

**TOWN OF TRUMBULL, CONNECTICUT
REQUEST FOR QUOTATION
INSTALLATION OF RUBBERIZED FLOORING AT TEEN/RECREATION FACILITY, INDIAN LEDGE PARK
GENERAL INSTRUCTIONS TO BIDDERS
BID NUMBER: 5895 DUE: MAY 26, 2011 @ 3:00PM**

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed bids for the **INSTALLATION OF RUBBERIZED FLOORING AT TEEN/RECREATION FACILITY, INDIAN LEDGE PARK, TRUMBULL CT.**, in accordance with the attached specifications and scope of work.

1. PREPARATION OF BIDS

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

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

Purchasing Agent – BID NUMBER: 5895, DUE: May 26, 2011
Town of Trumbull
5866 Main Street
Trumbull, CT 06611

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.

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. Any bid received after the due date and time noted above shall not be accepted or opened.
- 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.

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 AND SITE VISITS

All inquiries regarding this request shall be answered up to the close of business on **May 23, 2011** 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 or requests for on site visits may be directed to the Dimitri Paris, Public Works Superintendent (203.452.5075 or 203.650.6084); all other questions may be directed to the Robert J. Chimini, Purchasing Agent (203.452.5042).

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.

7. AWARD AND AUTHORITY

The Town Purchasing Agent will issue notification of award in writing.

8. PRICING

- a) Bidders are requested to quote as a complete "Turn Key" installation.
- b) All prices quoted are to be firm for a period of at least 180 days following bid opening.
- c) Special Consideration will be given to responses with extended firm price dates. The Town is always interested in any and all cost reduction opportunities.

9. 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 a Town procurement shall not be permitted without the express written consent of the Town of Trumbull.

10. 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.

11. 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.

12. 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 an 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

General Liability	1. Each Person	Each Occurrence	Aggregate
Bodily Injury Liability	\$1,000,000	\$1,000,000	\$1,000,000
Property Damage Liability	\$1,000,000	\$1,000,000	\$1,000,000
Personal Injury Liability		\$1,000,000	\$1,000,000

Comprehensive Automobile Liability			
Bodily Injury	\$1,000,000	\$1,000,000	\$1,000,000
Property Damage		\$1,000,000	\$1,000,000

Such policies shall provide that no coverage shall be changed or cancelled unless thirty- (30) day's prior notice of such change or cancellation shall be made to the owner. Such notice shall be made by registered mail; postage prepaid, to the Purchasing Agent, Town of Trumbull, Town Hall, Trumbull, Connecticut 06611.

In the event of cancellation, the contractor shall cease all operations on or before the effective date of said cancellation and he shall not commence work again until he has obtained replacement insurance and has delivered a Certificate of Insurance to the office of the Owner's Purchasing Department.

13. **DELIVERY**
TIME IS OF THE ESSENCE. Special consideration may be given to bidders that provide an expedited delivery and installation schedule.
14. **BID, PERFORMANCE, AND MATERIALS BOND**
All bidders must furnish a Bid Bond in the amount of 10% of the total proposed bid price along with the bid proposal. A performance Bond and a labor and materials bond for the amount of ONE HUNDRED percent (100%) of the total proposed price shall be provided before a purchase order is awarded. The aforementioned bonds will remain in force until the final acceptance of performance and completion of all required specifications.
15. **CONFLICT OF INTEREST**
No purchase shall be made from nor shall services (other than services as an officer, agent, or employee of the Town) be secured from any officer or employee of the Town, or from any partnership or corporation in which such officer or employee is a partner or officer, or holds a substantial interest, unless such relationship and the fact that such purchase is contemplated shall be made known in writing to the agency making such purchase, and notice thereof posted, for at least five (5) days before such purchase be made, in the office of the agency making such purchase and in a public place in the Trumbull Town Hall.
16. **WARRANTY**
Selected bidder agrees to warranty all work completed for this requirement for a period of at least twelve (12) months.
17. **REFERENCES**
Bidders must provide three commercial references.
18. **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 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.
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 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.
19. **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 203.452.5031 for inquiries regarding addenda.
20. **PRIOR INSPECTION AND EXISTING CONDITIONS**
It is the responsibility of the bidder to visit the site and verify all field conditions prior to submitting their bid. Site visits can be arranged by calling the Parks Department (203.452.5075 or 203.650.6084).

**TOWN OF TRUMBULL, CONNECTICUT
REQUEST FOR QUOTATION
INSTALLATION OF RUBBERIZED FLOORING AT TEEN/RECREATION FACILITY, INDIAN LEDGE PARK
SPECIFICATIONS AND SCOPE OF WORK
BID NUMBER: 5895 DUE: MAY 26, 2011 @ 3:00PM**

General Description of Work

The TOWN is soliciting bids for the **INSTALLATION OF RUBBERIZED FLOORING AT TEEN/RECREATION FACILITY, INDIAN LEDGE PARK** in accordance with the attached specifications.

General Bid Information

1. TIME IS OF THE ESSENCE after the bid is awarded the Contractor and representatives from the TOWN shall meet to discuss scheduling of work, safety plans, and the coordination of any work to be provided by the contractor, any subcontractors, and the maintenance staff.
2. Workers must follow all safety protocol while working in or around the building.
3. All bidders must submit a proposed schedule of work. All work MUST be completed prior to the heating season.

General Bid Specifications

The following specifications have been determined to meet the needs of this project:

1. Total amount of material to cover five thousand, four hundred square feet (5,400 sq ft.)
2. Material will be a 64 lb Density, 36" x 36" x 3/8' thick interlocking tile format with the following properties:
 - 2a. Durometer, shore A, points of hardness, ASTM D2240-97 of 60
 - 2b. Density, lbs/ft³, ASTM D297-93 Part A, section 16.3 of 64
 - 2c. Compressibility @ 100 psi, ASTM F36-95 of 12%
 - 2d. Recovery, % after 100 psi compression, ASTM F36-95 of 85
 - 2e. Flexibility, ASTM F137-71 of F=1
 - 2f. Tensile, psi, ASTM D412-98a die C @ 20ipm With Grain of 150, Against Grain of 120
 - 2g. Tear, ppi ASTM D624-98 die C @ 20 ipm, wWith Grain of 150, Against Grain of 120
 - 2h. Coefficient of Friction, ASTM D1894-95, Dry of 1.33, Wet of 1.56
 - 2i. Flammability and Flame Speed, Must Pass DOC FF1-70 CSPC
 - 2j. Indoor Abrasion, % of Material Loss, ASTM C501- 84 (1996) of 0,24
 - 2k. Resistance to Chemical Attack, ASTM F925-97 with no surface attack or color change to Ammonia, Bleach, Disinfectant, Alcohol, 5% NaOH Solution, Salts.
 - 2l. Critical Radiant Flux, ASTM E 648-99 of 0.24
3. Material will be double sided for the option to use both sides for additional longevity
4. Minimum of fifteen year guarantee per side of tile
5. Surface must be classified as a non skid surface
6. Material Composition of Styrene- Butadiene "SBR" Rubber with a 20% Ethylene Propylene Diene Monomer "EPDM" color chip blend in the following colors: 10% BLUE, 5% LIGHT GRAY, 5% TEAL.
7. #7. Installation will be a "Loose Lay" without adhesive, and will remain a distance of +/- 1/4" - 1/2" from all walls any all other obstructions including columns, and other permanent installations.

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BID PROPOSAL FORM
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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. The proposed rates and discounts as follows:

Total Lump sum bid for Installation for Rubberized Flooring at the Trumbull Teen/Recreation Facility as specified herein:

_____ Dollars
Written
\$ _____

ATTACH ALL DETAILED SPECIFICATIONS FOR PROPOSED PRODUCTS TO BE USED AND ANY ALTERNATE PROPOSALS

Anticipated time for completion: _____ Days after receipt of order (ARO)

Above Price Shall Remain Firm for: _____ Days

Work shall commence _____ days after receipt of Purchase Order

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

Note any and all exceptions or clarifications :(use additional pages as necessary)

Company Name

By (Signature)

Address

Print Name

Company Name

Title

Date

Telephone/Fax

email

24 Hour Telephone