

TOWN OF GLASTONBURY

INVITATION TO BID

<u>BID #</u>	<u>ITEM</u>	<u>DATE & TIME REQUIRED</u>
GL-2013-18	Aluminum Floating Dock	February 5, 2013 @ 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, Glastonbury, Connecticut 06033 (second level).

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. All bids will be publicly opened and read.

Mary F. Visone
Purchasing Agent

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. The successful bidder must show an ability to meet the specifications, the timeline, and provide references to other similar work that has been done.
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. **THIS ITEM WAIVED:** **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:** 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 bid/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 on the Town's website 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 bids responses that are printed double-sided (except for the signed bid 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 towards a greener environment.
21. Any technical questions regarding this RFP shall be made in writing (email acceptable) and directed to William H. Engle, Recreation Supervisor, 2155 Main Street, Glastonbury, CT 06033; bill.Engle@glastonbury-ct.gov. Telephone 860-652-7682 between the hours of 8:00 a.m. – 4:30 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 & RFPs). 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.**
22. Those submitting items for consideration as an Approved Equal must submit specifications that clearly demonstrate that the product is equal to or exceeds the stated specification. Failure to submit specifications that clearly demonstrate that the items proposed as being "equal" to the product specified may result in disqualification of the bid/proposal from receiving further consideration. The Town of Glastonbury reserves the right to determine if any item is accepted or rejected as an "approved" equal.

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 and 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 Certificate shall specify that the Town shall receive 30 days advance written notice of cancellation or non-renewal. The Certificate shall evidence all required coverage including the Additional Insured and Waiver of Subrogation. 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.

1.0 GENERAL PURPOSE

The Parks & Recreation Department is seeking bids for the purchase of one (1) "L" shaped aluminum floating swimming dock for installation at the Town owned swimming pond known as Eastbury Pond, 39 Fisher Hill, East Glastonbury, CT 06025.

2.0 GENERAL INFORMATION

- a. The Town reserves the right to accept or reject individual items when it is deemed in the best interest of the Town. The Town may either purchase all of the items listed, or select from those listed.
- b. The Town reserves the right to increase or decrease quantities.
- c. Bids will be carefully evaluated as to their conformance with stated specifications. Vendors proposing an "approved equal" of any item or part of the specification must supply documentation that will clearly demonstrate that the product is equal to or exceeds the stated specification.
- d. Colors for all items listed will be selected by the Town of Glastonbury.
- e. All items are F.O.B. Glastonbury, CT 06033.
- f. Any technical questions pertaining to the bid should be directed to William H. Engle, Recreation Supervisor, Parks & Recreation, 2155 Main Street, Glastonbury, CT 06033, (860) 652-7682 or bill.engle@glastonbury-ct.gov. The request must be received at least five (5) business days prior to the advertised response deadline. 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 & RFPs). It is the respondent's responsibility to check the website for addenda prior to submission of any bid response. Any procedural questions pertaining to the bid should be directed Mary F. Visone, Purchasing Agent, 2155 Main Street, Glastonbury, CT 06033 (860) 652-7588.

3.0 SPECIFICATIONS

Supply and deliver one (1) "L" shaped aluminum dock as manufactured by Alumidock, a division of Metallic Ladder Mfg. Corp, 41 S. Washington Street, Randolph, New York 14772 or approved equal. The following specifications are required.

- o 6 (six) 5'x 15' Alumifloats; each consist of a solid styrofoam core, eliminating "air space" underneath the floats. Must include appropriate hardware to connect each float.
- o 1 (one) 5' x 8' heavy duty ramp with shore hinge brackets and float hinge pins.
- o 6 (Six) float ladders with appropriate hardware to attach to the side of each float
- o 8 (eight) 3-1/8" heavy duty cast aluminum sockets for attaching a drive pipe to the floats.
- o 1 (one) adjustable hinge unit used to couple one float to another at right angles.
- o Any other required hardware required to complete installation of the "L" shaped structure
- o Installation manual is required

- Must comply with state and local codes and regulations.
- a. Days to Delivery
 - It is the intent of the Town to award the bid within 10 days of the bid opening.
 - Time is of the essence as the Town would like to install the unit so that it can be used during the current swimming season which runs from June 1st – Labor Day. Vendor must indicate the number of days required for delivery after receipt of order with the Bid Proposal.
- b. Warranty
 - Vendor to submit warranty information with Bid Proposal.

4.0 REQUIRED SUBMITTALS

Vendors must submit the following information with their bid proposal.

- a. Those submitting items for consideration as an “Approved Equal” must submit specifications that clearly demonstrate that the product is equal to or exceeds the stated specification. The Town reserves the right to determine if any product is an “approved equal”.
- b. A copy of the manufacturer’s warranty.
- c. A copy of the drawings of the dock with dimensions.

5.0 DISCOUNTS

All prices to include appropriate municipal/school discounts, State Contract or Municipal allowed GSA pricing or any other discounts in effect at the time of the bid proposal. Please note that the Town of Glastonbury is exempt from all Federal, State and Local sales taxes.

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-2013-18 Aluminum Floating Dock 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 acknowledges receipt of the following Addendum (As Applicable):

Addendum #1 _____

Addendum #2 _____

Addendum #3 _____

Name of Bidder _____

BID PROPOSAL

<u>Item</u>	<u>Qty</u>	<u>Unit Cost</u>	<u>Total Cost</u>
1. Float Sections as specified	(6)	\$ _____	\$ _____
2. Heavy Duty Ramp as specified	(1)	\$ _____	\$ _____
3. Float Ladders as specified	(6)	\$ _____	\$ _____
4. 3-1/8" Heavy Duty Sockets as specified	(8)	\$ _____	\$ _____
5. Adjustable Hinge Unit as specified	(1)	\$ _____	\$ _____
6. List any other required hardware			
_____		\$ _____	\$ _____
_____		\$ _____	\$ _____

Shipping \$ _____

Total \$ _____

\$ _____

Written Amount

Please specify the number of days required for delivery after receipt of an order: _____ Days

- Those submitting items for consideration as an "Approved Equal" must submit specifications that clearly demonstrate that the product is equal to or exceeds the stated specification. Failure to submit specifications that clearly demonstrate that the items proposed as being "equal" to the product specified may result in disqualification of the proposal from receiving further consideration.
- Vendor/Manufacturer Warranty enclosed _____ Yes _____ No
- Completed drawing of the dock enclosed _____ Yes _____ No
- Specifications for consideration as "Approved Equal", if applicable _____ Yes _____ No

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.**

Signature of Bidder

(Telephone)

(Name of Bidder)

(Fax Number)

By: _____
(Title)

(SS* or TIN#)

(Business Address)

(E-mail Address)

(City, State & Zip)