

FINANCE

INVITATION TO BID
TOWN OF NORTH HAVEN

Sealed bids for **Septic Tank Pump-Out Services, Project No. 16-32**, will be received at the Department of Finance Office, Memorial Town Hall, 18 Church Street, North Haven, Connecticut, until 11:00 A.M. on June 29, 2016 at which time and place they will be opened and publicly read. Bid Specifications may be obtained directly from the Department of Finance and Administration Office. After bids are received the Director of Finance and Administration may analyze whether vendors have submitted comparable bids and meet the requirements called for. In reviewing the bids, the Director of Finance and Administration may consider the past performance, financial responsibility, and sales and service experience of the vendors. The Director of Finance and Administration reserves the right to reject any or all bids, to waive any defects in same, or to choose to make purchases other than strictly in accordance with price considerations, and/or to choose other than the lowest bidder, if it be deemed in the best interest of the Town of North Haven. **Bidders are advised hereby of the existence of an Ordinance concerning Bid Preference for Town-Based Businesses.**

Edward J. Swinkoski, CPA
Director of Finance and Administration

BID SPECIFICATIONS

Septic Tank Pump-Out Services Bid Project No. 16-32

The Town of North Haven will receive bids for septic tank pump-out services as defined in the Town's Water Pollution Control Authority (WPCA) regulations, (a copy of which is attached hereto and made a part of these Bid Specifications therein), as follows:

CONDITIONS:

The successful bidder will complete all required septic tank pump out services as soon as possible after being notified by the affected resident of the Town of North Haven, but not later than 24 hours after such notification, including weekends and holidays.

All discharge openings to the septic tank, dry well or cesspool facility shall be uncovered by the resident **prior** to the pump out efforts being conducted.

Only Town of North Haven residential properties are included in the septic Tank Pump-Out Services program. No commercial or industrial facilities will be permitted for a septic tank or dry well/cesspool pump outs under this contract.

The sanitary sewage/septage content resulting from each requested pump-out service shall be hauled to and directly discharged into the Town's Water Pollution Control Facility (WPCF) in accordance with the regulations cited. Please coordinate all discharge efforts with Mark Barrows, Chief Operator of the WPCF at (203) 234-2190 or (203) 239-6070. The WPCF is located at 1122 Universal Drive, North Haven, Connecticut.

BID PRICES:

Prices shall be furnished per septic tank, per dry well and/or per cesspool. In addition, prices shall be furnished for a septic tank plus a dry well; and/or a septic tank plus a cesspool.

INSPECTION:

The Town of North Haven reserves the right to inspect the septic system service site either during or after the requested septic tank pump-out. If, in the opinion of the Town, the service provided is unsatisfactory, the contractor, **at his own expense**, will be required to again pump-out the affected septic tank, drywell, and/or cesspool to the satisfaction of the Town.

INSURANCE:

Insurance – The successful bidder shall be required to provide a Certificate of Insurance for the types and limits of insurance specified below. The Certificate shall name the Town of North Haven as an Additional Insured, with a hold harmless clause.

General Liability	Each Occurrence - \$1,000,000
	Fire Damage (any one fire) - \$200,000
	Med Exp (any one person) - \$5,000
	Personal & ADV Injury - \$1,000,000
	General Aggregate - \$2,000,000
	Products – COMP/OP AGG - \$2,000,000
Automobile Liability	Combined Single Limit - \$1,000,000
Workers Compensation	Statutory Limit
And Employer's Liability	E.L. Each Accident - \$500,000
	E.L. Disease-EA Employee - \$500,000
	E.L. Disease-Policy Limit - \$500,000

CONTRACT TERM

The duration of this septic tank pump-out program is for one (1) year. However, the Town of North Haven reserves the right to extend the bid award for up to three (3) additional one (1) year terms for a total of up to four (4) years if the Successful Bidder holds the same pricing schedule, places same in writing, and the Town is satisfied with the vendor's performance as it relates to the work performed.

All bids are to be held firm for a period of 45 days after bid award date.

Envelope(s) must be plainly marked **BID – Septic Tank Pump-out Services, Project 16-32** with the purpose and time of Bid Opening and will be accepted at the Town's Department of Finance and Administration, 18 Church Street, North Haven, Connecticut 06473 – lower level.

However, Bids will also be accepted by facsimile to (203) 234-2130 but faxes must be plainly marked **BID – Septic Tank Pump-out Services, Project 16-32** with the purpose and time of Bid Opening.

BID QUESTIONS

Any and all questions regarding the Bid shall be directed to the Department of Public Works, Director at (203) 239-5321, extension 400.

BID SHEET

**Septic Tank Pump-Out Services
Bid Project No. 12-35**

Any and all Bids must be submitted on this BID SHEET form.

BIDS:	Septic Tank	\$ _____
	Dry Well	\$ _____
	Cesspool	\$ _____
	Septic Tank/Dry Well	\$ _____
	Septic Tank/Cesspool	\$ _____

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BIDS SUBMITTED BY:

DATE: _____

Name of Company

Authorized Signature Title

Street

Print Name

City, State, Zip Code

Telephone Number Facsimile Number