



**TOWN OF TRUMBULL, CONNECTICUT  
ENGINEERING DEPARTMENT**

**REQUEST FOR PROPOSAL**

**MS4 PERMIT – ON-CALL LAB SERVICES  
TRUMBULL, CONNECTICUT**

**RFP #6325    DUE: January 10, 2019 at 2:00 PM**

*Notice to Proposers*  
**TOWN OF TRUMBULL**  
**ENGINEERING -WPCA**  
**REQUEST FOR PROPOSAL**  
**MS4 PERMIT - ON-CALL LAB SERVICES**

**RFP # 6325 DUE: January 10, 2019 at 2:00 PM**

Sealed bids will be received at the office of the purchasing agent at  
Town Hall, 5866 Main Street Trumbull CT 06611  
on the date indicated above at 2:00PM for the following:

<b>BID</b>	<b>DESCRIPTION</b>
<b>6325</b>	<b>MS4 PERMIT - LAB SERVICES</b>

Bid documents are available from the Purchasing Department website [www.trumbull-ct.gov](http://www.trumbull-ct.gov).  
And also on the State Contracting portal <http://dass.ct.gov/portal>.

The Town of Trumbull reserves the right to accept or reject any or all responses  
if it is deemed to be in the best interest of the Town.

Kevin J Bova  
Purchasing Agent

**TOWN OF TRUMBULL  
ENGINEERING -WPCA  
REQUEST FOR PROPOSAL  
MS4 PERMIT - ON-CALL LAB SERVICES**

**RFP # 6325 DUE: January 10, 2019 at 2:00 PM**

**GENERAL INSTRUCTIONS**

The Town of Trumbull, (hereinafter referred to as Town or Owner), through the office of the Purchasing Agent, is seeking qualified contractors to perform Laboratory Analysis Services will be valid through January 2019 through June 30, 2020 in connection with the General Permit for the Discharge of Storm water from Small Municipal Separate Storm Sewer Systems (“MS4 Permit”) as further described herein. The Services shall include but not be limited to providing sampling jars and preservatives as needed, dispatching a courier to transport the samples from Trumbull Town Hall to the laboratory, performance of laboratory analytical tests and preparation of test reports documenting the results. All analyses must be performed in accordance with standards and procedures set forth by the State of Connecticut Reasonable Confidence Protocols. The qualified firm will need to devote the necessary resources to completing this project so that the Town will be able to meet its obligations under the MS4 Permit.

All qualified and interested parties (hereinafter referred to as proposer, bidder, contractor or supplier) are invited to submit proposals 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.

**1. PREPARATION FOR PROPOSALS**

An original and two (2) exact copies of the Proposal shall be submitted in a sealed envelope, and addressed to: Purchasing Agent Kevin Bova, Town of Trumbull, in a sealed envelope and plainly marked on the outside as **“MS4 PERMIT - ON-CALL LAB SERVICES”** the envelope shall bear on the outside the name of the proposer and address. No oral, Email, telephone or telegraphic responses will be considered. Proposals received after the advertised time and date due shall not be opened or considered. The Town reserves the right to communicate with any or all of the proposers to clarify the provisions of Proposals. The Town further reserves the right to request additional information from any proposer at any time after proposals are opened

**2. PROPOSAL SUBMISSION**

a) Proposals are to be completed (unless directed otherwise in the specifications), printed, signed by an authorized agent, and sealed in an envelope (including all official literature, brochures, etc., which support this request) and addressed as follows:

**RFP # 6325 January 10, 2019 @ 2 PM**

**“MS4 PERMIT - LAB SERVICES”**

Trumbull Town Hall – Attn: Kevin J Bova, Purchasing Agent  
5866 Main Street, Trumbull CT 06611

b) All Proposals must be made on the enclosed Proposal form. All blank spaces for Proposal prices must be filled in, in ink or typewritten, and the proposal form must be fully completed and executed when submitted. 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 subject project and for the contractual period requested

c) The Town reserves the right to correct, after proposer verification, any mistake in a proposal that is a clerical error, such as a price extension or decimal point error.

**3. PROPOSAL RESPONSE TIME**

Responses to this request shall be received at the office of the Purchasing Agent, Town Hall prior to the advertised hour (noted above) of opening, at which time all proposals (total proposal amount only) shall be publicly opened and read aloud. A proposer may withdraw a proposal at any time prior to the above scheduled date and time. Any proposal received after the above scheduled date and time shall not be considered or opened. No proposer may withdraw a proposal within Ninety (90) days after the actual proposal opening.

**4. TOWN OPTIONS**

The Town reserves the right to accept all or any part of a proposal, reject any or all proposals and to waive any requirements, informalities or irregularities, technical defects or non-material deficiencies in a proposal. The Town also reserves the right, if applicable, to award the purchase of individual items under this RFP to any combination of separate proposals or proposers for ON

CALL. The award shall be made after careful consideration of all factors including but not limited to price. **The Town reserves the right to cancel the Bid if funding is not approved.**

**The Town reserves the right to utilize the next lowest bidder if the lowest bidder is not able to fulfil the Towns request for a MS4 PERMIT - ON-CALL LAB SERVICES**

#### **5. TAX EXEMPT**

The Town of Trumbull is exempt from the payment of taxes imposed by the Federal Government and/or State of Connecticut. Such taxes must not be included in the bid price. A Town Tax Exemption Certificate shall be furnished upon request.

#### **6. SPECIFICATIONS**

If quoted materials and/or equipment do not meet or better the attached specifications on ALL points, the proposer must note ALL exceptions as separate attachments to their formal response; otherwise, it will be presumed that the proposal is in accordance with all specifications requested herein.

#### **7. INQUIRIES & ADDENDUMS**

All technical inquiries regarding this request may be directed to **Tatiana Smotritskaya, PE**, Town of Trumbull, Engineering Department, (203) 452.5050 ([tatianas@trumbull-ct.gov](mailto:tatianas@trumbull-ct.gov)). All other questions shall be directed to **KEVIN BOVA 203.452.5042** [kbova@trumbull-ct.gov](mailto:kbova@trumbull-ct.gov).

- a) No inquiries shall be responded to that are received after **January 03, 2019 by close of business 5:00pm**.
- b) Answers to questions the Town deems to be in the interest of all proposers will be made available in writing, email or by Fax as appropriate to all proposers or posted as an addendum on the Town web site.
- c) The Town reserves the right to communicate with any or all of the proposers to clarify the provisions of this request; the Town further reserves the right to request additional information from any proposer at any time after proposals are opened.
- d) **It is the sole responsibility of a proposer 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 Town website ([www.trumbull-ct.gov](http://www.trumbull-ct.gov)) in the Purchasing Department Section (Bid Notices) and from Digiprint. Submission of a response that does not address any changes or addendums may result in a disqualification of a proposal submission.**

#### **8. 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.

#### **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 request, 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, 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 proposer 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:

<b>Commercial General Liability</b>	<b>Each Occurrence</b>	<b>Aggregate</b>
Bodily Injury Liability	\$1,000,000	\$1,000,000
Property Damage Liability	\$1,000,000	\$1,000,000
Personal Injury Liability	\$1,000,000	\$1,000,000
<b>Comprehensive Auto Liability</b>	<b>Each Occurrence</b>	<b>Aggregate</b>
Including coverage of owned, non owned & rented vehicles	\$1,000,000	\$2,000,000
Property Damage	Each person 1m	Each Occur -1m

The insurance policy must contain the additional provision wherein the company agrees, that Thirty (30) days prior to termination, expiration, cancellation or reduction of the insurance afforded by this policy with respect to the contract involved, written notice will be served by registered mail to the Purchasing Agent, Town of Trumbull.

Additionally, the successful proposer (Contractor) shall provide adequate statutory Workmen's Compensation Insurance for all labor employed on this project, and comprehensive General Public Liability Insurance (Coverage "B")

The successful proposer (Contractor) and each Subcontractor agree that their insurance carriers waive subrogation against the Town, its agents or employees with respect to any loss covered by the Contractor's and each Subcontractor's insurance.

## **12. 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. WORK SCHEDULE**

The Town anticipates requesting MS4 lab services **on an as-needed basis** for approximately 750 Town outfalls.

## **15. LOWEST RESPONSIBLE PROPOSAL**

- a) The Town shall determine the "lowest responsible qualified proposer" on the basis of the Proposer submitting the lowest "Total Proposal", responsiveness of his Technical Proposal; and demonstrating a history of the ability and integrity necessary to perform the required work; and certifying that it shall perform the work in accordance with the specifications.
- b) Proposals will be compared on the basis of the "Total Proposal" of the items listed in the Proposal and on basis of the Proposer's experience and competence.
- c) If the Lowest Total Proposal exceeds the amount of funds available for the project, the Town reserves the right to increase or decrease any class, item or part of the work. After determining the "lowest responsible qualified proposer", the Town will issue a Notice of Award to the successful Proposer.

## **16. DELIVERY TIME IS OF THE ESSENCE**

Each firm submitting must indicate in their submission- minimum notification needed when MS4 Laboratory Analysis Services are requested by the Town.

Award of work shall be for fiscal years valid Through Jan 2019 to June 30, 2020 The Town may request an optional of total 2 additional years in one year increments extension if the prices are held by the bidders or mutually agreed upon.

## **17. STATEMENT OF QUALIFICATIONS AND REFERENCES**

Bidders shall complete and submit the "Statement of Qualifications" section of this request along with the References form. The Town and Engineering Department may make such investigations as necessary and it deems appropriate to determine the qualifications of the proposer to perform the work required. If the Town is not satisfied that the proposer is properly qualified, the Town along with Engineering Department reserves the right to reject the proposal of said proposer.

## **18. MISCELLANEOUS**

- a) The Town may make such investigations as necessary and it deems appropriate to determine the qualifications of the proposer to perform the work required. Each proposer shall submit the Statement of Qualifications section (contained herein). If the Town is not satisfied that the proposer is properly qualified, the Town reserves the right to reject the proposal of said proposer.

## **19. AWARD AND AUTHORITY**

The Purchasing agent from Town Hall on will issue notification of award in writing along with Standard contract and may issue a Purchase order on as needed bases.

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 all of the specific General Specifications and Requirements but may only choose one if the town cannot obtain 2 qualified proposers. One will be the primary On call contractor the second low qualified bidder will be secondary On call contractor.** Such assignments shall require a complete breakdown by the rates and pricing structure identified in the proposal form contained herein PRIOR to the

commencement of any work assignments. All pricing quoted shall remain firm fixed for a period of **one and half (1 & 1/2) years from date of proposal opening**. Special consideration will be given to responses with extended firm price dates.

2. The duration of the contract shall be for one and half (1.5 ) years and may be renewed for 2 additional years in one(1) increments 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.
3. All awards for specific assignments shall be awarded by purchase order; however certain emergency requirements may be authorized directly by the Director of WPCA –Town Engineer or its designee.

The contract will be for 1 &1/2 years estimated Jan 2019 to June 30, 2020.

**TOWN OF TRUMBULL  
ENGINEERING -WPCA  
REQUEST FOR PROPOSAL  
MS4 PERMIT - ON-CALL LAB SERVICES**

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**TECHNICAL SPECIFICATIONS**

The Town, as required by the MS4 Permit, is required to test its outfalls for various indicator bacteria and pollutants in an effort to identify and investigate potential illicit discharges to the stormwater system. The Town will collect the samples in the field with its own forces, and will rely upon the selected firm for transport, analysis and reporting as more fully described below:

1. Provide the Town with supplies needed to collect the samples in the field. Supplies include glass sampling jars, preservatives as needed for analysis, chain of custody forms, and a cooler or similar container to maintain samples at a reasonable temperature during transport. The supplies need not be provided all at once, and should be provided in a reasonable quantity to allow the Town to conduct its sampling program uninterrupted.
2. Identify a point of contact that shall serve as manager of the project on behalf of the firm. This person shall be the Town's point of contact.
3. Dispatch a courier or otherwise arrange for transportation of the samples from Trumbull Town Hall to the laboratory. It is anticipated that the samples will be available for pick up no later than 2 pm. Since the sampling and screening program under the MS4 permit is weather and labor resource dependent, there may be breaks in the sampling program.
4. Perform analysis in accordance with the State of Connecticut Reasonable Confidence Protocols and 40 CFR §136. The following analyses shall include the following:
  - a. *E. coli*, col. /100 mL
  - b. Surfactants (MBAS), mg/L
  - c. Total Phosphorus, mg/L
  - d. Total Nitrogen, mg/L
  - e. Fecal coliform, col./100 mL
5. Provide reports for the analyses conducted in a timely manner.

**Special Conditions**

The following special conditions apply:

1. Please note the 2pm sample pick-up time from Town Hall in combination with the distance of the lab performing the testing may be a limiting factor.
2. Not all outfalls will require analysis for all five parameters given above. In most cases, *E. coli*, surfactants, phosphorus, and nitrogen will be required.
3. The Town estimates there are approximately 750 outfalls to be sampled and analyzed. The Town may analyze some or all of these outfalls during the contract period.
4. Prices shall be provided for each of the parameters above, on a per test basis. The price shall include all labor, pick-up/delivery, mileage, laboratory testing, and reporting, and other work incidental to completing the scope of work in this RFP.

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**STATEMENT OF QUALIFICATIONS** (To be submitted with proposal)

**Submitted by:**

Name of Organization \_\_\_\_\_

Name of Individual \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

**General Business Information**

Check If:  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 (describe): \_\_\_\_\_

**If Joint Venture:**

a. Date and State of Organization

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

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**If Sole Proprietorship:**

a. Date and State of Organization

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b. Name and Address of Owner or Owners

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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.

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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 construction experience of the principal individuals of your organization directly involved in construction 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  
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## Schedule A: Prior Experience (Add Additional Pages as Needed)

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

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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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**SUBCONTRACTORS**

**THE PROPOSER SHALL STATE THE NAMES OF ALL OF ALL PROPOSED SUBCONTRACTORS (to be submitted with proposal)**

**PROPOSED SUBCONTRACTORS**

If none, write "None" \_\_\_\_\_

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\*Description of Work \_\_\_\_\_

Proposed Subcontractor Name \_\_\_\_\_

Address \_\_\_\_\_

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\*Description of Work \_\_\_\_\_

Proposed Subcontractor Name \_\_\_\_\_

Address \_\_\_\_\_

---

\*Description of Work \_\_\_\_\_

Proposed Subcontractor Name \_\_\_\_\_

Address \_\_\_\_\_

---

\*Description of Work \_\_\_\_\_

Proposed Subcontractor Name \_\_\_\_\_

Address \_\_\_\_\_

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\*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)

**TOWN OF TRUMBULL  
ENGINEERING -WPCA  
REQUEST FOR PROPOSAL  
MS4 PERMIT - ON-CALL LAB SERVICES**

**RFP # 6325 DUE: January 10, 2019 at 2:00 PM**

**PROPOSAL**

Proposal of \_\_\_\_\_ (hereinafter called "Proposer, Bidder"), organized and existing under the laws of the State of Connecticut, doing business as to the Engineering Department, Town of Trumbull, Connecticut (hereinafter called the "Owner").

In compliance with your Advertisement for Proposals, Proposer hereby proposes for the **MS4 PERMIT - ON-CALL LAB SERVICES**, in the Town of Trumbull, Connecticut together with all related incidental and appurtenant work as described in the specifications or outlined and/or shown on the exhibits. The work is to be done in strict accordance with the Specifications, Drawings and all Contract Documents, within the time set forth therein, and at the prices stated on the Proposal Schedule.

By submission of this Proposal, each Proposer certifies, that this Proposal has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this Proposal with any other Proposer or with any competitor.

Proposer further agrees that they will provide and sustain the Insurance Policies as required.

Proposer acknowledges receipt of the following Addendum:

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Proposer understands that the Owner reserves the right to reject any or all proposals and to waive any informality in the bidding.

Proposer agrees that this proposal shall be good and may not be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for receiving proposals.

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Company Name

---

By (Signature)

---

Address

---

Print Name

---

City, State, Zip code

---

Title

---

Phone #Work / Cell

---

FAX

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EMAIL

## PROPOSAL – MS4 PERMIT - ON-CALL LAB SERVICES (Continued)

**The undersigned hereby declares** that in regard to all conditions affecting the work to be done and the labor and materials required, this proposal is based on his investigations and findings, and the Town of Trumbull and the Engineers and their officers, agents and employees shall not in any manner be held responsible for the accuracy of, or be bound by any estimates, borings, water or underground conditions relative to the proposed work, indicated in this or in the other contract documents; that no warranty or representation has been made by the Town of Trumbull or the Engineers or their officers, agents and employees as to subsurface soil or rock conditions, ground water, or other underground and similar conditions; nor has any representation or warranty been so made that the estimated quantities to be used for comparison of proposals will even approximate the actual quantities or materials and work which the Contractor may be required to furnish or perform.

**Please note: Quantities in this bid are for determining the low bidder(s). The low bidder(s) will be determined based upon the sum total of items 1 through 5. The town reserves the right to award work to the secondary bidder if the Primary low bidder cannot respond to requests on an as needed basis. Actual quantities will be based on actual needs of the Town.**

BID FORM - Bidder will complete the Work in accordance with the **Technical Specifications** for the following price(s):

<b>Item Name</b>	<b>QTY</b>	<b>Total Amount of Item (In figures)</b>
1. <i>E. coli</i> , col. /100 mL	1	\$ _____
2. Surfactants (MBAS), mg/L	1	\$ _____
3. Total Phosphorus, mg/L	1	\$ _____
4. Total Nitrogen, mg/L	1	\$ _____
5. Fecal coliform, col./100 mL	1	\$ _____

**TOTAL AMOUNT OF BID**

Dollars

In words

(\$ )  
In figures

**Bidder to provide the minimum notification requirement when samples pick-up is requested by the Town below:**

## HOURS

**TOWN OF TRUMBULL  
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**PROPOSAL** (continued)

(SEAL-if proposal is by a corporation)

Note: Insert Proposer's name. If a corporation, give the State of Incorporation using the phrase, "A corporation organized under the laws of

\_\_\_\_\_, composed of officers as follows:

President

Secretary

Vice President

Treasurer

If a partnership, give names of partners, using also the phrase, "co-partners trading and doing business under the firm name and style of \_\_\_\_\_, composed of partners as follows:

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END OF BID