



**TOWN OF BERLIN**  
**Department of Public Works**  
240 Kensington Road • Berlin, CT 06037  
**Office (860) 828-7022 • Fax (860) 828-7180**

**REQUEST FOR PROPOSALS FOR:**  
**Contract for Emergency Sewer Services Including Sewer Pump Stations**  
**(Re-bid)**

**RFP NUMBER: 2024-08**

**RFP OPENING DATE:** December 28, 2023

**RFP OPENING TIME:** 10:00AM

**RFP OPENING PLACE:** Berlin Town Hall, Public Works, Room 120

.....

The Town of Berlin Water Control Commission is seeking bids for the establishment of hourly rates for furnishing labor and equipment to A) perform cleanup and jetting of sewer mains, B) pump sewage from pump stations, C) pull sewer pumps for replacement/repair, D) camera work in sewer lines and other work associated with sewer and/or sewer pump station activities for the Town with an anticipated start date of January 2024 through December 31, 2025.

Sealed bids will be accepted at the Berlin Town Hall, Public Works Office, Room 120, 240 Kensington Road, Berlin, Connecticut 06037 until, but no later than **10:00 a.m. on Thursday, December 28, 2023** at which time the bids will be publicly opened, read aloud and recorded. The Town will not accept submissions by e-mail or fax. The Town will reject proposals received after the date and time noted above.

Specifications and bid proposal documents for the proposed contract are available on the Town's website, [www.berlinct.gov](http://www.berlinct.gov), under Departments, Purchasing, Current Bids and RFPs, or from the Purchasing Agent's Office, Berlin Town Hall Room 20, 240 Kensington Rd, Berlin, CT 06037 during normal business hours. **Each proposer is responsible for checking the Town's website to determine if the Town has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.**

The Town of Berlin is an Affirmative Action/Equal Opportunity Employer; Minority/Women's Business Enterprises are encouraged to respond. The Town reserves the right to amend or terminate this Invitation to Bid, reject all bids, waive any informalities, and award the contract to the bidder that is deemed to be in the best interests of the Town.

Maryssa Tsolis  
Purchasing Agent

## TOWN OF BERLIN, CONNECTICUT

### STANDARD INSTRUCTIONS TO PROPOSERS

#### Contract for Emergency Sewer Services Including Sewer Pump Stations

**BID #2024-08**

#### SCOPE OF WORK and PERFORMANCE EXPECTATIONS

The Town of Berlin is seeking proposals for furnishing labor and equipment at an hourly rate, for the following core services, plus other work associated with sewer and/or sewer pump station activities as needed:

- a) Cleanup and jetting of sewer mains
- b) Pump sewage from pump stations
- c) Pull sewer pumps for replacement/repair
- d) Camera work in sewer lines
- e) Easement clearing

A four (4) hour minimum will be paid for labor and equipment ordered. After the first four hours, payment shall be made for the hours that the laborers and equipment are on the job, and are working as required. No haulage, or over the road time, or "down" time shall be paid for under the terms of the contract.

The bidder shall have a broad background in sewer construction and maintenance, shall be licensed by the Town and State (i.e. P-7 Licenses), and shall have their primary equipment readily available.

The successful bidder shall provide a qualified superintendent on each job when called by the Commission. The superintendent should be a principal of the firm.

Labor is specified as full-time employees of the bidder, possessing all necessary skills, who shall perform all tasks excepting operation of the following equipment which shall be provided with an operator and bid as such: Backhoe, Loader, Vacuum truck, Jetting equipment and/or Truck (other than pick-up). All subcontractors hired by the proposer awarded a contract or purchase order as a result of this RFP must have prior approval of the Town during the agreement period.

Equipment referenced in the bid documents must be owned (No rental equipment allowed) by the Contractor, and in good operating condition. Other equipment not used regularly can be rented or acquired if not critical to the response time for completing the project.

All minor equipment and tools normally used and necessary for the construction and repair of sewer lines shall be provided in good condition by the Contractor. Minor equipment and tools include (but are not necessarily limited to) the following: hand tools, chainsaws, small generators, barricades and lights, tampers (both hand and powered), pipe cutters and special pipe tools, pipe plugs, wheelbarrows, mortar boxes, and hand rollers. Payment for minor equipment and tools shall **not** be made separately, but shall be included in the payment for labor and equipment listed on the proposal.

Materials required such as asphalt, processed stone and fill will be paid in addition to the Contractor's hours. No vendor cost markups allowed. The Contractor shall remove any surplus materials from site at the completion of the project. The Contractor shall supply the WCC with quantity slips with the vendor's name on it prior to payment.

The Contractor shall comply with all local, state, and federal laws and regulations including the Occupational Safety and Health Act. Should sanitary facilities be required under OSHA and provided, the Commission shall reimburse the Contractor for his/her direct costs. Traffic controls shall be provided as required by the Town. Flaggers provided by the Contractor shall be qualified, and equipped for the job. When uniformed policemen are required for traffic control, their cost will be reimbursed in accordance with the unit cost as bid by the contractor. Barricades, cones and flashing safety lights must be provided at all job locations requiring night time activities or areas to remain "open" overnight. The safety barricades must be to the satisfaction of the Berlin Police Department and the Water control representative.

Within 90 minutes of receipt of verbal notice, the Contractor shall respond to an emergency with sufficient labor and equipment to begin the repair. All labor and equipment necessary to complete the emergency repair shall be on the job site within two (2) hours of the notice. To ensure immediate response to an emergency, the Contractor shall provide the Berlin Police Dispatcher with the name and telephone number of the responsible person to be called. It shall be the responsibility of the Contractor to make sure that the person to be called is available at all times to answer an emergency call, and in case of their absence, the Police Dispatcher should be given an alternate name and number.

The Contractor, if directed, shall respond to a call for routine work within 48 hours. However, to minimize interruptions to the Contractor's schedule, the Commission shall make all reasonable attempts to coordinate the scheduling of routine work as well far in advance as possible.

### **INSTRUCTIONS FOR BIDDING**

For each item on the Cost Proposal (*Attachment A*), three (3) hourly rates are required: (1) routine work performed during normal working hours, defined as from 7:00 a.m. to 5:00 p.m., Monday through Friday, excepting national holidays recognized by the trade; (2) emergency work during normal working hours; and (3) emergency work for other than normal working hours. The bidder must submit a price for all items on the proposal, and three prices for each item.

Three (3) references shall be required of all bidders (*Attachment B*).

A labor and materials bond in the full amount of the estimated total bid, shall be submitted to the Commission by the successful bidder upon notification of award of this contract.

Prior to commencing work, all suppliers of personnel and equipment shall be required to be licensed by the Town of Berlin, Public Works Department, and must maintain any necessary licenses with the State of Connecticut. The selected suppliers must maintain insurance that meets the Town's insurance requirements (listed below), to protect the Town from claims for loss or injury which might arise out of or result from the operations under this contract. Additionally, all selected suppliers must file Certificates of Insurance with the Town, naming the Town as an additional insured.

- a) Worker's Compensation, employer liability (or statutory limits - greater of two), \$1,000,000.

- b) Comprehensive General Liability with limits of not less than \$1,000,000.00 per occurrence.
- c) Professional Liability with limits not less than \$1,000,000.
- d) Umbrella Liability of not less than \$1,000,000.
- e) Comprehensive Automobile Liability (owned, non-owned, hired) of \$1,000,000.00 each accident.

The Town of Berlin reserves the right to reject any and all bids if such rejection is deemed in the best interest of the Town. The Town may, in its sole discretion, clarify, modify, amend or terminate this RFP, if it is determined to be in the best interests of the Town. Any such action shall be affected by a posting on the Town's website at [www.berlinct.gov](http://www.berlinct.gov). **Each bidder is responsible for checking the Town's website to determine if the Town has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.**

This contract shall be awarded to the **two** most qualified contractor(s) who submit the lowest qualified total bid for all items (primary contractor, secondary back-up contractor), (three (3) rates each) on the proposal. The Town reserves the right to retain a specialized contractor based on the type of work being performed (i.e. pavement restoration), if it is in the best interest of the Town.

One (1) original and one (1) copy of proposals must be received in the Public Works Office, Room 8 at the Berlin Town Hall, 240 Kensington Road, Berlin, Connecticut 06037, in a sealed envelope clearly marked: "**Emergency Sewer Services Bid #2024-08 (Re-bid)**" no later than **10:00 a.m. on Thursday, December 28, 2023** at which time the bids will be publicly opened, read aloud and recorded. The Town will not accept submissions by e-mail or fax. The Town will reject proposals received after the date and time noted above.

### KEY DATES

RFP Advertised	December 12, 2023
Questions Due from Vendors	December 21, 2023
RFP Open Date	December 28, 2023 at 10 AM
Contract Execution Date	January 2024

Questions concerning the process and procedures applicable to this RFP are to be submitted **in writing** (including by fax and e-mail) and directed **only to:**

Name: Maryssa Tsolis  
 Position: Purchasing Agent  
 Email: [mtsolis@berlinct.gov](mailto:mtsolis@berlinct.gov)

AND please CC:

Ray Jarema  
[rjarema@berlinct.gov](mailto:rjarema@berlinct.gov)

**Proposers are prohibited from contacting any other Town employee, officer or official concerning this RFP. A proposer's failure to comply with this requirement may result in disqualification.**

The appropriate Town representative listed above must receive any questions from proposers no later than seven (7) days before the proposal opening date. That representative will confirm receipt of a proposer's questions by e-mail. The Town will answer all written questions by issuing one or more addenda, which shall be a part of this RFP and the resulting Contract, containing all questions received as provided for above and decisions regarding same.

No later than four (4) calendar days prior to proposal opening, the Town will post any addenda on the Town's website, [www.berlinct.gov](http://www.berlinct.gov). **Each proposer is responsible for checking the website to determine if the Town has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.**

No oral statement of the Town, including oral statements by the Town representatives listed above, shall be effective to waive, change or otherwise modify any of the provisions of this RFP, and no proposer shall rely on any alleged oral statement.

### **Additional Information**

1. *Costs for Preparing Proposal:* Each proposer's costs incurred in developing its proposal are its sole responsibility, and the Town shall have no liability for such costs.
2. *Ownership of Proposals:* All proposals submitted become the Town's property and will not be returned to proposers.
3. *Freedom of Information Act:* All information submitted in a proposal or in response to a request for additional information is subject to disclosure under the Connecticut Freedom of Information. Proposers are encouraged **not** to include in their proposals any information which is proprietary a trade secret or otherwise confidential. All materials associated with this procurement process are subject to the terms of state laws defining freedom of information and privacy, and all rules, regulations and interpretations resulting from those laws.
4. *Presumption of Proposer's Full Knowledge:* Each proposer is responsible for having read and understood each document in this RFP and any addenda issued by the Town. A proposer's failure to have reviewed all information that is part of or applicable to this RFP, including but not only any addenda posted on the Town's website, shall in no way relieve it from any aspect of its proposal or the obligations related thereto. Each proposer is deemed to be familiar with and is required to comply with all federal, state and local laws, regulations, ordinances, codes and orders that in any manner relate to this RFP or the performance of the work described herein. By submitting a proposal, each proposer represents that it has thoroughly examined and become familiar with the scope of work outlined in this RFP, and it is capable of performing the work to achieve the Town's objectives.
5. *Bidders in Arrears or Default:* The Town will not award the contract to any business that, or person who, is in arrears or in default to the Town with regard to any tax, debt, contract, security or any other obligation.

Bidders shall provide the following documents in order to meet the requirements of this RFP:

1. A copy of the company's P-7 license issued by the State of Connecticut.
2. Cost Proposal – Attachment A
3. Three references – Attachment B
4. List of equipment owned by the bidder that is pertinent to this contract.
5. Name, address, bidder's federal ID number, name of principal owners and contact person for this contract.

The above provisions, and the proposal, shall become a Contract binding upon the Contractor and the Town of Berlin upon its signing by both parties.



## TOWN OF BERLIN, CONNECTICUT

### ATTACHMENT A: PROPOSAL FORM

#### **Contract for Emergency Sewer Services Including Sewer Pump Stations #2024-08** **(Re-bid)**

Pursuant to and in full compliance with the RFP, the undersigned certifies this proposal is submitted without collusion and all responses are true and accurate. If awarded this proposal, 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, conditions, requirements contained in the documents, including addenda, which are made part of this proposal.

#### **Pricing:**

	<b>Routine Rate</b>	<b>Emergency Rate</b>	<b>Emergency OT Rate</b>
<b>Cleanup/ Jetting Sewer Mains</b>	\$_____/hr	\$_____/hr	\$_____/hr
<b>Pumping Sewage from Pump Stations</b>	\$_____/hr	\$_____/hr	\$_____/hr
<b>Pulling Sewer Pumps for Replacement/Repair</b>	\$_____/hr	\$_____/hr	\$_____/hr
<b>Sewer Line Camera Work</b>	\$_____/hr	\$_____/hr	\$_____/hr

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name, Title

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
E-mail address



**TOWN OF BERLIN, CONNECTICUT**

**ATTACHMENT B: PROPOSER'S STATEMENT OF REFERENCES**

**Contract for Emergency Sewer Services Including Sewer Pump Stations #2024-08**  
**(Re-bid)**

Provide at least three (3) references:

1. BUSINESS NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY, STATE

\_\_\_\_\_  
TELEPHONE:

\_\_\_\_\_  
INDIVIDUAL CONTACT NAME AND POSITION

\_\_\_\_\_

2. BUSINESS NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY, STATE

\_\_\_\_\_  
TELEPHONE:

\_\_\_\_\_  
INDIVIDUAL CONTACT NAME AND POSITION

\_\_\_\_\_

3. BUSINESS NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY, STATE

\_\_\_\_\_  
TELEPHONE:

\_\_\_\_\_  
INDIVIDUAL CONTACT NAME AND POSITION

\_\_\_\_\_