

TOWN OF WAREHAM MASSACHUSETTS



**Water Pollution Control Facility
Used Vacuum Sewer Cleaning Truck**

REQUEST FOR PROPOSALS

MARCH 2014

**TOWN OF WAREHAM, MASSACHUSETTS
WATER POLLUTION CONTROL DEPARTMENT
REQUEST FOR PROPOSALS**

SUMMARY

Scope

The Water Pollution Control Department of Wareham seeks proposals, pursuant to M.G.L., c. 30B, from qualified and experienced vendors (Respondents), with one ultimately selected to provide a used vacuum sewer cleaning truck for the Water Pollution Control Facility. The Water Pollution Control Facility has a 1991 Vactor Vacuum sewer cleaning truck to offer for a trade-in allowance. The facility is a municipal wastewater treatment facility and includes a collection system.

The facility address is 6 Tony's Lane Wareham, MA 02571

Respondents are responsible for reviewing all necessary documents related to the trade-in vehicle at the Wareham Water Pollution Control Facility at 6 Tony's Lane as well as those provided as attachments to this RFP. Respondents are requested to e-mail the Water Pollution Control Facility (gcampinha@wareham.ma.us) their Company Name, Address, E-mail Address, Phone and Fax number and specify used vacuum truck to access these documents.

Questions

Any respondent taking exception to or questioning any of the provisions, procedures, conditions, or specifications herein stated should make such exceptions known to the Water Pollution Control Facility. Any questions regarding the requirements of this RFP should be submitted in writing or e-mailed to the Director of Water Pollution Control (gcampinha@wareham.ma.us) no later than **4:00 PM on March 31, 2014.**

Responses

It is the sole responsibility of the Respondent to ensure they have received any and all addenda prior to proposal submission.

Respondents shall provide three (3) hard copies of their proposal. Respondents shall include:

- Complete responses to the requirements in 8.0 Statement of Qualifications
- Executed copies of Appendices A-F.

The sealed envelope containing the proposal and required appendices responses shall be marked with the Respondents company name, and plainly marked in the lower left hand corner: "WATER POLLUTION CONTROL USED VACUUM SEWER CLEANING TRUCK"

Timeline

Proposals will be received until **4:00 P.M. on April 8, 2014** at Water Pollution Control Facility, 6 Tony's Lane, Wareham, MA 02571.

Town reserves the right to cancel the RFP or to reject in whole or in part any and all RFP if the Town determines that cancellation or rejection serves its best interest.

Town of Wareham
Guy Campinha, Director of Water Pollution Control
6 Tony's Lane
Wareham, MA 02571
508-295-6144
gcampinha@wareham.ma.us

**Town of Wareham
REQUEST FOR PROPOSAL (RFP)
For
Used Vacuum Sewer Cleaning Truck**

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Response Forms / Templates:

Appendix A - Respondent Submittal Form

Appendix B - Qualifications and References Form

Appendix C - Respondent's Information Form

Appendix D -Certificate of Non-Collusion

Appendix E - Attestation Regarding Filing of Tax Returns

Appendix F – Price Proposal Form

Reference Materials

Attachment A vehicle specifications

Attachment B our trade-in vehicle specifications

1.0 GENERAL

The Town of Wareham Water Pollution Control Department (the Town) is hereby soliciting proposals from Respondent(s) for the provision of the following vehicle specifications minimum requirements:

- Age range of vehicle between 1997 and 2000
- Mileage less than 100,000 miles
- Single axle vehicle preferred (six wheels)
- 1000 Gallons of water preferred
- Tank capacity – 5 yards preferred
- Tank made out of steel and to be inspected for thickness
- Standard Cab Style
- Dual tool boxes preferred
- Diesel engine / fuel has greater consideration
- Prefer truck to be painted white in delivery or at very least to have all decals / logos / writings / seals to be removed.
- Vehicle to be delivered to the Water Pollution Control Facility in Wareham, MA
- Vehicle demonstration before acceptance
- Trade In 1991 Ford Vacuum truck (see Attachment B)

The respondent of this RFP shall be responsible for delivery, set up, and testing of the vehicle.

All questions concerning this RFP must be submitted in writing or via email to the contact below no later than **4:00 pm** on **March 31, 2014**.

Guy Campinha, Director
Wareham Water Pollution Control
6 Tony's Lane
Wareham, MA 02571
508-295-6144
gcampinha@wareham.ma.us

It is the sole responsibility of the Respondent to ensure they have received any and all addenda prior to proposal submission.

2.0 ROLE OF THE TOWN

To supply the respondent with specs of the vehicle the Town will endeavor in its best ability to:

- Provide reasonable access to the Water Pollution Control Facility to obtain data (whether required or reasonably requested by the respondent or trade-in vehicle).

- To the extent reasonable and appropriate, provide information/assistance to the Respondent in local, state and Federal requirements dealing with procurement procedure.
- Cooperate with the Respondent to the extent reasonable and appropriate on remaining issues with respect to delivery or purchase and trade-in vehicle.

3.0 PRE-SUBMISSION CONFERENCE

There will be no pre-submission conference for this RFP.

4.0 PROJECTED SELECTION TIMELINE

The following schedule will apply subsequent to the issuance of the RFP:

(a) Inspection of trade in vehicle by appointment	March 27, 2014
(b) Questions Due	March 31, 2014
(c) Proposals Due	April 8, 2014

5.0 SUBMISSION OF PROPOSALS

Respondents shall provide two (3) hard copies of their proposal. Respondents shall include:

- Complete responses to the requirements in 8.0 Statement of Qualifications
- Executed copies of Appendices A-E

The sealed envelope or box containing proposals and required appendices responses shall be marked with the Respondents company name, and plainly marked in the lower left hand corner: “VACUUM SEWER CLEANING TRUCK” Qualifications from Respondent submitted in accordance with requirements specified in this RFP must be in sealed package addressed to:

Guy Campinha, Director
Wareham Water Pollution Control
6 Tony’s Lane
Wareham, MA 02571

It is the respondent’s responsibility to see that its proposal is delivered within the time and place prescribed. No proposals shall be opened by the Town until the deadline for submission.

All proposals should be written in ink or typed. If there are any corrections with whiteout, the person signing the statement of qualifications must initial the correction.

Respondent filing a proposal thereby certifies that (1) no officer, agent, or employee of the Town of Wareham has a pecuniary interest in the statement of qualifications; (2) the statement of qualifications is made in good faith without fraud, collusion, or connection of any kind with any

other prospective Respondent for the same RFP, and (3) the prospective Respondent is competing sole on its own behalf without connection with, or obligation to, any undisclosed person or firm.

The right is reserved, as the interest of the Town may require, to reject any or all proposals, to waive minor technical defect or informality in proposals received , and to accept or reject any proposals or portion thereof.

The Town of Wareham reserves the right to reject any and all proposals or to waive any informalities in the proposals, if it appears to be in the best interest of the Town.

Vendors shall submit separate price and non-price (or technical) proposals. The price proposal that is attached (see Appendix F) hereto must be completely filled out signed, placed in an envelope and sealed. The non-price proposal must at the very least address and comply with all minimum requirements set forth in this Request for Proposals in order to be considered responsive. The non-price proposal shall also be signed, placed in a separate envelope, and sealed.

Both the envelopes containing the price and the non-price proposals must be marked with the vendor's name, date of opening, description of proposal, and either **PRICE PROPOSAL OR TECHNICAL PROPOSAL**.

A vendor may correct, modify or withdraw a proposal by sealed written notice clearly marked as a correction, modification or withdrawal and received in the Director's Office prior to the time and date set forth for proposal submission.

6.0 GENERAL TERMS AND CONDITIONS

The Respondent to this RFP is required to demonstrate qualification in identifying the best vehicle as pertaining to the specifications listed in this RFP.

- Sealed proposals will be accepted by the Town of Wareham until **4:00 PM** local time on **April 8, 2014** as per schedule in section 4 (b). The Town will prepare a register of responses available for public inspection.
- The response must contain the name and proper address of the Respondent with his/her signature and official title (see Appendix C).
- Except as otherwise provided in this RFP, responses that are incomplete, contain any omissions, erasures, alterations, additions or irregularities if any kind may be rejected.
- The Town's Water Pollution Control Facility shall decide when the specified time has arrived to open responses and no response received thereafter will be considered.
- Any Respondent may withdraw or modify its response by written request at any time prior to the established submission deadline. Telephone responses, amendments or withdrawals will not be accepted.
- After the proposal submission, a Respondent may withdraw, but may not modify its response except in a manner that is not prejudicial to the interest of the Town or to fair

completion. Negligence on the part of the Respondent in preparing the response confers no rights for the modification of the response after it has been opened.

- Responses received prior to the submission deadline will be securely kept unopened. No responsibility will attach an officer or person for the premature opening of a response not properly addressed and identified.
- Any deviation from the requirements of this RFP must be noted in writing and attached as a part of the response. The Respondent shall indicate the item or part with the deviation and indicate how the response deviates from the requirements.
- Any respondents taking exception to or questioning any of the provisions, procedures, conditions, or specifications herein stated should make such exceptions known to the Water Pollution Control Facility, in writing, by **March 31, 2014.**
- Any change or interpretation made as a result thereof will be mailed or e-mailed to all prospective Respondents. Should a Respondent still not be satisfied, the Respondent may, in the response, set out and stipulate the exception, with enough explanation to be understood by the Town. The Town may, at its discretion, accept or reject any or all exceptions.
- The Town may in its discretion waive any and all informalities or allow the respondent to correct them.

7.0 CONTRACTUAL MATTERS

If Respondents have any exceptions to the contract terms, they must (1) describe the exception(s) and the proposed alternative; and (2) explain the need for the exception in writing and attach the response to their submission. Respondent to submit a sample of contract of sales with response to RFP.

8.0 STATEMENT OF QUALIFICATIONS

Submission of a statement of qualifications shall be conclusive evidence that the Respondent has examined the specs for the vehicle and is familiar with all the conditions of this RFP. Upon finding any omissions or discrepancy in this RFP, the Respondent shall notify the Town immediately so that any necessary agenda may be issued. Failure of the Respondent to completely investigate the equipment and/or to be thoroughly familiar with the conditions of this RFP shall in no way relieve the Respondent from any obligation with respect to its proposal. The Town may waive any part or in whole of this RFP in the Town's best interest.

Respondent is required to submit specific information outlined in Sections 1-4 below. Information submitted as outlined in Sections 1-7 and conformity with all other conditions in the RFP will form the basis for evaluation and ranking of submissions received in response to the RFP.

NOTE: Respondents are to provide thorough, detailed responses and follow the format below.

Section 1 General

- Letter of transmittal, signed by an individual authorized to bind the Respondent contractually, certifying that the Respondent will, if selected, to negotiate the contract with the Town, be prepared to promptly and actively participate in such negotiations.
- Executed copies of APPENDICES A-E
- A cover letter with the signature, name, and title of the person authorized to respond to the RFP.
- Certification that the Respondent when ultimately awarded a contract will guarantee completion of tasks required within due dates or the time periods negotiated with the Town.
- Ability to provide Title at the transfer of said vehicle of ownership.

Section 2: Company Profile

- Year founded and number of continuous years in business.
- Number of Employees at time of submittal
- Corporate office locations
- Who maintained vehicle if different from vehicle owner
- Ability to warranty vehicle

Section 3: Cost

The Respondent shall provide a detailed cost breakdown, trade-in allowance, general condition of vehicle, maintenance record of vehicle, specifications and mileage.

Section 4: Preliminary Schedule

The Table below identifies key milestones. The Respondent is required to provide expected dates for their completion in the format below.

Milestone	Number of Weeks after Execution of Contract
Date Vehicle Available	
Expected Delivery Date	

VEHICLE MUST BE INSURED FOR DELIVERY.

9.0 EVALUATION AND RANKING OF QUALIFICATIONS

The Town's Maintenance Director, the Water Pollution Control Director, and the Town Administrator will formally evaluate each response to the RFP. Respondent may be contacted to provide information/clarifications during the evaluation process. Respondents shall be evaluated on criteria set forth in this RFP. Wareham may cancel this RFP, or may reject in whole or in part

any and all Responses if Town determines that cancellation or rejections is in its best interest. The Town's selection is final and will be in the Town's best interest.

Respondent who satisfy all provisions of **8.0 Statement of Qualifications** will be evaluated by the measures as set forth below. All Respondents eligible for rating through this section will be rated for each of the categories through the following distinctions:

- A) Unacceptable (0 Points)
- B) Non Advantageous (1 Point)
- C) Advantageous (2 Points)
- D) Highly Advantageous (3 Points)

In the event that more than one Respondent achieves the maximum points, the Town of Wareham will make a final decision as to the successful Respondent.

QUALIFICATION
Condition of Vehicle
Mileage/age/maintenance
Specifications
Warranty

(1) **CONDITION OF VEHICLE**

A) *Unacceptable*

Vehicle in poor condition – both operational with major visible defects

B) *Non Advantageous*

Vehicle in fair operational condition with minor visible defects

C) *Advantageous*

Vehicle in very good operational condition with minimum visible defects

D) *Highly Advantageous*

Vehicle in excellent operational condition with minimum visible defects

(2.1) **MILEAGE**

A) *Unacceptable*

One Hundred Thousand (\$100,000) plus miles

B) *Non Advantageous*

Ninety Thousand (90,000) to One Hundred Thousand (100,000) miles

C) *Advantageous*

Seventy Five Thousand (75,000) to Ninety Thousand (90,000) miles

D) *Highly Advantageous*

Fifty Thousand (50,000) to Seventy Five Thousand (75,000) miles

(2.2) **AGE**

A) *Unacceptable*

1991 or older

B) *Non Advantageous*

1992 to 1995

C) *Advantageous*

1995 to 1997

D) *Highly Advantageous*

1998 to 2000

(2.3) **MAINTENANCE**

A) *Unacceptable*

No records of repairs or maintenance

B) *Non Advantageous*

Copies on maintenance records only

C) *Advantageous*

Complete repair records and some maintenance records

D) *Highly Advantageous*

Complete maintenance and repair records

(3) **SPECIFICATIONS**

A) *Unacceptable*

Does not meet the minimum specification contained in the RFP

B) *Non Advantageous*

Meets less than fifty percent (50%) of the minimum specifications contained in the RFP

C) *Advantageous*

Meets the minimum specifications contained in the RFP

D) *Highly Advantageous*

Meets all the specifications contained in the RFP

(4) **WARRANTY**

A) *Unacceptable*

No warranties

B) *Non Advantageous*

Less than one (1) year warranty (full or limited)

C) *Advantageous*

One (1) year limited warranty on blower, motor, transmission and tank

D) *Highly Advantageous*

Two (2) year warrant on vacuum blower, motor, transmission and tank

APPENDIX A
RESPONDENT SUBMITTAL FORM

- A. Name of Responding Company: _____
- B. This response has been prepared in acknowledgment of addenda number(s) _____, _____, _____.
- C. The undersigned has completed and submits herewith the following documents:
- ☐ 3 hard copies of Proposal and 1 electronic copy of response
 - ☐ Documents required in Section 1 of 8.0 ("Statement of Qualification")
 - ☐ Appendix B, Proposer's Qualifications and References Form
 - ☐ Appendix C, Respondent Information Form
 - ☐ Appendix D, Certificate of Non-Collusion
 - ☐ Appendix E, Attestation Regarding Filing of Tax Returns
- D. The undersigned further certifies under the penalties of perjury that this Request for Proposals is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this paragraph the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity. The undersigned further certifies under penalty of perjury that the said undersigned is not presently debarred from public contracting or subcontracting in the Commonwealth under the provisions of M.G.L., Chapter 29, Section 29F or any other applicable debarment provisions of any other chapter of the General Laws or any rule or regulation promulgated thereunder.

Date _____

(Name of Proposer)

BY:

(Printed Name and Title of Signatory)

(Business Address)

(City, State, Zip Code)

_____/_____
(Telephone) (FAX)

(E-mail Address)

NOTE: If the proposer is a corporation, indicate state/country of incorporation under signature, and affix corporate seal; if a partnership, give full names and residential addresses of all partners; if an individual, give residential address if different from business address; and, if operating as a d/b/a give full legal identity. Attach additional pages as necessary.

APPENDIX B
RESPONDENT'S QUALIFICATIONS AND REFERENCES FORM

All questions must be answered, and the data given must be clean and comprehensive. Please type or print legibly. If necessary, add additional sheet for starred items. This information will be utilized by the Town of Wareham for purposes of determining proposer responsiveness and responsibility with regard to the requirements and specifications of the Contract.

1. FIRM NAME: _____

2. WHEN ORGANIZED: _____

3. INCORPORATED: ☐ YES ☐ NO

DATE AND STATE OF INCORPORATION: _____

4. LIST ALL CONTRACTS CURRENTLY ON HAND, SHOWING CONTRACT AMOUNT AND ANTICIPATED DATE OF COMPLETION:

5. HAVE YOU EVER FAILED TO COMPLETE A CONTRACT AWARDED TO YOU?
☐ YES ☐ NO

IF YES, WHERE AND WHY?

6. HAVE YOU EVER DEFAULTED ON A CONTRACT? ☐ YES ☐ NO
IF YES, PROVIDE DETAILS:

7. PROVIDE INFORMATION REGARDING CONTRACTS COMPLETED BY YOUR FIRM and/or PROJECT DEVELOPMENT TEAM SIMILAR IN NATURE TO THE PROJECT. USE THE SPACE PROVIDED, ATTACHING ADDITIONAL PAGES AS NECESSARY.

PROJECT NAME: _____
OWNER: _____
CITY/STATE: _____
DOLLAR AMOUNT: \$ _____ DATE COMPLETED: _____
PUBLICLY BID: ☐ YES ☐ NO
TYPE OF WORK? _____
CONTACT PERSON: _____ TELEPHONE # _____
CONTACT PERSON'S RELATION TO PROJECT? _____
(i.e., contract manager, purchasing agent, etc.)

PROJECT NAME: _____
OWNER: _____
CITY/STATE: _____
DOLLAR AMOUNT: \$ _____ DATE COMPLETED: _____
PUBLICLY BID: YES NO
TYPE OF WORK? _____
CONTACT PERSON: _____ TELEPHONE # _____
CONTACT PERSON'S RELATION TO PROJECT? _____
(i.e., contract manager, purchasing agent, etc.)

PROJECT NAME: _____
OWNER: _____
CITY/STATE: _____
DOLLAR AMOUNT: \$ _____ DATE COMPLETED: _____
PUBLICLY BID: YES NO
TYPE OF WORK? _____
CONTACT PERSON: _____ TELEPHONE # _____
CONTACT PERSON'S RELATION TO PROJECT? _____
(i.e., contract manager, purchasing agent, etc.)

PROJECT NAME: _____
OWNER: _____
CITY/STATE: _____
DOLLAR AMOUNT: \$ _____ DATE COMPLETED: _____
PUBLICLY BID: YES NO
TYPE OF WORK? _____
CONTACT PERSON: _____ TELEPHONE # _____
CONTACT PERSON'S RELATION TO PROJECT? _____
(i.e., contract manager, purchasing agent, etc.)

The undersigned certifies that the information contained herein is complete and accurate and hereby authorizes and requests any person, firm or corporation to furnish any information requested by the Town of Wareham in verification of the recitals comprising this statement of Proposer's qualifications and experience.

DATE: _____ PROPOSER: _____
SIGNATURE: _____
PRINTED NAME: _____ TITLE: _____

APPENDIX C
RESPONDENT INFORMATION FORM

TO: Guy Campinha, Director of Water Pollution Control Facility
6 Tony's Lane, Wareham, MA 02571

The undersigned has read the Request for Proposal (RFP) and has carefully examined all specifications/evaluation criteria therein. The undersigned certifies that there are no known obstacles to prevent the prompt negotiation and execution of an agreement with the Town of Wareham. The undersigned acknowledges that the Town of Wareham may reject all qualifications, or waive portions of the RFP for all qualifications, if it deems it in the best interest of the public.

Signature: _____

Name: _____

Title: _____

Respondent Information

Name of Respondent : _____

Address: _____

Name of Primary Contact: _____

Title of Primary Contact: _____

Primary Contact Phone Number: _____

Primary Contact Fax Number : _____

Primary Contact E-mail Address: _____

APPENDIX D
CERTIFICATE OF NON-COLLUSION

The undersigned certifies, under penalties of perjury, that this statement of qualifications has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals.

(Signature)

(Name of person signing qualifications)

(Name of Business)

APPENDIX E
ATTESTATION REGARDING FILING OF TAX RETURNS

TO: Guy Campinha, Director of Water Pollution Control Facility
6 Tony's Lane, Wareham, MA 02571

Pursuant to M.G.L., c. 62C § 49A, I certify under the penalties of perjury that the undersigned respondent, to the best of his/her knowledge and belief, has filed all state tax returns and paid all state taxes required under law.

Social Security Number or
Federal Identification Number

Signature of Individual or Office

Date

Name of Corporation

**APPENDIX F
PRICE PROPOSAL FORM**

Due: **April 8, 2014**

Price Proposal Form

The Undersigned hereby declares that the Proposer has carefully examined the "Request For Proposals". The Undersigned hereby makes a **proposal** (to which said Proposer agrees to be legally bound in accordance with the terms and conditions of the RFP) of the following price. In the event of discrepancies between the written and numerical amounts, Proposer hereby agrees and covenants that the version of the dollar amount most favorable to the Town of Wareham shall apply.

	Dollar amount: Words	Dollar Amount: Numerals
1. Price		
2. Trade in allowance		
3. Proposed Price NET OF TRADE IN: Total:		

Name of Proposer: (Company Name)_____

Business Address of Proposer: _____

Telephone No. of Proposer: _____

Signature and Printed Name of Individual Authorized To Submit Proposal:

Signature (Must be signed in ink)

Printed Name

Date

ATTACHMENT A

ATTACHMENT A

USED VACUUM SEWER CLEANING TRUCK SPECIFICATIONS

The Town of Wareham Water Pollution Control Department (the Town) is hereby soliciting proposals from Respondent(s) for the provision of the following vehicle specifications:

- Age range of vehicle between 1997 and 2000
- Mileage less than 100,000 miles
- Automatic transmission preferred
- Air conditioning preferred
- Vacuum blower
- Single axle vehicle preferred (six wheels)
- 1000 Gallons of water preferred
- Tank capacity – 5 yards preferred
- Tank made out of steel and to be inspected for thickness
- Standard Cab Style
- Dual tool boxes preferred
- Diesel engine / fuel has greater consideration
- Prefer truck to be painted white in delivery or at very least to have all decals / logos / writings / seals to be removed.
- Front mounted jet rodder hose - 400 feet preferred
- High psi wash gun port – front and rear with quick attach wand
- Hydraulic operated vacuum boom preferred
- Tank hoist preferred

ATTACHMENT B

ATTACHMENT B

TRADE IN VEHICLE SPECIFICATIONS

The Town of Wareham Water Pollution Control Department (the Town) will offer a 1991 Ford Vacuum truck as a trade-in; the following are some key the vehicle's specifications:

- Mileage less than 50,000 miles
- Ford LNT 8000 chassis
- 11 cubic yard 3/16" Corten steel refuse tank
- Debris body level indicator
- Hydraulic operated vacuum breaker w/polyethylene float ball to activate
- Fully hydraulic boom – 180" swing, 700 lbs. lifting capacity
- 8" diameter telescopic hydraulic boom with telescopic suction tube
- Three stage centrifugal vacuum compressor driven by chassis split shaft
- Centrifugal particle separator w/ clean out
- FMC triplex plunger pump. Able to run dry for winter draining of the water system
- Diesel auxiliary engine powered water pump
- 1000 gallon water supply
- Front mounted hose reel and control panel
- Automatic backup alarm
- Two 6' locking steel storage/tool boxes mounted on each side of vehicle
- Rear Pintle hook