

Solicitation 665 Stormwater Monitoring Services

Stormwater Monitoring Services

Bid Designation: Public



Capitol Region Council of Governments

BIDSYNC VENDOR BILLING AGREEMENT

BidSync will contact the Accounts Payable personnel for your company for any billing related questions. Please complete the Account Payable information below:

COMPANY NAME:

ACCOUNTS PAYABLE (AP) CONTACT

First name:

Last name:

DIRECT EMAIL ADDRESS:

DIRECT PHONE NUMBER:

ALTERNATE PHONE NUMBER:

FAX NUMBER:

BILLING OPTIONS

By selecting one of the following billing options and placing an offer, you are agreeing to pay BidSync 2% of the award amount, if you are the winning bidder. If you are the winning bidder, the agency will confirm the award amount once the bid has ended and the agency has made an award decision. The invoice you will receive from BidSync will reflect your billing selection and payment due dates for the amount awarded to your company by the agency.

- PAY ON INVOICE**
BidSync's Pay On Invoice options allows Vendors greater flexibility working with lengthy Government contracts by accepting payment of the fee divided into three equal payments. The payments will be due within 30 days, 60 days, and 90 days from the date of the initial award. If at any time the payment is late, penalties and interest will apply.
- PAY ON AWARD**
BidSync's Pay On Award option offers a 2.0% discount to the total fee when full payment is made within thirty (30) days of the award. If full payment is not received within thirty (30) days of award, the pay option will default to the Pay On Invoice Option.
- CUSTOM PAYMENT SCHEDULE**
BidSync's Custom Pay Schedule allows Vendors to tailor payment to be more appropriate to your contract. The Vendor may contact BidSync's Accounts Receivable at 800-990-9339, ext 478 to set a custom payment schedule, within fifteen (15) days of bid award. If arrangements have not been made within fifteen (15) days of bid award, the pay option will default to the Pay On Invoice Option.

If you have any questions about this Billing Agreement, you may directly contact BidSync's Accounts Receivable:

Toll free: 800-990-9339 ext. 245

Email: billing@bidsync.com

AGREEMENT CONFIRMATION

I, , as an authorized agent for

| _____ | (company name) have read and understood the above stated billing agreement. By indicating a billing selection above, I acknowledge and agree to make said payments directly to BidSync if my company is the **winning** bidder for this bid.

--	--

Signature of authorized agent

Title

--	--

Printed Name

Date

DISCLAIMER: If the Vendor does not pay BidSync within 60 days of invoice, the Vendor's access to the system will be discontinued and any outstanding amount may be sold to a collections agency. Any and all fees associated with collections will be borne by the Vendor. A late fee will accrue at the rate of two percent (2%) per month for any fees not paid when due. Notwithstanding the foregoing to the contrary, the fees charged pursuant to this section shall not contravene laws of the State where Vendor is based. We may, in our sole discretion, change our fee policies, the fees we charge, and some or all of our system or services at any time. All fees must be paid in U.S. Dollars. Vendor is responsible for paying any and all applicable taxes.

Bid 665 Stormwater Monitoring Services Stormwater Monitoring Services

Bid Number 665 Stormwater Monitoring Services
Bid Title Stormwater Monitoring Services

Bid Start Date Dec 14, 2017 8:37:48 AM EST
Bid End Date Dec 28, 2017 10:00:00 AM EST
Question & Answer End Date Dec 26, 2017 3:00:00 PM EST

Bid Contact Maureen Goulet
Purchasing Assistant
Community Development
860-522-2217 ext 237
mgoulet@crcog.org

Contract Duration 1095 days
Contract Renewal 1 annual renewal
Prices Good for Not Applicable

Bid Comments Stormwater Monitoring Services

Item Response Form

Item 665 Stormwater Monitoring Services--01-01 - Phase II: Phase II Connecticut Watershed Area: Collected and Tested

Lot Description Unit price per annual sampling to collect and test the required six (6) samples and to complete the applicable "Stormwater Monitoring Report Form". Services to include weather observation and tracking plus drive time and mileage. These prices shall also cover requested collections and testing beyond the minimum requirements established by the General Permit.

Quantity 9 each

Unit Price

Delivery Location Capitol Region Council of Governments
No Location Specified

Qty 1
Town of Enfield
Stanley E Jablonski Public Works Complex
40 Moody Road
Enfield CT 06082
Qty 8

Description

Price per sample collected and tested from the Connecticut Watershed Area. Town of Manchester--Collect and Test Town of Newington--Collect and Test Town of Berlin--Collect and Test (1 permit, 6 locations) Rocky Hill--Collect and Test Added on Dec 8, 2008: City of Hartford--Collect and test (6-10 excess discharge sites)

Item **665 Stormwater Monitoring Services--01-02 - Phase II: Phase II Test only**

Lot Description **Unit price per annual sampling to collect and test the required six (6) samples and to complete the applicable "Stormwater Monitoring Report Form". Services to include weather observation and tracking plus drive time and mileage. These prices shall also cover requested collections and testing beyond the minimum requirements established by the General Permit.**

Quantity **9 each**

Unit Price

Delivery Location **Capitol Region Council of Governments**
No Location Specified

Qty 1
Town of Enfield
Stanley E Jablonski Public Works Complex
 40 Moody Road
 Enfield CT 06082

Qty 8

Description
 Town of Enfield--Test Only

Item **665 Stormwater Monitoring Services--01-03 - Phase II: Phase I Test only**

Lot Description **Unit price per annual sampling to collect and test the required six (6) samples and to complete the applicable "Stormwater Monitoring Report Form". Services to include weather observation and tracking plus drive time and mileage. These prices shall also cover requested collections and testing beyond the minimum requirements established by the General Permit.**

Quantity **9 each**

Unit Price

Delivery Location **Capitol Region Council of Governments**
No Location Specified

Qty 1
Town of Enfield
Stanley E Jablonski Public Works Complex
 40 Moody Road
 Enfield CT 06082

Qty 8

Description
 Town of Enfield--Test only

Item **665 Stormwater Monitoring Services--01-04 - Phase II: Phase I Collect and Test**

Lot Description **Unit price per annual sampling to collect and test the required six (6) samples and to complete the applicable "Stormwater Monitoring Report Form". Services to include weather observation and tracking plus drive time and mileage. These prices shall also cover requested collections and testing beyond the minimum requirements established by the General Permit.**

Quantity **9 each**

Unit Price

Delivery Location

Capitol Region Council of Governments

No Location Specified

Qty 1

Town of Enfield

Stanley E Jablonski Public Works Complex

40 Moody Road

Enfield CT 06082

Qty 8

Description

Town of Berlin-- 1 permit 3 locations (collect and test) Added on Dec 8, 2008: City of Hartford (3 outfall discharge sites)

Capitol Region Purchasing Council
241 Main Street, 4th Floor
Hartford, CT 06106

STANDARD BID AND RFP TERMS AND CONDITIONS

PURCHASING COUNCIL PURPOSE

The Capitol Region Purchasing Council (“Council”) is a purchasing cooperative, acting under the auspices of the Capitol Region Council of Governments, which attempts to provide volume-based discounts to its Member Agency base through various cooperative procurement initiatives. To date, some 115 towns, boards of education and agencies across the State (38 of which are located in the Greater Hartford area) are eligible to take advantage of the Council’s services.

BID FORMS/SUBMISSION OF BIDS

The Council exclusively uses Bid Sync for the notification and dissemination of all solicitations. The receipt of solicitations through any other company may result in your receipt of incomplete specifications and/or addenda which could ultimately render your bid non-compliant. The Council accepts no responsibility for the receipt and/or notification of solicitations through any other company.

No oral, telegraphic or telephonic submittal will be accepted. IFB’s, RFP’s, RFQ’s and RFI’s shall be submitted in electronic format via **BidSync**. All Invitations For Bid (IFB), Requests For Proposals (RFP), Requests For Quotes (RFQ), Requests For Information (RFI) submitted electronically via **BidSync** shall remain locked until official date and time of opening as stated in the Special Terms and Conditions of the IFB, RFP, RFQ and/or RFI. A formal, in-person bid opening will not be held.

EXCEPTIONS TO SPECIFICATIONS

Vendors are directed to make sure that they understand the terms and conditions as specified in this Invitation for Bid. Unless exceptions to any of the terms and conditions, including pricing, are specified as part of the bid response, it will be expected that all terms and conditions expressed herein are acceptable and shall govern resulting contracts. **Any variance from specifications, including product substitutes (as well as replacements for discontinued items) and pricing units (pounds, 50 lb bags vs. 100 lb bags, etc.) must be clearly noted in the vendor’s bid response.**

SUBSTITUTION FOR NAMED BRANDS

Should brand name items appear in this bid, the bidder must make available specifications on any substitutions, and explain how the substitution compares with the named brand’s specifications.

BID AWARD

A bid award shall be made by each respective Member Agency to the lowest responsible bidder(s). A Purchase Order issued by the member Town constitutes an award. The lowest responsible bidder is that person or firm whose bid to perform the work is lowest, who is qualified and competent to do the work, whose past performance of work is satisfactory to the Member Agency and whose bid documents comply with the procedural requirements stated herein. The award process may also include additional considerations such as the information provided on the bid forms and the bidder’s perceived ability to fulfill his/her obligations as prescribed by these specifications. Each bidder must be prepared to show evidence of having satisfactorily carried out a similar contract, as inability to do so may be cause for rejection.

CONTRACT EXTENSION

Contracts may be extended by mutual agreement of the parties – for bids with a one year contract period, a one year extension will be permitted if there is mutual agreement; for bids with a two year contract period, a two year contract extension will be permitted if there is mutual agreement. All extensions shall be completed before the next bid invitation is issued. A schedule of bid invitations and openings is posted on the CRPC website.

ESTIMATED QUANTITIES

The quantities as listed herein are **estimates only** and have been provided for the purpose of competitive bidding. Actual quantities will be contingent upon the total number of Member Agencies that decide to make an award off of this bid (as participation is voluntary) and the needs of the using departments in the various Member Agencies.

INCLUSION OF NON-PARTICIPATING TOWNS AND BOARDS OF EDUCATION

Any Member Agency, current or future, within the Capitol Region Purchasing Council shall be allowed to participate in this bid during the life of the contract, even if it is not listed amongst the bid participants.

WITHDRAWAL OF BIDS

No bid submitted may be withdrawn, in whole or in part, without the written consent of the Capitol Region Purchasing Council.

REJECTION AND/OR CANCELLATION OF BIDS

The Council reserves the right to reject or cancel any and all bids, or any part of any or all bids, if such action is deemed to be in its best interest to do so.

RIGHT TO WAIVE ANY INFORMALITY

The cooperating Member Agencies reserve the right to waive any informality in a bid when such a waiver is in their best interest.

BID PRICES

All prices bid must be on the basis of F.O.B. delivery point, unloaded inside, unless otherwise indicated in the proposal. A bid on any other basis than that indicated in the proposal may be considered informal. **Note: The Capitol Region Purchasing Council strictly prohibits the unilateral imposition of additional surcharges (fuel, delivery, etc.) on the participating communities at any point during the contract period. Prices bid shall apply throughout the term of the contract and will be construed as all-inclusive.**

TAXES

Member Agencies are exempt from the payment of any sales, excise or federal transportation taxes. The prices bid, whether a net unit price or a trade discount from catalog list prices, must be exclusive of taxes and will be so construed.

BILLING

Billing shall be made to each bid participant according to the terms set forth on each purchase order.

2% ADMINISTRATIVE FEE

The Capitol Region Council of Governments uses BidSync to distribute and receive bids and proposals. Responding vendors agree to pay to BidSync an administrative fee of two percent (2%) of the total ordered amount of all contracts for goods and/or services awarded to the vendor. The fee shall be payable for all Council bids unless specifically exempted by the Council. Refer to www.bidsync.com for further information.

REPORTING REQUIREMENTS

All orders placed on CRPC bids shall be reported to BidSync on a quarterly basis. Please contact Jason Sanchez to set up this important reporting function at (512) 717-6149 (telephone); or email jsanchez@periscopeholdings.com.

FAILURE TO COMPLY

All awarded vendors must comply with the 2% Administrative Fee and Reporting Requirements outlined in the CRPC General Terms and Conditions. Failure to comply within 90 days of orders and/or awards by CRPC members may result in the vendor being restricted from participating in future bids.

DELIVERY ARRANGEMENTS AND REQUIREMENTS

No delivery shall become due or be acceptable without a written order issued by the Member Agency concerned. Such order will contain the quantity, time of delivery and other important data.

REFERENCES

Upon request, vendors shall supply the names of other customers (preferably municipalities) to interested Member Agencies.

BIDDER PERFORMANCE/LIABILITY FOR DELIVERY FAILURES

Failure of any successful bidder to adhere to specifications, prices, terms or conditions of their agreement during the course of the contract period may preclude such bidder from bidding on future CRPC bids in addition to any action that Member Agencies may take as a result of the vendor's failure to perform. It should be noted that the awarded vendor shall assume full responsibility for the negligence of any sub-contractor(s) utilized to fulfill any and all obligations under resulting contracts.

Moreover, if the contractor fails to make proper delivery within the time specified or if the delivery is rejected by the Member Agency, the Member Agency may obtain such commodities or any part thereof from other sources in the open market or on contract. Should the new price be greater than the contract price, the difference will be charged against the contractor. Should the new price be less, the contractor shall have no claim to the difference.

INSURANCE REQUIRED OF SUCCESSFUL BIDDERS

The Successful bidder shall furnish a certificate of insurance which includes the coverages and limits set forth below; identifies the Member Agency as an additional insured; and provides for at least ten (10) days prior notice to the Member Agency of cancellation or non-renewal. Coverage is to be provided on a primary, non-contributory basis:

- a. General Liability Insurance, including Contractual Liability Insurance and Products/Completed Operations Insurance issued by an insurance company licensed to conduct business in the State of Connecticut with: limits not less than \$1,000,000 for all damages because of bodily injury sustained by each person as the result of any occurrence and \$1,000,000 bodily injury aggregate per policy year; and limits of \$500,000 for all property damage aggregate per policy year or a limit of \$1,000,000 Combined Single Limit (CSL). A Waiver of Subrogation shall be provided. All, if any, deductibles are the sole responsibility of the contractor to pay and/or indemnify.

- b. Automobile Liability Insurance issued by an insurance company licensed to conduct business in the State of Connecticut with: limits not less than \$1,000,000 for all damages because of bodily injury sustained by each person as a result of any occurrence and \$1,000,000 aggregate per policy year; and limits of \$500,000 for all damages because of property damage sustained as the result of any one occurrence or \$1,000,000 Combined Single Limit (CSL). All, if any, deductibles are the sole responsibility of the contractor to pay and/or indemnify.
- c. Worker's Compensation Insurance in accordance with Connecticut State Statutes.

The insurance requirements listed above are minimum requirements for successful bidders. Awarding agencies may require higher insurance limits.

FOR THE TOWN OF WEST HARTFORD ONLY

Please see Attachment A concerning the town's insurance requirements.

FUTURE BID INVITATIONS

Future bid invitations may not be sent to vendors who do not bid on this invitation, unless they specifically request that their names be continued on the invitation list.

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION

The Capitol Region Purchasing Council, an affiliate of the Capitol Region Council of Governments, subscribes to the Council of Governments' policy of Equal Employment Opportunity and Affirmative Action, and pledges to lend its support and cooperation to private and public agencies who are promoting public policy in this vital area of human relations. Vendors will be required to sign the certificate incorporated in the bid document relative to Equal Employment Opportunity and Minority/Female Business Enterprise (if applicable).

SEVERABILITY

If any terms or provisions of this bid shall be found to be illegal or unenforceable, then such term or provision shall be deemed stricken and the remaining portions of this bid shall remain in full force and effect.

ADDITIONAL TERMS AND CONDITIONS

The Vendor assigns to CRCOG all rights title and interests in and to all causes of action it may have under Section 4 of the Clayton Act, 15 USC 15, or under Chapter 624 of the general statutes. This assignment occurs when the Contractor is awarded the contract.

Vendor agrees that it is in compliance with all applicable federal, state and local laws and regulations, including but not limited to Connecticut General Statutes Sections 4a-60 and 4a-60a. The Contractor also agrees that it will hold CRCOG harmless and indemnify CRCOG from any action which may arise out of any act by the contractor concerning lack of compliance with these laws and regulations. All purchases will be in compliance with Section 22a-194 to Section 22a-194g of the Connecticut General Statutes related to product packaging.

Resulting contracts are subject to the provisions of Executive Order N. Three of Governor Thomas J. Meskill promulgated February 15, 1973 and section 16 of P.A. 91-58 nondiscrimination regarding sexual orientation, and the provisions of Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999 regarding Violence in the Workplace Prevention Policy.

The contract arising from the bid may be subject to the provisions of §1-218 of the Connecticut General Statutes, as it may be modified from time to time. In accordance with this section, each contract in excess of two million five hundred thousand dollars between a public agency and a person for the performance of a governmental function shall (1) provide that the public agency is entitled to receive a copy of records and files related to the performance of the governmental function, and (2) indicate that such records and files are subject to the Freedom of Information Act and may be disclosed by the public agency pursuant to the Freedom of Information Act. No request to inspect or copy such records or files shall be valid unless the request is made to the public agency in accordance with the Freedom of Information Act. Any complaint by a person who is denied the right to inspect or copy such records or files shall be brought to the Freedom of Information Commission in accordance with the provisions of sections 1-205 and 1-206 of the Connecticut General Statutes.

Incorporated by reference into this contract is Section 4-61dd(g)(1) and 4-61dd(3) and (f) of the Connecticut General Statutes which prohibits contractors from taking adverse action against employees who disclosed information to the Auditors of Public Accounts or the Attorney General.

QUESTIONS

General inquiries should be directed to Maureen Goulet, Purchasing Program Manager, at the:
Capitol Region Purchasing Council
241 Main Street, 4th Floor
Hartford, CT 06106
Tel: 860-522-2217 ext. 37
Fax: 860-724-1274
E-mail: mgoulet@crcog.org

However, no oral interpretations shall be made to any respondent as to the meaning of any of the bid documents. Every request for an interpretation shall be made in writing, addressed and forwarded either to the address above, **faxed to (860) 724-1274, emailed to mgoulet@crcog.org, or posted to the BidSync online bidding system.** To receive consideration, such questions must be received at least five (5) calendar days before the established date for receipt of proposals.

The Program Manager will arrange as addenda, which shall be made a part of this Invitation for Bid and any resulting contracts, all questions received as above provided and the decisions regarding each. At least three (3) days prior to the receipt of bid proposals, the Program Manager will **post a copy of any addenda to the BidSync system.** In special cases, the Program Coordinator reserves the right to post clarifying information in the form of an addendum outside of the aforementioned timeline. It shall be the responsibility of each respondent to determine whether any addenda have been issued and if so, to download copies directly from the BidSync website.

CRPC #665

CAPITOL REGION PURCHASING COUNCIL
INVITATION TO BID FOR MUNICIPAL STORMWATER MONITORING SERVICES

II. TECHNICAL SPECIFICATIONS/ADDITIONAL REQUIREMENTS

1. **General Description of Work**

The awarded contractor(s) shall be responsible for providing municipal stormwater monitoring services within the designated testing period of May 1st through October 31st in accordance with the requirements outlined in the MS4 General Permit. Broadly, said services shall include: sample testing, completing and submitting the applicable Stormwater Monitoring Report Forms to the municipality, and weather observation and tracking activities designed to identify qualifying storm events. Participating communities may either elect to have the awarded contractor collect the required samples, or to have the contractor furnish appropriate containers in which to collect and store the water samples for pickup by the laboratory. Finally, in an effort to assist the towns in evaluating the laboratory results received, the awarded contractor may also be requested to furnish general comments to explain if the measured levels are acceptable pursuant to State of Connecticut Water Quality Standards, or if additional monitoring/follow-up action is suggested.

Contractors must meet or exceed all DEEP and EPA regulations.

Note: Municipalities are required to submit an annual report, summarizing municipal stormwater management activities, to the Department of Environmental Protection by **January 1st** every year. Part of this annual report includes the stormwater monitoring results.

2. **Monitoring Requirements**

In accordance with the MS4 General Permit, stormwater monitoring shall be conducted by the Regulated Small MS4 annually starting in 2004. Six (6) outfalls of the highest contributors of any of the pollutants of concern shall be sampled annually for the pollutant of concern in accordance with the CT DEEP Impaired Waters Discharge Schedule. If fewer than six outfalls so identified exist, all the outfalls shall be monitored.

Each monitored outfall shall be selected based on an evaluation by the MS4 that the drainage area of such outfall is representative of the overall nature of its respective land use type.

3. **Parameters to be monitored**

The parameters to be monitored for each discharge point shall include:

- pH (SU)
- Hardness (mg/l)
- Conductivity (umhos)
- Oil and grease (mg/l)
- Chemical Oxygen Demand (mg/l)
- Turbidity (NTU)
- Total Suspended Solids (mg/l)
- Total Phosphorous (mg/l)
- Ammonia (mg/l)
- Total Kjeldahl Nitrogen (mg/l)
- Nitrate plus Nitrite Nitrogen (mg/l)
- E. coli (col/100ml)

4. **Stormwater Monitoring Procedures**

(A) Wet Weather Outfall Monitoring:

Samples shall be collected from discharges resulting from any rain storm that produces a discharge from the outfall(s) being monitored and that occurs at least 48 hours after any previous rain storm that

**MUNICIPAL STORMWATER MONITORING
INVITATION TO BID**

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produced a discharge from the outfall. Runoff events resulting from snow or ice melt alone cannot be used to meet these monitoring requirements. Monitoring may be conducted during a rain event that may include insignificant amounts of snow or ice melt. Monitoring shall consist of a single grab sample taken within the first six(6) hours of discharge from the outfall

(B) Rain Event Information

The following information shall be collected for the rain events during which monitoring is conducted:

- (i) The date, temperature, time of the start of the discharge, time of sampling, and magnitude (in inches) of the rain event sampled.
- (ii) The duration between the rain event sampled and the end of the previous measurable (greater than 0.1 inch rainfall) rain event.

(C) Test Procedures

Unless otherwise specified in this permit, all pollutant parameters shall be tested according to the methods prescribed in the Title 40, CFR, Part 136 (1990). Laboratory analyses must be consistent with Connecticut Reasonable Confidence Protocols.

5. **List of Municipal Stormwater Monitoring Discharge Locations**

A list of Municipal Stormwater Monitoring Discharge Locations shall be supplied to the contractor by each participating municipality once an award is made. Prior to the first sampling event, the technician who will be performing the sampling, will visit each stormwater sampling site with a representative of the municipality who will show the technician the sample locations and the right-of-ways used to access each.

6. **Experience**

Each respondent is required to submit satisfactory evidence as part of the bid proposal demonstrating his or her experience monitoring municipal stormwater. Accordingly, a list of at least four (4) municipalities where this type of work has been performed during the past two (2) years shall be furnished, including contact persons and phone numbers. (See the attached Information Sheet.)

7. **Basis for Payment/Invoicing**

The contractor shall submit completed Municipal Stormwater Monitoring Report Forms for each one of the six (6) stormwater outfalls (as well as for any additional outfalls) to the town's designated representative. The contractor shall attach the specific laboratory report to each one of the Forms. These materials, in conjunction with an invoice, shall be used as the basis for issuing payments.

8. **Pricing Structure**

Bidders shall submit a bid **on a per discharge location basis** to be applied to all participating municipalities within a given watershed area. The five watershed areas are highlighted on the CT DEP's Watershed Management Program Map contained herein. It shall be understood that this unit price will apply to all types of discharge locations (e.g. industrial, commercial and residential) within the specified watershed area.

All prices submitted shall apply throughout the term of the contract, and shall be deemed all-inclusive (i.e. including travel/mileage costs, etc.). The Capitol Region Purchasing Council strictly prohibits the unilateral imposition of additional surcharges on the participating communities at any point during the contract period.

**MUNICIPAL STORMWATER MONITORING
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9. **Inclusion of Non-Participating Towns**

It will be expected that contractors will allow any municipality that is a member of the Capitol Region Purchasing Council to participate under the terms of this bid even if such towns are not listed among the participants on page one.

10. **Terms of Contracts**

Contracts resulting from this Bid Invitation shall apply to work done from January 1, 2018 to December 31, 2019.

11. **Future Bid Invitations**

Future bid invitations may not be sent to vendors who do not bid on this invitation, unless they specifically request that their names be continued on the invitation list.

STORMWATER MONITORING SERVICES

CRPC #665

INFORMATION SHEET

1. Qualifications of the firm and any proposed sub-consultants including name, size, organizational structure under which the firm(s) conduct business, and relevant experience in performing water testing services. All proposed sub-consultants must be clearly identified.

2. Qualifications (resumes) of key personnel to be assigned to perform the analysis work and a description of their responsibilities.

3. We did work for the following municipalities in 2014-2016. (Please include the contract person and phone numbers)

(1) _____

(2) _____

(3) _____

(4) _____

4. Will your current workload enable your firm to devote sufficient time to implement the project? Please explain.

5. Demonstrated ability of the laboratory to adequately staff and complete time-sensitive projects.

6. Which approach to testing do you favor, municipal collection or your firm? Explain.

Insurance Exhibit (West Hartford)

For the purpose of this exhibit: the term "Contractor" shall also include their respective agents, representatives, employees or subcontractors; and the term "Town of West Hartford and West Hartford Board of Education" (hereinafter called the "Town") shall include their respective officers, agents, officials, employees, volunteers, boards and commissions.

The Contractor shall procure and maintain the required insurance coverage against claims that may arise from, or in connection with the services and goods provided by the Contractor for the duration of the contract term, including any and all extensions. The Contractor shall provide the Town with a certificate of insurance confirming compliance with this exhibit prior to commencement of the contract. Such insurance shall be written for not less than specified, or required by applicable federal, state and/or municipal law, regulation or requirement, whichever is greater. The Contractor shall assume any and all premiums and deductibles in the described insurance policies. Both the Contractor and Contractor's insurer(s) agree to have no right of recovery or subrogation against the Town and the described insurance shall be primary coverage. Any failure to comply with the claim reporting provisions of the policy shall not affect coverage provided to the Town. Each required insurance policy shall not be suspended, voided, cancelled or reduced except after thirty (30) days prior written notice, ten (10) days notice for non-payment, has been given to the Town.

All liability policies (with the exception of Worker's Compensation) shall include the Town of West Hartford, the West Hartford Board of Education, and their respective officers, agents, officials, employees, volunteers, boards and commissions as an Additional Insured and shall include, but not be limited to investigation, defense, settlement, judgment or payment of any legal liability. Failure to maintain the required insurance coverage and Additional Insured Endorsements shall be grounds for termination of the contract. It is agreed that the scope and limits of the insurance specified are minimum requirements and shall in no way limit or exclude the Town from additional limits or coverage provided under each policy. The policies shall be on the occurrence form and must be written by companies licensed to do business in the State of Connecticut. The Town's Risk Manager shall review any and all exceptions.

Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury, property damage, contractual liability and products /completed operations. Contractor shall continue to provide products/completed operations coverage for two (2) years after completion of the work.

Automobile Liability and Physical Damage Coverage: \$1,000,000 combined single limit per occurrence for any auto, including statutory uninsured/underinsured motorists coverage and \$1,000 medical payments. Policy to include collision and comprehensive coverage for any auto used for the purpose of this contract.

Umbrella Liability: \$1,000,000 per occurrence, \$2,000,000 aggregate following form.

Workers' Compensation: Statutory limits including Employer's Liability with limits of \$100,000 each accident, \$500,000 for each disease/policy limit, and \$100,000 for disease for each employee as required by the State of Connecticut. If the Contractor decides not to procure workers' compensation in accordance with Connecticut law, the Contractor agrees to comply with the Connecticut Workers' Compensation Act's (Act) requirements for withdrawing from the provisions of the Act, including, but not limited to, filing the appropriate notice of withdrawal with the commissioner. The Contractor is wholly responsible for taking the actions necessary to withdraw from the provisions of the Act. In lieu of procuring workers' compensation insurance and providing the Town with proof thereof, the Contractor agrees to hold the Town of West Hartford, the West Hartford Board of Education, their respective boards and commissions, officers, agents, officials, employees, servants, volunteers, contractors and representatives harmless from any and all suits, claims, and actions arising from personal injuries sustained by him during the course of the performance of this contract, however caused.

Personal Property for "all risk" insurance on a replacement cost basis to cover the value of personal property belonging to the Contractor and others (including but not limited to the personal property of subcontractors) located on Town property while in use or in storage for the duration of the contract. Deductible not to exceed \$1,000.

Duly Authorized

Date

(Print Name Here)

GENERAL VENDOR INFORMATION

VENDORS ARE ASKED TO FILL OUT THIS FORM SO THAT THEIR BID RESPONSES ARE CONSIDERED COMPLETE.

The undersigned: is aware that any CRPC member may reject any and all bids, or any part of any and all bids; is aware that quantities furnished herein are estimates only; has not included any state or federal taxes for which the CRPC members are not liable; and is making this bid without collusion with any person, individual or corporation.

COMPANY

REPRESENTATIVE

POSITION

ADDRESS

(ZIP)

TELEPHONE #

FAX #

TAX ID #

E-MAIL ADDRESS

SIGNATURE

PAYMENT TERMS: % Days

DATE:

Question and Answers for Bid #665 Stormwater Monitoring Services - Stormwater Monitoring Services

Overall Bid Questions

There are no questions associated with this bid.