

City of Waterville
DEPARTMENT OF PUBLIC WORKS
6 Wentworth Court
Waterville, Maine 04901-4892
TEL (207) 680-4744

REQUEST FOR BIDS
Webb Road Landfill
Groundwater Testing and Reporting

DATE: September 13, 2013

INSTRUCTIONS TO BIDDERS

- 1. GENERAL:** The City of Waterville is accepting bids for its **Groundwater Testing and Reporting Program** meeting the specifications accompanying this document. The contract for this program will run from November 1, 2013 through June 30, 2016 or as noted.
- 2. BID SUBMITTAL:** **Sealed bids** will be accepted by the Office of the Director of Public Works, 6 Wentworth Court, Waterville, Maine 04901 up to and including **10:00 am local time, Tuesday, October 8, 2013** at which time they will be publicly opened and read. All bids will be placed in a sealed envelope clearly marked "**Bid – Groundwater testing and reporting**" 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 **not** be accepted.
- 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 all 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 which 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.

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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 changes in the specifications shall be by written addenda and posted on our web site. www.waterville-me.gov

7. SPECIFIED QUANTITY: N/A

8. INVOICES AND PAYMENT: Invoices shall be transmitted to the City of Waterville, 6 Wentworth Court, 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: See **Bid Specifications**

11. PERFORMANCE BOND: N/A

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 **Groundwater Testing and Reporting Program** 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 Robert Gilchrist, Department of Public Works, 6 Wentworth Court, Waterville, Maine 04901. Telephone inquiries can be made by calling (207) 680-4741 between the hours of 7:00 AM & 5:00 PM Monday thru Friday.

15. GENERAL PARAGRAPHS: See attached **Bid Specifications**.

**BID SPECIFICATIONS
CITY OF WATERVILLE
Groundwater Testing and Reporting**

GENERAL - It is the intent and purpose of these specifications to describe the work, equipment, and materials necessary to provide an Annual Groundwater testing and Reporting Program acceptable to the City of Waterville and the Maine Department of Environmental Protection (MDEP). Bidder will follow the requirements for testing and reporting outlined in Revised Environmental Monitoring Plan for the Closed Webb Road Landfill which here by becomes part of this document.

1. Receipt of Amendments

Each Bidder is required to acknowledge receipt of all amendments to this Request for Bids Form in the space provided. Failure to acknowledge all amendments may be cause for rejection of the bid.

2. Commencement, Prosecution and Completion of the Work:

The duration of the Contract shall run from 2013 to 2015, basically 3 annual reports.

3. City Furnished Material and Equipment: City to provide access to site, locked test wells, past information as needed, help clearing trails as necessary and access to an on site building for equipment storage if needed.

4. Miscellaneous: The Contractor shall take all necessary precautions for the security and protection of the work site and the safety of the public and of City employees, as required, for the duration of the work.

5. Insurance Requirements:

The Contractor shall furnish a certificate of insurance for the following minimum coverage/amounts:

Property:	\$ 500,000.00
Personal Injury:	\$ 500,000.00 per Individual
	\$1,000,000.00 per Incident

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**BID PROPOSAL FOR
Groundwater Testing and Reporting
WATERVILLE, MAINE**

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

(Company Name)

(Address)

(Telephone Number)

(Tax ID Number)

To the City of Waterville, Maine (hereinafter called "Owner"):

The bidder, in compliance with your request for bids for Groundwater testing and Reporting, Waterville, Maine having examined the specifications of the proposed work and being familiar with all of the conditions surrounding the landfill and MDEP requirements, hereby proposes to furnish labor, materials, services and supplies to furnish the testing, documentation and reporting in accordance with the Contract Documents and specifications within the time set forth therein, and at the per unit price stated below. This price is to cover all expenses incurred in performing the work required under the Contract Documents, of which this proposal is a part. Bidder hereby agrees to commence work under this Contract within fourteen (14) calendar days of notification by the Public Works Department.

3 Year Contract

ITEM I – Lump sum price for annual testing and reporting \$ _____ per year

(In Words) _____ dollars and _____ cents.

BY: _____

SIGNATURE: _____

TITLE: _____

DATE: _____

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AGREEMENT

This AGREEMENT, made this _____ day of _____, 2013, by and between the CITY OF WATERVILLE, MAINE, herein called "Owner", and _____ (a corporation organized under the laws of Maine) County of Kennebec, and State of Maine, hereinafter called "Contractor".

WITNESSETH, that the Contractor and the Owner for the consideration stated herein mutually agree as follows:

The Contractor agrees to perform groundwater testing and reporting for the closed Webb Road Landfill according to the bid price submitted in the " Bid Proposal for Groundwater Testing and Reporting" dated _____, 2013 and affixed hereto.

This Agreement shall commence beginning with annual reporting from 2013 through 2015. Insurance Certificate(s), meeting the minimum requirements as contained in the "Request for Bids – Groundwater Testing and Reporting" must be furnished at the time of the execution of this document.

IN WITNESS WHEREOF, the above named Owner and Contractor have executed this instrument this _____ day of _____, 2013, the name of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

In presence of:

Attest:

By: _____
Contractor

Attest:

CITY OF WATERVILLE, MAINE

BY: _____
Mark Turner
Director of Public Works