

Naugatuck Board of Education

Request for Proposals

Sealed Proposals will be received by the Business Manager, Naugatuck Board of Education, 497 Rubber Avenue, Naugatuck, CT for supplying the Naugatuck Board of Education with the following goods and/or services:

PROJECT:	Transport, set-up, and take-down of district tents
CONTRACT:	District Tents 202203-2
DESCRIPTION:	Request for Pricing

The information and Request for Proposal and related documents may be examined at the Naugatuck Board of Education, 497 Rubber Avenue, Naugatuck, CT 06770.

Copies of the specifications may be obtained at the Business Manager's Office. Specifications can also be obtained from the Naugatuck Board of Education website, <http://www.naugatuck.k12.ct.us> or the Borough of Naugatuck website <http://www.naugatuck-ct.gov/>

All firms obtaining plans and specifications must submit contact information by e-mail to bernice.rizk@naugatuck.k12.ct.us.

Addenda, if required, shall be posted on the <http://www.naugatuck.k12.ct.us> website. It is the bidder's responsibility to check the Board of Education website in advance of the bid opening to determine if any addenda have been issued.

Sealed proposals will be received by the Business Office, Naugatuck Board of Education, 497 Rubber Avenue, Naugatuck, CT 06770 until

DEADLINE: 12 pm, Friday, March 18, 2022
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Immediately following, the bids will be publicly opened and read.

The Naugatuck Board of Education reserves the right to waive any informalities or to reject any or all proposals.

The Naugatuck Board of Education is an affirmative action/equal opportunity employer, MBE's, WBE's and SBE's are encouraged to apply.

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Section 1: General Information and Requirements

1.1 General Information and Intent

The Naugatuck Board of Education is seeking proposals from qualified contractors to transport, set-up, take down, and store district owned tents.

In conjunction with these steps the Board of Education is also seeking proposals for securing tents during inclement weather, and raising of tents post inclement weather.

1.2 Aerial Views

Aerial views of placement from the fall of 2021, will be made available upon request. Please note that assignment and placement can change up until the tent is assembled.

1.3 Questions

All questions and inquiries shall be directed in writing by Wednesday, March 16, 2022, to:

Bernice Rizk, Business Manager
Naugatuck Board of Education
497 Rubber Avenue
Naugatuck, CT 06770
bernice.rizk@naugatuck.k12.ct.us
203-720-5265

1.4 Qualified Bidders

In order for a Contractor's proposal to be accepted, they must provide evidence of the successful completion of at least three similar projects within the last 5 years.

1.5 Minimum Project Scope

It is expected that all proposals shall include the following minimum work:

1. Provide a payment and performance bond.
 2. Provide all necessary work, transport, equipment to complete the project.
- A. The project requirements are as follows:
Base bid is to do the following items:
- Spring 2022
 - Transport of the district provided tents from our storage
 - Set-up of district provided tents

Fall 2022
Dismantle of district provided tents
Transport of district provided tents to our storage

Tents are stored at Naugatuck Event Center 6 Rubber Ave., Naugatuck, CT on the 4th floor. There is an accessible service elevator.

Additional main supports for tents are located at Andrew Avenue School, and Cross Street Intermediate School. Both accessible at ground level.

Locations and tent distribution (all Naugatuck, CT 06770):

Andrew Avenue School, 140 Andrew Avenue: 5 Tents
City Hill Middle School, 441 City Hill Street: 8 Tents
Cross Street Intermediate School, 120 Cross Street: 4 Tents
Early Childhood Center, 28 Central Avenue: 3 Tents
Hillside Intermediate School, 51 Hillside Avenue: 3 Tents
Hop Brook School, 75 Crown Street: 5 Tents
Maple Hill School, 641 Maple Hill Road: 6 Tents
Naugatuck High School, 543 Rubber Avenue: 1 Tent
Salem School, 124 Meadow Street: 2 Tents
Western School, 108 Pine Street: 5 Tents

B. In the event of inclement weather tents will be lowered and secured to ground anchors.

Inclement weather will be considered one of the following:

Sustained wind at forty (40) miles an hour with gusts of sixty (60) miles per hour lasting more than six (6) hours in a twenty four (24) hour span.

Hurricane strength storm lasting any amount of time

The Board of Education reserves the right at any time to determine what is inclement weather

C. The District will have (1) contract with the selected Contractor. The District will not have separate contracts with trade contractors or sub-consultants as part of the Contractor's contract.

1.6 Negotiation

The Naugatuck Board of Education reserves the right to negotiate with the contractors submitting proposals.

1.7 Equal Opportunity Clause

The Naugatuck Board of Education is an affirmative action/equal opportunity employer.

(1) The vendor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The vendor will take affirmative action to ensure

that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The vendor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

(2) The vendor will, in all solicitations or advertisements for employees placed by or on behalf of the vendor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.

3) The vendor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the vendor's commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(4) The vendor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(5) The vendor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(6) In the event of the vendor's non-compliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the vendor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

1.7.1 **Submission of Proposals**

Proposals will be accepted until deadline noted on page 1. All proposals must be clearly marked on one (1) large envelope with the Project and the Contract number.

Proposals shall be mailed or delivered to:

Business Manager
Naugatuck Board of Education
497 Rubber Avenue
Naugatuck, CT 06770

Immediately following the deadline, the bids will be publicly opened and read.

Late submissions will not be accepted

1.7.2 Evaluations and Selection Criteria

Bidders will be selected with the following criteria (not listed in order of importance):

- a) Past company experience within the region, with the same type of work.
- b) Cost for all services combined, as determined by the Board of Education.
- c) Examples of completion of similar projects.
- d) Company must have all necessary permits and licenses to operate in the State of Connecticut for the term of the bid.
- e) Other criteria as determined by the Board of Education, weighting criteria will be determined by the Board of Education.
- f) The Board of Education reserves the right to negotiate with the successful bidder on the terms of their proposed Contract before signing, if it is in the best interest of the Board of Education.
- g) If the Board of Education cannot negotiate a contract with the selected Contractor the Board of Education may choose to negotiate with the next ranked vendor.

1.7.3 Naugatuck Board of Education’s Reservation of Rights

The Naugatuck Board of Education reserves the right to waive any informality or to reject any or all proposals or to accept any proposals, should it deem it to be in the best interest of the Board of Education. The Board of Education reserves the right to reject any proposals if they show any omission, alteration of form, additions not called for, conditional bids, or irregularities of any kind.

1.7.4 Reimbursement for Costs

It is the responsibility of the Bidder’s respondents to pay for all costs associated with submitting proposals. The Naugatuck Board of Education shall not reimburse any costs.

1.7.5 Insurance Requirements

Before execution of the Contract, and before each Contract year, the Bidder will be required to file with the Naugatuck Board of Education a certificate of insurance. The certificate shall be executed by an insurance company in good standing with the State of Connecticut and shall name the Naugatuck Board of Education as additional insured parties on the form furnished with these specifications. The “Certificate of Insurance” shall state that at a minimum, with respect to the Contract, the Bidder carries insurance in accordance with the requirements and stipulations listed below.

Unless requested otherwise by the Naugatuck Board of Education, the Bidder and its insurer shall not assert the defense of governmental immunity in the adjustment of claims or in the defense of any claim or suit brought against the Board of Education and the State. The Bidder shall assume and pay all costs and billing for premiums and audit charges earned and payable under the required insurance. Any deductibles are the sole responsibility of the Contractor, including claim handling and legal expenses.

A. Worker's Compensation Insurance: With respect to all operations the Bidder performs and all those performed for it by sub-contractors, the Bidder shall carry worker's compensation insurance in accordance with the requirements and the laws of the State of CT.

B. Contractor's Public Liability and Property Damage Insurance: With respect to the Project operations the Bidder performs and also those performed for it by sub-bidders, the Bidder shall carry regular Contractor's Public Liability Insurance. The insurance shall provide coverage for each accident or occurrence in the amount of \$2,000,000 for all damages resulting from (1) bodily injury to, or death of, persons and/or (2) injury to or destruction of property. Subject to that limit per accident or occurrence, the policy shall provide a total or aggregate coverage of \$5,000,000 for all damages during the policy period.

C. Automobile Liability Insurance: The operation of all motor vehicles, including those hired or borrowed shall be covered by Automobile Liability Insurance. The insurance shall provide coverage for each accident or occurrence in the amount of \$2,000,000 for all damages resulting from (1) bodily injury to, or death of, persons and/or (2) injury to or destruction of property. If an insurance policy shows an aggregate limit as part of the automobile liability coverage, the aggregate limit must be at least \$2,000,000.

D. With respect to the operations the Bidder performs and also those performed for it by sub-bidders, the Bidder shall carry for and on behalf of the Naugatuck Board of Education, insurance which shall provide coverage for each accident or occurrence in the amount of \$2,000,000 for all damages resulting from (1) bodily injury to or death of person and/or (2) injury to or destruction of property. Subject to that limit per accident or occurrence, the policy shall provide a total or aggregate coverage of \$5,000,000 for all damages during the policy period.

E. Termination or change of Insurance: Each insurance policy shall be endorsed to provide that the insurance company shall notify the Naugatuck Board of Education by certified mail at least thirty (30) days in advance of termination, or any change in the policy.

F. Claims: Each insurance policy shall state that the insurance company shall agree to investigate and defend the Naugatuck Board of Education against all damages, even if groundless.

G. Compensation: There shall be no direct compensation allowed the Bidder on account of any premium or other charge necessary to take out and keep in effect all insurance or bonds, but the cost thereof shall be considered included in the general cost of the work.

1.7.6 Signature Requirements

Proposals must be signed by a duly authorized official of the Company. Consortiums, joint ventures, or teams submitting proposals will not be considered, unless it is established that all contractual responsibility rests solely with one Contractor or one legal entity, which shall not be a subsidiary or affiliate with limited resources. Each proposal should indicate the entity responsible for execution on behalf of the proposal team.

1.8 Safety

All practices, materials and equipment shall comply with the Federal Occupational Safety and Health Act, as well as any pertinent State and/or local safety and environmental codes.

1.9 Observance of Laws

The Contractor shall, at all times, observe and comply with all Federal, State and Borough laws, ordinances and regulations in any manner affecting the conduct of the work.

1.10 Attachments

The following attachments shall be made part of this RFP:

- | |
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| <ol style="list-style-type: none">1. Proposal Summary2. Bid Sheet3. Certificate of Non-Collusion Form.4. Appendix A: Additional Information |
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1.11 Transferability of CONTRACT

No assignment of the contract or any right accruing under this contract shall be made in whole or in part by the Contractor without the express written consent of the Board of Education, which consent will not be unreasonably withheld. In the event of any assignment, the assignee shall assume all of the liability of the Contractor.

1.12 CONTRACT Documents

The Request for Proposal and its attachments, Insurance Certificates, Performance Bonds, the executed contract and any addenda to the foregoing shall constitute the Contract Documents.

1.13 Indemnity

The Contractor shall indemnify, hold harmless, and exempt the Board of Education, its agents, servants and employees from and against all legal proceedings, claims and associated costs and Attorney's fees incident to any work done in the performance of this CONTRACT arising out of a willful or negligent act or omission of the Contractor, its agents, servants or employees.

1.14 Performance and Payment Bond

The Contractor shall, prior to the signing a contract with the Board of Education, furnish a Performance Bond and Payment Bond in a form acceptable to the Board of Education, for one hundred percent (100%) of the bid price for services provided. These bonds shall be issued from a surety company either licensed or approved by the State of Connecticut Insurance

Commissioner and which has an A.M. Best's rating of A-VII or better. Any certified check shall be issued by a bank located in the State of Connecticut.

1.15 Default

If the Contractor fails to perform this contract in accordance with its terms, the Board of Education shall have the right, in addition to all other remedies it may have, to declare the Contractor in default, and to resubmit the contract for further bid. In that event, the Contractor shall pay to the Board of Education, as liquidated damages, the amount of any excess of the new contract price over the Contract price herein provided for, both prorated to the period of time covered by the unexpired term of the Contract at the time of default.

Section 2: Items Required With Bid Response Packet

The following items are required to be included with your bid response packet:

2.1 Letter of Interest

The Contractor shall submit a signed letter of interest on company letterhead detailing the proposed project and the company's experience and any assumptions, conditions or important information needed in order to properly review the proposal.

2.2 Price Proposal

The proposal shall include the following minimum items:

- A. Detailed price proposal including itemized costs for each task of the project.
- B. List of any additional equipment and supplies that will be purchased.
- C. Cut Sheets of proposed additional equipment.
- D. List of any Sub-Contractors that are to be utilized for the project.

2.3 Schedule of Work

The Contractor shall submit a detailed schedule of project work (based on days commencing upon Contract signing.)

2.4 Insurance Certificate

The Contractor shall submit an insurance certificate showing the Contractor's current applicable insurance coverage.

2.5 References

The CONTRACTOR shall provide a minimum of three (3) references, preferably municipalities or Boards of Education in Connecticut or New England), where they have performed the type of work listed in this RFP.

Naugatuck Board of Education Request for Proposals

REQUEST FOR PROPOSAL FOR TRANSPORTATION, ASSEMBLY, DISASSEMBLY,
AND RELOCATION OF DISTRICT OWNED TENTS.

PROPOSAL SUMMARY:

This proposal has been prepared to provide the District with all the information requested in the RFP. The undersigned certifies that the RFP has been carefully examined and that the proposal contained herein meets or exceeds the scope of services as outlined herein and that any items that have been deleted from and/or added to the requested scope of services (including, but not limited to, the proposed contract language) are clearly noted as follows:

Firm Name

Owner or Designee

Signed this _____ day of _____, 202____.

Address: _____

Phone Number: _____

Fax Number: _____

If a corporation, indicate state of incorporation and affix seal.

Attest: _____

By: _____

Signature/Title

BID SHEET	
PROJECT: District Tents	
RFP #: 202203-2	
FOR: Naugatuck Board of Education	
DATE:	
CONTRACTOR NAME/ADDRESS:	
SCHOOL: Andrew Avenue School	
LOCATION ADDRESS: 140 Andrew Avenue	
Transport of five (5) tents to location in spring 2022 Four (4)- 30' X 30' One (1)- 20' X 20'	\$
Assembly of five (5) tents at location spring 2022 Four (4)- 30' X 30' One (1)- 20' X 20'	\$
Disassembly of five (5) tents at location Fall 2022 Four (4)- 30' X 30' One (1)- 20' X 20'	\$
Relocation of five (5) tents to off site storage Fall 2022 Four (4)- 30' X 30' One (1)- 20' X 20'	\$
Inclement weather take-down (each incident)	\$
Inclement Weather Set-up (each incident)	\$
SCHOOL: City Hill Middle School	
LOCATION ADDRESS: 441 City Hill Street	
Transport eight (8) tents to location Spring 2022 Four (4)- 20' X 40' Two (2)- 20' X 30' Two (2)- 30' X 30'	\$
Assemble eight (8) tents at location Spring 2022 Four (4)- 20' X 40' Two (2)- 20' X 30' Two (2)- 30' X 30'	\$
Disassemble eight (8) tents at location Fall 2022 Four (4)- 20' X 40' Two (2)- 20' X 30' Two (2)- 30' X 30'	\$
Relocation of eight (8) tents to off site storage Fall 2022	\$

Four (4)- 20' X 40' Two (2)- 20' X 30' Two (2)- 30' X 30'	
Inclement weather take-down (each incident)	\$
Inclement Weather Set-up (each incident)	\$
SCHOOL: Cross Street Intermediate School	
LOCATION ADDRESS: 120 Cross Street	
Transport of four (4) tents to location in spring 2022 Four (4)- 30' X 30'	\$
Assembly of four (4) tents at location spring 2022 Four (4)- 30' X 30'	\$
Disassembly of four (4) tents at location Fall 2022 Four (4)- 30' X 30'	\$
Relocation of four (4) tents to off site storage Fall 2022 Four (4)- 30' X 30'	\$
Inclement weather take-down	\$
Inclement Weather Set-up	\$
SCHOOL: Early Childhood Center	
LOCATION ADDRESS: 28 Central Avenue	
Transport of three (3) tents to location in spring 2022 three (3)- 30' X 30'	\$
Assembly of three (3) tents at location spring 2022 three (3)- 30' X 30'	\$
Disassembly of three (3) tents at location Fall 2022 three (3)- 30' X 30'	\$
Relocation of three (3) tents to off site storage Fall 2022. three (3)- 30' X 30'	\$
Inclement weather take-down (each incident)	\$
Inclement Weather Set-up (each incident)	\$
SCHOOL: Hillside Intermediate School	
LOCATION ADDRESS: 51 Hillside Avenue	
Transport of three (3) tents to location in spring 2022 One (1)- 30' X 30' One (1)- 20' X 40' One (1)- 10' X 50'	\$
Assembly of three (3) tents at location spring 2022	\$

One (1)- 30' X 30' One (1)- 20' X 40' One (1)- 10' X 50'	
Disassembly of three (3) tents at location Fall 2022 One (1)- 30' X 30' One (1)- 20' X 40' One (1)- 10' X 50'	\$
Relocation of three (3) tents to off site storage Fall 2022. One (1)- 30' X 30' One (1)- 20' X 40' One (1)- 10' X 50'	\$
Inclement weather take-down (each incident)	\$
Inclement Weather Set-up (each incident)	\$
SCHOOL: Hop Brook School	
LOCATION ADDRESS: 75 Crown Street	
Transport of five (5) tents to location in spring 2022 Three (3)- 20' X 20' Two (2)- 30' X 30'	\$
Assembly of five (5) tents at location spring 2022 Three (3)- 20' X 20' Two (2)- 30' X 30'	\$
Disassembly of five (5) tents at location Fall 2022 Three (3)- 20' X 20' Two (2)- 30' X 30'	\$
Relocation of five (5) tents to off site storage Fall 2022 Three (3)- 20' X 20' Two (2)- 30' X 30'	\$
Inclement weather take-down (each incident)	\$
Inclement Weather Set-up (each incident)	\$
SCHOOL: Maple Hill School	
LOCATION ADDRESS: 641 Maple Hill Road	
Transport of six (6) tents to location in spring 2022 Two (2)- 20' X 40' Four (4)- 30' X 30'	\$
Assembly of six (6) tents at location spring 2022 Two (2)- 20' X 40' Four (4)- 30' X 30'	\$
Disassembly of six (6) tents at location Fall 2022 Two (2)- 20' X 40' Four (4)- 30' X 30'	\$
Relocation of six (6) tents to off site storage Fall 2022	\$

Two (2)- 20' X 40' Four (4)- 30' X 30'	
Inclement weather take-down (each incident)	\$
Inclement Weather Set-up (each incident)	\$
SCHOOL: Salem School	
LOCATION ADDRESS: 124 Meadow Street	
Transport of two (2) tents to location in spring 2022 Two (2)- 30' X 30'	\$
Assembly of two (2) tents at location spring 2022 Two (2)- 30' X 30'	\$
Disassembly of two (2) tents at location Fall 2022 Two (2)- 30' X 30'	\$
Relocation of two (2) tents to off site storage Fall 2022 Two (2)- 30' X 30'	\$
Inclement weather take-down (each incident)	\$
Inclement Weather Set-up (each incident)	\$
SCHOOL: Western School	
LOCATION ADDRESS: 108 Pine Street	
Transport of five (5) tents to location in spring 2022 Three (3)- 30' X 30' One (1)- 20' X 40' One (1)- 20' X 20'	\$
Assembly of five (5) tents at location spring 2022 Three (3)- 30' X 30' One (1)- 20' X 40' One (1)- 20' X 20'	\$
Disassembly of five (5) tents at location Fall 2022 Three (3)- 30' X 30' One (1)- 20' X 40' One (1)- 20' X 20'	\$
Relocation of five (5) tents to off site storage Fall 2022 Three (3)- 30' X 30' One (1)- 20' X 40' One (1)- 20' X 20'	\$
Inclement weather take-down (each incident)	\$
Inclement Weather Set-up (each incident)	\$
	(continued)

SCHOOL: Naugatuck High School	
LOCATION ADDRESS: 543 Rubber Ave.	
Transport of one (1) tents to location in spring 2022 One (1)- 30' X 60'	\$
Assembly of one (1) tents at location spring 2022 One (1)- 30' X 60'	\$
Disassembly of one (1) tents at location Fall 2022 One (1)- 30' X 60'	\$
Relocation of one (1) tents to off site storage Fall 2022 One (1)- 30' X 60'	\$
Inclement weather take-down (each incident)	\$
Inclement Weather Set-up (each incident)	\$

Attachment

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person.

As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature

_____/_____/_____
Date

Printed Name of Person Signing Proposal

Name of Business