

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

**Town of Waterford
Board of Selectmen
Invitation to Bid
Training for Regional Dive Team
Bid #14-115**

The Purchasing Agent will accept sealed bids for Training Classes for Regional Dive Team until 11:30 am on October 16, 2013. Please see the Town of Waterford website at <http://www.waterfordct.org> for packets and all information regarding this Bid. Packets may also be picked up in the Purchasing Office. Any questions regarding this proposal are to be directed to the Purchasing Agent at krotella@waterfordct.org.

The Board of Selectmen reserves the right to reject any or all bids, in whole or in part, and to waive any informality in any bid when such action is deemed in the best interest of the Town; their decision is final.

Kate Rotella
Purchasing Agent

Summary and Information:

The Town of Waterford has been awarded a Port Security Grant from the Department of Emergency Management and Homeland Security. The Grant has allowed for the establishment of a multi-disciplinary twenty five (25) member New London Marine Group Regional Dive Team and the Training and Equipment that will be utilized by the team. The three core areas that the team would provide capabilities include; Port wide heavy weather, Port wide search and rescue, and Under water threats. The goal of the team would be to undertake tasking as it is associated with response, protection and prevention with the Port of New London and immediate surrounding area within the Long Island COTP zone. All training and equipment will meet the FEMA guidelines for the Type II Public Safety Dive Team.

This request is for sealed bids for:

Training Classes for the Regional Dive team as described below.

Training:

All twenty five (25) members of the team would receive the following; an entry level and advanced course for rescue diver certification, full face mask operations, tender operations, and dry suit operations.

In addition six (6) members will attend rescue diver supervisor training. This supervisor to diver ratio meets with FEMA guidelines.

All training will meet the FEMA guidelines for the Type II Public Safety Dive Team.

The common training would provide for a team that has the same knowledge base, level of training and abilities.

Training will be conducted on Site as coordinated through the Waterford Police Emergency Management and Homeland Security Grant Project Manger (Project Manager).

Training may be broken into Core Blocks as coordinated with the Project Manager.

Upon successful Completion certificates will be issued to students and copies filed with the Project Manager. Summary of Class training will also be submitted to the Project Manager. Course Content and trainers must be recognized certified and approved by Connecticut Department of Emergency Management and Homeland Security or FEMA prior to registration and offering of the courses.

Copies of Certifications for instructors must be submitted with bids and any time and attendance records that are required.

Additional Information:

All Questions must be submitted in writing to the purchasing agent via email at krotella@waterfordct.org.

If at any time of the scheduled Bid opening, Town Hall or the Office of Procurement is closed due to uncontrolled events such as fire, snow, ice, wind or building evacuation, the Bid opening will be postponed until 2:00 p.m. the next business day. Bidders are reminded to check the web site for updates and information or email the purchasing agent at krotella@waterfordct.org .

Proposals will be accepted until that date and time.

Rights Reserved To the Town

The Town reserves the right to award in part, to reject any and all, in whole or in part, for misrepresentation or if the respondent is in default of any prior Town contract, or if the Respondent limits or modifies any of the terms and conditions and/or specifications of the Request The Town also reserves the right to waive technical defects, irregularities and omissions if, in its judgment, the best interest of the Town will be served.

TOWN OF WATERFORD
INFORMATION AND GENERAL REQUIREMENTS TO BIDDERS

1. Sealed bids (**one ORIGINAL & One copies**) on the attached Bid Forms will be received at the Office of the Purchasing Agent, Town Hall, 15 Rope Ferry Rd Waterford, Connecticut 06385. At the designated time of opening, they will be publicly opened, read, recorded and placed on file. Bids may be mailed or hand-delivered by the specified time.
2. The envelope enclosing your bid should be clearly marked on its front by bid number, time of bid opening and date.
3. Whenever it is deemed to be in the best interest of the Town, The Town of Waterford reserves the right to reject any or all bids, in whole or in part, and to waive technical defects, irregularities or any informality in any bid when such action is deemed in the best interest of the Town; their decision is final.
4. The contract will be generally awarded to the most qualified, lowest and responsive bidder to meet specifications unless otherwise specified.
5. Bids will be carefully evaluated as to conformance with stated specifications.
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 these criteria shall not relieve the Bidder of the responsibility of completing the Bid without extra cost to the Town of Waterford.
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. 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.

11. 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.
12. The Town of Waterford is exempt from Excise, Transportation and Sales taxes imposed by the Federal Government and/or State of Connecticut. Such taxes must not be included in proposal prices. Exemption certificates will be provided upon request.
13. By submitting a proposal, Vendors/Bidders certify that the proposal is made independently and without collusion, agreement, understanding, or planned course of action with any other Vendor/Bidder and that the contents of the proposal shall not be disclosed to anyone other than their employees, agents, or sureties prior to the official opening.
14. Vendors shall observe and comply with all Federal, State and local laws, ordinances and regulations. Vendors shall indemnify and save harmless the Town, all of its officers, agents and servants against any claim or liability arising from or based on the violation of any such law, ordinance, regulation or negligence whether by the bidder, his employees, his consultant and/or their employees.
15. Bidders are responsible for checking the Town of Waterford website at <http://www.waterfordct.org/depts/finance/purchasing.htm> for any addendums and updates to the Bid.

Insurance Requirements

Contractor/Vendor will agree to maintain in force at all times during which work/services are to be performed, the following minimum limits of insurance coverage. The insurance company(ies) must be licensed with the State of Connecticut and have a Financial Strength Rating of "A-" or higher and a Financial Size Rating of VIII or higher from A.M. Best Company.

		(Minimum Limits)
General Liability*	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations Aggregate	\$2,000,000
Auto Liability*	Combined Single Limit	
	Each Accident	\$1,000,000
Umbrella* (Excess Liability)	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000
Workers' Compensation & Employers' Liability	Work Comp	Statutory Limits
	EL Each Accident	\$500,000
	EL Disease Each Employee	\$500,000
	EL Disease Policy Limit	\$500,000

* The Town of _____ must be named as "Additional Insured" on this policy.

- A Certificates of Insurance documenting the coverage listed above must be presented to The Town of _____ prior to the commencing of any work/service. The Contractor/Vendor also agrees to provide replacement and/or renewal certificates at least 30 days prior to the expiration of each policy.

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

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**BID FORM
Invitation to Bid
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Bid #14-115**

Please attach **REQUIRED SUPPLEMENTARY** information to this Bid Form.

VENDOR NAME AND ADDRESS

PRINTED NAME AND TITLE OF VENDOR'S AGENT

PHONE AND FACSIMILE NUMBERS, E-MAIL ADDRESS

I _____ of the
Name Position

above named firm hereby submit the following bid in accordance with Town of Waterford specifications. I have read and understand all specifications.

SIGNATURE

DATE

Item	Class Size	Cost
Emergency Response Diver Entry Level Course or equivalent	25 students	
Emergency Response Diver Advanced Course or equivalent	25 students	
Emergency Response Diver Tender Operations or equivalent	25 students	
Emergency Response Diver Dry Suit Operations or equivalent	25 students	
Emergency Response Diver Full Face Mask Operations or equivalent	25 students	
Emergency Response Diver Supervisor or equivalent	6 students	

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**TOWN OF WATERFORD
NON-COLLUSION STATEMENT**

“The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid.”

We understand that this proposal must be signed by an authorized agent of our company to constitute a valid proposal.

Date: _____

Name of Company: _____

Name and Title of Agent: _____

By (SIGNATURE): _____

Address: _____

Telephone Number: _____

AFFIRMATIVE ACTION STATEMENT

NOTE: IF YOUR COMPANY HAS LESS THAN 10 EMPLOYEES, OR HAS COMPLETED THIS SAME FORM WITHIN 1 YEAR, YOU MAY DISREGARD THE FOLLOWING EQUAL EMPLOYMENT/AFFIRMATIVE ACTION SECTION, EXCEPT AS NOTED.

- OR:
- (1) The number of employees _____
 - (2) Completed this form within one year _____ Yes _____ No

FOR SEALED BIDS: If your company has completed this form within one year Please forward a photocopy of the initial form with your bid. If significant Changes have taken place within the past year, please update the information on this form.

REQUIREMENT – Any vendor/bidder seeking to do business with the Town of Waterford must, upon request, supply the Town and/or the Waterford Human Resources with any information concerning the Affirmative Action/Equal Employment practices of the vendor/bidder, which the Town and/or Commission deems necessary in fulfilling its charge. Failure to supply such information, when requested, will result in the termination of any further transactions between the vendor/bidder and the Town of Waterford.

COMPANY NAME AND ADDRESS

TYPE OF BUSINESS

TYPE OF ORGANIZATION

_____ Corporation _____ Partnership _____ Individual

If unit filing this application is not the above-named company, give the name, address, and telephone number of reporting unit. (Branch, agent, representative).
