

**TOWN OF TRUMBULL, CONNECTICUT  
REQUEST FOR PROPOSAL  
TRUMBULL BOARD OF EDUCATION  
REPLACEMENT OF THREE ROOF TOP HVAC UNITS**

**RFP: 6123 DUE: June 2, 2015 @ 2:00PM**

**GENERAL INSTRUCTIONS TO BIDDERS**

The Town of Trumbull Board of Education, Connecticut (hereinafter referred to as "Town & BOE") through the Office of the Town Purchasing Agent, will accept sealed bids from qualified firms (here-in-after referred to as bidder, contractor, and proposer) for the Purchase of 3 Replacement Roof top units: HVAC units at Daniels Farm and Jane Ryan Elementary Schools. Replace two units at Jane Ryan School and replace one unit at Daniels Farm School. The project will consist of disconnecting all gas, electricity, water, refrigerant etc. Removal and proper disposal of each of the three units. Supply properly sized, high efficiency condensing and air handling units for the areas they service as recommended by the manufacturer. Provide all plumbing, electrical and crane rigging as required to remove, dispose and install. Provide start up and commissioning on all units. Provide one year parts and labor warrantee on all units. All units must be equipped with freeze protection and isolation valves. Contractor will meet all federal, state and local codes which relate to this type of installation.

**Site visits may be requested by contacting Mark Deming (Demingm@trumbullps.org) prior to submitting a bid.**

Daniels Farm School is located at 710 Daniels Farm Road, Trumbull CT, 06611

Jane Ryan School is located at 190 Park lane, Trumbull CT, 06611

This RFP is not a contract offer, and no contract exists until a written contract is signed by the Town and the successful proposer.

**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:

**BID NUMBER: 6123 DUE: June 2<sup>nd</sup>, 2015 @ 2:00 PM**

**Purchasing Agent**

**Kevin Bova**

Town of Trumbull

5866 Main Street

Trumbull, CT 06611

Please be advised that the person signing the formal proposal must be so authorized by your organization to contractually bind your firm with regard to prices and related contractual obligations for the delivery period as is specified.

**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 & Board of Education 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 and/or of the Board of Education.
- 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. TAX EXEMPT**

The Town of Trumbull is exempt from the payment of taxes imposed by the Federal Government and/or State of Connecticut. Such taxes must not be included in the proposal price. The Town of Trumbull Tax Exempt number is 05-010 31-000.

**6. INQUIRIES AND SITE VISITS**

All inquiries regarding this request shall be answered up to the close of business on **May 26, 2015** 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, Email or by Fax as appropriate to all bidders. Inquiries of a technical nature may be to **Mark Deming BOE 203-452-4306 or email Demingm@trumbullps.org**. Other questions may be directed to the Kevin Bova, 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**

This project will be awarded in whole but pricing shall be broken down to individual units

The Town Purchasing Agent will issue notification of award in writing after consultation with and approval from the Board of Education Department. Followed by a Purchase order by The Board of Education.

**8. PRICING**

- a) Bidders are requested to quote the make and model of each unit.
- 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 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 and Board of Education 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 and Board of Education in accordance with current Federal State and Local regulations. All services performed shall also conform to the latest OSHA standards and/or regulations. The contractor shall comply with all applicable laws and regulations relating to State and Federal employment practices, nondiscrimination, safety and health regulations.

**12. INSURANCE**

The successful bidder shall provide the Town Purchasing Agent with a Certificate of Insurance before work commences. The Town and the Board of Education Department shall be named as an additional insured with 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>Commercial General Liability</b>	<b>Each Occurrence</b>	<b>Aggregate</b>
Bodily Injury Liability	\$1,000,000	\$1,000,000
Property Damage Liability	\$1,000,000	\$1,000,000
Personal Injury Liability	\$1,000,000	\$1,000,000
<b>Comprehensive Auto Liability</b>	<b>Each Occurrence</b>	<b>Aggregate</b>
Including coverage of owned, non-owned & rented vehicles	\$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 Town’s Purchasing Department.

**13. LOWEST RESPONSIBLE PROPOSAL**

- a) The Town along with the Board of Education shall determine the “lowest responsible qualified proposer” on the basis of the Proposer submitting the lowest “Total Proposal”, responsiveness of his Technical Proposal; and demonstrating a history of the ability and integrity necessary to perform the required work; and certifying that it shall perform the work in accordance with the Bid Documents, Specifications and requirements.
- b) Proposals will be compared on the basis of the “Total Proposal” of the items listed in the Proposal and on basis of the Proposer’s experience and competence.
- c) If the Lowest Total Proposal exceeds the amount of funds available for the project, the Town along with the Board of Education reserves the right to increase or decrease any class, item or part of the work. After determining the “lowest responsible qualified proposer”, the Town will issue a Notice of Award to the successful Proposer.
- d) In the event that the lowest responsible qualified proposer fails to execute the Contract and/or fails to provide the required documents within the time period prescribed, the Town and Board of Education, at its option, may consider the lowest responsible qualified proposer to be in default, in which case the Bid Guarantee shall become the property of the Town.

#### 14. 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 Section. Bidders may also call the Purchasing Department directly 203.452.5042 for inquiries regarding addenda.

#### 15. WARRANTY

Selected bidder agrees to warranty all work completed for this requirement for a period of at least twenty-four (24) months starting upon Completion.

#### 16. STATEMENT OF QUALIFICATIONS AND REFERENCES

Bidders shall complete and submit the "Statement of Qualifications" section of this request along with the References form. The Town and Board of Education may make such investigations as necessary and it deems appropriate to determine the qualifications of the proposer to perform the work required. If the Town is not satisfied that the proposer is properly qualified, the Town along with the Board of Education reserves the right to reject the proposal of said proposer.

#### 17. SPECIFICATIONS

- a) Should any Bidder find discrepancies in the bid or be in doubt as to the exact meaning, the bidder shall notify Mark Deming Director of Facilities at once. Mark may then, at this option, issue Addenda clarifying any issues. Mark and Board of Education shall not be responsible for oral instructions or misinterpretations of the 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 or the Board of Education acceptance of an award.

#### 18. CONFLICT OF INTEREST

No purchase shall be made from nor shall services (other than services as an officer, agent, or employee of the Town or Public Works Department) be secured from any officer or employee of the Town or Public Works Department, 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 are made, in the office of the agency making such purchase and in a public Place in The Trumbull Town Hall.

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**GENERAL SPECIFICATIONS**

Replacement of three Roof top units HVAC units at Daniels Farm and Jane Ryan Elementary Schools. Replace two units at Jane Ryan School and replace one unit at Daniels Farm School. The project will consist of disconnecting all gas, electricity, water, refrigerant etc. Removal and proper disposal of each of the three units. Supply properly sized, high efficiency condensing and air handling units for the areas they service as recommended by the manufacturer. Provide all plumbing, electrical and crane rigging as required to remove, dispose and install. Provide start up and commissioning on all units. Provide one year parts and labor warrantee on all units. All units must be equipped with freeze protection and isolation valves.

1. Daniels Farm unit that serves Computer Lab.
2. Jane Ryan units that serve Library/Media and Computer Lab.

Daniels Farm School is located at 710 Daniels Farm Road, Trumbull CT, 06611

Jane Ryan School is located at 190 Park lanes Trumbull CT, 06611

This project will be awarded in whole and but pricing shall be broken down to individual units. Measurements and sizing are the sole responsibility of the contractor and their preferred manufacturer. Any required changes to the existing curbs shall be the responsibility of the contractor. Contractor shall keep worksite in a clean and safe condition at all times and takes necessary steps to protect the customer's roof and grounds. Consideration will be given to those bids that provide the most expedient completion of this project.

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**STATEMENT OF QUALIFICATIONS**

**Submitted by:**

Name of Organization \_\_\_\_\_

Name of Individual \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

**Schedule A: Prior Similar Projects (Add Additional Pages as Needed)**

Project	Owner	Design Professional	Contract Price	Amount Completed	Date of Delivery / Installation

**Schedule B: Current Similar Projects (Add Additional Pages as Needed)**

Project	Owner	Design Professional	Contract Price	Amount Completed	Date of Delivery / Installation

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**REFERENCES**

*(To be submitted with proposal – attach additional pages as necessary)*

List references for similar services provided for at least four (4) clients in the past five (5) years (attach any other client references if desired). **PLEASE NOTE IT IS THE TOWN'S INTENT TO COMMUNICATE WITH THE REFERENCES LISTED HEREIN.**

***CLIENT 1:***

Organization Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Service Dates: \_\_\_\_\_  
Project(s): \_\_\_\_\_

***CLIENT 2:***

Organization Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Service Dates: \_\_\_\_\_  
Project(s): \_\_\_\_\_

***CLIENT 3:***

Organization Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Service Dates: \_\_\_\_\_  
Project(s): \_\_\_\_\_

***CLIENT 4:***

Organization Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Service Dates: \_\_\_\_\_  
Project(s): \_\_\_\_\_

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PROPOSAL

**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

Pricing is Firm Fixed Pricing (FFP) and shall remain in effect for 180 days.

ALL 3 Units plus Removal, Installation and configuration Per Specifications shall be included in total proposed pricing (below).

Make / Model Unit 1 Jane Ryan \$ \_\_\_\_\_

Make / Model Unit 2 Jane Ryan \$ \_\_\_\_\_

Make / Model Unit 3 Daniels farm \$ \_\_\_\_\_

Total Proposed: \_\_\_\_\_ \$ \_\_\_\_\_  
(Written)

Anticipated time for completion after receipt of order: \_\_\_\_\_ Days

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

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

\_\_\_\_\_  
by (Signature)

\_\_\_\_\_  
Address

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

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Email

\_\_\_\_\_  
Website



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Proposal (Continued)

The following Addenda have been received. The modifications to the bid Documents noted therein have been considered and all cost thereto are included in the total base bid

Addenda# \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**BIDDER SHALL STATE THE NAMES OF ALL OF ALL PROPOSED SUBCONTRACTORS. PROPOSED**

**SUBCONTRACTORS**

If none, write "None" \_\_\_\_\_.

\*Description of Work \_\_\_\_\_

Proposed Subcontractor Name \_\_\_\_\_

Address \_\_\_\_\_

\*Description of Work \_\_\_\_\_

Proposed Subcontractor Name \_\_\_\_\_

Address \_\_\_\_\_

\*Description of Work \_\_\_\_\_

Proposed Subcontractor Name \_\_\_\_\_

Address \_\_\_\_\_

**\*Insert description of work and subcontractors' names as may be required.**

This is to certify that the names of the above mentioned subcontractors are submitted with full knowledge and consent of the respective parties.

The Bidder warrants that none of the proposed subcontractors have any conflict of interest as respects this contract.

Bidder \_\_\_\_\_  
(Fill in Name)

By \_\_\_\_\_  
(Signature and Title)

