

TOWN OF TRUMBULL, CONNECTICUT
REQUEST FOR QUOTATION- PROPOSAL (RFQ/P)
NEW 10,000 LB. AUTOMOTIVE VEHICLE LIFT SYSTEM
POLICE DEPARTMENT

BID NUMBER 6225

DUE: MARCH 28, 2017 at 2:00 PM

GENERAL INSTRUCTIONS TO BIDDERS

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed bids for the purchase and Installation of a **NEW 10,000 LB. AUTOMOTIVE VEHICLE LIFT SYSTEM** for the Town police department as detailed in the attached specifications & in accordance with the enclosed specifications.

1. **PREPARATION OF PROPOSALS**

- a) 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.
- b) 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 a sealed envelope and addressed as follows:

Bid 6225 - Due: March 28, 2017
Purchasing Agent - Kevin J Bova
Town of Trumbull
5866 Main Street
Trumbull, CT 06611

Be advised that the person signing the formal proposal must be authorized by you organization to contractually bind your firm with regard to prices and related contractual obligations for the delivery period requested.

3. **BID TIME AND BID FORMS**

- 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.**
- c) All bid documents contained herein must be completed in their entirety; failure to do so may disqualify a bid submittal.

4. **TOWN OPTIONS**

- a) The Town of Trumbull 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.
- 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.
- c) The requirements and specifications of this request call for a specific commodity being purchased and do not permit any substitutions.
- d) If your product 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.
- e) In addition to consideration of a favorable bid, the Purchasing Department may give consideration to the most favorable delivery date and past experience.

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 **March 21, 2017** 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 directed to Police Garage Mechanic, Mr. **Richard Rotzal** <richard.rotzal@trumbull-ct.gov> (203-261-3665) or; all others may be directed to Kevin Bova Purchasing Agent (203.452.5042).
- b) 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 a bidder to verify any addendums that may have been issued relating to this request prior to submission of a proposal. Any notice of addendum shall be published on the Town website. Failure to submit a response that does not address any changes or addendums may result in a disqualification of a proposal submission.**

7. **AWARD AND AUTHORITY**

The Town will issue notification of award- Proceed with town standard contract and then a Purchase Order.

8. **PRICING**

- a) All prices quoted are to be firm for a period of one (1) year following bid opening.
- b) 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.

12. **CONFLICT OF INTEREST**

Public officials shall be prohibited from receiving any town work procured through a public Bid or bid waived process so as to avoid any appearance of impropriety or conflict of Interest and; Public officials cannot circumvent the intent of this ordinance by receiving town work Through a bid waiver, as proscribed by the Trumbull Town Charter.

13. **EQUAL ITEMS**

Equal items must be approved by the Town, and the Town reserves the right to reject any proposal offering equipment and/or materials, which, in its opinion does not meet the standard of quality established by the attached specifications. **Any such decision will be considered final and not subject to further recourse.**

14. **CERTIFICATE OF ORIGIN AND BROCHURES**

Successful bidder shall provide the Certificate(s) of Origin to the Town at the time of delivery. The price quoted shall not include any cost for plates nor certificate of title.

15. **DELIVERY AND F.O.B.**

The quoted price must be F.O.B. Trumbull, Connecticut as designated on the purchase order. All prices shall be quoted as **DELIVERED PRICES AND INSTALLED**. The terms of the sale must be stated.

The successful bidder shall advise the Town's Police Department Deputy Chief Ronald Kirby at rkirby@trumbull-ct.gov (203-261-3665) as to the delivery date and time to arrange for acceptance and inspection of the equipment for the lift system installed by the Trumbull police department.

In addition to the delivery of the vehicles and the satisfactory acceptance thereof, it is also the responsibility of the successful bidder to furnish the Town with the following documents:

- Original Certificate
- Warranty
- Tax Exemption Certificate
- Repair & Parts Manual

The Town will not be obligated for payment until all of the above requirements are met and the Purchasing Department has received all necessary documents.

16. **INVOICES**

Invoices shall be submitted in to
Town of Trumbull
Police Department
158 Edison road.
Trumbull, CT 06611

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SPECIFICATIONS- REQUIREMENTS

All deviations from this specification must be addressed in writing and submitted with bid.

It is the intent of these specifications to describe the minimum requirements for a new 10,000 LB Automotive Lift System (or Equal to), or town approved equal to, by The Town of Trumbull.

Bidder must indicate compliance with minimum specifications listed. All exceptions or deviations no matter how small must be submitted on the Bid Submission Deviation page below. The following specifications are meant as a minimum acceptable standard and are not meant to be restrictive. The Town of Trumbull reserves the right to accept or reject any bid that is in the best interest of the town.

It is the responsible of the awarded contractor to meet all Specifications

One (1) NEW two-post, clear floor, hydraulic vehicle lifting system, with a 10,000 pound capacity, automatic mechanical safety locks, and warranty. Due to overhead ceiling structure beams, the lift system must not have any height restrictions or limitations that would effect lifting vehicles for repairs.

General Description:

Surface mounted, designed to elevate vehicles for the purpose of inspection, maintenance, and full under vehicle repairs, including tire, brake, or any other necessary repairs.

The lifting system must be manufactured in the United States and be certified by the Automotive Lift Institute (ALI). Parts and service must be available from a local factory authorized distributor. Service and parts must be available within 24 hours. Further, seller must utilize employees who are factory trained and authorized to install, inspect and repair the equipment proposed. Seller must maintain a suitable inventory of factory replacement parts for this lifting system at their location.

Included with the system is the proper installation, including all necessary concrete work, all necessary building/construction permits required by the Town of Trumbull, and the removal and disposal of the current vehicle lift located in the police department garage.

A Pre Bid Site visit prior to submitting a Bid are ENCOURAGED prior to submitting a bid. The Project is located TRUMBULL POLICE DEPARTMENT @ 158 Edison Road Trumbull, CT 06611.

The meeting will be 10 am March 20. We will meet in lobby and sign in and be escorted to the garage area.

Please include the warranty for both parts and labor.

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BID PROPOSAL FOR

THE UNDERSIGNED AFFIRMS AND DECLARES that this Bid 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 Bid for the request noted above and certifies that this Bid meets all the specifications and conditions requested herein. Any substitutions to the specifications requested are clearly and completely noted. Any alternate Bids 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 Bids or waive any formalities in this request.

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# _____, _____, _____, _____

Above Price Shall Remain Firm to _____, 2017

NEW 10,000 LB. AUTOMOTIVE VEHICLE LIFT SYSTEM (please specify what brand)

\$ _____

TOTAL PRICE: With lift system , delivery, Installation and removal of the concrete & all specifications, requirements and with Warranty

\$ _____

\$ _____
(Written TOTAL amount)

Warranty: _____)

The undersigned, as bidder, declares that no person, or persons, other than those named herein, are interested in this Proposal; that this Proposal is made without collusion with any person, firm or corporation; that no person or persons acting in any official capacity for the Town is directly or indirectly interested therein or in any portion of the profit.

Company Name

by (Signature)

Address

Print Name (A Duly Authorized Representative)

Address Town-City Zip

Title

Date

Telephone/Fax

Email

Website

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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): _____