

**TOWN OF TRUMBULL, CONNECTICUT  
REQUEST FOR QUOTATION (RFQ)  
(2) SNOW PLOW VEHICLES  
TRUMBULL BOARD OF EDUCATION**

**BID NUMBER 6324**

**DUE: December 18, 2018 @ 2:00 PM**

**GENERAL INSTRUCTIONS TO BIDDERS**

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent on the behalf of the Trumbull board of education, will accept sealed bids for TWO (2)- 2015-2018 **SNOW PLOW READY VEHICLES**, as detailed in the attached specifications.

This RFQ is not a contract offer, and no contract exists until a written contract is signed by the Town and the successful proposer(s). It is the sole responsibility of the vendors to check the Towns website for any addendum

**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.

Bidders may also submit, under separate cover with their proposal, any samples of reports and documents that are necessary to meet the requirements (deliverables) of this request should a purchase order be awarded

**2. BID SUBMISSION**

Bids are to be submitted in DUPLICATE and sealed in a sealed envelope and addressed as follows:

**Bid 6324 - Due: December 18, 2018**

Purchasing Agent - Kevin J Bova  
Town of Trumbull  
5866 Main Street  
Trumbull, CT 06611

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.

No oral, Email, 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.

**3. BID TIME**

- a) Bids shall be received at the office of the Purchasing Agent, Town Hall, prior to the advertised hour of opening, at which time all proposals will be publicly opened and read aloud.
- 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 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 Town of Trumbull-Board of Education reserves the exclusive right to determine whether or not a

Proposal meets or exceeds the stated specifications.

- 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**

All inquiries regarding this request shall be answered up to the close of business on **December 11, 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, Email or by Fax as appropriate to all bidders. Inquiries of a technical nature may be directed to the BOE Facilities Director Mark Deming, [MDeming@trumbullps.org](mailto:MDeming@trumbullps.org) (203.452-4306), all others may be directed to Kevin Bova, Purchasing Agent (203.452.5042) [kbova@trumbull-ct.gov](mailto:kbova@trumbull-ct.gov)

The Town reserves the right to communicate with any or all of the bidders to clarify the provisions of Proposals. The Town further reserves the right to request additional information from any bidder at any time after proposals are opened.

7. **AWARD AND AUTHORITY**

The Town's purchasing Agent will issue notification of award and a Standard contract. BOE will issue the Purchase Order. The BOE with its available funds may choose tow vehicles and they may be awarded to more than one vendors and or different brand and models that meet the specifications requirements.

The award shall be made after careful consideration of all factors including but not limited to price.

8. **PRICING**

- a) All prices quoted are to be firm for a period of 30 days 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. Lead time / Delivery will be a key factor.

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 a 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 / BOE, and the Town reserves the right to reject any proposal offering equipment, 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**. The terms of the sale must be stated.

The successful bidder shall advise the Trumbull BOE Mark Deming [MDeming@trumbullps.org](mailto:MDeming@trumbullps.org) (203.452-4306) as to the delivery date and time to arrange for acceptance and inspection of vehicles by the Town.

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 of Origin (at the time of delivery)
- Odometer Reading Certificate
- Warranty
- Tax Exemption Certificate

The Town/ BOE 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 duplicate to  
Town of Trumbull  
Trumbull Board of Education ATT: Mark Deming  
6254 Main Street  
Trumbull, CT 06611

**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](http://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.

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TRUMBULL BOARD OF EDUCATION**

**BID NUMBER 6324**

**DUE: December 18, 2018 @ 2:00 PM**

**VEHICLE SPECIFICATIONS**

**These Specifications Must Be Returned in Duplicate with Bid**

In the preparation of this bid, the bidder must provide throughout the detailed specifications. As the expert in the equipment bid, the bidder will be responsible to point out all exceptions between his proposed equipment and the published specifications. Comments to the effect of "SEE LITERATURE" or "SEE BROCHURE" will not be an acceptable response and may result in bid being eliminated as informal. If more space is necessary, use the reverse side.

All vehicles must be designed for Snow plowing, and must be equipped with the standard equipment that comes with equipment throughout, except where otherwise noted.

**Description/Options for each vehicle:**

1. BOE will consider trucks from 2015-2018, Chevrolet, GMC, Ford or Dodge that are four wheel drive, one ton vehicles, with at least a 13,000 GVW, equipped with a minimum 9 ½' plow.
2. Ultra-low mileage used vehicles with less than 3,000 miles will be considered, especially those with a transferable warranty.
3. Equipped with 6.6L V8 or equivalent diesel engines and Allison 6 speed automatic transmissions or equivalent.
4. Vehicle chassis must be equipped with either a dump body, flat bed or utility body.
5. Additional consideration will be given to proposals that include truck mounted sanders.
6. Additional requirements:
  - a. Installed back up alarm
  - b. Snow plow prep package to include 220 amp alternator
  - c. Power windows
  - d. Air Conditioning
  - e. Rubberized floor coverings
  - f. Owners manual
7. Preferred features:
  - a. Engine block heater
  - b. HD transmission cooler
  - c. Trailer Brake controller
  - d. Auto locking rear differential
  - e. Outside camper style mirrors
  - f. Single Cab
  - g. Dual fuel tanks

**EXCEPTIONS:** (to any item in OPTIONS) – *attach additional pages as necessary*

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**WARRANTY:**

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Bidder must bid on vehicle, police package, and equipment as specified. Any variation from these specifications must be presented to the procuring agency in the space provided below. Bidder must indicate any variances to the specifications, no matter how slight. The statement "see attached" to express a variance is not acceptable. The bidder must describe the variance in the space provided and supply additional documentation to justify the variance. If no variations are presented, it shall be construed that the proposed equipment is in total compliance with these specifications. Delivered equipment is subject to acceptance by the procuring agency. Equipment not fulfilling the specifications as accepted by the procuring agency will be rejected.

**VARIATIONS TO SPECIFICATIONS:**

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

\_\_\_\_\_  
By (Signature)

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Town/City - ZIP

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Email

\_\_\_\_\_  
Website

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**BID 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.

The undersigned hereby submits the following prices for Vehicles. The following bid meets all the specifications and conditions stated in this Request for Quotation and pricing shall be firm fixed and remains in effect for thirty (30) days.

**Detailed specifications and literature accompanies this response are attached.**

**Ford Vehicle**

With the Options in the Specifications \$ \_\_\_\_\_/Total for 1 Vehicle)

Year \_\_\_\_\_ Miles \_\_\_\_\_

**Chevrolet Vehicle**

With the Options in the Specifications \$ \_\_\_\_\_/Total for 1 Vehicle)

Year \_\_\_\_\_ Miles \_\_\_\_\_

**GMC Vehicle**

With the Options in the Specifications \$ \_\_\_\_\_/Total for 1 Vehicle)

Year \_\_\_\_\_ Miles \_\_\_\_\_

**Dodge Vehicle**

With the Options in the Specifications \$ \_\_\_\_\_/Total for 1 Vehicle)

Year \_\_\_\_\_ Miles \_\_\_\_\_

**OTHER Vehicle that must meet specifications**

With the Options in the Specifications \$ \_\_\_\_\_/Total for 1 Vehicle)

Year \_\_\_\_\_ Miles \_\_\_\_\_

**Guaranteed Delivery \_\_\_\_\_ days after receipt of order (ARO)**

**Warranty (details attached): \_\_\_\_\_ Miles \_\_\_\_\_ Days**

**Above Price Shall Remain Firm for: \_\_\_\_\_ Days**

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

\_\_\_\_\_  
By (Signature)

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
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): \_\_\_\_\_

End OF Proposal