

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

**REQUEST FOR BIDS**

**INSTALLATION OF AUTOMATIC GREASE RECOVERY UNITS IN SEVEN SCHOOLS  
GENERAL INSTRUCTIONS TO BIDDERS**

**BID NUMBER: 5908**

**DUE: AUGUST 3, 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 installation of EIGHT Automatic Grease Recovery Units (AGRUs) in seven schools 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 # 5908 Due: August 3, 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 August 1, 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). All other questions may be directed to Robert J. Chimini, Purchasing Agent (203.452.5042) [rchimini@trumbull-ct.org](mailto:rchimini@trumbull-ct.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 that can expedite the work. 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

<b>General Liability</b>	<b>Each Person</b>	<b>Each Occurrence</b>	<b>Aggregate</b>
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 sites (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**

**INSTALLATION OF AUTOMATIC GREASE RECOVERY UNITS IN SEVEN SCHOOLS  
SPECIFICATIONS**

**BID NUMBER: 5908**

**DUE: AUGUST 3, 2011 @ 2:00PM**

Please see the attached document titled for detailed specifications:

**Automatic Grease Recovery Unit Upgrades at Kitchens prepared by DTC engineering services.**

In addition to these specifications please note the following:

There are local breaker panels in each kitchen with service available for each unit. The Trumbull Board of Education intends to perform necessary electrical work in-house. However, in case our electrician is NOT available, each bidder is asked to provide a quote for the electrical work based on a time and materials rate. This rate will be an hourly rate for labor and a % mark-up over wholesale materials cost. This quote is **OPTIONAL**.

This work must be performed when school is not in session. If the work cannot be completed before August 25, 2011, then the work must be scheduled on days when school is not in session, in the evenings or on Saturdays. An additional line on the quote sheet has been provided for a second quote based on Saturday or second shift work should this become necessary.

Where floor patching is necessary, matching tile or an approved epoxy flooring material may be acceptable. The patching material must be approved by the Board of Education, Plant Operations Department prior to installation.

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

**REQUEST FOR QUOTATION**

**INSTALLATION OF AUTOMATIC GREASE RECOVERY UNITS IN SEVEN SCHOOLS  
 SPECIFICATIONS**

**BID NUMBER: 5908**

**DUE: AUGUST 3, 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**

Location	Price for all labor and materials	Cost for weekend or 2nd shift if necessary
Booth Hill	\$	\$
Daniels Farm	\$	\$
Jane Ryan	\$	\$
Middlebrook	\$	\$
Tashua	\$	\$
Madison	\$	\$
Hillcrest (2)	\$	\$
<b>Total All:</b>	\$	\$

**Optional Quote for electrical work if necessary:**

Night and weekend labor rate \$ \_\_\_\_\_/hr

Labor rate: \$ \_\_\_\_\_/hr

Mark-up over wholesale of parts and materials: \$ \_\_\_\_\_

\_\_\_\_\_  
 Company Name

\_\_\_\_\_  
 By (Signature)

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 City, State, Zip code

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Phone #

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 FAX

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 Email