



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

**REQUEST FOR QUALIFICATIONS AND PROPOSAL
FOR ON-CALL SERVICES TO
RAISE MANHOLE FRAME AND COVERS
TOWN WIDE**

BID #6319 DUE: November 15, 2018 @ 2:00 pm

**TOWN OF TRUMBULL
WPCA
REQUEST FOR PROPOSAL FOR ON-CALL
SERVICES TO RAISE MANHOLE FRAME AND COVERS
TOWN WIDE**

BID NUMBER 6319 Due: November 15, 2018 at 2:00PM

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 for **On-call services to RAISE MANHOLE FRAME AND COVERS TOWN WIDE** 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. 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
- c. No oral, Email, telephonic, or faxed proposals will be considered. 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: 6319 Due: November 15, 2018 at 2:00PM
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 inquiries regarding this request shall be answered up to the close of business on **November 8, 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, EMAIL or by Fax as appropriate to all bidders. Inquiries of a technical nature may be directed to **Mr. Frederick Micha (203-452-5048)**; 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.

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 with a Town standard contract and followed by a Purchase orders on a as need bases.

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. 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
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) 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 Owner's Purchasing Department.

12. 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.

F. 13. AWARD AND PRICING

1. Individual requirements and or assignments shall be awarded to the successful respondent to this request on an as needed basis for specific projects designated by the Town. **The Town's intention is to obtain the services of at least Two (2) qualified contractors in order to provide services for any one or all of the three specific General Specifications and Requirements but may only choose one if the town cannot obtain 2 qualified proposers.** Such assignments shall require a complete breakdown of all labor and material and guided by the rates and pricing structure identified in the proposal form contained herein PRIOR to the commencement of any work assignments. The work assigned shall primarily be for preventative maintenance, special projects or emergency services for existing Town systems and facilities per Technical specifications and Requirements listed below.
2. All pricing quoted shall remain firm fixed for a period of Two and half (2 1/2) years from date of proposal opening. Special consideration will be given to responses with extended firm price dates.
3. The duration of the contract shall be for Two and half (2 1/2) years and may be renewed for (1) one additional year if both parties mutually agree upon a price by giving the contractor at least thirty (30) days written notice and upon mutual consent of both parties. Notwithstanding the foregoing, the Town may cancel the contract at any time.
4. All awards for specific assignments shall be awarded by purchase order; however certain emergency requirements may be authorized directly by the Director of Facilities or its designee.

The contract will be for 2 & 1/2 years estimated Dec 2018 to June 30, 2021.

The Town requires firmed fixed prices for a period of two plus (2 1/2) years following Quotation opening and nothing elsewhere in this Quotation shall abrogate this firm period. A letter of extension may be sent if both parties mutually agreed on pricing extended for one (1) additional one year.

14. 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.

15. WARRANTIES

A copy of all applicable warranties must be submitted in full detail

16. REQUIREMENTS

- a) 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. It is the bidders' responsibility to access the Town's website or contact the Town for any addenda that may be issued in conjunction with this bid.
- b) The Town reserves the right to require any or all Bidders to submit statements as to previous experience in performing comparable work; 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 requirements constitute an invitation to bid. The competency and responsibility of Bidders as well as the number of working days required for completion will be considered in making an award.

**TOWN OF TRUMBULL
WPCA
REQUEST FOR PROPOSAL FOR ON-CALL
SERVICES TO RAISE MANHOLE FRAME AND COVERS
TOWN WIDE**

BID NUMBER 6319 Due: November 15, 2018 at 2:00PM

TECHNICAL SPECIFICATIONS AND REQUIREMENTS

1. General Description of Work

Various Town owned manhole cover and frames are required to be raised. Additionally, the Town of Trumbull repaves various roadways as part of The Town Wide Paving Program. The amount of manholes to raise is unknown at this time. A minimum of 8 adjustments per mobilization shall be assumed. New manhole frames and covers are to be supplied by the Town if replacement is deemed necessary.

Therefore, the Town is soliciting prices to raise various manhole frames and covers on a State Road and a separate price for a Local Town Road on an as-needed basis in accordance with the specification.

For the manholes on a State Road:

- It is anticipated that the thickness of asphalt is 6 to 9 inches.
- Contractor must utilize manhole circular bore drill.
- Upon boring the asphalt, contractor must protect the manhole to prevent debris from falling into the bottom of the manhole.
- Contractor to raise manhole and set it flush with the roadway.
- Install asphalt to match existing thickness. Binder must be Superpave 1.0 Level 2 and the wearing course must be Superpave 0.5 Level 2.
- Prior to asphalt installation of asphalt, contractor to place liquid bitumen on the existing side surface of the existing asphalt and on the top of the joint between existing and proposed.
- Asphalt must be installed at the manhole at the end of each day.
- Contractor must obtain Encroachment permit from the State.
- The Town will mark the location of the manholes.
- The Contractors price shall not include cost for Traffic Control. The Town will obtain Police control or certified Flag Man.
- The Town will supply new manhole frame and cover if needed.
- Contractor to assume a minimum of 8 adjustments per mobilization.
- Typical manhole frames are Campbell Foundry Pattern 1047

For manholes on a Town owned Road:

- It is anticipated that the thickness of asphalt is 4 to 7 inches.
- Contractor must utilize manhole circular bore drill.
- Upon boring the asphalt, contractor must protect the manhole to prevent debris from falling into the bottom of the manhole.
- Contractor to raise manhole and set it flush with the roadway.
- Install asphalt to match existing thickness. Binder must be Class 1 and the Wearing course must be Class 2.
- Prior to asphalt installation of asphalt, contractor to place liquid bitumen on the existing side surface of the existing asphalt and on the top of the joint between existing and proposed.
- Asphalt must be installed at the manhole at the end of each day or as approved by the Engineer.
- The Town will mark the location of the manholes.
- The Contractors price shall not include cost for Traffic Control. The Town will obtain Police control or certified Flag Man.
- The Town will supply new manhole frame and cover if needed.
- Contractor to assume a minimum of 8 adjustments per mobilization.
- Typical manhole frames are Campbell Foundry Pattern 1047

2. Workmen

The contractor will supply competent, faithful, skilled and experienced operator/ laborer per crew to perform the required work. If at any time a WPCA 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 on the job.

3. Cleanup

Upon suspension or completion of the work, the contractor shall remove all materials, equipment and rubbish, and shall leave the premises surrounding the roadway in a neat and orderly condition.

4. Experience

Each respondent is required to submit satisfactory evidence as part of their bid proposal demonstrating their experience in raising manhole frames. 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 machines must be capable of efficient, reliable operation. 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, 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. The Town of Trumbull will provide Traffic Control.

7. Other

If the low bidder is unable to respond, the Town reserves the right to assign the task to the next lowest unsuccessful bidder on the condition that they are to perform work at the same contract rates as the low bidder. Such unsuccessful bidder will be obligated to comply with all provisions of the Agreement between the Town and the successful bidder and all requirements of the Purchasing Agent. The prices shall be good for a 1 year period.

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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. Any alternate Bids are presented in a similar format to those requested and are attached herein.

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:

THE QUANTITIES IN THIS BID FORM ARE FOR PURPOSES OF ILLUSTRATION ONLY. THE FINAL QUANITIES WILL BE DETERMINED BY THE ACTUAL WORK COMPLETED. THE LOW BIDDER WILL BE DETERMINED BASED UPON THE SUM TOTAL OF BID SUBMITTED, WHICH ARE WIEGHTED BASED UPON THE ESITMATED QUANTITY OF EACH BID ITEM.

These Prices for On call will be for entire length of the contract estimated Dec 2018 to June 30, 2021.

DESCRIPTION	QTY	Unit Price Per each	Extended
Raise manhole on a STATE Road	20 EA	\$ _____ /each	\$ _____
Raise manhole on a Town owned Road	40 EA	\$ _____ /each	\$ _____
		TOTAL	\$ _____

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

PROPOSAL FORM continued

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 _____

Town-city -Zip _____

Title _____

Date _____

Telephone/Fax _____

Email _____

Emergency Phone _____

**TOWN OF TRUMBULL
WPCA
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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): _____

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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 _____

*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 has any conflict of interest as respects this contract.

Proposer _____
(Fill in Name)

By _____
(Signature and Title)

**TOWN OF TRUMBULL
WPCA
REQUEST FOR PROPOSAL FOR ON-CALL
SERVICES TO RAISE MANHOLE FRAME AND COVERS
TOWN WIDE**

BID NUMBER 6319 Due: November 15, 2018 at 2:00PM

STATEMENT OF QUALIFICATIONS (To be submitted with proposal)

Submitted by:

Name of Organization _____

Name of Individual _____

Title _____

Address _____

Telephone _____ Fax: _____ Cell: _____

General Business Information

Corporation Partnership Joint Venture Sole Proprietorship

If Corporation:

a. Date and State of Incorporation

b. List of Officers

Name Title

If Partnership

a. Date and State of Organization

b. Names of Current General Partners

c. Type of Partnership

General Publicly Traded

Limited other (d)

If Joint Venture:

b. Name, Address and Form of Organization of Joint Venture Partners: (Indicate managing partner by an asterisk*)

If Sole Proprietorship:

a. Date and State of Organization

b. Name and Address of Owner or Owners

1. On Schedule A, attached, list major engineered construction projects completed by this organization in the past five (5) years. (If a joint venture list each participant's projects separately).

2. On Schedule B, attached, list current projects under construction by this organization. (If joint venture, list each participant's projects separately).

3. Name of Surety Company and name, address, and phone number of agent.

4. Is your organization a member of a controlled group of corporations as defined in I.R.C. Sec. 1563?

Yes No

If yes, show names and addresses of affiliated companies.

5. Furnish on Schedule C, attached, details of the experience of the principal individuals of your organization directly involved in operations.

6. Has your organization ever failed to complete any construction contract awarded to it?

Yes No

If yes, describe circumstances on attachment.

7. Has any Corporate officer, partner, joint venture participant or proprietor ever failed to complete a construction contract awarded to him or her in their own name or when acting as a principal of another organization?

Yes No

If yes, describe circumstances on attachment.

8. In the last five years, has your organization ever failed to substantially complete a project in a timely manner?

Yes No

If yes, describe circumstances on attachment.

I hereby certify that the information submitted herewith, including any attachment is true to the best of my knowledge and belief.

Name of Organization: _____

By: _____

Title: _____

Dated: _____

**TOWN OF TRUMBULL
TRUMBULL POLICE DEPARTMENT
REQUEST FOR QUALIFICATIONS/PROPOSAL
FOR CLERK OF THE WORKS /OWNERS REP**

RFQ/P: # 6317 DUE: November 15, 2018 AT 2:00PM

EXPERIENCE

Schedule A: Prior Experience (Add Additional Pages as Needed)

Schedule B: Current Experience (Add Additional Pages as Needed)

Schedule C: Key Personnel (Add Additional Pages as Needed)

END OF BID