

**INVITATION FOR REQUEST FOR PROPOSAL**

**AMITY REGIONAL SCHOOL DISTRICT #5**

**CENTRAL ADMINISTRATIVE OFFICE**

**25 NEWTON ROAD**

**WOODBIDGE, CONNECTICUT 06525**

**April 11, 2019**

**SPECIFICATIONS AND PROPOSAL FORM FOR**

**AMITY MIDDLE SCHOOL – ORANGE CAMPUS  
GLYCOL LOOP MAINTENANCE**

**ANY INQUIRIES CONCERNING THE SPECIFICATIONS**

**SHOULD BE DIRECTED TO:**

**DIRECTOR OF FACILITIES**

**(203) 397-4817**

**SEALED PROPOSALS WILL BE RECEIVED NO LATER THAN**

**1:30P.M., Monday, April 29, 2019**

**IN THE CENTRAL ADMINISTRATIVE OFFICE**

**MARK SEALED PROPOSAL ENVELOPE CLEARLY:**

**“AMITY MIDDLE SCHOOL – ORANGE CAMPUS  
GLYCOL LOOP MAINTENANCE”**



## **INTRODUCTION**

These specifications are for proposals from firms or individuals (Contractor) for the following services at the Amity Regional School District #5 (Amity) facilities in Orange:

### **AMITY MIDDLE SCHOOL – ORANGE CAMPUS GLYCOL LOOP MAINTENANCE**

All proposals shall be submitted to Amity in accordance with these specifications and the conditions as set forth in the contract documents. The successful respondent will be required to sign a contract with the School District which will comply with the terms and conditions hereof.

It is the intention of Amity to select a Contractor to provide these services based on factors which include the comprehensiveness and quality of the proposal, the experience of the Contractor, the costs submitted by the Contractor, and factors which, in the opinion of Amity, will lead to efficient, cost effective, and well maintained facilities. Price in and of itself will not necessarily be the deciding factor in awarding the contract.

## GENERAL TERMS AND CONDITIONS

1. **Purpose:** The Contractor will efficiently provide its services at Amity's facilities at each of the district schools including:

(description of the work is attached as Exhibit A)

Amity remains responsible for insuring that the facilities are in conformance with state law and shall monitor the Contractor through periodic monitoring and reports. Amity retains control of the quality, and general nature of its facilities. Amity shall be assured by the Contractor that all federal, state and local regulations are being met in performing work under this contract.

2. **Contract:** The contract shall be for the period of June 15, 2019 through August 15, 2019. The contract will be subject to termination with sixty (60) written days notice by either party. A contract will be executed between Amity and Contractor. The contract shall include the request for proposal and attachments, and the Contractor's proposal as finally accepted.
3. **Contractor Eligibility:** The Contractor must submit appropriate evidence demonstrating the ability and the resources to provide the specified services at facilities of equal size. Submittal of this information must include a list of current contracts in operation in New England with total facilities size indicated and customers which have terminated your services in the past five (5) years must also be listed.
4. **Contractor Responsibility:** It is the responsibility of the Contractor to examine all provisions and visit each and every location where work is to be performed to become fully acquainted with the sites, problems, conditions, and other factors that pertain to the operation. No claim for relief due to mistakes or omissions will be entertained and each Contractor will be held to his proposal. Amity reserves the right to waive errors in proposals, to accept other than the low bidder, and reject any or all proposals at its discretion.
5. **Facilities and Equipment:** The Contractor shall provide all the necessary equipment. All of the Contractor's equipment shall be maintained at the Contractor's facility and the Contractor's expense. Amity shall ***not*** be responsible for providing the use of its facilities for storage.
6. **Fiscal Arrangements:** The Contractor shall keep and maintain accounting and billing records by the calendar month. Within fifteen (15) working days after the end of each month, Contractor will provide Amity with detailed invoice for all of its costs.
7. **Personnel:**  
All personnel required to perform under the contract shall be the employees of the Contractor. Salaries and fringe benefits for such employees will be determined and provided solely by the Contractor. The Contractor will make available, staff which, in the opinion of Amity and the Contractor, is adequate for efficient management and to provide and supervision. The Contractor will employ only persons acceptable to Amity. In the event that the personnel changes, Amity shall be promptly notified in writing. If the substituted person(s) is/are unacceptable to Amity, the Contractor shall have 30 days to find an acceptable person. If the Contractor fails to find suitable replacements, Amity may terminate the contract and obtain services from any other source it chooses.

8. **Health and Background Examinations:** The Contractor shall cause all of its employees to submit to periodic health examinations and background investigations at least as frequent and as stringent as required by law for school employees, and to submit satisfactory evidence of compliance to Amity.
9. **Discounts:** Buying and purchasing procedures will be according to state statutes and Amity policy and the Contractor will make every effort to take advantage of all trade discounts and rebates which shall be credited to the cost of operations. The Contractor will practice all feasible economies in the operation of Amity's facilities. No employee, official, manager, or representative of the Contractor shall accept gratuities or "kick-backs" of any sort. In the event of a violation, the personnel shall be immediately dismissed by the Contractor.
10. **Records, Certifications, Etc.:** The Contractor shall keep full and accurate accounts and records in connection with the services covered in this contract.

The Contractor will be totally and completely responsible for seeing that the operation is in complete conformity with all rules and regulations of the Connecticut Department of Education, Amity, and all other applicable Federal, State, and Local laws, codes or regulations. All assessments to Amity for noncompliance will be paid by the Contractor.

11. **Inventory:** Not applicable.
12. **General:** It will be strictly understood that the Contractor and its employees shall at no time bring upon the premises any alcoholic beverages for sale, gifts, or use in any manner whatsoever. No tobacco or drugs in any form are to be used by the Contractor or any of its employees on the premises.
13. **Award:** Award of contract will be to the Contractor that submits a proposal that is determined to be responsive to the invitation and most advantageous to Amity.
14. **INSURANCE:**  
The successful Contractor will **NOT** commence work under the terms of the specifications until it has furnished a Certificate of Insurance to Amity showing that it has Contractor's Public Liability, Property Damage, and Workmen's Compensation insurance providing and including full coverage for all subcontractors, the Amity, its agents, and employees. The minimum limits are: Property and Liability Coverage - \$1,000,000 per occurrence; Workers Compensation – Statutory Requirements. Insurance policies shall contain a day cancellation and/or modification clause with the requirements of a written notice by the insurance company to the Amity. Amity Regional School District No. 5 shall be listed as additionally insured as well as certificate holder and must have proper endorsement from Insurance provider.
15. **INDEMNITY:**  
The Contractor assumes the entire responsibility and liability in and for any and all damages and/or injuries of any kind or nature whatsoever to all persons, whether employees or otherwise, and to property arising out of or resulting from the services provided as herein set forth and provided for in the contract, and for any and all damages and/or injuries of any kind which shall occur in connection therewith and said Contractor agrees to indemnify, defend and save harmless Amity, its agents, servants, and employees for and against any and all losses, expenses, including legal fees and disbursements, damages and/or injuries growing out of or resulting from or occurring in connection with the execution of the work herein provided for including, by way of example and not by way of limitation, any losses,

expenses including legal fees and disbursements, damages or injuries occurring in connection with or resulting from the use by the Contractor, its agents or employees, of any equipment, stock, appliance, implements, works, tools or machinery, or any other property owned, rented, borrowed by or assigned to the aforesaid Amity arising under any law whatever, which may be in effect in the locality in which the work is situated or otherwise.

16. **SUBCONTRACTORS:**

Amity will recognize only the successful contractor for the proper execution of the entire work under the contract. The contract may not be assigned in whole or in part.

17. **MISCELLANEOUS:**

1. The selection of the Contractor to serve the needs of Amity is an important and complex task. It is recognized that there are probably many persons and/or entities that can provide the services and which would adequately meet these needs. Amity will exercise both objective and subjective rationale in the selection process. The Request for Proposals is intended to provide interested parties with uniform information concerning the requirements for submitting proposals. In responding to this Request for Proposals, proposal requirements and content format indicated herein must be adhered to. Failure to respond to all of the information requested may result in the disqualification of the proposal. The Contractor is free to suggest alternative program variations that would achieve Amity's objectives as stated above.
2. The submission of a proposal will be construed to mean that the respondent is fully informed as to the extent and character of Amity's requirements, and the respondent represents that it is willing and able to furnish the services requested in a satisfactory manner in complete compliance with the specifications.
3. Once submitted, all proposals become the property of Amity, which reserves the right to reject any and all proposals. Proposals must be firm and may not be withdrawn for 90 days, or until Amity awards the contract, whichever comes first.
4. Amity shall not be liable for any costs incurred by respondents in preparing or submitting proposals.
5. Amity reserves the right to accept any item or group of items proposed in any proposal, unless the respondent qualifies its offer by specific limitation. Amity reserves the right to select a respondent who is not the lowest priced respondent as it deems in its best interest.
6. Amity reserves the right to reject any proposal, in whole or in part, and to waive technical defects, qualifications, irregularities, and omissions, if, in its sole judgment, the best interests of Amity will be served. Each proposal received within the required time frame will be evaluated individually by Amity. Each evaluation will come of necessity, consistent subjective judgments concerning each proposal.
7. Amity reserves the right to negotiate with any respondent regarding changes to the original proposal which may be deemed to be in the best interests of Amity.
8. In the event that such successful respondent fails to execute a contract within thirty (30) days after notification of award by Amity, Amity may cancel its action and reconsider other proposals or solicit new proposals.

9. Amity shall consider the successful Contractor to be the sole point of contact with regard to contractual matters including payment to performance of service by the Contractor, its agents and employees. The successful Contractor shall not be allowed to assign the contract nor delegate any responsibilities or duties to any third party without prior written consent of Amity.
10. If it becomes necessary to revise any part of this Request for Proposal or otherwise provide additional information, an addendum will be issued by Amity and furnished to all prospective respondents who have received copies of this original Request for Proposal.

## **SPECIFICATIONS AND INSTRUCTIONS**

1. All prospective Contractors must; be State of Connecticut licensed or approved vendor; demonstrate a minimum of 5 years experience with system listed herein; demonstrate ability to secure OEM equipment for repair/replacement purposes.
2. Should a prospective Contractor need clarification or interpretation, he/she must request such in writing to the Director of Finance and Administration at least seventy-two (72) hours prior to the proposal opening. Responses shall also be in writing and shall be distributed to all known prospective Contractor(s). The Owner or its agents will not be responsible for any alleged oral instructions or interpretations given to prospective Contractor(s).
3. No proposal will be considered unless properly completed and signed by the Contractor.
4. The Contractor shall quote a unit price for labor, percent markup for materials (MMU), and delineate other Contractor charges if any (see Bid form) when specified on the bid document.
5. A Certificate of Insurance with 60 days prior written notice of cancellation naming Amity Regional School District No. 5 as an additional insured must be filed by the successful Contractor with the Director of Finance and Administration before the contract is awarded. (See General Conditions for specific limits)
6. The contract will be awarded within thirty (30) days of proposal opening.
7. The contract period will begin June 15, 2019 through August 15, 2019.
8. Sites included are:  
Amity Middle School (Orange Campus), 100 Ohman Avenue, Orange
9. **GENERAL SCOPE OF WORK** (includes, but not limited to) See exhibit A for detail scope  
Contractor shall:
  - ◆ Perform all work per Industry standards, and all other regulations and entities governing. Be available to perform work on 24/7 basis. Provide owner with 24/7 contact information.
  - ◆ Provide all labor, materials, equipment and tools needed.
  - ◆ Provide, install, repair and/or replace hardware devices/equipment as needed.
  - ◆ All work to be done in a workmanlike manner; follow all applicable federal, state, and local codes
  - ◆ Successful vendor will be responsible for pulling any necessary permits; check with the Town of Orange building department
  - ◆ Vendor is to leave the site clean and free of debris at the end of each work day
  - ◆ Include all warranty information in the bid package
  - ◆ Include all cut-sheets on the equipment being proposed in the bid package
  - ◆ Work only to be done AFTER coordinating with appropriate personnel.

**AMITY REGIONAL SCHOOL DISTRICT #5  
WOODBIDGE, CONNECTICUT**

**LIST OF EXHIBITS**

EXHIBIT A	SCOPE OF WORK
EXHIBIT B	OFFICIAL BID FORM(S)
EXHIBIT C	ADDITIONAL BID RESPONSE INFORMATION



**EXHIBIT A**  
**SCOPE OF WORK AND RELATED INFORMATION**  
**AMITY MIDDLE SCHOOL – ORANGE CAMPUS**  
**GLYCOL LOOP MAINTENANCE**

- ◆ Work in collaboration with hazardous waste contractor to drain and capture all contaminated acidic glycol and dispose of material at an approved and permitted facility by CORS
- ◆ Work in conjunction with District Personnel to add MC-1 and DG-3 cleaners that the District will supply
- ◆ Work in conjunction with District Personnel to fill the entire system with water, vent the air, and ensure every control valve is open and start all necessary pumps and let circulate for 48 hours
- ◆ Once cleaning solution and degreaser has circulated for 48 hours, proceed to turning off pumps and clean every strainer in the building
- ◆ Once all cleaning is done, and it has been verified that all strainer openings have been secured, start pumps and circulate solution for another 48 hours then dispose of through CORS
- ◆ Flush the entire system again with water and dispose of all water with CORS ensuring at all times that nothing leaches into the ground or sewer system
- ◆ After all of this is completed, work in conjunction with District Personnel to fill and vent the entire system with District supplied Intercool NFP-40 Inhibited Propylene Glycol
- ◆ Contractor must supply documented proof of successful completion of similar jobs in CT with the bid proposal
- ◆ This bid is to be a time (hourly rate) and percent markup of any necessary contractor supplied parts or supplies
- ◆ Bids are due Monday, April 29, 2019, at 1:30 PM
- ◆ Amity Regional School District No. 5 reserves the right to waive errors in any proposals, to accept other than the low bidder, and reject any or all proposals at its discretion

**EXHIBIT B**  
**AMITY REGIONAL SCHOOL DISTRICT NO. 5**  
**2019-2020 SCHOOL YEAR**  
**OFFICIAL BID FORM**  
**AMITY MIDDLE SCHOOL – ORANGE CAMPUS**  
**GLYCOL LOOP MAINTENANCE**

To be delivered in a sealed envelope marked “AMITY MIDDLE SCHOOL – ORANGE CAMPUS GLYCOL LOOP MAINTENANCE” to the Director of Finance and Administration, District Office, Amity Regional School District No.5, 25 Newton Road, Woodbridge, CT 06525 before 1:30 P.M. on Monday, April 29, 2019.

Having read the “Invitation for RFP”, “Scope of Work and Related Information” and all other related documents, the undersigned hereby agrees and proposes to provide Glycol Loop Maintenance services as outlined and submits proposal below. Acceptance of this proposal by Regional School District No. 5, in writing, shall constitute the basis for a written contract between the two (2) parties.

**BASE BID**  
**FOR THE FISCAL YEAR ENDING JUNE 30, 2020**

LOCATION	LABOR/ HOUR	MATERIAL MARK UP PERCENT	LABOR/HR PREMIUM TIME	OTHER CONTRACTOR CHARGES
Amity Reg. Middle School Orange				
<b>TOTAL COST:</b> (when applicable)				
<b>COMMENTS OR NOTES:</b>				

Name of Bidder \_\_\_\_\_

Date \_\_\_\_\_

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

Telephone \_\_\_\_\_

Address \_\_\_\_\_

Fax \_\_\_\_\_

\_\_\_\_\_

24/7 contact info \_\_\_\_\_

Signature of Authorized Agent \_\_\_\_\_

**EXHIBIT C**  
**AMITY REGIONAL SCHOOL DISTRICT NO. 5**  
**2019-2020 SCHOOL YEAR**  
**ADDITIONAL BID RESPONSE INFORMATION**  
**AMITY MIDDLE SCHOOL – ORANGE CAMPUS**  
**GLYCOL LOOP MAINTENANCE**

**1. Due Date and Delivery**

Written responses in a sealed envelope must be submitted no later than **April 29, 2019, at 1:30 P.M.** All bidders must deliver two original written copies and one electronic version of your response to:

Terry Lumas  
Director of Finance and Administration  
District Office  
Amity Regional School District No. 5  
25 Newton Road  
Woodbridge, CT 06525

Please allow ample time for receipt of responses. Responses received after 1:30 P.M. on April 29, 2019 will not be accepted or recognized. **Postmarks do not determine actual receipt.** Sealed bids may be hand delivered. Facsimiles and e-mails are not acceptable.

**2. Additional Information**

Any questions or requests for additional information should be addressed, in writing, to Jim Saisa, Director of Facilities via mail to the address above or via email at [jim.saisa@amityregion5.org](mailto:jim.saisa@amityregion5.org).

Reasonable requests will receive expeditious response. Requests for additional information or interpretations must be received by the RFP Due Date, as described in the timetable. Interpretations, corrections and changes to this RFP will be made by Addendum issued by the District. Interpretations, corrections and changes of the RFP made in any manner other than by such an Addendum will not be binding, and Respondents shall not rely upon them. Addenda will be issued no later than the Addenda Close Date, as described in the timetable. Addenda will be provided to all prospective respondents that inform the District in writing of its desire to receive Addenda.