

PLEASE DO NOT REMOVE ANY SHEETS FROM THIS DOCUMENT



# **Request for Proposals**

**Furnishing Heating, Ventilation and Air Conditioning  
System Maintenance at the Town Of Vernon Water  
Pollution Control Facility**

**CONTRACT # 1087 – 05/19/2016**

**LATE PROPOSALS WILL NOT BE ACCEPTED**

**LEGAL NOTICE**

**TOWN OF VERNON**

**CONTRACT #1087-05/19/2016**

RFP

**FURNISHING HEATING, VENTILATION AND AIR CONDITIONING SYSTEM MAINTENANCE AT THE  
WASTEWATER TREATMENT PLANT LOCATED AT 100 WINDSORVILLE ROAD, VERNON, CT**

**INVITATION TO BID**

The Town of Vernon, Connecticut is seeking qualified, licensed contractors to for furnishing HVAC services at the Wastewater Treatment Facility, 100 Windsorville Road, Vernon, Connecticut. A firm must have demonstrated experience in providing such service and adhere to standards and requirements typical for such service.

**There will be a mandatory walk-through of the Wastewater Treatment Facility, 100 Windsorville Road Tuesday May 3, 2016 at 10:00AM.**

A certified check or bid bond in the amount of five percent (5%) of the total bid must accompany each proposal. Copies of the RFP are available online at the Town of Vernon website at [www.vernon-ct.gov/legal-notices](http://www.vernon-ct.gov/legal-notices) with reference to Contract # 1087-05/19/2016 and at the Department of Administrative Services website at [www.das.ct.gov](http://www.das.ct.gov).

All questions about the proposals should be directed to Robert Grasis, Director of Water Pollution Control, by e-mail at [rgrasis@vernon-ct.gov](mailto:rgrasis@vernon-ct.gov), no later than 3:30 PM on Thursday, May 5, 2016. Answers to all so received questions shall be posted by Monday, May 9, 2016 on the Town's website under the bid section at <http://www.vernonct.gov/legal-notices> with reference to Contract #1087-05/19/2016.

Two (2) copies of all proposals should be submitted in a sealed envelope, with "BID DOCUMENT – DO NOT OPEN – CONTRACT #1087-05/19/2016" clearly marked on the outside of the envelope, to: John D. Ward, Town Administrator, Town of Vernon, Memorial Building, 14 Park Place, 3rd Floor, Vernon, Connecticut 06066 by 11:00 AM on Thursday May 19, 2016; at which time proposals shall be opened and read aloud publicly. E-mailed bids will not be accepted.

The selected firm must meet all municipal, state and federal AA and EEO practices and requirements. MBEs/WBEs/SBEs are encouraged to apply. The Town reserves the right to reject any or all proposals in whole or part, to award any one service or group of services or all services, to negotiate with any or all companies submitting proposals, and to enter into an agreement with any company for any services mentioned in this RFP; if it is deemed to be in the best interest of the Town.

Confidentiality: If Respondent believes that any information in its proposal should be treated as confidential, that material shall be clearly marked. The Town shall endeavor to protect confidential materials from disclosure to non-Town employees to the extent required by State or Federal law. In no event will the Town be responsible for the inadvertent disclosure of your response to this RFP.

John D. Ward  
Town Administrator

**TOWN OF VERNON**

**OFFICE OF THE TOWN ADMINISTRATOR**

**VERNON, CONNECTICUT**

**STANDARD INSTRUCTIONS TO BIDDERS**

These instructions are standard for all proposals issued by the Town of Vernon, Connecticut for the purchase of all supplies, materials, equipment, and the furnishing of certain services. The Town may delete, supersede, or modify any of these standard instructions for a particular proposal by indicating such change in a section entitled "Special Instructions To Bidders".

1. The attached proposal is signed by the bidder with full knowledge of, and agreement with, the general specifications, conditions, and requirements of this bid.
2. Proposals must be submitted on the enclosed form with any required bid security.
3. Bids shall be submitted in sealed envelopes, which shall be addressed to the Town Administrator, 14 Park Place, Vernon, Connecticut 06066 and shall be clearly marked "**BID DOCUMENT - DO NOT OPEN**". The bid envelope shall indicate the contract number as shown on the "Invitation To Bid".
4. Bids received later than the time and date specified in the "Invitation To Bid" will not be considered. Withdrawals of bids, received later than the time and date set for the bid opening, will not be considered.
5. All deliveries of commodities hereunder shall comply in every respect with all applicable laws of the Federal Government and the State of Connecticut.
6. The bidder shall insert the price per stated unit and extend a total price for each item. **IN THE EVENT THAT THERE IS A DISCREPANCY BETWEEN THE UNIT PRICE AND THE TOTAL PRICE EXTENSION, THE UNIT PRICE WILL GOVERN.**
7. In accordance with the provisions of Section 12-412(a) of the Connecticut General Statutes, the Town of Vernon is exempt from the payment of Federal or State tax and such tax or taxes shall not be included in bid prices.
8. Unless otherwise stated herein, all deliveries made under this contract must consist of new merchandise.

9. The Town reserves the right to reject any and all bids, wholly or in part; to waive technical defects, and to make awards in the manner deemed to be in the best interests of the Town.
10. The Town will not accept any additional charges for freight or shipping.
11. The successful bidder must carry Workers' Compensation Insurance, a minimum of \$1,000,000/\$1,000,000/\$1,000,000 Bodily Injury Liability Insurance, a minimum of \$1,000,000 Property Liability Insurance and minimum motor vehicle liability insurance in the amount of \$1,000,000 Single Limit, or comparable coverages.
12. All bids must be accompanied by bid security in the sum of not less than five percent (5%) of the total bid and shall be in the form of a bid bond, a certified check, a treasurer's or cashier's check drawn on a National or State bank or trust company and shall be made payable to the "Town of Vernon".

The bid security shall secure the execution of the contract by the successful bidder.

Should any bidder to whom an award is made fail to enter into a contract within ten (10) days, exclusive of Saturdays, Sundays and legal holidays, after notice of the award has been mailed to the bidder, the amount so received from the bidder through his/her bond shall become the property of the Town of Vernon, Connecticut as liquidated damages for failure.

The bid security, exclusive of the successful bidder, will be returned upon execution of the contract, but in no case later than forty-five (45) days after the opening of the bids.

The bid security of the successful bidder shall be held until such time as all conditions of the proposal have been met.

## **TOWN OF VERNON**

### **CONTRACT #1087-05/19/2016**

#### **FURNISHING HEATING, VENTILATION AND AIR CONDITIONING SYSTEM MAINTENANCE AT THE TOWN OF VERNON WATER POLLUTION CONTROL FACILITY**

#### **SPECIAL INSTRUCTIONS TO BIDDERS**

1. **PURPOSE:** The intent and purpose of this invitation for bids is to solicit pricing from qualified contractors who can provide HVAC and mechanical preventative maintenance service as specified herein to the Town of Vernon Water Pollution Control Facility. The Town of Vernon Water Pollution Control Facility is seeking to cover the building's heating boilers and controls, rooftop cooling units, VAVs, unit heaters and exhaust fans under this service agreement.
2. **BACKGROUND:** The Town of Vernon Water Pollution Control Facility underwent a major renovation in the mid 1990's in which the existing HVAC and mechanical equipment was replaced in several buildings. Some of the pre-existing air handling units was retained.
3. **DUE DATE:** Sealed bids are due on or before 11:00 a.m. Thursday, May 19, 2016 at the office of the Town Administrator, Memorial Building, 2<sup>nd</sup> Floor, 14 Park Place, Vernon, CT 06066 at which time proposals will be opened and read aloud publicly.
4. **PRE-BID MEETING:** A mandatory, pre-bid meeting and walk through shall be held in the Training Room in the Process Control Building, Water Pollution Control Facility, 100 Windsorville Road, Vernon, CT 06066 at 10:00 a.m. on Tuesday, May 3, 2016. Any Contractor that does not attend the pre-bid meeting will not be considered for this contract.
5. **CONTRACT TERM:** This is a one (1) year contract with three (3) optional one (1) year renewals. Commencement date shall be July 1, 2016 and terminate June 30, 2017. Any extension shall be at the same price, terms and conditions as the previous year however, the Town has the sole discretion to accept or reject such extension. Evaluation for extension of the contract will be done yearly, thirty days prior to the anniversary date of the contract, but in no case shall the duration of this contract exceed four (4) years.

**CONTACT INFORMATION:** Information or questions concerning this contract should be directed to Robert Grasis, Director of Water Pollution Control, 100 Windsorville Road (Route 74), Vernon, CT 06066, telephone (860) 870-3545.

**TOWN OF VERNON**

**CONTRACT #1087-05/19/2016**

**FURNISHING HEATING, VENTILATION AND AIR CONDITIONING SYSTEM MAINTENANCE AT THE TOWN  
OF VERNON WATER POLLUTION CONTROL FACILITY**

**GENERAL SPECIFICATIONS**

1. The contractor shall provide all labor, materials, parts, tools, devices and test equipment necessary to maintain the specified equipment at its optimum operating condition. No labor is to be subcontracted under any circumstance.
2. The contractor shall perform all scheduled maintenance in accordance with the frequency set forth by the owner in "Attachment B". At a minimum, this will generally conform to the minimum requirements prescribed by the equipment manufacturer. All planned preventative maintenance will be performed during normal working hours, 7:00 a.m. to 4:30 p.m., Monday through Friday, excluding holidays.
3. All bidders shall submit an hourly price for labor and supervision for additional services as might be required to any equipment not covered by preventative maintenance or items not listed in "Attachment A". Hourly costs are to include labor, travel, mileage and lodging.
4. The Water Pollution Control Facility Chief Plant Operator will contact the contractor by means of telephone, as required, to request service for necessary repairs. The contractor shall advise the Chief Plant Operator of equipment needing repair/replacement and obtain written approval before proceeding with repairs. A signature on contractor's repair proposal will constitute "written approval".
5. The contractor shall check in and out of the facility when working. Likewise the contractor shall advise the Office of the Chief Plant Operator which job requests have been completed. The contractor shall provide the Chief Plant Operator with a copy of (1) all scheduled maintenance on a quarterly basis, and (2) all reports showing the completion of scheduled maintenance.

6. The contractor shall perform normal service between the hours of 7:00 a.m. and 4:30 p.m., Monday through Friday. Furthermore, the contractor shall perform emergency and non-emergency service within a twenty-four (24) hour response time regardless of the day of the week or the hour.
7. The contractor shall clean up after any maintenance repair work including proper disposal of parts containers, shipping crates and equipment to be shipped back to vendors.
8. If the scope of work, specific tasks, scheduling of the work or performance of this contract is not done to the satisfaction of the owner, the Town may cancel this contract and terminate services and payment for services, provided that the contractor has been notified in writing and that it has failed to remedy or provide satisfactory service within thirty (30) days of said notification.
9. The contractor shall coordinate all extended shutdowns and scheduled maintenance with the Chief Plant Operator. To prevent disruption to the buildings, the contractor shall provide in writing to the Chief Plant Operator any repair work that will require an extended shut down. Every effort will be made to permit shutdowns for non-emergency repairs during normal working hours. If contractor is unable to provide services during normal working hours, repairs will be made at the contractor's discretion. If contractor elects to provide services using overtime hours, the invoice to owner shall be based on regular hourly rates.
10. The Chief Plant Operator will give the contractor access to equipment as required to perform necessary service work.
11. The contractor shall be able to provide maintenance and repairs on building HVAC equipment including (but not limited to) fans, pumps, motors, motor starters, filters, heating and cooling coils, bearings, refrigerated systems, temperature and pressure drives, valves, reciprocating and screw type compressors, unit ventilators and exhaust fans.
12. Contractors shall be required to show that they are experienced in the maintenance of general HVAC systems and rooftop air conditioning and air handling units. Contractor shall also be qualified to service and properly maintain AERCO KC-1000 & Lochinvar heating boilers.
13. Contractor shall provide an attachment to the bid package that addresses their firm's qualifications. The attachment may include reference information, resumes, or other information that will assist the owner in determining the firm's qualifications with respect to the equipment specified.

14. It will be the contractor's responsibility to establish and maintain an updated set of records which reflect the guidelines of EPA Regulation 40 CFR Part 82 Sub Part F regarding refrigerant record keeping. These records must be stored on the owner's property and made available to the owner at any time upon request.
15. The owner will conduct periodic quality control inspections on the equipment covered under this contract. The owner will perform these inspections with the assistance of an HVAC contractor or consulting firm.
16. The owner will pay contractor for the total bid amount of this contract in four equal quarterly payments. Any work performed on equipment beyond the basic limits of this contract may be invoiced immediately upon completion of the work.

**TOWN OF VERNON**

**CONTRACT #1087-05/19/2016**

**FURNISHING HEATING, VENTILATION AND AIR CONDITIONING SYSTEM MAINTENANCE AT THE TOWN  
OF VERNON WATER POLLUTION CONTROL FACILITY**

**TO:** Town of Vernon  
14 Park Place  
Vernon, CT 06066

Sirs:

THE UNDERSIGNED HEREBY DECLARES that:

**A.** No person or persons other than those named herein are interested in this Proposal or in the Contract proposed to be taken; that it is made without any connection with any other person or persons making any 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 Town of Vernon (the Town) is now or will hereafter be directly or indirectly interested therein, or in any portion of the profits thereof in any manner which is unethical or contrary to law;

**B.** He has read the information contained herein relating to the work;

**C.** That in the event a Contract, as contemplated by this Proposal, is awarded to him, he will enter into a written Contract with the Town, and agrees that in case he fails to do so, the Town may determine that the bidder has abandoned the Contract, and thereupon the acceptance of this Proposal and the award shall be null and void, and that the proposal guarantee may be forfeited in whole or in part to the Town as the Town may determine, and he will, by such Contract, agree to furnish all materials herein required, within the time stipulated by the Town, will perform all services and will assume all liabilities and obligations connected therewith, all in accordance with the Contract, Specifications, and Instructions to Bidders, all of which are made a part hereof, and will accept in full payment therefore the following sums, to wit:

## BID PROPOSAL

The undersigned representative of \_\_\_\_\_ hereby submits the following bid proposal for labor as specified:

1. For completion of all work for the annual cleaning and servicing per the attached specifications in the amount of: \$ \_\_\_\_\_

\_\_\_\_\_ DOLLARS

2. Hourly rate for additional services per technician, as might be required to any equipment not covered by preventative maintenance or items not listed in "Attachment A":

Regular Time \_\_\_\_\_, Overtime \_\_\_\_\_, Holidays \_\_\_\_\_.

3. DELIVERY TO BE 90 CALENDAR DAYS FROM CONTRACT AWARD. EXTENSION SUBJECT TO WRITTEN APPROVAL BY TOWN ADMINISTRATOR OR HIS DESGNEE

4. BID BOND ATTACHED: YES \_\_\_\_\_ NO \_\_\_\_\_

5. Bidder shall submit the name, address, responsible party and phone number of three or more references (preferably municipalities) where similar work has been done.. If none, state so.

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

5. The undersigned declares that the signer of this proposal is:

(a) INDIVIDUAL doing business as

(b) PARTNERSHIP doing business as

(c) CORPORATION entitled

organized under the laws of the State of \_\_\_\_\_ and having its principal offices at

\_\_\_\_\_  
The names of all partners of a partnership or the principal offices of a corporation will be submitted upon request.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Print Firm Name

\_\_\_\_\_  
Print Street Address

\_\_\_\_\_  
Print City, State and Zip Code

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Area Code and Telephone Number

\_\_\_\_\_  
Area Code and Telecopier (Fax) Number

I, \_\_\_\_\_, hereby certify that I do not hold any executive or appointive office in the government of the Town of Vernon; furthermore, I do not anticipate holding or seeking office in the Town of Vernon for the duration of this contract. I further certify that the firm, which I represent, as named above, is an Equal Opportunity Employer.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**TOWN OF VERNON**  
**CONTRACT #1087-05/19/2016**  
**FURNISHING HEATING, VENTILATION AND AIR CONDITIONING SYSTEM MAINTENANCE**  
**AT THE TOWN OF VERNON WATER POLLUTION CONTROL FACILITY - "ATTACHMENT A"**

QTY	EQUIPMENT	MANUFACTURER	MODEL #	LOCATION
1	Exhaust Fan	Loren Cook	ACRU-D120R-3B	Roof Control Room
1	Exhaust Fan	Loren Cook	ACRU-D210R-9B	Roof Blower Room
1	Exhaust Fan	Loren Cook	ACRU-D210R-9B	Roof Blower Room
1	Electric Unit Heater	Modine	VE-100	Blower Room
1	Exhaust Fan	Loren Cook	ACRU-D135R-4B	Blower Room
1	Gas Burner	Webster	JB1-G-07	Solids Handling
1	Gas Burner	Webster	JB1-G-07	Effluent Filter Building
1	Exhaust Fan	Loren Cook	ACRU-D150R-5B	Roof Control Room
1	Exhaust Fan	Loren Cook	ACRU-D150R-5B	Roof Control Room
1	Exhaust Fan	Loren Cook	AWB-42A-9B	Filter Room
1	Exhaust Fan	Loren Cook	AWB-42A-9B	Filter Room
1	Exhaust Fan	Loren Cook	AWB-42A-9B	Filter Room
1	Exhaust Fan	Loren Cook	16CVR	Roof Pump Room
1	Exhaust Fan	Loren Cook	ACRU-D120R-4B	Roof Storage Room
1	Exhaust Fan	Loren Cook	ACRU-D120R-2B	Roof Storage Room
1	Supply Fan	Loren Cook	16CVR	Roof Pump Room
1	Exhaust Fan	Loren Cook	ACRU-D135R-5B	Roof Pump Room
1	Exhaust Fan	Loren Cook	ACRU-D135R-5B	Roof Pump Room
1	Supply Fan	Loren Cook	16CVR	Roof Electric Room
1	Roof Top Air Handling Unit	York	HB480	Roof Process Area
1	Hot Water Circulating Pump	Taco	V13008	Process Area/RE Building
1	Hot Water Circulating Pump	Taco	V13008	Process Area/RE Building
1	Hot Water Unit Heater	Modine	HS-165	Process Area
1	Supply Fan	Loren Cook	12CVR	Roof/Electric Room
1	Exhaust Fan	Loren Cook	ACRU-D120R-4B	Roof/Electric Room
1	Electric Unit Heater	Modine	VE-100	Electric Room

A-1

**TOWN OF VERNON**  
**CONTRACT #1087-05/19/2016**  
**FURNISHING HEATING, VENTILATION AND AIR CONDITIONING SYSTEM MAINTENANCE**  
**AT THE TOWN OF VERNON WATER POLLUTION CONTROL FACILITY - "ATTACHMENT A"**

QTY	EQUIPMENT	MANUFACTURER	MODEL #	LOCATION
1	Gas Fired Unit Heater	Modine	PV50	Control Room
1	Gas Fired Unit Heater	Modine	PV50	Blower Room
1	Gas Fired Unit Heater	Modine	PV50	Blower Room
1	Gas Fired Unit Heater	Modine	PV50	Blower Room
1	Gas Fired Unit Heater	Modine	PV50	Blower Room
1	Gas Fired Unit Heater	Modine	PV100	Blower Room
1	Exhaust Fan	Loren Cook	ACRU-D120R-3B	Roof/Electric Room
1	Exhaust Fan	Loren Cook	ACRU-D165R-6B	One Grade/Pump Room
1	Exhaust Fan	Loren Cook	ACRU-D120R-4B	One Grade/Pump Room
1	Exhaust Fan	Loren Cook	ACRU-D165R-4B	Roof/Electric Room
1	Supply Fan	Loren Cook	14CVR	Roof/Pump Room
1	Central Station Air Handler	McQuay	LHD-104CH	Mech. Room Process Area
1	Central Station Air Handler	McQuay	LHD-106C	Mech. Room/Pump Room
1	Hot Water Circulating Pump	Taco	FE1507	Boiler Room RS Building
1	Hot Water Circulating Pump	Taco	FE1507	Boiler Room RS Building
1	Hot Water Unit Heater	Modine	HS-33	Mechanical Room
1	Hot Water Unit Heater	Modine	HS-33	Mechanical Room
1	Hot Water Unit Heater	Modine	HS-33	Electric Room
1	Hot Water Unit Heater	Modine	HS-86	Process Area
1	Hot Water Unit Heater	Modine	HS-33	Stair
1	Exhaust Fan	Loren Cook	20CVB	Mech. Room/Pump Room
1	Exhaust Fan	Loren Cook	ACRU-D135R-4B	Roof/Mech. Room
1	Exhaust Fan	Loren Cook	ACRU-D135R-4B	Roof/Electric Room
1	Exhaust Fan	Loren Cook	ACRU-D150R-6B	Roof Process Area
2	Supply Air Fan	Loren Cook	18CVR	Roof/Electric Room

A-2

**TOWN OF VERNON**  
**CONTRACT #1087- 05/19/2016**  
**FURNISHING HEATING, VENTILATION AND AIR CONDITIONING SYSTEM MAINTENANCE**  
**AT THE TOWN OF VERNON WATER POLLUTION CONTROL FACILITY - "ATTACHMENT A"**

QTY	EQUIPMENT	MANUFACTURER	MODEL #	LOCATION
1	Roof Top Air Handling Unit	McQuay	RDS-708B	Roof/Process Area
1	Central Station Air Handler	McQuay	LHD-103CH	Basement Pump Area
1	Hot Water Circulating Pump	Taco	FE-1507	Boiler Room/CD Building
1	Hot Water Circulating Pump	Taco	FE-1507	Boiler Room/CD Building
1	Exhaust Fan	Loren Cook	ACRU-D90R-15HD	Roof/Toilet Room
1	Exhaust Fan	Loren Cook	ACRU-D135R-3B	Roof/Electric Room
1	Exhaust Fan	Loren Cook	AWB 24A 5B	Basement Pump Area
1	Central Station Air Handler	McQuay	LHD-103CH	Basement Pump Area
1	Hot Water Boiler	HydroTherm	M-150C	Boiler Room/TS Building
1	Hot Water Boiler	HydroTherm	M-150C	Boiler Room/TS Building
1	Hot Water Circulating Pump	Taco	1615B	Boiler Room/TS Building
1	Hot Water Circulating Pump	Taco	1615B	Boiler Room/TS Building
1	Hot Water Unit Heater	Modine	V-42	Boiler Room
1	Hot Water Unit Heater	Modine	V-42	Stair
1	Hot Water Unit Heater	Modine	HS-47	Electric Room
1	Roof Top Air Handling Unit	McQuay	RD3-802D	Roof/PC Building
1	Condensing Unit For Above	McQuay	ALP-041C	Roof/PC Building
1	Roof Top Air Handling Unit	McQuay	RDS-708B	Roof/Lab
1	Condensing Unit For Above	McQuay	ALP-021C	Roof/Lab
1	Hot Water Circulating Pump	Taco	FE-1508	Boiler Room
1	Hot Water Circulating Pump	Taco	FE-1058	Bolier Room
1	Hot Water Unit Heater	Modine	HS-63	Boiler Room
1	Hot Water Cabinet Heater	McQuay	CHB-003ALM	Corridor
1	Hot Water Cabinet Heater	McQuay	CHF-003ALF	Corridor
1	Hot Water Cabinet Heater	McQuay	CHB-003ALM	Corridor

**TOWN OF VERNON**  
**CONTRACT #1087-05/19/2016**  
**FURNISHING HEATING, VENTILATION AND AIR CONDITIONING SYSTEM MAINTENANCE**  
**AT THE TOWN OF VERNON WATER POLLUTION CONTROL FACILITY - "ATTACHMENT A"**

QTY	EQUIPMENT	MANUFACTURER	MODEL #	LOCATION
1	Exhaust Fan	Loren Cook	ACRU-D120R-2B	Roof/Boiler Room
1	Exhaust Fan	Loren Cook	ACRU-D150R-5B	Roof/Toilet Room
1	Exhaust Fans	Loren Cook	ACRU-D100R-15DH	Roof/Lunch Room
1	Exhaust Fans	Loren Cook	ACRU-D100R-2B	Roof/Storage & Toilet
1	Exhaust Fans	Strobic Air	TRI-STACK BX-005	Roof/Lab Fume Hood #1
1	Exhaust Fan	Strobic Air	TRI-STACK BX-005	Roof/Lab Fume Hood #2
1	Gas Fired Make Up Air Unit	Modine	WSG125SF	Roof/Lab Fume Hoods
1	Duplex Air Compressor	Allied Health Care	DPA1.5 60T	Storage/Lab
1	Duplex Vacuum Package	Allied Health Care	RVT4-1	Storage/Lab
1	Central Station Air Handler	McQuay	LSI-134	Mech. Room/Process Area
1	Hot Water Circulating Pump	Taco	FE-2007	Boiler Room/PT Building
1	Hot Water Circulating Pump	Taco	FE-2007	Boiler Room/PT Building
1	Hot Water Unit Heater	Modine	HS-24	Boiler Room
1	Hot Water Unit Heater	Modine	HS-24	Odor Control Room
1	Hot Water Unit Heater	Modine	HS-24	Odor Control Room
1	Hot Water Unit Heater	Modine	HS-24	Odor Control Room
1	Hot Water Unit Heater	Modine	HS-24	Odor Control Room
1	Hot Water Unit Heater	Modine	HS-165	Screenings Area
1	Hot Water Unit Heater	Modine	HS-24	Septage Room
1	Hot Water Unit Heater	Modine	HS-24	Electrical Room
1	Hot Water Unit Heater	Modine	HS-24	Mechanical Room
1	Hot Water Heater	Modine	HS-24	Mechanical Room
1	Exhaust Fan	Loren Cook	ACRU-D125R-5B	Roof/Mech. Room
1	Exhaust Fan	Loren Cook	ACRU-D135R-2B	Roof/Boiler Room
1	Exhaust Fan	Loren Cook	ACRU-D180R-8B	Roof/Odor Control Room
1	Exhaust Fan	Loren Cook	ACRU-D180R-6B	Roof/Electric Room



**TOWN OF VERNON**  
**CONTRACT #1087-05/19/2016**  
**FURNISHING HEATING, VENTILATION AND AIR CONDITIONING SYSTEM MAINTENANCE**  
**AT THE TOWN OF VERNON WATER POLLUTION CONTROL FACILITY - "ATTACHMENT A"**

QTY	FILTER SIZE	LOCATION
10	16 X 25 X 2	Process Control Building, West
10	16 X 20 X 2	Process Control Building, West
4	20 X 25 X 2	Process Control Building, East
6	16 X 20 X 2	Return Sludge Pump Station, Basement Unit
2	20 X 20 X 2	Return Sludge Pump Station, 1st Floor
16	16 X 25 X 2	Carbon Regeneration Building
10	16 X 20 X 2	DSE Building Roof
10	16 X 25 X 2	DSE Building Roof
2	16 X 25 X 2	Primary Sludge Thickener Building
24	20 X 20 X 2	Pretreatment Building
12	16 X 20 X 2	Effluent Filter Building - Upstairs
8	16 X 25 X 2	Effluent Filter Building - Upstairs
8	16 X 25 X 2	Effluent Filter Building - Downstairs
6	16 X 25 X 2	Chemical Distribution Building - Roof
6	16 X 25 X 2	Chemical Distribution Building - Basement
2	16 X 25 X 2	Soilds Handling Building - Basement
4	16 X 25 X 2	Soilds Handling Building - Basement
2	16 X 25 X 2	Soilds Handling Building - 1st Floor
4	20 X 25 X 2	Soilds Handling Building - 1st Floor
10	20 X 25 X 2	Soilds Handling Building - Upstairs
2	8 X 25 X 2	Soilds Handling Building - Upstairs

A-6

**TOWN OF VERNON**  
**CONTRACT #1087-05/19/2016**  
**FURNISHING HEATING, VENTILATION AND AIR CONDITIONING SYSTEM MAINTENANCE**  
**AT THE TOWN OF VERNON WATER POLLUTION CONTROL FACILITY - "ATTACHMENT A"**

QTY	EQUIPMENT	MANUFACTURER	MODEL #	LOCATION
2	Air Handling Unit	Trane	Torri Vent	Carbon Regen HVF 1 & 2
1	Air Handling Unit	Trane	Torri Vent	Effluent Bldg Bsmt HVJ-1
1	Air Handling Unit	Trane	Torri Vent	Effluent Bldg 2nd Floor HVJ-2
1	Air Handling Unit	Trane	Torri Vent	Effluent Bldg Bsmt EFJ-2
1	Air Handling Unit	Trane	Torri Vent	Solids Bldg Bsmt HVD-1
1	Air Handling Unit	Trane	Torri Vent	Solids Bldg 1st Floor HVD-2
1	Air Handling Unit	Trane	Torri Vent	Solids Bldg 2nd Floor HVD-3

**TOWN OF VERNON**

**CONTRACT #1087-05/19/2016**

**FURNISHING HEATING, VENTILATION AND AIR CONDITIONING SYSTEM  
MAINTENANCE AT THE TOWN OF VERNON WATER POLLUTION CONTROL  
FACILITY**

**CONTRACT**

This agreement, made and concluded by and between the Town of Vernon, a Municipal corporation organized and existing under the laws of the State of Connecticut, acting herein by its Town Administrator duly authorized, hereinafter designated the "Town" and \_\_\_\_\_ (being the party named in the attached copy of the proposal) hereinafter designated the "Contractor".

**A.** WITNESSETH, That said Contractor has agreed, and by these presents does for his, their, or its heirs, executors, administrators, successors, and assigns covenant, promise and agree to and with the said Town, for the consideration hereinafter mentioned and contained, and under the penalty expressed in bonds hereunto annexed, that the said Contractor shall and will, at his, its, or their own proper charge, cost and expense furnish all materials in accordance with this contract and the specifications which are a part hereof, viz.; all to be in accordance with the terms of the proposal for said material submitted to the Town Administrator of the Town, and made part of this contract.

**B. TOWN ADMINISTRATOR TO BE JUDGE.** The Town Administrator of the Town and his duly authorized representatives, hereinafter referred to as the "Administrator" shall be judge of the character, nature and fitness of all the materials furnished under this contract.

**C. (1) CONTRACTOR RESPONSIBLE FOR WHOLE WORK.** The Contractor shall be responsible for the entire work until its final acceptance, and any unfaithful or imperfect work or defective material that may be discovered at any time before said final acceptance shall be immediately corrected or removed by said Contractor on requirement of the Administrator.

**(2) DEFECTS IN MATERIAL.** In the case the nature of the defect(s) is such that it is not expedient to have them corrected, the Administrator shall have the right to deduct from the amount

due the Contractor on the final settlement of the accounts such sum of money as he considers a proper equivalent for the difference between the value of the materials specified and that furnished, or a proper equivalent for the damage.

(3) **PARTIAL PAYMENT NOT ACCEPTANCE.** It is also agreed that this is an entire contract for one whole and complete work, and that no partial payments on account by the Town, nor the presence of the Administrator or inspectors, or their supervision or inspection of work or materials, shall constitute an acceptance of any part of the work before its entire completion and final acceptance.

**D. (1) COMMENCEMENT AND COMPLETION OF WORK.** The Contractor shall furnish the material contracted for within the time stated therefore in the specifications for this work.

(2) **EXTENSION OF TIME.** If the Contractor is delayed in the prosecution or completion of the work by or on account of any act or omission of the Town, or by strikes or causes beyond control of the Contractor, he shall be entitled to such reasonable extension of time for the completion of the work as may be decided upon by the Administrator, provided, however, that no claim for an extension of time for any reason shall be allowed, unless, within three days after such delay occurs, notice in writing of the fact of said delay, its causes, and the extension claimed, shall be given by the Contractor to the Administrator.

(3) **TIME LIMITS.** All time limits stated in the Contract Documents are of the essence of the Contract.

**E. (1) CONTRACTOR'S DUTIES AND LIABILITIES.** The Contractor shall comply with all local, state and national laws and regulations, and with all Town ordinances in the prosecution of the work, and shall secure all necessary permits and licenses.

(2) **CONTRACTOR LIABLE FOR DAMAGES.**

a. The Contractor shall indemnify and save harmless the Town, its officer, agents and servants against and from all damages, costs and expenses which they or any of them may suffer by, from or out of any and all claims for payment for materials or labor used or employed in the execution of this contract, and also for injuries or damages received or sustained to person or property, or both, in consequence of or resulting from any work performed by said Contractor, or of or from any negligence in guarding said work, or of or from any act or omission of said Contractor, and said Contractor shall also indemnify and save harmless said Town from all claims under the Workmen's Compensation Act arising under or out of this contract.

b. Employees' Compensation Insurance shall be as provided by Connecticut law and custom.

c. See specifications for required types of insurance.

d. Sub-contractors must be protected by insurance the same as the principal contractor.

e. It is agreed between the parties hereto that the amount of insurance set forth above does not in any way limit the liability of the Contractor to the Town by virtue of his promise to hold the Town harmless so that in the event that any claim results in a settlement or judgment in any amount above said limits, the Contractor shall be personally liable to the Town for the difference.

f. Certificates of the insurance company or companies, must be submitted to the Administrator before the Contractor starts work. Should any insurance expire or be terminated during the period in which the same is required by this contract, the Administrator shall be notified thirty (30) days in advance and such expired or terminated insurance must be replaced with new insurance and a new certificate furnished to the Administrator.

g. Failure to provide the required insurance and certificates may, at the option of the Town, be held to be a willful violation of this Contract.

(3) **PATENTS.** The Contractor shall defend any suits or proceedings brought against the Town for alleged infringements of patents by or by reason of any material furnished under this contract, and shall pay any damages or costs that may be awarded against the Town as a result of such suits, free of all expense to the Town.

**F. AVOIDANCE OF CONTRACT.** If this Contract shall be assigned without the written consent of the Administrator, or if at any time the Administrator shall be of the opinion that the work on said material is necessarily or unreasonably delayed, or that the Contractor is willfully violating any of the conditions or agreements of this contract, or that the progress of the work is, in his opinion, being so delayed that said material cannot be supplied within the required time, the Administrator may give written notice, postage prepaid, to the Contractor, at his business address, to that effect. If the Contractor shall not, within ten days after the mailing of such notice, take appropriate measures, in the judgement of the Administrator, to insure the satisfactory completion of the work, he may notify the Contractor in writing, to discontinue all work on said material under this contract; and it is hereby agreed that the Contractor shall thereupon at once stop work and cease to have the right or claim to possession of the material; and the Town may, by means of such other agents or contractors as shall to it seem advisable, complete the work herein described, or such part thereof as it may deem necessary, and may take possession of and use such materials, except as otherwise provided. The Contractor shall not remove any portion of the materials after receiving such notice as aforesaid. And said Town is hereby authorized and empowered to apply sums of money due or to become due to said Contractor under this Contract by way of reduction in damages, and as part payment of such additional expense incurred by the Town as aforesaid.

**G. (1) PAYMENTS.** The Town will pay and the Contractor will receive, as full compensation for furnishing such materials, the amount stated in the proposal, or the sums of money computed at the several unit prices stated in the proposal submitted by the Contractor to the Administrator. A copy of the proposal is made a part of this Contract. The Town may make such deductions from these sums as are provided for in this Contract.

(2) **FINAL COMPLETION AND FINAL PAYMENT.** Upon receipt of written notice that the work is ready for final inspection and acceptance and upon receipt of Final Application for Payment, the Administrator will promptly make such inspection and, when he finds the work acceptable under the Contract Documents and the contract fully performed, he will promptly issue a final Certificate of Payment stating that to the best of his knowledge, information and belief, and on the basis of his observations and inspections, the work has been completed in accordance with the terms and conditions of the Contract Documents and that the entire balance found to be due the Contractor, and noted in said final Certificate, is due and payable. The Administrator's final Certificate for Payment will constitute a further representation that the conditions precedent to the Contractor's being entitled to final payment as set forth herein had been fulfilled.

The acceptance of final payment shall constitute a waiver of all claims by the Contractor except those previously made in writing and identified by the Contractor as unsettled at the time of the final Application for Payment

(3) **NO INTEREST TO BE PAID.** No interest is to be allowed or paid by the Town upon any monies retained under the provisions of this contract.

**H. CONTENTS OF CONTRACT.** The information for bidders, the proposal, the specifications, together with special provisions following herewith, and the bond and any and all additions which may be inserted or attached to any, or all of the sections as listed above, together with the drawings named in the information for bidders are made a part of this Contract.

**I. AUTHORITY AND DUTIES OF INSPECTOR.** An Inspector is a representative (but not a duly authorized representative as referred to in Article B of this Contract) of the Administrator assigned to make any and all necessary inspections of the work performed and materials furnished by the Contractor. Inspectors shall be authorized to inspect all work done on materials furnished. Such inspection may extend to all or any part of the work and to the preparation of the materials to be used. In case of dispute arising between the Contractor and the Inspector as to materials furnished or the manner of performing the work, the Inspector shall have the authority to reject material or suspend the work until the question at issue can be referred to and decided by the Administrator. The Inspector shall not be authorized to revoke, alter, enlarge, relax or release any requirements of the specifications nor to approve or accept any portion of the work, nor to issue instruction contrary to the plans and specifications. The Inspector shall not act as foreman or perform other duties of the Contractor nor interfere with the management of the work by the Contractor. Any advice which the Inspector may give the Contractor shall in no way be construed as binding the Administrator of the Town in any way nor releasing the Contractor from the fulfillment of the terms of the Contract.

**J. FAIR EMPLOYMENT PRACTICES.** The Contractor hereby agrees that neither he nor his subcontractors will refuse to hire or employ or to bar or to discharge from employment an individual or to discriminate against him in compensation or in terms, condition or privilege of employment because of race, color, religious creed, age, sex, national origin or ancestry, except in the case of bona fide occupational qualification or need.

The Contractor further agrees that neither he nor his subcontractors will discharge, expel or otherwise discriminate against any person because he has opposed any unfair employment practice or because he has filed a complaint or testify or assisted in any proceeding under Section 31-127 of the Connecticut General Statutes. The advertisement of employment opportunities will be carried out in such manner as not to restrict such employment so as to discriminate against individuals because of their race, color, religious creed, age, sex, national origin or ancestry, except in the case of a bona fide occupational qualification or need.

The terms stated above are taken from Section 31-126 of the Connecticut General Statutes, "Unfair Employment Practices".

**K. LAWS AND JURISDICTION.** The parties hereto agree that this contract is subject to the laws and jurisdiction of the State of Connecticut.

**L. COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986.** The Contractor hereby agrees that he is aware of and has complied with the hiring and documentation requirements of the Immigration Reform and Control Act of 1986.

The Contractor agrees that it has asked for and examined documentation in order to verify the legal employability of its employees and has executed the appropriate forms attesting thereto pursuant to the Act.

The Contractor further agrees to indemnify and hold the Town harmless from any costs and/or penalties incurred, including but not limited to fines, attorney's fees and costs arising from a claim of violation of said Act.

**M. DISPUTES.** The parties agree that any dispute will be submitted to the Superior Court, Judicial District of Tolland, at Rockville, Connecticut.

**O. ANTI-TRUST PROVISIONS.** The Contractor or Subcontractor offers and agrees to assign to the Town all right, title and interest in and to all causes of action it may have under Section 4 of the Clayton Act, 15 U.S.C. Section 15, or under Chapter 624 of the General Statutes of Connecticut, arising out of the purchase of services, property or intangibles of any kind pursuant to a public purchase contract or subcontract. This assignment shall be made and become effective at the time the Town awards or accepts such contract, without further acknowledgement by the parties.

**WITNESS WHEREOF**, the parties hereto set their hands and seal this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

Signed in the presence of:

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

**FOR: THE TOWN OF VERNON**

By: \_\_\_\_\_  
John D. Ward, Town Administrator

Signed in the presence of:

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

**FOR:** \_\_\_\_\_  
*Company Name*

By: \_\_\_\_\_  
*Duly Authorized*

Name: \_\_\_\_\_

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