

# CITY OF BRISTOL

## INVITATION TO BID

Please quote us your prices on the commodities or services listed below. All prices must be FOB Destination. You must show Unit Price, Amount and Total or bid may be rejected.

<http://www.bristolct.gov/bids>

Since the City of Bristol is exempt from the payment of Federal Excise Taxes and the Connecticut Sales Tax, do not include such taxes. The City reserves the right to reject in whole or in part any or all bids submitted. The attached standard terms and conditions shall become a part of any resultant contract award.



Vendor Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Page 1 of 2

**THIS IS NOT AN ORDER.** Fill in and return to the address below.

ISSUED BY: <b>City of Bristol, Connecticut</b>		(Return Bid attention of) <b>Roger D. Rousseau</b>	BID NUMBER <b>2011-092</b>
ADDRESS <b>111 North Main Street Purchasing Department Bristol, CT 06010</b>			DATE ISSUED <b>April 14, 2011</b>
SHIPPING ADDRESS (address for shipment of purchased materials) -		TELEPHONE NUMBER <b>(860) 584-6195</b>	DATE BID REQUIRED <b>May 9, 2011 11:00 am</b>
			DATE MATERIAL REQUIRED
		To be Completed by bidder	
		Unit Price	Amount

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	To be Completed by bidder	
				Unit Price	Amount
1.	<p>Sanitary Sewer Lateral/Grout Sealing Vehicle as per specifications outlined in Attachment A.</p> <p>The specifications in Attachment A are intended to serve as a base specification; functionally equivalent equipment will be considered. The City shall be the sole judge in determining functional acceptability of equipment, based on its ability to meet the operational needs of the City.</p> <p>The City of Bristol reserves the right to require onsite demonstration of vehicle performance, for the purpose of verifying compliance of proposed equipment with the specifications. Said onsite demonstration shall not cause any costs to be incurred on the part of the City.</p> <p><b>Please Note:</b> Responses to this Request for Quotation must be submitted in writing prior to the due date and time noted above, to the address noted above, as a sealed bid response. Responses received after the required due date and time will not be considered for award. <b>Faxed bid responses are Not Acceptable.</b></p>	Each	1		\$ _____

To be completed by bidder	QUOTE NO:	DATE SUBMITTED	DELIVERY AS REQ'D. (Unless noted here)	
	SIGNED	TITLE	TELEPHONE NO. & EXTENSION	CASH DISCOUNT PAYMENT TERMS
	VENDOR FEIN/SSN	ARE YOU INCORPORATED YES <input type="checkbox"/> NO <input type="checkbox"/>	PURCHASE ORDER ADDRESS (If different from bidder's address above)	



**RETURN THIS FORM IMMEDIATELY!**

City of Bristol, Connecticut  
Acknowledgment: Receipt of Bid Documents

Bid Number: **2011-092**

Title: **Sanitary Sewer Lateral/Grout Sealing  
Vehicle**

Please take a moment to acknowledge receipt of the attached bid 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 proposals.

Date Invitation to Bid was issued April 14, 2011

Date Invitation to Bid was received \_\_\_\_/\_\_\_\_/\_\_\_\_

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

---

Print or type the following information:

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

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

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

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

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

Email: \_\_\_\_\_

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

**Note: Faxed acknowledgments are requested!  
FAX (860)584-6171  
A cover sheet is NOT necessary.  
IMPORTANT: DO NOT FAX PROPOSALS  
PROPOSALS MUST BE SUBMITTED IN SEALED PACKAGES**

**Invitation to Bid 2011-092**  
**Attachment A**  
**Specifications for Sanitary Sewer Lateral / Grout Sealing Vehicle**

TV, test and seal truck is designed and built for productive mainline and lateral sewer line chemical grouting operations, television inspection and reporting. The system is powered by a 12.5 KW Onan Quiet diesel engine powered generator rated for continuous operation. The system is designed to televise and air test sewer line joints and inject soil sealing chemicals as needed. The highly versatile grout control panel will operate two and three-element, low void air test and seal packers and lateral grouting packers provided by Logiball. The basic system is outfitted for superior performance and productivity with high volume, constant pressure and uniform flow CAT Pumps configured to pump low viscosity Acrylamide type grouts, i.e. Avanti AV100 and AV118.

The television system shall be furnished with a Zoom Pan and Tilt camera and tractor for main inspections. The TV system is pre-wired to accept future upgrade options including Aries large sewer and storm drain tractors, camera float system and small mini cameras for lateral inspections from service connection cleanout. LETS (lateral inspection TV from the main) and Lateral reinstatement cutter for point repair and sewer main lining options are also available.

**Note: Full truck box internal and underbed layout drawings must be sent to the City for review prior to construction.**

**Component List:**

**1 20' Box Body on 25,900 GVWR diesel cab chassis, Ford F 650**

- 1 Box body with steel Z studs and white Aluminum exterior sheeting including:
  - 1 Curb side door, 24 inch, into control room with fold down steps
  - 2 Rear (60/40 split with winter doors) doors full opening wrap around style doors with dual cam locks
  - 1 Full wall and ceiling insulation behind all finished wall and ceiling surfaces
  - 1 Solid wood plank flooring under wear surface
  - 1 DOT road safety kit with first aid kit, breakdown triangle set and fire extinguisher, 10# ABC rating, bracket mounted in equipment room

**1 Box body outfitting includes:**

- 4 Side strobe lights, controlled from cab
- 2 Adjustable Floodlights, rear of vehicle illumination
- 2 Arrow bars, front/rear, at roofline controlled from cab
- 3 Rear grip tread steps, two full width, third reduced width bottom step folds up with pin lock
- 1 Class III receiver hitch with 5 pin running light connection built into step assembly
- 1 Under bed boxes 24" x 24" x 36" to 48" long,  
**Size change may be authorized subject to available space.**
- 1 Tool drawer, underbed curb side mounted, rear roll out
- 2 Underbed boxes for air compressor and vacuum pump
- 1 Back-Up Alarm
- 1 12 Volt lights with rear door switch in equipment room
- 1 Hoist, 12 VDC with 50' 3/16" SS cable and locale manhole pendant control, reel mounted swing out style boom with extension and storage bracket

**1 Electrical Power Package to include:**

- 1 120/240 Volt, 60 Hz, 10,000 watt Onan Quiet Diesel Series engine powered generator with electric

- start, main breakers & hour meter and exhaust system
- 1 50 Amp 2-pole main breaker at generator
- 1 Quiet Diesel meets National Park Service sound level requirement of 60dB(A) at 50 ft.
- 1 Generator Remote and control room Start/Stop switch with interconnect Cable Assembly
- 1 Generator Storage Compartment with sound and heat insulation, mounted on floor level with vented, lockable external access door with two locking points and air spring supports
- 1 Commercial (house power) power supply receptacle with 120VAC cord and plug
- 1 Electric supply box with circuit breakers
- 1 House power cord with plug, 120/240/60Hz
- 1 120 plug adapter for 120/240 house power cord
- 1 Manual house/generator transfer switch-over plug assembly.
- 1 Battery, auxiliary, 12V DC, in case underbed-mounted with fuses and disconnect

**1 System Engineering Panel, control room mount including:**

- 1 Voltage readout, power supply
- 1 Hertz readout, power supply for 60 Hz
- 1 Generator hour meter (on generator)
- 1 Remote generator control panel with start/stop control switch including:
  - 1 Oil pressure gauge
  - 1 Coolant temperature gauge

**1 TV and Seal front Control Room Interior with rear facing window to include:**

- 1 Industrial grade vinyl floor covering
- 1 Laminated surface wall covering, Grey, with screws on Oak and aluminum trim and wear strips
- 1 Embossed ceiling cover, White
- 1 Control/Equipment Room Bulkhead wall with Plexiglas sliding window and swing passage door from control room to equipment room with window.
- 1 Shelf under driver's side desk with outlets and storage for battery chargers, phones and gas detectors
- 1 Control room layout with rear access to electronics, computer and grout panel from equipment room
- 1 Standard 19 inch rack mounting area for electronic and computer mounting with printer shelf, wired w/outlets
- 1 Air conditioner roof mounted with 5600 BTU heating element
- 1 Heater, electric floor-mounted, 1,500 watt with guard
- 1 110 Volt fluorescent light fixture
- 2 Electrical outlets, dual receptacles
- 1 Operator chair
- 1 Padded observers bench seat with underneath storage box
- 1 Closet/cabinet, 5-shelves

**1 TV and Seal rear Equipment Room Interior to include:**

- 1 Embossed white ceiling and aluminum wall cover with screwed on Aluminum joint strips and corner wear angles
- 1 Kick plate around walls sealed at bottom to checker plate flooring
- 1 Checker plate aluminum floor, SSTL screws
- 1 Set storage hooks and vertical storage angles with bungee cords for tools and road signs
- 1 Work bench with vise and two duplex electrical outlets
- 1 Storage cabinet over bench with underneath light
- 1 Bench top parts organizer, two shelves with removable/replaceable parts storage bins
- 1 Tool box, heavy duty, floor mounted with individual drawer catches, hinged drawer security cover and lock hasp
- 1 Water wash down hose with spring nozzle on hook

- 1 Air hose, 25 feet, with chuck, spring valve and tire nozzle on auto rewind reel
  - 1 Wash sink with faucet, gray water tank and drain under vehicle
  - 1 Eye wash station at sink area
  - 2 110 Volt sealed fluorescent light fixtures, 1 over workbench
  - 2 Electrical outlet dual receptacles
  - 1 Air Compressor 1.5 Hp ODP, Electric motor drive, 125 PSI with pressure switch mounted in underbed housing
  - 1 30 gallon air tank mounted under vehicle with cord pull drain plug
  - 1 Air hose auxiliary outlet chuck near water tank control panel
  - 1 Water tank fill valve with inside shut-off valve and external drain
  - 1 Chemical tank water supply with one valve and hose for each chemical mixing tank
  - 1 Wall mounted electric vent fan at chemical mixing tank location
  - 1 Down-hole pole, rollers and top roller mounting bracket assembly, rear door mount
- 1 Pan and Tilt Radial View LED illuminated Zoom Color Sewer TV Camera, 360 degree Continuous Radial x 330 degree Pan and Tilt Viewing Field, Multi-Conductor, Remote Adjustable Optical Focus, Remote Light Compensating Iris, Auto Centering, Automatic White Balance, NTSC Color, Low Light 2 Lux Camera, with 0.1 lux Starlite mode, consisting of:**
- 1 Camera Pan and Tilt Angle and Rotational Viewing Joystick Controller for 360 degree Side View, 240 degree Pan and Tilt Angle with Remote Focus, Auto Iris, Auto Centering and Zoom Near/Far Controls
  - 1 Maintenance-free Directional camera LED light system for 6" to 30" pipes and ducts
  - 1 Skid Yoke Adapter
  - 1 Camera Storage and Transport Case
- 1 Zoom Camera Functions:**
- 40X zoom (10X optical & 4X digital)
  - Auto or manual focus
  - Auto or manual iris
  - Frame speed reduction to 0.2 Lux
  - White balance selection
  - Back light capability
- 1 TV System power supply and control unit, multi-conductor, modular control center mount, NTSC color standard Mod 6 with:**
- 1 Camera power supply with DC amp and volt meter, switch and circuit breaker
  - 1 Lighthouse power supply with DC amp and volt meter, switch and circuit breaker
  - 1 Lamp head power selector switch, 5-position with auto reset bulb protection circuit breaker for standard camera and auxiliary lighting
  - 1 TV camera lighthouse intensity control with meter
  - 1 Set prewired front and rear connections for tractor and pan & tilt camera controllers
- 1 Test cable assembly for camera and grout system equipment**
- 2 15" Flat Panel Monitors, two pedestal mounted on control desk top, one video , and one monitor in equipment room for rear viewing**
- 1 Combination DVD/ VCR video recording system including:**
- 1 Modular control center tray mount for video recorder
  - 1 Removable video/audio DVD/VCR tape recorder, NTSC color standard cassettes, front loading
  - 1 Audio recording microphone
  - 1 2-hour 1/2" recording tape cassette and disc
  - 1 VTR power and signal supply cabling assembly

- 1 TV/grout/tractor 24 pin plug cable transfer and test point with TV cable testing assembly**
  
- 1 Combination TV transmission/tow cable assembly, Kevlar reinforced, Aries Red Maxx, 2,000 lb. rating, 1,000' multi-conductor with:**
  - 2 Cable terminator connector, 12-pin, one installed, and one spare (950108)
  - 4 Dummy protector plugs
  - 1 Tow and tag line bridle set
  
- 1 Television cable reel with power level wind, variable speed electric motor drive thru multi-ratio manual transmission to include:**
  - 1 Footage meter on TV reel level wind assembly with local mechanical footage readout and encoder for remote data view footage readout
  - 1 Transmission shift control linkage, local and at control console
  - 1 Electrical reel controller, local reel and at control console
  - 1 Sealed continuous contact rotation collector assembly, 12 slip rings
  - 1 Fold down cable guide roller assembly
  
- 1 TR3001 Badger self-propelled wheeled tractor camera carriage system including:**
  - 1 Tractor assembly with 1/8 Hp continuous duty drive motor
  - 1 Set of tires 3", 4" and 5" diameter lines
  - 1 Set of Carbide Tires, 4"
  - 1 Large Line kit with reduction gear drive plates including 8" and 10" pneumatic tires
  - 1 Tractor control box with speed adjustment, volt and amp meters, circuit breakers (2), on/off switch and spring-loaded direction control switch (returns to "off" position when released)
  - 1 Set of forward and rear tractor control foot switches
  - 1 Plywood storage and shipping box with removable cover
  - 1 Manual
  - 1 Set maintenance parts
  
- 1 Camera transportation skid set to include:**
  - 1 Skid assembly for 6" lines
  - 1 8" to 30" pipe diameter skid assembly with spacer plate kit includes:
    - 2 Bottom stainless steel runners
    - 3 Top stainless steel guard runners
    - 2 Sets tow and tag bridles
  
- 1 Electric remote manhole winch with level wind including:**
  - 1 Portable winch assembly with cast aluminum frame, transport wheels, cable level wind, free wheel clutch and fold-down top manhole roller assembly with roller and pin locks
  - 1 1/2 Hp cable rewind motor, variable speed, reversing, high torque Rigid Model #700 threading motor drive assembly
  - 1 3/16" stainless steel winch tow cable, 1,000'
  - 1 Electric power cord reel assembly, portable, hand cranked, with 500' of #14/4 power cord
  - 1 Power cord extension assembly, 20'
  - 1 Power winch drum emergency hand crank
  - 1 Hand held remote power winch controller, 120 VAC for remote and local manhole operation
  - 1 Winch motor controller, desk mounted at viewing station, with variable speed control
  - 2 Foot switches; one in control room floor and one at rear step/manhole work area
  
- 1 Float line, 1,000', 5/16" braided poly rope on hand cranked portable reel and stand**

## **Chemical Grout system consisting of the following items:**

### **1 CAT stainless steel grout chemical pumping system side wall mounted to include:**

- 1 Motor drive, variable speed with reduction gear
- 2 Piston pumps, positive displacement 1:1 ratio with bypass, visual oil level  
Note: This productive electric motor driven high pressure pumping system shall deliver up to 5 GPM of grout chemical mix at both constant flow and constant pressure to grout delivery point independent of air compressor system pressure and chemical pumping rates or back pressure.
- 1 Pump mounting frame
- 1 Pump all stainless steel manifold assembly with coded stainless steel disconnects, by-pass valves and pressure relief valves with recycle back to tanks, drain and flush connections
- 2 Discharge pressure gauges, 0 to 300 psi, one on each pump
- 2 Pump suction strainers, SSTL cleanable strainer elements, with visual strainer bowls
- 1 Stroke counter with gallon read-out on grout control panel
- 1 Drip pan under pump assembly
- 1 Grout line water purge hose with connections to grout hose and pumping system piping

### **2 Chemical tank assemblies (two 30-gallon each working capacity tanks) including:**

- 2 Separate chemical tanks with liquid tight screw on vented closures and level markings
- 1 Under tank stainless steel support frame and tank drain valves optional
- 2 Chemical industrial mixers, ¼ Hp electric motor, continuous duty 1.15 S.F., TEFC, with 5/8 " diameter stainless steel shaft and stainless steel impeller isolated from chemical tanks
- 2 Pump suction shut off valve with quick disconnect to each chemical pump suction
- 2 Pump suction strainers with clear, replaceable bowls and cleanable stainless steel screen strainers

### **1 Water storage and supply tank, 82-gallon capacity minimum, galvanized steel with electric band heater and air over water pressuring system with relief valve and fill control panel**

### **1 Penta (5) Hose Line Chemical/Air/Water/Vacuum hose assembly including:**

- 1 Penta hose, 650', 2 x 5/8" chemical lines and 3 x 3/8" air lines for packer ends, lateral plug inflate/deflate and void test (all hoses bonded into one assembly)
- 5 Hose terminate quick connector SSTL locking quick disconnects
- 2 SSTL check valve assemblies, chemical hoses
- 1 Air test line check valve per ASTM test standard
- 1 Set interconnect hoses from Penta line to packer SSTL quick connectors including required SSTL quick connectors and above check valves
- 1 Pressure Transmitter (Transducer) mounted on packer with necessary cables and connectors
- 1 Joint testing/sealing piping adapter with transducer connection

### **1 Penta hose reel with variable speed electric motor rewind including:**

- 1 Stainless steel lower frame member prevents reel frame corrosion
- 1 Stainless steel Penta -5 passage rotary joint
- 1 Stainless steel drip pan inside reel frame, bottom drained
- 1 Set of internal SSTL hoses, disconnects and connectors from rotary union to grout hose ends
- 1 Electric motor with variable speed control and transmission shift linkage, rear reel mount
- 2 Shift handles for hose and cable reels are locate for ease of ground operation

### **3 Drain collection pans, stainless steel, under pump/filters, hose reel and chemical grout tanks**

### **1 Grout point manhole sealing gun assembly with 10' extension hoses**

**1 Speedy Grout, Void Test and Seal Control Panel for main and lateral joint air test and sealing operations including:**

- 1 Air supply (compressor) pressure gauge
- 1 System (control) pressure regulator and gauge
- 1 End element pressure regulator and gauge
- 1 End hose regulator and pressure gauge
- 1 Void control pressure regulator and gauge
- 1 Sleeve, third (center) element, pressure regulator and gauge
- 1 Sleeve hose pressure gauge
- 1 End (High Pressure Inflate) timer control
- 1 Void pressure read-out from transducer
- 1 Void test timer with reset
- 1 Instrument air drier and filter assembly

**1 Set void test controls including:**

- 1 Rapid and standard end element inflate control button
- 1 Void test inflate control
- 1 Void hold test control
- 1 Sleeve inflate control
- 1 Deflate/Stop control

**1 Chemical tank and pump control section including:**

- 1 Pump on/off control with "on" indicator
- 1 Pump speed controller
- 2 Pump discharge pressure gauges, grout and AP/SP, panel mounted
- 1 Chemical flow (gallon) totalizer per joint or line with reset
- 1 Water tank level indicator (1/2 and low)
- 1 Set power switches and indicator lights
- 1 Set voltage test points for transducer & control signal power

**1 Lateral packer control, inflate and vacuum system for Logiball lateral packers including:**

- 1 8" camera skid with grout and air hose accommodation by Logiball
- 1 Vacuum pump, 1.0 Hp, mounted in external, underbed housing
- 1 15" rack mount lateral packer control panel including:
  - 1 Vacuum tank, mounted under truck body
  - 1 Four-port valve for lateral plug inflate and hold, vent and evacuate to vacuum pump or vacuum tank
  - 1 Isolation switch, vacuum tank or vacuum pump
  - 1 Lateral plug hose compound pressure gauge, 30" Hg vacuum to 60 psig pressure
  - 1 Packer rotation control with on-off switch, left-right rotation, speed control and amp draw meter
- 1 Set air test and seal hose adapters
- 1 Cable termination extension cable for lateral packer rotation
- 1 Cable, extended for pressure transducer

**1 Cable manhole guide system for TV cable and Penta hose to include:**

- 2 TV cable sewer manhole invert cable roller assemblies
- 1 Combo cable and penta hose invert roller assembly
- 8 Quick coupling extension poles, steel
- 2 Manhole adapter hooks
- 1 Manhole top roller assembly with one large roller for cable and hose
- 1 Retrieval pole set

**1 Standard Outfitting and Repair Parts Kits included:**

- 1 Hose termination replacement and identification kit
- 2 Replacement air drier elements
- 1 Transducer and inflate/vacuum function test and repair components kit
- 1 Spare transducer
- 1 Chemical line check valve repair parts and calibration kit
- 2 Spare chemical pump strainers
- 1 Chemical pump valve complete replacement kit
- 1 Hand chemical transfer pump for liquid chemicals, AV118
- 1 Chemical handling and mixing tools and safety gear including:
  - 1 Chemical scoop for AP
  - 1 Chemical measuring cup for TEA
  - 2 Chemical mixing paddles
  - 2 Pair goggles
  - 2 Pair gloves
  - 1 Respirator, replacement cartridge type
- 1 Eye wash station mounted over sink area
- 1 Camera 5-pin extension cable thru packer
- 1 Tracer dye in container
- 1 Miscellaneous start up consumables kit

**1 TV/Seal maintenance tool kit**

**2 TV/Seal operating manuals**

**2 TV/Seal systems parts books**

**1 TV/Seal inspection/test/seal recording manual in loose-leaf binder with 50 inspection/test/seal recording forms**

**3 Days training at customer's location, 2 days grout system, 1 day data system**

**1 Day follow-up training session**

## **Truck Options:**

**A. Pipe Works Pro, Wincan, IT Pipes or Pipetech sewer line reporting software and license installed on rack- mounted computer with training.**

**1 Rack-mounted computer and video overlay system, including:**

**Note: Computer and related component technical specifications may vary due to changing technology and availability of equipment**

**1 Rack-mounted computer and video overlay system, including:**

**1 VL3115 data logging overlay module, rack mounted**

**1 Industrial hardened case with air filtering, vibration dampening hard drive mounts, peripheral cards support bar, 19" rack**

**3.0GHz Intel Core2 Duo processor**

**4GB of RAM**

**500GB SATA hard drive**

**500GB with USB connection external hard drive**

**(1) LAN port, rear of PC**

**(6) USB ports, (2) located on front of PC**

**DVD-R/W drive**

**3.5", 1.44MB floppy disk drive**

**104 key enhanced heavy duty keyboard**

**Microsoft optical mouse**

**1 Windows XP Professional operating system**

**1 UPS back-up battery system**

**1 Ink Jet printer, color, HP, USB port**

**1 Microphone with on/off switch for placing audio onto inspection video**

**1 Infrastructure Technologies software package, including:**

**1 InspectIT Core module and license**

**1 OverlayIT control module**

**1 Video CaptureIT video compression module and hardware**

**1 PACP 4.4 certified software coding system and database import/export**

**1 Grout asset inspection module**

**B. Logiball Packers Main and Lateral Test and Seal Packers may be purchased directly from Aries or Logiball. Packers purchased from Aries come complete and outfitted with quick disconnect fittings, tow cables and transducer test point installed, (Each packer purchased directly from Logiball requires one Aries packer outfitting kit for connection hose and transducer connections. When purchasing lateral packers we recommend following the spare item and service part recommendations from Aries or Logiball to ensure you get all the gear you need to work and maintain the packers under field conditions).**

**C. Steerable transporter for 6" – 30" Lines**



**CITY OF BRISTOL, CONNECTICUT  
NON-COLLUSION CERTIFICATION**

The undersigned certifies under penalty of false statement that this proposal or contract has been made, submitted and executed in good faith and without collusion or fraud with any other person, and without any agreement designed to limit independent bidding or competition. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

I further certify that I have not provided or directed to be provided gifts, meals, or gratuities, as defined in Sec. 2-129(b) of the Bristol Code of Ordinances to any official or employee of the City of Bristol responsible for awarding or administering this bid or contract.

**Please complete and sign**

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

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

Name of Authorized Agent \_\_\_\_\_ Title: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**City of Bristol**  
Workplace Analysis Affirmative Action Report  
Employment Information Form

Company Name Street Address City State Zip	Contact Person	Phone Number	Date
--	----------------	--------------	------

Report all permanent full-time or part-time employees, including apprentice and on-the-job trainees. Enter the number on all lines and in all columns.

JOB CATEGORY	A. OVERALL TOTALS (sum of all columns, B-F Male & Female)	B. WHITE (not of Hispanic origin)		C. BLACK (not of Hispanic origin)		D. HISPANIC		E. ASIAN/PACIFIC ISLANDER		F. AMERICAN INDIAN OR ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officers/Managers											
Professionals											
Technicians											
Sales Workers											
Office/Clerical											
Craft Workers (skilled)											
Operatives (semi-skilled)											
Laborers (unskilled)											
Service workers											
<b>TOTALS ABOVE</b>											

Do you use minority businesses as subcontractors or suppliers? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:
If CT based, do you post all employment openings with the State Of CT Employment Service? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:
Do you use an Affirmative Action Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:
Describe your recruitment, hiring, training and promotion anti-discrimination practices.	



# City of Bristol Connecticut

Purchasing Department  
111 North Main Street  
Bristol, CT 06010

Telephone Number:  
(860) 584-6195

Fax Number:  
(860) 584-6171

<http://www.bristolct.gov>

## Standard Bid and Contract Terms and Conditions

Page 1 of 3

**All Invitations For Bids issued by the City of Bristol ("City") will bind Bidders to the terms and conditions listed below, unless specified otherwise in any individual Invitation For Bids.**

**The contractor agrees to comply with the statutes and regulations as they exist on the date of this contract and as they may be adopted or amended from time to time during the term of this contract and any amendments thereto.**

### **Submission of Bids**

1. Bids must be submitted on forms supplied by the City Purchasing Department. Telephone or facsimile bids will not be accepted in response to an Invitation For Bids.

2. Bidders shall bear any and all costs associated with response to this invitation to bid, including the costs for any presentation and/or demonstrations (if applicable).

3. The time and date bids are to be opened is given in each bid issued. Bids received after the specified time and date of bid opening given in each bid proposal shall not be considered. **Bid envelopes must clearly indicate the bid number** as well as the date and time of the opening of the bid. The name and address of the Bidder shall appear in the upper left hand corner of the envelope.

4. If it becomes necessary to revise any part of this request or if additional data is necessary to enable interpretation of provisions of this document, revisions or addenda will be provided to all prospective firms who receive this document; such revisions or addenda will additionally be posted on the following website:  
<http://www.bristolct.gov/bids>

5. This document includes an acknowledgement page; this page must be faxed back to the Purchasing Department, to ensure proper notification of changes to the published documents. The City of Bristol does not assume responsibility for any vendor that does not receive revisions or addenda, where the vendor has not acknowledged receipt of any portion thereof.

6. Incomplete bid forms may result in the rejection of the bid. Amendments to bids received by the City after the time specified for opening of bids, shall not be considered. Bids shall be computer prepared, typewritten or handwritten in ink. All bids shall be signed by a person duly authorized to sign bids on behalf of the bidder. Unsigned bids shall be rejected. Errors, alterations or corrections on both the original and copy of the proposal schedule to be returned must be initialed by the person signing the bid proposal or their authorized designee. In the event an authorized designee initials the correction, there must be written

authorization from the person signing the bid proposal to the person initialing the erasure, alterations, or correction. Failure to do so shall result in rejection of bid for those items erased, altered or corrected and not initialed.

7. The City of Bristol reserves the right to accept or reject any and all bid responses, in whole or in part, to waive technical defects, irregularities and omissions if, in its judgement, the best interests of the City will be served.

8. Conditional bids are subject to rejection in whole or in part. A conditional bid is defined as one which limits, modifies or supplements any of the terms and conditions and/or specifications of the invitation for bids.

9. Alternate bids will not be considered, unless specifically authorized in the invitation to bid. An alternate bid is defined as one which is submitted in addition to the bidders primary response to the invitation for bids.

10. Prices should be extended in decimal, not fraction, to be net, and shall include transportation and delivery charges fully prepaid by the Contractor to the destination specified in the bid, and subject only to cash discount. In the event of a discrepancy between the unit price and the extension, the unit price shall govern.

11. Pursuant to Section 12-412 of the Connecticut General Statutes, municipalities are exempt from the payment of excise, transportation and sales taxes imposed by the Federal Government and/or the State. Such taxes must not be included in bid prices.

12. By its submission the Bidder represents that the bid is not made in connection with any other Bidder submitting a bid for the same commodity or commodities and is in all respects fair and without collusion or fraud.

13. All bids will be opened and read publicly and upon award are subject to public inspection, subject to the provisions of Section 1-210 of the Connecticut General Statutes (Freedom of Information). Copies of information resulting from any bid opening are generally not available until a contract has been formally awarded.

### **Guaranty or Surety**

14. Bid and or performance bonds may be required, if specifically required within the specifications. Bonds must meet the following requirements:

**Corporation** - must be signed by an official of the corporation above their official title and the corporate seal must be affixed over the signature; **Firm or Partnership** - must be signed by all the partners and indicate they are "doing business as"; **Individual** - must be signed by the owner and indicated as "Owner". The surety company executing the bond or countersigning



# City of Bristol Connecticut

Purchasing Department  
111 North Main Street  
Bristol, CT 06010

Telephone Number:  
(860) 584-6195

Fax Number:  
(860) 584-6171

<http://www.bristolct.gov>

## Standard Bid and Contract Terms and Conditions

Page 2 of 3

must be licensed in Connecticut and the bond must be signed by an official of the surety company with the corporate seal affixed over their signature. Signatures of two witnesses for both the principal and the surety must appear on the bond. Power of attorney for the official signing the bond for the surety company must be submitted with the bond.

15. The City requires General Liability insurance (including Completed Operations coverage) from all contractors doing business with the City, in the amounts of \$1,000,000 (combined single limit) Bodily Injury-Property Damage Coverage per occurrence and \$2,000,000 aggregate coverage; as well as \$1,000,000 automobile liability where the use of a vehicle is used in the performance of this contract, and workers compensation as defined in the Connecticut General Statutes. The City is to be named as an additional insured on all policies.

### **Samples**

16. Accepted bid samples do not supersede specifications for quality unless sample is superior in quality. All deliveries shall have at least the same quality as the accepted bid sample. Samples are furnished free of charge. Samples may be held for comparison with deliveries.

### **Award**

17. Award will be based on quality of the articles or services to be supplied, their conformance with specifications, delivery terms, price, administrative costs, past performance, and financial responsibility. The Purchasing Department may correct inaccurate awards resulting from clerical or administrative errors.

18. The Purchasing Department may reject any bidder in default of any prior contract or guilty of misrepresentation or any bidder with a member of its firm in default or guilty of misrepresentation.

19. In the event that a local business submits a bid to the City that is within 4% of the lowest qualified bidder and is considered to be in compliance with the requirements set forth in the bid, the local business shall be allowed the opportunity to accept the award of the contract at the amount of the lower bid. Such practice shall apply to all City bids for all City departments, with the following exceptions:

1. Contracts exceeding \$1,000,000.00.
2. Professional services, awarded on subjective and objective criteria in addition to cost.
3. Contracts using state, federal or other funds that have governing regulations disallowing such practice.
4. Contracts awarded on behalf of the Bristol Water Department as a separate enterprise fund.

### **Contract**

20. The existence of the contract shall be determined in accordance with the requirements set forth above. However, the award of the contract is not an order to ship.

21. The Contractor shall not assign or otherwise dispose of their contract or their right, title or interest, or their power to execute such contract to any other person, firm or corporation without the prior written consent of the Purchasing Department.

22. Bidders have ten days after notice of award to refuse acceptance of the award; after ten days the award will be binding on the Contractor. If the Contractor refuses to accept the award within the ten day period, the award will be made to the next lowest responsible qualified bidder.

23. Failure of a Contractor to deliver commodities or perform services as specified will constitute authority to purchase said commodities or services on the open market. Contractor agrees to promptly reimburse the City for excess cost of these purchases. The purchases will be deducted from the contracted quantities.

24. The bidder hereinafter referred to as persons requesting the use of city facilities of the City of Bristol, or in contracting with the City of Bristol for goods, services, materials, labor and the like with the city of Bristol and its respective officers, agents and servants agrees to indemnify, defend and save harmless from and against any and all claims, damages, losses, litigation expenses, counsel fees and compensation arising out of any injuries (including death) sustained by, or alleged to have been sustained by, the servants, employees or agents of the City of Bristol and its respective officers, agents and servants, or of the bidder or of any participant or spectator, and from injuries including death) sustained by, or alleged to have been sustained by, the public or any persons on or near the site or on any other person or damage to property, real or personal, including property of the city of Bristol and their respective officers, agents, and servants, caused in whole or in part by the acts or omission of the Bidder or any participant or spectator or anyone directly or indirectly employed or working for the bidder while engaged in the activity in the City of Bristol.

25. Notwithstanding any provision or language in this contract to the contrary, the purchasing agent may terminate this contract whenever he/she determines in his/her sole discretion that such termination is in the best interests of the City. Any such termination shall be effected by delivery to the Contractor of a written notice of termination. The notice of termination shall be sent by registered mail to the Contractor address furnished to the City for purposes of correspondence or by hand



# City of Bristol Connecticut

Purchasing Department  
111 North Main Street  
Bristol, CT 06010

Telephone Number:  
(860) 584-6195

Fax Number:  
(860) 584-6171

<http://www.bristolct.gov>

## Standard Bid and Contract Terms and Conditions

Page 3 of 3

delivery. Upon receipt of such notice, the Contractor shall both immediately discontinue all services affected (unless the notice directs otherwise) and deliver to the City all data, drawings, specific-ations, reports, estimates, summaries, and such other information and materials as may have been accumulated by the Contractor in performing his duties under this contract, whether completed or in progress. All such documents, information, and materials shall become the property of the City. In the event of such termination, the Contractor shall be entitled to reasonable compensation as determined by the Office of Corporation Counsel for the City of Bristol, however, no compensation for lost profits shall be allowed.

26. The individual signing this submittal hereby declares that no person or persons other than members of his/her own organization are interested in this Project or in the contract proposed to be taken; that it is made without any connection with any other person or persons making a proposal for the same work and is in all respects fair and without collusion or fraud; that no person acting for or employed by the City of Bristol is directly or indirectly interested therein, or in the supplies or works to which it relates or will receive any part of the profit or any commission therefrom in any manner which is unethical or contrary to the best interests of the City of Bristol.

### **Delivery**

27. All products and equipment delivered must be new, and shall include any and all manufacturer warranties, unless otherwise stated in the bid specifications.

28. Delivery will be onto the specified City loading docks by the Contractor unless otherwise stated in the bid specifications.

29. Payment terms are net 30 days after receipt of goods or properly executed invoice, whichever is later, unless otherwise specified. A contractor may quote payment discount terms which may be considered in making the award.

30. Charges against a Contractor shall be deducted from current obligations. Money paid to the City by the Contractor shall be payable to the Treasurer, City of Bristol.

### **Saving Clause**

31. The Contractor shall not be liable for losses or delays in the fulfillment of the terms of the contract due to wars, acts of public enemies, strikes, fires, floods, acts of God or any other acts not within the control of or reasonably prevented by the Contractor. The Contractor will give written notice of the cause and probable duration of any such delay.

### **Advertising**

32. Contractors may not reference sales to the City for advertising and promotional purposes without the prior specific approval of the Purchasing Department.

### **Rights**

33. Any and all data collected by the contractor relative to either the performance of services or delivery of materials shall remain the sole property of the City of Bristol. Such data includes historic usage of materials and services as collected by the contractor, as it relates to Bristol purchasing activity. The City has sole and exclusive right and title to all printed material produced for the City, whether acceptable or unacceptable, and the contractor shall not copyright any printed matter produced under the contract.

34. The Contractor assigns to the City 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.

35. Contractor 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 the City harmless and indemnify the City from any action which may arise out of any act by 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.

37. This contract is subject to provisions of Executive Order No. Three of Governor Thomas J. Meskill promulgated June 16, 1971, the provisions of Executive Order No. Seventeen of Governor Thomas J. Meskill promulgated February 15, 1973 and section 16 of Public Act 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.