



**TOWN OF STRATFORD
PURCHASING DEPARTMENT
STRATFORD, CONNECTICUT**

BID No. 2009-090

Issued : November 16, 2009

Subject : Athletic Trainer Services for Bunnell and Stratford High Schools

The Town of Stratford for the Board of Education through the Office of the Purchasing Agent, will receive SEALED BIDS for furnishing the equipment described in the accompanying specifications, in accordance with the instructions, conditions and reservations that follow:

A. CLOSING DATE:

Bids will be received until 3:00 pm December 4, 2009, at which time they will be publicly opened and read. All bidders are invited to attend this public opening, which will be held immediately following the closing time specified above, in the Office of the Purchasing Agent, Room 202, Town Hall, 2725 Main Street, Stratford, CT 06615.

Any bid may be withdrawn prior to the above-scheduled time for receiving bids or authorized postponement thereof. Any bids received after the date and time specified shall NOT be considered. No bidder may withdraw a bid within 45 days after the actual opening thereof.

B. INSTRUCTIONS:

All proposals must be addressed to the attention of the Purchasing Agent, in a sealed envelope with bid subject and number on the face thereof. Proposals may be mailed or submitted in person. FAXED PROPOSALS ARE NOT ACCEPTED.

If you obtain any bid documents from the town website, it is your responsibility to check the website for any addendums prior to submitting your bid.

C. CONDITIONS:

Bidders must state specifically what equipment they propose to supply, giving manufacturer's name, model number, etc. A detailed description should accompany your bid. Any exceptions to Town Specifications should be listed in your bid response.

Bid Surety:

No bid surety is required.

Performance Bond

No Performance Bond is required for this bid.

Insurance Requirements

A. General Liability

Occurrence limit \$1,000,000. The insurance carried by the proposer shall be on form CG 00 01, or equivalent. The Town of Stratford and the Stratford Board of Education shall be named as an additional insured on the contractor's General Liability Insurance Policy with form CG 20 10 or CG 20 33, *and* CG 20 37.

B. Automobile Liability

Combined single limit of \$500,000. Comprehensive automobile policy to cover all owned, hired or non-owned automobiles or vehicles.

C. Workers Compensation

The proposer must have workers' compensation and employers liability insurance as required by Connecticut and federal law, plus employers liability limits of \$1,000,000 per accident, 1,000,000 disease each employee and \$1,000,000 disease policy limit.

The proposer shall procure and pay for the insurance coverage described above and must maintain the indicated insurance for a period of two (2) years after completion of the contract. All policies shall provide for thirty (30) days written notice prior to cancellation, substantial change or nonrenewal. The successful bidder must file the required Performance Bond and an Insurance Certificate within two weeks of the date of notification of award. Failure or neglect to do so may be considered by the Town as proof that the proposer is unable to fulfill the contract. A current insurance certificate and a copy of the endorsement or policy wording adding the Town as Additional Insured must be in the Town's possession at all times. In addition, the selected firm shall require its subcontractors, if any, to meet the same insurance requirements and to furnish the Town with similar evidence of insurance.

In addition, the proposer shall, at all times, save, indemnify and hold harmless the Town of Stratford and the Stratford Board of Education, its officers, agents, employees and servants from liability of any nature or kind, including costs and expenses for or on account of, any patented or copyrighted equipment, materials, articles, or processes used in the performance of this contract, or on account of any and all claims, damages, losses, litigation expense and counsel fees arising out of loss or injuries (including death) sustained by or alleged to have been sustained by the public or any persons affected by the proposer 's work, or by the proposer or any subcontractor, or anyone directly or indirectly employed by them while engaged in the performance of their duties in co

The following information should also be covered in your bid:

Terms: All quotations must include delivery to the department indicated. Terms of sale must be stated on your bid form.

Payment: Final payment will be made upon the acceptance of the completed work by an authorized representative of the Town of Stratford or the Stratford Board of Education. NO partial payments will be made. Invoices covering the work specified herein should be forwarded to the Purchasing Department upon completion of the project.

Delivery: Please state as accurately as possible how long it will take to complete delivery after receipt of order, if you are the successful bidder.

Warranty: All proposals must state the exact nature and duration of any warranty applicable to the equipment you propose to sell to the Town.

Taxes: The Town of Stratford is exempt from all State and Federal taxes. Do not include these amounts in your quotation.

Repairs, parts: Bidders should indicate where service or parts could be obtained for the equipment being offered to the Town.

D. RESERVATIONS:

The Town of Stratford and the Stratford Board of Education may consider informal any proposal not prepared and submitted to the Town in accordance with the provisions herein stated. The Town of Stratford and the Stratford Board of Education reserves the right to reject any or all proposals or parts of proposals; to waive defects in same proposals; or to accept any proposal or part thereof deemed to be in the best interests of the Town of Stratford.

Michael Bonnar, Purchasing Agent

SPECIFICATIONS: See next page.

ATHLETIC TRAINER REQUEST BID #2009-090 SPECIFICATIONS

Two Certified Athletic Trainers are needed to provide services to Stratford High School and Bunnell High School, as directed and scheduled by the Athletic Directors of each high school.

Services Will Require:

- On site athletic coverage of practices and competitions to prevent or minimize injury.
- Home contest coverage of female and male varsity, junior varsity and freshman events. Late night and weekend coverage is determined on an as needed basis and by risk of injury for each sport, based on the number of available hours as defined by contract agreement.
- Athletic training coverage needed is forty (40) hours per week at each school for the fall, winter and spring seasons to minimize and treat injuries. The Athletic Trainer needs to arrive at the school by 2:00 p.m. or earlier as needed by the Athletic Director.
- Availability to middle school athletes through there affiliated high school on an as needed basis to assess and treat injuries. Athletes are permitted to seek assessment and treatment at their affiliated high school during scheduled afternoon hours. The Athletic Trainer's number can be obtained through the Athletic Director to make appointments.

Practice and Competition Coverage Hours:

Fall Season: Average day without competitions: 2:00 p.m. – 7:30p.m.,
5.5 hours (Mon-Fri)
Days with late night coverage (games): 7 hours
Weekend competitions: approximately 3 hours
Weekend practice coverage required for football due to high-risk
of injury: 6 hours
Average number of hours per week – 40

Winter Season: Average day without competitions: 2:00 – 7:30, 5.5 hours (Mon-Fri)
Days with late night coverage (games): 7 hours
Weekend competitions: approximately 6 hours
Weekend practice coverage: 4-6 hours
Average number of hours per week: 40 hours

Spring Season: Average day without competitions: 2:00 – 7:30, 5.5 hours (Mon-Fri)
Days with late night coverage (games): 6 hours
Weekend competitions: approximately 4 hours
Weekend practice coverage: 6 hours
Weekend practice coverage: 6 hours
Average number of hours per week: 40

ATHLETIC TRAINING SERVICES TO INCLUDE:

- Operation of a designated training room facility where injury assessment, monitoring, treatment and prevention will take place.
- Assist the Athletic Director ordering equipment and medical supplies
- Assembly, dispensation and collection of team first aid kits and appropriate athletic training supplies to in season coaches.
- Assist the Athletic Director in coordination of seasonal athletic pre-participation physical examinations in accordance with the Board of Education standards for frequency.
- Regular school day provision of on site ATC coverage (starting times directed by the A.D.) until the completion of the last practice. Evenings and Saturdays as dictated by game and practice schedules as well as available hours as dictated by the annual agreement. Exact times and seasonal shifts in hours will be coordinated by the Director of Athletics.
- Home contest coverage of female and male varsity and sub-varsity events including weekends. Away coverage of varsity football and coverage of home off-campus events and tournaments as arranged by the A.D.
- Daily pre-practice taping and preparation as well as appropriate injury assessment, treatment, and record keeping including completion of all required injury reports and insurance claim forms.
- Assist in the weight certification for high school wrestlers as required by the CIAC.
- Coordination and provision of First Aide, CPR and AED Certification for coaching staff members on an as needed basis.
- Coordination and provision of injury evaluations and follow up visits with team/school physician if applicable.
- Facilitation to a specialty specific physician of the athlete's choice within 24 hours if necessary. Injury reporting and communication to the school nurse on a regular basis.
- Review of medical records and discussion with coaches and parents regarding health and safety concerns related to student athletes.
- Coordination/Facilitation of appropriate allied health professionals as requested by parents, coaches or athletes such as Dieticians or Certified Strength and Conditioning Coaches. When necessary, private therapy referrals will be made to facilities within a twenty (20) mile radius of the high school campus.

STRATFORD PUBLIC SCHOOLS
1000 EAST BROADWAY
STRATFORD, CT 06615

BID #2009-090
Athletic Trainer Services for
Bunnell and Stratford High Schools

Please provide pricing for the following years:

2010 – 2011 \$ _____

2011 – 2012 \$ _____

2012 – 2013 \$ _____

Vendor Name:

Address:

City/Town: _____ **State** _____ **Zip Code** _____

Phone Number:

Contact:

Signature:
