

**TOWN OF TRUMBULL
REQUEST FOR PROPOSALS
BOARD OF EDUCATION FACILITIES
CUSTODIAL CHEMICALS**

BID NUMBER: 6250 DUE: JUNE 22, 2017 @ 2:30 pm

GENERAL INSTRUCTIONS

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed bids For the Trumbull Board of Education. The (BOE) is soliciting bids to provide for **Cleaning Chemicals** to the school district. The Trumbull Public School District maintains approximately 1,100,000 sq. ft. of space in twelve buildings consisting of eleven schools and one administration building with a staff of 56 custodial personnel. In accordance with the enclosed requirements & 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. 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 sealed in an envelope clearly marked and addressed as follows:

Purchasing Agent – Kevin J Bova
Bid # 6250:
CUSTODIAL CHEMICALS
Due: June 22, 2017 @ 2:30pm
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

1. 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.
2. 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.

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- c) The Town 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 or the BOE, and associated with the award of this requirement shall be tax exempt. Any taxes must not be included in bid prices. A BOE 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 15, 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 or by Email, or Fax as appropriate to all bidders. Inquiries of a technical nature may be directed to **Mark Deming (203-452-4306) Director of Facilities, Trumbull Board of Education**. All other questions may be directed to Kevin J. Bova Purchasing Agent (203.452.5042) kbova@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 will issue notification of award in writing along with a Standard Contract agreement. The BOE will issue a Purchase order(s).

9. PRICING

All prices quoted are to be firm for a period of 3 years following bid opening. Special Consideration will be given to responses with extended firm price dates. The Town & THE BOE is always interested in any and all cost reduction opportunities. And for future project and buildings for the BOE.

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.

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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. Additional regulations and/or standards as listed in the specifications shall apply.

13. 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.

14. METHOD OF AWARD

The following criteria will be used to evaluate all quotes:

- a) Price
- b) Vendor reputation, support and Communication
- c) Vendors who provide the most favorable delivery date and to keep firm fixed price.

15. DELIVERY

Installation shall be scheduled with the Mark Deming 203-452-4306, 203-767-7245 or (Demingm@trumbullps.org) Facilities Director for BOE.

ALL INVOICES TO BE SENT TO BOE LONG HILL ADMIN BUILDING
6254 MAIN STREET TRUMBULL CT 06611

16. EQUAL ITEMS

Equal items must be approved by the BOE & 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.

16. 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 BOE Mark Deming ASAP & the Town at once. The Town may then on behalf of the BOE, 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

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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.

17. SITE VISITS

All bidders if needed can visit the site(s) and inspect the existing conditions. Site Visits can be arranged by Calling Mark Deming 203-452-4306, 203-767-7245 or (Demingm@trumbullps.org) prior to Submitting a bid.

18. 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 under the Purchasing Department's section. Bidders may also call the Purchasing Department directly 203.452.5042 for inquiries regarding addenda.

19. OPTIONS

The BOE is interested in a three-year contract. Terms and price guarantees for all three Years are to be included on the quote sheet attached to this bid.

20. MISCELLANEOUS

- a) Bidders desiring to make substitutions to standards specified shall submit that item as a Separate attachment to the Bid form. Substitutions proposed shall not be part of base Quotation and Bidders must state amount, additional or deductible, if substitute material is Accepted. Substitute Bids shall not affect determination of lowest Bids.
- b) Bidders shall provide a minimum of four(4) references (name of organization and contact Person) for similar work and requirements.
Town reserves the right to initiate telephone contact with any references listed in a Quotation.

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REQUIREMENTS AND SPECIFICATIONS

The BOE is interested in a three-year contract. Terms and price guarantees for all three years are to be included on the quote sheet attached to this bid.

If Vendors offer additional services that are above the minimum services described in this BID, those services should be noted in a separate letter of less than two pages in length and returned, in duplicate, with the bid.

Trumbull Public Schools will consider trial programs in order to evaluate products unknown or untested by the facilities department.

CHEMICALS AND DILUTION CONTROL:

The chemicals specified in this bid have been separated into two categories: Chemicals that must be dispensed using a dilution control center and those that do not need to be dispensed through the center. Each respondent must submit at least one complete set of quotes for all the items specified.

In order to obtain quotes that can be evaluated equally, prices for chemicals that will be diluted must be quoted by **cost per usable gallon** as noted on the quote sheet and as unit costs

Chemical dilution control systems must employ air-gap technology, a lockable four product cabinet, metering in the bottles, tamper resistant bottles, and the ability to dispense mixed solution in a bottle or bucket. Selection of which item will be dispensed shall use a dial system; changing bottles each time a different product will be used is not an acceptable method of selection. Dispensing systems that incorporate interchangeable control tips in the dispenser will not be considered.

The BOE will need approximately 60 dispensing stations for the district. Stations will be mounted in custodial closets and connected to existing sinks. If a “Y-connector” is required, the BOE shall supply them. **Chemical dispensers and installation of the chemical dispensers shall be provided by the vendor at no cost.**

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Floor Finish and Stripper

Prices for floor finish and stripping chemicals are to be quoted per gallon and, for stripper or heavy duty cleaner for a scrub and recoat process, in diluted gallons. Because finish products vary based on solid content, coverage rates must be provided. Finish and Green Stripper must meet the State of CT Green Standard such as “Green Seal” or others.. The resilient floor finish must contain a **minimum of 22% Solids**. Product will be purchased in both 55 gallon and five gallon units.

It is understood that the nature of some products prevent them from meeting common “green” standards (i.e. quaternary disinfectants). In such cases, the BOE is looking for environmentally safe products that are still effective.

All chemicals will be shipped F.O.B. to the school at which they will be used. If there is a minimum order required for “free” shipping, this must be noted on the quote sheet along with the terms for shipping smaller orders.

SERVICES:

Training

As part of the services required under this bid, the Vendor must be able to supply on site employee training demonstrating safe and proper methods for using their products. Vendors are also required to perform OSHA compliant Hazardous Communication.

The following **minimum qualifications** are required for the vendor and chemical manufacturer:

- Vendor: No less than 10 years as a full service (chemicals, equipment, supplies, etc.) Jan/San supplier
- Chemical Manufacturer: Must be National or Regional (New England) brand with at least three client references from schools in CT

In addition, for any chemicals that the BOE is not familiar with, the vendor must be able to supply, free of charge, a sample of each chemical in sufficient quantity to test the effectiveness of that chemical. Samples are to be supplied at the BOE’s request only.

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PROPOSAL FORM

ADDENDA

The following Addenda have been received. The modifications to the Bid Documents noted therein have been considered and all costs thereto are included in the Base Bid.

Addenda # _____, _____, _____, _____, _____

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.

This quotation is to remain firm for 3 YEARS

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PROPOSAL FORM continued

DILUTION CONTROL CHEMICALS (*To be submitted with proposal – attach additional pages as necessary*)
 Green =chemicals must meet certain standards such as “Green Seal” or others.

PRODUCT DESCRIPTION	NAME OF PRODUCT	VENDOR'S STOCK NUMBER	Standard Pack	RTU COST GALLON	Cost Per Bottle	Yield per Bottle
Quaternary disinfectant – Sealed Air Virex 256 or Equal						
Lavatory fixture/ heavy duty cleaner - Sealed Air Crew or Equal (Green)						
Kitchen Degreaser/Cleaner Sealed Air – PerDiem or Equal (Green)						
Neutral floor cleaner – Sealed Air Stride or Equal (Green)						
Spray and wipe cleaner used to clean light soil - Sealed Air – PerDiem or Equal (Green)						
Glass cleaner.- Sealed Air Glance or Equal (Green)						
Heavy Duty Cleaner to be used for scrub and recoat procedure. Sealed Air Prominence or Equal. (Green)						
Carpet Cleaner to be used in extraction machines – Non-Foaming						

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PROPOSAL FORM continued

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

PRODUCT DESCRIPTION	NAME OF PRODUCT	VENDOR'S STOCK NUMBER	ESTIMATED SPREAD RATE IN SQ. FT.	COST PER Diluted Gallon	Price per gallon
Water based Finish for VCT. Minimum 22% solids, low odor (Green) 5 gallon pails or boxes – Hillyard EP-22 or Equal	% SOLIDS _____			N/A	
Green Stripper specify dilution ratio for HEAVY build-up. Five gallon Pails or Boxes – Hillyard Green Select or Equal			N/A		
Oil Modified Water-based Urethane gym finish - Minimum 30% solids – Buckeye Arena 300 or Equal	% SOLIDS _____			N/A	
Symmetry Foam Soap – 6/1250ml per case #90091120			N/A	N/A	Per Case

Company Name

by (Signature)

Address

Print Name

City, State, Zip code

Title

Phone #

FAX

EMAIL

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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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