



# Town of Fairfield

Sullivan Independence Hall  
725 Old Post Road

Fairfield, Connecticut 06824  
Purchasing Department

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

## BID #2024-22

Fire Sprinkler Systems / Standpipe Systems / Fire Pumps  
Inspection, Maintenance and Testing Services  
Fairfield Public Schools

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

Date Submitted: \_\_\_\_\_ 2023

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


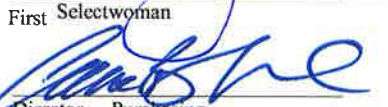
\_\_\_\_\_

Telephone

Fax

\_\_\_\_\_

E-mail

  
First Selectwoman  
  
Director of Purchasing  
9/19/2023  
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, 5<sup>th</sup> October, 2023**

To provide labor, materials, equipment and all else necessary, to perform inspection, maintenance and testing services for fire sprinkler systems, standpipe systems and fire pump equipment, as detailed in the attached specifications.

### NOTES:

1. Respondents 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 submission shall be accepted from, or contracts awarded to, any person/company/affiliate or entity under common control 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, and shall be determined by the Town.
3. Proposals are to be submitted in a sealed envelope and clearly marked "RFP #2024-22" on the outside of the envelope, including all outer packaging, such as, DHL, FedEx, UPS, etc.
4. It is the sole responsibility of the Respondent to see that the Proposal is received by the Fairfield Purchasing Department prior to the time and date noted above. Proposals are not to be submitted via email or fax.
5. Proposals are not to be submitted with plastic binders or covers, nor may the Proposal contain any plastic inserts or pages.

## INVITATION TO BID

The Town of Fairfield (Town, Owner) on behalf of its Board of Education (BOE) is seeking competitive bids from qualified contractors to perform inspection, maintenance and testing services for fire sprinkler systems, standpipe systems and fire pump equipment at Fairfield Public Schools' (FPS) facilities, as detailed in the attached specifications.

All prospective bidders shall be required to familiarize themselves with systems and geographic locations of the schools, prior to submitting a bid proposal.

### PRE-BID CONFERENCE

A pre-bid conference has been scheduled for **9:30 AM on Friday, 22<sup>nd</sup> September, 2023, Sullivan Independence Hall, First Floor Conference Room, 725 Old Post Road, Fairfield, CT 06824.**

- Prospective bidders are strongly encouraged to attend in order to ascertain the project scope.
- All questions raised at the pre-bid concerning any issues will be addressed by the Town via posted addenda on the Town of Fairfield website: [www.fairfieldct.org/purchasing](http://www.fairfieldct.org/purchasing)
- It is each Bidder's sole responsibility to monitor the above website for all updated information.

### TERM / RENEWAL OF CONTRACT

Upon award – 30<sup>th</sup> June, 2024

Subsequent renewals – July 1 – June 30

The Town intends to renew terms with a (12) month contract of (4) one-year optional terms.

- On (60) days advance written notice, the Town may renew the 2018 contract per the same terms and conditions, including a mutually agreed upon optional cost of living allowance (COLA) increase reflecting industry standards.
- Each renewal term may be extended at the sole discretion of the Town of Fairfield.
- In the event that the Contractor does not perform the work in accordance with the specifications and/or scope of services, the Town reserves the right to terminate the contract with two (2) weeks' written notice.

### REQUESTS FOR INFORMATION (RFI) / ADDENDA

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

Pru O'Brien, Buyer  
[pobrien@fairfieldct.org](mailto:pobrien@fairfieldct.org)

NOTE: Written requests for information will not be accepted after 4:30 PM on Tuesday, 26<sup>th</sup> September 2023.

Response will be in the form of an addendum that will be posted approximately Wednesday, 27<sup>th</sup> September 2023 to the Purchasing Department website: [www.fairfieldct.org/purchasing](http://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. Addenda will not be mailed, e-mailed, or faxed out.

### BID SECURITY

A five (5) percent bid bond or equal approved security as stated per the Terms and Conditions must be submitted with the bid proposal, based on the amount of \$50,000.00. Any bid not submitted with such security will be excluded. No exceptions.

### REQUIREMENTS

1. All equipment and materials supplied and/or installed shall be new and of current manufacture, and shall meet or exceed all specifications described herein. Any deviations must be indicated with the proposal response.
2. The Bidder and/or Supplier must be an authorized agent, dealer or distributor for all equipment and materials supplied or installed, and may be required upon request to provide proof of all applicable permits, licenses or certification.
3. The Contractor shall remain the single-point-of-contact for all warranty on workmanship, materials and services.

4. The Town will not accept receipt of any equipment (installed or otherwise) or services unless all specifications stated in the bid document have been accommodated and/or approved by written consent.
5. The Contractor shall be required to correct any nonconforming issues, at no expense to the Town. Acceptance of the work shall be determined by the FPS Maintenance Supervisor, or designee, upon final inspection.
6. Bidders are required to provide full details of any exceptions to the scope of services or specifications. Details must be submitted separately and attached to the Proposal Bid Form.
7. All costs submitted in proposal must include labor, equipment, mobilization, warranty, shipping, freight and delivery charges, including all related materials to complete the work. All subcontractors and their respective labor rates must be submitted with proposal.
8. The Town of Fairfield reserves the right to award the bid on an item-by-item basis on lowest price, comparable equipment, broadest range of services and/or responsive work schedule; or any combination of these criteria. The Town also reserves the right to modify (add, alter or delete) quantity items as deemed necessary.
9. Upon award of bid, the FPS Maintenance Supervisor will confirm the schedule with the Contractor.
10. The Contractor will be responsible for securing all necessary permits, state and local.
11. The Contractor shall be responsible for any repairs to buildings, furnishings and grounds, resulting from damages incurred while performing the work.
12. Identify all subcontractors to be employed as part of the contract (including labor rates) and attach to proposal form.
13. Provide the Town with references regarding similar size and scope projects within the past three (3) years.
14. Prices must remain firm through the first (12) months of the contract period. After the initial (12) month period, prices may be adjusted in (12) month minimum intervals, reflecting industry standards. The Town reserves the right to reject any requested price increase deemed excessive in the opinion of the Town and cancel the contract. The Contractor must submit a formal request for an increase to the Purchasing Department, no later than thirty (60) days prior to the effective price increase date. The request shall contain the date the increase takes effect. No retroactive price increases will be allowed.
15. Item quantities where provided may be changed at the sole discretion of the Town. The Town shall have the flexibility to add or delete any location or item, or to adjust the work schedule as necessary.
16. The Town reserves the right to cancel this contract due to unsatisfactory service and/or noncompliance with the terms set forth herein, or when the service is no longer required due to insufficient funds or restructuring of a facility, whereupon the Town shall provide the Contractor with two (2) weeks' written notice.
17. Award of the project, either partial or in its entirety, is contingent upon funding approval by the applicable boards of the Town of Fairfield, including state and federal agencies.
18. 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.

#### **INITIAL BUILDING SURVEYS**

1. All prospective bidders shall be required to survey and verify quantity of equipment requiring inspection, maintenance and testing services, in each building.
2. Contact Fairfield Public School Maintenance Department to arrange access to buildings during business hours. All participants will need to provide identification and sign in at the main office at each location.

#### **INSPECTION SCHEDULE**

1. The inspection schedule shall be confirmed upon award of contract with FPS Maintenance Supervisor. Inspections shall be performed per a quarterly basis with repair work as requested.

## **SCOPE OF SERVICES**

- To inspect, test and maintain, in accordance with the requirements of NFPA 25 (National Fire Sprinkler Association standards for the inspection, testing and maintenance of water-based fire protection systems) as adopted by the State of Connecticut Fire Safety and Fire Prevention Codes. Qualified Contractors should have copies of these standards.
- The Contract is for inspection only. If repairs are conducted, all replacement parts must be generic and Owner approved. The Contractor shall not install any proprietary replacement parts in Fairfield Public Schools' buildings unless approved by the Owner.
- Services shall be performed and billed on a quarterly basis.
- The Contractor will be responsible for performing all five (5) year obstruction investigation inspections as needed per NFPA 25 requirements and standards. Pricing for this item shall be listed on the Pricing Proposal Form under "Repair Jobs and Labor Rate" and shall be billed on an hourly basis accordingly.
- Contractor will also be responsible for repair work as needed. Pricing for this item shall be listed on the Pricing Proposal Form under "Repair Jobs and Labor Rate" and shall be billed on an hourly basis with a material mark-up percentage if applicable.
- All work shall be performed during normal business hours between 7:30AM and 4:00PM.
- Any emergency and/or work performed after normal business hours shall be paid on an hourly basis. Pricing for this item shall be listed on the Pricing Proposal Form under "Emergency and/or before/after normal business hours" and shall be billed on an hourly basis with a material mark-up percentage if applicable.
- The work shall consist of furnishing all material, labor, supervision, tools, supplies and other expenses necessary to fulfill all the details of sprinkler inspection and repair related work issued by the Fairfield Public Schools' including, but not limited to, testing, inspection, preventative maintenance, repairs and emergency services as per NFPA 25. On call repairs and emergency services of every description, including but not limited to, inspections, adjustments, testing and replacement of parts for all sprinkler systems and related equipment covered under this contract and the preparation/furnishing of certifications and reports and required by NFPA 25 to the Fairfield Public Schools' and for the Fairfield Fire Department.
- The Contractor must include all related costs, such as, gas, travel, etc., in their hourly rate. It is the Contractor's responsibility to bring the necessary labor, tools, materials, etc., to the work location. No specialized equipment may be billed without the expressed prior authorization of Fairfield Public Schools' Maintenance Supervisor or designee. It is expected that the Contractor will have all the tools necessary to perform the trade work on a daily basis.
- The security and protection of all materials, tools and equipment, where stored at any work location, shall be the sole responsibility of the Contractor.
- When working in student and staff accessible areas, it is the Contractor's responsibility to provide a safe secure work environment at all times.

## **QUALIFICATIONS**

1. Each bidder must be prepared to show evidence of having satisfactorily carried out similar contracts or shall submit a complete plan of organization, equipment and financing. Inability to do so to the satisfaction of the Town of Fairfield shall result in elimination from further consideration.
2. Adequate trained/certified personnel and equipment must be available at all times in order that there will be no interruption to any service provided by the Contractor.
3. No part of the contract is to be sub-contracted, pooled or assigned to other contractors, unless approved in writing by the Town of Fairfield.

## **INSPECTIONS / TESTING**

Inspection certificates or reports must be presented to the Town as proof that the testing/inspection requirements meeting NFPA 25 have been met and any deficiencies noted for the following;

- Inspection of general system and system components.
- Inspection of dry pipe valve systems.
- Inspection of Fire Department connections.
- Backflow preventer's.
- Testing of general system components.
- Main drain pressure tests.
- Sprinkler tests.
- Antifreeze system tests.
- Wet pipe valve systems.
- Fire pumps.

The Contractor shall be subject to the Fairfield Public Schools' building use rules and shall be required to sign in at the front reception area when entering and leaving the premises for each school building. At all times, the Contractor shall keep the Owner informed of its planned schedule for inspections, investigations, work, and repairs.

## **REPORTING**

1. The Contractor shall be responsible for maintaining a service logbook or file for each facility, to be kept on each premises, as well as electronically. The logbook or file should contain a service schedule, service report, and inspection report for each facility, and signed records for 'time in' and 'time out' of each building.
2. The Contractor shall be responsible for providing the FPS Executive Director of Operations (or approved designee) with electronic work orders and receipts, including the following information.
  - Date and time of arrival.
  - Location of service.
  - Name of technician performing service.
  - Description of malfunction (per occurrence).
  - Diagnosis of work performed, including itemized list of all parts replaced.
  - Service fee and related charges per pricing as submitted in proposal.
  - Departure time.

NOTE: Failure to sign in or out, or failure to issue a signed inspection/service report at the location, will be conclusive proof that a service was not performed. In such instances, invoices will not be processed.
3. Provide summary reports consisting of the following:
  - A detailed listing of all the equipment that was tested and inspected.
  - The test and inspection results.
  - The deficiencies found (and which need to be corrected) and cost estimates to mitigate each in accordance with the labor rates as submitted in proposal.
  - Final report must be signed (and printed legibly) by the Contractor's technician. Report shall be kept as a permanent record for all inspection, testing and service performed.
4. The Contractor shall provide electronic reports displaying facility work order histories, follow-up visits, reoccurring issues and their locations, problem areas, etc.
5. Upon completion of any testing, inspection, maintenance and/or repairs, a legible written service report must be issued at the time of completion of the inspection and testing or related service.
6. Contractor shall notify the FPS Maintenance Supervisor immediately of any discovered deficiencies to the system and/or equipment and identify such deficiencies prominently on the inspection report.

7. All reports provided shall be in compliance with all applicable industry standard codes, i.e. National Fire Protection Association (NFPA), etc.
8. NOTE: A field card must be kept up to date for each system location, meeting compliance per the Fire Marshal.

## LOCATIONS

Systems currently in place are “Wet” and/or “Dry”.

It is strongly advised that prospective bidders familiarize themselves with all systems and locations.

1. Burr Elementary School, 1960 Burr Street	Wet System
2. Holland Hill Elementary School, 105 Meadowcroft Road	Wet System
3. McKinley Elementary School, 60 Thompson Street	Wet System
4. Mill Hill Elementary School, 635 Mill Hill Terrace	Wet System
5. North Stratfield Elementary School, 190 Putting Green Road	Wet and Dry System
6. Osborn Hill Elementary School, 760 Stillson Road	Wet System
7. Riverfield Elementary School, 1625 Mill Plain Road	Wet System
8. Roger Sherman Elementary School, 250 Fern Street – Including Annex Building	Wet System
9. Stratfield Elementary School, 1407 Melville Avenue	Wet System
10. Fairfield Woods Middle School, 1115 Fairfield Woods Road	Wet System
11. Roger Ludlowe Middle School, 689 Unquowa Road	Wet System
12. Tomlinson Middle School, 200 Unquowa Road	Wet System
13. Fairfield Ludlowe High School, 785 Unquowa Road	Wet System
14. Fairfield Warde High School, 755 Melville Avenue	Wet and Dry System

## SUPPLEMENTAL

### 1. APPLICABLE CODES/RECOMMENDATIONS:

Where applicable, all work under this Contract shall be performed in strict accordance with all applicable National Fire Protection Association (NFPA) codes (such as NFPA’s 13, 14, 17, 17A, 22, 25, 101 and/or any other ones that may apply), latest revision accepted by the Local/State Fire Marshall, Connecticut Fire Safety Codes (CFSC) and Connecticut Fire Prevention Code, latest revisions, latest revision, to include the National Electrical Code, International Building Codes, International Mechanical Code and International Existing Building Code, latest revisions accepted by CT State Building Code; Joint Commission on Accreditation of Healthcare Organizations, if applicable; Manufacturer recommendations and/or requirements, as well as any other applicable Occupational Safety and Health Administration, Underwriters Laboratories (UL) and/or any other Federal and/or Connecticut Regulations/Statutes/Codes and any other industry standards. If any of these codes/requirements change and have an impact on the Contract, a Contract Supplement may be issued to reflect these changes.

### 2. CONTRACTOR REQUIREMENTS:

Contractor shall continue to maintain an organization capable of performing the work hereinafter described, in continuous operation for at least the past three (3) years, and shall be required to have a representative available, at reasonable times, for consultation with the Owner should the need arise.

Contractor shall provide a telephone number for their facility’s location and shall be available twenty-four hours/7 days a week for emergency service, and shall staff a maintenance center within Connecticut. The center may be comprised of maintenance personnel housed in multiple locations within Connecticut.

Contractor shall continue to maintain the capability and experience to service (to include testing, inspection, maintenance and repairs) all components of any sprinkler systems and other related equipment. All employees performing any service under this Contract shall be the Contractor's full-time employees.

Contractor shall have adequate personnel on their staff to perform the required tasks outlined within the Contract. Technicians shall be qualified and experienced to perform the work listed in this Contract. Contractor is responsible for providing all necessary training and certification for their staff for those specified Systems at the Contractor's expense.

Contractor shall be completely responsible for their work, including any damages or breakdowns caused by their failure to take appropriate action. Contractor shall provide technical job service calls, wiring data and stocked authorized parts, dedicated to the manufacturer's systems. Contractor shall coordinate all work Fairfield Public Schools' (FPS) Maintenance Supervisor or designee, prior to beginning the work. Contractor shall follow the Town/BOE working policy procedures while performing such work within any Town/BOE/FPS facility. All work shall be performed during normal working hours.

No additional charges shall be allowed, but not limited to, the following under this Contract: equipment rental (with the exception of lift equipment), truck charges, fuel surcharges, travel time, travel costs, trip charges, mileage charges, portal-to-portal rates, parking fees, ancillary fees and costs including permits, licenses, insurance, and other expenses not listed within the Contract.

Contractor shall provide their own personnel and equipment necessary to perform testing, inspection and maintenance services, including mechanical lift equipment for gaining access to devices that are not readily accessible. Contractor shall not utilize any Owner equipment, tools, ladders, etc. to perform any service or installation, unless approved by the Owner.

Contractor shall maintain the equipment and materials provided for the work consistent with applicable safety and health codes. If the Owner determines that the Contractor shall be providing lift equipment to access devices covered under this Contract, any surcharges relating to the provision of this equipment are listed in the Proposal. The Contractor shall provide the Owner with an actual copy of the lift rental equipment invoice and is entitled to a surcharge for scheduling and coordinating rental of the required lift equipment. Lift expenses shall be billed separately from the service.

If any portion of the system is not operational or deficient for a period of 48 hours, the Owner reserves the right to Contract to another Contractor for emergency repairs. If the cost is more than the contracted price, the difference in cost may be charged to the Contractor. The Contractor shall be responsible for the proper operation and function of all Systems.

The Owner has the option not to perform any test. If the Owner requests that a test not be performed, the Owner shall submit the request in writing to the Contractor and result in a corresponding reduction in the amount paid to the Contractor.

Contractor shall sign in and sign out with a FPS representative, unless directed otherwise. Failure to sign in or out or leave a signed work ticket at the site, whether intentional or unintentional, shall be understood that the service was not performed. If the Contractor does not perform according to the Contract, the Owner reserves the right to Contract with another contractor.

Contractor shall not be liable for any loss and/or damage to any equipment caused by or resulting from the following items, these exclusions also apply to maintenance, inspection, testing and warranty items:

- Repairs made necessary due to Acts of God, accidents, water damage, flood, the public enemy, vandalism, power surges, lightning, fires or any other cause external to the equipment.
- Damage resulting from alternation, negligence or misuse, tampering, abuse or other cause not related to a defect in material or workmanship.
- Repair damage caused by fire or other casualty (except that caused by the Contractor), willful or grossly negligent operation or handling of the equipment by the Owner's personnel.
- Shop reconditioning or replacement, if normal repairs and parts cannot keep equipment in good working order.
- Installation of new equipment.
- Daylight savings time changes or clock program changes. However, if these changes are done during one of the annual inspections, there will not be any additional charges.
- Shorts, grounds and/or any other problems associated in the facility's pre-existing wiring not installed or under maintenance by the Contractor.

- Malfunctions, which cannot be immediately diagnosed and pinpointed to a certain piece of equipment or service, will require the participation of the service Contractor until the responsibility for the problem has been unequivocally established. In no instance shall the failure to resolve the issue of responsibility relieve any Contractor of their obligation to restore system operation.

Contractor shall maintain a current F-1 license issued by the Connecticut Department of Consumer Protection, Occupation Licensing Division. Contractor's personnel performing repairs to Systems shall maintain a current F-1 or F-2 license. When electrical work is required, the work shall be performed by an individual having a current L-5 or E-1 license, as determined by the type of work to be performed. Tests shall not be conducted by independent Contractors (as defined by the IRS).

All fire pump controller work shall be performed by an individual having a current E-1 or E-2 license. If Backflow testing is part of the work, the Contractor shall have certification for backflow testing approved by each entity with jurisdiction over the public water system. The Owner, at any time during the length of the Contract, may ask the Contractor to provide proof of any of the above referenced licenses or certifications.

Contractor's personnel shall carry their licenses with them when performing any type of service and show the required licenses to the Owner as proof prior to beginning any type of work, if requested.

All service calls should be started within twenty-four (24) hours of notification regardless of the time of day and completed without delay. Emergency service rendered under this Contract shall be available continually on a twenty-four (24) hour per day/7 days a week basis. Contractor must provide a telephone number for the Owner where they are able to speak to a live person or are able to leave a voice message. If a voice message is left, the Contractor shall call the Owner back within one (1) hour after receiving the emergency call. Contractor personnel, with the expertise necessary to correct the problem, on site within two (2) hours or less (this includes nights, weekends and holidays) after receiving the emergency call.

Since inspection and testing are required by code authorities, the Contractor will be required to complete all inspections and tests within thirty (30) days from written notification from the Owner or the Contractor will notify the FPS Maintenance Supervisor when tests are due and also provide forty-eight (48) hours prior to the date they plan to perform the test, unless stated otherwise by Owner.

Prior to performing work on any alarm system, the Contractor will notify FPS Maintenance Supervisor and the applicable alarm monitoring company of any impending test. Contractor shall contact the local authorities prior to a test conducted on the alarm system, if applicable. The Contractor will be responsible for any penalties, fines, damages, or actions imposed as a result of a failure to notify the alarm company. The Contractor will retain the name and title of the alarm company representative to whom the notification was made. The Contractor will verify the receipt of signal(s) from the alarm company. When all service has been completed, the Contractor must notify the monitoring company that the alarm for the system has been activated again. The Contractor is responsible for obtaining written documentation from the alarm monitoring company that in fact the proper alarm signal was received and shall furnish such documentation to the Owner.

### 3. REQUIREMENTS FOR INSPECTION, TESTING, MAINTENANCE AND REPAIRS OF SPRINKLER SYSTEM:

Contractor shall provide the following services:

1. Service and cost shall include quarterly inspections and testing per year, preventative maintenance (according to the manufacturer's recommended schedule) and minor repairs to any of the sprinkler system, to include but not limited to, pumps, water storage tanks and backflow prevention devices. Prices listed in the Proposal shall include the inspections, testing, maintenance and minor repairs of key operational items, but not limited to, valves, control valves, flow switches, fire department connection, any necessary disassembly, gongs, alarms, sprinklers, piping and water supplies, cleaning and lubrication, and checking of all valves and alarms along with the furnishing, installing and cleaning any necessary parts. All labor shall be included.
2. Minor repairs shall be defined as work an F-1 or F-2 licensed fire Sprinkler Fitter or certified backflow Preventer tester can perform during a routine inspection with tools normally carried.

Examples are as follows:



Tightening packing glands on valves, tightening plugs, replacing light bulbs in pump panels, filling water storage tanks, cleaning strainers, cleaning and/or adjusting water motor alarm gongs so that they may operate, cleaning check valves and/or adjusting pump pressure operating switches.

Any repair(s) and maintenance that is found necessary and is beyond the preventative maintenance and minor repairs requirements listed above shall be charged at the labor rate and provide a discount off list price for all materials, maintenance supplies and/or equipment costs which shall all be listed on the invoice, as listed in the Proposal. Hourly rates shall be billed at normal business day; after hours and Saturday; Sunday and Holidays. Contractor shall receive written approval from the Owner prior to making any additional repairs to the system that are beyond the terms for minor repairs listed above.

3. Fire protection systems with public water supply and cross connection protection (i.e. reduced Backflow Preventer or Double check Valve Assemblies) shall be inspected and tested quarterly and fully tested annually by a Connecticut Certified Backflow Preventer Tester. A separate backflow preventer test report shall be provided for each backflow preventer in each location/building. A copy of the report shall be supplied to both the representative witnessing the test and also to the local water authority for their records.
4. All tamper switch adjustments and resets are the responsibility of the Contractor.
5. Cost for parts not covered under the routine Quarterly and Annual Inspections, Testing, Preventative Maintenance and Minor Repairs of this Contract, including all parts required due to vandalism and/or abuse, shall be included in Proposal.
6. At the conclusion of each inspection, the Contractor shall provide a written report to the FPS Maintenance Supervisor. Contractor must provide sample reports for Owner's approval prior to award of Contract. Reports must contain all of the information requested in this bid document and per industry standards. Note that such reports may change at any time during the term of the Contract due to code modifications.
7. The Owner has the option not to perform any test. If the Owner requests that a test not be performed, the Owner shall submit the request in writing to the Contractor and result in a corresponding reduction in the amount paid to the Contractor.
8. In no case shall any maintenance, testing, or inspection be performed that is not in conformance with NFPA, CFSC and manufacturer recommendation and/or requirement.
9. Owner shall retain the option of having its personnel present at any inspection or corrective visit.

#### 4. REQUIREMENTS FOR FIVE (5) YEAR INSPECTION AND TESTING:

Contractor shall perform the following five (5) year inspection and testing only when requested by the Owner. It is the Owner's decision if any of the following tests shall be performed. All of the five (5) year inspection and testing will be performed and charged on a time (per hourly labor rate) and material basis.

1. Five (5) Year Hydrostatic Dry Standpipe Test:
  - Hydrostatic Tests shall be conducted every five (5) years on dry standpipe systems. The hydrostatic test pressure shall be measured at the low elevation point of the individual system or zone being tested.
2. Five (5) Year Internal Valve Inspection:
  - Alarm and check valves shall be inspected internally every five (5) years to verify that all components operate correctly, move freely and are in good condition. Internal components shall be cleaned, repaired, or replaced as necessary in accordance with the manufacturer's instructions.
  - Pre-action and deluge valves shall be inspected internally every five (5) years, unless tests indicate a greater frequency is necessary, along with all strainers, filters, restricted orifices, and diaphragm chambers.
  - Five (5) year Internal Valve Inspections is to be performed on every applicable system.
3. Five (5) Year Obstruction Investigation:
  - An investigation of piping and branch line conditions shall be conducted every five (5) years by opening a flushing connection at the end of one main and by removing a sprinkler toward the end of one main and

by removing a sprinkler toward the end of one branch line for the purpose of investigating for the presence of foreign organic and inorganic material.

- Five (5) year obstruction investigation is performed on every applicable system.

4. Five (5) Year Standpipe Flow Test:

- Flow Test shall be conducted every five (5) years at the hydraulically most remote hose connection of each zone of an automatic standpipe system.

5. INSPECTION, TESTING, MAINTENANCE AND REPAIRS SERVICE REPORTS:

Upon completion of any inspection, testing, maintenance, repairs, and/or any other work, a legible written service report must be delivered to the FPS Maintenance Supervisor or designee at each facility, at the time of the inspection/service.

The service report shall include the following information for each request for maintenance/service, but not limited to:

- Date and time notified.
- Date and time of arrival.
- Location of Service.
- Client Agency contact person and telephone number.
- Name of technician performing maintenance, Contractor's name, business address and telephone number.
- Description of malfunction reported.
- Diagnosis of failure and work performed.
- Date and time failure was corrected.
- Supply manufacturer and manufacturer's part number for all parts replaced.
- Charges for the service, if applicable.
- Departure Time.

The report shall be signed (printed and signed legibly) by the contact person/designee at the site location and by the Contractor's technician. Within three (3) business days or sooner, the Contractor shall provide the FPS Maintenance Supervisor with a final report and a cover letter. The report shall indicate any deficiencies found; provide a quote for the deficiencies; and detail what needs to be corrected. This report should also include specific code reference to any code violation(s), if applicable.

The final inspection report shall provide all information that is required and that will insure compliance with all applicable codes and recommendations as requested. Refer to NFPA codes and standards for examples of Inspection and Testing Form(s) for Sprinkler Systems to include but not limited to, pumps, water storage tanks and backflow prevention devices.

The final report shall be signed (printed and signed legibly) by the Contractor's technician. These reports shall be kept as a permanent record for all inspection, testing and any service performed. If requested, an additional copy of the report shall be submitted to the Owner.

6. REPLACEMENT/REPAIR PARTS:

All replacement/repairs parts, miscellaneous parts and materials shall be newly manufactured and shall be guaranteed to be standard new equipment, latest model of regular stock product and current production, with all parts regularly used with the type of equipment offered, as applicable. Also, no attachment or part shall be substituted or applied contrary to the manufacturer's recommendations and standard practice. Parts shall meet or exceed manufacturer's specifications. Any parts replaced under the terms of the Contract shall be replaced with parts from the same Manufacturer as the part that is being replaced.

Prices shall be based on a percentage up-charge from the Contractor's cost. Prior to payment approval or to satisfy audit requirements, the Owner may require copies of invoices or other documents concerning the purchase price. The up-charge will be a single whole percentage not to exceed 10% (ten percent) and will be applied to cost of the part.

7. WARRANTY:

The warranty period is for a minimum one (1) year or the manufacturer's standard warranty, whichever is longer and shall begin immediately after installation, testing and Owner approval/acceptance. The warranty will provide the full cost to replace the defective item(s) and any labor, packing, shipping, etc., required to replace the defective item(s).

The products shall be represented and warranted to be free from defects in materials or workmanship, and shall substantially conform to the specifications, performance standards, and descriptions in the documentation, so as to provide use of the

products in accordance with such documentation without significant functional downtime to the Owner's operations during the warranty term.

If, during this period, such faults develop, the unit or component affected will be repaired or replaced without any cost to the Owner. Where accessories are to be supplied, they shall be compatible with the rest of the equipment. Work performed under this Contract shall be fully guaranteed against defects due to faulty material and/or workmanship.

#### 8. LABOR RATES:

The labor rates are to be considered straight time costs for work accomplished during normal working hours between 7:00AM and 4:30PM, Monday through Friday, excluding all Holidays and a minimum of one (1) hour.

Any work performed after hours, weekends or holidays shall be allowed a minimum of two (2) hours and shall only be permitted with written approval from the Owner/FPS Maintenance Supervisor.

#### 9. SUBCONTRACTING:

Subcontracting shall not be allowed under this Contract except for electrical and fire pump portions only, per the terms listed below, or without prior written consent of Owner. Contractor shall be allowed to subcontract the electrical portion of this Contract to a licensed electrical contractor who meets the qualifications set forth in the Contract.

Contractor shall be allowed to subcontract the fire pump portion of this Contract for inspection, testing, repairs and maintenance of fire pumps. The Contractor shall inspect and test the fire pumps immediately after the subcontractor has completed any repairs and maintenance. There shall be no lapse of time between the subcontractor completing the service and the Contractor inspecting and testing the fire pumps. Should the Contractor choose to utilize a subcontractor, it shall be understood that the Contractor shall be liable for any accrued expenses under the terms of this Contract. The Contractor is responsible for contacting and paying the subcontractor. If the Contractor subcontracts on an existing State Contract award, the sole responsibility of the job will rest upon the Contractor, not the subcontractor. If the Contractor has any problems with the subcontractor, it is the Contractor's responsibility to handle and resolve all problems. If the problems are not resolved, the Contractor shall find another means to complete the job by the stated deadline. Subcontractor(s) must obtain same insurance as the Contractor and provide proof of such insurance to the Owner.

Contractor is only allowed to charge the Owner their hourly rate listed in the Proposal. Higher rates will not be accepted. If the subcontractor charges the Contractor a lower hourly rate than the Contractor's hourly rate listed, the Contractor shall charge the Owner the subcontractor's hourly rate. Contractor shall provide the Owner with a copy of the subcontractor's quote upon request. All billing invoices will be issued from the Contractor only. The Contractor shall be responsible for all payment or fees charged by the subcontractor.

Contractor shall ensure that the subcontractor is made aware of, understands, and abides by all the Contract terms and conditions. The Contractor shall provide the Subcontractor with copies of all the terms and conditions that are included in the Contract. If the Contractor elects to utilize any additional subcontractor(s) for any work listed within this Contract, the Contractor shall submit their request in writing to the Owner for approval prior to any such subcontractor commencing any work.

#### 11. RESTRICTED ITEMS:

The following items are restricted under this Contract:

- Purchase of Sprinkler Systems whether new or upgrading.
- Full Service Maintenance of Sprinkler Systems.
- Monitoring of any type of equipment.
- Fire Alarm Systems, to include, but not limited to, Inspection, Testing, Repairs, Maintenance and Purchase.

\*If the Town ("Owner") requires the need to purchase either full service maintenance for sprinkler systems or a new sprinkler system (whether new installation or upgrade or retrofit), this shall be completed through the Town's standard bidding process or through the DAS State Contract.

# BID PROPOSAL FORM

Page 1 of 2

**PROPOSAL TO:** Town of Fairfield, 725 Old Post Road, Fairfield, Connecticut 06824

I, \_\_\_\_\_ have received the following contract documents,

1. *BID Document #2024-22,*
2. *Posted addenda numbered \_\_\_\_ through \_\_\_\_ posted at [www.fairfieldct.org/purchasing](http://www.fairfieldct.org/purchasing) and have included their provisions in my proposal to perform inspection, maintenance and testing services as specified for Fairfield Public Schools' facilities.*

Provide quarterly inspections per the following items:

## FIRE SPRINKLER SYSTEMS

Wet Pipe Inspection (Includes One (1) Riser):	\$ _____/quarter
Each Additional Riser (Tamper & Flow):	\$ _____/quarter
Each Additional Floor Control Assembly Inspection (Tamper & Flow):	\$ _____/quarter
Dry Sprinkler Trip Test:	\$ _____/quarter
Dry Sprinkler Pre-Action or Mechanical Trip Test:	\$ _____/quarter
Deluge System Inspection (Price Reflects Trip Test):	\$ _____/quarter
Anti-Freeze Loop System (Anti-Freeze Test):	\$ _____/quarter
Private Yard Hydrant Flow Test:	\$ _____/quarter
Post Indicator Valves:	\$ _____/quarter

## BACK FLOW PREVENTERS

Back Flow Preventer Inspection:	\$ _____/quarter
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## FIRE PUMPS

Fire Pump Inspection (up to 75gpm):	\$ _____/quarter
Full Flow Fire Pump Test (250gpm):	\$ _____/quarter
Full Flow Fire Pump Test (500gpm):	\$ _____/quarter
Full Flow Fire Pump Test (750gpm):	\$ _____/quarter
Full Flow Fire Pump Test (1,000gpm):	\$ _____/quarter
Full Flow Fire Pump Test (1,500gpm):	\$ _____/quarter
Full Flow Fire Pump Test (2,500gpm):	\$ _____/quarter

## OXYGEN DEPLETION SYSTEM

Oxygen Depletion System:	\$ _____/quarter
Tanks (DOT/Fire Regulations):	\$ _____/quarter

# BID PROPOSAL FORM

page 2 of 2

## 1. Repair jobs and labor rate:

Technician: \_\_\_\_\_/ hour

Laborer: \_\_\_\_\_/ hour

Mark-up on new replacement parts: \_\_\_\_\_%

## 2. Emergency and/or before/after normal business hours:

Response Time: \_\_\_\_\_ (Minutes)

Call out fee: \_\_\_\_\_ (Optional)

Technician: \_\_\_\_\_/ hour

Laborer: \_\_\_\_\_/ hour

Mark-up on new replacement parts: \_\_\_\_\_%

The Town of Fairfield reserves the right to award the bid with multiple items:

- a) To more than one bidder, based on meeting the item(s) specification, cost, availability, or any combination of these criteria;
- b) To a single bidder who meets the specifications for all items, and offers the best combination of lowest cost, best availability, and broadest product range; and
- c) May add, subtract or delete any item and/or quantity as deemed in the best interest of the Town.

All pricing shall include the cost of labor, materials, equipment, tools, mobilization, incidentals, delivery, permits (where not waived by the Town), licenses, overhead and profit, taxes (except from which Owner is exempt) and insurances.

### 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)

### BID SECURITY

A five (5) percent bid bond or equal approved security as stated per the Terms and Conditions must be submitted with the bid proposal, based on the amount of \$50,000.00. Any bid not submitted with such security will be excluded. No exceptions.

### CHECKLIST

The following must be submitted with proposal:

- Cover page, completed and signed.
- Addenda acknowledged per Item 2 on Bid Proposal Form, or submitted where requested.
- Bid Bond or equal security for five percent of the total estimated bid.
- List of references where projects performed within the past three years of comparable size and scope.
- List and details of all sub-contractors, identifying each trade, hourly rates and Tax ID numbers.
- Bid Proposal Form.

The Bidder hereby certifies that any and all defects, errors, inconsistencies or omissions of which he/she is aware, either directly or by notification from any sub-bidder or material supplier found in the Contract Documents are listed herewith in this Bid Form.

Name \_\_\_\_\_ Title \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**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 #2024-22**” 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. Pru O’Brien, Buyer:** [pobrien@fairfieldct.org](mailto:pobrien@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 (120) 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.

**BID BOND / BID SECURITY**

Each bid shall be accompanied by a certified bid security check in the amount of \$5,000.00, made payable to the Town of Fairfield. No bid will be accepted unless it is accompanied by said check. Checks will be returned after an award is made and work is in-process. Prior to beginning work, the lowest qualified bidder is required to provide the necessary insurance and bonds required by the Town of Fairfield. Any bid submitted without such security will be excluded from the bidding process, no exceptions.

**NOTE: Failure to provide a Bid Bond or equivalent security is not cause for a waiver defect. Any bid not accompanied by such security will be excluded from consideration.**

**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.

### **PERFORMANCE AND LABOR AND MATERIAL BOND**

The successful bidder, within seven (7) business days after notification of award, will be required to furnish Performance and Labor and Material Bond provided by a company authorized to issue such bonds in the State of Connecticut, or Certified Check or properly executed Irrevocable Letter of Credit equal to a hundred per cent (100%) of the award.

In the event that the Contractor where required to provide evidence of insurance and a performance bond does not do so before beginning work, the Town of Fairfield reserves the right to withhold payment from such supplier until the evidence of insurance and performance bond has been received by the Town.

All payment and performance bonds shall be written by a surety company or companies licensed to issue bonds in the State of Connecticut, and shall have at least an A-VII policy holders rating, as reported by A.M. Best Rating Services, or otherwise deemed acceptable by the Town. The Town always reserves the right to reject surety companies, if approved surety bonds cannot be provided the contract shall be terminated.

A complete list of certified surety companies can be accessed on the U.S. Government Department of Treasury website; [https://www.fiscal.treasury.gov/fsreports/ref/suretyBnd/c570\\_a-z.htm](https://www.fiscal.treasury.gov/fsreports/ref/suretyBnd/c570_a-z.htm)

### **BOND REQUIREMENT – NON-RESIDENT CONTRACTORS**

1. Non-resident contractors are required to deposit with the Department of Revenue Services a sum equivalent to 5% of the total contract value, as assurance that personal property taxes and/or any other State taxes assessed and due the State during the contract will be paid.
2. If this surety is not deposited with the State, the Town is required to deduct and submit to the State 5% of the total contract value.

### **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.

### **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.

### **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.

### **INSURANCE**

The Contractor shall not commence any work under the Contract until all insurance required by this section shall 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 Town at least thirty (30) days prior to the expiration of the policy. All insurance issuers chosen by the Contractor must be licensed to do business in the State of Connecticut and rated A- or better by A.M. Best Rating Services.

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 5 years.

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 \$2,000,000 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 \$2,000,000
- Products/Completed Operations \$2,000,000

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 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.

Additional Insureds: The following entities shall be named as additional insureds on the General Contractor's and Subcontractors' Commercial General Liability, and Umbrella:

- Town of Fairfield, its officers, employees and agents, and the Board of Education, its officers, employees and agents.

Subcontractor's Insurance: . Each Subcontractor engaged by the Contractor to perform any work under the Contract shall obtain all insurance required of the Contractor in the same amounts and subject to the same provisions specified above for the Contractor, including the Additional Insured requirement. Certificates of Insurance shall be submitted to the Contractor and the Town and approved by the Town, before commencing any work.

**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.

**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 the Connecticut Department of Labor (CT DOL) rules and regulations; that is conditions of Prevailing Wage shall apply.** All current prevailing wage information may be accessed online at no cost at <http://www.ctdol.state.ct.us/> (The Town will 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**

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.

EIN #: 06-6001998

**REFERENCES**

Provide reference details of most recent similar scope projects performed.

**REFERENCE #1:**

Name of Company \_\_\_\_\_ Phone \_\_\_\_\_  
Contact Person \_\_\_\_\_ Cell \_\_\_\_\_  
Company Address \_\_\_\_\_ Email \_\_\_\_\_  
Project, Location, & Date Completed \_\_\_\_\_  
\_\_\_\_\_

**REFERENCE #2:**

Name of Company \_\_\_\_\_ Phone \_\_\_\_\_  
Contact Person \_\_\_\_\_ Cell \_\_\_\_\_  
Company Address \_\_\_\_\_ Email \_\_\_\_\_  
Project, Location, & Date Completed \_\_\_\_\_  
\_\_\_\_\_

**REFERENCE #3:**

Name of Company \_\_\_\_\_ Phone \_\_\_\_\_  
Contact Person \_\_\_\_\_ Cell \_\_\_\_\_  
Company Address \_\_\_\_\_ Email \_\_\_\_\_  
Project, Location, & Date Completed \_\_\_\_\_  
\_\_\_\_\_

**REFERENCE #4:**

Name of Company \_\_\_\_\_ Phone \_\_\_\_\_  
Contact Person \_\_\_\_\_ Cell \_\_\_\_\_  
Company Address \_\_\_\_\_ Email \_\_\_\_\_  
Project, Location, & Date Completed \_\_\_\_\_  
\_\_\_\_\_

**REFERENCE #5:**

Name of Company \_\_\_\_\_ Phone \_\_\_\_\_  
Contact Person \_\_\_\_\_ Cell \_\_\_\_\_  
Company Address \_\_\_\_\_ Email \_\_\_\_\_  
Project, Location, & Date Completed \_\_\_\_\_  
\_\_\_\_\_

**SUBCONTRACTORS**

Provide subcontractor details if any are to be employed as part of this contract, including labor rates:

**SUBCONTRACTOR #1:**

Name of Company \_\_\_\_\_ Fed ID # \_\_\_\_\_  
Contact Person \_\_\_\_\_ Title \_\_\_\_\_  
Company Address \_\_\_\_\_ Phone \_\_\_\_\_  
Trade \_\_\_\_\_ Email \_\_\_\_\_  
Rates: Supervisor \$ \_\_\_\_\_/hr Foreman \$ \_\_\_\_\_/hr Journeyman \$ \_\_\_\_\_/hr Apprentice \$ \_\_\_\_\_/hr

**SUBCONTRACTOR #2:**

Name of Company \_\_\_\_\_ Fed ID # \_\_\_\_\_  
Contact Person \_\_\_\_\_ Title \_\_\_\_\_  
Company Address \_\_\_\_\_ Phone \_\_\_\_\_  
Trade \_\_\_\_\_ Email \_\_\_\_\_  
Rates: Supervisor \$ \_\_\_\_\_/hr Foreman \$ \_\_\_\_\_/hr Journeyman \$ \_\_\_\_\_/hr Apprentice \$ \_\_\_\_\_/hr

**SUBCONTRACTOR #3:**

Name of Company \_\_\_\_\_ Fed ID # \_\_\_\_\_  
Contact Person \_\_\_\_\_ Title \_\_\_\_\_  
Company Address \_\_\_\_\_ Phone \_\_\_\_\_  
Trade \_\_\_\_\_ Email \_\_\_\_\_  
Rates: Supervisor \$ \_\_\_\_\_/hr Foreman \$ \_\_\_\_\_/hr Journeyman \$ \_\_\_\_\_/hr Apprentice \$ \_\_\_\_\_/hr

**SUBCONTRACTOR #4:**

Name of Company \_\_\_\_\_ Fed ID # \_\_\_\_\_  
Contact Person \_\_\_\_\_ Title \_\_\_\_\_  
Company Address \_\_\_\_\_ Phone \_\_\_\_\_  
Trade \_\_\_\_\_ Email \_\_\_\_\_  
Rates: Supervisor \$ \_\_\_\_\_/hr Foreman \$ \_\_\_\_\_/hr Journeyman \$ \_\_\_\_\_/hr Apprentice \$ \_\_\_\_\_/hr

**NOTE: All sub-Contractors are subject to approval by the Town of Fairfield and are required to provide Fed ID #.**