

**TOWN OF TRUMBULL
REQUEST FOR QUOTATION
W.P.C.A. PUMP STATION WET WELL CLEANING**

GENERAL INSTRUCTIONS TO BIDDERS

BID NUMBER 5897 Due: June 1, 2011 3:00 PM

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed bids for the **W.P.C.A. Pump Station Wet Well Cleaning** in accordance with the specifications and requirements contained in this request.

1. PREPARATION OF PROPOSALS

- a. Bids shall be submitted by using the enclosed BID PROPOSAL FORM that accompanies this request. Submit one (1) ORIGINAL and two (2) EXACT COPIES. Bidders should submit bids in a clear, concise and legible manner to permit proper evaluation of responsive bids.
- b. Bidders may also submit, under separate cover with their proposal, any samples of reports and documents that are necessary to meet the requirements (deliverables) of this request should a purchase order be awarded
- c. No oral, telephonic, or faxed proposals will be considered. Corrections, deletions, or additions to bids may be made by wire, provided such wires are received in correct and comprehensive form prior to the opening time of bids, and confirmed by letter. No telephone corrections, deletions, or additions will be accepted. The Town reserves the right to reject any or all bids, and to waive any or all formalities in connection therewith.

2. BID SUBMISSION

Bids are to be submitted in a sealed envelope addressed as follows:

Bid: 5897 Due: June 1, 2011
Purchasing Agent
Town of Trumbull
5866 Main Street
Trumbull, CT 06611

Please be advised that the person(s) signing the formal proposal must be authorized by your organization to contractually bind your firm with regard to prices and related contractual obligations for the delivery period requested.

3. BID TIME

- a) Bids shall be received at the office of the Purchasing Agent, Town Hall, prior to the advertised hour of opening, at which time all proposals will be publicly opened and read aloud. Any bids submitted or received after the advertised hour shall not be accepted, opened or read.
- b) A bidder may withdraw a proposal at any time prior to the above scheduled date and time. Any bid received after the above scheduled date and time shall not be considered or opened.

4. TOWN OPTIONS

- a) The TOWN reserves the right to reject any and all bids and does not bind itself to accept the lowest bid or any proposal for this work or any part thereof, and shall have the right to ask for new bids for the whole or parts, should it desire to do so.
- b) If your proposal does not meet or better the required specifications on all points that must be outlined in a letter otherwise it will be presumed that a proposal is in accordance with the required specifications.

5. TAXES

All purchases made by the Town, and associated with the award of this requirement shall be tax exempt. Any taxes must not be included in bid prices. A Town Tax Exemption Certificate shall be furnished upon request.

6. INQUIRIES

All inquiries regarding this request may be directed to **Mr. Joseph Solemene (203-452-5048)**, and shall be answered up to the close of business on **May 27, 2011** after which time no additional questions will be accepted. To ensure consistent interpretation of inquiries, answers to questions the Town deems to be in the interest of all bidders will be made available in writing or by Fax as appropriate to all bidders.

The Town reserves the right to communicate with any or all of the bidders to clarify the provisions of Proposals. The Town further reserves the right to request additional information from any bidder at any time after proposals are opened.

7. AWARD AND AUTHORITY

The Town Purchasing Agent will issue notification of award in writing or purchase order.

8. ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS

Any assignment or subcontracting the selected contractor for work to be performed, or goods and/or services to be provided, in whole or in part, and any other interest in conjunction with a Town procurement shall not be permitted without the express written consent of the Town of Trumbull.

9. HOLD HARMLESS CLAUSE

The Contractor agrees to indemnify, hold harmless and defend the Town from and against any and all liability for loss, damage or expense which the Town may suffer or for which the Town may be held liable by reason of injury, including death, to any person or damage to any property arising out of or in any manner connected with the operations to be performed under this Contract, whether or not due in whole or in part of any act, omission or negligence of the Owner or any of his representatives or employees.

10. WORK REGULATIONS AND STANDARDS

All work activities performed in association with this request must be performed and completed for the Town in accordance with current Federal State and Local regulations. All services performed shall also conform to the latest OSHA standards and/or regulations.

11. INSURANCE

The successful bidder shall provide the Town Purchasing Agent with a Certificate of Insurance before work commences. The Town shall be named as an additional insured with an Insurance Company licensed to write such insurance in Connecticut, against the following risks and in not less than the following amounts:

- Worker's Compensation
- Contractor's Public Liability and Property Damage
- Automobile Insurance

General Liability	Each Person	Each Occurrence	Aggregate
Bodily Injury Liability	\$1,000,000	\$1,000,000	\$1,000,000
Property Damage Liability		\$1,000,000	\$1,000,000
Personal Injury Liability		\$1,000,000	\$1,000,000
Comprehensive Automobile Liability			
Bodily Injury	\$1,000,000	\$1,000,000	\$5,000,000
Property Damage		\$1,000,000	\$1,000,000

Such policies shall provide that no coverage shall be changed or cancelled unless thirty- (30) days prior notice of such change or cancellation shall be made to the owner. Such notice shall be made by registered mail; postage prepaid, to the Purchasing Agent, Town of Trumbull, Town Hall, Trumbull, Connecticut 06611.

In the event of cancellation, the contractor shall cease all operations on or before the effective date of said cancellation and he shall not commence work again until he has obtained replacement insurance and has delivered a Certificate of Insurance to the office of the Owner's Purchasing Department.

12. WAGES

The Contractor shall pay prevailing wages customary in the area, as defined in section 31-78 of the Connecticut General Statutes and comply with the EEO requirements.

13. ADENDUMS

It is the responsibility of the bidder to verify prior to final submittal of a bid or bid if any addenda to this request have been issued. Any addenda to this request shall be posted on the Town of Trumbull website www.trumbull-ct.gov under the Purchasing Department's section. Bidders may also call the Purchasing Department directly 203.452.5042 for inquiries regarding addenda.

14. PRICING AND TERM

All prices quoted are to be firm for a period of **one (1) year** following bid opening. Special Consideration will be given to responses with extended firm price dates. The Town is always interested in any and all cost reduction opportunities.

The Town requires firmed fixed prices for a period of one (1) year following Quotation opening and nothing elsewhere in this Quotation shall abrogate this firm period. The Town may renew the term of the award for this requirement for an additional twelve (12) months, at the price stated in the Quotation Response Form by giving the contractor at least thirty (30) days written notice.

15. CONFLICT OF INTEREST

No purchase shall be made from nor shall services (other than services as an officer, agent, or employee of the Town) be secured from any officer or employee of the Town, or from any partnership or corporation in which such officer or employee is a partner or officer, or holds a substantial interest, unless such relationship and the fact that such purchase is contemplated shall be made known in writing to the agency making such purchase, and notice thereof posted, for at least five (5) days before such purchase be made, in the office of the agency making such purchase and in a public place in the Trumbull Town Hall.

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W.P.C.A. PUMP STATION WET WELL CLEANING

BID NUMBER 5897 Due: June 1, 2011 3:00 PM

TECHNICAL SPECIFICATIONS AND REQUIREMENTS

1. The Water Pollution Control Authority (W.P.C.A.), Town of Trumbull, is seeking the services of a commercial High Lift Capacity Pump Truck Contractor to provide the necessary labor and equipment for the removal of waste generated from Sanitary Sewage Lift Station Wet Wells. Cleaning of the sewer wet wells will be conducted at the direction of the Assistant Sewer Administrator.

2. The successful bidder will provide two bid prices for two different services:
 - **Bid Price ONE:** Cost for the “total elimination” of wet well contents. Cleaning shall include stopping the flow into the station while Grease and Organic Compounds are scrapped from the lift station walls. Vacuum Trucks with the ability of lift up to 20 feet will be necessary to remove the sludge, dirt, grease, etc. from the interior walls and bottoms of the wet well. Bid Price ONE: Wet Well Locations below may require “total elimination” service. Provide Bid Price for each separate location.

a. 118 Blue Ridge Dr.	Wet Well Dimension: 15’ x 9’
b. 135 Merritt Blvd.	Wet Well Dimension : 15’ x 8’
c. 118 Whitney Ave.	Wet Well Dimension: 17’ x 13’
d. 20 Wildwood Dr.	Wet Well Dimension: 12’ x 15’
e. 119 White Plains Rd.	Wet Well Dimension: 15’ x 9’

 - **Bid Price TWO:** Flow into the station will not be interrupted. Vacuum Trucks with the ability to lift up to 20 feet will be necessary to remove only “floating solids” from surface water of lift station wet wells. Bid Price TWO: All locations listed above may require “floating solids elimination” as well and the locations listed below. Stations listed below contain 60” round Wet Well Dimensions.

a. 110 Hawley Lane
b. 4531 Madison Ave.
c. 1980 Old Town Rd.
d. 5800 Park Ave.
e. 2595 Reservoir Ave.
f. 111 Scenic Hill
g. 49 Trefoil Dr.

3. EQUIPMENT

All cleaning machines must be capable of efficient, reliable operation. All contractors shall be expected to have and make available extension equipment on an as needed basis in order to properly clean deeper basins. Actual operation of equipment may need to be witnessed/verified by a Public Works Official upon and prior to awarding a purchase order for this requirement. The equipment owned by the contractor will be indicated on the bid, in the space provided, together with the equipment available by lease.

4. EXPERIENCE

Each respondent is required to submit satisfactory evidence as part of their bid proposal demonstrating their experience for Wet Well Cleaning. Accordingly, a list of at least four (4) municipalities where this type of work

has been performed during the past five (5) years shall be furnished, including contact persons and phone numbers. (See the attached References sheet.)

5. EQUIPMENT

All cleaning machines must be capable of efficient, reliable operation. All contractors shall be expected to have and make available extension equipment on an as needed basis in order to properly clean deeper basins. Actual operation of equipment may need to be witnessed/verified by a WPCA Official upon and prior to awarding a purchase order for this requirement. The equipment owned by the contractor will be indicated on the bid, in the space provided, together with the equipment available by lease.

6. TRAFFIC

Work is to be accomplished with the least inconvenience to the general public, with due regard to traffic safety.

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PROPOSAL FORM

BID NUMBER 5897 Due: June 1, 2011 3:00 PM

Having received the specifications prepared by the Town the undersigned hereby submits the following Price(s) to perform the work outlined for the subject project, and attests that this bid meets all the specifications and conditions stated in this Request for Proposal as follows:

BID PRICE ONE: 118 Blue Ridge Dr. \$ _____ 135 Merritt Blvd. \$ _____ 118 Whitney Ave. \$ _____ 20 Wildwood Dr. \$ _____ 119 White Plains Rd. \$ _____ <p style="text-align: right;">TOTAL \$ _____</p>	BID PRICE TWO: 110 Hawley Lane \$ _____ 4531 Madison Ave. \$ _____ 1980 Old Town Rd. \$ _____ 5800 Park Ave. \$ _____ 2595 Reservoir Ave. \$ _____ 111 Scenic Hill \$ _____ 49 Trefoil Dr. \$ _____ <p style="text-align: right;">TOTAL \$ _____</p>
TOTAL ONE & TWO \$ _____	

One (1) Traffic Controller \$ _____/hr

The above price is firm for _____ months.

Note any exceptions or clarifications :(use additional pages as necessary)

 Company Name

 By (Signature)

 Address

 Print Name

 Title

 Date

 Telephone/Fax

 Email

 Emergency Phone

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REFERENCES

(To be submitted with proposal – attach additional pages as necessary)

List references for similar services provided for at least Four (4) clients in the past five (5) years (attach any other client references if desired). **PLEASE NOTE IT IS THE TOWN'S INTENT TO COMMUNICATE WITH THE REFERENCES LISTED HEREIN.**

CLIENT 1:

Organization Name: _____
Contact Name: _____ Phone: _____
Service Dates: _____
Project(s): _____

CLIENT 2:

Organization Name: _____
Contact Name: _____ Phone: _____
Service Dates: _____
Project(s): _____

CLIENT 3:

Organization Name: _____
Contact Name: _____ Phone: _____
Service Dates: _____
Project(s): _____

CLIENT 4:

Organization Name: _____
Contact Name: _____ Phone: _____
Service Dates: _____
Project(s): _____