



TOWN OF WALLINGFORD

Department of Finance
Bureau of Purchases
45 South Main Street
Wallingford, Connecticut 06492
Telephone (203) 294-2115

BID NO. 09-104	DATE OF BID OPENING March 9, 2010	TIME OF BID OPENING 2:15 P.M., Prevailing Local Time	INSURANCE REQUIREMENTS
BID ITEM Printing of Annual School Calendar for the Wallingford Public Schools			
AMOUNT OF BID SURETY None	PERFORMANCE BOND None	CONTRACT PERIOD OR DATE DELIVERY REQUIRED From 7/1/10 Thru 6/30/11	
CONTACT PERSON Andrew Candido, School to Career Coordinator			PHONE [1] 203-949-6533
DEPT. Board of Education, Business Office, 142 Hope Hill Rd., Wallingford, CT 06492			

INVITATION TO BID

Sealed proposals will be received by the Purchasing Agent for the Town of Wallingford, in Room 206, Town Hall, 45 South Main Street, Wallingford, Connecticut, 06492, for furnishing the commodities and/or services herein listed to town agencies.

AFFIRMATION OF BIDDER

The undersigned bidder affirms and declares:

- 1) That this contract proposal is executed and signed by said bidder with full knowledge and acceptance of the provisions of the General terms & Conditions, Bid Specifications and Bid Proposal which are made a part of the contract.
- 2) That should any part of this proposal be accepted in writing by the Purchasing Agent within sixty (60) calendar days from the date of bid opening, said bidder will furnish and deliver the commodities and/or services for which this proposal is made, in the quantities and at the prices bid, and in compliance with the Specifications.
- 3) That this proposal is covered by surety in the following form as checked. (See Amount of Bid Surety above if required)

☐ Proposal Bond ☐ Cashiers Check ☐ Certified Check Enclosed in the amount of \$_____

PROPOSAL: The undersigned, accepting the conditions set forth herein, hereby agrees in strict accordance therewith, to furnish and deliver the commodities and/or services to the town agency or agencies named at the prices bid herein.

Type of Business	☐ Proprietorship	☐ Partnership	☐ Sub Chapter S Corp.	☐ Corporation
Company Name		Doing Business As (Trade Name)		
Business Address		City	State	Zip Code
Signature of Person Authorized to Sign This Bid		Title	Date	
Print Name of Signer		Phone	Fax	
Further information and references on any individual or company placing a bid may be required by the Town of Wallingford prior to the awarding of a bid.				

This Form Must Be Signed & Returned

General Instructions:

Proposals are to be:

- * **Submitted in duplicate unless otherwise indicated in the specifications.**
- * Submitted using the blank proposal forms furnished.
- * Submitted in a sealed opaque envelope utilizing the enclosed label, with the bidder's name and address in the upper left-hand corner.
- * Made out and signed in the corporate, or other, name of bidder. In addition, an authorized person must fully and properly execute the bid.

Proposals received later than the time and date specified will not be considered.

Amendments to or withdrawal of proposals received later than the time and date set for the opening will not be considered.

Bidders or their representatives may be present at the bid opening.

The Town of Wallingford may require further information and references on any individual or company placing a bid prior to the awarding of a bid.

The Purchasing Agent reserves the right to amend and/or cancel the bid invitation prior to the time and date of the bid opening.

The Purchasing Agent reserves the right to correct an award erroneously made as a result of a clerical error on the part of the Town of Wallingford.

A contract shall not be awarded to any corporation, firm or individual who has an unpaid and overdue debt to the Town by nonpayment of taxes, by debt or contract, or who is in default as surety or otherwise by any obligation to the Town

TO ALL PROSPECTIVE BIDDERS:

The office of the Purchasing Agent will appreciate your assistance in making a careful study of the specifications and proposal for the purpose of offering suggestion as to contract period, quantities, purchasing terms, detailed specifications, trade customs, etc., which you believe to be for the best interest of the Town of Wallingford.

In soliciting an interest on your part in reviewing our bid documents, we believe closer cooperation will be developed between prospective bidders and this office.

If possible, we should like to have your suggestions or comments prior to the date of bid opening indicated in the bid invitation. In replying, will you kindly refer to the bid number.

In the event you are unable to submit a proposal against this bid, we will appreciate your advising this office to that effect. Failure to submit proposals against three consecutive bids will result in your name being removed from the vendor list, unless a specific request is made in writing for the retention of your name on said list or a "NO BID" is received.

PURCHASING AGENT
TOWN OF WALLINGFORD

BID PROPOSAL

The undersigned _____, doing business in the City/Town of _____,
 _____, submits herewith, in conformity with the general terms and conditions and
 specifications for the above mentioned public bid, the following proposal for: **Printing of Annual School
 Calendar for the Wallingford Public Schools**

Item	Description	Est. Qty.	Unit Price	Extended Total
Base Bid	Recreate existing format per specifications	6500	\$ ea	\$
Option 1	Recreate existing format – 4 color, self cover per specifications	6500	\$ ea	\$
Option 2	Recreate existing format – 2 color, self cover per specifications	6500	\$ ea	\$
Option 3	Recreate existing format – 1 color, self cover per specifications	6500	\$ ea	\$

Delivery within _____ days after receipt of order.

Warranty period _____

TERMS:	Cash Discount % Days	Net Cash Days
Company Name		Date
Address		Phone
City		State Zip Code
Name (Print)		Title
Sign		Receipt Of Addenda Is Acknowledged (If Applicable):
No. Date		No. Date

<u>EXCEPTIONS</u>

The undersigned bidder proposes the following exceptions for Printing of Annual School Calendar for the Wallingford Public Schools.

Exceptions will be considered to the product or service specifications only. All other conditions or agreements submitted in response to the bid, unless specifically requested, will be rejected.

Any and all price changes related to these exceptions are specifically stated herewith.

Exception

Price Change
(Show + or -)

Name (Print)

Phone

Sign

Date

Title

SPECIFICATIONS

For

Printing of Annual School Calendar and Newsletter for the Wallingford Public Schools

Intent:

The Town is seeking a company to create a school calendar with an existing format for the Wallingford Public School System.

Basis of Award:

The Town intends to award the bid to the responsive and responsible bidder offering the lowest total cost for the option chosen by the Department.

Contract Period:

Prices offered on the proposal schedule shall be firm for the specified period. The Town and the contractor, if mutual agreement is reached, may extend the contract for up to one additional year. Any extension shall be at the same price, terms, and conditions as the previous year; however, the owner has the sole discretion to reject or accept such extension. Evaluation for extension of the contract will be done yearly at the anniversary date of each of the contracts, but in no case shall the duration of this contract exceed two (2) years in total.

Base Bid:

Calendar:

1. 36 pages including cover (per previous issue).
2. All production includes consultation.

Creative:

1. Existing format, layout, graphics, hi-res digital photography of oversized drawings, file input, copy style/edit, typeset, electronic mechanicals, emails.
2. One set of proofs, up to two rounds of revisions emails.
3. One set of final proofs for printer, electronic files, complete as PDF for school station.
4. Includes pickup and delivery of proofs and artwork.

Print Cover:

1. 1 sheet, 4 pages, 11 x 17 flat, 5/4 colors (4 process plus ov gl var front cover only)
2. Full bleed.
3. 80# dullcoat cover, score.
4. Single fold, to 11 x 8-1/2, collate in with text.

Print Text:

1. 8 sheets, 32 pages, 11 x 17 flat, 4/4 colors (process).
2. No bleed.
3. Prints on 60# white opaque offset text.
4. Single fold to 11 x 8-1/2, collate in with cover.
5. Two (2) spot saddle wire, drill hole, trim to size.
6. Carton pack.

Option #1

Calendar:

1. 36 pages including cover (4 color, self cover).
2. All production includes consultation.

Creative:

1. Existing format, layout, graphics, hi-res digital photography of oversized drawings, file input, copy style/edit, typeset, electronic mechanicals, emails.
2. One set of proofs, up to two rounds of revisions, emails.
3. One set of final proofs for printer, electronic files, complete as PDF for school station.
4. Includes pickup and delivery of proofs and artwork.

Print:

1. 9 sheets, 11" x 17" flat, 4/4 colors (process).
2. No bleed.
3. Prints on 60# white opaque offset text, single fold to 11" x 8-1/2",
4. Collate, 2 spot saddle wire, drill hole.
5. Carton pack.

Option #2:Calendar:

1. 36 pages including cover (2 color, self cover).
2. All production includes consultation.

Creative:

1. Existing format, layout, graphics, hi-res digital photography of oversized drawings, file input, copy style/edit, typeset, electronic mechanicals, emails.
2. One set of proofs, up to two rounds of revisions, emails.
3. One set of final proofs for printer, electronic files, complete as PDF for school station.
4. Includes pickup and delivery of proofs and artwork.

Print:

1. 9 sheets, 11" x 17" flat, 2/2 colors (black, pms),
2. No bleed.
3. Prints on 60# white opaque offset text, single fold to 11" x 8-1/2".
4. Collate, 2 spot saddle wire, drill hole,
5. Carton pack.

Option #3:2010/2011 Calendar:

1. 36 pages including cover (1 color, self cover).
2. All production includes consultation.

Creative:

1. Existing format, layout, graphics, hi-res digital photography of oversized drawings, file input,
2. copy style/edit, typeset, electronic mechanicals, emails.
3. One set of proofs, up to two rounds of revisions, emails.
4. One set of final proofs for printer, electronic files, complete as PDF for school station.
5. Includes pickup and delivery of proofs and artwork.

Print:

1. 9 sheets, 11" x 17" flat, 1/1 color (black),
2. No bleed.
3. Prints on 60# white opaque offset text, single fold to 11" x 8-1/2".
4. Collate, 2 spot saddle wire, drill hole.
5. Carton pack.

GENERAL TERMS AND CONDITIONS

All bids are subject to the General Terms and Conditions, Bid Specifications and Contract Proposal as provided.

Price: Bid prices will include delivery, F.O.B. destination, without extra compensation.

Taxes: The Town of Wallingford is exempt from the payment of the Excise Taxes imposed by the Federal Government, and the Sales and Use Tax of the State of Connecticut. Such taxes should not be included in the bid price. Exemption certificates will be furnished to the successful bidder.

Award: The Purchasing Agent reserves the right to make an award which, in his judgment and recommendation from the department, following bid evaluations, best meets the specifications and is deemed in the best interest of the Town of Wallingford. The Town reserves the right to increase or decrease all quantities indicated in this bid.

The Purchasing Agent further reserves the right to reject any or all bids, in whole or in part; to award any item, group of items or total bid unless otherwise specified by the bidder, and to waive informality or technical defects, if, in his judgment, the best interests of the Town of Wallingford will be so served.

Price Discrepancies:

In the event there is a discrepancy between the unit price and extended price the unit price will prevail.

In the event there is a discrepancy between the written price and numeric price the written price will prevail.

Multiple Year Bid Pricing:

For multiple year bids, the bid price for each successive year must be greater than or equal to the preceding year. All front loaded bids will be rejected.

Additional Departments:

The quoted prices will be made available to any Town of Wallingford department or agency wishing to utilize the vendor's service. Anticipated user departments may include, but shall not be limited to, Board of Education, Water & Sewer, Electric Division, and Public Works.

Laws: All deliveries shall comply in every respect with all applicable laws of the Federal Government and/or the State of Connecticut.

Permits:

It is the responsibility of the successful bidder to obtain all Federal, State and local permits when needed. All fees imposed by the Town, for permits issued by the Town of Wallingford will be waived. All State or Federal permitting fees to be collected by the Town will not be waived.

Hold Harmless & Indemnification Agreement:

The bidder assumes full responsibility for its negligent acts, errors or omissions and agrees to hold harmless and indemnify the Town of Wallingford, its agents and servants, from and against any and all claims, suits, damages, costs, losses and expenses resulting from such negligent acts, errors or omissions while conducting activities associated with this bid.

Anti Trust Claim Assignment Clause:

The contractor or subcontractor offers and agrees to assign to the Town of Wallingford, all right, title and interest in all causes of action it may have under Section 4 of the Clayton Act, 15 U.S.C. Section 15, or under Chapter 624 of the General Statutes of Connecticut, arising out of the purchase of services, property or intangibles of any kind pursuant to a public purchase contract or subcontract. This assignment shall be made and become effective at the time the Town of Wallingford awards or accepts such contract, without further acknowledgement by the parties.

Non-Collusive Bid Statement

The bidder, being fully informed regarding the accuracy of the statements made herein, certifies that:

- a. The bid has been arrived at by the bidder independently and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with, any other vendor of materials, supplies, equipment, or services described in the invitation to bid, designed to limit independent bidding or competition, and,
- b. The contents of the bid have not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid, and will not be communicated to any such person prior to the official opening of the bid.

The bidder further certifies that this statement is executed for the purposes of inducing the Town of Wallingford to consider the bid and make an award in accordance therewith.

Non Discrimination Clause:

Pursuant to Section 4a-60 and 4a-60a of the Connecticut General Statutes as amended by Public Act 07-142 and 07-245, the bidder agrees and warrants that he or his subcontractors will in the performance of the contract not discriminate or permit discrimination against any person or group of people on the grounds of race, color, religious creed, age, marital status, civil union, national origin, ancestry, sex, sexual orientation, mental retardation, including physical disability unless it is shown by the contractor that the physical disability prevents performance of the work. In addition, the contractor agrees to comply with all other provisions of the aforementioned statutes.

Prior to entering into a contract and the issuance of a purchase order, the bidder shall provide to the Town documentation such as a company or corporate policy adopted by the governing body that supports the nondiscrimination agreement and warranty as stated above.

The Contractor further agrees that neither he nor his subcontractors will discharge, expel or otherwise discriminate against any person because he has opposed any unfair employment practice or because he has filed a complaint or testified or assisted in any proceeding under Section 31-127 of the Connecticut General Statutes. The advertisement of employment opportunities will be carried out in such a manner as not to restrict or discriminate against individuals because of their race, color, religious creed, age, sex, national origin or ancestry, except in the case of a bona fide occupational qualification or need.

Safety Standards:

All contractors and their employees, agents and subcontractors are required to comply with all EPA, NFPA and OSHA safety standards at all times while working on site. The Contractor and employees, agents and subcontractors found to be in non-compliance may be removed from the work site, as well as subject to forfeiture of payment and/or contract termination. The Town reserves the right to inspect the work site at any time for safety compliance. The Town may require the contractor as well as any agents and subcontractors to provide a copy of their OSHA 300 log for the three previous years for review.

↘ Debarment:

The Purchasing office reviews any bid being considered to assure that neither the contractor nor any subcontractor being utilized is subject to state or federal debarment based on published debarment lists. Persons or firms currently debarred under the Federal Davis Bacon Act that are included on the State Debarment List pursuant to Connecticut General Statutes, Section 31-53a, as amended, shall not be awarded a contract. No contract shall be awarded to any firm, corporation, partnership or association in which such persons or firms have an interest until the expiration date listed has passed.

Performance, Labor and Material Bond (If Applicable):

To insure the faithful execution of the contract, according to its provisions, the bidder awarded the contract will be required to provide at his own expense, to the Town of Wallingford, a Performance Bond for the full amount of the contract and also furnish a Labor and Material Bond. The bond must be written by a company licensed to write business in the State of Connecticut and shall be furnished prior to the issuance of a Contract or a Purchase Order.

Bid Bond (If Applicable):

A Certified Check, Cashier's Check or Bid Bond in the amount stated on the contract proposal, made payable to the "Treasurer, Town of Wallingford", must be submitted with each bid, as a guarantee that in case the contract is awarded, the bidder will execute such contract and furnish satisfactory Performance and Labor and Material Bond if required. Unsuccessful bidders shall be entitled to return of surety where the Agent has required bid deposits. A successful bidder shall forfeit any surety required by the Agent upon failure on his part to enter into a contract within ten (10) days after being notified of the award.

Toxic Substances:

In accordance with Section 31-40M of the General Statutes of Connecticut, any person who supplies any toxic substances as defined in 31-40J shall provide the following information:

- a. The genetic or basic chemical name of the toxic substance.
- b. The level at which exposure to the substance is determined to be hazardous.
- c. If known, the acute and chronic effects of exposure of hazardous levels.
- d. The symptoms of such effects.
- e. The appropriate emergency treatment.
- f. Proper conditions for safe use and exposure to such toxic substance.
- g. Procedures for cleanup of leaks and spills of such toxic substance.
- h. A label on each container of any such substance which states, in a clearly legible and conspicuous form, that a toxic substance is contained therein.

This information should be disclosed at the time of the bid opening and chemical data (M.S.D.S.) sheets will also be required if the products meet the toxic substance criteria.

Training:

Pursuant to Connecticut General Statutes, Section 31-53b contractors must furnish proof to the Labor Commission that all employees performing manual labor on public building projects have completed a course in construction safety. The statute applies to all public building projects where state funds are involved and the total construction cost is \$100,000 or more.

Payment Terms:

Payment terms will be considered in an award under the following conditions:

A) Preferred Payment Terms:

Any discount effective either for 30 days or based on "10/EOM" (10 days after the end of the month, e.g., 2%/30 days or 2/10 EOM). The minimum payment time is 20 days from receipt of invoice.

B) Secondary Payment Terms:

Any discount effective for 20 days, e.g., 2%/20 days.

If bids are tied, the longer payment period will be considered the lower bid. For example, thirty days terms are better than twenty days terms, providing the same percentages apply (such as 1% or 2%).

C) Short Period Payment Terms:

Payment terms of less than 20 days, even with a discount, are not considered comparable to longer period payment terms due to the special handling of the payment required in such short check-processing period. Such terms will not be considered in an award except in the case of a tie bid.

It shall be understood that the cash discount period will be from receipt of invoice and not from the date of the invoice.

Liability Insurance (If Applicable):

The General Terms and Conditions require the bidder awarded the contract to maintain in force during the performance of the work policies of workers compensation insurance, employers liability, bodily injury liability and property damage insurance covering the operations of the contractor and the use of all motor vehicles employed by the contractor. A certificate of insurance evidencing this fact that the contractor has secured the required insurance shall be filed with the Town of Wallingford at the time of the execution of this contract. **It is further required that the Town of Wallingford be named as an additional insured.** This should be shown under the description of operations portion of the certificate of insurance. All certificates should also indicate a notice of cancellation complying with state statute.

Minimum Requirements For Certificate Of Insurance**A. Commercial General Liability**

- General Aggregate: \$ 2,000,000.00
- Product/Completed Operations Aggregate: \$ 1,000,000.00
- Occurrence Aggregate: \$ 1,000,000.00

B. Automobile Liability

- Liability Limit: \$ 1,000,000.00

C. Excess (Umbrella Liability) Liability

- The requirement that an umbrella policy be provided will depend on a case-by-case evaluation. Your exposure to catastrophic loss arising from the work or service being performed will determine the limit required.

D. Workers Compensation & Employers Liability

- Per Connecticut Statutes

Stipulations:

A contract issued as the result of a bid shall not be considered exclusive. The Town reserves the right to contract with other vendors for similar services when deemed appropriate.

The Town maintains the right to withhold payment for unsatisfactory materials and/or workmanship until such time that the defect is corrected. If the defect is not satisfactorily repaired within 60 days, the Town may elect to have the repair made by an alternate vendor and subtract the cost from the contractor's invoice. The Town also reserves the right to deduct from the vendor's billing any costs incurred as a result of inferior or unsatisfactory materials and/or workmanship.

The Town reserves the right to cancel the contract at any time with no cost to the Town. Any violations of the contract specifications shall be deemed to be justification to cancel the contract. Should it become necessary for the Town to write a letter notifying the contractor of unsatisfactory work, it will become the first step in terminating the contract for cause. If it is necessary to repeat this procedure, the third letter will constitute notice of termination of the contract for cause. The Town's decision shall be final and without recourse or cost to the Town. Furthermore, the Town reserves the right to deduct from the vendor's invoices any costs incurred due to the cancellation of a contract for cause. If the cancellation is for budgetary considerations or is based upon the discretionary right of the Town then the cancellation shall be upon thirty (30) days written notice.

The Town reserves the right not to award the continuation of a multiple year bid. The award of each year's contract is contingent upon adoption and approval of budgetary funds for this purpose.

Asbestos:

Contractor is advised that asbestos containing material may be located in various areas of the school buildings. Before proceeding on any contractual work on school buildings or their interior, it is mandatory that the contractor familiarize themselves with the asbestos-containing material and that this said material be considered a health hazard and all precautionary measures according to Ahera Rules and Regulations be observed. A copy of the Asbestos Management Plan which contains location of said material may be viewed at the office of the Supervisor of Buildings and Grounds, 12 Kondracki Lane, Wallingford, CT, or at the office of the principal of the building at which the work is to be performed. It is the contractor's responsibility to notify all employees and/or subcontractors of this notification.

The contractor must have all technicians who will be performing work at the schools, plus the responsible manager, sign an Asbestos Area Permit Form.

Confined Space:

The successful vendor must conform to the O.S.H.A. regulations concerning confined spaces. The Wallingford Board of Education has a written confined spaces program which must be strictly adhered to. Spaces designated under the program will be monitored by Board of Education equipment. Vendor must provide respirators, walkie-talkies, and any other necessary equipment. A second-person monitor must have prior approval from the Supervisor of Buildings & Grounds. Vendor should also have a written confined spaces program, a copy of which is to be forwarded to the Supervisor of Buildings & Grounds. A complete list of designated confined spaces can be obtained from the Supervisor of Buildings and Grounds; however, all tunnels, boilers, and elevator shafts are included.

Universal Precautions:

The Wallingford Board of Education has a Universal Precautions program which addresses the handling of blood-borne pathogens and body fluids. A copy of the Board's exposure control plan will be provided, and it is the responsibility of the contractor to train his employees in the proper procedures they will be required to follow and to supply them with all necessary protective personal clothing and equipment, such as rubber gloves, face shields and masks, eye protection, etc. The contractor will bear all expenses of compliance with this plan including Hepatitis B shots.

It is the contractor's responsibility to train his employees in O.S.H.A. and Right-to-Know (M.S.D.S.) requirements.