

# City of Presque Isle Bid Request For

Qualified individuals and firms for supplying labor and equipment to install four (4) landfill gas piping butterfly valves at the Presque Isle Solid Waste Facility for Landfill Gas Flare System per the following specifications

**City of Presque Isle  
Invitation to Bid  
For**

**Labor and equipment to install four Landfill gas piping butterfly valves**

Sealed Proposals are being accepted from qualified individuals and firms for supplying labor and equipment to install four (4) landfill gas piping butterfly valves at the Presque Isle Solid Waste Facility for the Landfill Gas Flare System.

Proposals will be received by the City of Presque Isle, Maine at the City Clerk's office, 12 Second Street, until **2 p.m. on Wednesday September 14, 2011**. Bids will be opened and read aloud beginning at 2 p.m.

All materials and labor required to complete the work will be supplied by the Contractor. The cost and expense of all necessary labor, tools and equipment required to complete the work will be included in the prices stated in the Proposal. Specifications can be obtained on the City Website at [www.presqueisle.govoffice2.com](http://www.presqueisle.govoffice2.com).

A bid package can also be obtained at the following locations:

- Solid Waste Department, 12 Second Street – telephone 760-2707
- Finance Department, 12 Second Street – telephone 760-2718.

The City of Presque Isle is an Equal Opportunity Employer.

Date: September 8, 2011

### 3. City of Presque Isle Request for Bid

City of Presque Isle

REQUEST for BID

#### **Section 1. General**

The City of Presque Isle (City) cordially invites bids from qualified individuals and firms (Bidder) for supplying labor and equipment to install four (4) landfill gas piping butterfly valves at the Presque Isle Solid Waste Facility for the Landfill Gas Flare System. The work generally consists of providing the butterfly valves and installing them according to the technical specifications.

#### **Section 2. Standard Conditions**

1. The Bidder shall be responsible for all taxes, fees, and permits required of this bid.
2. The Bidder shall be responsible for the proper disposal of any waste generated by this bid.
3. The Bidder shall serve in the capacity of an independent contractor and shall not be deemed an employee or representative of the municipality. The Bidder understands and agrees that he is an Independent Contractor for whom no Federal or State Income Tax will be deducted by the City, and for whom no retirement benefits, medicare, survivor benefit insurance, group life insurance, vacation, and sick leave, worker's compensation, unemployment, and similar benefits available to City employees will accrue. The Bidder further understands that annual information returns as required by the Internal Revenue Code or State of Maine Income Tax Law will be furnished to the Bidder for his Income Tax records.
4. Unless otherwise stated, all bids shall be in a lump sum basis, FOB Presque Isle, in U.S. funds.
5. Any bids received after the date and time of opening will be rejected and returned unopened to the Bidder.
6. Unless otherwise stated, all bids shall be submitted on the bid form supplied by the City.
7. The City Manager shall have the authority to reject any or all bids and to waive any informalities as he deems necessary. The City Manager shall retain the right to determine what constitutes an informality. In his/her decision, the City Manager may consider if other bidders are placed at a disadvantage by its decision. In all cases, the decision of the City Manager shall be final.
8. Fax bids will not be accepted.
9. No bid may be withdrawn for a period of 30 days after the bid opening.

#### 4. City of Presque Isle Request for Bid

10. The Bidder shall be responsible to provide all labor, materials, and equipment necessary to perform the work or supply the material(s) requested in this bid and shall insure a timely completion of the work involved or the material(s) supplied in conformance with generally work standards. All work shall be in conformance with all applicable local, state, and federal laws, ordinances, rules, and regulations.
11. The Bidder shall not sublet, sell, transfer, assign, or otherwise dispose of this agreement or any portion thereof, or of his right, title, or interest therein, without written request to and written consent of the City Manager, except to a bank. No sub-contracts or transfer or agreement shall in any case release the Bidder of his liability under this agreement.
12. The performance of work or the delivery of material under the contract may be terminated by the City in whole, or from time to time, in part whenever for any reason the City Manager shall determine that such termination is in the best interest of the City. Any such termination shall be effected by delivery to the Bidder of a Notice of Termination specifying the extent to which such termination becomes effective. The contract shall be equitably adjusted to compensate for such termination and the contract modified accordingly. In any event, this contract shall be terminated on the contract end date.
13. The Bidder agrees to indemnify, defend, and save harmless the City, its officers, agents, and employees from any and all claims and losses accruing or resulting from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, materialmen, laborers, and any other person, firm or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of this contract, and from any and all claims and losses accruing or resulting to any person, firm, or corporation who may be injured or damaged by the Bidder in performance of this contract and against any liability, including costs and expenses, for violation of proprietary rights, copyrights, or rights of privacy, arising out of publication, translation, reproduction, delivery, performance, use of disposition of any data furnished under this contract or based on any libelous or other unlawful matter contained in such data.
14. Any and all notebooks, maps, plans, working paper or other work produced in the performance of this contract are the property of the City.
15. Failure to provide requested information at the time the bid is submitted may result in the bid being rejected.

### **Section 3. Bidder Qualifications**

Each bidder must meet the following qualifications:

1. The Bidder must have performed similar work in the past and provide a list or description of similar work that is acceptable to the City and the design engineer.
2. Bidder must provide warranty information. Bidder must provide manufacturer's literature and/or catalog cuts with applicable information.

#### **Section 4. Submitting a Bid**

All bids must be submitted in a sealed envelope clearly marked "**Butterfly Valve Bid**" on the outside of the envelope. Bids must be received by September 14, 2011 at 2:00 pm local prevailing time at the City Clerk's Office, 12 Second Street, Presque Isle, Maine 04769-2459. Any questions pertaining to this bid shall be directed to the Solid Waste Department at 207-760-2712.

All bids will be opened and read aloud in public on September 14, 2011 at 2:00 pm at the above address. Bidders are welcome to attend the bid opening.

#### **Section 5. Instructions to Bidders**

**Bidder Qualifications:** The statement of bidder's qualifications (Attachment A) must be completed and submitted with the bidder's proposal. Failure to do so may result in disqualification.

**Contract Award and Funding:** Services under this contract will be funded by the City of Presque Isle and will be subject to all their applicable requirements.

**Exceptions:** *Exceptions to the specifications are to be listed separately, attached to and submitted with the bidder's proposal.* If the services offered by a bidder under the specifications meets the specifications except for minor factors or reasonably small amounts in dimensions, and if it is determined by the City that these minor variations from the specifications do not prevent the services being bid from performing as satisfactorily or from being as good as services fully meeting these specifications, then those minor variations in specifications may be waived by the City, if it deems it to be to its advantage, and the services with the waived variations in specifications will be accepted as fully meeting these specifications.

**Verbal Agreements:** No verbal agreements or conversations with any agent or employee of the City either before or after execution of the contract shall affect or modify any of the terms or obligations contained in any of the contract documents.

**Tax Exemption:** The City of Presque Isle is exempt from payment of taxes imposed by the State of Maine and/or the Federal Government. Such taxes must not be reflected in the bid price.

**Timing of the Work:** The project is expected to be completed within 30 days after the awarding of the bid.

**Payment Schedule:** Payment will consist of a lump sum payment upon receipt of an invoice at the completion of the project.

#### **Section 6. Technical Specifications**

Technical Specifications are in the three (3) Engineers Drawings attached.

End of Technical Specifications

6. City of Presque Isle Request for Bid

STATEMENT OF BIDDER'S QUALIFICATIONS  
(If desired, the bidder may submit additional information.)

1. Name of Bidder: \_\_\_\_\_  
Bidder is: Corporation ( ) Partnership ( ) Individual ( )
2. Permanent Main Office Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Federal ID Number (Employer's ID No.): \_\_\_\_\_
4. When organized: \_\_\_\_\_
4. If a corporation, where incorporated? \_\_\_\_\_
5. How many years have you been engaged in business under your present firm or trade name? \_\_\_\_\_
6. Similar Projects Completed:
7. Similar Projects Under Construction:
9. A financial statement may be required of the successful bidder prior to award.

The Undersigned hereby authorize and requests any person, firm, or corporation to furnish any information requested by the Sponsor in verification of the recitals comprising this Statement of the Bidder's Qualifications.

Attest

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

By; \_\_\_\_\_

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

Dated: \_\_\_\_\_

7. City of Presque Isle Request for Bid

BID FORM

Deadline: Wednesday, September 14, 2011

Submit to: City Clerk  
12 Second Street  
Presque Isle, ME 04769-2459

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

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

Telephone/Fax: \_\_\_\_\_

The following bid is submitted in response to the Request for Bid to provide and install four (4) landfill gas piping butterfly valves at the Presque Isle Solid Waste Facility for the Landfill Gas Flare System.

The undersigned certifies that the information provided on the Bid Form is correct and that the bid meets or exceeds the specifications.

Have all specifications been met? \_\_\_\_\_yes \_\_\_\_\_no If not, have all deviations been listed on a separate page attached to this Bid Form? \_\_\_\_\_yes \_\_\_\_\_no

Latest date of completion if a bid is awarded is 2 weeks after bid opening.

**Base Price Bid: \$** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

***By affixing my signature I certify that I have the authority to submit and bid and further certify that this bid meets or exceeds all requirements of the bid.***