

**Town of Orange, Connecticut  
BID DOCUMENTS**

**PUMP REPLACEMENT - ORANGE TOWN POOL  
HIGH PLAINS COMMUNITY CENTER  
525 ORANGE CENTER ROAD**

**1.0 INTRODUCTION**

- 1.1 The Town of Orange is seeking bids for installing a new owner-furnished 15 hp pump, variable frequency drive (VFD), flow meter, and 6 butterfly valves, as well as for furnishing and installing all other materials necessary for a complete and fully functional project, as set forth in more detail in Section 12 SCOPE OF WORK.
- 1.2 Bidders are required to comply with the instructions contained in these Bid Documents, and to provide information where requested. Bids must be made upon the forms contained herein.

**2.0 KEY EVENT DATES**

- 2.1 Request for Bids Advertised February 11, 2020
- 2.2 **MANDATORY** Pre-Bid Site Visit Contact Town Engineer Robert Brinton at (203) 891-4741 or [bbrinton@orange-ct.gov](mailto:bbrinton@orange-ct.gov) to schedule a site visit.
- 2.3 Bid Due Date & Bid Opening at 10:00 am February 28, 2020  
Orange Town Hall  
Lower Level Meeting Room  
617 Orange Center Road  
Orange, CT 06477
- 2.4 **Questions** All questions shall be submitted by email to the Director of Public Works at [bbrinton@orange-ct.gov](mailto:bbrinton@orange-ct.gov). All questions will be answered by email. Any question received after 4:30 p.m. on February 26, 2020, will not be answered.

**3.0 BID FORMS AND SUBMISSION INSTRUCTIONS**

- 3.1 Copies of the bid documents may be obtained from the Town of Orange Website and State of Connecticut Contracting Portal.

- 3.2 Ditto marks are not considered writing; shall not be used; and can be reason for non-acceptance of a bid.
- 3.3 All bids must be submitted on the enclosed BID FORM, in a sealed envelope, clearly marked "BID FOR PUMP REPLACEMENT – ORANGE TOWN POOL" and received in the Public Works office by the time of the bid opening listed above. The BIDDER'S QUALIFICATION STATEMENT must also be enclosed in the sealed envelope. Bids, corrections, and/or modifications received after the time Town officials open the first bid will not be accepted.
- 3.4 The BID FORM must be signed by an authorized agent of the submitting company.
- 3.5 All information submitted, must be in ink or typewritten. Mistakes may be crossed out and corrections inserted. The person signing the bid form must initial corrections.
- 3.6 The inability to meet any specified requirement(s) shall be clearly stated in writing and attached to the bid form or written on the bid form.
- 3.7 At the time of opening the bids, bidders shall be presumed to have inspected the site and be thoroughly familiar with the bid documents. Failure of any bidder to inspect the project site, ask questions, or to examine the bid documents, shall not relieve any bidder from obligations with respect to their bid.
- 3.8 The specifications listed are to be interpreted as meaning those acceptable to the Town of Orange. Substitutions that are "an approved equal," will be considered.
- 3.9 The completed bid package shall be in conformance with all other requirements as stated herein.

4.0 **TIME REQUIREMENTS**

Work shall be completed within 30 days from the Notice to Proceed.

5.0 **PAYMENT**

- 5.1 The Contractor shall submit an invoice for payment following completion of the work and approval of the work by the Town. The Contractor will be paid within thirty (30) days of receipt of the invoice.

6.0 **MISCELLANEOUS**

- 6.1 Bidders may withdraw their bid any time prior to the time of bid opening. No bidder shall withdraw, cancel or modify their bid for a period of sixty (60) days after bid opening.
- 6.2 The Town of Orange is exempt from Connecticut Sales and Use Taxes and Federal Excise Taxes. Bidders shall avail themselves of these exemptions.

6.3 The Town of Orange reserves the right to accept any bid, to reject any or all bids, to waive any minor bid informality or irregularity, to take into account the residency and business location of bidders within the Town of Orange, and to award the bid deemed by the Town of Orange to be in its best interest. Lowest price shall not be the sole determining factor when awarding the bid. Bidders who are delinquent in taxes or fees to the Town of Orange will not be considered responsible bidders.

6.4 The successful bidder shall obtain all required permits. Town building (including electrical) permit fees will be waived, except for the state educational fee of \$0.26 per \$1,000 construction value.

8.0 **TERMINATION**

8.1 Failure to comply with any of the requirements herein may be considered breach of contract and as such shall be subject to termination of the contract by the Town.

9.0 **INSURANCE**

9.1 The Consultant, before commencing any work shall furnish the Town with a certificate, or certificates of insurance, naming the Town of Orange as an additional insured on a primary and non-contributory basis. Insurance policies shall be issued by a company accredited and licensed by the State of Connecticut to provide such insurance, for the work specified herein, with the minimum types and limits as follows:

Commercial General Liability:

a.	Each Occurrence	\$1,000,000
b.	General Aggregate	\$2,000,000

Automobile Liability:

a.	Each Accident	\$1,000,000
b.	Uninsured Motorist	\$1,000,000

Umbrella or Excess Liability: \$3,000,000

Workers' Compensation: Per Statute

Employers' Liability:

a.	Each Accident or Disease	\$1,000,000
b.	Policy Limit	\$1,000,000

Professional Liability: \$1,000,000

All insurance shall be kept in effect by the Consultant throughout the terms of this Contract. Any lapse of coverage shall be deemed a material breach of Contract and cause for immediate termination. The Town shall be named as **additional insured** on all applicable policies. A waiver of subrogation shall apply in favor of the Town of Orange.

If any insurance coverage is provided on a "claims made" policy basis, an extended reporting period of at least 3 years after the date of project completion or final payment is made, whichever occurs later. These insurance requirements are not a limitation of liability and may be subject to change based on specific project cost and scope.

To the fullest extent permitted by law, Consultant will defend, indemnify and hold the Town of Orange and all of their employees and boards harmless from and against all claims, bodily injury and property damage, judgments and expenses, including attorney fees that arise from or are alleged to arise from the performance of this work.

9.2 For purposes of insurance, all certificates and communications should be addressed to:

Director of Public Works/Town Engineer  
Town of Orange  
617 Orange Center Road  
Orange CT 06477

9.3 No changes may be made to the insurance without at least fifteen (15) days prior written notice to above identified Town official.

## 10.0 **BID, PERFORMANCE, AND PAYMENT BONDS**

10.1 Not applicable.

## 11.0 **PREVAILING WAGES**

11.1 Not applicable.

## 12.0 **SCOPE OF WORK**

12.1 The Contractor shall furnish all labor, materials, supplies, equipment, tools, and incidentals items, necessary for a complete and fully functional project.

12.2 The Contractor shall install the following owner-supplied equipment in the Orange Town Pool basement filter and pool equipment room:

- a. Marlow 15 hp, 200 V, 3 phase pump
- b. AccuDrive VFD, 15 hp, 3 phase, 200-240 V, NEMA 12, w/ fused bypass
- c. Signet SmartPro Transmitter, Field Mount
- d. Signet Wall Mount Kit for Panel Mount Transmitter
- e. Signet 2536 Rotor-X Flow Sensor, 5"- 8"
- f. Pool Pro butterfly valve, lever, 6" (Quantity = 6)

- 12.3 The Contractor shall furnish and install all other necessary materials, including 6” Schedule 80 PVC pipe and fittings, stainless steel or other non-corrosive fasteners, bracing, miscellaneous gauges, pipe identification, wire, conduit, switches, circuit breakers, and electrical enclosures.
- 12.4 The Contractor is responsible for connecting and calibrating the flow meter, and for start-up and commissioning of the variable frequency drive (VFD) to control the pump motor speed to maintain the desired flow rate.
- 12.5 The new pump will replace the existing main pump. The existing main pump will be relocated to serve as a backup pump, in a manual bypass arrangement, similar to the existing backup pump. The existing backup pump will be removed and disposed of.
- 12.6 Shutdown of the main pool circulating pump to perform the work of this project will be permitted when the pool is closed. Brief shutdowns when the pool is use in may be coordinated with the Aquatics Director. The pool is typically in use from 5:45 am to 8:30 pm Mon. to Fri., except that the pool is closed on Tues. and Thurs. from 8:30 am to 11:30 am. The pool is typically open from 10:00 am to 2:00 pm on weekends.

**Town of Orange, Connecticut**

**BID FORM**

The following bid is being submitted to the Town of Orange, Connecticut Public Works Department for supplying all labor, material, supplies, equipment and tools necessary to perform the work as specified in the bid documents.

**PUMP REPLACEMENT – ORANGE TOWN POOL**

BID PRICE FOR PUMP REPLACEMENT – ORANGE TOWN POOL \$ \_\_\_\_\_  
(LUMP SUM)

TOTAL BID PRICE IN WORDS: \_\_\_\_\_

---

The undersigned certifies that he/she has read and understood all of the provisions of the “ BID DOCUMENTS”. Any exceptions to the “BID DOCUMENTS” are noted below and/or on a separate sheet of paper and made a part of this bid. The undersigned also certifies that this bid is being submitted without collusion with any individual or corporation and agrees, by virtue of submitting this bid, that if accepted by the Town of Orange, this forms a contractual obligation on the part of the bidder to perform the work in accordance with the bid documents.

SIGNATURE: \_\_\_\_\_

FOR: \_\_\_\_\_  
(Company Name)

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Title)

NUMBER & STREET: \_\_\_\_\_

TOWN/CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TEL NO. \_\_\_\_\_

EMAIL: \_\_\_\_\_

**(CHECK ONE)**

No exceptions to the Specifications \_\_\_\_\_

Exceptions taken as noted below \_\_\_\_\_ or on separate sheet of paper \_\_\_\_\_

**BIDDER'S QUALIFICATION STATEMENT**

All bidders are required to submit this form, properly completed and signed. A Bidder's failure to answer any question or provide required information may be grounds for disqualification and rejection of Bid. If a question or request for information does not pertain to your organization in any way, use the symbol "NA" (Not Applicable). If needed, use additional 8 ½' x 11" letterhead sheets to answer the questions herein.

The Town may make such investigations as it deems necessary to determine the ability of the Bidder to perform the work and, the Contractor shall furnish to the Town all such information and data needed for this purpose as the Town may request.

**I COMPANY INFORMATION**

A. Indicate, exactly, the name by which your organization is known, and your current business address

Name of Bidder: \_\_\_\_\_

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

\_\_\_\_\_

Telephone No. \_\_\_\_\_

Email \_\_\_\_\_

Cell Phone No. \_\_\_\_\_

Person with this No. \_\_\_\_\_

B. Bidder's Tax Identification Number (FEIN): \_\_\_\_\_

C. How many years has this organization been in the business under its present business name? \_\_\_\_\_

D. The organization is a:

\_\_\_\_ Corporation

\_\_\_\_ Partnership

\_\_\_\_ Sole Proprietorship

\_\_\_\_ Joint Venture

\_\_\_\_ Other

1. If a "Corporation:"

a. State Where Incorporated \_\_\_\_\_

b. Names and Titles of All Officers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

c. Fill out Certificate of Incorporation at end of this form

2. If a “Sole Proprietorship” or a “Partnership.”

a. Date when organization started \_\_\_\_\_

b. Names and home addresses of Partners or Owner(s)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. City/Town in which trade name certificate is filed: \_\_\_\_\_

\_\_\_\_\_

3. If a “Joint Venture:”

a. Name and business address of each joint venture participant:

(1)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(2)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(3)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. Attach a copy of the executed Joint Venture Agreement to the Bid Package



4. If "Other:"

- a. Type of organization: \_\_\_\_\_
- b. Date when organization started: \_\_\_\_\_
- c. Names and home addresses of principals: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. How many years has this organization been in business as a General Contractor?  
\_\_\_\_\_

F. If this organization has not always been a General Contractor, list the trades that your firm customarily performed prior to the time you became a General Contractor:  
\_\_\_\_\_  
\_\_\_\_\_

G. Attach resumes of all Principals at end of Bid Package

H. Attach resumes of Project Manager(s) and other Supervisory personnel who will be directly involved with the Project on which you are now a Bidder. Indicate the number of years of construction experience and number of years of construction supervisory experience

**II. PROFESSIONAL EXPERIENCE/REFERENCES/PAST PERFORMANCE**

A. How many years has your firm been performing, as General Contractor, the specific type of work involved in this Project? \_\_\_\_\_

B. List all sub-trades which your firm customarily performs with its own employees:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_

C. List your General Contractor's License Number in the State of Connecticut:  
\_\_\_\_\_

D. List all other applicable trade license numbers held by your company in the State of Connecticut and list the trade for each license:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. List all Construction Projects your company currently has in progress (use additional sheets if necessary):

1. Project Name & Location: \_\_\_\_\_  
Contract Amount: \_\_\_\_\_  
Percent Complete: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Tel. #: \_\_\_\_\_  
Email: \_\_\_\_\_
  
2. Project Name & Location: \_\_\_\_\_  
Contract Amount: \_\_\_\_\_  
Percent Complete: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Tel. #: \_\_\_\_\_  
Email: \_\_\_\_\_
  
3. Project Name & Location: \_\_\_\_\_  
Contract Amount: \_\_\_\_\_  
Percent Complete: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Tel. #: \_\_\_\_\_  
Email: \_\_\_\_\_
  
4. Project Name & Location: \_\_\_\_\_  
Contract Amount: \_\_\_\_\_  
Percent Complete: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Tel. #: \_\_\_\_\_  
Email: \_\_\_\_\_

F. List at least three (3) projects of similar size and scope to this project that your company has completed in the last three (3) years:

1. Project Name & Location: \_\_\_\_\_  
Contract Amount: \_\_\_\_\_  
Percent Complete: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Tel. #: \_\_\_\_\_  
Email: \_\_\_\_\_  
Date of Completion: \_\_\_\_\_

2. Project Name & Location: \_\_\_\_\_  
 Contract Amount: \_\_\_\_\_  
 Percent Complete: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Tel. #: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Date of Completion: \_\_\_\_\_
  
3. Project Name & Location: \_\_\_\_\_  
 Contract Amount: \_\_\_\_\_  
 Percent Complete: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Tel. #: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Date of Completion: \_\_\_\_\_
  
4. Project Name & Location: \_\_\_\_\_  
 Contract Amount: \_\_\_\_\_  
 Percent Complete: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Tel. #: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Date of Completion: \_\_\_\_\_

G. Trade References: Names, addresses and telephone numbers of at least three (3) major vendors, subcontractors, or general contractors with which your company has regular business dealings:

1. Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Tel. #: \_\_\_\_\_  
 Email: \_\_\_\_\_
  
2. Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Tel. #: \_\_\_\_\_  
 Email: \_\_\_\_\_
  
3. Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Tel. #: \_\_\_\_\_  
 Email: \_\_\_\_\_

4. Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Tel. #: \_\_\_\_\_  
Email: \_\_\_\_\_

H. Provide a list of company-owned equipment that will be committed to this Project:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

I. In the past five (5) years, has your organization failed to complete any work awarded to you? \_\_\_\_\_

If yes, provide details on when, where and why:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

J In the past five (5) years, has your organization had a contract terminated for failure to perform, or for failure to meet any terms of the contract? \_\_\_\_\_. If yes, provide details on when, where and why:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

K. In the past five (5) years, have your or your organization been cited by the Connecticut Department of Labor, or by any other State Agency for any violations of State or Federal labor laws, regulations or guidelines governing payment or payment of wages and/or benefits to your employees? \_\_\_\_\_. If yes, provide details of when, where, and why:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

L. Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers? \_\_\_\_\_ If yes, provide details:

---

---

---

---

M. In the past five (5) years, has your organization filed any lawsuits or requested arbitration with regard to construction contracts? \_\_\_\_\_ If yes, provide details:

---

---

---

---

N. Have you had an Affirmative Action Plan approved by the Commission on Human Rights and Opportunities within the past two (2) years? \_\_\_\_\_

1. If yes, list the expiration date for that Plan: \_\_\_\_\_

2. Have you received any notification from the commission on Human Rights and Opportunities of any non-compliance or violation of the terms and conditions of your approved Affirmative Action Plan? \_\_\_\_\_ If yes, please describe the nature of that non-compliance:

---

---

---

---

O. Please furnish a Bank Reference:

---

P. Credit available:

---

Q. Will you furnish, upon request, a detailed financial statement and any other information that may be required by the Town?

---

R. The undersigned hereby authorizes and requests any persons, firm or corporation to furnish information, requested by the Town in verification of the recitals comprising this statement of the Bidder's qualifications.

I (We), the undersigned, hereby certify that the information on the preceding pages is true and accurate and that the Town will rely on said information as a basis for determining the Bidder's qualifications for the project described. The undersigned further understands that any material misrepresentation or inaccuracy, above, will result in Bidder's disqualification, or if applicable, will constitute grounds for termination of the Contract.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2020

\_\_\_\_\_  
(Name of Bidder)

By: \_\_\_\_\_

Title: \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

\_\_\_\_\_ being duly sworn,

deposes and says that he is \_\_\_\_\_ of \_\_\_\_\_

\_\_\_\_\_ and \_\_\_\_\_

that the answers to the foregoing questions and all statements therein are true and correct.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2020

\_\_\_\_\_ (Notary Public)

My Commission Expires: \_\_\_\_\_

S. Certificate of Corporation – To be Filled Out if Bidder is Corporation:

I, \_\_\_\_\_,  
certify that I am

The Secretary of the Corporation named in the foregoing instrument; that I have been duly authorized to affix the Seal of the Corporation to such papers as require the Seal; that \_\_\_\_\_, who signed said instrument on behalf of the Corporation, was then \_\_\_\_\_ of said corporation; that said instrument was duly signed for and in behalf of said Corporation by authority of its governing body and is within the scope of its corporation powers.

\_\_\_\_\_  
(Signature of Person Certifying)

C O R P O R A T E S E A L :

T. If the Bidder is a Corporation, attach a Statement of Authorization to submit a Bid Proposal from the Governing Body of the Corporation.

**NON-COLLUSIVE AFFIDAVIT OF PRIME BIDDER**

State of \_\_\_\_\_

County of \_\_\_\_\_

\_\_\_\_\_ being first duly sworn, deposes that:

1. (He, She) is (Owner, Partner, Officer Representative or Agent) of \_\_\_\_\_, the bidder that has submitted the attached Bid:
2. (He, She) is fully informed respecting the preparation and contents of the attached bid and all pertinent circumstances respecting such Bid;
3. Such Bid is genuine and is not collusive or a sham Bid;
4. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham bid in connection with the Contract for which the attached Bid is submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement, collusion, communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement, any advantage against the Town or any person interested in the proposed Contract;
5. The price, or prices, quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees or parties in interest, including this affiant; and
6. That no employee or person whose salary is payable in part by the Treasury of the Town in which the Project is located, is directly or indirectly interested in the Bid, or its supplies, materials, equipment, work or labor to which it relates, or in any profits thereof.

(Signed) \_\_\_\_\_

(Title) \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_

(Signed) \_\_\_\_\_

(Title) \_\_\_\_\_

My Commission Expires: \_\_\_\_\_