

Town of Colchester
And
Colchester Public Schools
127 NORWICH AVENUE, SUITE 201 & 202
COLCHESTER, CT., 06415-1260

Gregg Schuster
First Selectman

(860) 537 - 7220
FAX: 537 - 0547

Jeff Mathieu
Superintendent of Schools

(860) 537 - 7260
FAX: 537 - 1252

Bid # 2013-10

Invitation to Bid:
Fire Extinguisher & Hood System Service \ Cleaning & Repair

May 10, 2013

Bids shall be addressed to 1st Selectman, Gregg Schuster, 127 Norwich Avenue, Suite 201, Colchester, Connecticut. 06415 on or before **2:00 P.M. May 31, 2013.**

Bids shall be submitted in a sealed envelope clearly marked, "**Fire Extinguisher & Hood System Service / Cleaning & Repair Bid #2013-10**".

Bid opening shall take place at the Colchester Town Hall, Office of the 1st Selectman, 127 Norwich Avenue, Suite 201, Colchester, CT. 06415 at **2:00 P.M. May 31, 2013.**

Any questions concerning this bid may be answered by contacting Tony Gallicchio, Town of Colchester Facility Manager, at (860) 537-2296 or 860- 319-7772.

No right shall accrue to any person submitting a bid until such bids have been accepted and contract awarded in writing by the duly authorized representative of the Colchester Board of Selectman. The Colchester Board of Selectman reserves the right to reject any and all bids and to accept the lowest responsible bidder, and to waive any informalities, omissions, excess verbiage, or technical defects in the Bidding, if, in the opinion of the Board of Selectman, it would be in their best interest to do so.

Fire Extinguisher & Hood System Service \ Cleaning & Repair

A) Fire Extinguisher Service / Inspection

- 1. Bacon Academy 611 Norwich Ave _____/yr
1a . Bacon Academy Portable Classrooms _____/ yr
- 2. William J Johnston School 380 Norwich Ave _____/ yr
- 3. Jack Jackter Intermediate School 215 Halls Hill Rd _____/ yr
(include EOC)
- 4. Colchester Elementary School 315 Halls Hill Rd _____/ yr
- 5. Colchester Public Schools Maintenance Facilities 367 Halls Hill Rd _____/ yr
- 6. Town Hall 127 Norwich Ave _____/ yr
- 7. Youth Center 40 Norwich Ave _____/ yr
- 8. Senior Center 95 Norwich Ave _____/ yr
- 9. Town Garage 300 Old Hartford Rd _____/ yr
- 10. Fire Department Company 1, 54 Old Hartford Rd. _____/ yr
- 11. Fire Department Company 2, 424 Middletown Rd _____/ yr
- 12. Cragin Memorial Library 8 Linwood Ave _____/ yr

B. Kitchen Hood Pricing – Contract Price per year

- Kit Hood at Bacon Academy _____/ yr
- Kit Hood at William J. Johnston Middle School _____/ yr
- Kit Hood at Jack Jackter Intermediate School _____/ yr
- Kit Hood at Colchester Elementary School _____/ yr
- Kit Hood at Colchester Fire Dept Co1 _____/ yr

Submitted service/refill test price schedule YES _____ NO _____

Call back or repair; \$ _____/hr includes transportation, portal to portal, fuel surcharge, etc

Mon. - Fri. A.M. _____ to P.M. _____

After hours, weekends, holidays : \$ _____/hr includes transportation, portal to portal, fuel surcharge, etc.

24 hour service? ___ Y, ___ N, If yes phone number _____

Response time: Normal business hours _____ minutes.

Repair Parts discount of manufacturer's invoice _____%.

Due by May 31, 2013 by 2:00 PM

Bidders Name

Authorized Signature

Bidders Address

Bidders Phone

Bidders FAX

Contact Person

Date

General Specifications

All bids must be submitted on the enclosed "Bid Sheets". *No Exceptions.* Bidder shall provide information regarding the bidder's qualifications, company history, etc.

Scope. Service contract inclusions are as follows:

- A. Provide necessary materials, tools, equipment and service labor to perform annual Fire Extinguisher Service, inspections maintenance, recharging and repairs, as well as the semi-annual kitchen hood system testing, cleaning and repair service. Fire Extinguishers shall be certified / rendered fully charged and in operable condition. All fire extinguishers shall be labeled (weights checked, pressures, etc, when applicable)
- B. Provide necessary labor and equipment to perform semi-annual Hood & filters service defined as: inspecting all associated ducting and fan(s), cleaning and degreasing IAW with NFPA standards for kitchen hood maintenance.
- C. Provide the necessary labor for call back repairs as outlined on the bid sheet.
- D. Provide parts necessary for any call back repairs. Only authorized factory parts shall be used.
- E. Guarantee all material and workmanship for a period of one (1) yr, after repair.

Bid Prices: a) Bidder to provide a service/refill price listing for the various types and sizes of Fire Extinguishers, by location. Service is to include, but is not limited to: annual maintenance, recharging, and testing, pins, seals, etc. of fire extinguishers. Price is to be a YEARLY fee, by location. Include the costs of Hydrostatic testing, if required, for the various type and sizes. at the following locations:

NOTE: . Loaner extinguishers will be required for those extinguishers taken out of service for Hydro-testing. Loaners shall be provided at no additional cost to the Town, and shall remain available for the Town's usage until all repairs have been completed and the equipment is fully repaired and certified. A list of all removed extinguishers, by serial number, must be provided to the location contact prior to the removal. All fire extinguishers are property of the Town of Colchester.

Bacon Academy 611 Norwich Ave, Contact Ray Watson 860-537-2378
Bacon Academy Portable Classrooms

William J Johnston School 380 Norwich Ave,
Contact Joe Coccomo 860-537-2313

Jack Jackter Intermediate School 215 Halls Hill Rd,
Contact Dave Fitzgerald 860-537-9421 Include the E.O.C. in this inspection.

Colchester Elementary School 315 Halls Hill Rd,
Contact Matt Childress 860-537-0717

Colchester Public Schools Maintenance Facilities 367 Halls Hill Rd,
Contact Tony Gallicchio 860-319-7772

Contact Tony Gallicchio 860-319-7772 for the following locations:
Town Hall 127 Norwich Ave,
Youth Center 40 Norwich Ave,
Senior Center 95 Norwich Ave,

Town Garage 300 Old Hartford Rd,
Contact Steve Sharp 860-537-3462

Fire Department Company 1, 54 Old Hartford Rd. &
Fire Department Company 2, 424 Middletown Rd
Contact Dan Rowland 860-537-2512

Cragin Memorial Library 8 Linwood Ave,
Contact Rowland Brunette 860-537-5752

b) Bidder to provide the cost of semi-annual testing and inspection of the kitchen hood system at 5 locations: Bacon Academy, Colchester Elementary School, William J. Johnston Middle School, Jack Jackter Intermediate School and Colchester Fire Department Co1. Service prices shall be all inclusive, including fusible links. All inclusive rate shall be comprised of portal to portal, fuel surcharge, pick up fees etc.

c) Special Specification Requirements:

Carbon Dioxide Fire Extinguishers: service to include Hazardous Materials Identification System (HMIS) label, UN DOT label, replacement of tamper seals and the replacement of the pin, if needed. Service should include a Conductivity test on all hose assemblies. A corresponding test label should be affixed if unit passes.

Dry Chemical Fire Extinguisher: service shall include the verification of the six (6) year maintenance and hydrostatic testing certification label, HMIS label, UN DOT label, replacement of tamper seals and pull pin, if necessary.

Halon – must be recharged in accordance with manufacturer's standard practice.

Bid Award: This contract will be awarded to the *lowest responsible qualified bidder* meeting specifications, **This shall be awarded as a LUMP sum bid, therefore bidders need to bid on every location to be considered.**

DEFINED AS: -ability and capacity of the bidder to perform the work. Consideration will be given to previous work performed by the Bidder for the Town of Colchester.

- financial resources of the bidder, and bidder's ability to secure bonds and / or insurance
- compliance by the Bidder with all applicable federal, state , and local laws , including licensing requirements
- delivery or completion time
- involvement in litigation
- lump sum cost per location: service with consideration given to the hourly "after hours" rate, and discount % off manufacturer invoice.

Once the Lowest Responsible Qualified Bidder has been identified and award of the bid is authorized, the Purchasing Agent shall prepare or cause to be prepared: (1) a purchase order to confirm the bid award or 2) when required, a contract. The Purchasing Agent will bring the recommendation forward to the Board of Selectman for approval as required by the Town Charter, State Statutes, and this policy.

Term: Prices must be held for a contract period **July 1, 2013 to June 30, 2016**. Bids may not be awarded for a period of 60 days after bid opening

Dates of Service: Schools will require service prior to August 31, 2013, 2014 , 2015, 2016

NOTE: Successful contractor must make reasonable arrangements with each location contact prior to service.

Insurance: The bidder is required to provide to the Town Finance Department a certificate of workers compensation and contractors liability insurance prior to commencement of any work. The Town of Colchester is to be named as an additional insured as respects to their interest in all operations of the named insured subject to policy terms and conditions. The policy shall be in place for \$1,000,000/\$2,000,000 in liability coverage or greater.

Security : A background check sheet must be completed for each employee who will be working in our facilities prior to commencement of any work. (Attachment A)

- All successful bidder employees / representatives must wear an identifying badge displaying
- the company name, while on town property.

Invoicing: Each Facility will require separate invoicing.

Disposal : Successful bidder shall be responsible for the proper, safe, and legal disposal methods. Nothing shall be disposed of on Town property.

Miscellaneous: . By submitting a bid the bidder acknowledges he/she has reviewed all conditions necessary to complete their proposal and cannot make claim against Town of Colchester or Colchester Public Schools for mistakes in the RFP document.

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Background Check Sheet

The following form must be completed for all individuals working in Town facilities and submitted prior to the commencement of work.

Please type or print in ink:

Service being performed: _____

Social Security #: _____

Name: _____
Last First MI

Current Address: _____

Current Phone #: _____

- A. Have you ever been convicted of a crime? ___Yes ___No
- B. As of this date, are criminal charges pending? ___Yes ___No
- C. If you answered "Yes" to either of the above questions, please explain. (Conviction of a crime is not an absolute bar to working in our schools. Rather, the Board will consider the following factors: (a) nature of the crime and its relationship to the job in question; (b) information concerning rehabilitation; and (c) the amount of time elapsed since the conviction or release from custody.)

Signature

Date

COLCHESTER PUBLIC SCHOOLS

INDEMNIFICATION AND RELEASE

This form is valid for a period of one school year from the date signed for each school which application of usage is made.

THIS IS A LEGALLY BINDING DOCUMENT. DO NOT SIGN IT UNTIL YOU HAVE READ THE CONTENTS HEREOF AND UNDERSTAND THE SAME. IF YOU ARE IN DOUBT, CONSULT AN ATTORNEY PRIOR TO SIGNING THIS DOCUMENT.

In consideration of the permission granted to it by the Colchester Board of Education to use certain buildings, grounds, facilities, and/or equipment owned by the Town of Colchester and under the direction of the Colchester Board of Education, the undersigned, in recognition of the fact that the Colchester Board of Education has no lawful obligation to permit said usage by any person, group or other entity not sponsored by the Colchester Board of Education of the Town of Colchester, does hereby release the Colchester Board of Education and the Town of Colchester, its agents, servants, and employees from liability in the event of injury to any person using the said buildings, grounds, facilities, and/or equipment in connection with the activity sponsored by the undersigned or to any person attending any such activity. The undersigned intends this release to be effective and binding on itself and on all members, guests, invitees or observers of the activity sponsored by it.

The undersigned, on behalf of itself and its members, does hereby agree to indemnify the Colchester Board of Education and the Town of Colchester and its agents, servants, and employees against any and all claims, suits, actions, debts, damages, costs, charges and expenses, including court costs and attorney's fees, and against all liability, losses, and damages of any nature whatsoever, that the Colchester Board of Education and or the Town of Colchester shall or may at any time sustain or be put to by reason of the usage by the undersigned or its members of buildings, grounds, facilities, and/or equipment as contemplated herein.

IN WITNESS WHEREOF, I hereunto set my hand this _____ day of _____, 20

(Name of Organization)

By _____
(Signature) Title