compensation Insurance for all labor employed on this project, and comprehensive General Public Liability Insurance (Coverage "B"). The successful bidder (Contractor) and each Subcontractor agree that their insurance carriers waive subrogation against the Town, its agents or employees with respect to any loss covered by the Contractor's and each Subcontractor's insurance.

15. 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. LOWEST RESPONSIBLE PROPOSAL

a) The Town along with the Board of Education shall determine the "lowest responsible qualified proposer" on the basis of the Proposer submitting the lowest "Total Proposal", responsiveness of his Technical Proposal; and demonstrating a history of the ability and integrity necessary to perform the required work; and certifying that it shall perform the work in accordance with the Specifications and requirements. Proposals will be compared on the basis of the "Total Proposal" of the items listed in the Proposal and on basis of the Proposer's experience and competence.

If the Lowest Total Proposal exceeds the amount of funds available for the project, the Town along with the Board of Education reserves the right to increase or decrease any class, item or part of the work. After determining the "lowest responsible qualified proposer", the Town will issue a Notice of Award to the successful Proposer.

In the event that the lowest responsible qualified proposer fails to execute the Contract and/or fails to provide the required documents within the time period prescribed, the Town and Board of Education, at its option, may consider the lowest responsible qualified proposer to be in default, in which case the Bid Guarantee shall become the property of the Town.

17. 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 Addendum at any time prior to the Bid Opening. All such Addendums become, upon issuance part of the Specification. Each Bidder shall cover such Addendum 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 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.

18. ADDENDUMS

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.

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Description of Project/Service/Items:

Locations and Rooms

Madison Middle School, 4630 Madison Ave (2- Comm Closet)
Hillcrest Middle School, 530 Daniels Farm Rd (1-Comm Closet)
Booth Hill Elementary, 545 Booth Hill Rd (1-Comm Closet/ 1- Classroom #19)
Jane Ryan Elementary, 190 Park Lane (1-Comm Closet)
Daniels Farm Elementary, 710 Daniels Farm Rd (1-Comm Closet)
Middlebrook Elementary, 220 Middlebrooks Rd (2-Classrooms C-3/C-5)

The Trumbull Board of Education is seeking proposals to install NINE (9) split ac units in the communication closets/Classrooms at the above named schools. The contractor shall install exterior wall mounted or roof mount condenser with service outlets. Any wall or roof penetration shall be the responsibility of the contractor selected, and shall do so in a manner as to not void if in effect any roof warranty. Line sets shall be fully insulated. Installation of exposed line set in finished areas shall be installed in raceway. Condensate drainage shall be the responsibility of the selected contractor. Each unit shall be sized based on the proposed manufacturer's recommendation the size of the room to be conditioned. Electrical to be provided by the selected contractor. BOE Facilities may, based on recommendations of contractor reduce the size of the rooms by construction of walls and doors when feasible. Consideration shall be given for the efficiency of the units proposed. Preferred equipment will be Fujitsu and Mitsubishi. These installations shall be a turnkey system, and include start up and commissioning.

All work shall be completed prior to August 25, 2018.

The successful contractor must be licensed and insured to perform necessary work. Any permit that may be required for this work shall be applied for and received prior to the commencement of any work.

For security reasons and due to the nature of building

NOTE: A Pre bid Site visit prior to submitting a bid is highly ENCOURAGED by Contacting, Mark Deming 203-452-4306, or (Demingm@trumbullps.org) prior to submitting a bid. The Project is located @ all schools listed above in Trumbull, CT 06611. You cannot show up at the school without supervision from BOE.

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PROPOSAL FORM

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

COMPANY NAME: _____

ADDENDA

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

Addenda # _____, _____, _____, _____, _____

Total proposed including materials and labor for complete installation of NINE-split ac units at all location listed in the specifications.

Total Proposed \$ _____
(Written in Figures)

Total Proposed: _____
(Written IN DOLLARS)

PRICING PROPOSAL SHALL REMAIN FIRM FOR 90 DAYS

Work shall commence _____ **days after receipt of Purchase Order**

This proposal is submitted in full compliance with all Specifications and General Terms and Conditions

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

Company Name

By (Signature)

Address

Print Name

City-Town

Title

Date

Telephone/Fax

Email

Website

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REFERENCES

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

List references for similar services provided for at least Three (3) 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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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 have any conflict of interest as respects this contract.

Proposer _____
(Fill in Name)

By _____
(Signature and Title)

End OF RFP