



REQUEST FOR PROPOSAL

Town of Suffield, Connecticut

MECHANICAL SERVICES TRADES AT VARIOUS WATER POLLUTION CONTROL FACILITIES

March 23, 2016

You are invited to submit a Proposal for Mechanical Services/Trades for the Water Pollution Control Authority in Suffield, Connecticut. This includes assisting the Authority with various mechanical support for major equipment installation, re-build and refurbish, emergency repairs, fabrication of parts and equipment, and other support projects which the Authority requires skilled tradesman support except for electrical, instrumentation, and SCADA/control type projects. The experienced contractor will be given extra consideration if they also have the equipment, manpower, and abilities to perform gravity and pressure sewer pipe repairs, as needed.

The sealed proposals will be received at the office of the Water Pollution Control Authority, 844 East Street South, Suffield, CT. Statements **are due by 11 a.m. on Friday, April 8, 2016**. Submissions transmitted by facsimile will not be accepted. Each envelope is to be marked on the front with the name of the company and labeled "Mechanical Services/Trades, Suffield WPCA". No postmarked submissions will be accepted.

Any questions should be directed to Shane McCannon, Chief Operator, at (860) 668-3853. Questions can also be sent to smccannon@suffieldtownhall.com.

The Town of Suffield WPCA is an affirmative action – equal opportunity employer.

The Suffield WPCA reserves the right to accept or reject any or all proposals or any part of a proposal; to waive formalities or informalities and to award the professional services deemed to be in the best interest of the Town.

Shane McCannon
Suffield WPCA
Chief Plant Operator

1. INTRODUCTION

The Town of Suffield is soliciting proposals for the above named services. If there are any conflicts between the instructions in these Standard Instructions to Proposers and any other proposal document(s), these Standard Instructions to Proposers shall prevail.

2. KEY EVENT DATES

Advertisement of Request for Proposals	March 23, 2016
Public Proposal Opening	11:00a.m, 1, April, 2016
Proposal Awarded (Not Definite)	April, 12, 2016
Commencement of Work	See Scope of Work

3. OBTAINING PROPOSAL DOCUMENTS

Full versions of the full Request for Proposals (RFP), as well as addendums, are available at the WPCA at the address above or online at:

<http://www.suffieldtownhall.com/content/10050/10357/12113/default.asp>.

Or by clicking the link:

[Welcome to the Town of Suffield - Rfp's and Bids](#)

4. PROPOSAL SUBMISSION INSTRUCTIONS

- A. One (1) original and one (1) electronic copy (pdf format on a disk or micro USB hard drive) must be submitted in a sealed envelope clearly marked "**Mechanical Services Trades at Various Water Pollution Control Facilities**". Corrections and/or modifications received after the first proposal is publicly opened will NOT be accepted.
- B. All information must be submitted in ink or typewritten. Mistakes may be crossed out and corrections inserted. Corrections must be initialed by the person signing the proposal.
- C. Proposals are considered valid for ninety (90) days after proposal(s) are opened. Proposers may not withdraw, cancel or modify their proposal for a period of ninety (90) days after proposal(s) are opened.
- D. Proposals must be signed by an authorized person representing the legal entity of the proposer.
- E. The inability to meet any specified requirements(s) must be stated in writing and attached to the proposal form, or written on the proposal form.

5. PRESUMPTION OF PROPOSER BEING FULLY INFORMED

At the time the first proposal is opened, each proposer is presumed to have read and be thoroughly familiar with all proposal and contract documents for this project. Failure or omission of the proposer to receive or examine any information shall in no way relieve any proposer from obligations with

respect to their proposal.

6. INTERPRETATION OF ACCEPTABLE WORK

The specifications, proposal and contract documents are to be interpreted as meaning those acceptable to the Town of Suffield. Any substantive changes or interpretations will be issued by the Town in writing as an addendum.

7. TAX EXEMPTIONS

The Town of Suffield is exempt from Federal Excise taxes and Connecticut Sales and Use taxes. Proposers shall avail themselves of these exemptions.

8. INSURANCE

The company awarded this proposal must provide a current Certificate of Insurance to the Director of Finance PRIOR to commencement of work, with the following requirements:

- A. General liability coverage limits for bodily injury, property damage, and personal injury, \$1,000,000 per occurrence/\$2,000,000 general aggregate. General liability must also include contractual liability.
- B. Auto liability limits for property damage and bodily injury caused by the operation of motor vehicles, \$1,000,000 per occurrence.
- C. Worker's Compensation, as required by the Connecticut State statute.
- D. Umbrella liability, \$1,000,000 each occurrence/\$1,000,000 general aggregate.
- E. The "Town of Suffield" is to appear as an additional insured on all Certificates of Insurance for general liability and auto liability coverage.
- F. All insurance is to be provided by carriers authorized to issue such insurance in the State of Connecticut, and rated at least A-/VIII by A.M. Best. Exceptions are subject to the sole discretion of the Town of Enfield.
- G. All insurance may not be canceled or modified without thirty (30) days written notice by registered U.S. Mail to "Business Administrator Town of Suffield, 844 East Street South, Suffield, CT 06416.

9. PERFORMANCE BOND AND PAYMENT BOND

To ensure the faithful execution of this proposal according to its provisions, the Contractor awarded this proposal must provide to the Town of Suffield, at the Contractor's expense, a performance and payment bond in the amount of \$5,000.00 on projects greater than fifty thousand (\$50,000) dollars. The bonds must be issued by a company authorized to write such surety bonds in the State of Connecticut. The bonds shall be drawn to the order of the "Business Administrator Town of Suffield", and delivered to the Town prior to commencement of work.

10. GUARANTEE

For all projects whose value is greater than \$50,000, the Contractor awarded this proposal shall guarantee all labor, material and workmanship for a period of one (1) year from the date of substantial completion as determined by the Town, as a condition of the performance bond. Five (5) percent of the invoiced fees for the service provided amount may be retained by the Town of Suffield for the duration of the guarantee period, or until the work is fully accepted by the Town, whichever is later.

For future Turn-key Projects – In addition, any product warranty offered by the manufacturer or

distributor in excess of one (1) year shall be given to the Town by the contractor at the time of substantial completion. The contractor will provide a guarantee of one (1) year for the total project, including the equipment warranty unless the equipment does not come with a one year warranty, in which case the contractor will warranty their workmanship, but not the equipment, for one year unless specifically agreed upon terms greater than or less than this period.

11. PERMITS

The Proposer is solely responsible for obtaining all required permits, obtaining all necessary inspections and approvals, and satisfying any and all fees. The Town may waive all Town fees for building permits and inspections, but it is not guaranteed

12. FAIR EMPLOYMENT PRACTICES

The Proposer agrees not to discriminate against any employee or applicant for employment in the performance of this proposal's work with respect to hire, tenure, terms, conditions, or privileges of employment due to race, sex, age, religion, national origin, or other condition proscribed by State or Federal law.

13. STANDARD FORM OF CONTRACTUAL AGREEMENT

See appendix A

14. AWARDING THE PROPOSAL

The Town of Suffield reserves the right to accept or reject, any, all, or any part of proposals, to waive formalities or informalities, and to award the proposal deemed to be in the best interests of the Town.

15. CONTRACT PERIOD

It is anticipated that the initial contract period shall be from the date of award through June 30, 2017. Subsequent one (1) year renewals, at the option of the Town of Suffield WPCA, may be available for two (3) additional years.

16. OCCUPATION SAFETY AND HEALTH ADMINISTRATION (OSHA)

Contractor agrees, prior to starting work, to follow the rules as outlined in 29 (CFR) Code of Federal Regulations. Specifically, to provide and receive appropriate safety programs with the Safety Officer of the Water Pollution Control Authority. Proof of obtaining specific training (i.e. Confines Space) will be provided for all employees working on site in such situations.

NOTE: The Town reserves the right to cancel the contract during the first thirty (30) days of service with 24 hours' notice.

After the initial thirty days of service, the Town may terminate this agreement upon written notice to the successful contractor thirty days prior to the termination date.

The lowest priced proposal is NOT the sole determining factor when awarding this proposal.

END OF STANDARD INSTRUCTIONS TO PROPOSERS

**TOWN OF SUFFIELD, CONNECTICUT
QUALIFICATIONS AND SCOPE OF WORK
MECHANICAL SERVICES TRADES AT VARIOUS
WATER POLLUTION CONTROL FACILITIES**

I. QUALIFICATIONS

Each Proposer shall provide documentation attached to their proposal to meet the Experience Qualifications outlined below. Failure to supply the required documentation shall render the proposal submission as incomplete and cause it to be removed from any consideration.

A. The Experience Qualifications is as follows:

1. The Contractor shall document a minimum of 10 years of combined experience not limited to mechanical and physical repairs of the following listed facilities: public water & sewer systems, public water & wastewater treatment, storm drainage, utility and mechanical installation and repair.
2. The Contractor shall provide documentation of providing similar services as described in these specifications to municipalities within the state of Connecticut. A minimum of three (3) years shall have been contracted during the last five years.
3. The Contractor shall operate a machine shop or be able to contract out to a machine shop capable of handling the complete rebuilding of wastewater pumps and related equipment. The machine shop shall have lathes, milling machines, drill presses, gas and electric welders, as well as all hand tools used in everyday rebuilding of pumps and related equipment (Including micrometers, depth gauges, torque wrenches, hand grinders, amp meters, continuity meters and RPM indicators).
4. The company must employ qualified service technicians and pipe fitters to perform all maintenance and repair work. All service technicians shall have at least a minimum of five (5) years' experience in this class of work and have OSHA 10 and confined space certification. The Company must supply a list of names of lead mechanics and supervisory personnel to include years of experience information on the key staff member(s) who would be assigned to this contact.
5. The company must own and have available a minimum of two (2) fully equipped mechanical service trucks. Each truck shall contain the following tools and equipment at a minimum:
 - a. Minimum 17,000 GVW Chassis with Utility Body.
 - b. Minimum 6,000# Hydraulic Crane.
 - c. Minimum 4500 watt generator/welder.
 - d. Power band saw.
 - e. Cutting and welding torches with tanks.
 - f. Complete set of taps and dies up to 2".
 - g. All necessary small hand tools including: combination wrenches; pipe wrenches; chain wrenches; ¼ - ½ - ¾ drive socket and ratchet sets; hydraulic jacks; ladders; extension cords; and emergency lights.
 - h. Pump alignment tools.

A proposer, besides meeting the other requirements of this RFP, must provide to the Town of Suffield with their proposal, a list of not less than 3 (3) references where the Proposer has performed work, repair

and installation of major equipment at Water Pollution Control Facilities. These references should include but not be limited to, the installation and repair of sludge handling, aeration, mechanical cleaning and shredding, odor control, and sewage transfer systems. Further, included in their proposal package, the Proposer must provide a list of major completed projects with a monetary value greater than fifty thousand (\$50,000.00) dollars per project. References and project lists may be combined.

II. SCOPE OF WORK

Proposal pricing is to be submitted on a per hour basis as indicated on the Proposal Form page. Contractors must include within their hourly rates all hand tools and miscellaneous incidental materials, i.e., nails, screws, etc. to complete assigned projects. This is intended to be an indefinite quantity contract covering the following period – from date of proposal award for up to and including June 30, 2017. Vehicle and equipment rates will also be submitted separately for both normal and after hours.

For all planned projects, the WPCA will provide the contractor, or work with the contractor, to develop a scope of work. The contractor will provide a price estimate or “not to exceed (without WPCA approval)” price for budgeting purposes.

The initial project the contractor will conduct is expected to begin in June, 2016, and will include replacing some aging facility equipment including six (6) process pumps and one skid mounted plant water re-use system as part of an energy efficiency project. The major equipment such as pumps and pumping systems will be delivered on site prior to the start of work. The contractor will be responsible for working with the WPCA to determine a price estimate for the demolition, and installation of the equipment in a professional manner. They will also be responsible for working with the WPCA to identify miscellaneous parts required to successfully complete the work safely, on time and within budget.

There is no guarantee on the minimum amount of work the contractor will be provided on an annual basis. This bid will be understood to be supplementary skilled labor “as needed”. The WPCA has a full time crew of seven (7) licensed treatment plant operators that provide both operations and maintenance tasks.

To complete assigned projects, scheduled work shall be accomplished during normal working hours of 7:00 a.m. to 3:00 p.m. weekdays, except that any work that will adversely affect the environment, cause a discharge to the environment of sewage or odor, will be accomplished in such a manner as to eliminate the discharge within the shortest time possible, including overtime and weekends. The contractor will also supply hourly rates for afterhours work, overtime rates, and weekend rates. All rates will include tools as specified above.

For all work under this contract that would require a permit, the permit is required prior to commencing work. The contractor will be responsible for obtaining them and complying with the requirements of the various departments of the Town of Suffield

Proposers will provide labor, materials, supplies, equipment, etc., as required, to install, repair, service, etc., mechanical equipment and troubleshoot mechanical malfunctions, replace defective devices, etc. within the various WPCA Facilities. The WPCA one main facility – a 2.02 million gallon per day Facility and 19 sewage-pumping stations.

III. SAFETY

The Proposer selected shall provide within one (1) week from the date of the proposal award and prior to performing any services, the following safety programs: Confined Space, Lockout Tag-out, Hazardous Communication, Blood Borne Pathogen, Respiratory, Personal Protective Equipment, and Hearing. All individuals must be certified in each program. Training sign-in sheets must be provided for each program. Only individuals listed on the initial submission or on subsequent training certification on record at the Administration office for the Water Pollution Control are allowed to perform work under this bid. Violation(s) of any safety requirement may result in the termination of the bid.

IV. EMERGENCY RESPONSE

Emergency call-in must be responded to within one (1) hour from the time of notification. The 24-hour emergency response number(s) must be made available under this contract.

V. INVOICING

- A. All invoicing must reflect the hourly rates/percentage markup on materials rate per the bid. All invoicing must include the following:
 - 1. Type of service (regular, overtime, or emergency);
 - 2. Labor hours with associated cost listed by category (Project Manager, Supervisor, Laborer etc.);
 - 3. List of materials, if required in the requested job.
- B. No mark-up is allowed on freight charges.

END OF QUALIFICATIONS/SCOPE OF WORK

**TOWN OF SUFFIELD, CONNECTICUT
PROPOSAL FORM
MECHANICAL SERVICES TRADES AT VARIOUS
WATER POLLUTION CONTROL FACILITIES**

[PROPOSAL FORM REQUIRED RESPONSES]

Under penalty of perjury and other remedies available to the Town of Suffield, the undersigned certifies this proposal is submitted without collusion and all responses are true and accurate. If awarded this contract it is agreed this forms a contractual obligation to provide services at fees specified in this Proposal Form, subject to and in accordance with all instructions proposing and contract documents, including any addenda, which are all made part of this proposal.

Signature of Authorized Person

Date_____

Printed Name of Authorized Person

Company Title of Authorized Person

Name of Company

Address of Company

City, State, and Zip Code

Telephone Number

Facsimile Number

24 Hour Emergency Number

Email Address

**TOWN OF SUFFIELD, CONNECTICUT
PROPOSAL FORM
MECHANICAL SERVICES TRADES AT VARIOUS
WATER POLLUTION CONTROL FACILITIES**

The undersigned agrees to furnish and deliver said service according to the specifications, at the price proposed, as indicated. Provide prices below on a per man-hour basis as requested.

Regular Hours

	Licensed Drain layer	Licensed Plumber	Laborer	Licensed Welder	Project Manager	Job Supervisor	Administrative
Regular Hourly Rate Monday through Friday 7 a.m to 5 p.m.	\$	\$	\$	\$	\$	\$	\$
Overtime Hourly Rate Monday through Friday 5 p.m. to 7 a.m.	\$	\$	\$	\$	\$	\$	N/A
Emergency Hourly Rate Saturday, Sunday and Holidays	\$	\$	\$	\$	\$	\$	N/A

Percentage of material and supplies mark up _____

Also provide major equipment rate sheets not included in the rates specified above such as specially vehicles, excavators, back hoe, skid steer. **The cost for normal transportation vehicles (pickup trucks) should be included in the hourly rates.**

Note: Copy of supplier's invoice or signed quotation from supplier will be required prior to payment to verify Contractor's prices, if materials exceed \$100.00.

END OF PROPOSAL FORM

APPENDIX A

SAMPLE

AGREEMENT BY AND BETWEEN

THE TOWN OF SUFFIELD AND _____

This Agreement is made this _____ day of _____, 201__
by and between the Town of Suffield WPCA, a municipal corporation organized and existing under the laws of the State of Connecticut, with a principal office at 844 East Street South, Suffield, CT (hereinafter referred to as the "WPCA") and _____, a Connecticut (corporation/limited liability company/partnership) located at _____, _____, Connecticut____ (hereinafter referred to as "Vendor").

The Town and Vendor enter into this Agreement whereby the Vendor shall provide to the Town on-call mechanical services trades at various Water Pollution Control facilities.

The term of this Agreement shall commence on the date set forth above and shall continue for the period set forth in the Request for Proposals referenced below.

The terms and conditions of this Agreement are set forth in the following documents that are attached and made a part hereto and are incorporated by reference:

1. Request for Proposals entitled " Mechanical Services Trades Various _____";
2. The Standard Instructions entitled " _____";
3. Qualifications and Scope of Work entitled " _____"; and
4. Proposal entitled " _____".

This Agreement cannot be altered, modified, amended or revised except by an instrument in writing signed by the Town and Vendor.

This Agreement shall be governed by the law of the State of Connecticut.

Vendor Name

Town of Suffield Water Pollution Control

Authority

By: _____

By: _____

Bruce Remington, Chairman WPCA
Town Manager

