

NOTICE TO BIDDERS

Sewer Line Cleaning and Inspection Services West Ocean City Service Area Worcester County, Maryland

The Worcester County Commissioners are currently accepting sealed bids for sewer line cleaning and internal inspection services in the West Ocean City Service Area for the Water and Wastewater Division of the Worcester County Department of Public Works. The work will consist of light cleaning and closed-circuit television (CCTV) inspection of approximately 15,000 linear feet of 8-inch diameter gravity sewer lines. Bid specification packages and bid forms may be picked up from the Office of the County Commissioners, Worcester County Government Center, One West Market Street - Room 1103, Snow Hill, Maryland 21863, obtained online at www.co.worcester.md.us or by calling the Commissioners' Office at 410-632-1194 to request a package by mail. **Sealed bids will be accepted until 1:00 PM, Monday, April 8, 2019** in the Office of the County Commissioners, Worcester County Government Center, One West Market Street - Room 1103, Snow Hill, Maryland 21863, at which time they will be opened and publicly read aloud. Envelopes shall be marked "**Bid for Sewer Line Cleaning and Inspection Services**" in the lower left-hand corner. After opening, bids will be forwarded to the Department of Public Works for tabulation, review and recommendation to the County Commissioners for their consideration at a future meeting. In awarding the bid, the Commissioners reserve the right to reject any and all bids, waive formalities, informalities and technicalities therein, and to take whatever bid they determine to be in the best interest of the County considering lowest or best bid, quality of goods and work, time of delivery or completion, responsibility of bidders being considered, previous experience of bidders with County contracts, or any other factors they deem appropriate. All inquiries shall be directed to John Ross or Gary Serman with the Water and Wastewater Division of Public Works, at 410-641-5251.

REQUEST FOR PROPOSALS

I. General

1. The Worcester County Commissioners are accepting sealed bids for cleaning and internal inspection of gravity sewer lines in the West Ocean City Service Area, for the Worcester County Department of Public Works - Water and Wastewater Division.
2. For this project, the terms "OWNER" and "ENGINEER" are defined as the Worcester County Department of Public Works.

II. Bid Submittal

1. Bids should be mailed or hand-carried to be received in the Office of the County Commissioners by or before 1:00 p.m. on April 8, 2019. Bids received after the appointed time will not be considered. Bids should be submitted in sealed envelopes clearly marked in lower left-hand corner "Bid for Contract Number 580-19-01, Sewer line cleaning and internal inspection.
2. Bids must be delivered to the following location:

The Office of the County Commissioners
Worcester County Government Center
One West Market Street, Room 1103
Snow Hill, MD 21863
3. Bids received after the date and time listed above will be returned unopened.

III. Bid Forms

1. Bids are to be submitted on the forms provided in this package. Bid forms are to be completed in their entirety and all requested information provided. Where indicated, bids are to be signed by an individual authorized by the bidding company. Incomplete or unsigned bid forms are cause for rejection of the bid.

IV. Bonds and Insurance Requirements

1. The following bonds are required for this work:

Bid Bond – In the amount Of 10% of the amount bid
Performance Bond– In the amount of 100% of the bid
Payment Bond– In the amount of 100% of the bid
2. Insurance Requirements
 - a) The successful bidder shall maintain Workers' Compensation and Employer's Liability Insurance coverage during the entire life of the Contract

Contractor shall obtain Workers' Compensation Insurance as required by statute. The Workers' Compensation coverage shall cover a sole proprietor, all employees, partners, officers, members, leased employees and any other person working for or with the

contractor. Contractor shall provide County a certificate of Workers' Compensation insurance before beginning the Work.

- b) Employer's Liability Insurance with limits of:
 - \$100,000 accident/\$100,000 disease each employee/and
 - \$500,000 disease policy limit
- c) Commercial General Liability Insurance: The successful bidder's Commercial General Liability policy shall be on an occurrence basis and shall include:
 - Policy limits not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate.
 - Coverage for Premises/Operations, Actions of Independent Contractors, Products/Completed Operations, Contractual Liability and Personal Injury.
 - Coverage shall include explosion, collapse, or underground (XCU) hazards as applicable to classification.
- d) Business Automobile Liability: The successful bidder shall provide insurance coverage for any owned, hired, or non-owned motor vehicles. The policy limits shall not be less than:
 - \$1,000,000 combined single limit or \$1,000,000 bodily injury and \$1,000,000 property damage each accident.
 - The policy will provide \$1,000,000 of uninsured or underinsured motorist coverage and include contractual liability coverage.
- e) If any portion of the project is subcontracted, the successful bidder shall require all of the Subcontractors to maintain the same policy limits in workers' compensation and employer's liability insurance required for the successful bidder.

V. Taxes

- 1. The Contractor shall review applicable tax laws related to sale and use taxes charged to Governmental Entities. Based upon that review, the Contractor shall include any applicable use sales and use taxes in the bid price submitted.

VI. Contact Information

- 1. For any questions or to inspect the site of the proposed work, please contact Gary Serman or John Ross at 410-641-5251 between the hours of 7:30 a.m. and 4:00 p.m., Monday through Friday.

VII. Qualifications

- 1. Bidding contractors shall provide evidence of their qualifications to complete the work described. A minimum of five (5) years of comparable experience shall be deemed adequate

to be awarded this contract. A listing of relevant project experience is to be submitted with the bid.

VIII. Award of Contract

1. Bids will be opened by the Chief Administrative Officer or Assistant Chief Administrative Officer in the Office of the County Commissioners and read aloud at 1:00 p.m. on April 8, 2019.
2. The Department of Public Works shall prepare a tabulation of said bids and a recommendation to the County Commissioners for approval of bid award by the Commissioners at a future meeting of the Commissioners.
3. In awarding the bids, the Commissioners reserve the right to reject any and all bids, waive formalities, informalities and technicalities herein, and to take whatever action in awarding the contract as they determine to be in the best interest of the County considering lowest or best bid, quality of goods and work, time of delivery or completion, responsibility of bidders being considered, previous experience of bidders with County contracts, or any other factors they deem appropriate.

IX Scope of Work and Technical Requirements

1. Scope of Work - The base contract work will consist of light cleaning and Internal Closed Circuit Television (CCTV) inspection of the sanitary sewers shown on Exhibit A – CCTV Inspection Map which includes approximately 15,000 LF of 8" diameter sanitary sewer lines.
 - a) The successful bidder will be provided with an Excel spreadsheet with the name of each sanitary sewer pipe to be CCTV inspected that includes the Upstream Manhole Name, Downstream Manhole Name, Pipe Length (per as-built drawings), Pipe Diameter, and Pipe Material prior to the start of work. This information shall be used by the contractor during preparation of any reports
 - b) The successful bidder will also be provided with digital GIS files with sewer manhole and sewer pipe data including the same data as on the Excel spreadsheet.
2. Sewer Cleaning and CCTV Requirements
 - f) Light cleaning is included as part of the CCTV inspection bid items. Light cleaning is defined as up to three (3) passes with a jet rodder.
 - g) Heavy cleaning is included as a separate bid item. Heavy cleaning is defined as greater than three (3) passes with a jet rodder, root cutting, and grease removal.
 - h) All CCTV inspection must follow National Association of Sewer Service Companies (NASSCO) Pipeline Assessment & Certification Program (PACP) standards and be performed by PACP-certified personnel.
3. Performance of Work
 - a) The contractor shall immediately notify the Owner of any blockages, pipe breaks, or

other conditions that appear to be in imminent danger of causing a sanitary sewer overflow.

- b) CCTV inspection shall be performed from upstream to downstream unless site constraints or other conditions prevent access to downstream in which case the inspection can be performed from downstream to upstream with Owner's permission.
- c) CCTV inspection shall not be performed on pipes that are greater than 25% full based on depth.
- d) CCTV inspection camera must be above flow depth at all times with the exception of defects such as debris or sags that cause backups for short lengths.
- e) The contractor may request brief shut-downs of sewage pumping stations which would be performed by the Owner's personnel although there are no guarantees that such requests will be approved.
- f) The work shall take place Monday through Friday between 8:00 AM and 5:00 PM local time excluding County holidays. The contractor may request permission to work at other days or times but there are no guarantees that such requests will be approved although requests citing site specific advantages such as lower sewer flows at night or less traffic may be viewed more favorably.
- g) If night-time work is approved by the County, the contractor shall not set up his operation within 500 ft of any residence.
- h) For sewer pipes that either do not drop below the 25% full based on depth or cannot be CCTV inspected at night, the Contractor shall provide bypass pumping under the Bypass Pumping (Contingent) bid item.
- i) The County will make water available at a County-owned fire hydrant for the duration of the contract. Contractor shall provide all necessary fittings backflow preventers or air gaps for protection of the County Water System.
- j) The contractor shall collect and remove any material dislodged as part of the sewer cleaning process which may be disposed of at no charge to the Contractor at the following location during normal business hours:

Worcester County Central Landfill
7091 Central Site Lane
Newark, MD 21841

4. Maintenance of Traffic

- a) Contractor shall note that the majority of the work takes place on public roads and shall include the cost of Maintenance of Traffic (MOT) in their proposal. At a minimum MOT shall include "Work Area Ahead" signs and traffic cones without flaggers for light-traffic roadways such as residential streets. Where roadway lanes are closed and additional traffic control measures are needed, they shall be included at no additional cost.
- b) For heavy-traffic roadways or Maryland State Highway Administration (SHA)

roadways, the Contractor shall provide Maintenance of Traffic (MOT) measures meeting SHA requirements.

- c) The cost for MOT shall be included in the Maintenance of Traffic bid item.

5. CCTV Inspection Video and Database Format

- a) Contractor shall provide CCTV inspection videos on DVD or other approved media with Owner's permission.
- b) CCTV inspection videos shall be in .MPEG file format or other approved file format with Owner's permission.
- c) CCTV inspection database shall be provided in WinCan or other approved PACP-compliant database with Owner's permission.
- d) Contractor shall utilize asset designations as provided by the Owner in referencing all manholes and sewer pipes.
- e) CCTV inspection videos shall be named the same as the sewer pipe asset designation.

6. Bid Items - Bid items shall consist of the following:

- a) Mobilization and Demobilization shall be paid 50% upon initiating the CCTV work and 50% upon completion of all work including providing the video results of the inspection.
- b) Light Cleaning and CCTV Inspection shall be paid by linear feet as measured along the centerline of the sewer line cleaned and inspected by CCTV.
- c) Payment for Heavy Cleaning (Contingent) shall be a paid by hour at the rate provided in the bid form.
- d) Traffic Control (Contingent) by Day
- e) Bypass Pumping of up to 1 MGD shall be paid by the day at the contingent price bid
- f) Contractor's pricing shall include activities required to complete the identified inspections and provide the final results.
- g) Contingent bid items may not be engaged without prior authorization from the Owner.

7. Schedule

- a) All CCTV inspection field work shall be completed and all CCTV inspection videos and data shall be submitted to the Owner based on the following schedule:
- b) No later than 60 calendar days after the Notice-To-Proceed (NTP), all internal inspection work shall be completed
- c) No later than 90 calendar days after NTP, video logs and condition report shall be submitted.
- d) Failure to complete the work in the time listed will result in the assessment of liquidated damages in the amount of \$500 for each calendar day that the project extends beyond the completion date.

X. Progress Payment

1. The Contractor shall submit applications for payment on a monthly basis for work completed on the project. Payment shall be based on the value of work completed and accepted by the Owner. Requests for progress payments shall be made on forms showing the total value of the work, the portion completed to date, less prior payments. Application shall be signed by the Contractor and approved by the Resident Project Representative of the Owner. Payment shall be made for 90 percent of the amount requested, with 10 percent retained until the work is determined to be complete.
2. When 50% of the work is complete, the Contractor may request the amount retained be reduced to 5% of the work in place. This request will be approved only if the Contractor can further document that the project is proceeding on schedule and will be completed within the specified time.

XI. Final Payment and Project Close-out

1. When the work is determined to be essentially complete, the Contractor shall request a final inspection of the work. Work items determined to be needed at the time of the final completion will be itemized on a punch-list and shall be completed by the Contractor prior to release of final payment. In addition to completion of the work, the Contractor shall furnish the following:
 - a) Affidavit that all subcontractors and suppliers have been paid.
 - b) Certification that there are no outstanding liens against the work.
 - c) Certification that there are no other payments required under the contract.

**Worcester County Department of
Public Works
Water and Wastewater Division
1000 Shore Lane
Berlin, MD 21811**

SPECIFICATIONS FOR:

**WEST OCEAN CITY
SERVICE AREA
SEWER LINE CLEANING AND
INTERNAL INSPECTION**

CONTRACT NUMBER 580-19-01

WORCESTER COUNTY, MARYLAND

Prepared: February, 2019
Bids Due: April 8, 2019

Contract Number 580-19-01
Sewer Line Cleaning and Internal Inspection
West Ocean City Service Area
March, 2019

LISTING OF LINES TO BE CLEANED AND INSPECTED

<u>Street</u>	<u>Upstream MH #</u>	<u>Down stream MH#</u>	<u>Length (feet)</u>	<u>Pipe Diameter</u>	<u>Material</u>
Old Bridge Road	251	250	335	8"	PVC- SDR35
Old Bridge Road	250	249	325	8"	PVC- SDR35
Old Bridge Road	249	248	340	8"	PVC- SDR35
Old Bridge Road	248	247	340	8"	PVC- SDR35
Old Bridge Road	247	246	350	8"	PVC- SDR35
Old Bridge Road	246	245	360	8"	PVC- SDR35
Old Bridge Road	245	244	355	8"	PVC- SDR35
Old Bridge Road	244	243	400	8"	PVC- SDR35
Old Bridge Road	243	242	280	8"	PVC- SDR35
Old Bridge Road	242	241	350	8"	PVC- SDR35
Old Bridge Road	241	240	350	8"	PVC- SDR35
Old Bridge Road	354	353	350	8"	PVC- SDR35
Old Bridge Road	353	352	310	8"	PVC- SDR35
Old Bridge Road	352	351	280	8"	PVC- SDR35
Old Bridge Road	351	350	290	8"	PVC- SDR35
Old Bridge Road	350	349	150	8"	PVC- SDR35
Old Bridge Road	349	348	390	8"	PVC- SDR35
Old Bridge Road	348	301	400	8"	PVC- SDR35
Stephen Decatur Hwy.	256A	256	360	8"	PVC- SDR35
Stephen Decatur Hwy.	256	255	320	8"	PVC- SDR35
Stephen Decatur Hwy.	255	254	340	8"	PVC- SDR35
Stephen Decatur Hwy.	254	253	335	8"	PVC- SDR35
Stephen Decatur Hwy.	253	252	340	8"	PVC- SDR35
Stephen Decatur Hwy.	252	251	330	8"	PVC- SDR35
Stephen Decatur Hwy.	257	251	415	8"	PVC- SDR35
Keyser Point Road	279	278	370	8"	PVC- SDR35
Keyser Point Road	278	277	370	8"	PVC- SDR35
Keyser Point Road	277	247	360	8"	PVC- SDR35
Green Ridge Lane Road	276	275	280	8"	PVC- SDR35
Green Ridge Lane Road	275	242	280	8"	PVC- SDR35
Savage Road	LH360	360	100	8"	PVC- SDR35
Savage Road	360	359	340	8"	PVC- SDR35
Savage Road	359	352	350	8"	PVC- SDR35
Elm Street	358	357	380	8"	PVC- SDR35
Elm Street	357	356	380	8"	PVC- SDR35
Elm Street	356	355	380	8"	PVC- SDR35
Elm Street	355	349	390	8"	PVC- SDR35
Sunset Ave	312	311	370	8"	PVC- SDR35
Sunset Ave	311	310	380	8"	PVC- SDR35
Sunset Ave	310	309	370	8"	PVC- SDR35
Sunset Ave	309	308	380	8"	PVC- SDR35
Sunset Ave	308	307	380	8"	PVC- SDR35
Sunset Ave	307	306	380	8"	PVC- SDR35
Sunset Ave	306	295	70	8"	PVC- SDR35

Total Length 14,705



**Worcester County
 Maryland
 Route 50
 West Ocean City
 Sewer Lines**

- Sewer Manhole
- Force Main
- ▶ Gravity Main
- Low Pressure
- Sewer Main
- Vacuum Main

**Department of Development
 Review and Permitting
 Technical Services Division**

Drawn By: MDD Reviewed By: KLH

0 ——— 1,000
 Feet
 1 inch = 1,000 feet
 Map prepared on February 22, 2019.

**WORCESTER COUNTY COMMISSIONERS
CONTRACT NUMBER 580-19-01
Sewer Line Cleaning and Internal Inspection
West Ocean City, Maryland**

PROPOSAL FORM

Made this _____ day of _____, 20_____

by _____

Business Address _____

We/I the undersigned Bidder declare that the only person, firm, or corporation, or persons, firms, or corporations, that has or have any interest in this Proposal, or in the Contracts proposed to be taken, is or are the undersigned; that this Proposal is made without any connection or collusion with any other person, firm, or corporation making a Proposal for the same work; the undersigned further certifies that they have received Drawings, Specifications, Addenda (if any), and copy of this Proposal and that they constitute all instruments for bidding this contract, and that the Specifications, form of contract and the Drawings, therein referred to, have been carefully examined and are understood; that as careful an examination has been made of the worksite as is necessary to become informed as to the character and extent of the work required; and that is proposed and agreed, if the Proposal is accepted, to Contract with Worcester County, Maryland, in the form of contract hereto attached, to do the required work in the manner set forth in the Specifications and as shown by the Drawings.

If this Proposal shall be accepted by Worcester County, Maryland and the undersigned shall refuse or neglect, within ten (10) days after receiving the Contract for execution, to execute the same and to give the stipulated Bond, then said County may, at its option, determine that the Bidder has abandoned the Contract, and thereupon the Proposal and the acceptance thereof shall be null and void, and the deposit accompanying the Proposal shall be forfeited and paid as liquidated damages to the County. The base bid, unit prices and alternatives on the attached and signed Proposal Form are to include and cover the furnishing of all necessary machinery, tools, apparatus and means for performing the work, and the doing of all the abovementioned work, in the manner set forth, described and shown in the Specifications and on the Contract Drawings within the prescribed number of consecutive calendar days after service of written notice from the Owner to proceed with the work.

The successful Bidder shall be required to submit a list containing all parties to which he intends to subcontract any portion of the work. The list shall contain the subcontractor's name, address, work to be sublet and business telephone number.

(NOTE: The Bidder or Bidders must sign here and the address of each must be given. In the case of firms, the firm name must be signed and subscribed to by at least one member. In the case of corporations, the corporate name must be signed by some authorized officer or agent thereof, who shall also subscribe his name and office. The seal of the corporation shall be affixed and telephone number to be listed).

The names and addresses of all members of a firm or the names, addresses and titles of every officer of a corporation, or duly authorized agent, as the case may be, must be given here by the member of the firm or by the officer or agent of the corporation who signs the Proposal.

We/I submit herewith as part of this Proposal, the Experience and Equipment Certification specified and further understand and are/am aware that the work will be awarded to an approved organization which is properly constituted in experience, capital and equipment.

Prior to, or following, the award of this Contract, the Owner or Engineer may request that they be supplied with whatever information is needed in order to become better familiarized with any of the subcontractors and/or equipment suppliers. It is further stipulated that no change in the names of those persons or organizations will be made unless written application is made with justification and prior approval is granted. It is further agreed that the apparent low bidder will submit within 10 days of bid opening a detailed list of all subcontractors and equipment suppliers including anticipated dollar values.

We/I agree to accept as full compensation the unit prices stipulated for the contingent construction items that are incorporated into the work by direction of the Engineer in the field.

Acknowledgement of Addenda:

This is to certify that I/we have received the following addenda and the bid price submitted reflects the changes in work created by the requirements contained therein.

Addendum Number

Acknowledgement

Total Time for Completion is 90 calendar days

Liquidated damages are \$500 per day.

The following is a detailed breakdown of unit prices, which shall be used for the basis of developing the total contract price.

BASE BID ITEMS BREAKDOWN

Item	Description	Unit	Est. Quantity	Unit Price	Total Price
1	Project mobilization and Demobilization.	LS	1		
2	Light Cleaning and CCTV Inspection	LF	14,705		
3	Maintenance of Traffic	LS	1		
	Total Bid	XX	XXX	XXXXXXXXX	

CONTINGENT BID ITEMS

(Written in figures)

Item	Description	Unit	Est. Quantity		Total Price
1	Heavy Cleaning	HOURS	4		
2	Bypass Pumping up to 1 MGD	DAYS	4		
	Total Bid	XX	XXX	XXXXXXXXX	

TOTAL BID PRICE SUMMARY:

Total Base Bid Items \$ _____

Total Contingent Items \$ _____

TOTAL BID \$ _____

(Written in words)

CERTIFICATION: We hereby certify that I/we have carefully examined the project site and the contract documents including plans, specifications and contract addendums and have prepared this bid for the work described therein. The work has been adequately defined and the bid submitted is for a complete and operable project. I/we agree to accept the unit prices bid as full compensation for the work.

BIDDER'S NAME

BIDDER'S ADDRESS

EMAIL ADDRESS

BIDDER'S TELEPHONE

Name of Person/Company Officer Submitting Bid

Title of Person Submitting Bid

Date

Signature of Person/Company Officer Submitting Bid

BID MUST BE SIGNED TO BE VALID