

**TOWN OF TRUMBULL, CONNECTICUT
BOARD OF EDUCATION
ON CALL
ENVIRONMENTAL SERVICES**

BID NUMBER: 6288 DUE: MAY 21, 2018 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 Environmental Services from qualified firms (hereinafter referred to as firm, bidder, vendor, contractor) for the Trumbull Public Schools in accordance with the enclosed specifications.

1. PREPARATION OF PROPOSALS

Bids shall be submitted by using the enclosed BID PROPOSAL FORM (and appendices) 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 a sealed envelope clearly marked and addressed as follows:

ON CALL ENVIRONMENTAL SERVICES

Purchasing Agent – Kevin Bova

RFP 6288 DUE: 5/21/18

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.

d) All Price Sheets (Appendix A – E) must be completed.

e) Price quotes additional optional years may be included and should be represented as a % increase over the cost of the previous year. Additional years will only be granted by mutual agreement between TPS/BOE and the bidder.

3. BID TIME

a) Bids shall be received at the office of the Purchasing Agent, Town Hall, prior to the advertised hour of opening.

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 12:00 Noon on May 17, 2013 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 Mark Deming (203-452-4306) Facilities dept., Trumbull Board of Education MDeming@trumbullps.org . All other questions may be directed to Kevin Bova, Purchasing Agent (203.452.5042) kbova@trumbull-ct.gov .
- 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. All addenda will be published on the Town's website www.trumbull-ct.gov in the purchasing department section – link to Bid Invitations. 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 and for any selected project a Town contract. Board of Education may will issue their own PO and the Town will issue their own PO when selected.

8. PRICING

All prices quoted are to be firm for a period of 1 year (365 days) following bid opening. **Special Consideration may be given to responses that include no price increase over the 3 years.** The Town is always interested in any and all cost reduction opportunities. This ON CALL Award & contracts will be for three years starting July 1, 2018 to June 30, 2021.

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

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. DELIVERY

Installation shall be scheduled with the BOE Plant Operations Department. All work must be done in a manner that will not interfere with student work or the safety of the building occupants. All bidders should include the cost of any work that may be disruptive to the school and may need to be performed off-hours (weekends, evening).

15. INSURANCE

The selected firm is required to furnish a Certificate of Insurance naming the Town of Trumbull as the additional insured. The insurance is to include Contractor's Liability and Worker's Compensation, thereby holding the Town of Trumbull harmless from all eventualities that may occur relative to this Bid and the resulting purchase order or contract. The Certificates of Insurance will be provided by companies licensed in the State of Connecticut and will be in amounts of General Liability Coverage of \$5,000,000 per occurrence / \$2,000,000 per occurrence. The General aggregate limit should apply to each project; the products-completed operations should state a wrap-up date to extend 6 years. Auto Liability \$1,000,000 shall include any auto, hired autos and non-owned autos. Umbrella liability is required with a minimum limit of \$2,000,000 up the amount of the project. Worker's Compensation coverage is required with CT statutory limits. Crime coverage including third party endorsement of \$250,000 is required. Employment Practices coverage including third party endorsements and sexual misconduct coverage of \$1,000,000 and crime coverage including third party endorsement of \$250,000 are required.

Such policies shall provide that no coverage shall be changed or cancelled unless thirty- (30) days 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 Owner's Purchasing Department.

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.

16. SPECIFICATIONS –

- a) Each Bidder will be held responsible to have studied the Specifications, visited 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.

17. 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. It

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SCOPE OF SERVICES, REQUIREMENTS, SPECIFICATIONS, AND RESPONSIBILITIES

SCOPE OF SERVICES

This contract is subject to statutory authorization and available funding. The Trumbull Public Schools will only enter into services with awarded Consultant(s) who will be required to assume full responsibility for services provided by the contract. This contract will encompass such services as inspection, risk assessments, management plans, design, monitoring, testing, analytical laboratory services, report preparation and consultations during construction and remediation. Certain services provided under these contracts may require firms and individuals to be certified or licensed by governmental or industry trade organizations.

All work to be performed by the contractor shall comply with, as a minimum, the Connecticut State Building Code as adopted pursuant to CGS 29-252, as amended; and the Connecticut Fire Safety Code as adopted pursuant to CGS 29-292, as amended.

The year of the code governing the work shall be the current code which has been adopted as per the above Connecticut General Statutes on the start date of the project.

All charts, diagrams, forms, test results, etc. developed in the course of providing the services described in this document shall be the property of the Board of Education.

SERVICE SPECIFICATIONS

PRICING

This is a firm fixed price contract. No additional markup will be allowed on any subcontracted labor or materials provided under this contract. Mark-up for rental equipment shall not be allowed except as noted in these specifications and with the approval of the Trumbull Public Schools Plant Administrator or authorized alternate.

The contractor shall not charge for equipment items not listed in the Award Schedule without prior written approval from the Trumbull Public Schools contract administrator.

If applicable, the contractor(s) shall be required to pay for all permits, licenses, and fees, and to give all notices and comply with all laws, ordinances, rules and regulations of the State, city or town in which any required services are to be performed. The Trumbull Public Schools will reimburse the contractor for obtained permits or license costs provided that they provide a receipt, proof and copy of the required permit or license to the DPW office designation referenced below or appropriate Using agency designation. No mark-up to these fees will be allowed.

Contractors will be required to insert the PRICE PER HOUR for REGULAR HOUR JOB SITE LABOR PERFORMED PER PROJECT TYPE. For instance : If an individual is a project manager and monitor, but is functioning as a monitor for a specific day/time, the Project Monitor RATE should only be billed.

The rental rates for all equipment are to be computed at the job site only. Pricing will not include trip, travel time, delivery time charges, or any other miscellaneous charges pertaining to the rental of equipment.

Each Contractor shall specify in the rate schedule all of the hourly labor charges which a Contractor would charge. This includes the hourly labor rates for any title/class specified in the rate schedule, as applicable, and the hourly rate for any title/class for which a Contractor would charge but which is not specified in the rate schedule. Labor rates shall be computed in terms of straight time, overtime, and premium time which, for purposes of this RFP shall be defined as follows:

- **Straight time** shall mean an eight-hour shift to begin at a scheduled time approved by the using agency, which is project specific, Monday through and including Friday.
- **Overtime** shall mean man-hours that have been pre-approved by the using Agency, which are worked in excess of the specified eight-hour shift, Monday through and including Friday and all Saturdays. Overtime rates for manpower shall not exceed "time-

and-one-half” of the regular hourly straight time rate.

- **Premium time** shall mean all day on any Sunday or a federally recognized legal holiday. Premium time rates noted for manpower shall not exceed “double-time” of the regular hourly straight time rate.
- Overtime and premium time rates will not apply to equipment.
- The using agency’s representatives will monitor the use of all labor and equipment. If the using agency’s representatives determine that equipment is not being utilized, such equipment will not be paid for while remaining idle.

The TPS **will not pay** for tools of the trade which includes but are not limited to the following:

- Reusable hand and small tools (e.g., screwdrivers, hammers, garden hoses)
- Reusable protective clothing
- Computer equipment and software including all costs relating to use of such equipment
- communication equipment, including but not limited to regular and cellular telephones, including all costs relating to the use of such equipment
- Consumable supplies/equipment
- cost of routine cleaning of equipment
- monitoring equipment, e.g., PIDs and LEL/O2 Meters

Specialized equipment that needs to be rented may be charged with the prior approval of the Plant Operations contract administrator. Mark-up for use of such equipment shall not exceed actual cost +10%.

The TPS **will not pay** for the following services, information, or documents:

- Telephone consultation of any length
- Diagrams, charts, and other information developed under this agreement
- Delivery of reports and documents to TPS
- Additional copies of reports necessary to comply with State filing requirements
- Travel or travel time to, from, or between facilities
- Time spent at Project Planning Meetings necessary to develop job proposals

Change of address

In the event the contractor moves or updates contact information, it is the responsibility of the Contractor to advise TPS Plant Operations of such changes in writing. Trumbull Public Schools will not be held responsible for payments or purchase orders delayed due to the lack of routing caused by the lack of notification on the Contractor’s part.

Contract Use

No work shall be performed by an awarded contractor prior to the issuance of a duly authorized purchase order by the Plant Operations.

Agency Implementation

The scope of this contract includes services on a standard or specialized basis. The contract user will select a contractor according to the procedures set forth below.

Standard Contract Use

Trumbull Public Schools will request a work plan and cost estimate based on awarded rates for required services from all awarded vendors. The contractor will then be required to submit a work plan and cost estimate that will accomplish the work task requested. Trumbull Public Schools will evaluate each of the proposals and authorize the selected contractor to proceed. Trumbull Public Schools may provide comments or other conditions to revise the selected contractor’s work plan.

Based on actual invoiced cost and project/job performance Trumbull Public Schools may select one vendor and forgo the process above on future projects of a similar nature.

Purchase Orders

Purchase orders will be issued by Trumbull Public Schools or the Town for the services related to this Contract. Contractors are cautioned not to perform services without receiving a purchase order number. The contractor is not guaranteed any work by the issuance of the contract or purchase order. The State shall pay only for services requested and performed to the satisfaction of the State invoiced correctly under a valid purchase order.

DUTIES AND RESPONSIBILITIES OF THE ASBESTOS CONSULTANT

Consultants associated with accomplishment of duties required in performance of the work shall meet the certification and licensure requirements of the State of Connecticut, Department of Public Health (DPH) Regulations Section 20-440-1 through 20-440-9 and 20-441, and the Environmental Protection Agency (EPA) 40 CFR 763, Appendix C to Subpart E, Asbestos Model Accreditation Plan (MAP). The following is a description of typical duties to be performed:

1. Inspector

- a. Review facility records.
- b. Perform visual inspection to identify, document or inventory materials suspected of containing asbestos.
- c. Collect bulk samples of suspect materials for analysis.
- d. Evaluate conditions and accessibility of materials containing asbestos.
- e. Perform other duties as required.

2. Management Planner

- a. Perform duties within the scope of those for Inspector.
- b. Assess potential hazards of asbestos-containing material (ACM).
- c. Develop abatement response actions, operations and maintenance plans.
- d. Select and recommend abatement actions.
- e. Conduct AHERA school re-inspections.
- f. Perform other duties as required.

3. Project Designer/Project Manager

- a. Prepare building asbestos inspection reports for buildings and facilities prior to renovation or demolition activities in accordance with OSHA and NESHAP requirements.
- b. Determine how asbestos abatement should be conducted based on knowledge of building construction.
- c. Prepare abatement documents when required which include a job specific scope of work and a description of the methods and procedures to be followed for accomplishment of abatement.
- d. Prepare Alternative Work Practice Applications for submission to the Connecticut Department of Public Health.
- e. Perform other duties as required in the preparation of information or reports regarding activities related to the work accomplished under this contract
- f. Assist the Facilities Administrator in response to Freedom of Information (FOI) or news media requests for information related to the work accomplished under this contract.

4. Project Monitor

- a. Conduct pre-existing damage survey.
- b. Conduct pre-abatement area monitoring to establish baseline fiber concentration.
- c. Conduct pre-abatement inspection of work area engineering controls.
- d. Review contractor/worker training/medical documentation.
- e. Maintain a daily log of all job site activity detailing the contractors' progress, performance and conformance with the regulations. Document names of all individuals working on the remediation activities.
- f. Conduct daily monitoring of areas adjacent to the work area.
- g. Conduct post-abatement visual inspection.
- h. Conduct final air clearance monitoring prior to reoccupancy.
- i. Document damage to facility components during abatement.
- j. Identify/manage corrective measures as needed during abatement.
- k. Prepare final abatement compliance report documenting all project activity.
- l. Perform other duties as required.

5. Environmental Technical Assistant

- a. Assist in the preparation of building asbestos inspection and final abatement compliance reports provided to the DPW, Program Manager.
- b. Assist in the submission of contract, task or project status reports provided to Plant Manager/Administrator. These reports include specific information related to project schedules,

- c. Budgets or financial statements.
- d. Assist technical staff with equipment calibration and maintenance.
- e. Perform other duties as required to assist technical staff or the program manager.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES OF THE LEAD CONSULTANT

Consultants associated with accomplishment of duties required in performance of the work shall meet the certification and licensure requirements of the State of Connecticut, Department of Public Health (DPH) Regulations Sections 20-478-1 through 20-478-3. The following is a description of typical duties to be performed:

1. **Inspector**
 - a. Perform inspections to determine the presence of lead-based paint on a surface-by- surface basis through on-site testing.
 - b. Report the findings of such an inspection.
 - c. Collect environmental samples for laboratory analysis.
 - d. Perform clearance testing.
 - e. Document the successful compliance with lead-based paint hazard control requirements or standards.
 - f. Perform other duties as required.
2. **Risk Assessor**
 - a. Perform risk assessments.
 - b. Report the findings of such a risk assessment.
 - c. Identify acceptable abatement and interim control strategies for reducing identified lead- based paint hazards.
 - d. Perform clearance testing and reevaluations.
 - e. Document the successful completion of lead-based paint hazard control activities.
 - f. Perform other duties as required.
3. **Planner/Designer**
 - a. Determine how lead-based paint abatement or interim controls should be conducted based on knowledge of building construction.
 - b. Prepare abatement design documents which include abatement specifications, architectural drawings and schematic representations of lead-based paint abatement or interim controls.
 - c. Prepare abatement report detailing project activity.
 - d. Perform other duties as required.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES OF THE INDOOR AIR QUALITY CONSULTANT

Consultants associated with accomplishment of duties required in performance of the work shall provide these services consistent with the level and skill ordinarily exercised by members of the profession currently practicing under similar conditions. In addition, the consultants shall have previously obtained training with respect to indoor air quality and sampling for and interpretation of bacteria and mold in indoor environments, as recommended by the State of Connecticut, Department of Public Health (DPH) in their guidance document “*CT Guidelines for Mold Abatement Contractors*”. The American Industrial Hygiene Association (AIHA) [<http://www.aiha.org/>], American Conference of Governmental Industrial Hygienists (ACGIH) [<http://www.acgih.org/>] and American Indoor Air Quality Council [<http://www.iaqcouncil.org/>] are some of the national organizations providing this type of training.

The following is a description of typical duties to be performed:

1. **Industrial Hygiene Technician**
 - a. Collect measurements of carbon dioxide, carbon monoxide, temperature, moisture content and relative humidity.
 - b. Review complaints regarding documented or perceived medical effects on building occupants with respect to general indoor air quality and ventilation issues.
 - c. Assess the condition of Heating Ventilation and Air Conditioning (HVAC) systems and determine what effect ongoing activities within the building may have on indoor air quality.
 - d. Perform visual observation to identify water source and presence of mold reservoir.
 - e. Review building construction documents and building history with facility representatives.

- f. Conduct bulk/tape/dust sampling to verify visible mold growth.
- g. Conduct bioaerosol sampling to determine airborne fungus mold spore types and concentrations.
- h. Conduct radon gas sampling in schools to evaluate radon levels in air and water. Labor shall be inclusive to the placement, retrieval, and administration of the process.
- i. Perform other duties as required.

2. Senior Industrial Hygienist

- a. Perform duties within the scope of those for Industrial Hygiene Technician.
- b. Evaluate conditions that may be attributed to complaints of building occupants with respect to general indoor air quality and ventilation issues.
- c. Evaluate laboratory results from bulk/tape/dust, bioaerosols, and radon gas samples. A final report of the radon gas finding shall be provided to the DPW, and a summary of test results shall be sent to the DPH.
- d. Prepare inspection report describing findings and recommendations for remediation.
- e. Prepare remediation design documents which include a specific scope of work and a description of methods and procedures to be followed for accomplishment of remediation.
- f. Conduct pre-remediation inspection of work area engineering controls.
- g. Review contractor /worker training/medical documentation.
- h. Maintain remediation documentation detailing the contractor's progress, performance and conformance to work plan in accordance with the guidelines.
- i. Conduct post-remediation inspection and air sampling prior to reoccupancy in accordance with the guidelines.
- j. Perform other duties as required.

3. Environmental Technical Assistant

- a. Assist in the preparation of inspection and remediation closeout reports.
- b. Assist in the submission of contract, task and project status reports provided to the DPW, Program Manager that include specific information related to work schedules and budgets for work accomplished under this contract.
- c. Perform other duties as required.

DESCRIPTION OF RESPONSIBILITIES

The extent of services to be provided for each individual work order is to be identified and submitted on as a work proposal. All services to be provided are to be conducted in accordance with all state and federal regulations including, but not limited to, all official state and federal regulatory guidelines, interpretations, clarifications and policy statements.

All site investigations for mold (including remediation design documents) that are prepared by the consultant are required to follow the guidelines set forth by the State of Connecticut, Department of Public Health (DPH) in the guidance document "*CT Guidelines for Mold Abatement Contractors*". This document refers readers to the most current version available of the *Institute for Inspection, Cleaning and Restoration Certification (IICRC), Standard and Reference Guide for Professional Mold Remediation, S520*, which provides a detailed discussion about the technical aspects of mold abatement.

Radon gas investigations in schools shall follow the guidelines set forth by the DPH in the guidance document "Complete School Guidance Document".

Investigation shall not proceed prior to authorization by the Plant Operations Plant Administrator or alternate. Conduct services provided in accordance with the guidelines established in the reference documents listed below.

- Connecticut Guidelines for Mold Abatement Contractors, 2006, Connecticut Department of Public Health (DPH)
- Standard and Reference Guide for Professional Mold Remediation, S520, December 2003, Institute for
- Inspection, Cleaning and Restoration Certification (IICRC)
- Guidelines on Assessment and Remediation of Fungi in Indoor Environments, New York City Department of Health, 2006
- Mold Remediation in Schools and Commercial Buildings, March 2001, United States Environmental Protection Agency (US EPA)
- Fungal Contamination in Buildings: A Guide to Recognition and Management, Health Canada, 1995
- The Industrial Hygienist's Guide to Indoor Air Quality Investigations, 1993 (AIHA) Building Air Quality, A Guide for Building Owners and Facility Managers, 1991 (US EPA)
- Bioaerosols: Assessment and Controls, 1999, American Conference of Governmental Industrial Hygienists (ACGIH)
- Field Guide for the Determination of Biological Contaminants in Environmental Samples, 1996, American Industrial Hygiene Association (AIHA)
- Complete School Guidance Document, DPH
- Ventilation for Acceptable Indoor Air Quality, ANSI/ASHRAE Standard 62-2001.

- Indoor Air Quality – A Systems Approach, Sheet Metal and Air Conditioning Contractors' National Association (SMACNA).
- IAQ Guidelines for Occupied Buildings Under Construction, SMACNA

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QUALIFICATIONS

The information requested below must be supplied with this Proposal. Please answer all the questions. Attach a financial statement or other supportive documentation if desired.

CONTRACTOR INFORMATION SUMMARY
Complete/Describe In Detail – Attach Additional Sheets If Required

Name of Company: _____

Type of Business: _____
(Limited Company, Limited Partnership, Sole Proprietorship, Etc)

Years in Business: _____ **Number of Employees:** _____

Qualifications of Personnel Proposed to Work on Town of Trumbull Contract:

Has your firm ever been *unable* to complete any work awarded? If so, date, when, where, and why:

Attach a list of 3 projects your organization has completed, giving the name of project, owner, contract amount, and completion date .

List any previous CT public school experiences (Attach References Attached)

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CONTRACTOR INFORMATION SUMMARY
(To be submitted with proposal – attach additional pages as necessary)

List references for similar services provided for at least five (5) clients in the past five (5) years. **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): _____

CLIENT 5:

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.

This proposal (Attached appendix A-E) is hereby submitted in full compliance with all Specifications and General Terms and Conditions except as noted below under exceptions.

Optional Extension of Contract - Additional Cost Increase for Labor:

- 2018 -19 1ST YEAR IN PROPOSAL FORM
- 2019-20 _____ %
- 2020-21 _____ %

EXCEPTIONS: (Attach additional pages and needed)

This quotation shall remain firm for _____ DAYS

Company Name

By (Signature)

Address

Print Name

City, State, Zip code

Title

Phone #

FAX

Email

Website

PROPOSAL FROM

ACTIVITY	DESCRIPTION	QUALIFICATIONS	PRICE STRUCTURE	PER PRICE STRUCTURE enter a fee \$\$ Fiscal Year 2018-2019
Asbestos Designated Person	assure school system is properly informed of its obligations; train custodial & maintenance personnel; perform periodic surveillances; keep master AMP & local copies up-to-date.	CT license as Asbestos Building Inspector and Management Planner	fixed annual fee	
Asbestos 3-year re-inspection	inspect all buildings; update AMP; prepare DPH report	CT license as Asbestos Building Inspector and Management Planner	fixed fee plus unit costs for samples, if any	
Asbestos testing	collect and analyze bulk samples; collect air samples	CT license as Asbestos Building Inspector or Project Monitor as appropriate	hourly plus unit cost for samples	
Asbestos Project Pre-Inspection	Pre-abatement project area inspection, verify containment, etc.	CT license as Asbestos Building Inspector or Project Monitor as appropriate	Per visit to Site	
Asbestos Project Testing	TEM Test Each	CT license as Asbestos Building Inspector or Project Monitor as appropriate	Cost for TEM test 24 hour turnaround/12 hour turnaround/ 6-hour turn around including all delivery costs (test to be conducted during final inspection – no additional site visit cost allowed)	
Asbestos Project Testing	PCM test each	CT license as Asbestos Building Inspector or Project Monitor as appropriate	Cost for PCM test 24-hour turnaround/12-hour turnaround/ 6-hour turn around including all transit costs (test to be conducted during final inspection – no additional site visit cost allowed)	

Asbestos Project Testing	Rush Samples		Courier Cost to rush sample	
Asbestos Project Post-Inspection	Post-abatement project area visual inspection	CT license as Asbestos Building Inspector or Project Monitor as appropriate	Pre site visit	
Asbestos Project Testing and Inspection Services	Response Action Report – Includes all project information, logs, records, etc, as required by State and Federal rules and regulations	CT license as Asbestos Building Inspector or Project Monitor as appropriate	Per Report	
Asbestos Project Design	prepare plans & specs for planned asbestos abatement project which may also involve PCB; prepare state forms if needed; bid process and bid award	CT license as Asbestos Project Designer	fixed fee plus reimbursables	
Abatement oversight	monitor asbestos/PCB remediation actions; collect documentation; perform clearance testing	CT license as Asbestos Project Monitor	daily fee plus unit costs for samples	
Health & Safety training	hold training sessions for various topics included in the district's health & safety program (this could be combined with the asbestos training and be part of the designated persons duties)	demonstrable background in OSHA training	fixed fee for each training session based on length of session (should not depend on number of attendees)	

Lead paint	determine presence of lead in paint	CT license as Lead Paint Inspector	for paint chips – hourly rate plus unit cost for samples; for XRF testing – fixed fee for half day and for full day	
Lead Water	Site visit and water test report with recommendations	Appropriate Lead Water Testing Certification	For testing of potable water	
Lead Water	Test water at dispensing sites for presence of lead (sinks, fountains, etc.)	Appropriate Lead Water Testing Certification – CT accredited lab	Cost per draw	
PCB testing	collect and analyze bulk samples	B.S in laboratory based science (this would most commonly also involve asbestos testing)	hourly plus unit cost for samples	
Indoor Air Quality	mold testing – air, surface, bulk	B.S in laboratory based science	hourly plus unit costs for samples	
	tracking of carbon dioxide, temperature, relative humidity	B.S in laboratory based science	fixed weekly fee	
	TO-15 testing	B.S in laboratory based science	hourly plus unit cost for samples	
General	consultations on questions or problems connected to OSHA, EPA, CT-DPH, CT-DEEP issues	demonstrable knowledge; appropriate licenses; B.S in laboratory based science	hourly rate	

