



CAPITOL REGION PURCHASING COUNCIL

INVITATION FOR BID #697 CATCH BASIN CLEANING SERVICES

Issue Date: November 14, 2019

Deadline for Questions: December 5th, 2019 (3:00 PM Eastern Standard Time)

Response Deadline: December 12th, 2019 (2:00 PM Eastern Standard Time)

Response Location: crcog.bonfirehub.com

**CAPITOL REGION PURCHASING COUNCIL
INVITATION TO BID FOR CATCH BASIN CLEANING SERVICES
CRPC #697**

The Capitol Region Purchasing Council (CRPC), on behalf of certain CRPC members, requests sealed bids for the procurement of CATCH BASIN CLEANING AND DISPOSAL SERVICES for the period commencing January 1, 2019 and ending December 31, 2021.

II. TECHNICAL SPECIFICATIONS/ADDITIONAL REQUIREMENTS

1. GENERAL DESCRIPTION OF WORK

The awarded contractor(s) shall be responsible for providing cleaning catch basin. It should be noted that the majority of the participating communities have indicated a preference for the vacuum method of cleaning, as opposed to the scoop method. Upon completion of each job, catch basins must be free of debris to a degree that will ensure their efficient operation. Such degree of cleanliness is to be reasonably determined by each community's highway superintendent(s) or their agent. The contractor may be recalled to re-clean any unsatisfactorily cleaned basin(s) without charge.

The awarded contractor shall be responsible for the proper disposition of all materials collected during the cleaning process. Each respective town's highway superintendent (or his or her agent) will be responsible for communicating, in writing, where said materials shall be dumped (e.g. town landfill, sand pit for recycling, out-of-town location, etc.). Bid prices furnished on a per basin basis shall cover the disposition of materials at town dumpsites. Any arrangements that are made to dump materials outside the town will be subject to separate hauling/trucking fees, to be quoted on an hourly basis. Finally, it shall be understood that any related tipping/dumping fees incurred by the awarded vendor will be passed through to the respective town on subsequent invoices.

2. WORKERS

The contractor will supply at least one competent, faithful, skilled and experienced operator per vehicle to perform the required work. **IF NECESSARY, A TOWN MAY SUPPLY ONE HELPER, BUT THE NEED FOR SUCH A HELPER SHALL BE CLEARLY STATED AS PART OF A BID PROPOSAL.** If at any time a town highway superintendent (or their designee) shall notify the contractor that an assigned operator is apparently incompetent or unfaithful, such operator shall be discharged promptly and shall not be employed again on the job.

3. CLEANUP

Upon suspension or completion of the work, the contractor shall remove all materials, equipment and rubbish, and shall leave the premises in a neat and orderly condition. Such efforts shall include ensuring that both the basin cover itself and the area immediately surrounding the basin are free from any debris to prevent re-entry of such materials into the basins.

4. **TIME OF STARTING AND COMPLETION**

Work shall be performed substantially within the intervals provided by the various towns to be established with each awarding entity. Any variation in these schedules shall be made by written agreement with the respective highway superintendent. If the contractor shall be delayed in completing work in any town by or on account of an act of omission by the town, or as a result of strikes or other causes beyond the control of the contractor, the latter shall be entitled to a reasonable extension of time to be determined by the highway superintendent or their designee. Such request for an extension must be submitted in writing.

Equipment breakdown shall not be considered a valid cause for a time extension request. The contractor shall be expected to have available backup equipment.

5. **LIST OF BASINS TO BE CLEANED**

A list of basins to be cleaned with their locations shall be supplied to the contractor by the respective highway superintendent when the work is started, and the contractor cannot be paid for cleaning basins other than those designated.

6. **EXPERIENCE**

Each respondent is required to submit satisfactory evidence as part of their bid proposal demonstrating their experience cleaning catch basins. 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. **EQUIPMENT**

All cleaning machines must be a **1990** model or newer and shall be capable of efficient, reliable operation. All contractors shall be expected to have and make available extension equipment on an as-needed basis in order to properly clean deeper basins.

Actual operation of equipment may need to be witnessed/verified by a highway superintendent, on request, prior to awarding a contract. The equipment owned by the contractor will be indicated on the bid, in the space provided, together with the equipment available by lease. (See the attached Information Sheet.)

8. **TRAFFIC**

Work is to be accomplished with the least inconvenience to the general public, with due regard to traffic safety.

9. **BASIS FOR PAYMENT**

The contractor will report to the highway superintendent the number of catch basins cleaned and the number of hours worked each day. These reports shall be due at the end of each week during which work has been performed.

10. **PRICING STRUCTURE**

All prices submitted shall apply throughout the term of the contract, and shall be deemed all-inclusive (i.e. include fuel 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.

Prices Per Basin

Vendors must submit a bid on a per basin basis. It shall be understood that this unit price will apply to all types of basins cleaned under resulting contracts (e.g. shallow, extra deep, double covered, etc).

Hourly Prices

Additional bids, on a per hour basis, are also requested. Such hourly rates may be used by each awarding community for occasional random or emergency cleaning requests covering a small number of basins, or to cover other related cleaning projects, including, but not limited to, vaults, sediment basins, and d walls.

The hourly prices quoted on the Bid Form shall also apply, on an as needed basis, to hauling services provided should towns require that their catch basin debris be dumped at an out-of-town location.

11. **INCLUSION OF NON-PARTICIPATING TOWNS**

It will be expected that vendors will allow any Capitol Region town to participate under the terms of this bid even if such towns are not listed among the participants in the Invitation to Bid. However, vendors will be expected to honor their per hour bid for such additions and will not be held to their bid per basin.

12. **ALTERNATE BID - OPTIONAL**

If available, vendors are asked to submit an alternate bid, on a per hour basis, for renting catch basin cleaning equipment without an operator. Individual pieces of equipment that can be used by town staff must be specified on the Information Sheet attached.

13. **CONTINUITY OF WORK**

The primary purpose of this invitation is to cover the usual annual or semi-annual cleaning programs in each of the towns. It is expected that once work has started, the vendor will provide relatively continuous service until completion of the project.

14. **TERMS OF CONTRACTS**

Contracts resulting from this Bid Invitation shall apply to work done prior to January 1, 2022. Moreover, if mutually agreeable to all involved parties, the term of resulting contracts may be extended for up to two additional years.

15. **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.