

BOROUGH OF BEDFORD  
244 WEST PENN STREET  
BEDFORD, PA 15522  
TELEPHONE (814) 623-8192  
FAX (814) 623-3315  
E-MAIL: [bedfordborough@bedboro.com](mailto:bedfordborough@bedboro.com)  
[www.bedboro.com](http://www.bedboro.com)

## **BIO-SOLIDS PROPOSAL SPECIFICATIONS AND BID FORM**

1. **INTENT AND PURPOSE OF CONTRACT.** It is the intent and purpose of the Borough of Bedford (BOROUGH), 244 West Penn Street, Bedford, PA 15522, telephone: (814) 623-8192, fax: (814) 623-3315, email: bedfordborough@bedboro.com to obtain a Contractor who will pump and transport bio-solids from the Borough's Wastewater Treatment Plant and then surface spread or inject same on/into farm fields, as directed, in the following fashion:
  - A. The Contract is for the calendar year 2018. The estimated total maximum quantity of bio-solids to be removed is 300,000 gallons. Bio-solids must be removed from the Treatment Plant at least two (2) times per year.
  - B. The bio-solids are to be deposited on one (1) farm, permitted in the BOROUGH'S name by the Pennsylvania Department of Environmental Protection and located within twelve (12) miles of the Treatment Plant.
  - C. The Contractor shall furnish all equipment, labor, materials, and supervision. Equipment is to include: pumps to load bio-solid transport vehicles at the Treatment Plant, bio-solid transport vehicles, and field application vehicle(s) capable of both surface spreading and injection.
  - D. Bio-solids shall be transported in vehicles with sealed tanks.
  - E. The Contractor shall commence work within ten (10) days upon issuance of verbal notice to proceed.
  - F. The Assistant Superintendent of the BOROUGH'S Wastewater Department, Mr. John Flick, telephone # (814) 623-6070 or cellular phone # (814) 285-0034 will be supervising the implementation of this Contract.
2. **QUALIFICATION OF BIDDERS.** No proposal will be considered from any bidder unless he/she is known to have the necessary equipment, be skilled in work of a similar nature to that covered by the Contract, and has sufficient cash capital to meet all obligations to be incurred in carrying out the intent of the Contract. The BOROUGH may make such investigations as it deems necessary to determine the ability of the bidder to perform the work. The bidder shall furnish to the BOROUGH, a sworn statement showing the following information:
  - A. The equipment owned or controlled by the bidder and available to him/her for performing the work.

- B. His/her experience in performing work of the character for which his/her bid is submitted, including current commitments.
- C. His/her experience in public relations relative to land application site management.

The BOROUGH reserves the right to reject any bid if the evidence submitted by or investigation of such bidder fails to satisfy the BOROUGH that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein, but failure so to reject shall not be considered proof of such bidder's qualification.

- 3. **WITHDRAWAL OF BIDS.** The BOROUGH reserves the right to accept or reject any or all bids within thirty (30) days of bid opening, and no bid may be withdrawn within said period except in accordance with Federal and/or State regulations.
- 4. **DISQUALIFICATION OF BIDDERS.** More than one proposal from an individual, firm, partnership, corporation or an association under the same or different names shall not be considered. Reasonable ground for believing that a bidder is interested in more than one proposal for the work contemplated will be cause for rejection. If there is reason for believing that collusion exists among the bidders all participants in such collusion will not be considered in future proposals for the same work. Proposals in which the prices are obviously unbalanced will be rejected.
- 5. **RIGHT TO REJECT PROPOSALS.** The unqualified right is reserved by the BOROUGH to reject any and all bids, to waive any informalities in bids received and to accept or reject any or all items of any bid, as may be deemed to be in the best interest of the BOROUGH. The decision of the BOROUGH as to the bidder or bidders selected will be conclusive conditional bids will not be accepted.

Proposals which contain any omissions, erasures, alterations, additions not called for, or irregularities of any kind, or proposals which are not accompanied by bid security as required by Item 6 hereof, may be rejected as not in proper form.

- 6. **PROPOSAL SECURITY.** Each Proposal must be accompanied by the certified check of the bidder in the amount of \$100.00, payable to the BOROUGH. In lieu of a certified check, a Bid Bond, having surety acceptable to the BOROUGH may be submitted with the Proposal. Surety companies executing Bid Bonds must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the Commonwealth of Pennsylvania.

All certified checks and/or Bid Bonds except those of the three (3) low bidders will be returned within ten days following the date of opening of the Proposals. The Certified checks or Bid Bonds of the three (3) low bidders will be retained by the BOROUGH until the Contract has been signed by the lowest bidder.

- 7. **EXECUTION OF CONTRACT.** The time of opening and reading of the bids is stated in the "Advertisement". Upon decision of the BOROUGH as to the successful bidder, said bidder shall receive formal notification to that effect and he/she shall attend the office of the BOROUGH within ten (10) days to sign the Contract and furnish the required bonds and Certificate of Insurance.

8. **FORFEITURE OF PROPOSAL SECURITY.** In case of failure or neglect of the successful bidder to sign the Contract and furnish the bonds required within the time stipulated, he/she will be considered as having abandoned the Contract, and also his/her Proposal Security, not as a penalty but as liquidated damages, and thereupon the work may be let to the next lowest responsible bidder and so on until the contract is accepted and executed. In the case of a Bid Bond, the BOROUGH shall have the full right to enforce it according to its terms.

**BONDS.** Each contractor to whom a Contract is awarded must execute two (2) bonds with a reputable surety company, each of which shall be in an amount equal to one hundred percent (100%) of the Contract with surety satisfactory to the BOROUGH. One of the said bonds is for the full and faithful performance of all provisions of the Contract in accordance with the plans and specifications including the indemnification of the BOROUGH by the Contractor as herein provided, and the other of said bonds to the BOROUGH shall be for the use of all parties interested, conditions for the prompt payment of all materials furnished and labor supplied or performed in the prosecution of the work, whether or not said materials or labor enter in and become component parts of the work or improvement. The bonds shall be submitted on the forms provided in the Contract Documents. Dollar amounts for these bonds shall be calculated by multiplying 500,000 gallons times the Contractor's bid price per gallon with subsurface injection. Surety companies executing Performance and Payment Bonds must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the Commonwealth of Pennsylvania.

In lieu of providing the above bonds, the Contractor shall provide to the Borough a discount of \$1,000, which is to be deducted from the first billing of the year for services rendered by the Contractor.

10. **INTERPRETATIONS AND ADDENDA.** Should a bidder find discrepancies in, or omissions from the specifications or other documents, or should he/she be in doubt as to their meaning, he/she should at once notify the BOROUGH and obtain clarification in writing prior to submitting any Bid.

No interpretations of the meaning of the specifications, or other Contract Documents, will be made to any bidder orally. Every request for such interpretation must be in writing, addressed to the BOROUGH and, to be given consideration, must be received at least five (5) calendar days prior to the last date fixed for the receipt of Bids. Any and all such interpretations and any supplemental instructions will be in the form of written addenda which, if issued, will be mailed, faxed or emailed to all known prospective bidders. Failure of any bidder to receive any such addendum or interpretation shall not relieve any bidder from obligation under his/her proposal as submitted. All addenda so issued shall become part of the Contract Documents.

The right is reserved as the interest of the BOROUGH may require to revise or amend the specifications, or other Contract Documents, prior to the last date set for the receipt of Bids. Such revisions and amendments, if any, will be announced by an addendum or addenda. Copies of such addenda as may be issued will be furnished to all known prospective bidders.

If the revisions and amendments are of a nature which require material changes in quantities or prices bid or both, the last date set for the receipt of Bids may be postponed by such number of days as, in the opinion of the BOROUGH, will enable bidders to revise their bids. In such case, the addendum will include an announcement of the new date for the receipt of Bids.

Receipt of addendum by number and date shall be acknowledged by the bidder in the appropriate section of the Bid.

11. **SPECIAL NOTICE.** Bidders are required to inform themselves fully of the conditions relating to the types of equipment, labor, material, and supervision required for the work, so that the Contractor carrying out the provisions of this work will not cause any interference with the operation of the BOROUGH'S system. Bidders are required to provide cellular phone numbers of all field personnel, who will be performing work on the Contract, to the Borough's Wastewater Department Superintendent.
  
12. **INSURANCE CERTIFICATES REQUIRED.** The following insurance certificates in a form and from a company satisfactory to the BOROUGH in the amount stated below, must be submitted to the BOROUGH at the time of executing the Contract.
  - A. Workers Compensation \$100,000.00 per policy year or a notarized statement indicating that the Contractor is not required to provide Workers Compensation Insurance.
  
  - B. Public Liability, with contractual coverage, in an amount not less than \$1,000,000.00 for injuries, including accidental death to any one person and subject to the same limit for each person, in an amount 1,000,000.00 on account of one accident and \$2,000,000.00 aggregate/policy year.
  
  - C. Automobile – Equipment Coverage Insurance in an amount not less than the minimum required by the Commonwealth of Pennsylvania for a licensed vehicle.
  
  - D. Contractors Pollution Liability Insurance in an amount not less than \$1,000,000.00/occurrence, aggregate of \$1,000,000.00/ policy year.
  
13. **CONTRACT COST ITEMIZATION.** Bid Proposals must indicate:
  - A. Cost per gallon of bio-solids handled with surface spreading.
  
  - B. Cost per gallon of bio-solids handled with subsurface injection.

**BID FOR BIO-SOLIDS REMOVAL  
CONTRACT YEAR – 2018**

**Bids Due @ 3:00 p.m., Monday, October 2, 2017**

Bids Opened @ 7:00 p.m., Monday, October 2, 2017

Surface  
Spreading

Subsurface  
Injection

Cost/Gallon for Removal: \_\_\_\_\_

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

RECEIPT OF ADDENDUM: # \_\_\_\_\_ Date received \_\_\_\_\_  
# \_\_\_\_\_ Date received \_\_\_\_\_  
# \_\_\_\_\_ Date received \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Corporation - Contractor

\_\_\_\_\_  
President – Owner’s (signature)

\_\_\_\_\_  
Secretary’s – Witness (signature)

(Corporate Seal)

\_\_\_\_\_  
Above Name Typed or Printed

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Email

=====  
\_\_\_\_\_  
Borough Council President (signature)

\_\_\_\_\_  
Borough Secretary (signature)

(Borough Seal)