

TOWN OF TRUMBULL
PUBLIC WORKS DEPARTMENT
REQUEST FOR PROPOSAL
CLEANING OF TOWN CATCH BASINS

GENERAL INSTRUCTIONS TO BIDDERS

BID NUMBER 6169

DUE: March 22, 2016 3:00 PM

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed bids for the **Cleaning of Town Catch Basins** 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
- 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: 6169 Due: MARCH 22, 2016 @ 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, 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**

All inquiries regarding this request may be directed to Mr. Tom Baldwin (203-452-5142) or tbaldwin@trumbull-ct.gov and shall be answered up to the close of business on **MARCH 16, 2016** after which time no additional questions will be accepted. To ensure consistent interpretation of inquiries, 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.

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. Also a purchase order will be given to The selected contractor.

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.

13. **PRICING AND TERM**

All prices quoted are to be firm for a period of **one (1) year** 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.

The Town requires firmed fixed prices for a period of one (1) year following Quotation opening and nothing elsewhere in this Quotation shall abrogate this firm period. The period of engagement may be extended by mutual agreement in writing By the Town and the firm for and additional twelve (12) months, at the price stated in the Quotation Response Form by Giving the contractor at least thirty (30) days written notice.

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.

**TOWN OF TRUMBULL
PUBLIC WORKS DEPARTMENT
REQUEST FOR PROPOSAL
CLEANING OF TOWN CATCH BASINS**

BID NUMBER 6169 DUE: March 22, 2016 3:00 PM

TECHNICAL SPECIFICATIONS AND REQUIREMENTS

1. General Description of Work

There are approximately 600 catch basins within the Town. The awarded contractor(s) shall be responsible for providing cleaning catch basin using the vacuum method of cleaning. Upon completion of each job, catch basins must be free of debris to a degree that will ensure their efficient operation. The degree of cleanliness is to be reasonably determined by the Town Public Works Department designee. The contractor may be recalled to re-clean any unsatisfactorily cleaned basin(s) without charge. The awarded contractor shall be responsible for the proper disposition of all materials collected during the cleaning process as determined by the Public Works Department. All work shall be in accordance with state and local regulations. Bid prices furnished on a per basin basis shall cover the disposition of materials at town dumpsites as designated by the Town.

2. Workmen

The contractor will supply at least one competent, faithful, skilled and experienced operator per vehicle 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 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 catch basin in a neat and orderly condition. Such efforts shall include ensuring that both the basin covers itself and the area immediately surrounding the basin are free from any debris to prevent re-entry of such materials into the basins.

4. List of Basins to be cleaned

A list of basins to be cleaned with their locations shall be supplied to the contractor by the Town's Public Works Official when the work is started and the contractor shall not be paid for cleaning basins other than those designated.

5. Experience

Each respondent is required to submit satisfactory evidence as part of their bid proposal demonstrating their experience cleaning catch basins. 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.)

6. Equipment

All cleaning machines must be capable of efficient, reliable operation. All contractors shall be expected to have and make available extension equipment on an as needed basis in order to properly clean deeper basins. Actual operation of equipment may need to be witnessed/verified by a Public Works Official upon and prior to awarding a purchase order for this requirement. The equipment owned by the contractor will be indicated on the bid, in the space provided, together with the equipment available by lease.

7. Traffic

Work is to be accomplished with the least inconvenience to the general public, with due regard to traffic safety.

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PROPOSAL FORM

Having received the specifications prepared by the Town the undersigned hereby submits the following Lump Sum Price 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 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. It is understood that the Town reserves the right to reject any or all proposals

Clean out Catch Basin by Vacuum with
Equipment (such as a Vac-All):
(Approximately 600 catch basins)

\$ _____ per basin

Option (additional year)

\$ _____ per basin

Describe Equipment to be used here: _____

One (1) Traffic Controller \$ _____/hr

Option (additional year) \$ _____/hr.

The above price is firm for _____ months.

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

Company Name

by (Signature)

Address

Print Name

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): _____