



## CAPITOL REGION PURCHASING COUNCIL

### INVITATION FOR BID #709 LADDER TESTING

Issue Date: As listed on [crcog.bonfirehub.com](http://crcog.bonfirehub.com)  
Deadline for Questions: As listed on [crcog.bonfirehub.com](http://crcog.bonfirehub.com)  
Response Deadline: As listed on [crcog.bonfirehub.com](http://crcog.bonfirehub.com)  
Response Location: [crcog.bonfirehub.com](http://crcog.bonfirehub.com)

**CAPITOL REGION PURCHASING COUNCIL  
INVITATION FOR BID  
LADDER TESTING**

**BID SPECIFICATIONS**

## **I. MODIFICATIONS TO GENERAL TERMS AND CONDITIONS**

### **SCOPE**

The Capitol Region Purchasing Council, on behalf of certain Capitol Region Purchasing Council members, requests bids for on-site ladder inspection, testing and certification services for selected ground and aerial apparatus. Each respective CRPC member will make its own awards and payments according to the terms and conditions set forth in these specifications. A written order from each contracting entity will be required before any work is started, and shall contain information concerning the quantity and type of equipment to be tested, the desired location, the preferred work schedule, and any other relevant data. In general, the standards set forth by the 2015 (or latest) edition of NFPA 1932, Fire Department Ground Ladders, Use Maintenance and Service Testing, as well as the 2002 (or latest) edition of NFPA 1914, Fire Department Aerial Devices Testing, shall apply.

Note: The awarded vendor(s) must have product available to fulfill all orders for the period commencing **October 1, 2020 and ending September 30, 2021**

### **ESTIMATED QUANTITIES**

The quantities specified herein are estimates only and have been provided for the purpose of competitive bidding. Actual quantities will be contingent upon the total number of CRPC members which decide to make an award off of this bid (as participation is voluntary) and the needs of the using departments in each of those CRPC members. Furthermore, budgetary constraints may make it impossible for a CRPC member to undertake some or all of the proposed testing work.

### **PRICING**

Pricing for the testing services detailed herein may be provided on either a per ladder or on a per foot basis. It should be noted that the Capitol Region Purchasing Council strictly prohibits the unilateral imposition of additional surcharges on the participating CRPC members at any point during the contract period. Prices bid shall apply throughout the term of the contract and will be construed as all-inclusive. **While vendors have been asked to specify any retesting charges that may apply to ground ladders in the bid response, it shall be understood that all aerial testing quotations shall cover all testing efforts required until a given apparatus passes. Any exceptions to this provision must be noted as part of a bid response.**

### **INSURANCE REQUIREMENTS**

All respondents are required to submit, **with their bids**, a copy of the cover sheet from their

insurance policy(ies) (or an equivalent piece of documentation) which demonstrates the firm's current coverages and limits for General Liability, Automobile Liability, and Worker's Compensation Insurance.

The successful bidder shall be required to furnish insurance certificates covering Public Liability, Property Damage and Workers' Compensation Insurance to the awarding CRPC member within ten (10) days from notice of award of the contract. Said certificate should reference the appropriate CRPC bid number. The following insurance coverage shall remain in full force for the duration of the contract term. All renewal certificates shall be furnished at least 10 days prior to policy expiration. Please see the CRPC General Terms and Conditions for insurance levels required.

**Note that the Town of West Hartford has additional insurance requirements. Please see West Hartford Insurance Form Attachment.**

#### **INDEMNIFICATION**

To the fullest extent permitted by law, the successful bidder shall release, defend, indemnify, and hold harmless the participating CRPC members from any and all suits, claims, losses, damages, costs (including, without limitation, reasonable attorney fees) compensation, penalties, fines, liabilities or judgments of any name or nature for:

- (1) Bodily injury, sickness, disease or death; and/or
- (2) Damage to or destruction of property, real or personal; and/or
- (3) financial losses (including, without limitation, those caused by loss of use)

sustained by any person or concern of the participating CRPC members, which is caused or alleged to have been caused in whole or in part, by the negligent act(s) or omission(s) of the successful bidder, its officers, employees, agents, or Subcontractors, in the performance of any resulting contract or from the inaccuracy of any representation or warranty of the successful bidder contained in the Contract Documents. This indemnity should not be affected by other portions of the specifications relating to insurance requirements.

To the fullest extent permitted by law, the successful bidder agrees to release, defend, indemnify and hold harmless the participating CRPC members from any loss, claim, cost, penalty, fine or damage that may arise out of the failure of the successful bidder, its officers, agents, employees, or Subcontractors to comply with any laws or regulations of the United States and the State of Connecticut. This undertaking shall not be affected by other portions of these specifications relating to insurance requirements.

#### **BIDDER PERFORMANCE/LIABILITY FOR SERVICE FAILURES**

Failure of any successful bidder to adhere to specifications, prices, terms or conditions of their agreement during the course of the contract period may preclude such bidder from bidding on future CRPC bids in addition to any action that CRPC members may take as a result of the vendor's failure to perform. It should be noted that the awarded vendor shall assume full

responsibility for the negligence of any sub-contractor(s) utilized to fulfill any and all obligations under resulting contracts.

Moreover, if the contractor fails to perform the work within the time specified or if the testing methodology is rejected by the CRPC member, the CRPC member may obtain such services or any part thereof from other sources in the open market or on contract. Should the new price be greater than the contract price, the difference will be charged against the contractor. Should the new price be less, the contractor shall have no claim to the difference.

## **II. TECHNICAL SPECIFICATIONS/ADDITIONAL REQUIREMENTS**

The successful vender will be required to:

- (1) inspect, test and certify ground ladders in accordance with the 2015 (or latest) edition of NFPA 1932, *Fire Department Ground Ladders, Use, Maintenance and Service Testing*;
- (2) inspect, test and certify aerial devices in accordance with the 2002 (or latest) edition of NFPA 1914, *Fire Department Aerial Devices, Testing*;
- (3) schedule inspection appointments with each fire department in order to ensure that their minimum apparatus requirements continue to be met throughout the testing. (Note: Each fire department will provide a single location, with both indoor and outdoor work areas, for the vendor to work and will arrange for the shuttling of apparatus between stations);
- (4) supply sufficient manpower to perform all required testing. Fire department staff **should not** be relied upon to assist in conducting individual ladder tests. All technicians assigned must be experienced and come properly equipped to perform the tests under contract (i.e., must have proper, functioning equipment, manufacturer specifications and NFPA standards on hand).
- (5) immediately mark any equipment to be taken out of service (with tags, tape, etc.) and provide written documentation referencing the condition of **each** ladder tested. However, the vendor shall permit fire department staff to make minor repairs (lubrication, cleaning, etc.) as soon as possible and shall revise his/her report for any such ladders repaired prior to the completion of the work; and
- (6) provide written documentation once testing is completed verifying all work performed.

### **WORK SCHEDULE**

Ladder testing shall be conducted during the normal business days of each department.

### **EXCEPTIONS TO SPECIFICATIONS**

Any vendors utilizing testing procedures that vary from those of the cited NFPA standards shall state so ***in their bid*** and describe the variance(s). Each CRPC member reserves the right to evaluate the equivalency of alternative test procedure(s) and to deny award of a contract if such procedure(s) are deemed to be inequivalent. Failure test methods that use anything other than dead weight for device loading shall not be accepted.

## **II. GENERAL TERMS AND CONDITIONS**

### **PURCHASING COUNCIL PURPOSE**

The Capitol Region Purchasing Council (“CRPC”) is a purchasing cooperative, acting under the auspices of the Capitol Region Council of Governments (“CRCOG”), which attempts to provide volume-based discounts to its Member Agency base through various cooperative procurement initiatives. To date, some **115** towns, boards of education and agencies across the State (38 of which are located in the Greater Hartford area) are eligible to take advantage of the Council’s services.

### **BID FORMS/SUBMISSION OF BIDS**

The CRPC uses Bonfire for the notification and dissemination of all solicitations. The receipt of solicitations through any other company may result in your receipt of incomplete specifications and/or addenda which could ultimately render your bid non-compliant. The CRPC accepts no responsibility for the receipt and/or notification of solicitations through any other company.

No oral, telegraphic or telephonic submittal will be accepted. IFB’s, RFP’s, RFQ’s and RFI’s shall be submitted in electronic format via **Bonfire**. All Invitations For Bid (IFB), Requests For Proposals (RFP), Requests For Quotes (RFQ), Requests For Information (RFI) submitted electronically via **Bonfire** shall remain locked until official date and time of opening as stated in the Special Terms and Conditions of the IFB, RFP, RFQ and/or RFI. A formal, in-person bid opening will not be held.

### **EXCEPTIONS TO SPECIFICATIONS**

Vendors are directed to make sure that they understand the terms and conditions as specified in this Invitation for Bid. Unless exceptions to any of the terms and conditions, including pricing, are specified as part of the bid response, it will be expected that all terms and conditions expressed herein are acceptable and shall govern resulting contracts. **Any variance from specifications, including product substitutes (as well as replacements for discontinued items) and pricing units (pounds, 50 lb bags vs. 100 lb bags, etc.) must be clearly noted in the vendor’s bid response.**

### **SUBSTITUTION FOR NAMED BRANDS**

Should brand name items appear in this bid, the bidder must make available specifications on any substitutions, and explain how the substitution compares with the named brand’s specifications.

### **BID AWARD**

A bid award, in the form of a purchase order issued to a participating vendor, shall be made by each respective Member Agency to the lowest responsible bidder(s). The lowest responsible bidder is that person or firm whose bid to perform the work is lowest, who is qualified and competent to do the work, whose past performance of work is satisfactory to the Member Agency and whose bid documents comply with the procedural requirements stated herein. The award process may also include additional considerations such as the information provided on the bid forms and the bidder’s perceived ability to fulfill his/her obligations as prescribed by these specifications. Each bidder must be prepared to show evidence of having satisfactorily carried out a similar contract, as inability to do so may be cause for rejection.

### **CONTRACT EXTENSION**

Contracts may be extended by mutual agreement of the parties – for bids with a one year contract period, a one year extension will be permitted if there is mutual agreement; for bids with a

two year contract period, a two year contract extension will be permitted if there is mutual agreement. **All extensions shall be completed before the next bid invitation is issued.** A schedule of bid invitations and openings is posted on the CRPC website.

**ESTIMATED QUANTITIES**

The quantities as listed herein are estimates only and have been provided for the purpose of competitive bidding. Actual quantities will be contingent upon the total number of Member Agencies that decide to make an award from this bid (as participation is voluntary) and the needs of the using departments in the various Member Agencies.

**INCLUSION OF NON-PARTICIPATING TOWNS AND BOARDS OF EDUCATION**

Any Member Agency, current or future, within the CRPC shall be allowed to participate in this bid during the life of the contract, even if it is not listed amongst the bid participants.

**WITHDRAWAL OF BIDS**

No bid submitted may be withdrawn, in whole or in part, without the written consent of the CRPC.

**REJECTION AND/OR CANCELLATION OF BIDS**

The CRPC reserves the right to reject or cancel any and all bids, or any part of any or all bids, if such action is deemed to be in its best interest to do so.

**RIGHT TO WAIVE ANY INFORMALITY**

The cooperating Member Agencies reserve the right to waive any informality in a bid when such a waiver is in their best interest.

**BID PRICES**

All prices bid must be on the basis of F.O.B. delivery point, unloaded inside, unless otherwise indicated in the proposal. A bid on any other basis than that indicated in the proposal may be considered informal. **Note: CRPC strictly prohibits the unilateral imposition of additional surcharges (fuel, delivery, etc.) on the participating communities at any point during the contract period. Prices bid shall apply throughout the term of the contract and will be construed as all-inclusive.**

**TAXES**

Member Agencies are exempt from the payment of any sales, excise or federal transportation taxes. The prices bid, whether a net unit price or a trade discount from catalog list prices, must be exclusive of taxes and will be so construed.

**BILLING**

Billing shall be made to each bid participant according to the terms set forth on each purchase order.

**1% ADMINISTRATIVE FEE**

The Capitol Region Council of Governments uses Bonfire to distribute and receive bids and proposals. **Responding vendors agree to pay to the CRCOG an administrative fee of one percent (1%) of the total ordered amount of all contracts for goods and/or services awarded to the vendor.** This fee shall be submitted by the vendor to CRCOG on a quarterly basis along with a report on awards made by Member Agencies and purchase orders issued by CRPC members to vendors. The fee shall be payable for all CRPC bids unless specifically exempted by the CRPC.

**The fee and report shall be submitted as a check to made to the order of “Capitol Region Council of Governments” and mailed to:**

Capitol Region Council of Governments  
Attn: Jessica Muirhead  
241 Main Street, 4th  
Hartford, CT 06106

**REPORTING REQUIREMENTS**

All orders placed on CRPC bids shall be reported to the Capitol Region Council of Governments on a monthly or quarterly basis. Vendors are responsible for submitting purchase orders to the CRCOG via email to [crpcstaff@crcog.org](mailto:crpcstaff@crcog.org).

**FAILURE TO COMPLY**

All awarded vendors must comply with the 1% Administrative Fee and Reporting Requirements outlined in the CRPC General Terms and Conditions. Failure to comply within 60 days of orders and/or awards by CRPC members may result in the vendor being restricted from participating in future bids.

**DELIVERY ARRANGEMENTS AND REQUIREMENTS**

No delivery shall become due or be acceptable without a written order issued by the Member Agency concerned. Such order will contain the quantity, time of delivery and other important data.

**REFERENCES**

Upon request, vendors shall supply the names of other customers (preferably municipalities) to interested Member Agencies.

**BIDDER PERFORMANCE/LIABILITY FOR DELIVERY FAILURES**

Failure of any successful bidder to adhere to specifications, prices, terms or conditions of their agreement during the course of the contract period may preclude such bidder from bidding on future CRPC bids in addition to any action that Member Agencies may take as a result of the vendor’s failure to perform. It should be noted that the awarded vendor shall assume full responsibility for the negligence of any sub-contractor(s) utilized to fulfill any and all obligations under resulting contracts.

Moreover, if the contractor fails to make proper delivery within the time specified or if the delivery is rejected by the Member Agency, the Member Agency may obtain such commodities or any part thereof from other sources in the open market or on contract. Should the new price be greater than the contract price, the difference will be charged against the contractor. Should the new price be less, the contractor shall have no claim to the difference.

**INSURANCE REQUIRED OF SUCCESSFUL BIDDERS**

The Successful bidder shall furnish a certificate of insurance which includes the coverages and limits set forth below; identifies the Member Agency as an additional insured; and provides for at least ten (10) days prior notice to the Member Agency of cancellation or non-renewal. Coverage is to be provided on a primary, non-contributory basis:

- a. General Liability Insurance, including Contractual Liability Insurance and Products/Completed Operations Insurance issued by an insurance company licensed to conduct business in the State of Connecticut with: limits not less than \$1,000,000 for all damages because of bodily injury sustained by each person as the result of any occurrence and \$1,000,000 bodily injury aggregate per policy year; and limits of \$500,000 for all property damage aggregate per policy year or a limit of \$1,000,000 Combined Single Limit (CSL). A Waiver of Subrogation shall be provided. All, if any, deductibles are the sole responsibility of the contractor to pay and/or indemnify.
- b. Automobile Liability Insurance issued by an insurance company licensed to conduct business in the State of Connecticut with: limits not less than \$1,000,000 for all damages because of bodily injury sustained by each person as a result of any occurrence and \$1,000,000 aggregate per policy year; and limits of \$500,000 for all damages because of property damage sustained as the result of any one occurrence or \$1,000,000 Combined Single Limit (CSL). All, if any, deductibles are the sole responsibility of the contractor to pay and/or indemnify.
- c. Worker's Compensation Insurance in accordance with Connecticut State Statutes.

The insurance requirements listed above are minimum requirements for successful bidders. Awarding agencies may require higher insurance limits.

**FOR THE TOWN OF WEST HARTFORD ONLY**

Please see the Attachment concerning the town's insurance requirements.

**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.

**EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION**

The CRPC, an affiliate of the CRCOG, subscribes to the CRCOG's policy of Equal Employment Opportunity and Affirmative Action, and pledges to lend its support and cooperation to private and public agencies who are promoting public policy in this vital area of human relations. Vendors will be required to sign the certificate incorporated in the bid document relative to Equal Employment Opportunity and Minority/Female Business Enterprise (if applicable).

**SEVERABILITY**

If any terms or provisions of this bid shall be found to be illegal or unenforceable, then such term or provision shall be deemed stricken and the remaining portions of this bid shall remain in full force and effect.

**ADDITIONAL TERMS AND CONDITIONS**



The Vendor assigns to CRCOG all rights title and interests in and to all causes of action it may have under Section 4 of the Clayton Act, 15 USC 15, or under Chapter 624 of the general statutes. This assignment occurs when the Contractor is awarded the contract.

Vendor agrees that it is in compliance with all applicable federal, state and local laws and regulations, including but not limited to Connecticut General Statutes Sections 4a-60 and 4a-60a. The Contractor also agrees that it will hold CRCOG harmless and indemnify CRCOG from any action which may arise out of any act by the contractor concerning lack of compliance with these laws and regulations. All purchases will be in compliance with Section 22a-194 to Section 22a-194g of the Connecticut General Statutes related to product packaging.

Resulting contracts are subject to the provisions of Executive Order N. Three of Governor Thomas J. Meskill promulgated February 15, 1973 and section 16 of P.A. 91-58 nondiscrimination regarding sexual orientation, and the provisions of Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999 regarding Violence in the Workplace Prevention Policy.

The contract arising from the bid may be subject to the provisions of §1-218 of the Connecticut General Statutes, as it may be modified from time to time. In accordance with this section, each contract in excess of two million five hundred thousand dollars between a public agency and a person for the performance of a governmental function shall (1) provide that the public agency is entitled to receive a copy of records and files related to the performance of the governmental function, and (2) indicate that such records and files are subject to the Freedom of Information Act and may be disclosed by the public agency pursuant to the Freedom of Information Act. No request to inspect or copy such records or files shall be valid unless the request is made to the public agency in accordance with the Freedom of Information Act. Any complaint by a person who is denied the right to inspect or copy such records or files shall be brought to the Freedom of Information Commission in accordance with the provisions of sections 1-205 and 1-206 of the Connecticut General Statutes.

Incorporated by reference into this contract is Section 4-61dd(g)(1) and 4-61dd(3) and (f) of the Connecticut General Statutes which prohibits contractors from taking adverse action against employees who disclosed information to the Auditors of Public Accounts or the Attorney General.

### **QUESTIONS**

General inquiries should be directed to Jessica Muirhead, [jmuirhead@crcog.org](mailto:jmuirhead@crcog.org), or through the Bonfire messaging application.

However, **no oral interpretations** shall be made to any respondent as to the meaning of any of the bid documents. **Every request for an interpretation shall be made in writing and posted to the Bonfire online system.** To receive consideration, such questions must be received at least five (5) calendar days before the established date for receipt of proposals.

The CRPC staff will arrange as addenda, which shall be made a part of this Invitation for Bid and any resulting contracts, all questions received as above provided and the decisions regarding each. At least three (3) days prior to the receipt of bid proposals, the CRPC staff will **post a copy of any addenda in Bonfire**. In special cases, the CRPC staff reserves the right to post clarifying information in the form of an addendum outside of the aforementioned timeline. It shall be the responsibility of each respondent to determine whether any addenda have been issued and if so, to download copies directly from the **Bonfire** website.