

THE MATTABASSETT DISTRICT
NEW BRITAIN - BERLIN - CROMWELL - MIDDLETOWN
REGIONAL SEWER AUTHORITY

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February 23, 2017

INVITATION TO BID
Bid Contract 2018 -6

Sealed Bids will be received at the office of the Executive Director of The Mattabassett District Water Pollution Control Facility, Cromwell, Connecticut, until **2 p.m. on Wednesday, March 15, 2017**, for:

ON-CALL CONTRACTOR SUPPORT SERVICES

This bid includes the furnishing of materials, labor, equipment, and supplies necessary to provide the following types of On-Call Contractor Support Services at The Mattabassett District from March 31, 2017 through June 30, 2020:

- **General Mechanical**
- **Refractory**

The bid forms, contract terms, and specifications are available at The Mattabassett District's offices, 245 Main Street, Cromwell, Connecticut, and are also available electronically on our website www.mattabassettdistrict.org. Questions regarding this bid may be directed to The Mattabassett District's Office Supervisor, Melissa Lancia, at 860-635-5550 x200.

Bids may be made on any or all of the types of services specified. The Board of Directors of The Mattabassett District reserves the right to reject any or all bids and to accept any bid all in its sole discretion.

By order of
The Mattabassett District



Arthur G. Simonian, P.E.
Executive Director

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**THE MATTABASSETT DISTRICT
BID PROPOSAL FOR
ON-CALL CONTRACTOR SUPPORT SERVICES**

The undersigned hereby proposes to furnish The Mattabasset District, located at 245 Main Street, Cromwell, Connecticut, with on-call contractor support services of the types so noted on a time and materials basis in accordance with the rates provided with this bid proposal when the services are requested for a specific project.

The undersigned proposes to provide the appropriate trades/crafts for the following types of services:

- A. **General Mechanical Support Services** Yes___ No___
B. **Refractory Support Services** Yes___ No___

The undersigned has listed on the following pages typical trades/crafts personnel by position and rates that would be provided for the types of services that are being bid. If necessary, attach additional sheets and check here: _____
The hourly rates for the personnel include all markups.

Materials used or installed during the project and special equipment requested by The District shall be charged to The District at cost with a markup of _____ percent. There will be no charge for tools or vehicles/trucks that are used to routinely transport personnel and their tools.

The undersigned acknowledges that:

1. This bid shall be valid for work performed from March 31, 2017 until June 30, 2020. The District may extend the Contract period beyond the expiration date with annual adjustments as provided in the documents.
2. Payment shall be based on time spent on-site doing work. Time spent on break or during lunch will not be billed.
3. **ALL PRICES PROVIDED ARE ALLOWED A 3% ANNUAL INFLATION (CP Index) ADJUSTMENT MADE ON JUYLY 1, 2018 and JULY 1, 2019.**
4. The District may award the Contract to more than one bidder based on specific expertise and availability regardless of pricing provided.

Name of Bidder _____

BID PROPOSAL FOR ON-CALL CONTRACTOR SUPPORT SERVICES
A – General Mechanical Support Services

Item	Trade/Craft Person	Hourly Rates			Additional Info. License & Certifications
		Weekday Hourly Rate	Sat./Sun. Hourly Rate	Evening Hourly Rate	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Name of Bidder _____

BID PROPOSAL FOR ON-CALL CONTRACTOR SUPPORT SERVICES
B – Refractory Support Services

Item	Trade/Craft Person	Hourly Rates			Additional Info. License & Certifications
		Weekday Hourly Rate	Sat./Sun. Hourly Rate	Evening Hourly Rate	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Name of Bidder _____

BID PROPOSAL FOR ON-CALL CONTRACTOR SUPPORT SERVICES

The undersigned acknowledges that the hourly labor rates in this proposal shall be based on work being performed at The District's facility weekdays between the hours of 7:00 AM and 3:30 PM with an unpaid one-half hour lunch. In the event that The District requests that work be performed outside of these hours, then the following terms shall apply to the labor rates given in this proposal:

Check here _____ if the undersigned has attached an equipment rate sheet for specialized equipment that would normally be required by the trade/craft persons to complete the types of work requested in this Invitation to Bid.

The undersigned acknowledges receipt of the following ADDENDA:

ADDENDUM # _____ DATE _____
ADDENDUM # _____ DATE _____

Name of Bidder _____
Business Address _____

Business Telephone _____
Business Fax _____
Bidder's Signature _____
Print Name _____
Title _____
Date _____

BIDDERS QUALIFICATIONS STATEMENT

The Bidder shall answer all of the following questions, as part of the BID, so that The District can judge the Bidder's ability, experience, and facilities for providing the proposed services. Attach additional sheets to this page if necessary. Indicate here how many additional pages are attached: _____ pages.

1. Name of the Bidder : _____
2. Tax Identification Number: _____
3. What year was the company organized/formed? _____
4. How many years have you been engaged in business under the present firm or trade name?

5. How many years have you been providing the equipment or service required in this Bid?__

6. Does your company comply with the Immigration and Nationality Act regulations and do you employ only properly documented workers? _____
7. List in the spaces provided below, up to three (3) references that your present organization currently (or within the past two years) has performed similar work.

Company Name	Contact Name	Phone Number	Nature of Work

End of Bid Proposal

TECHNICAL SPECIFICATIONS

A. GENERAL

The Mattabassett District (The District) operates a regional wastewater treatment facility and from time to time has the need for on-call contractor support services. This work may be required at any time of the day or weekend. Normally, work hours are 7:00-3:30 p.m. All applicable holiday and overtime rates must be included. The types of work that may be required include the following:

- Demolition and disposal of concrete (pads, walls, etc.), steel (tanks, platforms, piping, etc.), plastic (tanks, piping, ductwork, etc.), fiberglass (tanks, ductwork, etc.).
- Concrete construction (pads, walls).
- Modifying existing and/or installing new process piping (PVC, ductile iron, carbon steel, stainless steel, copper, etc.), valves, and appurtenances for water, sludge, grease, and/or hydraulic systems.
- Modifying existing and/or installing new process ductwork (PVC, aluminum, stainless steel, fiberglass).
- Moving or modifying process equipment such as grinders and pumps and associated piping.
- Modifying or adding structural steel to The District's facility.
- Fabricating metal stands or other small pieces of equipment.
- Enter The District's sedimentation tanks permit required confined space to adjust, remove, replace, and/or re-align the flights, chains, or sprockets for the sludge collector systems, per manufacturer's tolerances.
- Installing or repairing refractory in ductwork.
- Installing or repairing refractory in The District's Fluidized Bed Incinerator.
- Installing and aligning equipment per manufacturer's specifications.
- Perform certified welding as required, in all types of installations, and repairs.
- Provide support to District personnel including mechanical, welding, rigging, pipe fitting, and fabrication.

B. DESCRIPTION OF WORK

The Contractor's scope of work under this request for bid proposal is not specifically defined at this time because no projects have been defined. When a project is defined, The District may request that the Contractor perform the project as follows:

- Provide the appropriate personnel and necessary materials to solely perform a task or to assist The District's maintenance personnel in completing a project. The District may choose to provide some, none, or all of the materials necessary for the project. The Contractor will be paid on a time and materials basis.
- Provide the appropriate personnel and the necessary tools, equipment and materials to complete an entire project. The District reserves the right to provide certain materials for the project. The Contractor will be paid on a time and materials basis.
- The District may request that the Contractor provide a lump sum proposal to complete an entire project. This lump sum proposal shall be based on the hourly rates and the markup on materials proposed in this bid. The District reserves the right to provide certain materials for the project. If the lump sum proposal is accepted, the Contractor will be paid on a lump sum basis after successful completion of the project.

C. TERMS

The Contractor is responsible for following all appropriate safety procedures for the required work areas. This may include permit required confined space entry and Hot Work Permit tasks. Steel toe safety shoes, safety glasses, and hard hats are required in all work areas. Other personal protective equipment such as air purifying respirators, hearing protection and face shields may also be required. Personnel must be familiar with appropriate lock-out/tag-out procedures for energized equipment and provide their own locks. The Contractor is to furnish his own safety equipment (which includes confined space equipment).

The District has no obligation to provide any work to the Contractor pursuant to this Invitation to Bid and Bid Proposal. The District may use the services of any contractor it deems appropriate for projects valued less than \$20,000. The District may choose to publicly bid any project that may require services covered in this bid proposal.

The District has the right to extend this Contract with the successful Contractor.

End of Technical Specifications

GENERAL STIPULATIONS

Bidders are required to submit proposals on the attached form, and any conditions or alterations of the form shall be considered as irregular and grounds for rejection of the bid proposal. Bidders may submit proposals on any or all type of services listed on the proposal. Prices bid shall be exclusive of all taxes not applicable to municipalities. Photocopies of tax exemption certifications shall be furnished to the bidder upon request.

Bids must be signed with the name of the person, persons, firm, or company proposing to furnish the services. The Bidder shall sign the proposal correctly. If the proposal is made by an individual, its name and address must be shown; if by a firm or partnership, the name and address of each member of the firm or partnership must be shown. If by a corporation, the proposal must show the name of the State under the laws of which the corporation was chartered and the name and title of the officer(s) having authority under the by-laws to sign contracts. Anyone signing a proposal as an agent shall file with it legal evidence of its authority to do so.

Bids must be submitted in a sealed envelope with the outside of the envelope clearly marked "SEALED BID – ON-CALL CONTRACTOR SUPPORT SERVICES, March 15, 2017".

Site visits are to be arranged through the Plant Maintenance Manager. The Contractor represents that it has visited the site of the proposed work and fully acquainted itself with the existing conditions there relating to construction, safety and labor, and has fully informed himself as to the difficulties and restrictions attending to the performance of the Contract.

The Mattabassett District (The District) reserves the right to award any item, to reject any and all bids, and to waive any informality in bids when it appears to be to The District's best interest to do so. If the contract is awarded, it will be awarded by The District to a qualified, responsive Bidder who has demonstrated experience in the type(s) of specific Work required by this Contract and who: 1) Has adequate resources or the ability to obtain such resources as required during performance of the Contract. 2) Has a satisfactory record of performance. 3) Is otherwise qualified and eligible to receive an award under applicable laws and regulations.

If The District awards work under this Bid, then The District will issue a purchase order for this project to the successful bidder. The date of the purchase order shall be the date of the Contract. The Contract Documents (sometimes referred to as the "Contract") shall consist of the Invitation to Bid, Signed Copy of Bid Proposal (B Series Pages), Addenda (if any), General Stipulations (GS Series Pages), Technical Specifications (TS Series Pages), the Purchase Order, and any documentation referenced by the Purchase Order.

The Contractor agrees and accepts, as a condition of any contract awarded from this Invitation to Bid, The District's right to terminate this contract for any reason whatsoever. Such termination shall be issued by The District in writing to the Contractor and shall be sent by certified mail, return receipt requested. The District will not reimburse the Contractor for any of its efforts to submit its bid or for any materials ordered or fabrication costs unless The District has previously directed the Contractor, in writing, to proceed with the purchase and/or fabrication work.

The Contractor shall purchase and maintain such insurance as will protect it from claims under workers' compensation laws, from claims under automobile liability laws, from claims insured by personal injury liability coverage; and from claims for injury to or destruction of tangible property. This insurance shall name The Mattabasset District as an additional insured party and include the following limits. The Contractor shall agree to maintain in force at all times during which services are to be performed the following coverages placed with companies licensed by the State of Connecticut which have at least an "A-" VIII policy holders rating according to Best Publication's latest edition Key Rating Guide.

		(Minimum Limits)
General Liability*	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations	\$2,000,000
	Aggregate	
Auto Liability*	Combined Single Limit	
	Each Accident	\$1,000,000
Umbrella* (Excess Liability)	Each Occurrence	\$3,000,000
	Aggregate	\$3,000,000
Pollution Liability	Each Occurrence	\$3,000,000
	Aggregate	\$3,000,000

*The Mattabasset District shall be named as "Additional Insured". Coverage is to be provided on a primary, noncontributory basis.

If any policy is written on a "Claims Made" basis, the policy must be continually renewed for a minimum of (2) two years from the completion date of the work performed. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period claims for the policy in effect during the contract for two (2) years from the completion date of the work performed.

Workers' Compensation and WC Statutory Limits		
Employers' Liability	EL Each Accident	\$ 500,000

EL Disease Each Employee	\$ 500,000
EL Disease Policy Limit	\$ 500,000

Original, completed Certificates of Insurance must be presented to the District Engineer prior to the start of work. The Contractor agrees to provide replacement/renewal certificates at least 60 days prior to the expiration of the policy. Should any of the above described policies be cancelled before the expiration date, written notice must be made to the District 30 days prior to cancellation.

At all times throughout the duration of the Contract, the Contractor(s) shall, to the extent allowed by law, indemnify and save harmless The District, and its officers, agents and employees, against any and all damages to property or injuries to or death of any person or persons, including property and employees or agents of The District.

The Contractor(s) shall defend, indemnify and save harmless The District from any and all claims, demands, suits, actions or proceedings of any kind or nature including workmen's compensation claims of or by anyone whomsoever in any way resulting from or arising out of the operations in connection herewith, including operations of subcontractors and acts or omissions of employees or agents of the Contractor or its subcontractors. Insurance coverage specified herein and in any special conditions constitutes the minimum requirements and said requirements shall in no way lessen or limit the liability of the Contractor under the terms of the Contract.

The Contractor acknowledges and accepts as a condition of this Contract that the Contractor's and the significant subcontractors' insurances shall be the primary insurance with respect to The District (and their employees and agents). Any insurance and/or self-insurance maintained by The District (its officers, employees, or agents) shall be in excess of the Contractor's and subcontractors' insurance and shall not contribute with it.

The Contractor and subcontractors are required to make good faith efforts to comply with all Federal and State laws and policies which speak to equal employment opportunity. It has always been the policy, and will continue to be the strong commitment, of The District that all contractors and subcontractors who do business with The District provide equal opportunity in employment to all qualified persons solely on the basis of job-related skills, ability, and merit and without regard to their race, color, religion, sex, national origin, ancestry, age, physical disability, or marital status.

On or before the 10th of each calendar month, the Contractor shall submit a bill for all work performed during the preceding calendar month. The District will review the payment request and, if it is approved, The District will pay the Contractor within thirty (30) days after approval of the payment request.