



**TOWN OF BERLIN, CONNECTICUT**

**REQUEST FOR PROPOSALS FOR:  
City-Wide Street Light Maintenance Services**

**BID NUMBER:** 2019-17

**RFP OPENING DATE:** May 23, 2019

**RFP OPENING TIME:** 2:00 p.m.

**RFP OPENING PLACE:** Berlin Town Hall, Town Manager's Office

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The Town of Berlin is seeking written proposals from light maintenance service vendors for updates to maintain, and keep in good repair, the Town's approximate 2,537 designated street lights. The specific performed tasks will include routine and certain non-routine maintenance and/or or repair work as specified herein. This is a 5-year contract.

For a firm to be considered for this engagement, one (1) original and two (2) copies of sealed proposals must be received in Room 8 of the Berlin Town Hall, 240 Kensington Rd, Berlin, CT 06037 by the date and time noted above. The Town will not accept submissions by e-mail or fax. The Town will reject proposals received after **May 23, 2019 at 2:00pm.**

The documents comprising the Request for Proposals may be obtained on the Town's website, [www.town.berlin.ct.us](http://www.town.berlin.ct.us), under "Departments, Purchasing, & Current Bids & RFPs" or from Maryssa Tsolis, Purchasing Agent, Berlin Town Hall, Room 20, 240 Kensington Rd, Berlin, CT 06037 during normal business hours. **Each proposer is responsible for checking the Town's website to determine if the Town has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.**

The Town reserves the right to amend or terminate this Request for Proposals, accept all or any part of a proposal, reject all proposals, waive any informalities or non-material deficiencies in a proposal, and award the proposal to the proposer that, in the Town's judgment, will be in the Town's best interests.

Maryssa Tsolis  
Purchasing Agent

# City-Wide Street Light Maintenance Services

## Background

The Town recently purchased its street lighting assets from its Utility, Eversource and is now responsible for ensuring that these assets are properly maintained. As such, the Town is seeking a qualified contractor to maintain, and keep in good repair, the Town's approximate 2,537 designated street lights. The specific performed tasks will include routine and certain non-routine maintenance and/or or repair work as specified herein.

## Scope of Work

The Contractor will provide the Town with customer care service, asset management, maintenance and repair of the street lights owned by the Town. The work includes the following tasks.

## Maintenance Services

### Task 1: Coordinate Repair Requests

**Online Repair Requests:** Contractor will provide the Town with a link to a website that will allow a user to interface with an online form. The form will require the user to submit information about the location and observed issue(s). The Contractor will review any on-line form submissions each working day. In the event that an emergency is reported, the Contractor will immediately dispatch an installer to respond to the location within 2 — 4 hours of the received report (please note that the actual remedy may require a longer duration to complete and that response times only include the time to first arrive on scene, address any immediate obstructions/hazards, identify issues and develop either a temporary or permanent remediation). For any non-emergency issues reported, the Contractor will compile the daily submissions and will dispatch an installer to respond to the location within five (5) working days.

**Call-Center Repair Requests:** The Contractor will provide the Town with a phone number by which callers can reach a live operator at a Call Center twenty-four hours per day, seven days per week. Call-Center staff will have access to the Online Repair Form and will guide each caller through the questions and submit the responses via the Online Form to the Contractor. The Contractor will review any online form submissions each working day. In the event that an emergency is reported, the Contractor will dispatch an installer to respond to the location within 2 — 4 hours of the received report (please note that the actual remedy may require a longer duration to complete and that response times only include the time to first arrive on scene, address any immediate obstructions/hazards, identify issues and develop either a temporary or permanent remediation). For any non-emergency issues reported, the Contractor will compile the daily submissions and dispatch an installer to respond to the location within five (5) working days.

### Task 2: Remedy of Routine Repair Requests

The following characteristics will define a Routine Repair:

- Replacement of a failed photocell
- Replacement of a failed fixture (see Task 4 below)
- Repair of loose wire
- Replacement of a failed fuse

Upon receipt of a routine repair request, The Contractor will:

- Dispatch a qualified local subcontractor to respond to the location within five (5) working days of receipt of the repair request and remedy the fixture issue with the appropriate parts and

materials

- Ensure that anytime a fixture is serviced, it is cleaned as necessary, broken lenses and covers replaced, and the entire fixture assembly left in a clean, fully serviceable condition
- Ensure that all waste materials generated from the maintenance services are properly disposed of in accordance with all applicable laws and regulations
- Ensure standard working hours of 7:00am to 3:00pm Monday through Friday
- Provide a record of the location, date of the visit, identified issue, remedy, date of remedy completion, and any additional notes

It should be noted that when required to perform service, the making and breaking of the electrical connection to the electrical distribution network (whether for routine or emergency service) must be performed by the Utility. The Contractor will ensure that it is responsible for all coordination with the Utility in the event that repair of a street light outage requires involvement by the Utility. If the Contractor is unable to complete a repair as the result of action or inaction by the Utility, the Contractor will so note on its monthly report and include the date and time of all verbal and written communication with the Utility.

### Task 3: Remedy of Emergency Repair Requests

The following characteristics will define an Emergency Repair:

- Establishment of a safe and secure scene in the event of a pole knockdown or any electrical or other potential hazard resulting from the street lighting equipment

Upon receipt of an emergency repair request,

Dispatch a qualified local subcontractor to respond to the location within two to four (2 — 4) hours of receipt of the request (please note that the actual remedy may require a longer duration to complete and that response times only include the time to first arrive on scene, address any immediate obstructions/hazards, identify issues and develop either a temporary or permanent remediation)

- Ensure that subcontractor de-energizes street light fixtures that have been knocked down or conductors that have been severed; makes repairs or alterations to street light structural components to protect the immediate safety of the public
- If possible, ensure the subcontractor remedies the fixture issue with the appropriate parts and materials
- Ensure that anytime a fixture is serviced, it is cleaned as necessary, broken lenses and covers replaced, and the entire fixture assembly left in a clean, fully serviceable condition
- Ensure that all waste materials generated from the maintenance services are properly disposed of in accordance with all applicable laws and regulations
- Provide a record of the location, date of the visit, identified issue, remedy, date of remedy completion, and any additional notes
- In the event of a knockdown of a pole, the Contractor will ensure that its subcontractor coordinates with the Utility regarding disconnection of power, removes and disposes of the pole and lighting fixture, retaining any salvageable components, and ensures the site is secured in a safe manner. The Contractor will ensure that its subcontractor coordinates with the Utility regarding the emergency cleanup and in particular the retrieval of Town-owned lighting components
- Once any hazardous conditions are remedied, if additional work is needed to properly restore function to the fixture, within five (5) working days following the date of emergency response, The Contractor will supply to the Town a detailed written quotation of the cost and time required to restore the affected light fixture to fully operable condition, including re-installation of the pole where applicable. The Contractor shall commence such repairs following approval and notification to proceed from the Town

It should be noted that when required to perform service, the making and breaking of the electrical connection to the electrical distribution network (whether for routine or emergency service) must be Performed by the Utility. The Contractor will ensure that its subcontractor is responsible for all coordination with the Utility in the event that repair of a street light outage requires involvement by the Utility. If the Contractor's subcontractor is unable to complete a repair as the result of action, or inaction, by the Utility, The Contractor will so note on its monthly report and include the date and time of all verbal and written communication with the Utility.

#### Task 4: Remedy of Warranty Repairs

The Contractor will serve as the First Responder and, in the event that the repair issue is identified as a result of a warranty issue (related to the LED conversion, such as a fixture or photocell failure and issues related to the installation, such as incorrect mounting or wiring of fixture), The Contractor will work with the manufacturer and installer to remedy the warranty issue.

#### Task 5: Traffic Control

The Contractor will ensure that the following traffic control activities are properly coordinated by the subcontractor:

Conduct operations so as to cause the least possible obstruction and inconvenience to public traffic. To the extent possible, all traffic will be permitted to pass through the work area. The subcontractor will furnish, erect, and maintain sufficient warning and directional signs, barricades and lights and furnish adequate warning to the public at all times of any dangerous condition to be encountered. The subcontractor's vehicles and equipment will be equipped with suitable warning lights and reflective markings for working in daylight and dark.

In the event that police details are required, the subcontractor will notify The Contractor and The Contractor will coordinate with the Town to schedule the details. The cost of the police details will be paid directly by the Town.

#### Task 6: Additional Work

For any special and additional work not covered above by routine or emergency maintenance of fixture (including but not limited to arm transfer service on Utility poles, pole knockdown replacements, foundation replacements, starting aids, wire inside pole, access hole covers, underground/overhead conductors and cables, tree trimming, loose anchor bolts, pole/fixture painting, leaning poles, repair/replacements of street light equipment due to storm damage, police detail), The Contractor will provide a detailed written quotation of the cost and time required to restore the affected light fixture to fully operable condition, including re-installation of the pole where applicable. The Contractor shall commence such repairs following approval and notification to proceed from the Town.

#### Task 7: Materials Management

The Contractor will purchase and maintain a fixture inventory of sufficient quantity to be able to perform the routine service work described herein. All parts and material costs which are part of the performance of routine street light maintenance are considered incidental to the unit price service fee. The Contractor warrants that products furnished conform to the requirements specified, are of good merchantable quality and suitable for the purpose intended.

#### Task 8: Administrative Support

If requested by the Town, The Contractor will provide a detailed written quotation of the cost and time required to provide supporting documentation to assist the Town with its pursuit of third parties for any insurance claims.

#### Task 9: Reporting

The Contractor will utilize the same live, online and shared spreadsheet Weekly Report that tracks repair

requests to include updates of the locations visited and remedies completed. The Weekly Report will be updated daily as feedback is received and will provide a record of the location, date of the visit, identified issue, remedy, date of remedy completion, and any additional notes. The advantage of the online Weekly Report format is that it serves as virtually a real-time snapshot of the activities in progress and will be available for the Town to access at any time.

- **Qualifications**

Eligible Vendors will be those individuals, businesses and firms that meet the following qualifications:

1. Proposer must have demonstrated experience and expertise in regard to providing the types of or similar services as those outlined in the Scope of Services.
2. Proposer must have a proven track record in providing these types of services for similarly sized municipal governments, preferably in Connecticut.
3. Proposer must be familiar with, qualified, and properly licensed in the State of Connecticut to perform its obligation under this proposal in compliance with all applicable Federal and State of Connecticut laws and regulations, statutes and policies.
4. The Town will not award the proposal to any business that, or person who, is in arrears or in default to the Town with regard to any tax, debt, contract, security or any other obligation.
5. Documented/audited internal control environment
6. Proposer must have a business continuity plan

- **Scope of Services**

The following scope of services is provided as a general overview which may be expanded and further defined through negotiation:

Proposals will be initially reviewed by a Selection Committee. The Selection Committee will select the two or three firms that best meet the Town's requirements. These firms will then be invited to represent their proposals to, and respond to questions from the Selection Committee. The Town expects to make its decision *on or about May 2019*.

The Town of Berlin reserves the right to reject any and all proposals submitted, to request additional information from all proposers and to negotiate with one or more of the finalists regarding the terms of this engagement. The Town of Berlin also reserves the right to retain the proposals, use any ideas contained in the proposals and is not obligated in

any manner to reimburse the proposers for the costs incurred in connection with responding to this Request for Proposals.

The Selection Committee intends to recommend the firm that, in its opinion, best meets the Town's needs, not necessarily the firm with the lowest fees.

Any requests for clarification or additional information regarding this RFP are to be submitted in writing to the Maryssa Tsolis, Purchasing Agent via fax to (860) 828-8628, or via e-mail to [mtsolis@town.berlin.ct.us](mailto:mtsolis@town.berlin.ct.us) and must be received no later than 2:00 PM April 15, 2019 in order to be considered. If any substantive requests for information are received and responded to by the Town of Berlin, an addendum to this RFP will be issued.

The bidder must:

- Provide industry standard or higher quality services while maintaining a focus on providing a cost-effective service to the Town.
- Provide the highest quality customer service to the Town, not limited to, but particularly in the areas of reliability and billing.
- The selected firm shall work with and cooperate with the Finance Department in rendering services pursuant to this RFP.

- **Agreement Period**

The Town anticipates entering into an agreement with the selected Proposer commencing *on or about May 2019*.

The Town will contractually reserve the right to cancel the contract at any time. The agreement period for any contract or purchase order resulting from this RFP shall ultimately be as negotiated to the mutual agreement of the parties.

- **Additional Conditions**

In order to qualify for consideration, the following minimum qualifications must be met:

- Proposer must have demonstrated experience and expertise in regard to providing the types of services outlined in the Request for Proposals.
- Proposer should have a proven track record in providing these types of or similar services for municipal governments. The Town would prefer a firm who has worked with other Connecticut municipalities similar in size to Berlin. Further, experience with Quality Data Service, Inc., and Infinite Visions software is preferred.
- Proposer must be qualified and properly licensed in the State of Connecticut to perform its obligation under this proposal in compliance with any/all applicable Federal and State of Connecticut laws and regulations, statutes and policies.

All those submitting proposals must be willing to adhere to the following additional conditions and must positively state this in the proposal.

1. The proposer must certify that the personnel identified in its response to this RFP will be the persons actually assigned to the project. At its discretion, the Town may require the removal and replacement of any of the proposer's personnel who do not perform adequately, regardless of whether they were previously approved by the Town.
2. All subcontractors hired by the proposer awarded a contract or purchase order as a result of this RFP must have prior approval of the Town prior to and during the agreement period.
3. Any contract or purchase order resulting from this RFP process will represent the entire agreement between the proposer and the Town and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The Town shall assume no liability for payment of services under the terms of the contract or purchase order until the successful proposer is notified that the contract or purchase order has been accepted and approved by the Town. *Any contract resulting from this RFP may be amended only by means of a written instrument signed by the proposer and signed by the Town Manager.*

## **2. RIGHT TO AMEND OR TERMINATE THE RFP OR CONTRACT**

The Town may, in its sole discretion, clarify, modify, amend or terminate this RFP if the Town determines it is in the Town's best interest. The Town has the right to extend the RFP Open Date no later than four (4) business days prior to the scheduled RFP Open Date, via Amendment, if determined it is in the Town's best interest. In the event that an insufficient number of qualified bids are received by the RFP Open Date, the Town may terminate and re-post the RFP if determined it is in the Town's best interest. All such actions shall be affected by a posting on the Town's website, [www.town.berlin.ct.us](http://www.town.berlin.ct.us). **Each proposer is responsible for checking the Town's website to determine if the Town has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.**

If this RFP provides for a multi-year agreement, the Town also reserves the right to terminate the Contract at the end of the last fiscal year for which funds have been appropriated, and the Town shall have no obligation or liability to the successful proposer for any unfunded year or years.

### 3. **KEY DATES**

RFP Advertised	05/07/2019
Questions due from Vendors	05/16/2019
RFP Open Date	05/23/2019
Contract Execution Date	May/June 2019

### 4. **PROPOSAL SUBMISSION INSTRUCTIONS**

#### **A. Proposal Requirements & Required Format**

Proposals must set forth accurate and complete information for each of the items listed in attachments A & B.

1. Experience, Expertise and Capabilities
  - a. Philosophy Statement and Business Focus. A statement of the proposer's philosophy and approach in undertaking the services of the nature outlined in the RFP, as well as a description of its primary business focus.
  - b. Summary of Relevant Experience. A listing of projects that the proposer has completed within the last three (3) years of a similar nature to those included in the Scope of Services in this RFP must be provided.
2. Information Regarding: Failure to Complete Work, Default and Litigation.

Please respond to the following questions:

- a. Have you ever failed to complete any work awarded to you? If so, where and why?
- b. Have you ever defaulted on a contract? If so, where and why?
- c. Is there any pending litigation which could affect your organization's ability to perform this agreement? If so, please describe.
- d. Has your firm ever had a contract terminated for cause within the past five years? If yes, provide details.
- e. Has your firm been named in a lawsuit related to errors and omissions within the past five years? If yes, provide details.



- f. During the past seven years, has your firm ever filed for protection under the Federal bankruptcy laws? If yes, provide details.
  - g. Are there any other factors or information that could affect your firm's ability to provide the services being sought about which the Town should be aware?
4. Exceptions and Alternatives. Proposers wishing to take any exceptions to any requirement in the RFP shall state and explain such exceptions. The Town may accept proposals which take exception to any requirements in this RFP, or which offer any alternative to a requirement herein, as well as consider such exceptions and alternatives in evaluating responses. Any exception or alternative must be clearly delineated and cannot materially affect the substance of this Request for Proposals.

Your proposal should be submitted in a sealed envelope marked "**City-Wide Light Maintenance Bid #2019-17**" to the Town Manager's Office at the Berlin Town Hall, 240 Kensington Rd, ROOM 8, Berlin, CT 06037, until but no later than **2:00P.M., May 23, 2019**. The Town will not accept submissions by e-mail or fax. Proposers are solely responsible for ensuring timely delivery. The Town will **NOT** accept late proposals.

Proposal prices must be submitted on the Proposal Form included in this RFP. All blank spaces for proposal prices must be completed in ink or be typewritten.

Proposals may be withdrawn personally or in writing provided that the Town receives the withdrawal prior to the time and date the proposals are scheduled to be opened. Proposals are considered valid, and may not be withdrawn, cancelled or modified, for sixty (60) days after the opening date, to give the Town sufficient time to review the proposals, investigate the proposers' qualifications, secure any required municipal approvals, and execute a binding contract with the successful proposer.

An authorized person representing the legal entity of the proposer must sign the Proposal Form and all other forms included in this RFP.

## 5. QUESTIONS AND AMENDMENTS

Questions concerning the process and procedures applicable to this RFP are to be submitted **in writing** (including by e-mail or fax) and directed **only to:**

Name: Maryssa Tsolis

Position: Purchasing Agent

Email: [mtsolis@town.berlin.ct.us](mailto:mtsolis@town.berlin.ct.us)

Fax: (860)828-8628

**Proposers are prohibited from contacting any other Town employee, officer or official concerning this RFP. A proposer's failure to comply with this requirement may result in disqualification.**

The appropriate Town representative listed above must receive any questions from proposers no later than seven (7) days before the proposal opening date. That representative will confirm receipt of a proposer's questions by e-mail. The Town will answer all written questions by issuing one or more addenda, which shall be a part of this RFP and the resulting Contract, containing all questions received as provided for above and decisions regarding same.

At least four (4) calendar days prior to proposal opening, the Town will post any addenda on the Town's website, [www.town.berlin.ct.us](http://www.town.berlin.ct.us). **Each proposer is responsible for checking the website to determine if the Town has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.**

No oral statement of the Town, including oral statements by the Town representatives listed above, shall be effective to waive, change or otherwise modify any of the provisions of this RFP, and no proposer shall rely on any alleged oral statement.

#### **6. ADDITIONAL INFORMATION**

The Town reserves the right, either before or after the opening of proposals, to ask any proposer to clarify its proposal or to submit additional information that the Town in its sole discretion deems desirable.

#### **7. COSTS FOR PREPARING PROPOSAL**

Each proposer's costs incurred in developing its proposal are its sole responsibility, and the Town shall have no liability for such costs.

#### **8. OWNERSHIP OF PROPOSALS**

All proposals submitted become the Town's property and will not be returned to proposers.

#### **9. FREEDOM OF INFORMATION ACT**

All information submitted in a proposal or in response to a request for additional information is subject to disclosure under the Connecticut Freedom of Information. Proposers are encouraged **not** to include in their proposals any information which is proprietary a trade secret or otherwise confidential. All materials associated with this procurement process are subject to the terms of state laws defining freedom of information and privacy, and all rules, regulations and interpretations resulting from those laws.

**10. REFERENCES**

Each proposer must complete and submit the Proposer's Statement of References form included in this RFP.

**11. LEGAL STATUS**

If a proposer is a corporation, limited liability company, or other business entity this is required to register with the Connecticut Secretary of State's Office, it must have a current registration on file with that office. The Town may, in its sole discretion, request acceptable evidence of any proposer's legal status. Each proposer must complete and submit the Proposer's Legal Status Disclosure form included in this RFP.

**12. PRESUMPTION OF PROPOSER'S FULL KNOWLEDGE**

Each proposer is responsible for having read and understood each document in this RFP and any addenda issued by the Town. A proposer's failure to have reviewed all information that is part of or applicable to this RFP, including but not only any addenda posted on the Town's website, shall in no way relieve it from any aspect of its proposal or the obligations related thereto.

Each proposer is deemed to be familiar with and is required to comply with all federal, state and local laws, regulations, ordinances, codes and orders that in any manner relate to this RFP or the performance of the work described herein.

By submitting a proposal, each proposer represents that it has thoroughly examined and become familiar with the scope of work outlined in this RFP, and it is capable of performing the work to achieve the Town's objectives. If applicable, each proposer shall visit the site, examine the areas and thoroughly familiarize itself with all conditions of the property before preparing its proposal.

**13. TAX EXEMPTIONS**

The Town is exempt from the payment of federal excise taxes and Connecticut sales tax and use taxes. Such taxes must not be included in prices.

**14. AWARD CRITERIA & SELECTION**

All proposals will be publicly opened and read aloud as received on the date, at the time, and at the place identified in this RFP. Proposers may be present at the opening.

The Town reserves the right to correct, after proposer verification, any mistake in a proposal that is a clerical error, such as a price extension, decimal point error or FOB terms. If any error exists in an extension of prices, the unit price shall prevail.

The Town reserves the right to accept all or any part of a proposal, reject all proposals, and waive any informalities or non-material deficiencies in a proposal. The

Town also reserves the right, if applicable, to award the purchase of individual items under this RFP to any combination of separate proposals or proposers.

The Town will accept the proposal that, all things considered, the Town determines is in its best interests. Although price will be an important factor, it will not be the only basis for award. Due consideration may also be given to a proposer's experience, references, service, ability to respond promptly to requests, past performance, and other criteria relevant to the Town's interests, including compliance with the procedural requirements stated in this RFP.

#### **A. Evaluation Criteria**

The following specific criteria are expected to be among those utilized in the selection process. They are presented as a guide for the proposer in understanding the Town's requirements and expectation for this project and are not necessarily all inclusive or presented in order of importance.

- The background experience, and strength of the Proposer in providing similar services elsewhere, including the level of experience in working with other Connecticut municipalities of similar size, and the quality of services performed, either for other school systems or other municipalities, or both.
- The Proposer's responsiveness and compliance with the RFP requirements and conditions to provide the services requested.
- A review of references provided with the Proposal, and administration of prior contracts.
- Competitiveness of proposed fee. The Town reserves the right to negotiate fees with the selected Proposer.

The Town may elect to have the proposals evaluated by a committee as part of making a selection. If deemed necessary, the Town reserves the right to arrange for interviews/oral presentations as part of the selection process, which invitations for interviews may involve a short-listing of the proposals received.

If the proposer does not execute the Contract within ten (10) business days of the date of notification, unless extended by the Town, the Town may call any proposal security provided by the proposer and may enter into discussions with another proposer. **The Town will post the Preliminary Notice of Award and related information on its website, [www.town.berlin.ct.us](http://www.town.berlin.ct.us), under "Bid and RFP Information."**

The Interview and Contract Execution dates in Key Dates are anticipated, not certain, dates.

#### **15. ATTACHMENTS**

The following attachments are included below and must be completed, as detailed within the RFP.

- A. References
- B. Proposal Form

### **INDEMNIFICATION**

The Vendor at its own expense and without exception, shall indemnify, defend and pay all damages, costs, expenses, including attorney fees, and otherwise hold harmless the Town of Berlin, its employees, and agents, from any liability of any nature or kind in regard to the delivery of these services. The Vendor shall secure and maintain General Liability Insurance as will protect him from claims under the Worker's Compensation Acts and from claims for bodily injury, death, or property damage which may arise from the performance of his services under this contract.

### **INSURANCE REQUIREMENTS**

The selected vendor must maintain insurance that meets the Town's insurance requirements (listed below), to protect the Town from claims for loss or injury which might arise out of or result from the operations under this contract. Additionally, the selected vendor must file Certificates of Insurance with the Town, naming the Town as an additional insured.

Worker's Compensation, employer liability (or statutory limits - greater of two), \$1,000,000.

Comprehensive General Liability with limits of not less than \$1,000,000.00 per occurrence.

Professional Liability with limits not less than \$1,000,000.

Umbrella Liability of not less than \$1,000,000.

Comprehensive Automobile Liability (owned, non-owned, hired) of \$1,000,000.00 each accident.

### **LIQUIDATED DAMAGES**

**It is understood by the parties that time is of the essence with regard to the timely completion of the Project.** Failure of the Contractor to achieve completion of the Project within the calendar days stated herein will result in the Owner and the public incurring damages, additional costs and inconveniences that would be impossible or extremely difficult to accurately quantify at the time. Therefore, the parties agree that, if the Contractor fails to satisfactorily complete the Project hereunder within the time specified or within any extension of time that may have been allowed, there shall be deducted from any monies due or that may become due the Bidder, the sum of **FIVE HUNDRED DOLLARS AND NO CENTS (\$500.00)** for each

and every calendar day, including Saturdays, Sundays and legal holidays, that the Project remains incomplete. This sum shall not be imposed as a penalty, but as liquidated damages due Owner from Contractor by reason of the damages incurred, inconvenience and additional costs and expenses to the public together with other problems suffered as a result of any such delay thereby occasioned.

**PERFORMANCE AND PAYMENT BONDS**

Performance and payment bonds are required to be submitted with the bid package.

**RETURN THIS FORM IMMEDIATELY!**

**Acknowledgment: Receipt of RFP Documents  
Bid #2019-17**

REQUEST FOR PROPOSAL (RFP) FOR THE TOWN OF BERLIN  
STREET LIGHT MAINTENANCE SERVICES  
BERLIN, CONNECTICUT  
BID #2019-17

Please take a moment to acknowledge receipt of the attached documents. Your compliance with this request will help us to maintain proper follow-up procedures while ensuring that all recipients have the opportunity to submit qualifications.

Date issued: May 7, 2019

Date documents received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Do you plan to submit a response? Yes\_\_\_\_ No\_\_\_\_

Print or type the following information:

Company name: \_\_\_\_\_

Address: \_\_\_\_\_

City or Town: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

Received by: \_\_\_\_\_

**Note: Faxed acknowledgments are requested! FAX (860)828-7180  
A cover sheet is NOT necessary.  
IMPORTANT: DO NOT FAX BIDS.  
BIDS MUST BE SUBMITTED IN SEALED PACKAGES.**

**TOWN OF BERLIN, CONNECTICUT  
ATTACHMENT A: CONSULTANT'S STATEMENT OF REFERENCES**

**City-Wide Street Light Maintenance Services  
#2019-17**

Provide at least three (3) references:

1. BUSINESS NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY, STATE \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_  
INDIVIDUAL CONTACT NAME AND POSITION  
\_\_\_\_\_

2. BUSINESS NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY, STATE \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_  
INDIVIDUAL CONTACT NAME AND POSITION  
\_\_\_\_\_

3. BUSINESS NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY, STATE \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_  
INDIVIDUAL CONTACT NAME AND POSITION  
\_\_\_\_\_





**TOWN OF BERLIN, CONNECTICUT**

**ATTACHMENT B: PROPOSAL FORM**  
**City-Wide Street Light Maintenance Services**  
**#2019-17**

Pursuant to and in full compliance with the RFP, the undersigned certifies this proposal is submitted without collusion and all responses are true and accurate. If awarded this proposal, it is agreed this will form a contractual obligation to provide services at fees specified in this Proposal Form, subject to and in accordance with all instructions, conditions, requirements contained in the documents, including addenda, which are made part of this proposal.

**Please Provide an Itemized Description & Breakdown of Pricing:**

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

**List annual incremental increases for the next 5 years:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please attach any additional/related services or prices.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name, Title

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
E-mail address