



DEPARTMENT OF PUBLIC WORKS
6 Wentworth Court
Waterville, Maine 04901-4892

TEL (207) 680-4744 FAX (207) 877-7532

REQUEST FOR PROPOSALS

Replacement & Upgrade of Fueling Facility

DATE: March 6, 2017

INSTRUCTIONS TO BIDDERS

1. GENERAL: The City of Waterville is accepting proposals for **Fueling Facility Replacement & Upgrade** meeting the specifications accompanying this document.

2. BID SUBMITTAL: Sealed bids will be accepted by the Office of the Director of Public Works, 6 Wentworth Court, Waterville, Maine 04901-4892 up to and including **10:00 A.M. local time, Tuesday, April 11, 2017** at which time they will be publicly opened and read. All bids will be placed in a sealed envelope clearly marked **"Fuel Facility Replacement & Upgrade"** in the center with the bidder's name and address in the upper left hand corner. Bids not dated and time stamped by the Office of the Director of Public Works prior to the specified date and time stated above will be returned unopened. Facsimile bids will only be accepted by arrangement with the Office of the Public Works Director. **Arrangements may be made by contacting Mark Turner at (207) 680-4744 or by faxing him directly at (207) 877-7532**

3. WITHDRAWAL OR REVISION OF BID: A bidder may withdraw or revise a bid after it has been received by the Office of the Director of Public Works, provided the request is made in writing or in person before the time set for bid opening.

4. BID AWARD: Bid award, if the City determines to award, will be made within thirty (30) calendar days after bid opening, to the lowest responsible bidder whose bid fully complies with the requirements specified contingent upon approval by the City Council. The City reserves the right to reject any and/or all bids without absorbing any liability against the City.

5. EVALUATION OF BIDS: For purposes of evaluating the bids, in the event of any discrepancies on a proposal between an amount written out in words versus the same amount expressed in numbers, the amount written in words shall govern (if applicable). Similarly, unit prices shall prevail over extended totals. In the event of Additive Bid Items, the "low bid" shall be based upon the least total for the highest combination of bid items that may be awarded within the Control Amount (i.e. a predetermined budget amount to be disclosed at the time of bid opening). In the event that all Base Bids exceed the Control Amount, the "low bid" shall be based solely upon the lowest Base Bid submitted. Bidders shall examine and familiarize themselves with the Specifications and Bid Documents. The bidder shall in no way be relieved of any obligation to provide the product, service and/or equipment specified through error, mistake or omission.

INSTRUCTION TO BIDDERS

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6. INTERPRETATION OF ADDENDA: It shall be the bidder's responsibility to make inquiry as to any interpretation of the specifications or requirements of the participants. Any noted changes in the specifications shall be by written addenda.

7. SPECIFIED QUANTITY: N/A

8. INVOICES AND PAYMENT: Invoices shall be transmitted to the City of Waterville, 1 Common Street, Waterville, Maine 04901-6699. It is the practice of the City of Waterville to pay invoices within thirty (30) days of receipt. **The City is exempt from State of Maine Sales Tax.**

9. PENALTY CLAUSE: N/A

10. INSURANCE:	\$3,000,000	General Liability
	\$1,000,000	Property Damages (Each Occurrence)
	\$1,000,000	Personal Injury (Each Occurrence)

Additional Insured: City of Waterville

**Insurance Certification Required

11. PERFORMANCE BOND: 100% of Project Value

12. CANCELLATION: The City reserves the right to cancel any unfulfilled portion of the Contract if, in the opinion of the City, the services or materials supplied are unsatisfactory or are not in compliance with the terms and conditions of the specifications. Cancellation shall be effective following ten (10) calendar days written notice to the Bidder.

13. EXCEPTIONS TO SPECIFICATIONS: These instructions to Bidders and General Paragraphs are an integral part of the Specifications for a **Fueling Facility Replacement & Upgrade** and will be binding on the Bidder. Bidders are advised that they shall be bound to the requirements of the Specifications, Instructions to Bidders and General Paragraphs unless exceptions are otherwise clearly noted in the Proposal. Any exceptions shall be considered, however, in determining the most acceptable proposal.

14. INQUIRIES: Any questions concerning this bid request should be directed to Mark Turner, Director of Public Works, 6 Wentworth Court, Waterville, Maine 04901. Telephone inquiries can be made by calling (207) 680-4746 between the hours of 7:00 AM & 4:00 PM Monday through Friday.

15. GENERAL PARAGRAPHS: See Attached Bid Specifications



**BID SPECIFICATIONS
CITY OF WATERVILLE, MAINE
FUELING FACILITY REPLACEMENT & UPGRADE**

Project Description

Replacement and upgrade of the gasoline and diesel fueling facility at the Public Works compound located at 6 Wentworth Court, Waterville, Maine.

All existing infrastructure is to be removed. Items to be removed include two fuel pumps, a fuel island, two 10,000 gallon single walled fiberglass underground tanks, all piping and connections and all electrical wiring up to and including inside of the building.

All state regulations shall be followed under the Maine Department of Environmental Protection Chapter 691 - Rules for Underground Oil Storage Facilities.

Tanks & Pumps

Install two (2) new 10,000 gallon FRP double walled tanks to be installed with brine filled interstitial space, sealed turbine enclosures, tie straps and dead-man anchors. Excavation around tanks is to be fabric lined and backfilled with 3/8" pea stone. The designated diesel tank shall be equipped with a 1.5 HP submersible turbine pump (STP). The designated gasoline tank shall be equipped with a 3/4 HP STP. Both tanks shall have continuous electronic monitoring of the interstitial space, automatic tank gauging, overflow prevention valves, and 15-gallon spill buckets at the fill pipes equipped with rain-tight bolt down manhole covers.

Piping & Sumps

Piping from the tanks to the dispensers at the island shall be 2" double wall flexible piping. Piping shall be installed from tank top piping sumps on the top of each tank to dispenser sumps beneath each dispenser at the island. Product piping shall be installed within 4" corrugated "chase" piping and shall be equipped with electronic line leak detection. Each sump shall be equipped with continuous electronic monitoring.

Dispensers

Dispenser one shall be for a single product (diesel fuel) and equipped with two separate hoses 1" x 20' long. All appropriate hanging hardware shall be provided including breakaways, swivels, and nozzles. This dispenser shall be considered high flow. This dispenser must also have a retractor for the hoses. Dispenser two shall be for single product (gasoline) and be equipped with two separate hoses 3/4" x 14' long. All appropriate hanging hardware shall be provided including breakaways, swivels, and nozzles. Both dispensers must include a filter system and be capable of working with a newly installed pulse system.

Specifications

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Concrete Pad and Island

An 8-inch concrete pad reinforced with 1ft² #5 rebar shall be installed on top of the tanks with a footprint 18" wider on all sides. The public works department shall be responsible for all asphalt replacement that was removed during the project. This will include any trenches. Final grade of backfill should be within 3 inches of finished grade. An approximate 4' x 16' island shall be provided for both dispensers with a light pole with LED fixtures, fuel card reader pedestal (if applicable) and u-shaped bollard on the north and south ends of the fuel island area. The concrete island will have 6" radius corners with the dispensing units centered from the outer edges of the island in equally spaced distance from one another. This island will need power for lighting, control boxes and fuel card reader (if applicable).

Electrical

New wiring in appropriate conduit shall be installed from the electrical panel to the project location. Each STP shall be equipped with a control box with switch and lock-out. An emergency shut off valve for the dispensers and STPs shall be located at the entrance to the public works building. Electronic monitoring of the tanks and piping shall be provided using a Veeder Root® or equivalent monitoring console and all necessary accessory components. All monitoring equipment and existing GASBOY Top Kat® card reader system shall include wiring to the upstairs mezzanine of the fleet maintenance building unless otherwise specified.

Bid Alternate

Provide proposal for updated fuel card reader system as separate bid item.



BID FORM

DATE: _____

To the Director of Public Works for the City of Waterville, Maine
Please accept this bid submission from:

(hereinafter called "Bidder"), a corporation* organized under the laws of the
State of _____ or a partnership/individual** doing business as

This bid is being submitted for a **“Fueling Facility Replacement & Upgrade”** in
compliance with your invitation for bids, having examined the specifications and
conditions contained therein.

The Bidder proposes to supply the following:

Bid Option #1: Removal and installation of two (2) 10,000
gallon underground tanks and fuel island w/all necessary
equipment.

\$ _____

Warranty: Information Enclosed

_____ Years

Bid Alternate: Fuel Card Reader System (Information Enclosed) \$ _____

**Estimated Project Completion within _____ days of contract award and not to
exceed one hundred, twenty (120) days of contract award, unless otherwise established
and approved.

NAME OF BIDDER: _____

BY: _____

(Signature)

NAME AND TITLE: _____

ADDRESS: _____

TELEPHONE: _____

TAX ID# _____

* Affix seal if by Corporation

**Cross out word/phrases that do not apply