



TOWN OF GROTON

REQUEST FOR PROPOSAL

RFP 20-31 Marine Inspection & Repair Services

March 2020



TOWN OF GROTON

BIDDER INFORMATION

BID NUMBER: 20-31
BID OPENING: 2:30 P.M. March 27, 2020
LOCATION: Purchasing Office, Groton Town Hall
ADDRESS: 45 Fort Hill Road, Groton, CT 06340

Sealed bids will be received by Eileen Cardillo, Purchasing Agent of the Town of Groton, until 2:30 P.M. on March 27, 2020 for bid **RFP 20-31 Marine Inspection & Repair Services** for the Town of Groton in accordance with the specifications and information.

Bids received after 2:30 P.M. on March 27, 2020 will not be accepted.

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TOWN OF GROTON

It is the intent of this **“Request for Proposal”** is to obtain proposals from qualified vendors to supply marine inspections and repairs on an as needed basis. The prospective bidder must complete the bid form and company information sheet, but need not return the entire Invitation to Bid. The bidder is not to include any taxes from which the Town is exempted by law. The Town will complete any tax exemption forms that the successful vendor may require if such forms are within the Town's legal parameters.

2. BID SUBMISSION

The proposal shall be submitted to the Office of the Purchasing Agent no later than 2:30 P.M. on **March 27, 2020** at which time they will be publicly opened and only the vendor names will be read aloud as this is an evaluated bid. Bids received after that date and time will not be considered by the Town of Groton. Bids must be submitted on the blank forms furnished, and should be in a sealed envelope, addressed to the Office of the Purchasing Agent, marked public bid **“RFP 20-31 Marine Inspection & Repair Services”**. PLEASE PROVIDE INFORMATION AND PRICING AS REQUESTED IN THE BID SPECIFICATIONS. The Town of Groton Purchasing Division shall receipt stamp each bid received. The date of the stamp shall prevail over any postmark date. The Town of Groton assumes no liability for any postal service delays.

3. WITHDRAWAL OF BIDS

No bidder may withdraw their bid for a period of 90 days after the actual date of the bid opening, during which time prices will be firm. Bids may be withdrawn by written authorization only and only if withdrawal request is received one (1) day or more prior to the bid opening. The proposed prices in this bid shall hold through each delivery date indicated.

Costs for the preparation of this proposal are to be borne entirely by the bidders. They shall not in any way be charged to the Town of Groton. All submissions become the property of the Town of Groton to use as required to meet the objectives of this bid.

4. BID BONDS, CERTIFIED CHECKS OR CASHIER'S CHECKS

When required each bid shall be accompanied by a bid bond signed by a surety company authorized to do business in Connecticut or by a cashier's check or certified check made payable to the Town of Groton. The amount of the bid deposit will be 0% of the total base bid unless otherwise specified.

Bond amount required: 0%

5. PERFORMANCE BOND

If required by the bid specifications, the successful bidder may be required to provide a performance bond. The performance bond shall be made out in favor of the Town of Groton. The performance bond shall be required as security by the successful bidder for faithful performance of his contract. This performance bond shall be required within ten (10) days of the award notification. The performance bond must be written by a surety company licensed to conduct business in the State of Connecticut. The successful bidder, upon failure or refusal to furnish within ten (10) days the required performance bond, shall forfeit their bid deposit to the Town of Groton as liquidated damages.

Bond Amount Required: **0%**

6. VENDOR QUALIFICATION

Each vendor shall present evidence that they are normally engaged in the purveying of the type of materials/equipment or workmanship proposed. The vendor shall make themselves thoroughly familiar with the contents of the notice before submitting his/her proposal. The vendor automatically acknowledges and accepts all of the provisions, conditions, and specifications of this notice. No proposal shall be considered from vendors who are unable to show that they are normally engaged in the purveying of the type of materials/equipment or workmanship proposed. For any type of service, construction or commodity, the vendor certifies that his product or service meets all local, State and Federal regulations applicable to his/her product or service. The vendor is responsible for complying with all ordinances, laws and regulations affecting their particular product or service and holds the Town of Groton harmless for any claims for damages whether bodily, personal or property due to the avoidance of any requirement of any governing body. All bidders, in order for their proposals to be considered, must not be delinquent on any property tax or fees issued by the Town. Bidders shall certify that neither they nor any business or corporation fully or partially owned by the bidder is not delinquent on Town property taxes or fees.

7. DELIVERY

All prices quoted shall include any and all **shipping, handling, insurance, training, consulting, out of pocket expense**, and **delivery** charges necessary to deliver any materials and equipment ordered to:

TOWN OF GROTON
GROTON, CT 06340

Vendors shall be responsible for moving material within confines of delivery vehicle and to vehicle exit for easy offload. Neither Town employees nor equipment will enter delivery vehicle.

USE BID FORM FOR DELIVERY INFORMATION.

IF APPLICABLE, ALL SAFETY DATA SHEETS ARE REQUIRED TO BE DELIVERED WITH THE PRODUCT. ONE COPY MUST ALSO BE SENT TO THE RISK MANAGER'S OFFICE, 45 FORT HILL RD., GROTON, CT. 06340.

8. ACCEPTANCE OR REJECTION

The Town reserves the right to accept or reject any and all bids and to waive any minor deviations from our bid requirements if it is in the best interest of the Town to do so.

9. PAYMENT TERMS

The Town agrees to pay for the material/equipment within thirty (30) days after acceptance. Acceptance means 100% delivery of satisfactory merchandise to comply with our specifications. If a vendor wishes to offer a prepayment discount he/she must provide a separate sheet with his/her bid showing the terms of the discount and the advantage to the Town of Groton in accepting this prepayment discount. Prepayment in no way forfeits any right of the Town to complete satisfaction with the purchase nor does it relieve the vendor of any responsibility to perform as required in the bid document.

10. SUPPLEMENTAL INFORMATION

The vendor must submit with their proposals the detailed specifications, descriptive literature and all necessary details on the material/equipment they propose to furnish in order that the Town may have full information available when analyzing the bids. In cases where an item is identified by a manufacturer's name, trade name, catalog number or reference it is understood that the bidder proposes to furnish the item so identified and does not propose to furnish an "equal" unless the proposed "equal" is identified. The reference to the manufacturer's name, trade name or catalog number is intended to be descriptive, not restrictive and is used to indicate to the prospective bidder articles that will be satisfactory. Bids on other makes will be considered provided the bidder clearly states the item being proposed is an exception but an equal on the bid form. The Purchasing Agent reserves the right to approve as an equal or to reject as not being equal any article that the bidder proposes to furnish which contains major or minor variations from the specification requirements.

11. MULTIPLE BIDS

No bidder will be allowed to offer more than one bid price on each item even though alternate models or styles may meet the specifications. Alternates will be considered only if requested by the Town of Groton.

12. EXCEPTIONS TO SPECIFICATIONS

If the material/equipment offered differs from the provisions contained in this specification, such differences must be explained in detail on the sheets attached to this bid and if such deviations do not depart from the intent of this notice and are in the best interest of the Town, the bid will receive careful consideration. The absence of written deviations will hold the bidder strictly accountable to the Town of Groton to the specifications as written.

13. TESTS

Before approval, the Town Manager or his agent, shall have the right to inspect and test the materials and equipment furnished in accordance with this notice. When samples are required from bidders receiving the award, the samples may be retained by the Town of Groton until the delivery of the bid items. Bidders whose samples are retained may pick them up after the delivery of the bid items has been accepted by the Town. Bidders shall be responsible for delivery and removal of samples. Cost of delivery and removal of samples is to be the responsibility of the bidder. All samples are to be marked

"Samples" and delivered to the purchasing office. The package must indicate the name of the bidder, item enclosed and the bid number. Failure to properly identify the samples relieves the Town from any responsibility for their safe return and may disqualify the bidder from bidding.

Vendor shall provide a sample (photograph is sufficient) of the product pails prior to first delivery.

14. INQUIRIES

Any inquiries for this bid shall be directed via email to Eileen Cardillo, Purchasing Agent, at ecardillo@groton-ct.gov by 12:00 P.M. seven (7) days prior to bid opening date. Pricing shall not be discussed with any individual in the Town other than the Purchasing Agent. Once a bid date has been established only questions relevant to the technical aspects of the bid or how to properly complete the bid form may be addressed. Any vendor contacting any individual other than those named in this section may have their bid rejected by the Purchasing Agent. If addendum's clarifying the bid or providing additional information to bidders are necessary the Purchasing Agent of the Town can, at his/her option, extend the date of the bid opening. It is assumed that each vendor submitting a bid will have made himself/herself familiar with the requirements of the specifications and requested an onsite review if necessary so that his/her bid is all inclusive as per the intent of the specifications.

15. MATERIALS AND EQUIPMENT

All materials/equipment shall be furnished complete and ready for use as indicated in specifications. Any materials/equipment not specifically mentioned herein, but which is necessary for the successful installation and/or operation of the systems shall be specified and quoted by the bidder.

16. GUARANTEE

The bidder guarantees that all articles offered for sale fully comply with the specifications. All expenses covering return of and replacement of defective or improper merchandise will be assumed by the vendor. In no instance shall the vendor refer the Town to any distributor or manufacturer for settlement of any claim arising from defective or improper merchandise. If the vendor shall fail to replace or repair any defective or improper merchandise within 30 days from date of notice, the Town may make the necessary corrective arrangements and deduct the cost from money due the vendor or bill the vendor. The vendor agrees to reimburse the Town in such instances. Samples of any warranties or guarantees which will apply to the goods being offered for sale shall be included as part of this bid.

17. BASIS FOR SELECTION OF VENDOR

The Purchasing Office reserves the right to reject the bid of a bidder who has previously failed to perform properly or complete on time bids of a similar nature or a bid of a bidder who upon investigation by the Town has shown that he/she is not in a position to perform the contract. The Town's review procedure in evaluating the bids received will include, but not be limited to, performance review, warranties, maintenance contract content, costs and availability, installation costs, reputation of manufacturer, qualification and experience of personnel, understanding of assignment and work plan, and previous experience. A demonstration of your product may also be required by the Town. All of this will be used in order to determine the **LOWEST** responsive bidder for the project or purchase. References are required for this project. Please attach a list of references with names and phone numbers to the bid form. This is an evaluated bid; award will be based not solely on price. The Town may award to multiple vendors.

17.1 LOCAL VENDOR PREFERENCE

See Appendix A for Local Vendor Preference and Appendix B for Local Vendor Affidavit Form.

18. QUANTITY/CONTRACT LENGTH

The Town of Groton reserves the right to purchase more or less than the quantity of items specified or may withdraw any or all requested items. Vendors are advised that the contract may be awarded in whole or in part. The Town of Groton is not bound to accept a proposal in its entirety. The Town of Groton may cancel this contract at any time if in the opinion of the Town the firm is not performing as stated in the specifications.

19. TIE BIDS

If two (2) or more bidders submit identical bids and are equally qualified, the decision of the Town to make award to one or more of such bidders shall be final. The Town, after determining that each bidder would provide equal benefit to the Town, shall set a separate date for a public drawing to determine the bidder that will be awarded the contract. The bidders involved will be notified in writing of when this drawing will be and will be notified in writing of the chosen vendor.

20. AVAILABILITY OF FUNDS

A bid or contract shall be considered executory only to the extent of appropriation available to each agency for the purchase of such articles. The Town's extended obligation on these contracts that anticipate extended funding through successive fiscal periods shall be contingent upon actual appropriations for the following fiscal years. Any bid or contract let for more than one fiscal period is also contingent upon performance of the vendor meeting the specifications. If, in the determination of the Town of Groton, a vendor is not meeting the requirement of the specifications the Town may terminate the bid or contract with 30 days written notice to the vendor. This can occur at any time during the contract period.

21. BID ALTERATIONS/SIDETRACK AGREEMENTS

No alterations or sidetrack agreements changing the specifications shall be valid unless made in writing to the Town and signed by the Purchasing Agent and department head. This agreement must be sent to the Purchasing Agent of the Town of Groton for consideration and review.

22. ALTERNATIVE/RECYCLED PRODUCTS

Wherever possible, the Town of Groton would like to receive quotes from vendors on products that are environmentally safe, in that they do not contain toxic chemicals as identified under Subpart z. of the OSHA "Right to Know" standard, or products that contain recycled material and post-consumer material, or re-refined motor oils, etc. We would like to purchase products that do not require special disposal requirements or respirator requirements where possible and are not harmful to others, including animals. If these products could be supplied as an alternative to what is being requested please provide a special sheet attached to the bid form showing the price of the item, the item being substituted and the new or alternative product. Please also supply the manufacturer's literature describing the product and its uses. IF POSSIBLE, AND IF NOT INFLUENCING THE COST IN ANY WAY THE TOWN OF GROTON WOULD LIKE TO RECEIVE ALL PROPOSALS ON PAPER AND IN BINDERS MEETING OR

EXCEEDING THE EPA GUIDELINES FOR PAPER. THIS SHOULD BE SO NOTED ON YOUR PROPOSAL IF YOU COMPLY.

PLEASE PROVIDE A SEPARATE SECTION ATTACHED TO THE BID FORM IF YOU WOULD SUGGEST USING REMANUFACTURED OR RECYCLED PRODUCTS FOR THIS PROJECT. ANY SUBSTITUTION OF A PRODUCT OF THIS TYPE MUST MEET PROVEN CONSTRUCTION STANDARDS AS RECOGNIZED BY THE STATE AND FEDERAL GOVERNMENT.

23. OTHER

The Town of Groton is eligible in most cases to receive GSA pricing and Federal and State contract pricing options. Each bidder should check with the applicable State or Federal Agency to determine if the government pricing for such commodities has been extended to political subdivisions.

The Town of Groton is an Affirmative Action/Equal Employment Opportunity Employer. The Town of Groton and any vendor awarded this project shall comply with the regulations of the United States Department of Transportation (Title 49, Code of Federal Regulations, Part 21), issued in implementation of Title VI of the Civil Rights Act of 1964, 78 Statute 252, 42 United States code 2000d to 2000d-4. Further, the Town of Groton and any vendor awarded this contract warrants that in the performance of this project, it 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 to be that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States, or the State of Connecticut, and further agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission concerning the employment practices and procedures of the Town of Groton and any vendor awarded this contract as related to the provisions of this section. (Section 4-114a of the General Statutes of Connecticut as revised.)

The Town of Groton shall follow the State of Connecticut Department of Transportation minority business affirmative action program as approved by the United States Department of Transportation.

The Town of Groton accepts no liability for the product until it is completely received and installed on the Town of Groton's premises. All vendors are responsible for the equipment while in transit to the Town of Groton.

The Town of Groton has extensive insurance requirements that must be met for certain services. If insurance is required it will be so stated in the Invitation to Bid and all vendors are expected to meet those requirements in full by providing a certificate of insurance at least ten (10) days prior to the start of any contract or service by the vendor awarded the bid. Any vendor unable to provide the required insurance shall forfeit his right to the bid award and the Town will reject his bid. The vendor is required to maintain insurance for delivery and handling until the units are signed for by the Town of Groton representative. THE TOWN OF GROTON DOES NOT ASSUME ANY RESPONSIBILITY FOR THE EQUIPMENT UNTIL IT IS ON SITE AND IN THE CARE, CUSTODY AND CONTROL OF THE TOWN. THE VENDOR IS RESPONSIBLE FOR THE PRODUCT LIABILITY COVERAGE. THE VENDOR MUST HAVE EVIDENCE OF WORKER'S COMPENSATION COVERAGE IF HIS EMPLOYEES ARE DELIVERING THE ITEMS. IF THE VENDOR CONTRACTS WITH A DELIVERY FIRM; THAT FIRM IS THE RESPONSIBILITY OF THE VENDOR DURING ALL DELIVERY TO THE TOWN OF GROTON FACILITY AND UNTIL THE DELIVERY VEHICLE AND INDIVIDUALS LEAVE THE TOWN OF GROTON PREMISES.

Insurance Requirements

Contractor shall agree to maintain in force at all times during the contract the following minimum coverages and shall name **Town of Groton as an Additional Insured on a primary and non-contributory basis to all policies, except Workers Compensation. All policies should also include a Waiver of Subrogation.**

Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum AM Best's Rating of "A-"-VIII. In addition, all Carriers are subject to approval by Town of Groton.

		(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

If any policy is written on a "Claims Made" basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of this contract. If the 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 the policy in effect during the contract for two (2) years from the completion date.

Workers' Compensation and Employers' Liability	WC Statutory Limits	
	EL Each Accident	\$1,000,000
	EL Disease Each Employee	\$1,000,000
	EL Disease Policy Limit	\$1,000,000

Original, completed Certificates of Insurance must be presented to Town of Groton prior to contract issuance. Contractor agrees to provide replacement/renewal certificates at least 30 days prior to the expiration date of the policies. Should any of the above described policies be cancelled, limits reduced or coverage altered, 30 days written notice must be given to the Town.

**ATTACHMENT FOR CONTRACTORS
TOWN OF GROTON
"OSHA LOCK OUT TAG OUT STANDARD REQUIREMENTS"
HAZARD COMMUNICATION REQUIREMENTS**

HAZARDOUS COMMUNICATION: The Town of Groton requires that any vendor or contractor using hazardous materials or any material that would fall under the OSHA "Right to Know" standard provide a list to the Town of Groton of those materials that will be used while on Town property as well as the safety data sheets for those products. Conversely, the Town of Groton shall inform the Contractor of where the "Employee Right to Know" station is in the area where they are working so that the Contractor's employees can be aware of any substances that they may encounter while working within the Town of Groton workplace.

LOCK-OUT TAG-OUT STANDARD: The Town of Groton requires that any contractor that maintains or is hired to work on any Town equipment abide by the OSHA "Lock Out Tag Out" standard. The Contractor must provide his worker's with locks, hasps and keys approved by OSHA for the proper locking and tagging out of equipment from its power source according to the OSHA standard. The Town of Groton is not responsible for providing the Contractor with the locks and hasps. The Contractor is responsible for complying with this standard and assuring that all of his employees comply with it while working on Town of Groton equipment. The Town requires that any Contractor's equipment brought onto Town property by the Contractor be properly locked or tagged out from its power source in accordance with the OSHA standard.

The Town of Groton does maintain a bidder's list of qualified vendors. The Town may, at its option, mail specifications to these bidders as a courtesy. The Town is under no obligation to notify vendors of bid opening dates. The Town of Groton posts its Invitations to Bid and Requests for Proposals on its website as well as the State of Connecticut Department of Administrative Services' web portal.

The Town of Groton does not discriminate against individuals with disabilities as provided in the Americans with Disabilities Act (ADA). The Town expects that the vendors and/or contractors that it does business with will comply with the Americans with Disabilities Act to the extent required by law. If awarded a contract with the Town, the successful vendor/contractor will be required to sign a statement agreeing to comply with the provisions of the ADA.

I AGREE TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT (ADA) TO THE EXTENT REQUIRED BY LAW.

VENDOR/CONTRACTOR _____

The following information is requested by the Town of Groton. You are not required to answer these questions.

Has your business been in existence for one (1) full year?

Is your company based in Connecticut?

Have the gross receipts for your company been less than \$3,000,000 for the most recently completed fiscal year?

Is 51% or more of the stock in the company owned by a person or persons who are minorities as defined in sec 32-9n of the Connecticut General Statutes?

Do minorities/women play an active role in the day-to-day affairs of the business?

COMPANY _____

REPRESENTATIVE _____

PHONE _____

ADDRESS _____

EMAIL ADDRESS _____



TOWN OF GROTON

RFP 20-31 Marine Inspection & Repair Services

SUPPLEMENTAL TERMS AND CONDITIONS

Purpose

The Town of Groton is seeking to issue a price and material Master Pricing agreement from approximately March 2020 to June 30, 2023 with option to renew two (2) additional 12 mos. terms for a total of five (5) years. Said contractor will perform routine inspections and repairs to all Town of Groton docks, piers and underwater equipment and structures, and transport town employees for water testing purposes at a flat rate per hour and at a maximum defined markup for parts and materials throughout the duration of the contract period. The selected contractor will have adequate manpower to satisfy the Town of Groton routine requirements. **Note: This is not a guaranteed contract but only a Master Pricing Agreement between the contractor and Town of Groton. The Town reserves the right to award to multiple vendors. The Town reserves the right to cancel this agreement at any time.**

The Town of Groton is requesting proposals from qualified vendors to supply repairs and inspections on an as needed basis. The winning bidder must be in the business of repairing marine equipment and structures at various Town locations. In evaluating proposals, consideration will not be confined to price only. The successful bidder will be the one whose services are judged to serve the best interests of the Town when price, product, safety, availability of service, quality, and delivery are all considered.

Job Cost Restriction

A maximum labor & material cost of \$15,000.00 per job will apply. Any service request (job) where anticipated total labor and material cost exceeds \$15,000.00 will be excluded from this contract and will be processed via regular bidding procedures. Jobs will be quoted and invoiced on a per hour and materials basis.

Hourly Rate Proposals

Bids will be accepted for an hourly rate during normal business hours, 7:00 a.m. through 3:30 p.m., Monday through Friday. **NOTE: INVOICING MUST BE BY HOURLY RATE AND MATERIALS WILL SHOW THE PERCENTAGE MARK-UP MATERIALS OVER COST.**

Parts and Materials Percentage Markup

Proposal must include maximum percentage markup above verifiable cost of acquisition for all necessary parts and materials.

Service Schedules and Response Times

Regular Business Hours: 8 hours after notification by a Town Official.

Non-Performance

It is intended that the vast majority of the work will be routine in nature and scheduled during regular business hours. Repetitive failure to initiate service within the allotted response time will be grounds for cancellation of the contract.

Quality of Work/Materials

It is expected that work will be performed according to recognized industry standards, and that all required replacement parts and materials are warranted by respective manufacturers. Failure to meet the quality standards of the Town will be grounds for termination of contract.

Insurance: See section 23. OTHER in General Terms and Conditions

Qualifications

Town of Groton makes no assurances, intended or implied that the winning bidder will receive any given number of service requests during the contract period of the contract. The Town also reserves the right to cancel the agreement at any time, with or without cause, without penalty or obligation.

All bid prices will be considered firm. All bid prices **shall be all inclusive of any additional charges.**

All orders must be clearly identified with **purchase order number, department name and person's attention.** No work orders shall be filled without a purchase order. Invoice must not exceed purchase order without written authorization. Invoice must be done within 30 days of the service performed. The Town of Groton's payment terms are net 30.

SPECIFICATIONS

- Inspections of, and repairs, to docks, piers, pilings, moorings, anchors and other marine structures and equipment is to be provided at Town-owned properties at various locations.
- Jobs that require diving equipment are to be included.
- Repairs shall carry a 1-year unconditional warranty against defects in workmanship. Any failure due to workmanship during the warranty period will be replaced at no cost to the Town.
- The awarded vendor shall have not less than 10-year of experience in providing prompt troubleshooting and repair experience without sub-letting any part of process.

TITLE/CLASS	JOB TASKS
Diving Supervisor	<p>Over sees Diving operations, certifies all equipment and personnel</p> <p>Specify minimum number years of experience provided in this title/class.</p>
Diver	<p>Commercial diver trained in repair and underwater inspection</p> <p>Specify minimum number years of experience provided in this title/class.</p>
Diver Tender	<p>Assist Diver, Standby Diver</p> <p>Specify minimum number years of experience provided in this title/class.</p>
Standby Diver	<p>Commercial Diver trained in repair and underwater Inspection.</p> <p>Specify minimum number years of experience provided in this title/class.</p>
Captain Vessel Operator	<p>USCG US Merchant Marine Officer</p> <p>Specify minimum number years of experience provided in this title/class.</p>

ITEM #	SERVICE RATES	Unit of Measure
1.	Hydraulic Power Pac	1
2.	Diving Air Compressor with volume tank and Diver Umbilical	1
3.	Diver Helmet	1
4.	CCTV Camera	1
5.	Divers Hot water Machine	1
6.	Generator/Welder	1
7.	Underwater Burning Equipment	1
8.	Dock/Pier Inspection	1
9.	Dock/Pier Repairs	1



TOWN OF GROTON

EVALUATION PROCESS

Qualified proposals will be evaluated by Town staff based the following criteria:

TECHNICAL REQUIREMENTS	TOTAL POINTS
1-year unconditional warranty on all repairs replacements and parts.	20
10-years' industry experience	15
Service facility must be located within a reasonable distance from the Town of Groton	15
48-hour turnaround	20
TOTAL TECHNICAL SCORE	70
COST PROPOSAL	30*
TOTAL TECHNICAL AND COST PROPOSAL	100

(*low bidder automatically receives 40 points all other bidders points are determined based on the formula below)

Low bid cost/your cost * available points (30)



TOWN OF GROTON

PROPOSAL PAGE

PROVIDE A DUPLICATE COPY

RFP 20-31 Marine Inspection & Repair Services

Date: _____

I, _____ of _____
Name Company

propose to furnish the Town of Groton marine inspection & repair services in the State of Connecticut for a three year Master Pricing Agreement period from approximately April 2020 to June 30, 2023 with the optional extension of two (2) 12 month terms for a total of five (5) years according to the following hourly labor rates, work schedules, and parts and materials percentage markup. I understand total labor costs per individual job (service request) cannot exceed \$15,000.00 including parts and materials. I agree to furnish the Town of Groton adequate proof of general liability, motor vehicle liability, and worker’s compensation insurance in amounts sufficient to satisfy Town requirements, and to maintain said insurance for the duration of the contract period.

Regular Service: Normal business hours, 7:00 a.m. through 3:30 p.m., Monday through Friday.

Charges: No charges other than parts and labor on the job, no travel, mileage, no miscellaneous charges, no portal to portal.

Respond Yes or No to the following statements:

Item	Yes or No
1-year unconditional warranty on repairs, replacement and parts.	
10-year industry experience	
Service facility must be located within a reasonable distance from the Town of Groton	
48-hour turn around	



TOWN OF GROTON

PROPOSAL PAGE

PROVIDE A DUPLICATE COPY

RFP 20-31 Marine Inspection & Repair Services
Master Price Agreement
April 2020 – June 30, 2021

PROVIDE A DELIVERED PRICE, FOB GROTON, CT

TITLE/CLASS	JOB TASKS	STRAIGHT TIME HOURLY RATE
Diving Supervisor	Over sees Diving operations, certifies all equipment and personnel Specify minimum number years of experience provided in this title/class.	/HR
Diver	Commercial diver trained in repair and underwater inspection Specify minimum number years of experience provided in this title/class.	/HR
Diver Tender	Assist Diver, Standby Diver Specify minimum number years of experience provided in this title/class.	/HR
Standby Diver	Commercial Diver trained in repair and underwater Inspection. Specify minimum number years of experience provided in this title/class.	/HR
Captain Vessel Operator	USCG US Merchant Marine Officer Specify minimum number years of experience provided in this title/class.	/HR

Service Rates are to be used to identify crew or team unit rates as applicable. Other rates are to be used to identify other unit costs including but not limited to printing, binding etc.

ITEM #	SERVICE RATES	Unit of Measure	Rate Per Unit
1	Hydraulic Power Pac	1	/Day
2	Diving Air Compressor with volume tank and Diver Umbilical	1	/Day
3	Diver Helmet	1	/Day
4	CCTV Camera	1	/Day
5	Divers Hot water Machine	1	/Day
6	Generator/Welder	1	/Day
7	Underwater Burning Equipment	1	/Day
8	Dock/Pier Inspection	1	/HR
9	Dock/Pier Repairs	1	/HR

I agree to provide written documentation of acquisition costs upon request by the Town of Groton. The Town may purchase parts at same discount.

ITEM	Mark-up % (over manufacturers list price)
Repair parts	%

VENDOR INSURANCE REQUIREMENTS MET: YES ___ NO ___

RECEIPT OF ADDENDUM(S) _____

ESTIMATELY DELIVERY ARO: _____

LIST EXCEPTIONS TO SPECIFICATIONS ON PAGE TO FOLLOW

VENDOR NAME: _____

VENDOR ADDRESS: _____

EMAIL ADDRESS: _____

TELEPHONE NUMBER: _____



TOWN OF GROTON

PROPOSAL PAGE

PROVIDE A DUPLICATE COPY

RFP 20-31 Marine Inspection & Repair Services
Master Price Agreement
July 1, 2021 – June 30, 2022

PROVIDE A DELIVERED PRICE, FOB GROTON, CT

TITLE/CLASS	JOB TASKS	STRAIGHT TIME HOURLY RATE
Diving Supervisor	Over sees Diving operations, certifies all equipment and personnel Specify minimum number years of experience provided in this title/class.	/HR
Diver	Commercial diver trained in repair and underwater inspection Specify minimum number years of experience provided in this title/class.	/HR
Diver Tender	Assist Diver, Standby Diver Specify minimum number years of experience provided in this title/class.	/HR
Standby Diver	Commercial Diver trained in repair and underwater Inspection. Specify minimum number years of experience provided in this title/class.	/HR
Captain Vessel Operator	USCG US Merchant Marine Officer Specify minimum number years of experience provided in this title/class.	/HR

Service Rates are to be used to identify crew or team unit rates as applicable. Other rates are to be used to identify other unit costs including but not limited to printing, binding etc.

ITEM #	SERVICE RATES	Unit of Measure	Rate Per Unit
1	Hydraulic Power Pac	1	/Day
2	Diving Air Compressor with volume tank and Diver Umbilical	1	/Day
3	Diver Helmet	1	/Day
4	CCTV Camera	1	/Day
5	Divers Hot water Machine	1	/Day
6	Generator/Welder	1	/Day
7	Underwater Burning Equipment	1	/Day
8	Dock/Pier Inspection	1	/HR
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I agree to provide written documentation of acquisition costs upon request by the Town of Groton. The Town may purchase parts at same discount.

ITEM	Mark-up % (over manufacturers list price)
Repair parts	%

EXCEPTIONS TO SPECIFICATIONS:

BY: _____
Print & Sign Name/Title

VENDOR _____

APPENDIX A

LOCAL VENDOR PREFERENCE

1. *Definition.* The term "local vendor" refers to a company, firm, LLC, partnership, or similar with its principal place of business located within the Town of Groton. A business shall not be considered a local business unless satisfactory evidence has been submitted with each bid or proposal that clearly establishes that it has a bona fide principal place of business, including branches or satellite offices, in the Town of Groton. Such documentation shall include evidence of ownership such as real estate and personal property bills, a lease agreement for the real estate from which the principal place of business operates, copies of deeds, or copies of paid real estate and personal property bills.

2. *Application.* Local vendor preference would apply to all public bid solicitations that fall under the criteria cited in section 3.5d of the Purchasing Manual. Businesses seeking local vendor status must complete a vendor registration form as defined in item 1. *Definition.* as part of submitting a bid packet. Businesses that are on the State of Connecticut or Federal disbarment list will not be eligible to bid. Public Works shall use the same criteria and process as those required by the Purchasing Manual.

3. *Implementation.* In any solicitation (bids or requests for proposals), where a qualified responsive local vendor as defined in item 1. *Definition.* above submits a price which is not more than 5% higher than the lowest bid or proposal, the Town has the right to award the contract to the local vendor provided that the local vendor agrees to match the lowest price and the local vendor has provided documentation which verifies their status as a local vendor as per item 1. *Definition.* above. Furthermore, the local vendor shall not be delinquent in any taxes and or fees owed to the Town. Failure to be current in any taxes and or fees owed the Town will result in the disqualification of the local vendor's bid or proposal, unless the taxes are under appeal.

In the instance of two or more local bidders being within the 5% described above, the lowest responsible bidder will be given the first opportunity to match the low bid. In the case of two (2) or more bidders submitting identical bids and are equally qualified, the decision of the Town to make award to one or more of such bidders shall be final. The Town, after determining that each bidder would provide equal benefit to the Town, shall set a separate date for a public drawing to determine the bidder that will be awarded the contract. The bidders involved will be notified in writing when this drawing will take place and will be notified in writing of the chosen vendor.

For bids solicited by Public Works, falling under equivalent criteria, the 5% local bid preference will be used considering the overall total of the bid amount after accounting for any chosen additions or deductions. For bids involving unit prices, the qualified responsive local vendor must also submit updated individual unit prices showing updated unit prices allowing for the aggregate amount to be met.

4. *Notification.* In the event a local vendor as defined in item 1. *Definition.* above meets the criteria for submitting a successful bid or proposal as delineated in item 3. *Implementation.* above and provides the required documentation, a letter signed by the Purchasing Agent or designated Public Works representative will be mailed to the local vendor. The letter will notify the local vendor that they have met all of the criteria of this provision and will formally request that they respond in writing to the Town **within five (5) business days** that they are willing to match the lowest respondent's price. Once the local vendor has responded to this notification in the affirmative, and assuming all other conditions have been met and internal process to review bids satisfactorily completed, the award will be made to the local vendor. Public Works may extend these timelines with approval of the Town Manager as the complexity of the project may require.

5. *Exemptions.* Procurements made under the following are exempt from this requirement:

- State of Connecticut Contract
- Cooperative Purchasing Agreement
- Projects utilizing Federal or State Grants
- Other grants that have stipulations requiring award to actual low qualified bidder
- Professional Services

**APPENDIX B
LOCAL VENDOR REGISTRATION APPLICATION
AFFIDAVIT OF LOCAL VENDOR
TOWN OF GROTON LOCAL VENDOR PREFERENCE**

I _____ (Vendor name) being
duly sworn, make affidavit and say that I own and operate
_____ (business name), which is the bona fide principal
place of business for _____ (business name).

Description of product or services provided by your business: _____

Evidence of ownership and principal place of business is attached to this affidavit and will include:
(Check the one which applies)

- _____ 1. Copy of canceled check for payment of personal property taxes on the business to be utilized performance of the BID.
- _____ 2. Copy of long term lease of the real estate from which the principal place of business is operated.

Vendor name: _____ Telephone: _____

Address: _____ Fax: _____

City: _____ State: _____ Zip: _____

E-mail: _____

State of Connecticut: Groton, CT.

County of New London

Personally appeared, _____ (vendor name) owner of

_____ (business name), signer and sealer of the foregoing instrument and

acknowledged the truth of the foregoing, before me on the _____ day of _____ in the year _____.

Vendor Signature

Date: _____

Notary Public

My Commission Expires: _____

Seal:

Vendor is to mail or present in person to:

Eileen Cardillo
Purchasing Agent
Town of Groton
45 Fort Hill Rd.
Groton, Connecticut 06340

Facsimiles will not be accepted