

**Windham Region Transit District  
Electric Access Installation Contract**

**Request for Bids**

**SOLICITATION FOR  
ELECTRIC ACCESS INSTALLATION**

**WINDHAM REGION TRANSIT DISTRICT  
April 5, 2023 – May 5, 2023**

**Windham Region Transit District**  
**Electric Access Installation Contract**

**NOTICE TO BIDDERS**

The Windham Region Transit District (WRTD) is seeking sealed bids for one (1) Contractor to provide Electric Access Installation services for WRTD. Please provide quotation based on rates in State contract #19PSX0002.

Bids will be accepted until 3:00 P.M., on May 1, 2023 at the Windham Region Transit District Offices, 28 South Frontage Road, Mansfield Center CT 06250. Please send one (1) signed and executed original of the bid. All bids must be sealed with “Electric Access Installation” – Do Not Open” written on envelope.

WRTD reserves the right to reject any and all bids, to waive any and all informalities or irregularities, to negotiate with any qualified bidders, and to accept or reject all or any part of any bid as they may deem to be in the best interest of WRTD.

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**REQUEST FOR BIDS**

**BACKGROUND**

The Windham Region Transit District (WRTD) is the public transportation provider for the Mansfield, Windham area and University of Connecticut. Currently, 19 vehicles are parked in an open lot and require electric access to plug in block heaters for diesel vehicles that serve the University of Connecticut.

**WRTD'S INTENT**

It is the intent of WRTD to procure the services of one (1) Contractor who will assume responsibility for the installment of Electrical power needs to be brought to the Mansfield Park & Ride lot located on 28 South Frontage Road Mansfield Center CT.

WRTD expects the final Agreement to be similar to and include all the work elements of within this BID. Oral presentations may be required by some or all of the proposers, at the discretion of WRTD.

Deviations from the minimum requirements of this BID may cause disqualification from further consideration at the discretion of WRTD.

**TERMS**

The contract shall be for a period of time necessary to complete the installation and ensure the successful operation of electrical outlet access for 19 transit vehicles.

**QUESTIONS**

Any questions or requests for clarification must be submitted no later than April 17th by e-mail [lhapeman@wrtd.org](mailto:lhapeman@wrtd.org) Attn: Electric Access Installation Contract Questions or by e-mail to [lhapeman@wrtd.org](mailto:lhapeman@wrtd.org).

**BID SUBMISSION**

Submitters must submit one (1) signed and executed original of the bid. All bids must be received by WRTD no later than 3:00 PM May 1, 2023. Responses not received by this time will be returned. Responses must be e-mailed to [info@wrtd.org](mailto:info@wrtd.org) or hand delivered to:

Windham Region Transit District  
Electric Access Installation – DO NOT OPEN  
28 S Frontage Road  
Mansfield Center, CT 06250

WRTD reserves the right to reject any and all bids, to waive any and all informalities or irregularities, to negotiate with any qualified bidders, and to accept or reject all or any part of any proposal as they may deem to be in the best interest of WRTD.

**INCURRING COSTS**

All costs incurred in the preparation and submission of proposal will be borne by the Respondent.

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**MODIFICATION OR WITHDRAWAL OF BIDS**

Bids may be modified or withdrawn in person by written notice received at any time prior to the closing date and time specified. Bids may be withdrawn in person by an authorized representative of the Respondent.

**SOLICITATION OF AMENDMENTS**

In the event an amendment to this BID is issued, all solicitation terms and conditions will remain in effect unless specifically changed by the amendment. Respondents must acknowledge receipt of each amendment in the submitted bid. The acknowledgment must be remitted prior to the hour and date specified for receipt of proposals in the amended BID.

**RESPONDENTS WHO DO NOT ACKNOWLEDGE RECEIPT OF BID AMENDMENTS WILL BE ELIMINATED FROM FURTHER CONSIDERATION.**

If a Respondent desires to change a bid that already has been submitted, the change may be made by a signed letter that refers to the BID and amendment number(s). The letter must be received at the designated place, prior to the hour and date specified for receipt of bids in the amended BID.

All signatures on bids, amendments or related correspondence must be by persons who are authorized to contractually bind the respondent.

**WRTD PROCUREMENT REGULATIONS**

WRTD procurement regulations will be used throughout the solicitation, evaluation, award and administration process for this bid/contract.

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1. **DESCRIPTION OF PROJECT**

See statement of work attachment for the description of the project.

2. **WASTE**

The Contractor shall be responsible for and shall propose/retain vendors for the disposal of all trash and other wastes generated during the course of the Contract.

3. **PERFORMANCE**

**RIGHT TO REQUIRE PERFORMANCE**

WRTD's failure at any time to require performance of any provisions thereof by the Contractor shall in no way affect the right of WRTD thereafter to enforce same. Nor shall any waiver by WRTD of any breach of any provision hereof be taken or held to be waiver of any succeeding breach of such provision or as a waiver of any provision itself.

4. **INSURANCE**

**MANDATORY INSURANCE REQUIREMENTS**

Prior to the commencement of the Agreement, the Contractor shall obtain and keep in full force and effect until the termination of the Agreement, the following insurance with an insurance company licensed and qualified to do business in the State of Connecticut, as evidenced by a Certificate of Insurance and/or certified copies of the insurance policy(ies).

**Worker Compensation**

**Part A:** Statutory

**Part B:** Employers Liability

\$500,000 bodily injury for each accident

\$500,000 bodily injury by disease for each employee

\$500,000 bodily injury disease aggregate

**Commercial General Liability**

Minimum \$1,000,000 combined single limit of Bodily Injury and Property Damage per occurrence including the following coverage:

- a. Contractual Liability
- b. Premises and Operations
- c. Independent Contractors
- d. Completed Operations and Product Liability
- e. Personal Injury

**Garage Liability (including Automobile Liability)**

Minimum \$1,000,000 combined single limit of Bodily Injury and Property Damage per occurrence including the following:

- a. Owned automobiles
- b. Hired automobiles
- c. Non-owned automobiles

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**Umbrella/Excess Liability**

Minimum Limits - \$1,000,000 per occurrence/\$1,000,000 aggregate

**Additional Insured**

WRTD shall be included as an additional insured on all liability policies.

**5. TERMINATION FOR CAUSE OR CONVENIENCE**

Should WRTD determine that the Contractor is in default of the contract during the period of the agreement, WRTD shall notify the Contractor of the deficiency(ies) and allow thirty (30) days to remedy said deficiency(ies). If WRTD determines that the deficiency(ies) have not been corrected to WRTD's satisfaction, WRTD may cancel the contract with thirty (30) days notice.

Should WRTD determine at any time during the period of the agreement to cancel all or part of the agreement for any reason, WRTD may do so with sixty (60) days notice to the Contractor of termination for convenience.

**6. JOB SAFETY COMPLIANCE**

In the performance of the Agreement, the Contractor shall adopt working conditions, and other employment policies which meet the approval of WRTD, provided however, that such policies comply with applicable Federal or State laws.

It shall be the responsibility of the Contractor to comply with all the provisions applicable to the Occupational Safety and Health Act as enforced by the U.S. Department of labor and to require all employees to comply with this law and all regulatory State or local laws affecting job safety. At a minimum, Contractor will have a written Safety Program, a "Lock out/Tag out" Program, and a safety training program for maintenance facility employees.

It shall be the Contractor's responsibility to maintain throughout the contract period a safety and accident prevention program which meets requirements of Federal, State and local codes and all other authorities having jurisdiction over this work.

**7. METHOD OF AWARD**

WRTD will enter into contract negotiations with the evaluation by WRTD, and approval by the Board of Directors of WRTD. This BID and the requirements herein and the Respondents proposal shall be a part of the final contract.

WRTD will use the following evaluation matrix to compare Respondents' bids, with the general evaluation categories and total possible score per category being as follows:

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<b><u>EVALUATION CRITERIA</u></b>	<b><u>TOTAL POSSIBLE SCORE</u></b>
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**COST**

Measured in terms of Respondent's proposed rates and proposed approach to control parts cost.

**100**

**TOTAL POSSIBLE SCORE**

**100**

**16. CONTRACTOR'S RELATIONSHIP TO WRTD**

**16.1 Contractor as Independent Contractor**

It is expressly agreed and understood that the Contractor is in all respects an Independent Contractor as to the work, and that the Contractor is in no respect an agent, servant or employee of WRTD. This Contract specifies the work to be done by the Contractor, but the method utilized to accomplish the work shall be the responsibility of the Contractor.

**16.2 Subcontracting**

Contractor may subcontract services to be performed hereunder with the prior approval of WRTD, which shall not unreasonably withhold approval. No such approval will be construed as making WRTD party of, or to, such subcontract, nor shall approval be construed as subjecting WRTD to liability of any kind to any Subcontractor. No subcontract shall, under any circumstances, relieve the Contractor of its liability and obligation under this Contract; and despite such subcontracting WRTD shall deal through the Contractor, and Subcontractors will be dealt with as workmen and representatives of the Contractor. It is the Contractor's responsibility to ensure that approved Subcontractors have achieved the same liability coverage as the Contractor.

**16.3 Inspection of Work**

The Contractor shall furnish WRTD or authorized representative(s) with every reasonable opportunity to determine whether the work is performed in accordance with the requirements of the Contract. WRTD may appoint qualified persons to inspect the Contractor's operations and equipment, and Contractor shall permit these authorized representative(s) to make such inspections at a reasonable time and place.

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**BID TO PROVIDE ELECTRIC ACCESS INSTALLATION FOR WINHDAM**  
**REGION TRANSIT DISTRICT**

Pursuant to your Request for Bid, the respondent identified herein submits this Bid to provide Electric Access Installation services to the Windham Region Transit District.

1. Respondent is (check one):   An Individual \_\_\_\_  
  A Partnership \_\_\_\_  
  A Corporation \_\_\_\_
  
2. The name and position of the person duly authorized to represent respondent regarding this bid, including negotiation of Contract if respondent is selected, is:\_\_\_\_  
\_\_\_\_\_
  
3. The name and position of the person duly authorized to execute Contracts on behalf of respondent is:  
\_\_\_\_\_  
\_\_\_\_\_
  
4. If respondent is an Individual, complete the following:  
Respondent is an individual doing business under the name(s) of \_\_\_\_\_ at \_\_\_\_\_  
\_\_\_\_\_ in the City of \_\_\_\_\_, in the State of \_\_\_\_\_.

The following is a complete and accurate list of the names and addresses of all persons interested in this bid, or who may represent respondent regarding this bid.

NAME	ADDRESS
_____	_____
_____	_____
_____	_____

5. If respondent is a Partnership, complete the following:  
Respondent is a (general) or (limited) Partnership, doing business under the name of \_\_\_\_\_

at \_\_\_\_\_  
City of \_\_\_\_\_, in the State \_\_\_\_\_.  
The Partnership was formed on \_\_\_\_\_,  
and the Partnership is recorded in the County of \_\_\_\_\_,  
State of \_\_\_\_\_.



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The following is a complete and accurate list of the names and addresses of the Partners:

NAME

ADDRESS

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6. If the respondent is a corporation, complete the following:

Respondent is a corporation doing business under the name of

at \_\_\_\_\_

in the City and State of \_\_\_\_\_

The Corporation was organized on \_\_\_\_\_, and existing under the laws of the State of \_\_\_\_\_, in the County of \_\_\_\_\_.

Mailing address, if different from above, for correspondence pertaining to this proposal is

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7. **Financial Responsibility**

BANK

ADDRESS

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**COST BID FORM**

The Order Bid Worksheet in Attachment  
B shall be completed, signed, and  
submitted as well. The totals from Order  
Bid Worksheet shall be summarized in  
this form.

<b>CATEGORY</b>	<b>COST</b>
<b>Materials and Equipment Total</b>	
<b>Total Labor</b>	
<b>Total Subcontractor's Labor</b>	
<b>Total Proposed Amount</b>	

The price shall be required to be firm for the Contract period. All charges may be included on this form or a cost quote supplied by the Contractor. The Award of the Contract will be made to the lowest bidder in accordance with criteria as outlined in the Evaluation Criteria section of this Request for Bid. WRTD reserves the right to reject any or all proposals.

RESPECTFULLY SUBMITTED,

BY \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

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

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**ATTACHMENT B**  
**Statement of Work**

**1. Scope of Project:**

The Windham Region Transit District (WRTD) is the public transportation provider for the Mansfield, Windham area and University of Connecticut. Currently, 19 vehicles are parked in an open lot and require electric access to plug in block heaters for diesel vehicles that serve the University of Connecticut.

Contractor shall use 2020 NEC and 2020 IBC Standards.

A temporary 200A overhead service shall be brought to the Mansfield Park & Ride lot located on South Frontage Road. Twenty receptacles will be installed to power block warmers. Power will be brought from the temporary service to the locations of the receptacles.

**2. Specifications/Deliverables:**

**Contacting Eversource:**

The contractor shall contact Eversource to request a temporary 200A overhead service.

- The utility pole number is 5423.
- The pole location shall be determined by contractor. An approximate location is indicated in Supplemental Information attached.

**Trade Labor – Electrical:**

- Twenty GFCI receptacles shall be placed as indicated in drawing in Supplemental Information attached. Duplex 120VAC 20amp “WR” type receptacles shall be used.
- Rigid galvanized conduit shall be used.
- Junction boxes and receptacles shall be rated for outdoor use.
- Receptacles shall have in-use extra duty covers.
- All conduit hangers shall be threaded type and attached using mechanical fasteners.
- The contractor shall demonstrate the mounting of a single receptacle for approval before proceeding installing the remaining.
- The receptacle shall be mounted securely to the top side of the beam rail.
- Conduit shall not be buried. Conduit shall be either supported by fence and/or beam rail.

**Timeline\*\*:**

Electrical Contractor – Contact Eversource to arrange utility service – 1 week

Electrical Contractor – Install electrical products at the park & ride lot – 2 weeks

*\*\*Please note that these work items may overlap when applicable.*

**3. List of Attachments and Drawings:**

- Supplemental Information
- Mansfield 6 @ RTE 195\_(0077-0152)

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**Order Bid Worksheet**

**Materials & Equipment**

Item#	Quantity	Description of Materials and Equipment	Unit Cost	Total Cost
Materials and Equipment Total:				

**Contractor's Labor**

Crew Size	Labor Classification	Base Rate	Man Hours	Total
Total Labor:				

**Subcontractors**

Trade	Subcontractor Name	Total
Total Subcontractor's Labor:		
Total Proposed Amount:		

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**SIGNATURE PAGE OF STATEMENT OF WORK FOR ORDER BID WORKSHEET.  
(CONTRACTOR ONLY COMPLETE CONTRACTOR COLUMN)**

CONTRACTOR

STATE OF CONNECTICUT

\_\_\_\_\_

Department of \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Print or Type Name

Name: \_\_\_\_\_

Print or Type Name

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

# ATTACHMENT C

## Supplemental Information

[illegible]

Some pictures of the parking lot are included here for reference. More details on the site can be furnished upon request.

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*Figure 2 The buses back into the spaces and will need to be connected from the back of the bus. The conduit would be mounted on the back side of the beam rail in lieu of underground trenching. A duplex receptacle will be placed in between two buses.*



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*Figure 3 The parking lot is striped, and each bus location is set*



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*Figure 4 The parking lot is near the Windham Regional Transit District's administration building*

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*Figure 5 This is the overhead power & communications lines on South Frontage Road. It is desired to bring power from a pole and into the lot.*



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*Figure 6 The connection to each bus is made from the back of the bus. The bus provides the male straight blade connection that mates with the outlet or female end of an extension cord.*



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*Figure 7 The beam rail that supports the guardrail*



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*Figure 8 The guard rail that's supported by the beam rails.*



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*Figure 9 The corner of the park & ride lot where electrical service is needed*



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