



**REQUEST FOR QUOTATION
MIDDLETOWN, CONNECTICUT**

Sealed proposals, addressed to the Supervisor of Purchases, City of Middletown, Room 112, Municipal Building, Middletown, Connecticut, 06457 will be received until **Wednesday, October 8, 2014 at 3:00 PM** for the following:

**RFQ #2014-028
STORM WEATHER WARNING SERVICES
PUBLIC WORKS DEPARTMENT
FOR THE CITY OF MIDDLETOWN**

Proposal forms may be obtained at the Office of the Supervisor of Purchases, Room 112, Municipal Building, 245 DeKoven Drive, Middletown, Connecticut 06457, Monday through Friday between the hours of 8:30 A.M. and 4:30 P.M for a fee of **\$.50 per page**. It is preferred that they are downloaded **free of charge on the City of Middletown web site: www.MiddletownCT.gov**. All questions concerning this request must be directed in **writing** to the office of the Supervisor of Purchases by facsimile at (860) 638-4895 or by email at purchase@MiddletownCT.gov.

Proposal documents, amendments to proposals or withdrawals of proposals received after the time set for the receipt of proposals **will not be considered**. The City of Middletown reserves the right to waive any defect or irregularity in any proposal and shall reserve the right to reject any or all proposals.

All proposals are subject to and must comply with the equal opportunity and non-discriminatory provisions set forth in the Affirmative Action Plan of the City of Middletown.

Date: 09/16/2014
Middletown, Connecticut

Donna L. Imme, CPPB
Supervisor of Purchases

**CITY OF MIDDLETOWN
PURCHASING DEPARTMENT
245 DEKOVEN DRIVE
MIDDLETOWN, CONNECTICUT 06457**

**RFQ #2014-028
STORM WEATHER WARNING SERVICES
PUBLIC WORKS DEPARTMENT**

Issue Date: **09/16/2014** Reply Date: **Wednesday, October 8, 2014 at 3:00 PM**

The City of Middletown will accept quotations from companies interested in providing storm weather warning services for the upcoming winter season. Interested firms shall be required to provide storm warning or notification services to the City on a twenty-four (24) hour, seven (7) day per week basis for a contract term of thirty six (36) months and commencing on or after **November 1, 2014 through October 31, 2017**.

Warning services shall be provided for various storm weather conditions including but not limited to hurricanes, tornadoes, intensive precipitation, wind storms exceeding forty (40) miles per hour, and snow and ice storms.

Any interested company shall be required to possess "State of the Art Equipment", shall be affiliated with the National Meteorological Center and shall have the minimum of two (2) or more experienced full time meteorologists.

Storm warning weather service shall be provided in compliance with the Service and Quotation Requirements incorporated herein.

SERVICE REQUIREMENTS

1. WEEK DAY MONITORING OF STORMS BEGINNING ON WEEK DAYS:

Four (4) to six (6) hours before each storm is expected to begin, the following detailed weather forecast information shall be provided:

- a. The approximate hour the storm will have accumulated one (1) to three (3) inches of snow.
- b. The total snow accumulation expected.
- c. The duration of the storm.
- d. Temperatures, wind directions and velocities, and drifting conditions during and after each storm.
- e. The approximate hour of changes from snow to rain, ice to rain, snow to ice, etc.
- f. Weather conditions to be expected after each storm.

2. EVENING MONITORING OF STORMS BEGINNING DURING THE NIGHT:

A detailed forecast shall be telephoned before 3:00 P.M., anytime an event is anticipated. If such detail is not available before 3:00 P.M., an **ALERT** will be telephoned in lieu of the detailed forecast. All ALERTS shall be assigned a probability rating, and shall be followed by a detailed forecast four (4) to six (6) hours before the storm is expected to begin.

3. WEEKEND MONITORING ON STORMS BEGINNING OVER THE WEEKEND:

An **ALERT** shall be telephoned before 3:00 P.M. on Friday for all snow and ice storms expected to begin on Saturdays or Sundays whenever these storms can be detected at such an early time. A probability figure shall also be assigned to these **ALERTS**. Detailed forecasts shall also be telephoned four (4) to six (6) hours before the storms are expected to begin.

4. FOLLOW-UP INFORMATION:

The City shall be notified immediately of any significant change in forecast if the storm should change course of behavior. In addition, updates shall also be provided routinely during the course of the storm.

5. CONSULTATIONS:

The weather service shall provide professional meteorological advise when needed. The City may call at any hour of the day or night to discuss the forecast situation as it applies to Middletown.

6. SERVICE PERIOD:

The service period shall be from **November 1, 2014 through October 31, 2017**

7. TOLL FREE NUMBER:

The selected weather shall be required to provide a **1-800 telephone number service** to be utilized by the City for storm information and updates. The cost for providing this 1-800 number service shall be included in the quoted price to provide the service.

QUOTATION REQUIREMENTS
QUOTATION #2014-028
STORM WEATHER WARNING SERVICES
PUBLIC WORKS DEPARTMENT

1. Quotation Completion -

- A. All information required in the Request for Quotation must be complete to be accepted by the City. Failure to complete the quotation as specified may be cause for disqualification.
- B. The City of Middletown reserves the right to reject all quotations, any part of a quotation or to waive defects in the quotation if to do so is in the best interest of the City.
- C. All written quotations submitted shall be binding for the period of 60 calendar days following the date for receipt of quotations unless otherwise specified. The vendor may agree to an extension at the request of the Purchasing Supervisor. All extensions shall be authorized in writing.

2. Payment Terms -

Payment discounts for early payment are preferred. All others to be net 30 days unless specified otherwise.

3. Interpretations and Addenda - **No oral interpretations shall be made to any bidder as to the meaning of any of the Contract Documents or to be effective to modify any of the provisions of the Contract Documents.** Every request for an interpretation shall be made **in writing**, addressed and forwarded to the Supervisor of Purchases, Municipal Building, 245 DeKoven Drive, Middletown, Connecticut, 06457. **Questions may be sent via facsimile to (860) 638-1995 or email to purchase@middletownct.gov.**

To receive consideration, such questions shall be submitted in writing by **Tuesday, September 30, 2014 by 3:00 pm.** If the question involves the equality or use of products or methods, it must be accompanied by drawings, specifications or other

data in sufficient detail to enable the Supervisor of Purchases to determine the equality or suitability of the product or method. In general, the Supervisor of Purchases will neither approve nor disapprove particular products prior to the opening of the quotations; such products will be considered when offered by the bidder for incorporation into the work.

The Supervisor of Purchases will arrange as Addenda, which shall become a part of the contract, all questions received as above provided and the decision regarding each. At least five days prior to the receipt of quotations, a copy of these Addenda will be posted to our website at www.MiddletownCT.gov. **It is the responsibility of each bidder visit and acknowledges all addenda's and updated information that is posted on our website.** Non-receipt of said addenda shall **not** excuse compliance with said addenda. No alleged "verbal interpretation" shall be held valid. Any addenda issued during the bidding period shall supersede previous information.

Again, it is the responsibility of each bidder to visit our website at www.middletownct.gov to determine whether any addenda have been issued and posted and if so whether he/she has received a copy of each.

4. Receipt of Quotations -

Quotations will be accepted up to 3:00pm. on the date scheduled for reply as indicated on the Request for Quotation Form. Quotations may be sent to the attention of the Purchasing Department, Room 112, Municipal Building, Middletown, CT 06457.

5. Quotation Forms -

All quotations are to be submitted only on those forms provided in the Request for Quotation. All quotation pages must be complete and be signed by an authorized

agent of the firm/company to be accepted by the City of Middletown.

All pricing shall remain firm for the term of the contract in accordance with the contract term specified.

6. Errors in Quotations -

Any mistake in a quotation which is obviously a clerical error, such as a price extension, decimal point error or FOB terms may be corrected by the Purchasing Agent following bidder verification. If an error exists in an extension of prices, the unit price shall prevail. In the event of a discrepancy between the price quoted in words and in figures, the words shall control. Any changes to the quotation page must be noted over the signature or initials of the bidder.

11. Quoted Price -

The quoted price shall be a lump sum price inclusive of all equipment, materials, and labor necessary to provide the service as specified.

7. Taxes -

The City of Middletown is exempt from all State and local taxes.

8. Award -

It is the intent of the City to award the contract to the lowest responsible vendor submitting the lowest cost to provide the services complying with the specifications providing sufficient funds are available to award the contract, however, the City reserves the right to award in whichever way is deemed to be in the best interest of the City.

The City of Middletown shall award the contract for this service to that vendor submitting the lowest price quotation to provide the service inclusive of the 1-800 number. Quotations submitted without the 1-800 service will not be accepted.

9. Submission of Quotation -

All quotations shall be directed to the Purchasing Department, Room 112, Municipal Building, Middletown, CT 06457. All envelopes shall be clearly marked with the quotation number and description.

10. Firm Pricing -

**CITY OF MIDDLETOWN
PURCHASING DEPARTMENT
BID ATTACHMENT**

CHAPTER 78

**SECTION 78-8-M BID PREFERENCE FOR LOCAL
VENDORS.**

1. Definitions: as used in this section, the following terms shall have the meanings indicated:

CITY-BASED BUSINESS- A business with a principal place of business located within the City of Middletown. A business shall not be considered a City-based business unless evidence satisfactory to the purchasing Supervisor has been submitted with each bid submitted by said business to establish that said business has a bona fide principal place of business in Middletown. Such evidence may include evidence of ownership of or a long-term lease of the real estate from which the principal place of business is operated, or payment of property taxes on the personal property of the business to be used in performance of the bid.

PROJECT- All bids, and all quotes solicited for purchases exempted from bidding pursuant to § 78-8, as amended, except requests for proposal and contracts for professional services pursuant to § 78-10, as amended.

2. On any project the lowest responsible bidder shall be determined in the following order:

- a. City-based bidders.

(1) On projects the cost of which are one million dollars total contract price or less, any City-based bidder which has submitted a bid not more than 10% higher than the low bid, provided such City-based bidder agrees to accept the award of the bid at the amount of the low bid. If more than one City-based bidder has submitted bids not more than

10% higher than the low bid and has agreed to accept the award of the bid at the amount of the low bid, the lowest responsible bidder shall be that one of such City-based bidders which submitted the lowest bid.

(2) On projects the cost of which are over \$1,000,000 but less than \$ 5,000,000 total contract price, any City-based bidder which has submitted a bid not more than 5% higher than the low bid, provided such City-based bidder agrees to accept the award of the bid at the amount of the low bid. If more than one City-based bidder has submitted bids not more than 5% higher than the low bid and has agreed to accept the award of the bid at the amount, of the low bid, the lowest responsible bidder shall be that one of such City-based bidders which submitted the lowest bid.

(3) On projects the cost of which are over \$5,000,000 total contract price, and City-based bidder which has submitted a bid not more than 3% higher than the low bid, provided such City-based bidder agrees to accept the award of the bid at the amount of the low bid. If more than one City-based bidder has submitted bids not more than 3% higher than the low bid and has agreed to accept the award of the bid at the amount of the low bid, the lowest responsible bidder shall be that one of such City-based bidders which submitted the lowest bid.

- b. The low bidder. (2/8/78, 12/2/02)

CHAPTER 26, CONTRACTS

**ARTICLE I--EQUAL OPPORTUNITY IN
EMPLOYMENT.**

26-1 Contract Provisions Required

Every contract made by or on behalf of the City of Middletown for the construction, lease, alteration or repair of any public building or public work, or for the purchase, manufacture, sale or distribution of materials, equipment or supplies shall contain provisions providing for equal opportunity in employment.

26-2 Enforcement Officer

The Human Relations Director, who is the City's Affirmative Action Officer, shall have the authority to enforce this ordinance.

26-3 Provisions to be Included

- A. Every contract for the construction, alteration or repair of any public building or public work shall contain the following provisions approved by the Human Relations Director:

The contractor agrees and warrants that in the performance of this contract he will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex (including pregnancy), transgender status, gender identity or expression, intellectual disability or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, political belief, Vietnam Era Veteran status, union membership, genetic history, criminal record (unless the provisions of Section 46a-60, 46a-80(b) or 46a-81 of the Connecticut General Statutes are controlling or there is a bona fide occupational qualification excluding persons in one of the protected groups) present or past history of mental or physical disability, or sexual orientation in any manner prohibited by the laws of the United States or of the State of Connecticut or the City of Middletown. The contractor also agrees to provide the Affirmative Action Officer of the City of Middletown with such information that may be requested concerning the employment

practices and procedures of the contractor as related to the provisions of this section.

- B. The aforesaid provision shall include, but not be limited to, the following: advertising, recruitment, layoff, termination, rates of pay or other forms of compensation, conditions or privileges of employment selection for apprenticeship, selection or retention of subcontractors, or in the procurement of materials, equipment or services.

26.4 Notices to be posted on project site.

The contractor shall hereinafter post on the project site, in conspicuous places available for employees and applicants for employment, notices setting forth its non-discrimination requirements.

26.5 Subcontractors and Suppliers

In all pre-contractual contracts between contractor and any subcontractor or supplier either for work to be performed under a subcontract or for the procurement of materials, equipment or services, each subcontractor or supplier shall be notified in writing by the contractor of the contractor's obligations under this contract relative to non-discrimination and each subcontractor or supplier, by his contracting agent, shall agree to and be bound by the terms of this Contract.

26.6 Effect on other laws

Nothing contained herein is intended to relieve any contractor from compliance with all applicable federal, state and municipal legislation or provision concerning equal employment opportunity, affirmative action, non-discrimination and related subjects during the term of its contract on this project.

(4/7/80; 3/8/93, 11/1/02, 2/3/03, 6/3/13)

ARTICLE III ADEQUATE DELIVERY OF SERVICE

26-11 Provisions to be incorporated

All service contracts entered into for the benefit of the citizens of Middletown between the City of Middletown and contractors shall incorporate the following provisions:

- A. A description of the services provided under the contract.
- B. The name, address, and proof of agreement between a second agency which could step in at a moment's notice should the contracting agency not be able to fulfill its designated service.

- C. The contracted agency will be held responsible both financially and administratively with respect to the provision of backup services in the event the agency could not fulfill its contract obligations for Middletown citizens in accordance with the contract with the City.

A twenty-day advance notification period is required of each agency to inform the City of an expected interruption of services per its contracts. (11/1/02)

**QUOTATION #2014-028
STORM WEATHER WARNING SERVICES
PUBLIC WORKS DEPARTMENT**

QUOTATION PAGE

Issue Date: 09/16/2014 Reply Date: Wednesday, October 8, 2014 at 3:00 PM

To: Purchasing Department
Room 112, Municipal Building
245 deKoven Drive
Middletown, CT 06457

We the undersigned have read your quotation form and are submitting our quotation in full compliance with your specifications and quotation requirements for the total cost detailed below.

WE PROPOSE TO PROVIDE TO STORM WEATHER WARNING SERVICE TO THE CITY OF MIDDLETOWN IN ACCORDANCE WITH YOUR SERVICE REQUIREMENTS FOR THE TOTAL COST PER YEAR.

ANNUAL COST: _____ X 3 YEARS = _____ (TOTAL COST)

_____ (_____).

WRITTEN FIGURES

QUOTED PRICE IS INCLUSIVE OF ALL MATERIALS, LABOR AND EQUIPMENT REQUIRED.

VENDOR NOTE:

PLEASE PROVIDE A 1-800 TELEPHONE NUMBER TO BE UTILIZED BY THE CITY OF MIDDLETOWN (FREE OF CHARGE)

WE, THE VENDOR, WILL PROVIDE WEATHER MONITORING SERVICES TO COMMENCE ON OR AFTER NOVEMBER 1, 2014 THROUGH OCTOBER 31, 2017.

Please State Payment Terms: _____

PLEASE NOTE: All of the information below is REQUIRED. Please do not leave any information blank. Thank you.

Date: _____

Corporation Name (if applicable)

Company Name

Mailing Address:

Payment Address (If different from mailing addr.):

Address

Address

City, State and Zip

City, State and Zip

FEIN NUMBER: _____ -- _____

Type of Organization: Individual / Sole Proprietor
(Please Check One)

Limited Liability Company

Corporation

Contact Information

Contact Name: _____ **Title:** _____

Additional Contact: _____ **Title:** _____

Phone Number: _____ **Fax:** _____

Email Address: _____

Website: _____

SIGN HERE: I hereby certify that the above information is correct.

Print or Type Name & Title

Signature

Date

Quotation Return Label

Always use Mailing Label below on all packages when submitting quotations to the City of Middletown Purchasing Office for clear identification of your response.

Official Quotation Documents Enclosed:

Bid # 2014-028 Storm Weather Warning Services

Return Date: Wednesday, October 8, 2014 at 3:00 PM

**City of Middletown Purchasing Department
Municipal Building Room 112
245 DeKoven Drive
Middletown, CT 06457**

