

TOWN OF WARRENTON, VIRGINIA

REQUEST FOR PROPOSAL – PRIMARY CLARIFIER EQUIPMENT REPLACEMENT & REPAIRS

RFP #: 16-008

Closing Date: May 26, 2016 at 4 PM

ALL PROPOSALS MUST BE RECEIVED BY THE CLOSING DATE AND TIME TO BE CONSIDERED

One (1) original and (3) copies of each proposal, including any attachment, shall be mailed or delivered to:

Town of Warrenton
Purchasing Agent
18 Court Street
Warrenton, VA 20186

All inquiries for information regarding procurement procedures, selection criteria, proposal submission requirements, or other fiscal/administrative concerns shall be directed to:

Purchasing Agent
18 Court Street
Warrenton, VA 20186

540-347-1102
540-349-2414
staff@warrentonva.gov

For technical information relating to this RFP, please contact:

David Sisk
Wastewater Treatment Plant
731 Frost Ave.
Warrenton, VA 20186

Phone: 540-347-6534
e-mail: dsisk@warrentonva.gov

In compliance with this Request For Proposal and all the conditions imposed herein, the undersigned offers and agrees to furnish the goods and/or services in accordance with the signed proposal or as mutually agreed upon by subsequent negotiations.

Name and Address:
Phone #:
Fax #:
Date:
Submitted by:
PRINTED NAME
FEIN/SSN:
E-Mail
SIGNATURE

CERTIFICATION PAGE

RETURN THIS PAGE WITH PROPOSAL SUBMISSION
REQUEST FOR PROPOSAL

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The Town of Warrenton is currently seeking proposals from qualified vendors to provide and install all material necessary for the repairs to primary clarifier at the Wastewater Treatment Plant located at 731 Frost Avenue in the Town of Warrenton, Virginia.

**The following Special Terms and Conditions shall govern this purchase:**

1. A list of specifications is attached as **EXHIBIT A**.
2. Delivery of all materials must be between the hours of 8:00 A.M. and 4:00 P.M. local time to the Town of Warrenton Wastewater Treatment Plant, 731 Frost Avenue, Warrenton, VA 20186. All aspects of this project must be substantially complete no later than one hundred eighty (180) calendar days from date of award.
3. The General Terms & Conditions - Goods **EXHIBIT B** & General Terms & Conditions - Constructions Projects, **EXHIBIT C** as attached, shall govern this purchase.
4. The contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the contractor, his agents, representatives, employees or subcontractors.

The contractor shall provide a certificate of insurance naming the Town of Warrenton as additional insured and, if requested a certified copy of said policy or endorsement(s) before commencement of contract. All insurance shall be placed with an insurer licensed to do business in the Commonwealth of Virginia. The underwriter shall be subject to the approval of the Town of Warrenton.

The Contractor shall maintain limits no less than:

- a. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. The general aggregate limit shall apply separately to this project or the general aggregate shall be twice the required occurrence limit.
- b. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
- c. Workers' Compensation and Employers Liability: Workers' Compensation as required by the Code of the Commonwealth of Virginia and Employers Liability with limits of \$1,000,000 per accident.

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5. Contractor shall provide the Town of Warrenton, upon request, a certificate evidencing bonding for Faithful Performance in the amount of the final negotiated award amount submitted prior to commencement of contract.
6. Payment terms are net, 30 days from date of invoice or approval of invoice by the Department Head, whichever is later.

**One (1) original and (3) copies** of the proposal must be signed and sealed in an envelope plainly marked on the outside, **“SEALED PROPOSAL #16-008 – FOR PRIMARY CLARIFIER EQUIPMENT REPLACEMENT & REPAIRS, CLOSING DATE MAY 26, 2016 at 4 PM”** and shall be delivered to the Purchasing Agent at 18 Court Street, Warrenton, VA 20186 by 4 PM on the date indicated above.

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### **EXHIBIT A - SPECIFICATIONS FOR PRIMARY CLARIFIER EQUIPMENT**

Proposers are encouraged to visit the Town of Warrenton Wastewater Treatment Plant at 731 Frost Avenue, Warrenton, Virginia 20186 to be familiar with the plant operation and current primary clarifier condition. This RFP is focused heavily on the following:

1. Performance requirements:
  - a. Evaluate existing equipment and identifying equipment that needs to be replaced or repaired;
  - b. Replacement of all equipment below the existing catwalk, within the existing 26 foot diameter tank structure;
  - c. Coat existing 26 foot diameter clarifier tank and tank bottom with an industry standard epoxy coatings;
  - d. Proposed equipment to be installed capable of performing equal to or better than the Dorr-Oliver equipment it is replacing (Please refer to attached historic Drawing, Exhibit A-1)
2. Minimum 2 Year Warranty.
3. Clarifier to be out of operation for no more than 90 days from contract award.
4. Proposer shall be experienced in the design and fabrication of wastewater treatment equipment, to include primary clarifiers for use with municipal wastewater treatment applications and a minimum of five (5) successfully operating installations.
5. Proposal to include removal and disposal of equipment to be removed and replaced.

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The Proposal Evaluation Criteria will be as follows:

- 40% Ability to meet the specifications as stated above in Exhibit A, the attached drawing and within a suitable schedule, as to be provided by the Proposer
- 15% Warranty and suitability of proposed equipment as well as cost-effective re-use or integrations of existing equipment with appropriate remaining service life.
- 15% Quality of the prepared design, product, materials, and equipment.  
(Resistance to harsh chemical and physical environment)
- 10% References of past experience relative to this work  
(past projects and references)
- 10% Ease of operation and maintenance by plant personnel
- 10% Proposed cost of proposed equipment and repair work

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### **EXHIBIT B GENERAL TERMS AND CONDITIONS - GOODS**

#### **1. MANDATORY USE OF TOWN FORMS, TERMS AND CONDITIONS**

Failure to submit a proposal on the official Town form provided shall be a cause for rejection of the proposal. Return of the complete document is required. Modification of or additions to any portion of the solicitation may be cause for rejection of the proposal; however, the Town reserves the right to decide, on a case-by-case basis, in its sole discretion, whether or not to reject such a proposal as nonresponsive.

#### **2. PRECEDENCE OF TERMS**

In case of a conflict between the General Terms and Conditions and any Special Terms and Conditions for use in a particular procurement, the Special Terms and Conditions shall apply.

#### **3. CLARIFICATION OF TERMS**

If any prospective offeror has questions about the specifications or other solicitation documents, the prospective offeror should contact the Purchasing Agent or the Department Head whose name appears on the face of the solicitation by five days before the due date. Any revisions to the solicitation will be made only by a written addendum issued by the Purchasing Agent.

#### **4. BRAND NAME OR EQUAL**

Unless otherwise provided in this solicitation, the name of a certain brand, make or manufacturer does not restrict offerors to the specific brand, make or manufacturing name, but conveys the general style, type, character and quality of the article needed. Any article that the Town, in its sole discretion, determines to be equal to that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The offeror is responsible for clearly and specifically showing that the product being offered, by providing specific descriptive literature, catalog cuts and technical details, to enable the Town to decide whether the product offered meets the requirements of the solicitation. This is required even if offering the exact brand, make or manufacturer specified.

Please provide complete information about the materials and equipment proposed to be furnished with the proposal so that the proposal can be adequately considered in the evaluation process. Failure to furnish adequate data for evaluation purposes may result in the Town declaring the proposal nonresponsive. Unless the offeror clearly shows in his proposal that the product being offered is an equal product, such proposal will be considered to offer the brand name product referenced in the solicitation.

**5. TRANSPORTATION AND PACKAGING**

By submitting a proposal, all offerors certify and warrant that the price offered for FOB Destination includes only the actual freight costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging, packing and shipping containers shall be used. All shipping containers shall be legibly marked or labeled on the outside with the purchase order number, commodity description and quantity.

**6. TESTING AND INSPECTION**

The Town reserves the right to conduct any test/inspection it may deem advisable to assure supplies and services conform to the specifications.

**7. PAYMENT TERMS**

Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after receipt of an invoice, or acceptance of the goods by the Town of Warrenton, whichever occurs later. This shall not affect offers of discounts for payment in less than 30 days, however.

**8. INVOICES**

Invoices for the seller shall submit items ordered, delivered and accepted direct to the payment address shown on the purchase order/contract. All invoices shall show the Town's contract number and/or purchase order number.

**9. TAXES**

Sales to the Town of Warrenton are exempt from state and local sales taxes. State sales and use tax certificates of exemptions will be issued upon request.

**10. DEFAULT**

In case of failure to deliver goods or services according to the contract terms and conditions, the Town, after due oral or written notice, may obtain them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be beyond any other remedies that the Town may have.

**11. ASSIGNMENT OF CONTRACT**

A contract shall not be assignable by the contractor in whole or in part without the written consent of the Town.

**12. ANTITRUST**

By entering into a contract, the offeror conveys, sells, assigns and transfers to the Town of Warrenton all rights, title and interest in and to all causes of the action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia

relating to the particular goods or services purchased or acquired by the Town of Warrenton under said contract.

### **13. ETHICS IN PUBLIC CONTRACTING**

By submitting a proposal, all offerors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor about their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised unless consideration of substantially equal or greater value was exchanged.

### **14. ANTI-DISCRIMINATION**

By submitting a proposal all offerors certify to the Town that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, and the Virginia Fair Employment Act of 1975, as amended, where applicable, and Section 11-51 of the Virginia Public Procurement Act that provides:

In every contract more than \$10,000, the provisions in A and B below apply:

- A. During the performance of this contract, the contractor agrees as follows:

The Seller will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the seller. The seller agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

The seller, in all solicitations or advertisements for employees placed by or for the seller, will state that such sellers are equal opportunity employers.

Notices, advertisements and solicitations placed according to federal law, rule or regulation shall be deemed sufficient for meeting the requirements of this section.

- B. The seller will include the provisions of A above in every subcontract or purchase order more than \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

### **15. INDEMNIFICATION**

Sellers agree to indemnify, defend and hold harmless the Town of Warrenton, its officers, agents and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by any materials, goods, or equipment of any kind or nature furnished by the contractor, provided that such liability is not attributable to the sole negligence of the Town or to the failure of the Town to use the materials, goods or equipment in the manner already and permanently described by the seller of the materials, goods or equipment delivered.

**16. DEBARMENT STATUS**

By submitting a proposal, all offerors certify that they are not currently debarred from submitting proposals on contracts by the Town of Warrenton, nor are they an agent of any person or entity that is currently debarred from submitting proposals on contracts by the Town of Warrenton.

**17. APPLICABLE LAW AND COURTS**

Any contract resulting from this solicitation shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The seller shall comply with applicable federal, state and local laws and regulations.

**18. QUALIFICATIONS OF OFFERORS**

The Town may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the work or furnish the item(s) and the offer shall furnish the Town all such information and data for this purpose as may be requested. The Town reserves the right to inspect the offeror's physical plant prior to award to satisfy questions regarding the offeror's capabilities. The Town further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offeror fail to satisfy the Town that such offeror is properly qualified to carry out the obligations of the contract and to complete the work or furnish the item(s) contemplated therein.

**19. NOTICE OF REQUIRED DISABILITY LEGISLATION COMPLIANCE**

**The Town of Warrenton is required to comply with state and federal disability legislation: The Rehabilitation Act of 1993 Section 504, The Americans with Disabilities Act (ADA) for 1990 Title II and the Virginians with Disability Act of 1990.**

Specifically, the Town of Warrenton, may not, through its contractual and/or financial arrangements, directly or indirectly avoid compliance with Title II of the Americans with Disabilities Act, Public Law 101-336, which prohibits discrimination by public entities on the basis of disability. Subtitle A protects qualified individuals with disability from discrimination on the basis of disability in the services, programs, or activities of all State and local governments. It extends the prohibition of discrimination in federally assisted programs established by the Rehabilitation Act of 1973 §504 to all activities of State and local governments, including those that do not receive Federal financial assistance, and incorporates specific prohibitions of discrimination on the basis of disability in Titles I, III, and V of the Americans with Disabilities Act. The Virginians with Disabilities Act of 1990 follows the Rehabilitation Act of 1973 §504.

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### EXHIBIT C GENERAL TERMS AND CONDITIONS - CONSTRUCTION PROJECTS

The following General Terms and Conditions shall become part of all solicitations for construction projects that involve building, altering, repairing, improving or demolishing any structure, building or paving projects, and any draining, dredging, excavation, grading or similar work upon real property. These General Terms and Conditions shall be a part of any such Invitation for Bid/Request for proposal in addition to the General Terms and Conditions - Services.

#### 1. DEFINITIONS:

- a. The term “**Town**” shall mean The Town of Warrenton through the governing body or other agent with authority to execute the contract for the Town.
- b. The term “**Contractor**” means the person, firm or corporation named such in the contract and includes the plural number and the feminine gender when such are named in the contract as the Contractor.
- c. The term “**Subcontractor**” means only those having a direct contract with the Contractor and it includes one who furnishes material worked to a special design but does not include one who merely furnishes material not so worked.
- d. The “**Project Inspector**” means one or more individuals employed or designated by the Town to make inspections, observe progress, approve schedules and accept services under the terms of the contract. The Town shall notify the Contractor in writing of the appointment of such Project Inspector.
- e. The term “**Drug-Free Workplace**” means a site for the performance of work done in connection with a specific contract awarded to a contractor as a result of this solicitation, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

#### 2. CONTRACT DOCUMENTS

The contract entered into by the parties shall consist of the Invitation for Bids/Request for Proposals, the signed Bid/Offer submitted by the Contractor, the Town of Warrenton standard contract form or Purchase Order, the General and Special Terms and Conditions, the Specifications with drawings, if any, including all modifications thereof, all which shall be referred to collectively as the Contract Documents.

#### 3. LAWS AND REGULATIONS

- a. The Contractor shall give all notices and comply with all laws, ordinances, rules, regulations, and lawful orders of any public authority bearing on the performance of the work.
- b. The Contractor and Subcontractor shall comply with the Virginia Contractor’s Registration Law, Title 54, Chapter 7, Code of Virginia (1950), as amended. All nonresident Contractors and Subcontractors submitting bids/ proposals on the work

described herein shall register with the Department of Labor and Industry under the provisions of the Subsection 40.1-30 of the code of Virginia (1950), as amended.

#### **4. CONDITIONS AT SITE, BUILDING OR STRUCTURE**

Bidders/Offerors shall visit the contract work site or sites and shall be responsible for having ascertained pertinent local conditions such as location, accessibility and general character of the site, building or structure, and the character and extent of existing work within or adjacent to the site.

#### **5. PREPARATION AND SUBMISSION OF BIDS/PROPOSALS**

- a. Bids/proposals must give the full business address of the bidder / offeror and be signed by him or her with his or her usual signature. Bids/proposals by partnerships must furnish the full name of all partners and must be signed in the partnership name by one of the members of the partnership or any authorized representative, followed by the designation of the person signing. Bids/proposals by Corporations must be signed with the legal name of the corporation followed by the name of the State in which it is incorporated and by the signature and designation of the president, secretary or other person authorized to bind it in the matter. The name of each person signing shall also be typed or printed below the word "President", "Secretary", "Agent", or other designation without disclosing the principal, may be held to be the bid/proposal of the individual signing. When requested by the Town, satisfactory evidence of the authority of the officer signing in behalf of the corporation shall be furnished.
- b. Identification of Bid/Proposal Envelope: The signed bid/proposal should be returned to the Purchasing Agent in a separate envelope or package sealed and identified as directed in the solicitation.

#### **6. WITHDRAWAL OR MODIFICATION OF BIDS/PROPOSALS PRIOR TO DUE DATE**

Bids/proposals may be withdrawn or modified by written or telegraphic notice received from Bidders/Offerors prior to the time fixed for bid/proposal receipt.

#### **7. RECEIPT AND OPENING OF BIDS/PROPOSALS**

- a. It is the responsibility of the bidder/offeror to assure that the bid/proposal is delivered to the place designated for receipt of bids/proposals prior to the time set for receipt of bids/proposals. No bid/proposal received after the time designated for receipt of bids/proposals will be considered.
- b. Bids received in response to an Invitation for Bids will be opened at the time and place stated in the solicitation and bidder's names and prices made public for the information of bidders and other interested who may be present either in person or by representative. The Purchasing Agent, whose duty it is to open the bids, will decide when the specified time has arrived. No responsibility will be attached to any agent of the Town for the premature opening of a bid not properly addressed or identified. In the case of the proposals received in response to a Request for Proposal, public openings are not required; however, if a public opening is held, only the names of the offerors will be read aloud.

#### **8. WITHDRAWAL OF BID DUE TO ERROR (INVITATION FOR BIDS ONLY)**

- a. The bidder shall submit to the Purchasing Agent his original work papers, document and materials used in the preparation of the bid within two business days after the

date fixed for submission of bids. The work papers shall be delivered in person or by certified mail. The bidder shall identify in sufficient detail the nature of the mistake. Such mistake shall be proved only from the original work papers, documents and materials delivered as required herein.

- b. No bid may be withdrawn under this section when the result would be awarding the contract on another bid of the same bidder or of another bidder in which the ownership of the withdrawing bidder is more than five percent.
- c. If a bid is withdrawn under the authority of this section, the lowest remaining bid shall be deemed to be the low bid.
- d. No bidder who is permitted to withdraw a bid shall, for compensation, supply any material or labor to or perform any subcontract or other work agreement for the person or firm to whom the contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn bid was submitted.
- e. If the Town denies the withdrawal of a bid under the provisions of this section, it shall notify the bidder in writing stating the reasons for its decision and award the contract to such bidder at the bid price, provided such bidder is a responsive and responsible bidder.

**9. SUBCONTRACTS:**

- a. The Contractor shall, as soon as practicable after the signing of the contract, notify the Town in writing of the names of Subcontractors proposed for the principle parts of the work. The Contractor shall not employ any Subcontractor that is not responsible or otherwise suitable. The Town shall not direct the Contractor to contract with any particular Subcontractor, however, the Town may disapprove the use of any Subcontractor deemed unsuitable.
- b. The Contractor must agree that he is fully responsible to the Town for the acts and omissions of the Subcontractors and of persons either directly or indirectly employed by them as well as those persons directly employed by the Contractor himself.

**10. SEPARATE CONTRACTS:**

The Town reserves the right to let other contracts in connection with the project or services, the work under which will proceed simultaneously with the performance of the Contract. The Contractor shall afford other separate contractors reasonable opportunity for the introduction and storage of their materials and the performance of their work. The Contractor shall take all reasonable action to coordinate his or her work with the separate contractors. If the work done by the separate contractor is defective or so performed as to prevent the Contractor from carrying out the work according to the plans and specifications, the contractor shall immediately notify the Town upon discovering such conditions.

**11. PROJECT INSPECTOR AS THE TOWN'S AGENT:**

- a. The Project Inspector shall use all powers under the Contract to enforce its faithful performance. The Project Inspector shall determine the amount, quality, acceptability, and fitness of all parts of the work; shall interpret the Contract Documents and extra work orders; and shall decide all other questions in connection with the work. The Project Inspector shall recommend suspension of the

work whenever such suspension may be necessary to ensure the proper execution of the Contract. The Project Inspector shall have no authority to approve or order changes in the work which alter the concept or which call for an extension of time or a change in the contract price. Upon request, the Project Inspector shall confirm in writing within ten (10) days any oral order, direction, requirement or determination.

- b. All orders from the Town shall be transmitted through the Project Inspector.

## **12. INSPECTION:**

- a. All materials and workmanship, if not otherwise designated by the specifications, shall be subject to inspection, examination and test by the Project Inspector at any and all times during manufacture and/or construction. The Project Inspector shall have authority to reject defective material and workmanship and require its correction. Rejected workmanship shall be satisfactorily corrected and rejected material shall be satisfactorily replaced with proper material without charge therefore, and the Contractor shall promptly segregate and remove the rejected material from the premises. If the contractor fails to proceed at once with replacement of rejected material and/or the correction of defective workmanship, the Town may, by contract or otherwise, replace such material and/or correct such workmanship charging the cost to the contractor. The Town may terminate the right of the Contractor to proceed as provided in the Default Clause, the Contractor being liable for any damage to the same extent as provided in the Default Clause for termination thereunder.
- b. The Project Inspector may recommend to the Town that the work be suspended when in his or her judgment the intent of the plans and specifications is not being followed. Any such suspension shall be continued only until the matter in question is settled to the satisfaction of the Town. The cost of any such work stoppage shall be borne by the Contractor unless it is later determined that no fault existed in the Contractor's work.
- c. The Project inspector may immediately suspend any work which is being pursued in an unsafe manner and where in his or her judgment, the potential for serious personal injury or property damage exists.
- d. The Project Inspector shall not:
  - 1. Authorize deviations from the Contract Documents;
  - 2. Enter into the area of responsibility of the Contractor's superintendent;
  - 3. Issue directions relative to any aspect of means, methods, techniques, sequences, or procedures;
  - 4. Issue a certificate for payment.

## **13. SUPERINTENDENCE BY CONTRACTOR:**

- a. The Contractor shall be responsible for all means, methods, techniques, sequences and procedures and for coordinating all portions of the work under the Contract except where otherwise specified in the Contract Documents.
- b. The Contractor shall, at all times, enforce the strict discipline and good order among the workers on the project, and shall not employ on the site any unfit person or anyone not skilled in the work assigned to him or her.

#### **14. CONTRACTOR'S TITLE TO MATERIALS**

No materials or supplies for the work shall be purchased by the contractor or by any Subcontractor subject to any chattel mortgage or under a conditional sales or other agreement by which an interest is retained by the seller. The Contractor warrants that he has clear title to all materials and supplies for which he invoices for payment.

#### **15. WARRANTY OF MATERIALS AND WORKMANSHIP**

- a. The Contractor warrants that, unless otherwise specified, all materials and equipment incorporated in the work under the contract shall be new, first class, and in accordance with the Contract Documents and shall be performed by persons qualified in their respective trades.
- b. Work not conforming to these warranties shall be considered defective.
- c. This warranty of materials and workmanship is separate and independent from and in addition to any other guarantees in this Contract.

#### **16. USE OF PREMISES AND REMOVAL OF DEBRIS**

- a. The Contractor expressly undertakes, either directly or through its Subcontractor:
  1. To perform this Contract in such a manner as not to interrupt or interfere with the operation of any existing activity on the premises or at the location of the work;
  2. To store its apparatus, materials, supplies, and equipment in such an orderly fashion at the site of the work as will not unduly interfere with the progress of its work or the work of the Town or any other Contractor; and
  3. To place upon the work or any part thereof only such loads as are consistent with the safety of that portion of the work.
  4. To effect all cutting, filling or patching of its work required to make the same conform to the plans and specifications, and except with the consent of the Project Inspector, not to cut or otherwise alter the work of any other contractor. The Contractor shall not damage or endanger any portion of the work by cutting, patching or otherwise altering any work, or by excavation.
  5. To clean up frequently all refuse, rubbish, scrap, materials and debris caused by its operations, to the end that at all times the site of the work shall present a neat, orderly and workmanlike appearance.

#### **17. PROTECTION OF PERSONS AND PROPERTY**

- a. The Contractor expressly undertakes, both directly and through its Subcontractors, to take every precaution at all times for the protection of persons and property, including the Town's employees and property and its own.
- b. The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work.
- c. The Contractor shall continuously maintain adequate protection of all work from damage and shall protect the Town's property from injury or loss arising in connection with this contract. The Contractor shall make good any such damage, injury, or loss, except such as may be directly due to errors in the Contract Documents or caused by agents or employees of the Town. The Contractor shall adequately protect the adjacent property as provided by law and the Contract Documents, and shall provide and maintain all passageways, guard fences, lights

and other facilities for protection required by public authority, local conditions, or any of the Contract Documents.

- d. In an emergency affecting the safety or life of individuals, or of the work, or of adjoining property, the Contractor, without special instruction or authorization from the Town, is hereby permitted to act at its discretion, to prevent such threatened loss or injury. Also, should the Contractor in order to prevent threatened loss or injury, be instructed or authorized to act by the Town, he shall so act, without appeal. Any additional compensation or extension of time claimed by the Contractor on account of any emergency work shall be determined as provided by Section 18, "Changes in the Work."

## **18. CHANGES IN THE WORK**

- a. The Town may at any time by written order, make changes in the work of this Contract and within the general scope thereof, except that no fixed price contract may be increased by more than twenty-five percent of the amount of the contract or ten thousand dollars (\$10,000), whichever is greater. In making any change, the charge or credit for the change shall be determined by one of the following methods as selected by the Town.
  1. The change order shall stipulate the mutually agreed price that shall be added to or deducted from the contract price. If the price change is an addition to the contract price, it shall include the Contractor's overhead and profit.
  2. By estimating the number of unit quantities of each part of the work which are changed and then multiplying the estimated number by of such unit quantities by the applicable unit price (if any) set forth in the contract or other mutually agreed unit price. If the Town decides to authorize work in accordance with unit price, measurement of unit quantities shall be on a net basis.
  3. By ordering the Contractor to proceed with the work and to keep, and present in such form as the Town may direct, a correct account of the cost of the change together with all vouchers therefore. The cost shall include an allowance for overhead and profit to be mutually agreed upon by the Town and the Contractor.
- b. The Contractor shall furnish the Town with an itemized breakdown of the quantities and prices used in computing the value of any change that might be ordered.
- c. In figuring changes, instructions for measurements of quantities set forth in the specifications shall be followed.
- d. All change orders must indicate that the completion date of the project is either not extended or is extended by a specific number of days. Both the old, and if there is one, the new date must be stated.

## **19. CONTRACTOR'S RIGHT TO STOP WORK OR TERMINATE CONTRACT**

If the work should be stopped under any order of any court or other public authority for a period of three (3) months through no fault of the Contractor or of anyone employed by the Contractor, or if the Town should arbitrarily fail to issue any certificate for payment within a reasonable time after they are due, or if the Town should fail to pay the Contractor within thirty (30) days any sum certified by the Town, then the Contractor may, upon fourteen (14) calendar days written notice to the Town, stop work or terminate the contract. The

Contractor may then recover the Town payment for the cost of the work actually performed, together with the overhead and profit thereon, but profit shall be recovered only to the extent that the contractor can demonstrate that there would have been a profit on the entire contract if the work had been completed. The Contractor may not receive profit or any other type of compensation for parts of the work that were not performed. The Contractor may recover the cost of physically closing down the job site, but no other costs of termination. The Town may offset any claims it may have against the Contractor against the amounts due to the Contractor.

## **20. TOWN'S RIGHT TO TERMINATE CONTRACT**

- a. If the Contractor should be adjudged bankrupt, or if he or she should make a general assignment for the benefit of his creditors, or if a receiver should be appointed on account of his or her insolvency, the Town may terminate the Contract. If the Contractor should persistently or repeatedly refuse or should fail, except in cases for which extension of time is provided, to supply enough properly skilled workers or proper materials, or if he should fail to make prompt payment to Subcontractors or for material or labor, or persistently disregards laws, ordinances or the instructions of the Town, or otherwise be in substantial violation of any provision of the contract, then the Town may terminate the contract.
- b. Prior to the termination of the Contract, the Town shall give the Contractor fourteen (14) calendar day's written notice. Upon termination of the contract, the Town shall take possession of the premises and of all materials, tools and appliances thereon and finish the work by whatever method deemed expedient. In such case the Contractor shall not be entitled to receive any further payment. If the expense of finishing the work, including compensation for additional managerial and administrative services, shall exceed the unpaid balance of the contract price, the Contractor shall pay the difference to the Town. The expense incurred by the Town as herein provided, and the damage incurred through the Contractor's default, shall be certified by the Town.
- c. Termination of the Contract under this section is without prejudice to any other right or remedy of the Town.

## **21. NOTICE OF REQUIRED DISABILITY LEGISLATION COMPLIANCE**

The Town of Warrenton is required to comply with state and federal disability legislation: The Rehabilitation Act of 1993 Section 504, The Americans with Disabilities Act (ADA) for 1990 Title II and the Virginians with Disability Act of 1990.

Specifically, the Town of Warrenton, may not, through its contractual and/or financial arrangements, directly or indirectly avoid compliance with Title II of the Americans with Disabilities Act, Public Law 101-336, which prohibits discrimination by public entities on the basis of disability. Subtitle A protects qualified individuals with disability from discrimination on the basis of disability in the services, programs, or activities of all State and local governments. It extends the prohibition of discrimination in federally assisted programs established by the Rehabilitation Act of 1973 Section 504 to all activities of State and local governments, including those that do not receive Federal financial assistance, and incorporates specific prohibitions of discrimination on the basis of disability in Titles I, III, and V of the Americans with Disabilities Act. The Virginians with Disabilities Act of 1990 follows the Rehabilitation Act of 1973 Section 504.

## 22. ANTI-DISCRIMINATION

By submitting their bids/proposals, Bidders/Offerors certify to the Owner that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and Section 2.2-4311 of the *Virginia Public Procurement Act*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis or race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (Code of Virginia, § 2.2-4343.1(E)). In every contract over \$10,000 the provisions in A and B below apply:

- a. During the performance of this contract, the Contractor agrees as follows:
  1. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
  2. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
  3. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this Section.
- b. The Contractor will include the provisions of a. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

## 23. INSURANCE

Contractor must provide the Town with a certificate of insurance naming the Town of Warrenton as additional insured before work may begin. Insurance requirements are as follows:

- A. The contractor shall procure and maintain, for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the delivery of the product hereunder by the contractor, his agents, representatives, employees or subcontractors.

B. The contractor shall provide a certificate of insurance naming the Town of Warrenton as additional insured and if requested a certified copy of said policy or endorsement(s) before commencement of contract. All insurance shall be placed with an insurer licensed to do business in the Commonwealth of Virginia. The underwriter shall be subject to the approval of the Town of Warrenton.

The contractor shall maintain limits no less than:

1. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. The general aggregate limit shall apply separately to this project of the general aggregate shall be twice the required occurrence limit.
2. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
3. Workers' Compensation and Employers Liability: Workers' Compensation as required by the Code of Virginia and Employers Liability with limits of \$1,000,000 per accident.

#### **24. DRUG-FREE WORKPLACE**

During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

#### **25. BONDS**

Upon the award of any (i) construction contract exceeding \$100,000 awarded to any prime contractor or (ii) construction contract exceeding \$100,000 awarded to any prime contractor requiring the performance of labor or the furnishing of materials for buildings, structures or other improvements to real property owned by the Town of Warrenton, the contractor shall furnish to the Town of Warrenton the following bonds:

a. Performance Bond:

A performance bond in the sum of the contract amount conditioned upon the faithful performance of the contract in strict conformity with the plans, specification and conditions of the contract.

b. Payment Bond:

A payment bond in the sum of the contract amount. The bond shall be for the protection of claimants who have and fulfill contracts to supply labor or materials to

the prime contractor to whom the contract was awarded, or to any subcontractors, in furtherance of the work provided for in the contract, and shall be conditioned upon the prompt payment for all materials furnished or labor supplied or performed in the furtherance of the work.

- c. In lieu of the payment or performance bonds specified above, a contractor may furnish a certified check or cash escrow in the face amount required for the bond.

# TOWN OF WARRENTON, VIRGINIA

## REQUEST FOR PROPOSAL – PRIMARY CLARIFIER EQUIPMENT REPLACEMENT & REPAIRS

RFP #: 16-008

Closing Date: May 26, 2016 at 4 PM

ALL PROPOSALS MUST BE RECEIVED BY THE CLOSING DATE AND TIME TO BE CONSIDERED

### CHECKLIST FOR PROPOSAL SUBMISSIONS

**IMPORTANT:** The following items must be enclosed in a sealed envelope, clearly marked “**SEALED PROPOSAL #16-008 – FOR PRIMARY CLARIFIER EQUIPMENT REPLACEMENT & REPAIRS, CLOSING DATE MAY 26, 2016 at 4 PM**” and shall be delivered to the Purchasing Agent at 18 Court Street, Warrenton, VA 20186 by 4 PM on the date indicated above in order for your proposal to be considered responsive.

1. Original and 3 copies of proposal including signed Certification Page, signed by an individual authorized to bind the organization.
2. References with particular interest in projects with Wastewater Treatment Facilities and Primary Clarifiers.
3. Proposed schedule.

If you have any questions regarding the above documents, please contact the appropriate individual listed on the Certification Page of this RFP.