

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

Art Shilosky
First Selectman

(860) 537 - 7220
FAX: 537 - 0547

Jeff Mathieu
Superintendent of Schools

(860) 537 - 7208
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RFP # 2016-14

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

August 17, 2016

Bids shall be addressed to 1st Selectman, Art Shilosky, 127 Norwich Avenue, Suite 201, Colchester, Connecticut. 06415 on or before **2:00 P.M. September 16, 2016.**

Bids shall be submitted in a sealed envelope clearly marked, **“RFP 2016-14 Fire Extinguisher & Hood System Service / Cleaning & Repair”**.

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. September 16, 2016.**

Any questions concerning this bid may be answered by contacting James Paggioli, L.S., Public Works Director, at (860) 537-7288.

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 (include EOC) _____/ yr
 - 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. Cragin Memorial Library 8 Linwood Ave _____/ yr
- OPTIONAL LOCATIONS:
- 10. Fire Department Company 1, 54 Old Hartford Rd. _____/ yr
 - 11. Fire Department Company 2, 424 Middletown Rd _____/ yr

B. Re-charging and Hydro-testing as needed. Costs but be submitted under separate cover but will be utilized on an “as needed” basis, by unit, and location. As such costs are reference only and shall not be used in the determination of the lowest responsible bidder, but the availability of this service, and submitted costs, will be taken into consideration under “vendor’s ability to perform”.

Submitted hydrotest/recharge price schedule YES ____ NO ____

C. Kitchen Hood Pricing – Contract Price per year

- Kit Hood at Bacon Academy - cafeteria _____/ yr
- Kit Hood at Bacon Academy - FCS cooking room _____/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

OPTIONAL LOCATION:

Kit Hood at Colchester Fire Dept Co.1 _____/ yr

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 September 16, 2016 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. Cleaning and degreasing shall not be excluded by the bidder and if excluded shall be grounds for the bid to be rejected.
- 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 workmanship for a period of one (1) yr, after repair. All equipment replaced must have manufacturer's warranty left with head custodian.

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, under separate cover. Prices shall be all inclusive, including fusible links, pick-up/delivery portal to portal, fuel charges, etc..

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 Matt Childress 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,
Colchester Public Schools Maintenance Facilities 367 Halls Hill Rd,
Contact Ken Jackson 860-537-0717

Contact James Paggioli 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

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

OPTIONAL LOCATION:

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

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, pick-up/delivery portal to portal, fuel charges, etc..

NOTE: successful contractor must make arrangements with each location contact prior to service

NOTE: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. If unit cannot be recharged a replacement cost must be quoted for determination of purchase.

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 **October 1, 2016 to October 1, 2019**. Bids may not be awarded for a period of 60 days after bid opening

Dates of Service: Schools will require service prior to **August 20, for 2017, 2018, 2019**

1. **Insurance:** INSURANCE REQUIREMENTS:

The vendor shall maintain for the life of the Contract the insurance coverage set forth below for each accident provided by insurance companies authorized to do business in the State of Connecticut with a rating by AM Best of "A" or better. A certificate of insurance indicating these amounts, and listing the Town of Colchester as additional insured, must be submitted at the time of award.

A. Commercial General Liability:

Limits of Liability:-Each Occurrence - \$1,000,000 General Aggregate - 2,000,000

includes coverage for:

- 1. Products/Completed Operations.
- 2. Contractual Insurance.
- 3.. Broad Form Property Damage.
- 4. Independent Contractors.
- 5. Personal Injury.
- 6. Premises-Operations.

B. Auto Liability - Combined Single Limit \$1,000,000

C. Owners Contractors Protective Liability (OCP) in the name of The Town of Colchester:

Each Occurrence - \$1,000,000

General Aggregate - \$1,000,000

E. Worker's Compensation - Statutory

F. The Town of Colchester shall be listed as additional insured on Commercial General Liability policies.

G. The contract of insurance shall provide for notice to the Town of cancellation of insurance policies thirty (30) days before such cancellation is to take effect.

The contractor shall defend, save harmless and indemnify the Town of Colchester, its officers, agents, employees, and assigns from any damages resulting from any challenge to the legality of the bid process or any of the documents used here, including, but not limited to, the Request for Proposals or Contract Agreements. In addition, the contractor agrees to indemnify and hold harmless the Town of Colchester and each of their respective members, employees, officers and agents from and against any

claims, demands, losses, costs or liabilities for personal injury or property damage or any other loss which may result from the contractor's performance or lack of performance of the Contract. Such "losses" shall include all reasonable attorney's fees and costs incurred in the representation of the Town, or any of their respective members, officers, employees, sub-committees of the Town or agents in any suit or claim arising from the contractor's performance or lack of performance of the Contract or arising from the enforcement of this provision.

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) The cost for each background check will be paid by the vendor. Approximate cost at the present time is \$85.00 per application with fingerprint card. Contractor to coordinate fingerprinting with the Colchester Police Department.

- 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