



**TOWN OF TRUMBULL
WATER POLLUTION
CONTROL AUTHORITY (WPCA)**

**REQUEST FOR QUALIFICATIONS AND PROPOSAL
FOR ON-CALL SEPTIC SYSTEM SERVICE
EQUIPMENT, MATERIALS AND PERSONNEL**

BID #6270

DUE: DECEMBER 13, 2017 @ 3:00 pm

**TOWN OF TRUMBULL
WPCA
REQUEST PROPOSAL
ON-CALL SEPTIC SERVICE EQUIPMENT, MATERIALS AND PERSONNEL**

BID #6270 DUE: DECEMBER 13, 2017 @ 3:00 PM

GENERAL INSTRUCTIONS TO BIDDERS

The Town of Trumbull Water Pollution Control Authority, (hereinafter referred to as Town or WPCA) through the Office of the Purchasing Agent, will accept sealed bids from qualified firm or bidder **for ON-CALL SEPTIC SERVICE EQUIPMENT, MATERIALS AND PERSONNEL** for various Trumbull WPCA Wet Wells, as detailed in this request. The WPCA is requesting qualifications and proposals for equipment and services (emergency or non-emergency) related to Wet Wells cleaning Town wide. All qualified and interested parties are invited to submit qualifications and bids under the terms and conditions set forth as follows:

This RFP is not a contract offer, and no contract exists until a written contract is signed by the Town and the successful proposer. Submitted with the certificate of insurance.

1. PREPARATION OF BIDS

Bids shall be submitted by using the enclosed BID PROPOSAL FORM that accompanies this request. Submit one (1) ORIGINAL and one (1) EXACT COPY. Bidders should submit bids in a clear, concise and legible manner to permit proper evaluation of responsive bids.

Bidders must submit a list of all equipment to be used and specification sheets for the generator equipment to allow proper bid evaluation. 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

2. BID SUBMISSION

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

BID NUMBER #6270 DUE: DECEMBER 13, 2017 @ 3:00 pm

KEVIN BOVA
Purchasing Agent
Town of Trumbull
5866 Main Street
Trumbull, CT 06611

Please be advised that the person 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 bid received after the due date and time noted above shall not be accepted or opened.
- 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 of Trumbull reserves the right to reject any and all bids and does not bind itself to accept the lowest bid or any proposal. The Town reserves the right to ask for new bids in whole or in part, or to reject any or all bids, or any part thereof, and to waive any requirements, irregularities, technical defects or service therein when it is deemed to be in the best interest of the Town.

b) If a bid proposal does not meet or better the required specifications, requirements, and scope of work requested on all points that must be outlined in a letter attached to the bid proposal otherwise it will be presumed that the bid as proposed 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 shall be answered up to the close of business **DECEMBER 6, 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 or by Fax as appropriate to all bidders. Technical inquiries may be directed to **Mr. Frederick Micha, (203-452-5050) fmicha@trumbull-ct.gov** : all others may be directed to Kevin Bova, Purchasing Agent (203.452.5042).

Additionally, after proposals are received, 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 along with a standard Contract agreement, upon signature of both award and contract the Town Purchasing Department will issue a Purchase Order on as needed bases when selected.

8. PRICING

- a) All prices quoted are to be firm for a period of one (1) year following bid opening.
- b) Special Consideration will be given to responses with extended firm price dates. The Town is always interested in all cost reduction opportunities.
- c) The duration of the engagement shall be from **December 15, 2017 to June 30, 2019 (approximately 18 months)** and may be renewed for (2) Two additional years at the price stated in the Proposal Form by giving the service provider at least sixty (60) days written notice and upon mutual consent of both parties.
- d) Notwithstanding the foregoing the Town may cancel a contract at any time upon material breach by the service provider with seven (7) days written notice prior to the termination date.

9. ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS

Any assignment or subcontracting by a bidder, vendor, or 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.

10. HOLD HARMLESS CLAUSE

Bidder 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 an agreement with the Town, whether or not due in whole or in part of any act, omission or negligence of the Town or any of his representatives or employees.

11. WORK REGULATIONS, AND STANDARDS

- a) 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 labor regulations. All services performed shall also conform to the latest OSHA standards and/or regulations.

- b) The selected vendor (if owner operated) shall supply competent, faithful, skilled and experienced and fully trained and state licensed operators to perform the required work. If at any time a Town Public Works Official (or their designee) shall notify the contractor that an assigned operator is apparently incompetent or unfaithful, such operator shall be discharged promptly and shall not be employed again for any assignments from the Town.
- c) All machines provided by the selected vendor must be capable of safe, efficient, reliable operation. All vendors shall have and make available additional equipment on an as needed basis in order to properly complete the assigned task. Actual operation of equipment may need to be witnessed/verified by a Public Works Official upon and prior to assigning a specific task.
- d) Work is to be accomplished with the least inconvenience to the general public, with due regard to traffic safety.

12. 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 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	\$1,000,000
Personal Injury Liability	\$1,000,000	\$1,000,000	\$1,000,000
Comprehensive Automobile Liability			
Bodily Injury	\$1,000,000	\$1,000,000	\$1,000,000
Property Damage		\$1,000,000	\$1,000,000

Such policies shall provide that no coverage shall be changed or cancelled unless thirty- (30) day's 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 Town's Purchasing Department.

13. 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.

14. REFERENCES

Bidders must provide four (4) commercial references using the attached form.

15. WARRANTY

The extent of warranty period for all equipment and work completed for this requirement shall be submitted with the bid for the Town's review.

16. SPECIFICATIONS

- a. Should any Bidder find discrepancies in the Specifications, or be in doubt as to the exact meaning, notify the Town at once. The Town may then, at their option, issue Addenda clarifying same. The Town shall not be responsible for oral instructions or misinterpretations of Specifications.

- b. The Town reserves the right to issue Addenda at any time prior to the Bid Opening. All such Addenda become, upon issuance part of the Specification. Each Bidder shall cover such Addenda in the proposal and shall **acknowledge** receipt of same on the blank provided therefore.
- c. The Town reserves the right to require any or all Bidders to submit statements as to previous experience in the delivery of similar equipment; and as to financial and technical organizations and resources available for this work. The mere opening and reading aloud of a bid shall not constitute or imply the Town's acceptance of the suitability of a Bidder or the bid, nor shall possession of Drawings or Specifications constitute an invitation to bid. The competency and responsibility of Bidders as well as the number of working days required for delivery shall be considered in making an award.

17 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 also call the Purchasing Department directly 203.452.5042 for inquiries regarding addenda.

18 BASIS OF AWARD

The WPCA will evaluate all Proposals and rank each vendor based on experience and rates. Various vendors may be used based on availability during emergency situations. The Town is looking for qualifications of each vendor.

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Proposal Form

Addenda # _____, _____, _____, _____, _____

Include hourly rates and pricing for the following:

Foreman/Supervisor: \$ _____/HR Overtime \$ _____/HR

Operator: \$ _____/HR Overtime \$ _____/HR

Confined space team: \$ _____/HR Overtime \$ _____/HR

Laborer: \$ _____/HR Overtime \$ _____/HR

Other: _____ \$ _____/HR Overtime \$ _____/HR

Other: _____ \$ _____/HR Overtime \$ _____/HR

Other: _____ \$ _____/HR Overtime \$ _____/HR

Material Markup _____ 10 _____ %

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Proposal (continued)

The undersigned hereby submits proposal(s) for the request noted above and certifies that this proposal meets all the specifications and conditions requested herein. Any substitutions to the specifications requested are clearly and completely noted. Any alternate proposals are presented in a similar format to those requested and are attached herein. It is understood that the Town reserves the right to reject any or all proposals.

Company Name

By (Signature)

Address

Print Name

Town ,City –ZIP

Title

Date

Telephone/Fax

Email

Website

Pricing above shall be for pumping out grease and debris from wet wells with 24/7 availability to respond. Bidders can submit any other type of labor under "Other". Bidder to fill in type of labor. Please note any materials required for the services shall be billed based on cost plus 10%. Bidders can submit supplemental sheets for additional labor rates.

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Proposal (continued)

In addition to the labor rates specified in the bid request, responders are requested to submit pricing for available equipment listed below plus any other equipment at their disposal (along with rental rates) that may be available to the Town.

Please indicate those items below:

RENTAL RATE

Item	Equipment	Per Hour	Per Day	Per Week	Per Month
a.	Service Truck	\$	\$	\$	\$
b.	Vactor	\$	\$	\$	\$
c.	Pump Truck	\$	\$	\$	\$
d.	PACP Camera	\$	\$	\$	\$
e.		\$	\$	\$	\$
f.		\$	\$	\$	\$
g.		\$	\$	\$	\$
h.		\$	\$	\$	\$
i.		\$	\$	\$	\$
j.		\$	\$	\$	\$
k.		\$	\$	\$	\$
l.		\$	\$	\$	\$
m.		\$	\$	\$	\$
n.		\$	\$	\$	\$
o.		\$	\$	\$	\$
p.		\$	\$	\$	\$
q.		\$	\$	\$	\$

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REFERENCES

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

List references for similar services provided for at least five (5) 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): _____

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THE PROPOSER SHALL STATE THE NAMES OF ALL PROPOSED SUBCONTRACTORS (TO BE SUBMITTED WITH PROPOSAL)

PROPOSED SUBCONTRACTORS

IF NONE, WRITE "NONE" _____.

*DESCRIPTION OF WORK _____

PROPOSED SUBCONTRACTOR NAME _____

ADDRESS _____

*DESCRIPTION OF WORK _____

PROPOSED SUBCONTRACTOR NAME _____

ADDRESS _____

*DESCRIPTION OF WORK _____

PROPOSED SUBCONTRACTOR NAME _____

ADDRESS _____

*INSERT DESCRIPTION OF WORK AND SUBCONTRACTORS' NAMES AS MAY BE REQUIRED.

THIS IS TO CERTIFY THAT THE NAMES OF THE ABOVE-MENTIONED SUBCONTRACTORS ARE SUBMITTED WITH FULL KNOWLEDGE AND CONSENT OF THE RESPECTIVE PARTIES.

THE PROPOSER WARRANTS THAT NONE OF THE PROPOSED SUBCONTRACTORS HAVE ANY CONFLICT OF INTEREST AS RESPECTS THIS CONTRACT.

PROPOSER _____
(FILL IN NAME)

BY _____
(SIGNATURE AND TITLE)

END OF BID FORM