

**TOWN OF TRUMBULL, CONNECTICUT  
BOARD OF EDUCATION  
REPLACEMENT OF HOT WATER EXPANSION TANKS FOR  
HEATING SYSTEM AT HILLCREST MIDDLE SCHOOL  
GENERAL INSTRUCTIONS TO BIDDERS  
BID NUMBER: 5904      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 the expansion tanks for the heating system at Hillcrest Middle School, 530 Daniels Farm Rd., Trumbull, CT, in accordance with the attached specifications and scope of work. The work shall be performed for the Trumbull Board of Education.

**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 must submit a list of all equipment to be used and specification sheets for the generator equipment to allow proper bid evaluation. 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**

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

**Bid # - Due: June 23, 2011 @ 2:00PM**  
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, 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. 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 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 AND SITE VISITS**

- 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](mailto: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 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

<b>General Liability</b>	<b>Each Person</b>	<b>Each Occurrence</b>	<b>Aggregate</b>
Bodily Injury Liability	\$1,000,000	\$1,000,000	\$5,000,000
Property Damage Liability		\$1,000,000	\$5,000,000
Personal Injury Liability		\$1,000,000	\$5,000,000
<b>Comprehensive Automobile Liability</b>			
Bodily Injury	\$1,000,000	\$1,000,000	\$5,000,000
Property Damage		\$1,000,000	\$5,000,000

Such policies shall provide that no coverage shall be changed or cancelled unless thirty- (30) days 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. References from school districts are preferred.
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. **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](http://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 Board of Education Plant Operations office at 203-452-4306.**

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BID NUMBER: 5904      DUE: JUNE 23, 2011      2:00PM**

**General Description of Work**

The BOE is soliciting bids to remove two (2) hot water expansion tanks for the heating system at Hillcrest Middle School and the installation of two replacement tanks in accordance with the attached specifications. **The current tanks are 1972 Ex-Trol AX-575.**

**General Bid Specifications and Information**

1. TIME IS OF THE ESSENCE after the bid is awarded; the Contractor and representatives from the BOE 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. A payment schedule shall be determined by the contractor and the BOE plant administrator based upon the confirmed order of materials and parts, delivered equipment, and installation progress.
3. Work may be scheduled during the day so long as any particular operation does not interrupt the safe and normal operation of the building. Tasks that may be disruptive need to be scheduled to minimize disruption to building operations.
4. Workers must follow all security protocol while working in or around the building.
5. All bidders must submit a proposed schedule of work.

**Preference may be granted to contractors who can guarantee expedited delivery and installation schedules.**

**Specifications**

- a) The contractor shall be responsible for removing the current hot water tanks and replace them with tanks that match the operational, functional, and capacity of the existing tanks. This shall be a “turn-key” installation.
- b) The current tanks are: Ex-Trol Model AX 575
- c) The tanks are to be replaced with (2) Amtrol Model Extrol 1200L 315 gallon tanks. See attached cut sheet, Schedule A.
- d) The work shall include the following:
  - 1) Isolate the heating tanks, drain, and disconnect water
  - 2) Remove and dispose of old tanks
  - 3) Furnish and install all supports and braces
  - 4) Furnish and install all necessary piping, valves, etc. to connect new tanks
  - 5) Furnish and install new tanks
  - 6) Reconnect to the existing hot water loop
  - 7) Reconnect any existing controls
  - 8) Start and test for proper operation
  - 9) Review operation with maintenance staff
  - 10) Provide a copy of manufacturers warranties
  - 11) All work to meet applicable Town, State, Federal, and trade codes.

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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 the expansion tanks as specified:

\_\_\_\_\_ Dollars  
Written  
\$ \_\_\_\_\_

Lead time for cooling tower delivery: \_\_\_\_\_ Days after receipt of order (ARO)

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

Schedule A  
 Tank Cut Sheet



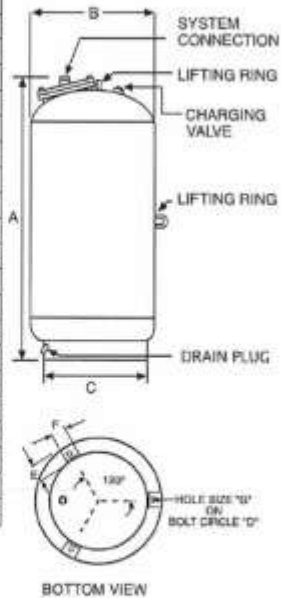
# EXTROL® Expansion Tanks

## “L” Series (ASME)

125 PSIG WP ASME Models

125 PSIG Working Pressure

Model No.	Tank Volume		A Height		B Diameter		C Stand Dia.		Sys. Conn.*		Ship Weight		Drain Conn.	
	Lit.	Gal.	mm	ins.	mm	ins.	mm	ins.	mm	ins.	kg	lbs.	mm	ins.
200-L	200	53	956	37 <sup>5</sup> / <sub>8</sub>	610	24	483	19	25	1	87	192	19	3/4
300-L	300	80	1308	51 <sup>1</sup> / <sub>2</sub>	610	24	483	19	25	1	122	268	19	3/4
400-L	400	106	1662	65 <sup>1</sup> / <sub>8</sub>	610	24	483	19	25	1	140	309	19	3/4
500-L	500	132	2006	79	610	24	483	19	25	1	149	328	19	3/4
600-L	600	158	1619	63 <sup>3</sup> / <sub>4</sub>	762	30	610	24	38	1 <sup>1</sup> / <sub>2</sub>	231	510	25	1
800-L	800	211	2076	81 <sup>3</sup> / <sub>4</sub>	762	30	610	24	38	1 <sup>1</sup> / <sub>2</sub>	256	565	25	1
1000-L	1000	264	1867	73 <sup>1</sup> / <sub>2</sub>	914	36	762	30	38	1 <sup>1</sup> / <sub>2</sub>	313	691	32	1 <sup>1</sup> / <sub>4</sub>
1200-L	1200	317	2181	85 <sup>5</sup> / <sub>8</sub>	914	36	762	30	38	1 <sup>1</sup> / <sub>2</sub>	353	779	32	1 <sup>1</sup> / <sub>4</sub>
1400-L	1400	370	2496	98 <sup>1</sup> / <sub>4</sub>	914	36	762	30	38	1 <sup>1</sup> / <sub>2</sub>	411	905	32	1 <sup>1</sup> / <sub>4</sub>
1600-L	1600	422	1756	69 <sup>1</sup> / <sub>8</sub>	1219	48	1067	42	38	1 <sup>1</sup> / <sub>2</sub>	537	1183	38	1 <sup>1</sup> / <sub>2</sub>
2000-L	2000	528	2145	84	1219	48	1067	42	38	1 <sup>1</sup> / <sub>2</sub>	573	1264	38	1 <sup>1</sup> / <sub>2</sub>
2500-L	2500	660	2562	100 <sup>3</sup> / <sub>8</sub>	1219	48	1067	42	50	2	655	1445	38	1 <sup>1</sup> / <sub>2</sub>
3000-L	3000	792	3000	118 <sup>1</sup> / <sub>4</sub>	1219	48	1067	42	50	2	739	1630	38	1 <sup>1</sup> / <sub>2</sub>
3500-L	3500	925	2820	111	1372	54	1067	42	50	2	957	2110	38	1 <sup>1</sup> / <sub>2</sub>
4000-L	4000	1067	3175	125	1372	54	1067	42	50	2	1012	2230	38	1 <sup>1</sup> / <sub>2</sub>
5000-L	5000	1321	3251	128	1524	60	1067	42	50	2	1111	2450	38	1 <sup>1</sup> / <sub>2</sub>
7500-L	7500	1980	3226	127	1829	72	1372	54	76	3	1818	4000	38	1 <sup>1</sup> / <sub>2</sub>
10000-L	10000	2640	4039	159	1829	72	1372	54	76	3	2227	4900	38	1 <sup>1</sup> / <sub>2</sub>
15000-L	15000	3963	5918	233	1829	72	1372	54	76	3	2727	6000	38	1 <sup>1</sup> / <sub>2</sub>



\*System connection is NPTF

### Maximum Operating Conditions

Operating Temperature	240°F (115°C)
Working Pressure	125 PSIG (8.8 bar)

\*Available in 175 or 250 PSIG.

### Specifications

Description	Standard Construction
Shell	Steel
Bladder	Heavy Duty Butyl ANSI/NSF61
Bladder Thickness	.100 Ins. Minimum
System Connection	Forged Steel
Factory Precharge	12 PSIG (.84 bar)
Finish	Red Oxide Prime

Designed & constructed per ASME Section VIII, Division 1.  
 Allow 18" (460 mm) minimum clearance for piping.

### Optional Seismic Restraints

TANK Diam B	BOLT CIRCLE D	DIM. E	DIM. F	HOLE SIZE G
24	21	2	2	9/16
30	27	3	3	1 <sup>1</sup> / <sub>4</sub>
36	34	4	4	1/2
48	46	4	4	1/2
54	46	4	4	1/2
60	46	4	4	1/2
72	58	4	4	1

All dimensions and weights are approximate.