



Town of Berlin
Contract #2025-08

BACKUP CONTRACTORS
for Routine Repairs, Emergency Repairs,
and Minor Construction
of the Water and Sewer Systems

INVITATION TO BID

The Town of Berlin Water Control Commission is seeking proposals for EMERGENCY BACKUP CONTRACTORS to furnish labor and equipment to perform routine repairs, emergency repairs and minor construction, for the Town water and sewer systems during the 2025 and 2026 Calendar Year (January 1, 2025, to December 31, 2026). This is a 2-year contract with an anticipated start date of January 1, 2025.

One (1) original and one (1) copy of proposals will be accepted at the Public Works Office, Room 120, Berlin Town Hall, 240 Kensington Road, Berlin, CT 06037 until, but no later than 10:00 AM on Wednesday, December 4, 2024, at which time they will be publicly opened and recorded.

Bidder information is available on the Town's website at <http://www.berlinct.gov> under Departments, Purchasing, Current Bids & RFP's; or at the Purchasing Agent's office, 240 Kensington Road, Berlin, CT 06037. **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 Equal Opportunity Employer; Minority/Women's Business Enterprises are encouraged to apply. The Town reserves the right to amend or terminate this RFP, reject all bids, and award the contract to the proposer that is deemed to be in the best interest of the town.

Town of Berlin
Maryssa Tsolis, Purchasing Agent

STANDARD INSTRUCTIONS TO PROPOSERS

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. The estimated hours to be worked as shown in the proposal are for comparison of the bids, only.

The successful bidder will be required to become licensed with the Town of Berlin Public Works Department.

Prior to awarding the contract the contractor must provide the Town a certificate of insurance issued by an insurance company showing a minimum General Liability limits of \$1,000,000; Bodily injury limits of \$1,000,000 each person, \$1,000,000 each accident; property damage limits of \$100,000 each accident, and the Town of Berlin must be named as an additional insured.

The Contractor shall carry the insurance as required by The Town of Berlin's Licensing procedures of the Town Right of Way Ordinance and be licensed by the town for the length of the contract.

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

The Town of Berlin reserves the right to reject 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 the Town determines it is in the best interests. Any such action shall be affected by a posting on the Town's website, 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 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: "**Water and Sewer Repair Bid #2025-08**", until, but no later than **10:00 AM on Wednesday, December 4, 2024** at which time the bids will be publicly opened and read. The Town will not accept submissions by e-mail or fax. The Town will reject proposals received after the date and time noted above.

SCOPE OF WORK and PERFORMANCE EXPECTATIONS

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.

The bidder shall have a broad background in water and 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, 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 water and 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 nighttime 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.

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 in the spaces provided.

KEY DATES

RFP Advertised	November 15, 2024
Questions Due from Vendors	November 27, 2024
RFP Open Date	December 4, at 10:00 AM
Contract Execution Date	January 1, 2025

Questions concerning this RFP's Specifications are to be submitted **in writing** (including by e-mail) and directed **only to:**

Name: Maryssa Tsolis

Position: Purchasing Agent

Email: mtsolis@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.

At least four (4) calendar days prior to proposal opening, the Town will post any addenda on the Town's website, 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.

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.



TOWN OF BERLIN, CONNECTICUT

ATTACHMENT A: PROPOSAL FORM

BACKUP CONTRACTORS
for Routine Repairs, Emergency Repairs, and Minor Construction
of the Water and Sewer Systems #2025-08

PROPOSER'S FULL LEGAL NAME:

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:

****Must complete attached line-item bid spreadsheet and enter total proposal figures from each column below.***

- A. **Routine Repairs and Minor Construction Total:** \$ _____/hr
- B. **Emergency Repairs Total:** \$ _____/hr
- C. **Emergency Repairs Overtime Total:** \$ _____/hr

NOTE: This document, in order to be considered a valid proposal, must be signed by a principal officer or owner of the business entity that is submitting the proposal. Such signature constitutes the proposer's representations that is has read, understood and fully accepted each and every provision of each document compromising the RFP, unless an exception is described above.

Name and Title of Authorized Representative

Signature of Representative, Duly Authorized

Date

Phone # and Fax #



TOWN OF BERLIN, CONNECTICUT

ATTACHMENT B: PROPOSER'S STATEMENT OF REFERENCES
Contract for Routine Repairs, Emergency Repairs, and Minor Construction
of the Water and Sewer Systems #2025-08

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
