

**REQUESTS FOR PROPOSALS FOR
REPLACEMENT OF UNDERGROUND TANKS AND FUELING SYSTEM**

The Town of Sabattus, Maine is accepting sealed proposals for the removal of current fuel tanks and fueling system and replacing with a double lined fuel tank(s) with a modern fueling system. Sealed proposals will be received no later than 12:00 p.m., Friday, June 9, 2017. Contact Town Manager Anthony Ward for additional information on the project. Proposals shall be submitted to the attention of the Town Manger Anthony Ward, 190 Middle Road, Sabattus, ME 04280.

The Town of Sabattus reserves the right to reject any or all bids.

REQUEST FOR PROPOSALS FOR REPLACEMENT OF UNDERGROUND TANKS AND FUELING SYSTEM

I. Statement of Purpose

The Town of Sabattus, Maine (hereinafter, the "Town") is hereby soliciting sealed Proposals for removal of current underground fuel tanks and current fueling system and replaced with a double walled tank(s) with modern fueling system with monitoring capabilities. Proposals will need to be inclusive materials, labor and permitting with State of Maine Department of Environmental Protection and the Town of Sabattus.

II. Objectives

The Town of Sabattus' existing fueling system and two (2) 10,000 gallon fuel underground storage tanks that are approximately 30-years old and their warranties expire in October 2017 and July 2018. The current fueling tanks are not double walled and the fueling system is unreliable. The Town of Sabattus requires a reliable fueling system with the ability to monitoring individual users to help predict future department consumption. The Town wants the fuel capacity as outlined in this RFP and utilization a single tank for both gasoline and diesel. In pursuing this objective the town seeks to find the most cost-effective solution with an eye toward value and reliability.

III. Scope of Work

The company awarded this contract will be responsible for:

- Per-marking the area for digsafe and obtaining their authorization.
- Provide proper removal, cleaning and disposal of the existing two (2) 10,000 gallon underground storage tanks, product and vent lines.
- Provide State of Maine Department of Environmental Protection removal permit and new tank registration.
- Provide State of Maine Department of Environmental Protection required environmental site assessment complete with samples, photos and report.
- Supply and install one (1) 12,000 gallon (at a minimum) double walled fiberglass jacketed underground storage tank. Split 9,000 gallons for diesel and 3,000 gallons for gasoline or at a similar ratio for larger tank proposal(s). Concrete anchors with nylon anchor straps.
- Provide at a minimum the following tank top accessories;
 - Two (2) 15 containment manholes
 - Two (2) Overfill drop tubes
 - One (1) vapor recover adapter/cap
 - Two (2) fill caps/adapters
 - Two (2) 44" Composite aces manholes
 - Two (2) 18" Round access manholes
 - Two (2) 12" round access manholes

- Supply and install double walled flexible product line inside of 4" duct pipe.
- Piping system consisting of the following:
 - Two (2) top sumps
 - One (1) fiberglass dispensing sump
 - 1 ½" double wall flexible product lines
 - 4" duct piping
- Supply and install monitoring console with integral printer:
 - Two (2) 0.1 gph in tank level probes
 - One (1) gasoline, ethanol float kit
 - One (1) diesel float kit
 - Two (2) probe cap/adapters
 - Three (3) sump sensors
 - One (1) interstitial (double wall) sensor
- Provide one (1) new concrete island with two (2) u shaped bumpers.
- Supply and install 2 hose diesel/gas pump with factory mounted control system. System to have Thirty (30) keys or codes for Diesel and ten (10) keys or codes for gasoline.
- Provide one (1) retractor assembly for Diesel hose.
- Provide concrete work as follows:
 - Two (2) 32' x 12" x 12" concrete anchors
 - One (1) 32' x 10' x 8" tank top pad
 - One (1) 6' x 3' x 12" concrete island
 - One (1) 12' x 10' x 6" fueling pad
- Provide "precision tightness testing" of tank/piping system upon completion. Provide third party certification of system tightness.
- Provide all excavation, backfill and compaction
- Provide electrical wiring for the following equipment:
 - Pump/control system
 - Monitoring system, probe and sensors
 - Electrical calculated using existing circuit for pump

Warranty

Contractor must provide information on equipment and installation warranties for all provided elements of the bid. At a minimum, this should include a one year workmanship warranty on all non-tank parts and 30-years on the underground fuel tank; however the contractor may also present additional costs for 3-year and 5-year warranties.

IV. Qualifications of Bidder

To be considered for award of this contract, the bidder must meet the following minimum qualifications:

- A. The bidder must be organized for the purpose of providing system design, installation, and maintenance of an underground fuel storage tank(s) and supporting fueling system.

- B. The bidder must have a proven ability to commence work within three months of contract award.
- C. The bidder must have qualified and trained staff with sufficient back-up personnel to successfully complete the contract requirements. Personnel must include experienced certified “industry standard” staff available for system design and system implementation. Experience with government and municipalities are preferred.
- D. The bidder must have the central office capability to supervise and monitor the program ensuring satisfactory provision of services.
- E. The bidder shall provide evidence of insurance, including Workers’ Compensation, Liability, and Property Damage Insurance.
- F. The bidder shall furnish a 100% performance bond and 100% Labor and Material Payment Bond.

V. Process Schedule

The following is a schedule of events concerning the bid process:

Advertise RFP:	May 8, 2017 thru May 31, 2017
Pre-Bid Meeting/Site Visit:	May 25, 2017 at 1:00 p.m.
Due Date/Bid Opening:	June 9, 2017 at 12:00 p.m.
Notification of Award:	June 20, 2017
Installation Start Date:	September 1, 2017
Completion Date:	October 1, 2017

Pre-Bid Meeting and Site Visit: The Town of Sabattus will host a pre-bid meeting at 1:00 p.m. on Thursday May 25, 2017 at the Sabattus Public Works Department, 26 Pleasant Hill Road, Sabattus, Maine. This meeting will provide an opportunity for potential bidders to ask questions and tour the worksites. Due to scheduling constraints, **attendance at the meeting is not required but encouraged.**

Proposers must submit two (2) copies of their Proposals to:

Town Manger
 Attn: Replacement of Underground Tanks and Fueling System RFP
 190 Middle Road
 Sabattus, Maine 04280

The Town of Sabattus will not be responsible in the event the U.S. Postal Service or any other courier system fails to deliver any proposal by the deadline stated above.

All firms are hereby placed on formal notice that neither the Town of Sabattus, nor any employees, staff members, elected or appointed officials of the Town of Sabattus are to be lobbied, either individually or collectively, concerning this project. Firms and their agents who intend to submit proposals for this project are hereby placed on formal notice that they are not to contact the aforementioned for such purposes as holding meetings of introduction, meals, or meetings relating to the

selection process outside of those specifically scheduled by the Town of Sabattus. Any such lobbying activities shall cause immediate disqualification from this project.

The Proposal must include all materials, equipment and labor necessary to perform the Services and must state the name of the person(s) or entity(entities) owning the materials and equipment and/or providing the personnel that forms the basis for its proposal.

All Services to be furnished to the town shall be performed with equipment, methods and use of personnel in accordance with the pertinent Occupational and Safety and Health Act requirements of the State of Maine and the United States.

VI. Contractual Terms and Conditions

During the life of the construction contract, meetings between Town of Sabattus staff and the contractor's management staff shall occur at least weekly to monitor the progress of the operation and address any issues of concern.

VII. Requirements for Proposal Package

All proposals are to be submitted in sealed envelopes addressed to the Town Manager, Attn: Replacement of Underground Tanks and Fueling System RFP, 190 Middle Road, Sabattus, Maine 04280 by 12:00 p.m. June 9, 2017. Any Proposal received after the scheduled opening time shall not be considered. The Proposal must be signed by the Proposer with its full name and address and enclosed in a sealed envelope.

Contractors must submit a response in the form of a proposal that includes the following sections:

A. Cover Letter

1. This letter is to be brief, addressed to the Town of Sabattus, and provides the following information:

- a) Name and address of the contractor;
- b) Name, title and telephone number of the contact person for the contractor;
- c) A statement that the proposal is in response to this RFP; and
- d) The signature, typed name and title of the individual, who is authorized to commit the contractor to the proposal;
- e) A statement that the Proposal is made without any connection with any other Proposers making any proposal for the same Services; and
- f) A statement that no person acting for or employed by the Town is directly or indirectly interested in the Proposal or any agreement which may be entered into to which the Proposal relates or in any portion of the profits here from.
- g) A statement of costs associated with complete removal of the 2 existing underground storage tanks and fueling system and the complete installation of the proposed system underground tank and modern fueling system.

B. Technical Proposal - This portion of the proposal must address each item listed below:

1. Introduction

a) Company Profile.

- (1) Date organized to provide the requested service in government, corporate and private facilities;
- (2) Corporate background and depth of support, including description of parent company, if any;
- (3) Number of employees; and
- (4) Number of years doing business.

b) Describe current or former contracts or business with other government facilities.

- (1) Client;
- (2) Date of original contract; and
- (3) Type/size.

c) Company achievements in removing of underground fuel tank and installation of new tanks and fueling systems.

d) Corporate and regional office organizational structure.

e) The bidder shall submit a list of five (5) references, including name of institution, address, and contact person with email and phone number.

2. Personnel

a) Provide name and full contact information for Project Management and Primary System Engineer and list the names of personnel who will be entering town Property.

Each Proposer must visit the sites of Services and inform itself of the conditions relating to the area in which the Services shall be performed. Failure to do so will not relieve a successful Proposer of its obligations to furnish all equipment, material and labor necessary to carry out the provisions of the Agreement and to complete the contemplated work for the consideration set forth in this Request for Proposals.

Proposers may request to schedule a follow-up visit to current fueling station (Public Works Department) , if necessary, after the pre-bid meeting and site visit.

The town disclaims any and all responsibility for injury to Proposers, their agents or others while examining the work site or at any other time. Proposers are responsible for all of their costs in preparing and submitting proposals hereunder.

All bid items must be completed. Prices in words shall govern over figures.

No Proposals may be withdrawn within a period of thirty (30) days after the opening of bids.

VIII. Evaluation Criteria

The contractor will be selected based on the bidder's written proposal and any requested presentations to the selection committee. The Town Manager will review all proposals and make a recommendation to the Sabattus Board of Selectmen.

The primary criteria used in making a selection will be as follows:

- A. The contractor's demonstrated experience and expertise in removal of underground storage tanks and fueling system in compliance with Maine Department of Environmental Protection standards.
- B. The contractor's demonstrated experience and expertise in the installation of underground fuel storage tanks and fueling system in compliance with Maine Department of Environmental Protection standards.
- C. Experience shall include current service in facilities of similar size and volume, as well as experience of staff and local and regional support network.
- D. Past history and references. Bidders shall include a listing of references with their proposals, indicating facility locations, name, and telephone number of facility contact person. This list should contain at least five (5) current references, preferably of a size and service complexity comparable to the Town of Sabattus project.
- E. The contractor's financial stability and condition.
- F. Contractor's development of a fueling system and installation of an underground fuel storage tank that best meets the stated objectives and needs of the Town of Sabattus.
- G. Cost

IX. Award Process

The Town Manager will review submitted proposals. Proposers/Contractors who are deemed qualified and best suited, based on the selection criteria, may be requested to participate in discussions regarding their proposals. Discussion will cover cost, methods of operation, and all other relevant factors. The town is not responsible for any costs incurred by the Proposers/Contractors.

At the conclusion of discussions, the proposers/contractors will be ranked based on selection criteria, and final negotiations will be conducted with the proposer/contractor ranked first. If a satisfactory agreement can be reached, the Town Manager shall recommend to the Board of Selectmen that the contract be awarded to the contractor; otherwise, negotiations will be conducted with each subsequent proposer/contractor until a satisfactory contract can be established or until the Town Manager determines that rejection of all proposals is in the best interest of the town.

Upon the recommendation of the Town Manager, the Board will award the contract to the contractor whose proposal is determined to be professionally and technically complete. The selection process may, however, include a request for additional information or an oral presentation to support the written proposal; the price

proposal will be considered firm and cannot be altered after receipt per the terms of this proposal, unless the Town of Sabattus requests an additional financial proposal via a best and final offer. This does not imply a best and final offer opportunity will be available to the bidders.

The Town of Sabattus reserves the right to award this contract not necessarily to the contractor with the lowest price, but to the bidder that demonstrates the best ability to fulfill the requirements of the RFP and who provides the best value to the town. The successful contractor will be chosen based on the qualifications and selection criteria discussed in Section VIII of this proposal.

The successful contractor shall commence work only after the transmittal of a fully executed contract similar to the Service Agreement and after receiving written notification to proceed from the Town Manager. The successful bidder will perform all services indicated in the proposal in compliance with the negotiated contract.

The Town of Sabattus reserves the right to reject any or all proposals for any reason, in whole or in part, received in response to this RFP. The Town of Sabattus will not pay for any information herein requested, nor is it liable for any costs incurred by the proposer.

Contractors whose proposals do not meet the mandatory requirements will be considered non-compliant. After the evaluation of the proposals and selection of the successful contractor, all contractors will be notified in writing of the selected firm.

X. Cost Proposal Criteria

All Contractors/Bidders are requested to submit proposed cost of a complete "Turn Key Package." This itemized breakdown will include but is not limited to, cost of infrastructure survey, cost of materials, and cost of labor. Also included in the price of implementation, including hardware and software, will be a maintenance agreement for the system (all inclusive) for a period of at least (1) year; however the contractor may also present options for 3-year and 5-year maintenance agreements. The Town of Sabattus and the awarded bidder will determine the exact cost for the purchasing of equipment and maintenance agreements.

XI. Responsibility of the Town of Sabattus

A. The Town of Sabattus shall be responsible for and provide:

- 1) Accurate information to the contractor concerning the needs of town facilities.
- 2) Adequate ingress and egress to all work areas.
- 3) Adequate preparation, storage, and holding areas and maintenance for same.

B. Lack of Funds: Notwithstanding any other provisions of the contract, if the funds anticipated for the continued fulfillment of this contract are at any time not forthcoming, through the failure of the Town of Sabattus legislative body to appropriate funds, or the discontinuance or material alteration of the program under which funds were provided, the town shall have the right to terminate the contract without penalty by giving not less than ninety (90) days written notice documenting the lack of funding.

XII. Project Deliberation

The Town of Sabattus reserves the right to waive any formality in proposals, to accept any proposal and to reject any or all proposals, should it be deemed in the best interest of the town to do so.

Proposals may be held by the town for a period not to exceed thirty (30) days from the date of the opening of proposals for the purpose of reviewing proposals and investigating the qualifications of the Proposers prior to the award of a contract.

XIII. Contacts

Questions regarding this Request for Proposals should be directed toward:

Anthony Ward, Town Manager

Town of Sabattus

190 Middle Road

Sabattus, Maine 04280

Phone: (207) 375-4331, email: award@Sabattus-maine.com