

TOWN OF GLASTONBURY
INVITATION TO BID

<u>BID #</u>	<u>ITEM</u>	<u>DATE & TIME DUE</u>
GL-2014-10	CARDBOARD COMPACTION EQUIPMENT	8/20/13 @ 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

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 Town reserves the right to purchase new or refurbished unit as deemed in the Town's best interest.
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** 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 bids 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 towards 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 and the Board of Education 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.

1.0 GENERAL

DS-1

1.01 Purpose

The Town of Glastonbury, Sanitation, Refuse Disposal Division is seeking bids for the purchase and installation of one (1) new latest current production stationary horizontal compactor unit. This equipment will be utilized at the Transfer Station/Recycling Facility, 2340 New London Turnpike for the recycling of corrugated cardboard materials. As an alternate the Town may consider purchase of a like new refurbished unit which meets or exceeds these specifications in their entirety. All Bidders are required to bid the new unit, bidding an alternate unit is optional.

1.02 Should the Vendor submit on a refurbished unit the following information shall be provided with submission of this Bid. The refurbished units shall meet or exceed all specifications as listed herein. Equipment considered shall have no greater than 500 operating hours and not more than three model years old.

- **Equipment age**
- **Equipment operating hours**
- **Photographs of unit**
- **Type of service and location of previous use.**
- **Maintenance and repair record history**

1.03 Site Inspection

Vendors are responsible to schedule a visit to inspect existing equipment and requirements to install new equipment in accordance with manufacturer's recommendations.

1.04 Material Generation

The Town generates approximately 250 tons of corrugated cardboard per year.

The equipment should be sufficiently sized and compatible to handle the generation of material as described herein.

1.05 Latest Equipment

These specifications cover new or refurbished equipment of current manufacture which will meet or exceed these specifications.

1.06 Existing Equipment

Presently in operation is the Town owned compaction equipment consisting of a Global, Model JM-84, as manufactured by Global Equipment, Serial No. 311793; Date of Manufacture

November, 7, 2012; Force Rating (Maximum Pounds) 77,000. Unit has approximately 3960 operating hours (as of July 9, 2013). The proposed equipment will replace this existing unit.

The Town reserves the right to trade or not trade the existing compaction unit as described herein (compactor only without any containers). If it is determined by the Town to be in the best interest to trade in – it will be traded as is, where is and removed by the bidder accordingly. The Town also reserves the right to seek alternate methods of disposing the existing unit.

The bidder shall be responsible to dismantle, load and remove all components and install new system in a neat and efficient manner within five (5) working days. All work shall be performed during normal work days, Monday thru Friday 7:00 am - 3:30 pm, unless authorized by the Town.

1.07 Bidder Qualifications

Bids shall be accepted only from manufacturers, authorized distributors or dealers who are actively engaged in the sale, service or manufacture of items detailed in this bid. **Bidder shall provide written validation to affirm this and include with submission of this bid. Written validation shall include at a minimum:**

- **Description of bidders operation**
- **Number of years in active sales/service**
- **Number of factory trained technicians**
- **Hours of service and parts availability**
- **Proof of Manufacturers authorization as applicable**

1.08 Variations

Any variations between the materials described and materials offered are to be fully explained as part of this bid. A full explanation is to be given of any improved feature or innovations. Where specifications are included detailing an item the bid must list in detail wherein the material offered differs from the specifications will be delivered.

1.09 Specification Compliance

To be eligible for consideration of award, bidders shall comply with the complete bid specifications.

1.10 Quality Assurance

The compactor manufacturer shall have a minimum of twenty (20) successful installations used for the compaction of solid waste. The installations considered, shall be in successful operation, meeting compaction requirements and functions. **Evidence of this section shall be supported by submission of a complete list of those installations upon submission of this bid document.**

1.11 Bidder Facilities

The bidder shall have facilities, skilled personnel, equipment and parts available to completely service, maintain, overhaul and repair the equipment being proposed. **Bidder shall submit written validation to affirm this requirement and include with submission of this bid.**

2.0 Scope

2.01 Responsibility

The Bidder is responsible to deliver, offload, install and make fully operational all equipment at the Transfer Station Facility.

2.02 Work Performance

All work shall be performed by qualified personnel in compliance with all local, state and federal guidelines.

2.03 Drawings

Vendor is responsible to submit as part of this bid complete detailed drawings of all equipment and layout as it would be installed at the Town's location. These drawings should include any hoppers required with all dimensions so noted. **Manufacturer's literature will not be considered acceptable for this item.**

3.0 General equipment Specifications

3.01 Equipment Type

Vendor shall furnish and install compactor equipment in accordance with these specifications and manufacturers recommendations. Compactor shall be of the electric/hydraulic stationary type as manufactured by Marathon Equipment Company.

3.02 Equipment Compatibilities

To ensure system compatibility and equipment warranty responsibilities, all components of the compactor system shall be furnished by the compactor manufacturer, unless otherwise approved by the Town. Equipment shall be fully compatible with the Town's existing compactor containers. No modifications to containers will be allowed.

4.0 Compaction Equipment - Performance

- 4.01 New compaction equipment shall be the latest standard production Model Marathon RJ-550 power pack certified to ANSIZ 245.2 components U2 and CSA Standards and display the WEMI Certification seal.
- 4.02 Charge box manufacturer rating shall be 5.5 cubic yards. Minimum charge box capacity as rated by the Waste Equipment Technology Association (WASTEC) shall be 4.22 cubic yards.
- 4.03 Minimum clear top opening, 60" wide X 97" long.
- 4.04 Maximum cycle time shall be 60 seconds.
- 4.05 Total compaction force shall be minimum 65,400 pounds normal force and a minimum 77,000 pounds pack out force.
- 4.06 Pounds per square inch on ram face shall be a minimum of 32.5 PSI normal force and a minimum of 38.2 PSI pack out force.
- 4.07 Minimum ram penetration shall be 13.5". Unit shall be equipped with an optional pressure boost/jog control packer mounted to allow ram extension up to an additional penetration of 28 1/4" into the compaction container for compaction container removal.
- 4.08 Shall be equipped with ram guide shoes with replaceable wear strips.

5.0 Structural

- 5.01 Body sides shall be minimum 1/4" steel plate corrugated for additional strength, reinforced by (13) 4" deep structural sections welded perpendicular to sides for maximum rigidity.
- 5.02 Floor. Minimum 1/2" heavy duty abrasive resistant steel plate reinforced in its full length by (6) I-beams at 7.7 pounds.
- 5.03 Rear cylinder supports shall be sized to withstand a force 200% greater than normal pushing force.

6.0 Ram

- 6.01 Face plate, minimum ½” face plate backed by (2) 6” channels at 8.2 pounds (1) 10” channel at 15.3 pounds.
- 6.02 Ram top, Minimum 3/8” steel plate support with (8) ¼” plate formed cross members. Further supplied with (2) 3/8” angle.
- 6.03 Ram guidance system – ram shall be guided and fully supported so ram does not ride on floor of compactor. Packing ram is supported by cast iron shoes which ride on replaceable wear strips.

7.0 Hydraulic

- 7.01 Pump capacity shall be minimum 18.5 gallons per minute regenerative pump system.
- 7.02 System pressure shall be 1700 PSI, normal system pressure 2000 PSI maximum system pressure.
- 7.03 Minimum hydraulic cylinder shall be 7” bore and 4” rod.
- 7.04 Hydraulic reservoir tank shall be equipped with an oil level sight glass, fully visible to operator without removing any components, return line filter pressure gauge and thermostatically controlled oil tank heater located in reservoir tank with conventional outlet and cord assembly.

8.0 Electrical

- 8.01 Motor shall be 15 horsepower, 480 volt AC 3 phase, control voltage shall be 120 volt AC.
- 8.02 Electrical power is presently provided at the equipment location. The vendor shall supply and install all wiring, conduits, necessary switches and any other components necessary to make the equipment fully operational. There shall be (2) key activated switching locations for equipment operation. One located at the user dumping location, the other on lower level, exact location to be directed and approved by the Town. Keyed switches shall be keyed to match existing refuse compactor, (12) keys shall be supplied with the unit.
- 8.03 Control panel box shall be NEMA 4, weather proof Underwriters Laboratory (UL) approved enclosure with seal tite between panel and motor. All circuits shall be fused.
- 8.04 Shall be equipped with automatic cycle with manual over ride and adjustable timer system to allow up to a minimum of (3) additional ram cycles with a single switch activation.
- 8.05 Operator control panel shall be equipped with indicator lights to indicate ¾ full and full container conditions.

- 8.06 Running time meter – Shall be equipped with a non resettable running elapsed time meter to record equipment running hours, to 0.1 hours up to 99999.9 hours.
- 8.07 Shall be equipped with (2) emergency stop buttons located at each keyed switch station, Stop buttons shall be red and mushroomed and properly labeled “emergency stop”.
- 8.08 The power unit shall be externally mounted on the right side of the compactor with compactor blade at your back standing in the hopper. All equipment shall be designed and installed to insure full weather proof condition.

9.0 Hopper System

- 9.1 A complete hopper system shall be provided and integral to the compactor unit and pricing shall be included in the base bid. The new hopper and ramp system shall duplicate the existing system. This system shall allow for maximized storage of cardboard and allow cardboard to effectively slide into compactor hopper without assistance. Hopper system shall provide a full safety gate system with (safety) switch to prevent unit function (if gate is opened) where users deposit waste constructed to prevent users from falling or entering into the compactor and extend the full width of the hopper opening to maximize user availability. **Drawings as required in section 2.03 shall include full details of the hopper system.**

10.0 Painting

The complete compaction system shall be scraped and ground with sharp edges ground smooth, all surfaces thoroughly cleaned and free from oil and grease, primed with one coat of urethane enamel primer. Finish coat shall include two (2) coats of urethane enamel dark green color. As manufactured by Sherwin Williams No. 07-0014; Rex No. F85GC704-7353, the walk on deck shall also be coated with anti skid material.

11.0 Delivery

The proposed equipment must be delivered, installed and operational at the Transfer Station/Recycling Facility. The system shall be operational within (60) calendar days after the bid award.

12.0 Training

A minimum of two (2) hours training for Town staff shall be provided by the manufacturer’s representative. Training shall include but not be limited to operation, maintenance and trouble shooting.

13.0 Warranty

All equipment, either new or refurbished shall be warranted for a minimum of one (1) year from date of start-up and acceptance by the Town. The vendor shall be required to repair or replace (including labor) without charge any defective inoperable item at no charge to the Town.

14.0 Manuals

Manufacturer shall supply a minimum of two (2) bound complete and detailed operation/maintenance manuals covering the complete system. These manuals shall include, but not be limited to maintenance, repair, electrical schematics, troubleshooting, parts list and breakdown, etc.

15.0 Payment

Payment shall be made upon satisfactory operation and acceptance of all equipment and upon receipt of a written invoice to the Superintendent of Sanitation.

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-2014-10 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 _____

**TOWN OF
GLASTONBURY
BID / PROPOSAL**

DATE ADVERTISED

8/2/13

GL #

DATE / TIME DUE

GL# 2014-10

**8/20/13 @ 11:00
a.m.**

NAME OF PROJECT

CARDBOARD COMPACTION EQUIPMENT

Item #	Item Description	Est. Units	Total
BASE BID			
1.	New Cardboard Compaction Unit complete and installed per Specifications. (Includes removal of existing equipment).	1	\$_____
2.	Existing Cardboard Compactor trade-in. (Deduction)	1	(\$_____)
3.	TOTAL BID – (New Unit)	1	\$_____
TOTAL BID NEW UNIT _____			\$_____

Written Amount

ALTERNATE BID

4.	Refurbished Cardboard Compactor Unit complete and installed per Specifications. (Includes removal of existing equipment).	1	\$_____
5.	Existing Cardboard Compactor trade-in. (Deduction)	1	(\$_____)
6.	TOTAL BID – (Refurbished Unit)	1	\$_____
TOTAL BID REFURBISHED UNIT _____			\$_____

Written Amount

Other Items Required with submission of Bid Proposal:

1. _____ Item 1.02 Refurbished Unit Details (as applicable)
2. _____ Item 1.07 Bidder Qualifications
3. _____ Item 1.09 Specification Compliance
4. _____ Item 1.10 Quality Assurance
5. _____ Item 1.11 Bidder Facilities
6. _____ Item 2.03 Drawings as required.

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