



Town of Fairfield

Sullivan Independence Hall
725 Old Post Road

Fairfield, Connecticut 06824
Purchasing Department

(203) 256-3060
FAX (203) 256-3080

BID #2020-05 MUSICAL INSTRUMENT REPAIR SERVICES

TOWN OF FAIRFIELD
PURCHASING AUTHORITY
725 OLD POST ROAD
INDEPENDENCE HALL
FAIRFIELD, CT 06824.

Date Submitted _____, 2019.

SEALED BIDS are subject to the standard instructions set forth on the attached sheets.

Any modifications must be specifically accepted by the Town of Fairfield, Purchasing Authority.

Bidder:

Doing Business As (Trade Name)

Address

Town, State, Zip

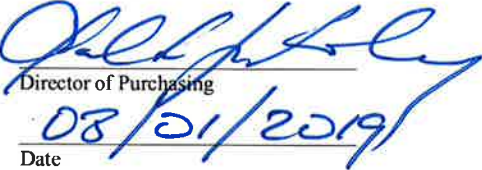
Mr./Ms. Name and Title (Printed)

Signature

Telephone Fax

E-mail


First Selectman


Director of Purchasing

08/01/2019
Date

Sealed bids will be received by the Purchasing Authority at the office of the Director of Purchasing, First Floor, Independence Hall, 725 Old Post Road, Fairfield, Connecticut 06824, up to:

11:00AM, Thursday, August, 15th, 2019

To supply labor, materials, equipment, and all else necessary, to provide musical instrument repair services for the Board of Education, as detailed in the attached specifications.

NOTES:

1. Bidders are to complete all requested data in the upper right corner of this page and must return this page and the Proposal page with their bid.
2. No bid shall be accepted from, or contracts awarded to, any person/company who is in arrears to the Town of Fairfield upon debt, or contract or who has been within the prior five (5) years, a defaulter as surety or otherwise upon obligations to the Town of Fairfield.
3. Bid proposals are to be submitted in a sealed envelope and clearly marked "Bid #2020-05" on the outside of the envelope, including all outer packaging, such as, DHL, FedEx, UPS, etc.
4. It is the sole responsibility of the bidder to see that the bid is received by the Fairfield Purchasing Department on time and prior to the date noted above. Bid proposals are not to be submitted via email or fax.
5. Bid proposals are not to be submitted with plastic binders or covers, nor may the bid proposal contain any plastic inserts or pages.

INVITATION TO BID

The Town of Fairfield (Town) on behalf of its Board of Education (BOE) is seeking competitive bids from qualified contractors to provide musical instrument repair services, including a weekly pick-up and delivery schedule.

Repair services shall be required for string, brass, woodwind, and percussion instruments. The contract may be awarded to multiple contractors specializing in repair services for a particular instrument type, i.e. brass or strings, etc.

TERM / RENEWAL OF CONTRACT

The contract shall commence upon award of bid for a twelve month term. The Town on (60) days advance written notice, may renew the 2019 contract for one (1), two (2), three (3) or four (4) successive annual terms, based on the same terms and conditions as the 2019 contract, including an agreed upon cost of living allowance (COLA) as posted on the State of Connecticut, Labor Market Information page: <http://www1.ctdol.state.ct.us/lmi/cpi.asp>

ADDENDA / REQUESTS FOR INFORMATION (RFI)

Addenda concerning important information and/or modifications to specifications will be posted on the Fairfield Purchasing Department website at www.fairfieldct.org/purchasing.htm

- It is each Bidder's sole responsibility to monitor the above website for all updated information.
- Addenda will not be mailed, e-mailed or faxed out.
- Written requests for information will not be accepted after **11:00am on Thursday, August 8th, 2019**.
- Verbal requests for information via phone or other means will not be accepted.
- Failure to comply with these conditions will result in the bidder waiving the right to dispute bid specifications and conditions, no exceptions.

Questions concerning this bid must be submitted in writing and directed only to:

Ms. Lee A. Flaherty, Junior Buyer: LFlaherty@fairfieldct.org

Response will be in the form of an addendum that will be posted approximately **Thursday, August 8th, 2019** to the Town of Fairfield website, which is www.fairfieldct.org/purchasing. It is the responsibility of each bidder to retrieve addenda from the website. Any contact about this bid between a Bidder and any other Town official and/or department manager and/or Town of Fairfield employee, other than as set forth above, may be grounds for disqualification of that Bidder. No questions or clarifications shall be answered by phone, in person or in any other manner than specified above.

SCOPE OF SERVICES

1. Standard repairs must be completed within one week of collecting instruments.
2. Pick-up and delivery will be scheduled on a routine basis Monday through Friday during the hours of 8:00am through 2:00pm. Costs for pick-up and delivery must be absorbed per each line item on the Bid Proposal Form.
3. Repair services must be performed by the Contractor at own fully equipped facility (i.e. no instrument is to be shipped to another repairer's location).
4. Loaners must be made available to BOE where repair services exceed one (1) week.
5. Contractor must be able to accommodate high volume of instruments for repair.

STRING STANDARDS

Repairs made to the body of bowed string instruments, including the ribs, back and top, must be made exclusively with hot hide glue. Note, in order to avoid irreparable damages to any instrument, repairs using non-standard adhesives such as Cyanoacrylate (super glue), Epoxy or Polyurethane glues, etc, are not acceptable, no exceptions.

Bridge Replacement:

1. Bridges should be made from properly seasoned, quartersawn maple.
2. Bridge feet must fit to the surface of the instrument top without any visible gaps.
3. Average setup requirements for string height shall be based on published recommendations by The National Association for Music Education (NAfME):
 - String height measured at the end of the fingerboard to the bottom of the strings.
 - The height of the middle strings is roughly between the heights of the outer strings.

Bass: (G) 7/16" (E) 11/16"

Cello: (A) 1/4" (C) 5/16"

Viola: (A) 3/16" (C) 1/4"

Violin: (E) 1/8" (G) 3/16"

REQUIREMENTS

1. A weekly pick up and delivery service is required to be provided by the Contractor, which must be coordinated with the BOE so as not to impact instructional time.
2. All equipment and materials supplied and/or installed shall be new and of current manufacture, and shall meet or exceed all specifications described herein. Deviations must be indicated with the proposal response.
3. The Bidder and/or supplier must be an authorized dealer and/or distributor for all equipment where serviced, supplied or installed, and may be required upon request to provide proof of all applicable licensing and certification.
4. The Contractor must provide warranty for all labor and materials, and shall be the single-point-of-contact. Note the Contractor and/or Company must be fully insured for loss.
5. Provide the Town with references (preferably municipalities) where equal services are performed. Level and extent of expertise specific to strings and woodwind repair must be verifiable.
6. Acceptance: The Town of Fairfield will not accept receipt of equipment and/or services performed (installed or otherwise) unless all specifications stated in the bid document have been accommodated, and/or approved by written consent. The Contractor shall be required to correct any nonconforming issues, at no expense to the Town of Fairfield.
7. Exceptions: Bidders are required to provide full details of any exceptions, attached to the Bid Proposal Form.
8. All costs as submitted in proposal must include warranty, freight, pick-up and inside-delivery, equip inspection, etc.
9. Estimated repair quantities are subject to change.
10. The Town of Fairfield reserves the right to award the bid on an item-by-item basis to contractors based on lowest price, broadest range of repair services and/or responsive service schedule; or any combination of these criteria. The Town also reserves the right to modify add or delete quantity items as deemed necessary.
11. The Town of Fairfield is dedicated to waste reduction and the practice of using and promoting the use of recycled and environmentally preferable products. Bidders are encouraged to submit bids that are printed double-sided (except for the signed proposal page) on recycled paper, and to use paper dividers to organize bids for review. All bid pages should be secured with a binder clip, staple or elastic band, and may not be submitted in plastic binders or covers, nor may the bid contain any plastic inserts or pages.

BID PROPOSAL FORM

PROPOSAL TO: Town of Fairfield, Purchasing Department
First Floor, Sullivan Independence Hall
725 Old Post Road, Fairfield, Connecticut 06824

I, _____ have received the following contract documents,

1. *BID Document #2020-05,*
2. *Posted addenda numbered _____ through _____, posted at www.fairfieldct.org/purchasing and have included their provisions in my Proposal.*

I shall supply all labor, materials, equipment and technical services to perform repairs to the following equipment:

ITEM 1 –STRINGS

Standard Rate: \$ _____ /hour

Mark up over cost for new replacement parts: _____ % (fixed)

Warranty: _____
Labor and Materials

Provide details for additional costs (i.e. minimum charge time, call out fees, etc)

ITEM 2 –BRASS

Standard Rate: \$ _____ /hour

Mark up over cost for new replacement parts: _____ % (fixed)

Warranty: _____
Labor and Materials

Provide details for additional costs (i.e. minimum charge time, call out fees, etc)

ITEM 3 –WOODWIND

Standard Rate: \$ _____ /hour

Mark up over cost for new replacement parts: _____ % (fixed)

Warranty: _____
Labor and Materials

Provide details for additional costs (i.e. minimum charge time, call out fees, etc)

BID PROPOSAL FORM

2 OF 2

ITEM 4 –PERCUSSION

Standard Rate: \$ _____ /hour

Mark up over cost for new replacement parts: _____ % (fixed)

Warranty: _____
Labor and Materials

Provide details of additional costs (i.e. minimum charge time, call out fees, etc)

ITEM 5 – USED INSTRUMENTS AVAILABLE FOR RESALE

Indicate if any instruments are available for resale: Yes ____ No ____

If yes, please provide details: _____

NOTE:

1. The Town of Fairfield reserves the right to award the bid on an item-by-item basis to contractors based on lowest price, broadest range of repair services and/or responsive service schedule; or any combination of these criteria. The Town also reserves the right to add or delete quantity items as deemed necessary.
2. The contract may be awarded to multiple contractors specializing in repair services for a particular instrument type.
3. All costs as submitted in proposal must include warranty, freight, pick-up and inside-delivery, equip inspection, etc.

Provide information regarding number of years in business, size of firm, and facility location.

Number of years in business: _____

Number of employees: _____ (full time) _____ (part time)

Facility Location: _____ (Town) _____ (State)

CHECKLIST

The following must be submitted with proposal:

- Cover page, completed and signed.
- Addenda (if any posted) acknowledged per Item 2 on Bid Proposal Form.
- List of references for services performed within the past three years of comparable scope.
- Bid Proposal Form.

Mr / Ms (Name of Authorized Representative)

Title

Signature

Date

Provide reference details regarding previous or existing contracts performed:

REFERENCE #1:

Name of Company _____ Phone _____
Contact Person _____ Cell _____
Company Address _____ Fax _____
Date work completed _____ Email _____

REFERENCE #2:

Name of Company _____ Phone _____
Contact Person _____ Cell _____
Company Address _____ Fax _____
Date work completed _____ Email _____

REFERENCE #3:

Name of Company _____ Phone _____
Contact Person _____ Cell _____
Company Address _____ Fax _____
Date work completed _____ Email _____

REFERENCE #4:

Name of Company _____ Phone _____
Contact Person _____ Cell _____
Company Address _____ Fax _____
Date work completed _____ Email _____

REFERENCE #5:

Name of Company _____ Phone _____
Contact Person _____ Cell _____
Company Address _____ Fax _____
Date work completed _____ Email _____

**PURCHASING AUTHORITY
TOWN OF FAIRFIELD
INSTRUCTIONS FOR BIDDERS
TERMS AND CONDITIONS OF BID**

BID PROPOSALS

Bid proposals are to be submitted in a sealed envelope and clearly marked on the outside "BID #2020-05" including all outer packaging such as DHL, FedEx, UPS, etc. All prices and notations must be printed in ink or typewritten. No erasures are permitted. Bid proposals are to be in the office of the Purchasing Authority, First Floor, Independence Hall, 725 Old Post Road, Fairfield, Connecticut, prior to date and time specified, at which time they will be publicly opened.

RIGHT TO ACCEPT / REJECT

AFTER REVIEW OF ALL FACTORS, TERMS AND CONDITIONS, INCLUDING PRICE, THE PURCHASING AUTHORITY OF THE TOWN OF FAIRFIELD RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS, OR ANY PART THEREOF, OR WAIVE DEFECTS IN SAME, OR ACCEPT ANY PROPOSAL DEEMED TO BE IN THE BEST INTEREST OF THE TOWN OF FAIRFIELD.

QUESTIONS

Questions concerning conditions, bidding guidelines and specifications should only be directed in writing to:

Ms. Lee A. Flaherty, Junior Buyer: LFlaherty@fairfieldct.org

Inquiries must reference date of bid opening, requisition or contract number, and must be received no later than as indicated in the bid documents prior to date of bid opening. Failure to comply with these conditions will result in the bidder waiving the right to dispute the bid specifications and conditions.

PRICES

Prices quoted must be firm, for acceptance by the Town of Fairfield, for a period of ninety (90) days. Prices shall include all applicable duties. Bidders shall be required to deliver awarded items at prices quoted in their original bid.

F.O.B. DESTINATION

Prices quoted shall be Net – Delivered to destination. Bids quoting other than F.O.B. Destination may be rejected.

PERMITS

The contractor will be responsible for securing all necessary permits, state and local, as required by the Town of Fairfield. The Town will waive its application and permit fees for Town of Fairfield projects.

PAYMENT PROCEDURES

No voucher, claim or charge against the Town shall be paid without the approval of the Fiscal Officer for correctness and legality. Appropriate checks shall be drawn by the Fiscal Officer for approved claims or charges and they shall be valid without countersignature unless the Board of Selectmen otherwise prescribed.

PAYMENT PERIOD

The Town of Fairfield shall put forth its best effort to make payment within thirty days (30) after delivery of the item acceptance of the work, or receipt of a properly completed invoice, whichever is later. Payment period shall be net thirty days (30) unless otherwise specified. For projects that do not require a performance or bid bond, The Town of Fairfield reserves the right to retain five percent (5%) of total bid amount, which is payable ninety (90) days after final payment or acceptance of the work.

THE CONTRACTOR

The Contractor for the work described shall be thoroughly familiar with the requirements of all specifications, and the actual physical conditions of various job sites. The submission of a proposal shall be construed as evidence that the Contractor has examined the actual job conditions, requirements, and specifications. Any claim for labor, equipment, or materials required, or difficulties encountered which could have been foreseen had such an examination been carefully made will not be recognized.

ASSIGNMENT OF CONTRACT

No contract may be assigned or transferred without the consent of the Purchasing Authority.

AWARD OF BIDS

Contracts and purchases will be made or entered into with the lowest responsible bidder meeting specifications, except as otherwise specified in the invitation. If more than one item is specified in the invitation, the Town of Fairfield reserves the right to determine the low bidder on an individual basis or on the basis of all items included in the Invitation for Bids, unless otherwise expressed by the Town.

GUARANTEE

Equipment, materials and/or work executed shall be guaranteed for a minimum period of one (1) year against defective material and workmanship. The cost of all labor, materials, shipping charges and other expenses in conjunction with the replacement of defective equipment, and/or unsatisfactory work, shall be borne by the Contractor.

**PURCHASING AUTHORITY
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CATALOGUE REFERENCE

Unless expressly stated otherwise, any and all reference to commercial types, sales, trade names and catalogues are intended to be descriptive only and not restrictive; the intent is to indicate the kind and quality of the articles that will be acceptable. Bids on other equivalent makes, or with reference to other catalogue items will be considered. The bidder is to clearly state exactly what will be furnished. Where possible and feasible, submit an illustration, descriptive material, and/or product sample.

INSURANCE

The Contractor shall not commence any work under the Contract until all insurance required by this section has been obtained and Certificates of Insurance and any other evidence of required coverage requested by the Town, including a copy of the policy itself, have been received and approved by the Town.

Such policies shall stipulate that no coverage can be changed or canceled, including for non-payment of premium, unless the Town has had thirty (30) days prior notice in writing. Certificates of renewals or changes in policies shall be delivered to the Owner at least thirty (30) days prior to the expiration of the policy.

The Town always reserves the right to reject insurance companies, if approved insurance policies cannot be provided the contract shall be terminated.

The insurance requirements set forth below are minimum limits of coverage only and in no way limit the Contractor's liability.

The following insurance is required to be maintained in full force until all work required by the contract has been fully completed, except that Products/Completed Operations coverage shall be maintained for five (5) years. Insurance will be primary and non-contributory with a 30-day notice of cancellation in favor of the Town of Fairfield. Insurance carriers will be no less than A-rated and admitted carrier or subject to review by Town of Fairfield.

Worker's Compensation Insurance: The Contractor shall carry Worker's Compensation and Employer's Liability Insurance in the form and in such amounts as may be currently required to comply with the Labor Laws of the State of Connecticut.

Automobile Insurance: The Contractor shall carry and maintain during the life of the Contract a policy with a combined single limit of \$1,000,000 and rider CA9948 or equivalent.

This policy shall include all liability of the Contractor arising from the operation of all self-owned motor vehicles used in the performance of the Contract; and shall also include a "non-Ownership" provision covering the operation of motor vehicles not owned by the Contractor, but used in the performance of the work.

Commercial General Liability:

- Bodily Injury and Property Damage \$1,000,000 each occurrence / \$2,000,000 aggregate
- Products/Completed Operations \$1,000,000 each occurrence / \$2,000,000 aggregate

This policy shall include Subcontractor's Liability coverage, protecting the Contractor and the Town against liability arising out of the activities of Subcontractors engaged by him in the performance of the work.

Umbrella/Excess Policy: An umbrella policy in the amount of \$5,000,000, with respect to all operations the Contractor performs, is required.

Waiver of Subrogation: Waiver of subrogation is required on all policies.

Pollution Liability Insurance: Where applicable, a policy in the amount of \$5,000,000 including coverage for transport and other offsite risks. Such policy must be given to the Town for review and determination of acceptability before an award will be made.

Additional Insureds: The Town of Fairfield, Fairfield Board of Education, its officers, officials, employees, agents, Boards, and Commissions shall be named as Additional Insureds on the General Contractor's and Subcontractors' Commercial General Liability, (for ongoing and completed operations), Automobile, and Umbrella. The coverage shall be primary and non-contributory and contain no special limitations on the scope of protection afforded to the Town of Fairfield. A waiver of subrogation applies under general liability, auto liability and workers compensation.

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**PURCHASING AUTHORITY
TOWN OF FAIRFIELD
INSTRUCTIONS FOR BIDDERS
TERMS AND CONDITIONS OF BID**

HOLD HARMLESS

Contractor shall defend, indemnify, and hold harmless the Town of Fairfield, its officers, employees, agents or volunteers, from and against any and all claims and demands of any nature for any loss, damage or injury which any person may suffer by reason of, or in any way arising out of, this Agreement, unless caused by the sole negligence of the Town.

OSHA

The bidder will certify all equipment complies with all regulations and conditions stipulated under the Williams-Steiger Occupational Safety and Health Act of 1971, as amended. The successful bidder will further certify that all items furnished under this project will conform and comply with Federal and State of Connecticut OSHA standards. The successful bidder will agree to indemnify and hold harmless the Town of Fairfield for any and all damages that may be assessed against the Town.

LIFE CYCLE COSTING

Where applicable, Life Cycle Costing will be used as a criterion for awarding bids. This is a method of calculating total cost of ownership of an item over the life of the product, which may include operation and maintenance expenses, transportation, salvage value, and/or disposal costs.

FEDERAL, STATE, AND LOCAL LAWS

All applicable Federal, State and local laws, rules and regulations of all authorities having jurisdiction over the locality of the project shall apply to the contract and are deemed to be included herein. If the total amount of the project, including any current or future change orders, exceeds \$100,000.00 all work is to be done in accordance with Connecticut Department of Labor (CT-DOL) rules and regulations. More information may be obtained from: www.ctdol.state.ct.us

The Davis-Bacon and Related Acts, shall apply to contractors and subcontractors performing on federally funded or assisted contracts in excess of \$2,000 for the construction, alteration, or repair (including painting and decorating) of public buildings or public works. More information may be obtained from: <https://www.dol.gov/whd/govcontracts/dbra.htm>

NOTE: The Town shall apply the most current wage decision applicable at the time of contract award.

CONFLICT OF INTEREST

No officer or employee or member of any elective or appointive board, commission or committee of the Town, whether temporary or permanent, shall have or acquire any financial interest gained from a successful bid, direct or indirect, aggregating more than one hundred dollars (\$100.00), in any project, matter, contract or business within his/her jurisdiction or the jurisdiction of the board, commission, or committee of which he/she is a member. Nor shall the officer / employee / member have any financial interest, direct or indirect, aggregating more than one hundred dollars (\$100.00) in any contract or proposed contract for materials or services to be furnished or used in connection with any project, matter or thing which comes under his/her jurisdiction or the jurisdiction of the board, commission, committee of which he/she is a member.

SCOPE OF WORK/SITE INSPECTIONS

The bidder declares that the scope of the work has been thoroughly reviewed and any questions resolved (see above for name and number of individual to contact for questions). If applicable, the bidder further declares that the site has been inspected as called for in the specifications (q.v.).

EXCEPTION TO SPECIFICATIONS

No protest regarding the validity or appropriateness of the specifications or of the Invitation for Bids will be considered, unless the protest is filed in writing with the Purchasing Authority prior to the closing date for the bids. All bid proposals rendered shall be considered meeting the attached specifications unless exceptions are noted on a separate page dated and signed by the bidder.

UNLESS OTHERWISE NOTED

It will be assumed that all terms and conditions and specifications will be complied with and will be considered as part of the Bid Proposal.

TAX EXEMPT

Federal Tax Exemption 06-6001998.

Exempt from State Sales Tax under State General Statutes Chapter 219-Section 12-412 Subsection A.

No exemption certificates are required and none will be issued.