

**TOWN OF TRUMBULL, CONNECTICUT  
BOARD OF EDUCATION  
REQUEST FOR QUOTATIONS  
RESTROOM PAPER SUPPLIES  
GENERAL INSTRUCTIONS TO BIDDERS**

**BID NUMBER 6067:            DUE: JUNE 19, 2014 AT 2:00PM**

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed bids for Restroom Paper Supplies 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.

For each item that a bidder is submitting a quote, a sample must be provided. Each item must be clearly marked with the company name and corresponding bid item number. Samples submitted as an "equal" substitute must be marked "substitute." Any vendors substituting "equal" products must follow the Bid Instructions, Section 4; subsection b), below. Samples will not be returned.

**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 #6067 - Due: June 19, 2014 @ 2:00 PM)  
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. 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, that must be outlined in a letter, otherwise it will be presumed that a proposal is in accordance with the required specifications.
- c) Any item that is submitted as equal but upon delivery is found to not meet the bid specifications, that item **will be returned at the vendor's expense.**
- d) The Town of Trumbull 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 the close of business on June 16, 2014 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.**
- 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. **METHOD OF AWARD**

The following criteria will be used to evaluate all quotes:

1. Price
2. Delivery Options and Discounts
3. Vendor's ability to supply products that match the specifications *exactly*

9. **PRICING**

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

10. **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.

11. **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.

12. **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.

13. **DELIVERY**

Deliveries will be to school locations and delivery quantities may be as small as ten (10) cases per delivery. Deliveries made under this bid may be shipped to any Board of Education location designated at the time of order. Your prices should take this into consideration.

14. **WARRANTIES**

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

**15. QUANTITY PRICING**

When discounts for large quantity pricing are available, bidders may submit quotes for large quantity orders in addition to the unit pricing requested on the bid form. Large quantity quotes must be submitted in a separate letter and attached to the bid.

**16. ORDER OPTIONS**

- a.) Vendors are requested to quote on any or all items. The Town of Trumbull and/or Trumbull Board of Education reserves the right to make awards on an item-by-item basis or as a total award.
- b.) Product amounts listed on the quote sheet are approximate quantities only. These amounts are listed to provide vendors with an idea of the number of items customarily ordered. The Board of Education reserves the right to order in amounts greater than or less than these listed amounts. The listed item amounts are in no way to be construed as a guarantee of a minimum order.

**17. 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.

**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](http://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.

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 BID NUMBER 6067: DUE: JUNE 19, 2014 AT 2:00PM  
 PROPOSAL FORM**

COMPANY NAME: \_\_\_\_\_

DESCRIPTION	MODEL	APX QTY	PRICE BASIS	PRICE
KRAFT TOWELS IN ROLLS. EACH ROLL IS 8" X 600'. SPECIFY ROLLS PER CASE AND PRICE PER FOOT. ROLLS/CS _____ PRICE/FT. _____		300	/CS	
PAPER TOWELS 8" X 425' KRAFT PAPER ROLL TOWEL. 12 ROLLS PER CASE, 425 FEET PER ROLL, 27 POUND WEIGHT PRICE PER LINEAR FT. \$ _____		425	/CS	
PAPER TOWELS 8" X 350' KRAFT PAPER ROLL TOWEL. 12 ROLLS PER CASE, 350 FEET PER ROLL, 27 POUND WEIGHT PRICE PER LINEAR FT. \$ _____		500	/CS	
UNIVERSAL PAPER TOWEL DISPENSER, LEVER HANDLE, FOR ROLL KRAFT TOWELS. CONSTRUCTED OF IMPACT RESISTANT PLASTIC WITH LOCK. MUST ACCOMMODATE ROLLS AT LEAST EIGHT INCHES WIDE AND 600 FEET LONG. MUST WORK WITH EMBOSSED OR SMOOTH TOWELS. IF DISPENSER CAN HOLD LONGER ROLLS (800 FT.) PLEASE SPECIFY. MAX. ROLL LENGTH IN FEET _____		75	EA	
ALTERNATE TO ABOVE UNIVERSAL PAPER TOWEL DISPENSER, LEVER HANDLE, FOR ROLL KRAFT TOWELS. CONSTRUCTED OF HEAVY GAUGE STEEL WITH LOCK. MUST ACCOMMODATE ROLLS AT LEAST EIGHT INCHES WIDE AND 600 FEET LONG. MUST WORK WITH EMBOSSED OR SMOOTH TOWELS. MAX. ROLL LENGTH IN FEET _____		75	EA	
UNBLEACHED, EMBOSSED FOLDNG PAPER TOWELS, 10-1/2" X 13" 2400 TOWELS/CASE. 18 POUND WEIGHT C-FOLD TOWELS. PRICE PER TOWEL \$ _____		20	/CS	
CASCADES TISSUE 4096 NORTH RIVER® JUMBO ROLL BATH TISSUE JR., 1 PLY, 2000', 12RL/CS OR EQUAL (SEE PICTURE "A" BELOW)		400	/CS	

<p>CASCADES TISSUE  <a href="#">4212 DOUBLE JRT JUNIOR DISPENSER, FOR 9" DIAMETER ROLL, BLACK</a> DOUBLE JUMBO ROLL TISSE JUNIOR DISPENSER FOR TOILET PAPER SOLUTION FOR ELIMINATING STUB ROLL WASTE AND THEFT WITH ITS LOCKED COVER DISPENSES ANY CASCADES 9" DIAMETER WIDE JRT TISSUE ROLL                  COLOR: BLACK                  ITEM SIZE: 19 X 11.6 X 5.5 IN                  (SEE PICTURE "B" BELOW)</p>		24	ec	
<p>CASCADES TISSUE 10109 SINGLE JRT JUNIOR DISPENSER, BLACK                  IDEAL FOR HIGH TRAFFIC AREAS WITH LIMITED SPACE; DISPENSES UNIVERSAL CASCADES® 9" DIAMETER WIDE JRT TISSUE COLOR: BLACK ITEM SIZE: 10.2 X 5.5 X 12 IN                  (SEE PICTURE "C" BELLOW</p>		24	EA	

Picture A  
 NR 4096



Picture "B"  
 Cascades 4212 Double JRT Junior Dispenser



Picture "c"  
CASCADES TISSUE 10109 SINGLE JRT



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PROPOSAL FORM (Continued)

COMPANY NAME: \_\_\_\_\_

Payment Terms: \_\_\_\_\_

Cost per delivery: \$ \_\_\_\_\_

Delivery Discount based on minimum order: \_\_\_\_\_

Minimum Order Amount: \_\_\_\_\_

Maximum time of delivery: \_\_\_\_\_  
(Time from order date to delivery to BOE location)

PRICING SHALL REMAIN FIRM FOR \_\_\_\_\_ DAYS  
(Minimum of 180 days)

**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.

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

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

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Address

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone/Fax

\_\_\_\_\_  
Email

\_\_\_\_\_  
Website