

**TOWN OF TRUMBULL, CONNECTICUT
BOARD OF EDUCATION**

REQUEST FOR BIDS

**REPLACEMENT OIL BURNER AT MIDDLEBROOK SCHOOL
GENERAL INSTRUCTIONS TO BIDDERS**

BID NUMBER: 5903

DUE: JUNE 23, 2011

2:00PM

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed bids for the replacement of one oil burner at Middlebrook Elementary School, 220 Middlebrooks Ave. for the Trumbull Board of Education in accordance with the enclosed specifications.

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.

Bidders may also submit, under separate cover with their proposal, any samples of reports and documents that are necessary to meet the requirements of this bid request.

2. BID SUBMISSION

a) Bids are to be submitted in DUPLICATE and sealed in an envelope clearly marked and addressed as follows:

Purchasing Agent – (**Bid # 5903 - Due: JUNE 23, 2011**)
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. Corrections, deletions, or additions to the 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.

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 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, which must be outlined in a letter, otherwise it will be presumed that a proposal is in accordance with the required specifications.

c) The Town of Trumbull-Board of Education 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 June 20, 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 may be directed to Stephen Kennedy (**203-452-4306**) **Plant Operations, Trumbull Board of Education** KennedyS@trumbullps.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 or Board of Education will issue notification of award in writing.

8. PRICING

All prices quoted are to be firm for a period of ninety (60) 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.

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 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. Additional regulations and/or standards as listed in the specifications shall apply.

12. WARRANTIES

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

13. 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.

14. DELIVERY

Installation shall be scheduled with the BOE Plant Operations Department.

15. 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	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	\$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

The insurance policy must contain the additional provision wherein the company agrees that fifteen (15) 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 Town.

In the event of cancellation, the contractor will cease all operations on or before the effective date of said cancellation and shall not commence work again until he has obtained replacement insurance and has delivered a Certificate of Insurance to the BOE Plant Operations Office.

18. 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 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.
- 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 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. Site Visitation and Inspection of Existing Conditions

All bidders must visit the site and inspect the existing conditions. Site visits can be arranged by calling the BOE Plant Operations office at 203-452-4306.

**TOWN OF TRUMBULL, CONNECTICUT
BOARD OF EDUCATION**

REQUEST FOR QUOTATION

BID NUMBER: 5903

DUE: JUNE 23, 2011

2:00PM

**SPECIFICATION FOR FURNISHING
AND INSTALLING NEW FORCED DRAFT
GAS/OIL BURNER AT MIDDLEBROOK SCHOOL**

SECTION 1

SCOPE OF WORK-GENERAL

- 1) The work under this specification includes all necessary labor and materials to perform the following work:
 - i) Remove existing Preferred Utilities burner and control cabinet from boiler #2.
 - ii) Furnish and install one (1) Powerflame type C forced draft gas/oil burner as herein specified.
 - iii) Provide proper boiler modifications and necessary refractory work.
 - iv) Install new burner gas train and provide all required piping to existing gas lines.
 - v) Provide all oil line modifications as required Provide new firematic valve and oil filter.
 - vi) Provide all necessary electrical wiring as required.
 - vii) Provide all necessary work to provide for satisfactory operation of burner and boiler units.
- 2) All measurements shall be taken at the building and the contractor shall be responsible for same. The contractor must examine the premises to become familiar with conditions and assume responsibility for conditions thereof.
- 3) All work shall be done in strict accordance with rules and regulations of the local Fire Marshall's office, local, State, and Federal building codes and regulations and local gas company ordinances. The contractor shall obtain and pay for all permits required by city and state codes.
- 4) The contractor shall guarantee to install and connect the replacement equipment in strict accordance with specifications and the codes as mentioned above, using first class material and workmanship throughout and will be liable for the defects that may develop within one (1) year from date that equipment is first placed in operation.
- 5) All parts furnished and installed shall be serviced free for one (1) year from date of start-up.

SECTION 2

FORCED DRAFT GAS/OIL BURNER

- 1) BURNER
 - i) Furnish and install on the front of No. 2 Preferred Utilities boiler a forced draft combustion system. Unit shall be complete with fuel control valve, combustion air fan, and flame retention head. Burner shall be listed by Underwriters Laboratory and shall bear the appropriate Underwriters Laboratory Label. Burner shall be capable of firing Now. 2 fuel and natural gas with a minimum of 3 to 1 turndown and capable of producing efficient combustion throughout firing range. Burner shall be capable of firing 33.7 gph #2 oil or 4718 mbh of natural gas at 2 psi supply pressure. Burner shall be Power flame C3-GO-25.
 - ii) Burner shall be welded steel construction. The firing head shall incorporate stainless steel, flame retention diffuser.
 - iii) All air required to support combustion shall be supplied by an integral forward curved "squirrel cage" fan directly drive by a 2 hp 208 volt 3 phase 60 cycle ac motor.
 - iv) The oil system shall be provided with integral oil pump directly driven by burner motor.
 - v) The gaseous system shall be of the adjustable primary air/gas pre-mix type. Ignition shall be accomplished by gas pilot.

- vi) Burner shall be provided with a firing rate control valve and all linkage.
- vii) Burner mode of operation shall be full modulation.

2) CONTROL CABINET

- i) Burner shall be provided with a burner mounted factory wired control cabinet of not lighter than 16ga. steel and shall be complete with hinged and removable front access door. The top indicator section shall also be hinged to allow for full access to all cabinet mounted components. Cabinets shall include not less than the following:
 - (1) Electronic combustion control-Fireye YB110 with BLL510 display
 - (2) Motor starters-burner, ID fan
 - (3) Circuit breakers-burner, ID fan
 - (4) Indicating lights-power, call for heat, ignition, fuel valve, flame failure
 - (5) Manual potentiometer
 - (6) Control circuit transformer
 - (7) Gas/oil selector switch
 - (8) Draft gauge and low draft switch

SECTION 3

SCOPE OF WORK-BURNER REPLACEMENT

- 1) Remove the existing burner, combustion controls, and low water cut offs from boiler. Equipment shall be disposed of in a manner as directed by owner.
- 2) Remove boiler extension front. Fabricate boiler mounting plate using 3/8" steel. Weld new mounting plate to boiler.
- 3) Mount new burner on burner mounting plate as per burner manufacturer's recommendations. Install new combustion chamber as per burner manufacturer's recommendations.
- 4) All required oil piping shall be provided as required for the replacement installation.
- 5) All required main gas and pilot gas piping shall be provided as required for the replacement installation.
- 6) Provide all interconnecting electrical wiring between new burner cabinet and power supply, i.d., fan and emergency switches. Provide all power and control wiring between new gas train, and all limit operating controls.
- 7) Furnish and install new McDonnell Miller 150S-MD pump control/low wter cut off and 63M manual reset low water cut off. Provide all interconnecting wiring between new pump control and existing boiler feed pump. Low water cut offs to be piped to meet CSD-1 code.

SECTION 4

START-UP AND SERVICE

- 1) The contractor shall start up and adjust burners and instruct the owners operating personnel in the proper maintenance and operation of the equipment. The contractor shall also provide service as required, for one (1) year following the date the equipment is first placed in operation.

SECTION 5

PERMITS, TESTING AND LICENSES

- 1) The burner contractor shall be responsible for the obtaining of, and payment for, all necessary permits and inspections required by local ordinances to install and place the fuel burning system in operation. The burner installer shall agree to show a CO2 valve of 9-10% on natural gas with no carbon monoxide.
- 2) All work on the burners, piping, etc. must be approved by local inspectors. Contractor shall be responsible to provide proper notice and coordination with inspectors.

TOWN OF TRUMBULL, CONNECTICUT
BOARD OF EDUCATION

REQUEST FOR QUOTATION

REPLACEMENT OIL BURNER AT MIDDLEBROOK ELEMENTARY SCHOOL
PROPOSAL FORM

BID NUMBER: 5903

DUE: JUNE 23, 2011

2:00PM

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.

TERMS OF PAYMENT _____

Work, as proposed above shall commence work on _____ calendar days after receipt of "Notice to Proceed" or receipt of Purchase Order and shall be completed within _____ calendar days thereafter

This quotation is to remain firm for _____ DAYS

TOTAL amount for all labor, materials, and equipment as specified in the bid document

\$ _____

\$ _____ Dollars
written figure

Company Name

By (Signature)

Address

Print Name

City, State, Zip code

Title

Phone #

FAX

Email