

**TOWN OF TRUMBULL  
PWD-TRUMBULL-PD  
REQUEST FOR PROPOSALS  
INTERIOR RENOVATIONS TO THE TRUMBULL POLICE DEPARTMENT**

**RFP # 6320 DUE: December 19, 2018 at 2:00PM**

Sealed proposals for Interior Renovations to the Trumbull Police Department will be received at the office of the Purchasing Agent, 5866 Main Street, Trumbull, Connecticut, on or before the date indicated above, at which time all proposals received will be opened and read aloud.

Bids will be received for a single prime Contract. Bids shall be on a lump sum, with additive alternative bid items as indicated in the Bid Form.

A pre-bid conference will be held December 6, 2018, at 10 am the Trumbull Police Department, 158 Edison Road, Trumbull CT. Attendance at the pre-bid conference is not mandatory, but all bidders are encouraged to attend.

Bid documents are available from the Purchasing Department website [www.trumbull-ct.gov](http://www.trumbull-ct.gov) and on the State Contracting Portal <http://dass.ct.gov/portal> and may be obtained (at a cost to you) from Digiprint, 909 Main Street, Stratford, CT 06615, and (203-375-1228). The architect for this project is: Jacunski Humes Architects, LLC, 15 Massirio Drive, Suite 101, Berlin, CT 06037.

Proposals shall comply with State mandated Prevailing Wage Guidelines, Equal Opportunity Employment Practices, and Safety and Health Regulations.

Bid Security is required in the amount of ten percent (10%) of the base proposal and shall be in the form of a Certified Check or Bid Bond. A Performance and Payment Bond in the full amount (100%) of the contract is required and shall be included in the Base Proposal. No oral, Email, telephone or telegraphic responses shall be considered. A proposer may not withdraw a proposal within ninety (90) days of the proposal opening.

The Contract Times will commence running as indicated in the Summary of Work. Times for completion, required project phasing, and provisions on liquidated damages, if any, are indicated in the Project Manual, Summary of Work.

The Town of Trumbull reserves the right to waive and/or reject any and all proposals or any part thereof, waive the information in the proposal process, and reject any unqualified proposals, or accept any proposal or part thereof, deemed to be in the best interest of the Town of Trumbull.

Kevin J Bova  
Purchasing Agent

**TOWN OF TRUMBULL  
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INTERIOR RENOVATIONS TO THE TRUMBULL POLICE DEPARTMENT**

**RFP # 6320 DUE: December 19, 2018 at 2:00PM**

**GENERAL INSTRUCTIONS**

The Town of Trumbull, (hereinafter referred to as Town or Owner), through the office of the Purchasing Agent, will accept sealed proposals for the **Interior Renovations to the Trumbull Police Department** in accordance with the specifications and requirements as detailed in this request. All qualified and interested parties (hereinafter referred to as proposer, bidder, contractor or supplier) are invited to submit proposals under the terms and conditions set forth as follows:

This RFP is not a contract offer, and no contract exists until a written contract is signed by the Town and the successful proposer. Please be advised there will be an addendum for Prevailing Wages. It is the sole responsibility of the contractor/ vendor to check the Towns website for this addendum

**1. PREPARATION FOR PROPOSALS**

One (1) original and Seven (7) exact copies of the Proposal shall be submitted in a sealed envelope, and addressed to: Purchasing Agent Kevin Bova, Town of Trumbull, in a sealed envelope and plainly marked on the outside as “**Interior Renovations to the Trumbull Police Department**” the envelope shall bear on the outside the name of the proposer and address. No oral, E-Mail, telephone or telegraphic responses will be considered. Proposals received after the advertised time and date due shall not be opened or considered. The Town reserves the right to communicate with any or all of the proposers to clarify the provisions of Proposals. The Town further reserves the right to request additional information from any proposer at any time after proposals are opened

**2. PROPOSAL SUBMISSION**

- a) Proposals are to be completed (unless directed otherwise in the specifications), printed, signed by an authorized agent, and sealed in an envelope (including all official literature, brochures, etc., which support this request) and addressed as follows:

**PROPOSAL # 6320 DUE: December 19 at 2:00PM  
“INTERIOR RENOVATIONS TO THE TRUMBULL POLICE DEPARTMENT”**  
Trumbull Town Hall – Attn: Kevin J Bova, Purchasing Agent  
5866 Main Street, Trumbull CT 06611

- b) All Proposals must be made on the enclosed Proposal form. All blank spaces for Proposal prices must be filled in, in ink or typewritten, and the proposal form must be fully completed and executed when submitted. 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 subject project and for the contractual period requested.
- c) The party 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 contractual period requested.
- d) The Town reserves the right to correct, after proposer verification, any mistake in a proposal that is a clerical error, such as a price extension or decimal point error.

**3. PROPOSAL RESPONSE TIME**

Responses to this request shall be received at the office of the Purchasing Agent, Town Hall prior to the advertised hour (noted above) of opening, at which time all proposals (total proposal amount only) shall be publicly opened and read aloud. A proposer may withdraw a proposal at any time prior to the above scheduled date and time. Any proposal received after the above scheduled date and time shall not be considered or opened. No proposer may withdraw a proposal within Ninety (90) days after the actual proposal opening.

**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 the 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. This is a RFP after an evaluation the lowest-best qualified bidder will be awarded and go to contracts. Once contracts are signed the results of the bid will be posted on the town website. Results are available from the Purchasing Department website [www.trumbull-ct.gov](http://www.trumbull-ct.gov).

The award shall be made after careful consideration of all factors including but not limited to price. 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 will be considered in making an award.

#### **5. TAX EXEMPT**

The Town of Trumbull is exempt from the payment of taxes imposed by the Federal Government and/or State of Connecticut. Such taxes must not be included in the proposal price. A Town Tax Exemption Certificate shall be furnished upon request.

#### **6. SPECIFICATIONS**

- a) If quoted materials and/or equipment do not meet or better the specifications on ALL points, the proposer must note ALL exceptions as separate attachments to their formal response; otherwise, it will be presumed that the proposal is in accordance with all specifications requested herein. Each Bidder will be held responsible to have studied the Specifications, visit the site 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 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.
- 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.

#### **7. INQUIRIES & ADDENDUMS**

All technical inquiries regarding this request may be directed to the Architect. All other questions shall be directed to **KEVIN BOVA 203.452.5042 [Kbova@trumbull-ct.gov](mailto:Kbova@trumbull-ct.gov)**.

- a) No inquiries shall be responded to that are received after **Friday, December 14, 2018, close of business 5pm**.
- b) Answers to questions the Town deems to be in the interest of all proposers will be made available in writing, email or by Fax as appropriate to all proposers or posted as an addendum on the Town web site.
- c) The Town reserves the right to communicate with any or all of the proposers to clarify the provisions of this request; the Town further reserves the right to request additional information from any proposer at any time after proposals are opened.
- d) **It is the sole responsibility of a proposer to verify any addendums that may have been issued relating to this request prior to submission of a proposal. Any notice of addendum shall be published on the Town website ([www.trumbull-ct.gov](http://www.trumbull-ct.gov)) in the Purchasing Department Section (Bid Notices) and from Digiprint. Submission of a response that does not address any changes or addendums may result in a disqualification of a proposal submission.**

#### **8. ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS**

Any assignment or subcontracting by a proposer, bidder, supplier, 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 a Town procurement shall not be permitted without the ex-press written consent of the Town of Trumbull.

#### **9. HOLD HARMLESS CLAUSE**

The Contractor 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 this request, whether or not due in whole or in part of any act, omission or negligence of the Owner or any of his representatives or employees.

#### **10. 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.

## 11. INSURANCE

The successful proposer 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

<b>Commercial General Liability</b>	<b>Each Occurrence</b>	<b>Aggregate</b>
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
<b>Comprehensive Auto Liability</b>	<b>Each Occurrence</b>	<b>Aggregate</b>
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 proposer (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 proposer (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.

## 12. 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.

## 13. PROPOSAL, PERFORMANCE, MAINTENANCE AND PAYMENT BONDS

- a) 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.
- b) 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.
- c) 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.
- d) 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 of time. The returned executed Agreement by the Owner to the Contractor shall be accompanied with a Notice to Proceed.
- e) 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 and issued at Substantial Completion which shall also cover all damages due to trench settlement.
- f) The face value of the maintenance bond shall be as follows: Contracts in the amount above \$50,000.00, the face value of the maintenance bond shall be on the basis of 10% of the base bid submitted.

#### **14. WORK SCHEDULE**

The work shall be completed within the time stipulated in the Project Manual, Summary of Work.

#### **15. LOWEST RESPONSIBLE PROPOSAL**

- a) The Town 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.  
**THE TOWN RESERVES THE RIGHT TO ELIMINATE ANY OR ALL ALTERNATE ITEMS. LOW BIDDER WILL THEN BE BASED ON THE PROPOSAL OF THE BASE BID AND THE SELECTED ALTERNATES.**
- b) 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.
- c) If the Lowest Total Proposal exceeds the amount of funds available for the project, the Town 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.
- d) The Proposer designated by the Town as the "lowest responsible qualified proposer" to whom the contract is awarded shall execute the Contract and submit the following documents:
  - i. Performance Bond
  - ii. Labor, Payment and Materials Bond
  - iii. Copy of valid license issued by the State of Connecticut, Department of Consumer Protection.
- e) 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, 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.

#### **16. LIQUIDATED DAMAGES**

Work must be completed within the prescribed Contract Time stated within the Project Manual, Summary of Work. Contractor further agrees to pay as liquidated damages, the sum of (\$1000.00) one thousand dollars for each consecutive calendar day thereafter.

#### **17. DELIVERY TIME IS OF THE ESSENCE**

All time limits for Milestones, if any, Substantial Completion, and completion and readiness for final payment as stated in the Contract Documents are of the essence of the Contract.

#### **18. STATEMENT OF QUALIFICATIONS AND REFERENCES**

Bidders shall complete and submit the "Statement of Qualifications" section of this request along with the References form. The Town and police station building committee may make such investigations as necessary and it deems appropriate to determine the qualifications of the proposer to perform the work required. If the Town is not satisfied that the proposer is properly qualified, the Town along with PSBC reserves the right to reject the proposal of said proposer. All bids submitted shall be accompanied by a current prequalification certificate (not a predetermination letter) issued by the Commissioner of Administrative Services, and an Update (Bid) Statement in accordance with C.G.S. § 4a-100, C.G.S. § 4b-101, C.G.S. § 4b-91. Any bids not accompanied by a current prequalification certificate and an Update (Bid) Statement shall be considered invalid.

#### **19. MISCELLANEOUS**

- a) All Contractors shall develop a complete and thorough schedule which demonstrates that the Contractor will be able to complete the project in a timely fashion.
- b) Selected proposer agrees to warranty all work completed for this requirement.
- c) The Town may make such investigations as necessary and it deems appropriate to determine the qualifications of the proposer to perform the work required. Each proposer shall submit the Statement of Qualifications section (contained herein). If the Town is not satisfied that the proposer is properly qualified, the Town reserves the right to reject the proposal of said proposer.

#### **20. AWARD AND AUTHORITY**

The Purchasing agent from Town Hall will issue notification of award in writing along with Standard contract and a Purchase order.  
**THE TOWN RESERVES THE RIGHT TO ELIMINATE ANY OR ALL ALTERNATE ITEMS. LOW BIDDER WILL THEN BE BASED ON THE PROPOSAL OF REMAINING BASE BID AND / OR ALTERNATES.**

#### **21. PRE-BID CONFERENCE**

A non-mandatory pre-bid conference will be held Thursday, December 6, 2018, at 10 am the Trumbull Police Department, 158 Edison Road, Trumbull CT. Attendance at the pre-bid conference is encouraged.

**TOWN OF TRUMBULL  
PWD-TRUMBULL-PD  
REQUEST FOR PROPOSALS  
INTERIOR RENOVATIONS TO THE TRUMBULL POLICE DEPARTMENT**

**RFP # 6320 DUE: December 19, 2018 at 2:00PM**

**STATEMENT OF QUALIFICATIONS (To be submitted with proposal)**

**Submitted by:**

Name of Organization \_\_\_\_\_

Name of Individual \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_ F a x : \_\_\_\_\_ 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

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

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**If Sole Proprietorship:**

a. Date and State of Organization

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b. Name and Address of Owner or Owners

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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.

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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.

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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: \_\_\_\_\_

**TOWN OF TRUMBULL  
PWD - TRUMBULL - PD  
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## EXPERIENCE

**Schedule A: Prior Experience (Add Additional Pages as Needed)**

## Schedule B: Current Experience (Add Additional Pages as Needed)

## Schedule C: Key Personnel (Add Additional Pages as Needed)

**TOWN OF TRUMBULL  
PWD-TRUMBULL-PD  
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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 PROPOSED SUBCONTRACTORS (to be submitted with proposal)**

**PROPOSED SUBCONTRACTORS**

If none, write "None" \_\_\_\_\_

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\*Description of Work \_\_\_\_\_

Proposed Subcontractor Name \_\_\_\_\_

Address \_\_\_\_\_

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\*Description of Work \_\_\_\_\_

Proposed Subcontractor Name \_\_\_\_\_

Address \_\_\_\_\_

---

\*Description of Work \_\_\_\_\_

Proposed Subcontractor Name \_\_\_\_\_

Address \_\_\_\_\_

---

\*Description of Work \_\_\_\_\_

Proposed Subcontractor Name \_\_\_\_\_

Address \_\_\_\_\_

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\*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)

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**PROPOSAL**

Proposal of \_\_\_\_\_ (hereinafter called "Proposer, Bidder"), organized and existing under the laws of the State of Connecticut, doing business as to the Town of Trumbull, Connecticut (hereinafter called the "Owner").

In compliance with your Advertisement for Proposals, Proposer hereby proposes for the **Interior Renovations to the Trumbull Police Department** project, in the Town of Trumbull, Connecticut together with all related incidental and appurtenant work as described in the specifications or outlined and/or shown on the exhibits. The work is to be done in strict accordance with the Specifications, Drawings and all Contract Documents, within the time set forth therein, and at the prices stated on the Proposal Schedule.

By submission of this Proposal, each Proposer certifies, that this Proposal has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this Proposal with any other Proposer or with any competitor.

Proposer further agrees that they will provide and sustain the required Bonds and Insurance Policies as required.

Proposer understands that the Owner reserves the right to reject any or all proposals and to waive any informality in the bidding.

Proposer agrees that this proposal shall be good and may not be withdrawn for a period of one hundred twenty (120) calendar days after the scheduled closing time for receiving proposals.

Upon receipt of written notice of the acceptance of this proposal, proposer shall execute the formal contract attached within five (5) days and deliver a Surety Bond or Bonds as required in the General Conditions. The Bid Security attached in the sum of Dollars (\$\_\_\_\_\_) is to become the property of the Owner in the event the contract and bond are not executed within the time above set forth, as liquidated damages for the delay and additional expense to the Owner caused thereby.

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Company Name

---

by (Signature)

---

Address - Street, city- state - zip

---

Print Name

---

Email

---

Title

---

Date

---

Telephone/Fax-cell

**PROPOSAL – Interior Renovations to the Trumbull Police Department  
(Continued)**

**The undersigned hereby declares** that in regard to all conditions affecting the work to be done and the labor and materials required, this proposal is based on his investigations and findings, and the Town of Trumbull and the Architects and their officers, agents and employees shall not in any manner be held responsible for the accuracy of, or be bound by any estimates, borings, water or underground conditions relative to the proposed work, indicated in this or in the other contract documents; that no warranty or representation has been made by the Town of Trumbull or the Architects or their officers, agents and employees as to subsurface soil or rock conditions, ground water, or other underground and similar conditions; nor has any representation or warranty been so made that the estimated quantities to be used for comparison of proposals will even approximate the actual quantities or materials and work which the Contractor may be required to furnish or perform.

**ATTACH BID FORM FROM PROJECT MANUAL, Bid Form. INSERT here when  
submitting**

**Alternate Bids**

Notification to Contractor: After award of the Contract, one or more Alternate Bids for which funds are available may be added to the Contract at the discretion of the Town of Trumbull. The Town of Trumbull reserves the right to accept or reject, in whole or in part, these Alternate Bids. The adjustment of the Contract price shall be solely based on the bid price of the Alternate(s) added. The Base Bid and Alternate Bid(s) shall be considered “stand alone” and the Base Bid prices shall not be contingent on award of the Alternate Bid(s) or vice versa.

Respectfully submitted,

---

Company Name

---

by (Signature)

---

Address

---

Print Name

---

City–Town Zip

---

Title

(SEAL-if proposal is by a corporation)

Town of Trumbull – General Instructions  
Bid 6320 – INTERIOR  
RENOVATIONS TO THE TRUMBULL POLICE DEPARTMENT

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Note: Insert Proposer's name. If a corporation, give the State of Incorporation using the phrase, "A corporation organized under the laws of \_\_\_\_\_

\_\_\_\_\_, composed of officers as follows:

President \_\_\_\_\_

Secretary \_\_\_\_\_

Vice President \_\_\_\_\_

Treasurer \_\_\_\_\_

If a partnership, give names of partners, using also the phrase, "co-partners trading and doing business under the firm name and style of \_\_\_\_\_, composed of partners as follows:

**Town of Trumbull  
Purchasing Department**

**NON-DISCLOSURE AGREEMENT**

I understand that:

1. As a result of my association with the Town of Trumbull and my association with the Town and Trumbull Police department facilities, files, documents, images and or records, I may be the recipient of information which, in itself or by implication, is confidential or sensitive.
2. I shall be responsible for not disclosing such information by any means except in accordance with the Town of Trumbull regulations. I am responsible for the safekeeping of such information, documents, and material in the manner approved by the Town of Trumbull and for the handling of such information, material and documents so as to prevent disclosure to unauthorized persons.
3. I have a personal and individual responsibility for the protection of all such information, documents and material in my possession no matter how acquired.
4. I am not to disclose to anyone, after separating my association with the Town of Trumbull, any confidential or sensitive information, documents or material of any kind obtained by me as a result of my association with the Town of Trumbull without the authorization of the Town's Purchasing Authority.
5. I have not been convicted of a felony, nor have or will I be involved in serious criminal activity during my association with the Town of Trumbull. I will not associate with persons involved in criminal activity during my period of association with the Town of Trumbull.
6. If a breach of any provision of this agreement occurs, it may result in loss of my association with the Town of Trumbull, access to Trumbull Police department facilities, files, documents, images and or records.

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Company Name

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Print Name

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Signature

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Date

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Director of Purchasing

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Signature

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Date

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END of General BID