

**TOWN OF TRUMBULL
TASHUA KNOLLS GOLF COURSE
REQUEST FOR PROPOSAL
COMPACT TRACTOR**

BID NUMBER 6351

Due: June 28, 2019 at 2:00PM

GENERAL INSTRUCTIONS TO BIDDERS

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed bids to for an **Compact tractor** in accordance with the specifications and requirements contained in this request.

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 COPIES. Bidders should submit bids in a clear, concise and legible manner to permit proper evaluation of responsive bids.
- b. 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
- c. No oral, Email, telephonic, or faxed proposals will be considered. Corrections, deletions, or additions to bids may be made by wire, provided such wires are received in correct and comprehensive form prior to the opening time of bids, and confirmed by letter. 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.

2. BID SUBMISSION

Bids are to be submitted in a sealed envelope addressed as follows:

BID: 6351 Due: JUNE 28,, 2019 @ 2:00PM
COMPACT TRACTOR
KEVIN BOVA
Purchasing Agent
Town of Trumbull
5866 Main Street
Trumbull, CT 06611

Please be advised that the person(s) 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 Kevin Bova, 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.
- c) The requirements and specifications of this request call for a specific commodity being purchased and do not permit any substitutions.

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 **JUNE 21, 2019**, 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 by EMAIL or by addendums on town website as appropriate to all bidders. Inquiries of a technical nature may be directed to Director of Golf Course Properties **Doug Snyder (203) 275-5816** dsnyder@trumbull-ct.gov

All others may be directed to Kevin Bova, Purchasing Agent (203.452.5042) kbova@trumbull-ct.gov

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.

It is the sole responsibility of a bidder 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 Purchasing Department Website www.trumbull-ct.gov . Failure to submit a response that does not address any changes or addendums may result in a disqualification of a proposal submission.

7. AWARD AND AUTHORITY

The Town Purchasing Agent will issue notification of Award in writing and followed by a purchase order and a Standard Contract. The award will be made on base on best meets bid specifications.

The Town of Trumbull Reserve the right to determine the low bidder on an individual basis or on the basis of all items included in the specifications and Requirements Otherwise expressed by the Town.

8. ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS

Any assignment or subcontracting the selected 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.

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 Contract, 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 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. The Contractor shall comply with all of the Connecticut General Statutes and comply with the EEO requirements.

11. 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.

12. PRICING AND TERM

All prices quoted are to be firm for a period of **ninety days (90)** 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.

INVOICES

Invoices shall be submitted in duplicate to
Town of Trumbull
Attn: Doug Snyder CGCS
40 Tashua Knolls Lane
Trumbull, CT 06611

14 CERTIFICATE OF ORIGIN AND BROCHURES

Successful bidder shall provide the Certificate(s) of Origin to the Town at the time of delivery. The price quoted shall not include any cost for plates nor certificate of title.

15. DELIVERY AND F.O.B.

The quoted price must be F.O.B. Trumbull, Connecticut as designated on the purchase order. All prices shall be quoted as **DELIVERED PRICES**. The terms of the sale must be stated.

The successful bidder shall advise the Tashua Golf Knolls Director of Golf Course Properties **Doug Snyder (203) 275-5816** as to the delivery date and time to arrange for acceptance and inspection of the equipment for the Town by the Town.

In addition to the delivery of the Product and the satisfactory acceptance thereof, it is also the responsibility of the successful bidder to furnish the Town with the following documents:

- Original Certificate of Origin (at the time of delivery)
- Warranty
- Tax Exemption Certificate
- Repair & Parts Manual

The Town will not be obligated for payment until all of the above requirements are met and the Purchasing Department has received all necessary documents.

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.

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REQUEST FOR PROPOSAL
COMPACT TRACTOR**

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TECHNICAL SPECIFICATIONS AND REQUIREMENTS

VENTRAC 4500Z IS POWERED BY A 32.5 HP KUBOTA ENGINE, MODEL WG972-GL OR APPROVED EQUAL TO

Shipping to:

Attn: Douglas Snyder
40 Tashua Knolls Lane
Trumbull, CT 06611 Phone:
(203) 275-5816
Fax: (203) 452-5187
dsnyder@trumbull-ct.gov

. Any substitutions to the specifications requested are clearly and completely noted.

**Tashua Knolls Golf Course
Compact tractor Specifications**

Manufacturer: VENTRAC 4500Z (or Owner-approved equal manufacturer)

Horsepower 32 1/2 hp

Peak Torque 50.6 ft-lbf

Engine Disp. 962 cc

Num. of Cylinders 3

Cooling Liquid

Fuel Capacity 6 gal

Fuel Type: Gas (Propane if equipped)

Drive System

Drive AWD All-Wheel Drive

Travel Speed - Low Range 5 MPH, 4MPH reverse

Travel Speed High Range 10 mph, 8 mph reverse

Dimensions

Overall Length 81 1/2 in standard hitch, ROPS up

Overall Width 48 1/2 in

Height (ROPS up) 68 in

Height (ROPS down) 54 in

Weight 1655lbs

Weight with 3Pt hitch 1750lbs

Wheelbase 45 in

Tires

All Terrain standard 22x12-8

Turf standard 22x11-10

Bar standard 21x11-8

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General

Turning Radius 39in

Ground Clearance 5in

Oscillation amount { @wheel) 7 1.2 in

ACCESSORIES

704067 DUAL WHEEL KIT

Digital Slope Gauge (70.4140)

12-Volt Switch/Control-Front (70.4104)

Hydraulic Front Dual Valve, Kit for 4500 (70.4109)

Spool Float Hydraulic Valve, Kit (23.0111-7)

Rear Weight Bar (70.4144)

Weight Suitcase 42LBS w/Box (47.0115)

ATTACHMENTS

Mowers - Boom (MA900)

Mowers - Tough Cut (HQ680) W/Swivel Wheel Kit (70.8054-SW)

Trencher (KY400)

Sod Cutter (EC240)

KD722 72" Dozer Blade {39.55253}

Tiller (KL480)

Mowers Contour Deck (MJ840)

VERSA-loader (KH500)

Pallet Forks (39.55630-SW)

Delivery: All items shall be delivered within 21 days of receipt of order and must include inside delivery. **Note:** There is no loading dock at the site

Delivery Location: Tashua Knolls Golf Course, Maintenance Barn 5134 Madison Avenue, Trumbull, CT 06611

Installation: Set-up and installation of all equipment and related components shall be performed by supplier.

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PROPOSAL FORM

THE UNDERSIGNED AFFIRMS AND DECLARES that this Bid 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 Bid for the request contained herein and certifies that this Bid meets all the specifications and conditions requested herein. Any substitutions to the specifications requested are clearly and completely noted.

Having received the specifications prepared by the Town the undersigned hereby submits the following Unit Prices to perform the work outlined for the subject outlined in the specifications, and attests that this bid meets all the specifications and conditions stated in this Request for Proposal as follows:

**PROPOSE PRICE FOR VENTRAC 4500Z IS POWERED BY A 32.5 HP KUBOTA ENGINE, MODEL WG972-GL OR
APPROVED EQUAL TO
DELIVERED TO Tashua Knolls Golf Course**

MODEL-Manufacturer _____ (use additional pages if necessary)

\$ _____ **IN FIGURES**

Warranty: _____

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 # _____, _____, _____, _____, _____

Company Name

by (Signature)

Address

Print Name

City-Town- State -Zip

Title

Date

Telephone/Fax

Email

Emergency Phone

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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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NON-COLLUSION AFFIDAVIT OF PRIME BIDDER

State of _____)

County of _____)

) SS:

_____, being first duly sworn,

1. He is _____ of

The bidder that has submitted the attached bid.

2. He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such bid.

3. Such price is genuine and is not a collusive or sham bid.

4. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communications or conference with any other Bidder, firm or person to fix the proceeds or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit or cost element of the Bid price or the Bid price of any bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage, against the Town of Trumbull, (Owner) or any person interested in the proposed Contract; and

5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest including this affiant.

Signed

Subscribed and sworn to before me this _____ day of _____, 20
Title

My Commission Expires

End of BID