

**TOWN OF TRUMBULL, CONNECTICUT
BOARD OF EDUCATION
REQUEST FOR PROPOSAL
INSTALLATION OF NEW DOOR LOCKS ON CLASSROOM DOORS**

BID NUMBER: 6308

DUE: August 9, 2018 @ 2:00 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 **INSTALLATION OF NEW DOOR LOCKS ON CLASSROOM DOORS In 11 schools all located in the Town of Trumbull** in accordance with the enclosed requirements & specifications for the Trumbull Board of Education.

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

A Pre Bid Site visit prior to submitting a Bid are ENCOURAGED by Contacting Mark Deming 203-452-4306, or (Demingm@trumbullps.org) prior to submitting a bid. The Project is at 11 schools in Bid Specifications. You cannot show up at the school without supervision from BOE

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.

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 # 6308: INSTALLATION OF NEW DOOR LOCKS ON CLASSROOM DOORS

Due: August 9, 2018 @ 2pm

Town of Trumbull

5866 Main Street

Trumbull, CT 06611

a) All Proposals must be made on the enclosed Proposal form. All blank spaces for Proposal Prices must be filled in, in ink or typewritten, and the proposal form must be fully completed And executed when submitted. Please 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 subject project

b) No oral, telephonic, Email 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

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. No

Proposer may withdraw a proposal within ninety (90) days after the actual proposal opening.

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.

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- 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 reserves the exclusive right to determine whether or not a proposal meets or exceeds the stated specifications. This is a RFP after an evaluation the lowest-best qualified bidder will be awarded and go to contracts. Once contracts are signed the results of the bid will be posted on the town website Results are available from the Purchasing Department website www.trumbull-ct.gov.
The award shall be made after careful consideration of all factors including but not limited to Price.

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 August 2 2018 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, upon signature of both award and contract The Town purchasing Agent will issue a Purchase Order.

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 & THE BOE is always interested in any and all cost reduction opportunities. Award will be for best overall value.

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.

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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, STANDARDS AND FEDERAL AND STATE PREVAILING WAGE**

- a) 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.
- b) Applicable laws and regulations relating to State of **Connecticut Prevailing Wages**, employment practices, nondiscrimination, safety and health regulations shall be adhered to by the contractor. The contractor shall be responsible for “Certified Statements of Compliance” regarding Prevailing Wages. Contractor shall also collect and submit four (4) Certified “Statements of Compliance” from any sub-contractors.

13. **WARRANTIES**

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

14. **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.

15. **METHOD OF AWARD**

The following criteria will be used to evaluate all quotes:

- a) Firm Price
- b) Delivery Options and Discounts
- c) Vendor’s ability to supply & support the products that match the specifications.
- d) Proposers are requested to quote as a complete al materials & Labor.
- e) Time is essence and will be part of the award

16. **DELIVERY**

Schedule with the Mark Deming 203-452-4306, 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

17. **INSURANCE**

The successful bidder shall provide the Town Purchasing Agent with a Certificate of Insurance before work commences. The Town shall be named as an additional insured with an Insurance Company licensed to write such insurance in Connecticut, against the following risks and in not less than the following amounts:

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- Worker’s Compensation
- Contractor’s Public Liability and Property Damage
- Automobile Insurance

General Liability	Each Person	Each Occurrence	Aggregate
Bodily Injury Liability	\$1,000,000	\$1,000,000	\$2,000,000
Property Damage Liability	\$1,000,000	\$1,000,000	\$2,000,000
Personal Injury Liability	\$1,000,000	\$1,000,000	\$2,000,000
Comprehensive Automobile Liability			
Bodily Injury	\$1,000,000	\$1,000,000	\$2,000,000
Property Damage		\$1,000,000	\$2,000,000

The insurance policy must contain the additional provision wherein the company agrees those thirty (30) days prior to termination, expiration, cancellation or reduction of the insurance afforded by this policy with respect to the contract involved, written notice will be served by registered mail to the Town.

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 Town Purchasing department & BOE Facilities Department Office.

18. 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. Responsible for all permitting and state and town codes.
- 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 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.

19. SITE VISITS

A Pre Bid Site visit prior to submitting a Bid are ENCOURAGED by Contacting Mark Deming, 203-452-4306, or (Demingm@trumbullps.org) prior to submitting a bid.

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20. PROPOSAL, PERFORMANCE AND PAYMENT BONDS

- a) A Bond payable to the Owner must accompany each Proposal for ten (10%) percent of the total amount of the Proposal. As soon as the Proposal prices have been compared, the Owner will return the bonds of all except the three lowest responsible Proposals. When the Agreement is executed, the bonds of the two remaining unsuccessful Proposers will be returned. The Proposal Bond of the successful Proposer will be retained until the Payment Bond and Performance Bond have been executed and approved, after which it will be returned. A certified check may be used in lieu of a Proposal (Bid) Bond.
- b) A Performance Bond and a Payment Bond, each in the amount of 100 percent (100%) of the Contract Price, with a corporate surety approved by the Owner, will be required for the faithful performance of the contract. Attorneys-in-fact who sign the Bid Bonds or Payment Bonds and Performance Bonds must file with each bond, a certified and effective dated copy of their power of attorney.
- c) The party to whom the contract is awarded will be required to execute the Agreement and obtain the Performance Bond and Payment Bond within ten (10) calendar days from the date when Notice of Award is delivered to the Proposer. The Notice of Award shall be accompanied by the necessary Agreement and Bond forms. In case of failure of the Proposer to execute the Agreement, the Owner may, at his option, consider the Proposer in default, in which case the Bid Bond accompanying the proposal shall become the property of the Owner.
- d) The Owner, upon receipt of acceptable Performance Bond, Payment Bond and Agreement signed by the Contractor, shall sign the Agreement and return to the Contractor an executed duplicate of the Agreement within a reasonable period of time. The returned executed Agreement by the Owner to the Contractor shall be accompanied with a Notice to Proceed.

21. MISCELLANEOUS

- a) All Contractors must develop a complete and thorough schedule that demonstrates that the Contractor will be able to complete the project in a timely fashion.
- b) Selected proposer agrees to warranty all work completed for this requirement.
- c) The Town may make such investigations as necessary and it deems appropriate to determine the qualifications of the proposer to perform the work required. Each proposer shall submit a Statement of Bidder Qualifications. If the Town is not satisfied that the proposer is properly qualified, the Town reserves the right to reject the proposal of said proposer.

20. ADENDUMS

It is the responsibility of all proposal submitters to verify with the Town if any addendums or changes to this bid have been made. All and any addendums will be posted on the Town of Trumbull – Purchasing Department website. www.trumbull-ct.gov.

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BID NUMBER: 6308 DUE: August 9, 2018 @ 2:00 pm

REQUIREMENTS AND SPECIFICATIONS

Scope of Work

A Pre Bid Site visit prior to submitting a Bid are ENCOURAGED by Contacting Mark Deming 203-452-4306, or (Demingm@trumbullps.org) prior to submitting a bid.

Locations

Trumbull High School, 72 Strobel Rd
Agriscience High School, 536 Daniels Farm Rd
Madison Middle School, 4630 Madison Ave
Hillcrest Middle School, 530 Daniels Farm Rd
Frenchtown Elementary, 30 Frenchtown Rd
Booth Hill Elementary, 545 Booth Hill Rd
Jane Ryan Elementary, 190 Park Lane
Tashua Elementary, 401 Stonehouse Rd
Daniels Farm Elementary, 710 Daniels Farm Rd
Middlebrook Elementary, 220 Middlebrooks Ave
TECEC, 240 Middlebrooks Ave

The Trumbull Board of Education is seeking proposals to purchase and install new door locks and develop a master keying system for the district. The district will provide a lock survey completed by a vendor for the BOE. The intent of this bid is to provide a consistent locking system for the classrooms in the district along with office and other doors. The proposal will address approximately 1,000 door locks.

The proposed locks must be rated as “Grade 1” per ANSI/BHMA A156.2-2003 certified and shall be a “storeroom function”. It will be the responsibility of the successful contractor to insure they have reviewed each installation application to insure a seamless install.

Removable core patented keying system shall provide a master key and day key capabilities for all (11) eleven schools, and include a district wide Grand master with patented key system.

Provide up to (4) keys per cylinder/lock, provide up to (10) master keys per school, provide up to (2) grand master keys per school, provide up to (4) Great grand master keys.

Preference will be given to those proposals that provide network version key control software system.

Provide and set up key box system to fit entire system at one central location.

Provide list of any door deficiencies found during installations unrelated to locks being replaced.

The successful contractor (if required) must be licensed and insured to perform necessary work. Any permit that may be required for this work shall be applied for and received prior to the commencement of any work.

The District reserves the right to reduce or increase the number of doors addressed in this bid to work within budgeted funds.

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PROPOSAL FORM

Proposal of _____ (hereinafter called "Proposer, Bidder"), organized and existing under the laws of the State of Connecticut, doing business as to the Engineering Department, Town of Trumbull, Connecticut (hereinafter called the "Owner").

In compliance with your Advertisement for Proposals, Proposer hereby proposes for the **INSTALLATION OF NEW DOOR LOCKS ON CLASSROOM DOORS** project, in the Town of Trumbull, Connecticut together with all related incidental and appurtenant work as described in the specifications. The work is to be done in strict accordance with the Specifications, Drawings/Survey and all Contract Documents, within the time set forth therein, and at the prices stated on the Proposal Schedule.

By submission of this Proposal, each Proposer certifies, that this Proposal has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this Proposal with any other Proposer or with any competitor.

Proposer understands that the Owner reserves the right to reject any or all proposals and to waive any informality in the bidding.

Proposer agrees that this proposal shall be good and may not be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for receiving proposals.

Upon receipt of written notice of the acceptance of this proposal, proposer shall execute the formal contract attached within ten (10) days and deliver a Surety Bond or Bonds as required in the General Conditions. The Bid Security attached in the sum of _____ Dollars (\$) is to become the property of the Owner in the event the contract and bond are not executed within the time above set forth, as liquidated damages for the delay and additional expense to the Owner caused thereby.

Company Name
By (Signature)

Date
Print Name

Title

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.

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

This quotation is to remain firm for 90 DAYS

TOTAL PROPOSED FOR PURCHASE & INSTALLATION OF NEW DOOR LOCKS ON CLASSROOM DOORS

TOTAL proposed for all schools together (turnkey):

\$ _____ in Figures

\$ _____ Dollars

Enclosed herewith is the Bid Guaranty (10% of Base Bid minimum), which is in the form of:
() Bid Bond () Certified Check

All State of Connecticut taxes are excluded from the Bid Sum.

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Proposal continued

Company Name

By (Signature)

Address

Print Name

City, State, Zip code

Title

Phone # / FAX

EMAIL

Website

Cell Number

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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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THE PROPOSER 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 _____

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

Proposer _____
(Fill in Name)

By _____
(Signature and Title)

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QUALIFICATIONS- EXPERIENCE

Schedule A: Prior Experience (Copy Additional Pages as Needed)

Project	Owner	Design Professional	Contract Price	Amount Completed	Date of Scheduled Completion

Schedule B: Current Experience (Copy Additional Pages as Needed)

Project	Owner	Design Professional	Contract Price	Amount Completed	Date of Scheduled Completion

Schedule C: Personnel (Copy Additional Pages as Needed)

Name	Position	Date of Hire	Date Started in Construction	Prior Positions & Construction Experience

END OF BID GENERAL INSTRUCTIONS
Please BID 6308 prevailing wages
BID 6308- Lock Survey