

TOWN OF TRUMBULL
REQUEST FOR PROPOSAL
SEWER AND STORM DRAIN PIPE INSPECTION EQUIPMENT

GENERAL INSTRUCTIONS TO BIDDERS

BID NUMBER 6214

Due: January 19, 2017 at 3:00PM

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed bids to for an SEWER AND STORM DRAIN PIPE INSPECTION EQUIPMENT 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 one (1) 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: 6214 Due: January 19, 2017 @ 3:00PM

KEVIN BOVA
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 Kevin Bova, 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**

- a) All technical inquiries regarding this request shall be answered up to the close of business January 12, 2017, after which time no additional questions will be accepted. To ensure consistent interpretation of certain items, answers to questions the Town deems to be in the interest of all bidders will be made available in writing, EMAIL or by Fax as appropriate to all bidders. Inquiries of a technical nature may be directed to **Mr. Frederick Micha (203-452-5048) or fmicha@trumbull-ct.gov** ; all others may be directed to Kevin Bova, Purchasing Agent (203.452.5042).
- b) 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.
- c) **It is the sole responsibility of a bidder to verify any addendums that may have been issued relating to this request prior to submission of a proposal. Any notice of addendum shall be published on the Purchasing Department Website www.trumbull-ct.gov . Failure to submit a response that does not address any changes or addendums may result in a disqualification of a proposal submission.**

7. **AWARD AND AUTHORITY**

The Town Purchasing Agent will issue notification of Award in writing and followed by a purchase order and a Standard Contract. The award will be made on base on best meets bid specifications. Contracts and purchases will be made or entered into with the lowest, qualified responsible bidder meeting Specifications. The Town of Trumbull Reserves the right to determine the low bidder on an individual basis or on the basis of All items included in the specification and Requirements otherwise expressed by the Town

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 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. The Contractor shall comply with all of the Connecticut General Statutes and comply with the EEO requirements.

11. **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.

12. **PRICING AND TERM**

All prices quoted are to be firm for a period of **ninety days (90)** 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.

INVOICES

Invoices shall be submitted in duplicate to
Town of Trumbull
Attn: Fred Micha
5866 Main Street
Trumbull, CT 06611

13. **CERTIFICATE OF ORIGIN AND BROCHURES**

Successful bidder shall provide the Certificate(s) of Origin to the Town at the time of delivery. The price quoted shall not include any cost for plates nor certificate of title.

14.

DELIVERY AND F.O.B.

The quoted price must be F.O.B. Trumbull, Connecticut as designated on the purchase order. All prices shall be quoted as **DELIVERED PRICES**. The terms of the sale must be stated.

The successful bidder shall advise the Town of Trumbull Water and Sewer Department Assistant Sewer Administrator **Fred Micha (203) 452-5048** as to the delivery date and time to arrange for acceptance and inspection of the equipment for the Town by the Town.

In addition to the delivery of the equipment and software, and the satisfactory acceptance thereof, it is also the responsibility of the successful bidder to furnish the Town with the following documents:

- Original Certificate of Origin (at the time of delivery)
- Warranty
- Tax Exemption Certificate
- Repair & Parts Manual

The Town will not be obligated for payment until all of the above requirements are met and the Purchasing Department has received all necessary documents.

15. **CONFLICT OF INTEREST**

Public officials shall be prohibited from receiving any town work procured through a public Bid or bid waived process so as to avoid any appearance of impropriety or conflict of interest; And; Public officials cannot circumvent the intent of this ordinance by receiving town work Through a bid waiver, as proscribed by the Trumbull Town Charter.

TOWN OF TRUMBULL
REQUEST FOR PROPOSAL
SEWER AND STORM DRAIN PIPE INSPECTION EQUIPMENT

BID NUMBER 6214 Due: January 19, 2017 at 3:00PM

TECHNICAL SPECIFICATIONS AND REQUIREMENTS

SEWER AND STORM DRAIN PIPE INSPECTION EQUIPMENT

Shipping to:
Attn: Frederick Micha
5866 Main Street
Trumbull, CT 06611
Phone: (203) 452-5048
E-mail: fmicha@trumbull-ct.go

SPECIFICATIONS:

PART 1 - GENERAL

1.1 DESCRIPTION

- A. Work Included: Furnish, install and test a portable inspection system including software with all associated appurtenances required to make a complete fully functioning unit for inspecting storm and sewer pipes to current PACP standards.

1.2 QUALITY ASSURANCE

- A. Provide only equipment of proven reliability manufactured by reputable manufacturers.
- B. Acceptable manufacturers are listed. Substitute or “or-equal” equipment will be allowed only when indicated.
- C. Workmanship shall be first class in all respects.
- D. Acceptable Equipment Manufactures:
 - 1. Cobra Technologies
 - 2. Or Equal
- E. Acceptable Data Collection Software:
 - 1. Aqua Data, Inc.
 - 2. Aries Industries, Inc.
 - 3. Cobra Technologies
 - 4. CTSpec, Inc.
 - 5. Granite XP
 - 6. GraniteNet.
 - 7. Or Equal

1.3 GUARANTEE/WARRANTIES

- A. Manufacturer shall provide a warranty.

1.4 DELIVERY AND HANDLING

- A. Deliver all equipment and supplies to a site in the Town of Trumbull and identified by the Owner. Delivery shall be coordinated with the Town.

PART 2 - PRODUCTS

2.1 STORM AND SEWER PIPE INSPECTION EQUIPMENT

- A. General Features
 - 1. Portable Sewer and Storm Drain Pipe Inspection System
 - 2. Crawler
 - 3. Lowering Device
 - 4. Data Collection Software
- B. Minimum Requirements for all Equipment and Software
 - 1. Equipment and software compliant with NASSCO's current version of PACP (ver 7.0.2)
 - 2. Equipment/software capable of televising sewers in accordance with PACP standards, including lighting and video quality
 - 3. Equipment/software capable of providing deliverables in accordance with PACP standards.
 - 4. Camera equipment manufacturer to provide local references and detailed warranty information
 - 5. Camera equipment manufacturer to provide cost for complete package of parts/equipment necessary for inspecting pipe sizes as specified to PACP standards.
- C. Minimum Requirements
 - 1. Portable Inspection System including:
 - a. All equipment of portable inspection unit (including but not limited to the computer, monitor, crawler, cable, and all associated equipment and software) will be contained on a portable cart that can be wheeled and used independently of a vehicle.
 - b. Built in Computer with Touch Screen Monitor installed in the portable inspection system.
 - c. Live video recording capabilities
 - d. Ability to edit and create all inspection reports as inspection is being conducted as well as after inspection has been completed.
 - e. Ability to print and export data
 - f. Software package includes MACP form creation and editing
 - g. Daylight readable monitor
 - h. Crawler and camera controls including forward and reverse
 - i. Built-in DVR recorder
 - j. Motorized drum with speed control
 - k. 1,000 ft. of lightweight Kevlar reinforced cable suitable for camera operation in sewer and storm drain pipe environments
 - l. Water-resistant control box
 - m. Power Supply
 - n. Waterproof keyboard
 - o. Crawler and camera capable of inspection of sewer and storm drain pipes 8-inches to 36-inches in diameter. Including:
 - i. Pan and Tilt Camera with at least 10x zoom and lighting to PACP standards
 - ii. Crawler for 8-inch to 36-inch pipeline inspection of storm and sewer pipes
 - iii. Wheels for centering crawler in larger diameter pipes
 - 2. Data Collection Software
 - a. Full data collection and management capabilities in portable inspection system
 - i. Software capabilities installed on the portable inspection unit
 - ii. All software will have full viewing and editing capabilities.
 - 3. One (1) lowering device for placing crawler into the manholes and associated pipes.

PART 3 - EXECUTION

3.1 TRAINING AND WARRANTY PERIOD SUPPORT

- A. The manufacturer of the camera, crawler, software and associated equipment shall provide a qualified service engineer to instruct Owner's personnel in the proper operation and maintenance of the unit. At least one day shall be devoted exclusively to this training requirement, which shall include both classroom and field training. List this cost separately from the equipment cost.

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BID NUMBER 6214

Due: January 19, 2017 at 3:00PM

PROPOSAL FORM

THE UNDERSIGNED AFFIRMS AND DECLARES that this Bid is executed with full knowledge and acceptance of the specifications, requirements, terms and conditions contained herein and with complete understanding and full compliance of system requirements and hereby submits this Bid for the request contained herein and certifies that this Bid meets all the specifications and conditions requested herein. Any substitutions to the specifications requested are clearly and completely noted.

Having received the specifications prepared by the Town the undersigned hereby submits the following Unit Prices 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:

**PROPOSE PRICE FOR SEWER AND STORM DRAIN PIPE INSPECTION EQUIPMENT
, DELIVERED TO Trumbull Town Hall**

\$ _____

ADDITIONAL COST ASSOCIATED WITH TRAINING AS IDENTIFIED IN SECTION 3.1 OF THE SPECIFICATIONS

\$ _____

Warranty: _____

ADDENDA

The following Addenda have been received. The modifications to the Bid Documents noted therein have been considered and all costs thereto are included in the Base Bid.

Addenda # _____, _____, _____, _____, _____

Company Name

by (Signature)

Address

Print Name

City-Town- State -Zip

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): _____