

*Town of East Haven  
Bid # 10-111  
Carpet Cleaning  
@ Various Schools*

*SEALED BIDS may be submitted to the Office of the Director of Finance, 250 Main Street, lower level, East Haven, CT until Tuesday, June 15, 2010 at 11:00 a.m., when they will be opened and read aloud. Specifications and Forms on which Bids must be submitted may be obtained at the Office of the Finance Director, lower level East Haven Town Hall, 250 Main Street, East Haven, CT 06512 on Tuesday, May 25, 2010.*

*A 5% Bid Bond must accompany each Bid.*

*There is no charge for the Bid Packet. All Bids MUST be in TRIPLICATE.*

*The Director of Finance reserves the right to reject any or all Bids or to waive defects in same if he deems such to be in the best interest of the Town to do so.*

*It is the sole responsibility of the Bidder to assure the Bid is received by the proper authority prior to the "Bid Opening" time. Bids received after this time will be considered informal and will be rejected. No Bidder may withdraw their proposal within sixty (60) days of the date of the Bid Opening.*

*All Bids will be in Adobe format and can be viewed and printed from the following site:*

*<http://www.townofeasthavenct.org>*

*Any questions in respect to this proposal may be directed to Joseph Travaglino, Director of Buildings & Grounds, @ 203-468-3369.*

*Minority and Female owned concerns are invited to participate and will be afforded full opportunity to submit Bids and are encouraged to do so.*

*The Town of East Haven is an Affirmative Action Equal Opportunity Employer.*

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*Thomas Thompson  
Director of Finance*

*To be advertised in the legal ad section of the New Haven Register on Tuesday, May 25, 2010.*  
*TT/cmc*

**NOTICE TO DEALERS/VENDORS**

1. Any prices bid by dealer/vendor on any items offered to the East Haven Board of Education shall be the price effective at the date of delivery.
2. No delivery date of "ASAP" (As Soon As Possible) shall be considered acceptable on items that have a maximum delivery date listed in the specifications.
3. The East Haven Board of Education reserves the right to accept alternate bids on any or all items where maximum delivery date, as listed in the specifications is not met by dealer/vendor.
4. Signature below of authorized agent for dealer/vendor shall constitute recognition and acceptance of all conditions of the sale as listed above.
5. All shipping is to be East Haven Connecticut 06512 and included in total price unless otherwise stated in the bid document.

\_\_\_\_\_  
Dealer/Vendor

\_\_\_\_\_  
Authorized Agent

## **GENERAL SPECIFICATIONS**

It is the intent of these specifications to furnish the East Haven Board of Education with the following requisitioned equipment, according to the attached. It is clearly understood that the following are minimum specifications and are made in order to show the exact quality through specifications of the equipment proposed.

The East Haven Board of Education reserves the right to accept any or all bids or to choose the bid considered to be in their best interest and to waive any technicalities.

**NO BID WILL BE CONSIDERED IF RECEIVED AFTER THE DATE AND TIME SPECIFIED.**

**Be sure to put the Bid Number on the outside of your  
Return envelope.**

## **INSTRUCTIONS TO BIDDERS**

1. Proposals must be made upon the form of the proposal attached hereto. They must be enclosed in a sealed plain envelope, with the bid number written on the outside and endorsed with the title of the proposal, and must be filed with the Director of Finance, 250 Main St. East Haven Ct. 06512.
2. No bidder will be allowed to withdraw his proposal for any reason whatsoever after the bids have been opened.
3. The specifications following represent the minimum general size, weight, and performance characteristics desired in the equipment to be purchased. These requirements are not intended to prevent obtaining fair prices or to eliminate competition, but to insure, if possible, that all bids submitted shall not be subject to correction or alteration after the bid has been filed, opened, and publicly read. In view of an unusual wide disparity in details of design and manufacture, complete descriptive literature and manufacturer's specifications must be submitted on each type of equipment offered. The East Haven Board of Education reserves the right to evaluate any or all bids, particularly where there is a range in specifications. Special consideration will be given to the ready availability of repair parts and service.
4. Federal or State taxes are not applicable to Connecticut Municipalities under the United States Code Title 26.
5. It is expressly understood by the bidder that written notice of the award or purchase order by the East Haven Board of Education will constitute an agreement and consummates the transaction and will serve together with the proposal, the advertisement, these instructions and the detailed specifications, as the entire form of contract between the parties.
6. The bidder agrees that the East Haven Board of Education reserves the right to reject any or all proposals, or to accept the part of the bid considered to be in their best interest...
7. Specifications referred are minimum, therefore unless otherwise indicated by the bidder, the East Haven Board of Education will assume proposals meet or exceed all specifications.
8. The names of a certain brand, make or definite specifications are to demote quality standard of the article desired, but do not restrict bidders to be specific brand, make or manufacturer named; it is to set forth and convey to prospective bidders the general style, type, character and quality of the article desired.
9. The award of the contract will be made to the lowest responsible bidder taking into consideration quality performance and the time specified in the proposals for the performance of the contract. The East Haven Board of Education reserves the right to reject all bids as appears in its own best interest and to waive technicalities. In cases of a tie, the bid received first will be awarded or whichever bid is in the best interest of the East Haven Board of Education.

## **SPECIFICATIONS**

It is the intent of these specifications to furnish the East Haven Board of Education with **Cleaning of Classroom and corridor carpets @ Academy, DC Moore, Deer Run, Ferrara, Overbrook & Tuttle Schools**. These are minimum specifications and the successful contractor should be able to meet the minimum requirements below. Any deviations should be submitted with this bid package on your company letterhead.

### **1.0 General Conditions**

Contractor must submit references to show ability to perform contracts of this magnitude.

### **1.1 Term of Contract**

The contract will begin July 31, 2010 and expire August 31, 2011.

### **1.2 Option to Renew**

The East Haven Board of Education reserves the right to extend the contract for an additional (1) one year period if both parties are in agreement and the prices remain firm.

### **1.3 Termination**

The East Haven Board of Education reserves the right to cancel this agreement with (15) fifteen days written notice.

### **1.4 Method of Ordering**

Individuals specifically authorized by the East Haven Board of Education will place written orders directly to the contractor. A written purchase order number will be given for each project. This number **MUST** appear on the invoice as well as where the work was performed and a brief description of what was actually done.

### **1.5 Invoicing**

Invoices shall be mailed to East Haven Board of Education, Attn: Finance Department 35 Wheelbarrow Lane, East Haven, Ct. 06513

### **1.6 Delivery**

All parts and labor will be quoted FOB various East Haven Board of Education locations, unloaded and installed. Travel time for contractor's personnel will not be included as part of this contract.

## **1.7 Repair and Replacement Parts**

Repair or replacement parts for existing equipment may be accomplished by the contractor using other than original equipment manufacturer's (OEM) parts. However, all parts or equipment furnished must be equal or exceed that of the original equipment manufacture.

## **1.8 Contractors Performance**

Contractor shall furnish necessary labor, tools, equipment and supplies to perform the required services at the East Haven Board of Education facilities. The East Haven Board of Education's authorized representative will decide all questions which may arise as to the quality and acceptability of any work performed under this contract. If, in the opinion of the East Haven Board of Education's authorized representative, performance becomes unacceptable, the East Haven Board of Education shall notify the contractor.

The contractor will have (1) one day from that time to correct any specific instances of unsatisfactory performance. In the event the unsatisfactory performance is not corrected within the specified period, the East Haven Board of Education shall have the immediate right to complete the work to its satisfaction and shall deduct the cost to cover from any balances due or to become due the contractor. Repeated incidences of unsatisfactory performance may result in cancellation of the agreement for default.

## **1.9 Insurance**

Contractor, performing as an independent contractor, shall be fully responsible for providing Workers Compensation, Commercial General Liability and Automotive Liability coverage as follows:

- A) Workers Compensation Statutory
- B) Employer's Liability \$500,000 (each accident)
- C) Commercial General Liability in the amount of \$1,000,000.00
- D) Contractor will hold the East Haven Board of Education harmless in the event of any accident unless the East Haven Board of Education has been proven to be at fault.

### **1.10 Access to Work Area**

East Haven Board of Education personnel will identify project areas, storage areas and parking to be utilized by the contractor.

### **1.11 Suspension of Work**

The East Haven Board of Education reserves the right to suspend work wholly or in part if deemed necessary for the best interest of the East Haven Board of Education. This suspension will be without compensation to the contractor other than to adjust the contract completion or delivery requirements.

### **1.12 Equipment Safety**

The contractor shall be responsible for providing and for the placement of barricades, tarps, plastic, flag tape and other safety/traffic control equipment required to protect its employees, the public, surrounding areas, equipment, vehicles and East Haven Board of Education personnel. Work area safety is a primary concern of the East Haven Board of Education. Any company that has a history or a high incidence of accidents may be disqualified if deemed necessary by the East Haven Board of Education.

### **1.13 Workmanship**

Where not more specifically described in any or the various sections of these specifications, workmanship shall conform to all of the methods of operations of best standards and accepted practices of the trade and shall include all fabrication, construction or completion. All work shall be performed by personnel skilled in their respective lines of work and be certified or licensed as required by National, State, or Local law.

### **1.14 Cleaning**

The contractor shall keep the premises clean of all rubbish and debris generated by the work involved and shall leave the premises neat and clean. All surplus materials, rubbish and debris shall be disposed of by the contractor and at the contractor's expense.

The work area shall be cleaned at the end of each work day unless prior approval has been granted by the East Haven Board of Education. The East Haven Board of Education shall not be responsible for theft or damage to the contractor's property. In the event that a project cannot be finished by the end of the work day, the contractor shall secure the area in a way that is safe to the public and East Haven Board of Education personnel.

### 1.15 Hours of Work

All work under this contract will be coordinated with East Haven Board of Education personnel.

### 1.16 Security

The East Haven Board of Education does not assume responsibility, at any time, for the protection of or loss of materials from the time the contractor operations have commenced until the final acceptance of the work is acknowledged by the East Haven Board of Education.

### 1.17 Final Inspection and Acceptance

The contractor will request an East Haven Board of Education designee to conduct a site inspection after the project is complete. The designee will prepare a punch list if needed during the inspection and will forward a copy to the contractor.

After the punch list items have been corrected, the contractor will request a final inspection. *Final project approval is contingent on the final inspection and written approval by the East Haven Board of Education. This shall include an East Haven Board of Education employee's signature on a valid work order.*

### 1.18 Property Damage

Contractor agrees to repair at contractor's expense any damage that was caused to East Haven Board of Education owned property by contractor.

## 2.0 Scope

Contractor shall supply all labor and materials for the cleaning of carpets.

### CARPET CLEANING PROCEDURE SCHEDULE

- 1) Use single disc rotary shampooer plus deep cycle hot water extraction on all carpet.
- 2) Contractor is responsible for the moving of all furniture.
- 3) Contractor shall use forced air to dry all carpet.
- 4) Carpet cleaning shall be scheduled during the summer break, and after all custodial cleaning is completed.
- 5) Contractor will coordinate with the building custodian the cleaning schedule.
- 6) The contractor at no cost to the Board of Education shall remove any mold that appears after carpet cleaning due to incomplete drying of the carpet.
- 7) **Carpets must be vacuumed prior to any attempt at extraction with water.**

## **2.1 Repair Warranties**

Contractor shall list on the invoice or work order the brand name and part number of all replacement or used parts. All repairs shall be warranted for a minimum of (90) ninety days from date of repair. If the same item must be repaired again for any failure during the warranty period, the follow-up service will be performed at no charge to the East Haven Board of Education including labor. Parts which carry a standard warranty that exceeds (90) ninety days shall be honored by the contractor.

## **2.2 Labor Rates**

Labor rates will start upon arrival at the job site and end upon completion that day at job site. The East Haven Board of Education will not accept any travel charges. As is general practice in this industry, subcontractors may be used, providing all other specification's listed are adhered to.

## **2.3 Work Hours/Labor Rates**

Regular work hours shall be 7:00 a.m. to 6:00 p.m., Monday through Friday, East Haven Board of Education holidays excluded, regular hour rate shall apply.

Overtime hours shall be all other times not covered in the previous paragraph and may be charged accordingly.

## **2.4 Response Time**

All call for service must be acknowledged within (1) one hour of initial phone call. Contractor must state a realistic and true time when the work can be scheduled and to the acceptance of the East Haven Board of Education.

## **2.5 Major Repairs**

Before major non-emergency repairs (greater than \$4000.00) are approved, contractor shall provide the East Haven Board of Education with a written quotation detailing parts and estimated labor charges within (3) three business days.

**PROPOSAL**

We/I have examined the specifications and agree to furnish the East Haven Board of Education with the services as specified accordingly. *Any deviations from the specifications will be submitted on your company letterhead.*

<b>Approximate Square footage</b>	<b>Cost</b>
<b>Academy - main office</b>	<b>1,000 sq ft</b>
<b>DC Moore – main office, 23 rooms</b>	<b>22,000 sq ft</b>
<b>Deer Run – main office, 23 rooms</b>	<b>22,000 sq ft</b>
<b>Ferrara – main office, 14 rooms</b>	<b>14,000 sq ft</b>
<b>Hays – main office, 17 rooms, corridors</b>	<b>15,000 sq ft</b>
<b>Overbrook – main office, 12 rooms</b>	<b>11,000 sq ft</b>
<b>Tuttle – main office, 24 rooms, corridors</b>	<b>24,000 sq ft</b>
	<b>107,000 approximate sq ft</b>

*Square footage is the responsibility of the vendor*

**Rate per square foot** \$ \_\_\_\_\_.

Date: \_\_\_\_\_

Company Name:

Address:

Phone Number: \_\_\_\_\_ Fax:

Emergency Phone Number (24 hours):

Signature: \_\_\_\_\_ Title:

Printed Name: