

TOWN OF GLASTONBURY
INVITATION TO BID

<u>BID #</u>	<u>ITEM</u>	<u>DATE & TIME DUE</u>
GL-2013-01	WPC Instrumentation Maintenance And Calibration	03-29-12 @ 11:00 a.m.

Bid Forms may be obtained on the Town's website at www.glastonbury-ct.gov or at the Office of the Purchasing Agent, Town Hall, 2155 Main Street, (second level) Glastonbury, CT 06033.

The Town reserves the right to waive informalities or reject any part of, or the entire Bid, when said action is deemed to be in the best interest of the Town. All sealed bids must be submitted to the Office of the Purchasing Agent no later than the time and date indicated for each category. All bids will be publicly opened and read.

The Town of Glastonbury is an Affirmative Action/Equal Opportunity Employer. Minority/Women/Disadvantaged Business Enterprises are encouraged to bid.

Mary F. Visone
Purchasing Agent

INFORMATION TO BIDDERS

GL-2013-01

1. Sealed bids (**one original and one copy**) on the attached Bid Forms will be received at the Office of the Purchasing Agent, Town Hall, 2155 Main Street, Glastonbury, Connecticut 06033 (second level). At the designated time of opening, they will be publicly opened, read, recorded and placed on file.
2. Whenever it is deemed to be in the best interest of the Town, the Town Manager, Purchasing Agent or designated representative shall waive informalities in any and all bids. The right is reserved to reject any bid, or any part of any bid, when such action is deemed to be in the best interest of the Town of Glastonbury.
3. The award will be on the basis of bid total cost unless otherwise specified.
4. Bids will be carefully evaluated as to conformance with stated specifications.
5. **The envelope enclosing your bid should be clearly marked by bid number, time of bid, opening and date.**
6. Specifications must be submitted complete in every detail, and when requested, samples shall be provided. **If a bid involves any exception from stated specifications, they must be clearly noted as exceptions, underlined, and attached to the bid.**
7. The Bid Documents contain the provisions required for the requested item. Information obtained from an officer, agent, or employee of the Town or any other person shall not affect the risks or obligations assumed by the Bidder or relieve him/her from fulfilling any of the conditions of the Bid.
8. Each bidder is held responsible for the examination and/or to have acquainted themselves with any conditions at the job site which would affect their work before submitting a bid. Failure to meet this criteria shall not relieve the Bidder of the responsibility of completing the Bid without extra cost to the Town of Glastonbury.
9. Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered. No bidder may withdraw a bid within sixty (60) days after the actual date of the opening thereof. Should there be reasons why a Bid cannot be awarded within the specified period, the time may be extended by mutual agreement between the Town and the bidder.
10. **Each bid must be accompanied by a bid bond payable to the Town for ten percent (10%) of the total amount of the bid.** The bid bond of the successful bidder will be retained until the payment bond and performance bond have been executed and approved, after which it will be returned. A certified check may be used in lieu of a bid bond. The Town of Glastonbury will not be liable for the accrual of any interest on any certified check submitted. Cashier's checks will not be accepted.

11. **THIS ITEM WAIVED** A 100% Performance and Payment bonds are required of the successful bidder. This bond shall cover all aspects of the specification and shall be delivered to the Purchasing Agent prior to the issuance of a purchase order. The Performance and Payment Bonds will be returned upon the delivery and acceptance of the bid items.
12. The bidder agrees and warrants that in the submission of this sealed bid, they will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religion, national origin, sex, or physical disability including, but not limited to blindness, unless it is shown by such bidder that such disability prevents performance of that which must be done to successfully fulfill the terms of this sealed bid or in any manner which is prohibited by the laws of the United States or the State of Connecticut: and further agrees to provide the Human Relations Commission with such information requested by the Commission concerning the employment practices and procedures of the bidder. An Affirmative Action Statement will be required by the successful bidder.
13. Bidder agrees to comply with all of the latest Federal and State Safety Standards and Regulations and certifies that all work required in this bid will conform to and comply with said standards and regulations. Bidder further agrees to indemnify and hold harmless the Town for all damages assessed against the Town as a result of Bidder's failure to comply with said standards and/or regulations.
14. All correspondence regarding any purchase made by the Town of Glastonbury shall reference the Town's purchase order number. Each shipping container shall clearly indicate both Town purchase order number and item number.
15. Bidder is required to review the Town of Glastonbury Code of Ethics adopted July 8th, 2003 and effective August 1, 2003. Bidder shall acknowledge that they have reviewed the document in the area provided on the bid / proposal response page (BP). The selected Bidder will also be required to complete and sign an Acknowledgement Form prior to award. The Code of Ethics and the Consultant Acknowledgement Form can be accessed at the Town of Glastonbury website at www.glastonbury-ct.gov. Upon entering the website click on **Bids & RFPs**, which will bring you to the links for the Code of Ethics and the Consultant Acknowledgement Form. If the Bidder does not have access to the internet a copy of these documents can be obtained through the Purchasing Department at the address listed within this bid / proposal.
16. **Non Resident Contractors (IF APPLICABLE)**

The Town is required to report names of nonresident (out of state) Contractors to the State of Connecticut, Department of Revenue Services (DRS) to ensure that Employment Taxes and other applicable taxes are being paid by Contractors. **Upon award, all nonresident contractors must furnish a five percent (5%) sales tax guarantee bond (state form AU-766), or a cash bond for 5% of the total contract price (state form (AU-72) to DRS even though this project is exempt from most sales and use taxes.**

See State Notice to Nonresident Contractors SN 2005 (12). If the above bond is not provided the Town is required to withhold 5% from Contractor's payments and forward it to the State DRS.

Contractor must promptly furnish to the Town a copy of the **Certificate of Compliance** issued by the State DRS.

17. Bidder shall include on a sheet(s) attached to its proposal a complete disclosure of all past and pending mediation, arbitration and litigation cases that the bidder or its principals (regardless of their place of employment) have been involved in for the most recent five years. Please include a statement of the issues in dispute and their resolution. Acceptability of Bidder based upon this disclosure shall lie solely with the Town.
18. Bidder or its principals, regardless of their place of employment, shall not have been convicted of nor entered any plea of guilty, or nolo contendere, or otherwise have been found civilly liable or criminally responsible for any criminal offense or civil action. Bidder shall not be in violation of any State or local ethics standards or other offenses arising out of the submission of bids or proposals, or performance of work on public works projects or contracts.
19. It is the responsibility of the bidder to check the Town's website before submitting bid for addendums posted prior to bid opening.
20. The Town of Glastonbury is dedicated to waste reduction and the practice of using and promoting the use of recycled and environmentally preferable products. Bidders are encouraged to submit bid responses that are printed double-sided (except for the signed proposal page) on recycled paper, and to use paper dividers to organize the bid for review. All bid pages should be secured with a binder clip, staple or elastic band, and shall not be submitted in plastic binders or covers, nor shall the bid contain any plastic inserts or pages. We appreciate your efforts toward a greener environment.

IMPORTANT: Failure to comply with general rules may result in disqualification of the bidder.

INSURANCE

The Bidder shall, at its own expense and cost, obtain and keep in force during the entire duration of the Project or Work the following insurance coverage covering the Bidder and all of its agents, employees and sub-contractors and other providers of services and shall name the **Town its employees and agents as an Additional Insured** on a primary and non-contributory basis to the Bidders Commercial General Liability and Automobile Liability policies. **These requirements shall be clearly stated in the remarks section on the Bidders Certificate of Insurance.** Insurance shall be written with insurance carriers approved in the State of Connecticut and with a minimum Best's Rating of A-. In addition, all carriers are subject to approval by the Town. Minimum Limits and requirements are stated below:

1) Worker's Compensation Insurance:

- Statutory Coverage
- Employer's Liability
- \$100,000 each accident/\$500,000 disease-policy limit/\$100,000 disease each employee

2) Commercial General Liability:

- Including Premises & Operations, Products and Completed Operations, Personal and Advertising Injury, Contractual Liability and Independent Contractors.
- Limits of Liability for Bodily Injury and Property Damage
Each Occurrence \$1,000,000
Aggregate \$2,000,000 (The Aggregate Limit shall apply separately to each job.)
- A Waiver of Subrogation shall be provided

3) Automobile Insurance:

- Including all owned, hired, borrowed and non-owned vehicles
- Limit of Liability for Bodily Injury and Property Damage:
Per Accident \$1,000,000

The Bidder shall direct its Insurer to provide a Certificate of Insurance to the Town before any work is performed. The Contractor shall be responsible to notify the Town 30 days in advance with written notice of cancellation or non-renewal. The Certificate shall evidence all required coverage including the Additional Insured on the General Liability and Auto Liability policies and Waiver of Subrogation on the General Liability policy. The Bidder shall provide the Town copies of any such insurance policies upon request.

INDEMNIFICATION

To the fullest extent permitted by law, the Bidder shall indemnify and hold harmless the Town and its consultants, agents, and employees from and against all claims, damages, losses and expenses, direct, indirect or consequential (including but not limited to fees and charges of engineers, attorneys and other professionals and court and arbitration costs) to the extent arising out of or resulting from the performance of the Bidder's work, provided that such claim, damage, loss or expense is caused in whole or in part by any negligent act or omission by the Bidder, or breach of its obligations herein or by any person or organization directly or indirectly employed or engaged by the Bidder to perform or furnish either of the services, or anyone for whose acts the Bidder may be liable.

1. **GENERAL**

- 1.1. The Town of Glastonbury, Sanitation Department, Water Pollution Control Division is seeking Bids for a Maintenance/Calibration Repair Service contract for its instrumentation equipment located at the Water Pollution Control Facility, 2149 Main Street and remote pump stations.
- 1.2. Interested Bidders are requested to arrange inspection of the equipment by contacting Chuck Bohaboy, Water Pollution Control Supervisor at 860-652-7773.
- 1.3. Any technical questions regarding this bid shall be made **in writing** (email acceptable) and directed to Chuck Bohaboy, Water Pollution Control Supervisor, 2149 Main Street, PO Box 6523, Glastonbury, CT 06033; chuck.bohaboy@glastonbury-ct.gov. Fax (860) 652-7771 between the hours of 8:00 a.m. – 4:00 p.m. For administrative questions concerning this bid/proposal, please contact Mary F. Visone, Purchasing Agent at (860) 652-7588. All questions answers, and/or addenda, as applicable will be posted on the Town's website at www.glastonbury-ct.gov. (Upon entering the website click on Bids & RFP's). The request must be received at least five (5) business days prior to the advertised response deadline. **It is the respondent's responsibility to check the website for addenda prior to submission of any bid/proposal.**
- 1.4. It is the intent of these Contract Specifications for a lump sum maintenance service contract. The Bidder may submit options to these Specifications. All options shall be provided in complete detail included with Bids for the Town's review.

2. **SCOPE OF SERVICES**

- 2.1. All work shall be performed in a neat, safe and efficient manner in compliance with all local, State and Federal requirements. All work shall be performed by experienced and qualified technicians.
- 2.2. This contract shall normally be for one year, July 1, 2012 to June 30, 2013. Optional extension for additional two (2) years will be evaluated. Bidders shall indicate the option on the Bid proposal form.
- 2.3. The Bidder shall perform routine prevention maintenance and calibration per manufacturer's specifications inclusive of all instruments and components listed herein attached instrumentation schedules IS-1 thru 5.
- 2.4. Preventive maintenance and calibration service shall be performed semi-annually normally during months of October and April, during normal working hours, Monday through Friday, 7:00 a.m. to 3:30 p.m. excluding holidays. Specific scheduling arrangements shall be made with the Water Pollution Control Supervisor.
- 2.5. The Bidder shall replace worn parts or assemblies as authorized by the Town. All parts and/or components shall be new original manufacturer's equipment items; no reconditioned parts will be accepted unless expressly authorized by the Town. Routine preventive maintenance as detailed in Sec. 2.3 shall also be included at no additional charge.

- 2.6. Travel time and expenses shall be part of this contract; the Town shall not pay additional charges for these items.
- 2.7. Bidder shall provide training to Water Pollution Control personnel at no cost in proper care and maintenance of the equipment.
- 2.8. A legible work order copy of all work performed shall be received by the Town upon completion. This copy shall include at a minimum: equipment work was performed on, parts replaced or repaired, labor hours, date and technician performing the work. Bidders shall also provide maintenance service stickers. These stickers shall be securely affixed to each piece of equipment as listed in attached Instrumentation Schedule IS-1 thru IS-5. Information on the stickers shall include date, type of service performed and technician performing the work.
- 2.9. Bidders shall provide as part of this Bid, a list of at least four (4) similar active maintenance contract agreements of similar scope, for the Town's review.
- 2.10. Bidders shall provide emergency repair and/or maintenance service during normal work hours as listed in Section 2.4 as part of this contract. Emergency service shall be provided after normal work hours as listed in Section 2.4.; Bidder shall be paid at the hourly rate Bid prices. No additional costs will be incurred for travel time and expenses.
- 2.11. Emergency service contract personnel and phone numbers shall be provided on Bid.
- 2.12. A response time of within four (4) hours shall be expected after Town contacts Bidder for emergency service during or after work hours.
- 2.13. Bidders shall provide all tools/equipment or Supplies necessary for performing any work. No tools, Equipment or supplies will be provided by the Town.

3. PAYMENT

- 3.1. Payment schedule shall be as follows: fifty percent (50%) of the total contract Bid shall be paid after satisfactory completion of the first semi-annual maintenance service is performed in October as outlined in Section 2.4. The remaining Fifty percent (50%) of the contract Bid shall be paid after satisfactory completion of the second semi-annual service performed in April.

4. GUARANTEE

- 4.1. Replacement parts shall be warranted by the Bidder for a minimum of one (1) year from the date of installation. Any defective part(s) shall be replaced within this warranty period at no additional cost to the Town.

BID PROPOSAL

BP-1

Proposal of _____
(hereinafter called "Bidder"), organized and existing under the laws of the State of _____, doing business as _____.

To the Town of Glastonbury (hereinafter called "Town").

In compliance with your Invitation to Bid, the Bidder hereby proposes to furnish materials and/or services as per Bid Number GL- 2013-01 in strict accordance with the Bid Documents, within the time set forth therein, and at the prices stated below.

By submission of this Bid, the Bidder certifies, and in the case of a joint bid each party thereto certifies as to their own organization that this Bid has been arrived at independently without consultation, communication, or agreement as to any matter relating to this Bid with any other Bidder or with any competitor.

The Bidder hereby agrees to commence this contract on a date to be specified in the notice to Proceed and to fully complete the project within _____ consecutive calendar days thereafter.

The Bidder acknowledges receipt of the following Addendum:

Addendum #1 _____

Addendum #2 _____

A. Annual Maintenance/Calibration Service \$ _____/Year
\$ _____
Written Amount

B. Hourly cost during **regular** work hours \$ _____/Hour
(Mon.-Fri. 7:00 a.m. to 3:30 p.m.) (Excluding Holidays)

C. Hourly cost **after** regular work hours \$ _____/Hour

D. Vendor markup on part/equipment replacement _____%

E. Vendor willing to extend contract pricing for additional years?

Yes No

1. Fiscal Year 7/1/2013 – 6/30/2014 _____ _____

2. Fiscal Year 7/1/2014 – 6/30/2015 _____ _____

Check below:

___ Bidder has included with their bid qualifications as per Item 2.9

___ Bidder has included 10% Bid Bond

Name of Bidder: _____

GL-2013-01

BP-3

TOWN
GLASTONBURY
OF
BID / PROPOSAL
DATE ADVERTISED

03-12-12

GL # or RPGL #
DATE / TIME DUE

GL# 2013-01
03-29-12 @ 11:00
a.m.

NAME OF PROJECT

WPC Instrumentation Maintenance and Calibration

---BID PROPOSAL---

PLEASE PROVIDE BID INFORMATION ON BID PROPOSAL FORM WHICH IS ATTACHED. BE CERTAIN TO SIGN AND COMPLETE THIS PAGE, FORWARDING TO THE PURCHASING DEPARTMENT ALONG WITH YOUR BID PROPOSAL.

CODE OF ETHICS:

I / We have reviewed a copy of the Town of Glastonbury's Code of Ethics and agree to submit a Consultant Acknowledgement Form if I / We are selected. Yes _____ No _____ *

*Bidder is advised that effective August 1, 2003, the Town of Glastonbury cannot consider any bid or proposal where the bidder has not agreed to the above statement.

Type or Print Name of Individual

Doing Business as (Trade Name)

Signature of Individual

Street Address

Title

City, State, Zip Code

Date

Telephone Number / Fax Number

E:mail Address

SS # or TIN#

(Seal – If bid is by a Corporation) Attest

GL- 2013-01		Water Pollution Control Facility		ATTACHMENT	
Manufacturer	Description	Model #	Vendor	# Inservice	Year
Endress + Hauser	PROMAG 50W 6" Electromagnetic Flow Meter	50W1F-UL0A1AKBAAW	O'Connor & Senecal	4	2010
Endress + Hauser	PROMAG 50W 8" Electromagnetic Flow Meter	50W2H-UL0A1AKBAAW	O'Connor & Senecal	5	2010
Hach Company	Hach sc100 controller	LXV401.52.00002 SC100	Hach Company	6	2010
Hach Company	Hach LDO Probe	579000	Hach Company	6	2010
Endress + Hauser	Liquisys M ORP Analyzer	CPM253-PR1110	O'Connor & Senecal	3	2010
Endress + Hauser	Orbipac ORP Electrodes	CPF82-PA11A2	O'Connor & Senecal	3	2010
Endress + Hauser	Liquisys M pH Analyzer	CPM253-PR1110	O'Connor & Senecal	1	2010
Endress + Hauser	Orbipac pH Combination Electrodes PTFE	CPS11-2BA2ESA	O'Connor & Senecal	1	2010
Fluid Components International LLC	ST50 Air Flow Meter	ST-50-8A12BA0B	Reptek	3	2010

GL- 2013-01		Water Pollution Control Facility		ATTACHMENT	
Manufacturer	Description	Model #	Vendor	# Inservice	Year
Endress + Hauser	Prosonic S FMU90 Ultrasonic Level Transmitter	FMU90-R11CA131AA1A	O'Connor & Senecal	6	2010
Endress + Hauser	Prosonic S FDU91 Ultrasonic Level Transducer	FDU91-QNAAA	O'Connor & Senecal	8	2010
SJE	Rhombus Signal Master Float Level Switch	1006101	SJE	20	2010
Gems Sensors & Controls		GEMS LS-7 Low Profile Level Switch	181042	GEMS	6 2010
Endress + Hauser	Cerabar PMP71 Pressure Transmitter	PMP71-SBC1H61RAAAU	O'Connor & Senecal	2	2010
Endress + Hauser	Delabar PMD75 Differential Pressure	PMD75-SBC7F41BAAU	O'Connor & Senecal	2	2010
Endress + Hauser	Prosonic S FMU90 Ultrasonic Open Channel Level Transmitter	FMU90-R21CA112AA1A	O'Connor & Senecal	2	2010
Endress + Hauser	iTEMP Hart TMT142	TMT142-A21131AKA1	O'Connor & Senecal	1	2010
United Electric	Pressure Switch	H100-358	Meriden Cooper	2	2010

GL- 2013-01 Water Pollution Control Facility

ATTACHMENT

Manufacturer	Description	Model #	Vendor	# Inservice	Inservice Year
United Electric	Pressure Switch	H100-701	Meriden Cooper	2	2010
MSA	Ultima X Series Gas Monitors	Ultima X	BAU Hopkins	6	2010
MSA	MSA Model 5300 Monitor	5300	BAU Hopkins	2	2010
Endress + Hauser	FMR Radar Level Transmitters	FMR244-S2VGN5AAA4A	O'Connor & Senecal	2	2010
Esterline Pressure Systems	Submersible Level Transmitter	705S14C4A030.00-000.00C1XB	Carl Lueder Co.	5	2010
Esterline Pressure Systems	Process Display	PD765-6R3-10	Carl Lueder Co.	2	2010
Sentrol	Magnetic Contact Switch	1045T	Sentrol	1	2010
Flowline Switch Pro	Compact relay controller	A1 Series	Flowlinw Switch Pro	1	2010
Siemens Pointek ULS 200	Ultrasonic Level Switch	7ML1510-3HE2	Pointek	1	2010

GL- 2013-01 Water Pollution Control Facility

ATTACHMENT

Manufacturer	Description	Model #	Vendor	# Inservice	Inservice Year
Parker Terrace Pump Station					
Foxboro	E-95 Mag Flow Transmitter	2810-SABA-ASF-GU	Foxboro	1	1985
Foxboro	24 hr flow chart	78600000021	Foxboro	1	1985
Foxboro	Surface mounted Transmitter	896-SA-C-(CS-E/XN-F)	Foxboro	1	1985
Hubbard Street Pump Station					
ABB Instrumentation	Magnetic Flow Meter Series 3000	10DX3111EDD19P1A2BK24321	ABB Intruments	1	1987
ABB Instrumentation	Magnetic Flow Meter Converter	50XM13DXKD12AABC229	ABB Intruments	2	1987
Smith Pump Station					
ABB Instrumentation	Magnetic Flow Meter Series 3000	10DX3111EDD19P1A2BK24321	ABB Intruments	1	1987

GL- 2013-01		Water Pollution Control Facility		ATTACHMENT	
Manufacturer	Description	Model #	Vendor	# Inservice	Year
ABB Instrumentation	Magnetic Flow Meter Converter	50XM13DXKD12AABC229	ABB Intruments	2	1987