

TOWN OF SIMSBURY

DEPARTMENT OF PUBLIC WORKS
933 HOPMEADOW STREET
SIMSBURY, CT 06070

REQUEST FOR PROPOSALS

FOR

Public Works Truck Wash Mechanical and Wash System Design and Construction

The Town of Simsbury is soliciting proposals for **Public Works Truck Wash Mechanical and Wash System Design and Construction**. The project will involve designing and constructing the mechanical and wash systems for a drive through truck wash.

The scope of work is to include the design as well as furnishing all labor, materials, and equipment necessary to construct a mechanical wash system for a drive through truck wash. Mechanical systems will need to include at a minimum, heating for the building using a radiant floor heating and supplemental unit heaters, systems for under carriage wash, rinse, application of various soaps and waxes and a final rinse. The system does not need to recycle the existing wash water. The Owner will be providing the building envelope, concrete slab with floor drains utilizing a separate bid package. The Town owns existing wash equipment including pumps, motors and accessories from an Inter-Clean Bus Wash that can be used for this project. This equipment is not complete and the contractor will need to supplement with new components as necessary to provide a fully functional wash system or take the existing equipment for salvage value. All utilities will be provided, to the building envelope, including: electric service (up to 3 phase 400 amp service), 80 psi 2" diameter water service (water by Aquarian Water), sanitary discharge piping and natural gas.

Sealed proposals will be accepted by Sean Kimball, Director of Finance, 933 Hopmeadow Street (Rt. 10/202), Simsbury, CT until 10:00 a.m., AUGUST 9, 2016.

Specifications and proposal documents may be obtained electronically via the Town's web site at the following link: www.simsbury-ct.gov/public-bids-and-rfp. RFP documents will not be mailed or faxed.

**STANDARD INSTRUCTIONS TO PROPOSERS
PUBLIC WORKS TRUCK WASH
MECHANICAL AND WASH SYSTEM DESIGN AND CONSTRUCTION
66 TOWN FOREST ROAD, WEST SIMSBURY 06092**

1. Project Overview:

The Town of Simsbury is soliciting proposals for the design and construction of all mechanical and wash systems to provide fully operational, drive through truck wash. The project will involve designing and constructing the mechanical and wash systems for a drive through vehicle truck wash, using existing pumps, motors and accessories from an Inter-Clean Bus Wash and new components as necessary to provide a fully functional wash system. The contractor will have the option of using the existing equipment from an Inter-Clean bus wash or taking the equipment for the salvage value.

2. Scope of Work:

The selected Respondent will be responsible for providing construction drawings and certifications that the designs are in compliance with all state and local building code requirements, prior to beginning any on site construction.

The wash systems will be required to provide: under carriage wash, pre-rinse, application of various soaps and waxes and a final-rinse. A knock down pad or internal pressure washer system is not required but preferred. The system does not need to recycle the existing wash water; however, recycling wash water or the ability to add recycling in the future will be considered a benefit to the design.

The Owner has equipment from a used Inter-Clean bus wash system, including: pumps, motors, motor control center, arches, wheel guides, etc. The motors have been tested and are to be assumed to be in good working order. All equipment is available for inspection at the pre-proposal meeting or by appointment.

The Owner will be providing the wash bay building envelope with inside clear dimensions of 24' wide by 17' tall with a length of 94'. The exterior building measures roughly 50' by 94' feet and the area between the wash bay and the exterior building is available to house all mechanical systems. The Owner will provide all building insulation to meet current state building codes. Preliminary construction drawings are provided in Appendix A.

The Owner will coordinate having all utilities brought to the building envelope, including power, 2" diameter water service (water by Aquarian Water), sanitary discharge piping and natural gas.

The selected respondent will need to coordinate doors and access penetrations in the building envelope, utility locations, space needs and other related items with the contractor constructing this structure and with the Town who will be coordinating all work.

3. Key Event Dates:

Request For Proposals (RFP) Issued:		7/21/16
Pre-Proposal Conference:	10:30 AM on site	7/28/16
Proposals Due:	10:00 AM	8/9/16
Commencement of Work - Within ten (10) calendar days of Notice to Proceed		

4. Proposal Format:

All Respondents are required to provide the following minimum information in their Proposal to be considered responsive to this RFP:

- A. **Letter of Interest:** Letter of interest stating company history, experience with similar projects, services provided, key staff and listing appropriate licenses/certifications of key staff members.
- B. **Details of Proposed Wash System:**
 - 1. Schematic diagram of the proposed system to be installed if selected including, location and size of all critical components
 - 2. Equipment lists, including all pertinent information (manufacture, materials, ratings, warranty information, etc.)
 - 3. Narrative explaining how the wash system will function, electrical requirements, volume of water required per wash, maintenance requirements, etc.
 - 4. Listing of any alternative systems or enhancements that may be added to the system as proposed (recycling of wash water, ability to add additional chemical arches, etc.)
- C. **Qualifications:** Complete the Respondent's Qualifications Statement attached to this RFP and include this information with your Proposal.
- D. **Cost proposal:** Total cost of the work as proposed, clearly indicating the cost for any additional or alternative items. Cost shall be broken down into: Design, Materials, Construction, Startup/Testing/Implementation.
- E. **Schedule:** Schedule based on a notice to proceed being received two weeks after the proposals are submitted, including key items, such as design, procurement of materials, installation, startup and testing.
- F. **Non-Collusion:** Respondents are to include a completed NON-COLLUSION AFFIDAVIT OF BIDDER – form is attached to this RFP. The Term "Bidder" is to indicate "Respondent" on this form.

- G. Conflict of Interest:** Respondents are to complete the Town of Simsbury Acknowledgement form relating to Conflict of Interest. Form and a link to the related section of the Town Charter is attached to this RFP

5. Proposal Submission Instructions:

- A.** One (1) original and one (1) copy of all proposals must be submitted in a sealed envelope with the respondent's name on the outside of the envelope and clearly marked "Sealed Proposal for Town of Simsbury – Public Works Truck Wash Mechanical and Wash System Design and Construction"
- B.** If forwarded by mail or courier, the sealed envelope must be addressed to "Sean Kimball, Director of Finance, 933 Hopmeadow Street (Rt. 10/202), Simsbury, CT 06070". Proposals must be at the office of the Director of Finance prior to 10 a.m., on the August 9, 2016. Postmarks are NOT an acceptable waiver of this policy. Once the first proposal is opened, all proposals are deemed final and no corrections or alterations may be made.
- C.** All information must be submitted in ink or typewritten. Errors, alterations or corrections must be shown on both the original and all required copies and each must be initialed by the person signing the proposal.
- D.** Proposals are considered valid for ninety (90) days after submission date. Proposers may not withdraw, cancel or modify their proposals during this ninety (90) day period after proposals are submitted.
- E.** The inability to meet any specified requirement(s) must be stated in writing and attached to the Proposal. If no exceptions are noted, it shall be assumed that the terms of the Request for Proposals have been accepted.
- F.** The Town of Simsbury reserves the right to waive any minor informality in a proposal when such a waiver is in the best interest of the Town.

6. Questions:

Any questions about this project should be directed to: Mr. Thomas J. Roy, Director of Public Works by fax (860) 408-5416, or by mail Department of Public Works, PO Box 495, Simsbury, CT 06070. To receive consideration, such questions must be received at least five (5) business days before the established date for receipt of proposals. No oral interpretations shall be made to any respondent as to the meaning of any of the proposal documents. Every request for an interpretation shall be made in writing.

The Town will respond to all appropriate questions received via an addendum available to all prospective proposers. Such addenda will become part of this Request for Proposals and the resulting contract. At least two (2) days prior to the receipt of proposals, the Town will post a copy of any addenda to its website, located at: www.simsbury-ct.gov/finance/pages/public-bids-and-rfp. It shall be the responsibility of each Respondent to determine whether addenda have been issued, and if so, to download copies directly from the Town's website.

7. Presumption of Respondent Being Fully Informed:

At the time the first Proposal is opened, each Respondent is presumed to have read and is thoroughly familiar with all Proposal documents as well as all contract documents for this project. Failure or omission of the Respondent to receive or examine any documentation or information concerning this Proposal shall in no way relieve any Respondent from obligations with respect to their Proposal.

8. Pre-Proposal Conference:

A non-mandatory pre-proposal meeting will be held at the project site (66 Town Forest Road) at 10:00 a.m. on the date listed in Section 3-Key Event Dates of this Request for Proposals. Interested respondents may visit the site and inspect the equipment at other times by appointment only.

9. Interpretation of Acceptable Work:

The specifications, proposals and contract documents are to be interpreted as meaning those acceptable to the Town of Simsbury. The Town will issue any substantive changes or interpretations in writing as an addendum.

10. Tax Exemptions:

Respondents shall be aware that the Town of Simsbury is exempt from Federal Excise Taxes and Connecticut Sales and Use Taxes. Appropriate tax exempt forms will be provided to the successful Respondent(s) as part of the contract award process.

11. Insurance Requirements:

The firm must carry insurance under which the Town is named as an additional insured, as follows: Such insurance must be by insurance companies licensed to write such insurance in Connecticut against the following risks with the following minimum amounts and minimum durations.

- A. Workman's Compensation, as required by State Statute & \$100,000 employers liability limit.
- B. Public Liability, Bodily Injury Liability and Property Damage Liability as follows:
 - Injury or death of one person: \$2,000,000
 - Injury to more than one person in a single accident: \$1,000,000
 - Property damage in one accident: \$1,000,000
 - Property damage in all accidents: \$2,000,000
- C. Automobile and Truck (Vehicular) Public Liability, Bodily Injury Liability and Property Damage Liability as follows:
 - Injury or death of one person: \$1,000,000
 - Injury to more than one person in a single accident: \$1,000,000
 - Property damage in one accident: \$1,000,000
 - Property damage in all accidents: \$1,000,000

Insurance under B, and C above must provide for a 30 day notice to the Town of cancellation/or restrictive amendment.

Insurance under B and C above must be for the whole duration of the contract and for twelve (12) months after acceptance of the project by the Town.

Subcontractors must carry A, B, and C in the same amounts as above for the duration of the project and until acceptance by the Town.

Certificates of insurance must be submitted to the Director of Public Works prior to the signing of the contract and within ten days of notification of award of contract. Should any insurance expire or be terminated during the period in which the same is required by this contract, the Director of Public Works shall be notified and such expired or terminated insurance must be replaced with new insurance and a new certificate furnished to the Director of Public Works.

Failure to provide the required insurance and certificates may, at the option of the Town, be held to be a willful and substantial breach of this contract.

12. Substitution for Name Brands:

Should brand name items appear in this proposal, the Respondent must attach specifications for any substitutions and explain how the substitution compares with the specifications of the named brand. The decision on whether to use the substitution or the named brand rests solely with the Town of Simsbury.

13. Awarding the Project

The Town reserves the right to accept any proposal or any part of a proposal, to reject any, all, or any part of proposals, and to waive formalities and informalities in the proposal process. The Town at its discretion will award the project to the Respondent that offers the best value to the Town in terms of quality of project, equipment, technology, warranty, operational costs and total project cost. The successful Respondent is the person or firm who is qualified and competent to do the work, whose past performance is satisfactory to the Town and whose proposal documents comply with the procedural requirements stated herein.

13. Rejection and/or Cancellation of Proposals:

The Town reserves the right to reject or cancel any and all proposals, or any part of any or all proposals, if such action is deemed to be in the best interest of the Town.

14. Delivery Arrangements: Not applicable

15. W-9 Form

The successful Respondent must provide the Town of Simsbury with a completed W-9 Form prior to commencing work.

16. Submittals:

The Respondent shall, as soon as practicable, but not exceed fifteen (15) calendar days, after notification of selection of the award of the project, furnish to the Owner, in writing the following:

- A. Designation of the Work to be performed by the Respondant's own forces
- B. Names of the manufacturers, products and suppliers of the principal items of materials proposed for the work

17. Agreement Documents:

The Agreement Documents are defined as:

- The Request for Proposals
- The Proposal as Submitted
- The Agreement as executed
- Any Addenda, if issued

END OF STANDARD INSTRUCTION PROPOSERS

RESPONDANT'S QUALIFICATIONS STATEMENT

The RESPONDENT shall answer all of the following questions, as part of the Proposal, so that the OWNER can judge the RESPONDENT's ability, experience and facilities for performing the proposed work.

1. Name of Respondant _____
2. Respondent's Tax Identification Number: _____
3. What year was company organized/formed? _____
4. How many years has the Respondent been engaged in business under the present firm or trade name? _____
5. What is the general character or type of work you perform? _____

6. Has a claim ever been brought in court or to arbitration against the Respondent for failure to complete any contracted work or default on a contract? _____

If yes, explain with whom and why: _____

7. For other similar projects you have under contract at the present time: Attach list with description of work; the name of the client/owner with telephone number; and the approximate value of the work performed.
8. Attach a list of all projects that your present organization has completed within the past five years or is presently working on, including name of project, owner and name and telephone number of the owner's representative. Indicate here how many additional pages attached: _____pages.
9. Attach a list of the names, addresses and the background/experience of all principal or key members of the RESPONDENT'S organization, including its officers:

Indicate the number of pages attached: _____pages

NOTE: If requested, the RESPONDENT agrees to furnish the OWNER with a detailed financial statement and other relevant information that may be required by the Town of Simsbury to properly evaluate the qualifications of the RESPONDENT.

NON-COLLUSION AFFIDAVIT OF BIDDER

State of _____, County of _____, being first duly sworn, disposes and says that:

1. He is the owner, officer, representative or agent of: _____ the BIDDER that has submitted the attached BID;
2. The attached BID is genuine; it is not a collusive or sham BID.
3. He is fully informed respecting the preparation, and contents of, and knowledgeable of all pertinent circumstances respecting the attached BID.
4. Neither BIDDER nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly, with any other bidder, firm or person to submit a collusive or sham BID in connection with the AGREEMENT for which the attached BID has been submitted or to refrain from bidding in connection with any contract, or has in any manner, directly or indirectly, sought by agreement, collusion, communication or conference with any other bidder, firm or person to fix the price or prices in the attached BID or of any other bidder, or to fix any overhead, profit or cost element of the BID prices or the bid price of any other bidder, or to secure through collusion, conspiracy, connivance or unlawful agreement any advantage against the Town of Simsbury or any other person interested in the proposed AGREEMENT.
5. The price(s) quoted in the attached BID are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the BIDDER or any of its agents, representatives, owners, employees, or parties in interest, including this affiant; and
6. That no elected or appointed official or other officer or employee of the Town of Simsbury, who is directly or indirectly interested in this BID, or in the supplies, materials, equipment, work or labor to which it relates, or in any of the profits thereof.

(Signed) _____

(Name of Bidder)

Subscribed and sworn to before me this _____ day of _____, 2016

Title
My Commission expires _____, 20__

TOWN OF SIMSBURY

**Acknowledgement Form
and
Charter Section 1103
Code of the Town of Simsbury**

ACKNOWLEDGEMENT FORM

I have read Section 1103 of the Charter of the Town of Simsbury, the Code of Ethics Ordinance, and the Guidelines issued thereunder. I understand my responsibilities as a Contractor retained by the Town of Simsbury, and I am in compliance with the Charter and the Code of Ethics. I have indicated in the space below any areas of conflict should they arise in matters before our board, commission, agency or department, and I agree to report any future conflicts under the provisions of Section 1103 of the Charter.

Areas of Exception

**CONFLICTS OF INTEREST
SECTION 1103**

CONFLICTS OF INTEREST. It is hereby declared to be the policy of the Town that any elected or appointed officer, any member of any board or commission or any employee of the Town who has a financial interest, direct or indirect, in any contract, transaction or decision of any officer or agent of the Town or any board or commission, shall disclose that interest to the Board of Selectmen, which shall record such disclosure upon the official record of its meetings. Such disclosure of a financial interest, direct or indirect, in any contract, transaction or decision of any officer or agent of the town or of any board or commission shall disqualify such elected or appointed official or such member of a board of commission or such town employee from participation in the awarding, assignment or discussion of said contract, transaction or decision. Violation by any such official, board or commission member or employee of the provisions of this section shall be grounds for his/her removal.

Signature

Name (Please Print)

Date

A copy of the Town Code is available from the Office of the Town Clerk or is available on line at http://www.simsbury-ct.gov/sites/simsburyct/files/file/file/towncode_1.pdf

Appendix A

Preliminary Construction Drawings Existing and Proposed Building Layout