TOWN OF TRUMBULL
WATER POLLUTION
CONTROL AUTHORITY (WPCA)

REQUEST FOR QUALIFICATIONS AND PROPOSAL
FOR ON-CALL BY-PASS PUMP
EQUIPMENT, MATERIALS AND PERSONNEL

RE-BID #6269  DUE: JANUARY 16, 2018 @ 2:00 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 BY-PASS PUMP EQUIPMENT, MATERIALS AND PERSONNEL for various Trumbull WPCA Pump Stations, as detailed in this request. The WPCA is requesting qualifications and proposals for by-pass equipment rental and services during various repairs related to pump stations and forcemains Town wide on as needed basis. 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.

Highly encouraged and recommended- The schedule Site walk of several pump station will be Beardsley Pump Station 119 White Plains rd. is available on Tuesday December 27, 2017 at 10am. Please contact Frederick Micha, (203-452-5050) fmicha@trumbull-ct.gov for any questions and if you plan on attending.

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:

RE-BID NUMBER # 6269 DUE: JANUARY 16, 2018 @ 2:00 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 January 10, 2018 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 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 any and all cost reduction opportunities.
   c) The duration of the engagement shall be from January 18, 2018 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 thirty (30) 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

<table>
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<tr>
<th>General Liability</th>
<th>Each Person</th>
<th>Each Occurrence</th>
<th>Aggregate</th>
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<tbody>
<tr>
<td>Bodily Injury Liability</td>
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<td>Property Damage Liability</td>
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<td>Personal Injury Liability</td>
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<tr>
<td>Comprehensive Automobile Liability</td>
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<tr>
<td>Bodily Injury</td>
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<td>Property Damage</td>
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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.

19. WORK REGULATIONS, STANDARDS AND FEDERAL

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

b) Applicable laws and regulations relating to employment practices, nondiscrimination, safety and health regulations shall be adhered to by the contractor. The contractor shall be responsible for “Certified Statements of Compliance if Prevailing Wages are required. Contractor shall also collect and submit four (4) Certified “Statements of Compliance” from any sub-contractors. If the low qualified low bidder is chosen and is not over 100,000.00 then prevailing wages will NOT apply.

20. ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS

ANY SUBCONTRACTING for work to be performed, or services to be provided, in whole or in part, and any other interest in conjunction with this project shall not be permitted without the express written consent of the Town of Trumbull WPCA. The Awarded contractor will be responsible for all sub-contractors /contracting and the Town will only pay the Awarded Contractor.

Site Visitation and Inspection of Existing Conditions

All bidders should visit the sites and inspect the existing conditions. Additional site visits may be arranged by calling the WPCA office at 203-452-5050 BUT there is no guarantee that a visit can be arranged outside the scheduled visit.

Highly encouraged and recommended- The schedule Site walk of several pump station will be Beardsley Pump Station 119 White Plains rd. is available on Tuesday December 27, 2017 at 10am. Please contact Frederick Micha, (203-452-5050) fmicha@trumbull-ct.gov for any questions and if you plan on attending.
TOWN OF TRUMBULL
WPCA
REQUEST PROPOSAL
ON-CALL EMERGENCY BY-PASS PUMP EQUIPMENT, MATERIALS AND PERSONNEL

RE-BID #6269 DUE: JANUARY 16, 2018 @ 2:00 PM

CONTRACTOR INFORMATION SUMMARY
Complete/Describe In Detail – Attach Additional Sheets If Required

Name of Company: ________________________________________________________________

Type of Business: ________________________________________________________________
(Limited Company, Limited Partnership, Sole Proprietorship, Etc)

Years in Business: ____________________ Number of Employees: _____________________________

Qualifications of Personnel Proposed to Work on Town of Trumbull Contract:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Response Time to Service Calls: ___________ (Reg. Hrs.) ___________ (O. T. Hrs.)

Indicate any specific areas of expertise or other “on call” service below:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

In accordance with the terms of the Request for Proposal, contractors shall submit their completed proposals to the Town of Trumbull, Attn: WPCA, 5301 Main Street, Trumbull, CT 06611, or email to wpca@townoftrumbull.net by the deadline date and time. Noncompliance in the manner of submission or delivery will automatically disqualify the proposal. Proposals shall be opened in the presence of all interested parties and will be reviewed by the WPCA. The Town reserves the right to waive any informality or technical defect in any proposal received in accordance with the Town’s guidelines. The Town reserves the right to reject any proposal, waive any formalities and to accept the proposal from the Contractor whose proposal is most advantageous to the Town of Trumbull.
TOWN OF TRUMBULL
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REQUEST PROPOSAL
ON-CALL EMERGENCY BY-PASS PUMP EQUIPMENT, MATERIALS AND PERSONNEL

RE-BID #6269 DUE: JANUARY 16, 2018 @ 2:00 PM

Proposal Form

Addenda # _________, __________, __________, __________, __________

Include hourly rates and pricing for the following:

Foreman/Supervisor: $_______________________/HR Overtime $_______________________/HR

Technician: $_______________________/HR Overtime $_______________________/HR

Mechanic: $_______________________/HR Overtime $_______________________/HR

Laborer: $_______________________/HR Overtime $_______________________/HR

Other: __________ $_______________________/HR Overtime $_______________________/HR

Other: __________ $_______________________/HR Overtime $_______________________/HR

Other: __________ $_______________________/HR Overtime $_______________________/HR

Other: __________ $_______________________/HR Overtime $_______________________/HR

Material Markup __________ 10 __________%
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 by-pass pumping type of services. 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.
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:

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<tr>
<th>Item</th>
<th>Equipment</th>
<th>Per Hour</th>
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<td>b.</td>
<td>Bypass Pump with 6”-24” connection, capable to pump daily flows up to 5 MGD (if multiple pumps used to handle the flow, please provide rates and capacity for each)</td>
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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): __________________________________________________________________________________________________
TOWN OF TRUMBULL
WPCA
REQUEST PROPOSAL
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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