

Invitation to Bid #16PSX0135

ELECTRICAL & MECHANICAL MOVEABLE BRIDGE REPAIR UNITS

Contract Specialist: **Pam Anderson**

Date Issued: **14 June 2016**

Due Date: **29 July 2016 at 2:00 PM Eastern Time**

**Department of Administrative Services
Procurement Services**



TABLE OF CONTENTS

GUIDE TO ELECTRONIC BID SUBMISSIONS	3
OVERVIEW	5
SCOPE	5
INSTRUCTIONS TO BIDDERS	6
BID REQUIREMENTS	7
AWARD CRITERIA	10

Invitation to Bid (ITB)

ELECTRICAL & MECHANICAL MOVEABLE BRIDGE REPAIR UNITS

Guide to Electronic Bid Submissions

1. Introduction To BizNet

It is now a requirement of Department of Administrative Services (DAS)/Procurement Services that all companies create a Business Network (BizNet) Account and add their company profiles to the State of Connecticut BizNet system. Companies are responsible for maintaining and updating company information in their BizNet Accounts as updates occur. Companies that have been certified through the Supplier Diversity or the Pre-Qualification Program, have already created a BizNet account.

The BizNet login is: <https://www.biznet.ct.gov/AccountMaint/Login.aspx>

New Companies: Create an account by clicking the BizNet login link above and then the button on the right labeled "Create New Account". Login and select Doing Business with the State and Company Information. Please be sure to complete information in all tabs (Company Information, Accounts, Address, etc...).

Existing Companies Needing to Update Their Information: Login to BizNet and select Doing Business with the State and Company Information.

Anyone having difficulty connecting to their account or downloading or uploading forms should call DAS/Procurement Services at 860-713-5095.

2. Business Friendly Legislation

As a result of Public Act 11-229, DAS/Procurement Services' goal is to make doing business with the State of Connecticut more business friendly. To eliminate redundancy, forms that were repetitively filled out with each invitation to bid are being automated in BizNet.

DAS/Procurement Services began the transition to on-line bidding by automating the submission of Affidavits and Non-Discrimination forms on October 1, 2011. Companies must submit forms electronically to their BizNet account if they haven't already done so. These forms must be updated on an annual basis, no later than 30 days after the effective date of any material change. Rather than completing them with each bid submittal, companies that have already filed these forms have the ability to view, verify and update their information prior to submitting a bid response.

Instructions for Uploading Affidavits and Non-Discrimination Forms:

Click on the following link for instructions on how to upload Affidavits and Non-Discrimination forms:
<http://das.ct.gov/images/1090/Upload%20Instructions.pdf>

(a) AFFIDAVITS

THE FOLLOWING FORMS MUST BE SIGNED, DATED, NOTARIZED, UPLOADED OR UPDATED ON BIZNET. TO OBTAIN A COPY OF THESE FORMS, YOU MUST LOGIN INTO BIZNET AND FOLLOW THE INSTRUCTIONS LISTED ABOVE.

- (1) OPM Ethics Form 1 – Gift & Campaign Contribution Certification
- (2) OPM Ethics Form 5 – Consulting Agreement Affidavit
- (3) OPM Ethics Form 6 – Affirmation of Receipt of State Ethics Laws Summary
- (4) OPM Form 7 – Iran Certification

For information regarding these forms, please access the Office of Policy & Management’s website by clicking on the following link: <http://www.ct.gov/opm/cwp/view.asp?a=2982&q=386038>

(b) NON-DISCRIMINATION

CHOOSE ONE (1) FORM THAT APPLIES TO YOUR BUSINESS. COMPLETE AND UPLOAD OR UPDATE ON BIZNET ANNUALLY. TO OBTAIN A COPY OF THESE FORMS, YOU MUST LOGIN INTO BIZNET AND FOLLOW THE INSTRUCTIONS LISTED ABOVE.

- (1) Form A – Representation by Individual (Regardless of Value)
- (2) Form B – Representation by Entity (Valued at \$50,000 or less)
- (3) Form C – Affidavit by Entity (RECOMMENDED) (Valued at \$50,000 or more)
- (4) Form D – New Resolution by Entity
- (5) Form E – Prior Resolution by Entity

For information regarding these forms and on which form your company should complete, please access the Office of Policy & Management’s website by clicking following link:

http://www.ct.gov/opm/cwp/view.asp?a=2982&q=390928&opmNav_GID=1806

3. New Revised Process – Online Bid Responses

Any bid posted by DAS/Procurement Services must be submitted electronically. The common forms listed below have also been automated in the BizNet system. In addition, specific forms are now web based and fillable, as noted below. To complete forms; download them from your BizNet account, complete your submittal response, and upload these documents (as well as any other required submittal documents) through BizNet prior to the date and time upon which the Bid is due pursuant to this ITB. Late submissions will not be accepted. Bid pricing will be available for public viewing for 24 hours after bid closing.

- Contractor Information/Electronic Signature Page – Web Based Form
- Employment Information Form (DAS-45) – Web Based Form
- Statement of Qualifications (DAS-14) – Fillable Form
- Connecticut Economic Impact Form (DAS-46) – Web Based Form
- Contract Exhibit B – Price Schedule (SP-16)
- Bid Addendum (SP-18) – if applicable

Additional forms such as those listed below must be reviewed carefully and accepted by the bidder prior to bid submittal:

- Standard Terms and Conditions (SP-19)
- Invitation to Bid Document (SP-22)

- Invitation to Bid Contract (SP-50)
- Contract Exhibit A – Description of Goods & Services and Additional Terms & Conditions
- Contract Exhibit C – SEEC Form 11

4. Insurance Accord Certificates

Contractors are responsible for maintaining their BizNet account with new and/or updated insurance information.

The following documentation will need to be uploaded to each company's BizNet account and evidencing that the State of Connecticut is an additional insured:

- (a) Certificate of Insurance (Accord Form)
- (b) The insurance policy declaration page
- (c) The additional insured endorsement to the policy

Training documentation relating to the completion of the above-reference forms is available through the DAS Website under "DAS Business Friendly Initiatives" at the following website: <http://das.ct.gov/cr1.aspx?page=371>

Bidders are cautioned that there may be additional documents, attachments or requirements depending on the complexity of the bid. Please read ALL bid documents carefully and provide all required information. Failure to do so may result in rejection of your bid.

Overview

The State of Connecticut Department of Administrative Services ("DAS") is issuing this Invitation to Bid to solicit bids for Electrical & Mechanical Moveable Bridge Repair Units for the Connecticut Department of Transportation ("ConnDOT").

Scope

The purpose of the contract resulting from this solicitation (the "Contract") is to provide the necessary support services to keep the mechanical, electrical and hydraulic components of various movable bridge structures under ConnDOT jurisdiction operating at reliable levels. Due to the nature of the Contract, no specific type or minimum amount of work is guaranteed. The scope of work will not include routine maintenance work historically done by ConnDOT Maintenance forces but will primarily include support services for the following:

- Large repairs/replacements requiring specialized or heavy equipment unavailable to ConnDOT forces or requiring personnel with expertise instrumental to proper completion of the intended works.
- Long-return period type maintenance that is usually more involved than routine maintenance operations.
- Emergency Call-Out: this entails a response (on a 24/7 basis) to a situation where a structure is not functioning as needed and trouble-shooting services are needed in order to identify and repair the causative condition or conditions.

ConnDOT's movable bridges are as follows:

Bridge	Location	
00327	U.S. Route 1 over Housatonic River – Milford	Steel Double-Leaf Bascule Span
00337	U.S. Route 1 over Quinnipiac River – New Haven	Steel Multi-Girder Lift Span
00362	U.S. Route 1 over Mystic River – Groton	Steel Single-Leaf Bascule Span
01349	Route 136 over Saugatuck River – Westport	Through-Truss Swing Span
01138	Route 82 over Connecticut River – East Haddam	Through-Truss Swing Span
02295	Route 136 over Norwalk River – Norwalk	Steel Double-leaf Bascule Span
02475	Route 130 over Pequonnock River – Bridgeport	Steel Floor Beam & Stringer Lift Span
03637	Route 130 over Yellow Mill Pond – Bridgeport	Steel Double-leaf Bascule Span
06026	Route 156 over Niantic River – East Lyme	Steel Double-Leaf Trunnion Bascule Span

Bidders must bid on all categories of work listed in Exhibit B. A multiple award is possible should multiple bidders meet the bid requirements.

Instructions to Bidders

1. Bid Schedule

RELEASE OF ITB:	Date:	14 June 2016
OPTIONAL PRE BID MEETING:	Date:	30 June 2016, by noon Eastern Time
RECEIPT OF QUESTIONS:	Date:	14 July 2016, by noon Eastern Time
ANSWERS TO QUESTIONS POSTED AS ADDENDUM:	Date:	25 July 2016
BID DUE DATE:	Date:	29 July 2016 at 2:00 PM Eastern Time

2. Optional Pre-Bid Meeting Requirements:

An optional pre bid meeting will be held for all prospective bidders on this contract. The optional pre-bid meeting will be held at the Connecticut Department of Transportation, 2800 Berlin Turnpike, Newington, CT, 06111, in Conference Room A & B. The date of the meeting is scheduled for June 30, 2016 at 9:30 a.m. local time EST. Bidders should take into account parking lot congestion and the time that is required to obtain a visitor's badge to ensure they are at the designated meeting room no later than 9:30 a.m.

3. Questions:

Questions for the purpose of clarifying this bid must be received no later than the date and time specified in Section I, "Bid Schedule" and must be directed to the Contract Specialist, Pam Anderson via email: pamela.anderson@ct.gov.

4. Communications

During the period from your organization's receipt of this Invitation to Bid, and until a contract is awarded, your organization shall not contact any employee of the State of Connecticut concerning this procurement except in writing directed to the Contract Specialist, Pam Anderson via email: pamela.anderson@ct.gov.

5. Public Bid Opening

Public bid openings are now conducted online. Bid pricing submitted will be available for public view through your BizNet Account and is available for 24 hours after the bid opening date and time.

How to View Bid Results:

- Go to the DAS/Procurement website: das.ct.gov/Portal
- Click on the heading "Current Solicitations"
- Click radio button "Under Evaluation"
- Search for the bid
- Click on "Public Opening" under the bid due date and time

Bid Requirements

1. Bonds

a) Performance Bond

Contractor may either provide a performance bond in the amount of 100% of each purchase order or an aggregate performance bond in the minimum amount of three million dollars (\$3,000,000.00). With regard to the latter performance bond, when the total value of the awarded work meets or exceeds the three million dollars (\$3,000,000.00) bond value, the bond requirement will be increased in minimum increments of seven hundred fifty thousand dollars (\$750,000.00) beyond the value listed on the then current bond to cover work ordered in subsequent purchase orders. Contractor shall carry sufficient bond coverage to cover all ongoing work and any outstanding obligations to Client Agency at all times. Client Agency will notify the Contractor when a new bond is required. The required bond must be received prior to any purchase order being issued. Failure to submit a performance bond in a form satisfactory to the State prior to the issuance of a purchase order will result in the State issuing a purchase order for the work to the next lowest Contractor responsive to ConnDOT's bond request.

b) Payment Bond

Contractor may either provide a Payment Bond in the amount of 100% of each Purchase Order or a Payment Bond in the minimum amount of three million dollars (\$3,000,000.00). With regard to the latter Payment Bond, when the total value of the awarded work meets or exceeds the three million dollars (\$3,000,000.00) bond value, the bond requirement will be increased in minimum increments of seven hundred fifty thousand dollars (\$750,000.00) beyond the value listed on the current bond. ConnDOT will notify the Contractor when a new bond is required. The required bond must be received prior to the Purchase Order being issued. Failure to submit bond in a form satisfactory to the State prior to the Purchase Order being issued will result in the State issuing the Purchase Order to the next lowest Contractor responsive to ConnDOT's bond request.

Payment and performance bonds must meet the following requirements:

1. Bonds issued by a corporation must be signed by an official of the corporation above his or her official title and the corporate seal must be affixed over his or her signature.
 2. Bonds issued by a firm or partnership must be signed by all the partners and indicate they are "Doing Business As (name of firm)".
 3. Bonds issued by an individual must be signed by the individual owning the business and the individual signing must be identified as "Owner".
 4. All bonds must be signed by a surety company with the corporate seal of the company affixed over the signatory's signature.
 5. Any surety company executing a bond must be licensed to do business in the State, or countersigned by a company so licensed.
 6. Signatures of two (2) witnesses for both the principal signatory and the surety must appear on the bond.
 7. A power of attorney for the official signing the bond for the surety company must be submitted with the bond, unless a power of attorney has previously been filed with the ConnDOT Bureau of Finance & Administration and is still effective as of date of the execution of the bond.
- c) The payment bond requirement may be waived for companies that manufacture and supply their own material and do not purchase materials required under the performance of the Contract from any third party source. Appropriate documentation must be supplied with the bid to establish the basis upon which to request a waiver of the payment bond. This waiver does not apply to the performance bond requirements.

Re-insurance arrangements are not be acceptable as substitutes for performance or payment bonds. A maximum of one (1) co-surety will be acceptable for a payment and/or performance bond. ConnDOT, as obligee, shall hold all surety companies which execute payment and performance bonds as co-sureties, jointly and severally liable for the entire obligation set forth by such bonds. Sureties will not be allowed to limit their interest in such bonds.

Other offers of surety will be reviewed on a case by case basis and approved or disapproved at the sole discretion of the Client Agency.

PARTY FOR NOTICE:

State of Connecticut
Department of Transportation
Division of Purchasing and Materials Management
Attn: Debbie Ello
P.O. Box 317546
2800 Berlin Turnpike
Newington, CT 06131-7546
FAX: 860-594-2174

2. Lowest Responsible Qualified Bidder; Micro Business Preference

The contract resulting from this ITB shall be awarded to the lowest responsible qualified bidder. The qualities of articles to be supplied, their conformity with the needed specifications, their suitability to the requirements of the

state government and the delivery terms will be taken into consideration, and the life-cycle costs and trade-in or resale value of the articles may be considered where it appears to be in the best interest of the state. In determining the lowest responsible qualified bidder, a price preference of up to ten percent (10%) may be given for the purchase of the goods or services from micro businesses. Micro business means a business with gross revenues not exceeding three million dollars (\$3,000,000) in the most recently completed fiscal year. To be considered for this ten percent (10%) price preference, bidders shall provide, with their bid, a copy of their Federal Internal Revenue tax return form for the most recent fiscal year, confirming the amount of their gross revenues for that fiscal year. Failure to provide such tax return with the bid shall deny bidder consideration for price preference. For companies who have not yet filed their tax return for the most recently completed fiscal year, in lieu of a tax return, a letter from a Certified Public Accountant attesting to the company's gross estimated revenues for the most recently completed fiscal year will be accepted.

3. Stability of Bid Prices

Any price offerings from bidders must be valid for a period of 30 days from the due date of the bid.

4. Amendment or Cancellation of the ITB

DAS reserves the right to cancel, amend, modify or otherwise change this ITB at any time if it deems it to be in the best interest of the State to do so.

5. Bid Modifications

No additions or changes to any bid will be allowed after the bid due date, unless such modification is specifically requested by DAS. DAS, at its option, may seek bidder retraction and/or clarification of any discrepancy or contradiction found during its review of bids.

6. Bidder Presentation of Supporting Evidence

Bidders must be prepared to provide any evidence of experience, performance, ability, and/or financial surety that DAS deems to be necessary or appropriate to fully establish the performance capabilities represented in their bids.

7. Bidder Demonstration of Services and/or Products

At the discretion of DAS, bidders must be able to confirm their ability to provide all services bid. Any required confirmation must be provided at a site approved by DAS.

8. Erroneous Awards

DAS reserves the right to correct inaccurate awards.

9. Bid Expenses

Bidders are responsible for all costs and expenses incurred in the preparation of bids and for any subsequent work on the bid that is required by DAS.

10. Ownership of Bids

All bids shall become the sole property of the State and will not be returned.

11. Ownership of Subsequent Products

Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this ITB shall be the sole property of the State unless otherwise stated in the contract.

12. Oral Agreement or Arrangements

Any alleged oral agreements or arrangements made by bidders with any State agency or employee will be disregarded in any State bid evaluation or associated award.

13. Insurance Requirements

Railroad Protective Liability and Property Damage Liability Insurance may be required for Detour (Bridge 00337), Attachment 8. Insurance Requirements are listed in the Contract Document Section 37. (h).

Award Criteria

Pursuant to CGS 4a-59 and DAS Procurement Regulations 4a-52-8 and 4a-52-18, the award shall be made to the lowest, responsible qualified bidder. The following factors, in descending order of relative importance, will be considered in the evaluation to determine the lowest, responsible qualified bidder:

1. Pricing
2. Contractor (if joint venture, each member of the joint venture) shall have at least 5 years of experience in the servicing of mechanical, electrical and hydraulic components of moveable bridges of the types outlined in the Contract.
3. Contractor shall have satisfactorily completed in the past 5 years, mechanical, electrical and hydraulic rehabilitation work, or have been engaged by a municipal or state entity for the express purpose of providing service or maintenance, of the same general type as called for under the Contract exceeding \$1 million in total combined payments to the bidder.
4. Contractor's proposed key personnel (Millwright, Electrical Contractor (E-1) and Hydraulic Technician experienced in systems comparable to Rex-Roth systems) shall have a minimum of 2 years of verifiable personal experience on moveable bridge projects/contracts with total combined project payments exceeding \$1 million. Resumes of the key personnel and references shall be submitted with your bid. It may be required again before by ConnDOT before the commencement of any work.
5. Contractor's financial responsibility. Contractor has sufficient financial and personnel resources, under current employment, to assure ConnDOT the availability of workers when needed to fulfill the requirements of the Contract. In the event that sufficient manpower is not currently employed, the Contractor shall identify all intended sources of additional manpower.
6. Contractor's other commitments and contractual obligations will not impair or adversely impact its performance of this Contract.
7. The conformity of the supplies, materials, equipment or contractual services to the specifications.

DAS may award by individual item, group of items, the entirety of all items or multiple bidders. DAS may also reject any and all bids in whole or in part, and waive minor irregularities and omissions if, in the judgment of DAS, the best interest of the state will be served.