

**TOWN OF WEBSTER  
DEPARTMENT OF PUBLIC WORKS  
SEWER DIVISION  
PO BOX 793  
38 HILL STREET WEBSTER, MA 01570  
508-949-3865 – FAX 508-949-3868**

**INVITATION FOR BIDS**

**DUPLICATE SEALED BIDS** clearly marked **“INSTRUMENTATION CONTROLS”** will be received up to 11:00 A.M. local time MAY 31, 2012 in the office of the Webster Sewer Department, 38 Hill Street, Webster, MA for the period of July 1, 2012 to June 30, 2015. Requests for information should be directed to Harlan W. Hilton, Asst. Superintendent by e-mail: [hhilton@webster-ma.gov](mailto:hhilton@webster-ma.gov) or to Debra A. Kasik, Administrative Assistant: [dkasik@webster-ma.gov](mailto:dkasik@webster-ma.gov)

Requests for bid packages can be made during normal office hours of 8 am to 4 pm, Monday – Friday by phone at 508-949-3865 or visit our website [www.webster-ma.gov](http://www.webster-ma.gov)

Town of Webster

Sewer Department

J.T. Gaucher, PE, DPW Director

## **TECHNICAL SPECIFICATIONS**

### **INSTRUMENTATION AND APPURTENANCES INSPECTION, CALIBRATION, CERTIFICATION, EMERGENCY SERVICE AND/OR REPLACEMENTS**

**Qualifications:** Company must be ISO 9001:2000 Certified and have a minimum of ten years in the business installing, maintaining, servicing, repairing and replacing electronic controls including sensors, transmitters, data loggers and computer systems and software. All technicians must have a working knowledge of Fischer Porter, Bailey Fischer Porter, MicroMod and ABB controls, software sensors and other systems. Technicians must have a minimum ten years experience in troubleshooting and repair of hybrid telemetry, low voltage, mixed systems, data loggers, SCADA systems and other metering systems found in the water/wastewater industry.

**Availability:** In case of emergency, must be able to respond and be on location within 24 hours.

Attention is called to the provisions of MGL, Chapter 30B. It shall be the sole responsibility of the bidder to determine applicability of the various statutes, sections and subsections.

#### **1. GENERAL SPECIFICATIONS**

- Contractor shall provide the necessary labor, diagnostic equipment and any specialized tools and equipment for 16 days for service which shall include inspections, calibrations and preventive maintenance as needed of the Town's instrumentation and appurtenances for twelve month period following the execution of a contract.
- The contract shall start July 1, 2012 and run to June 30, 2013. The contract may be renewed for an additional 12 month period at the sole discretion of the Town of Webster and subject to appropriation.
- The successful bidder shall provide emergency and repair service within twenty-four (24) hours and upon notification that said services are required.

#### **2. INSPECTIONS, CALIBRATION AND CERTIFICATION REQUIREMENTS**

- The inspection shall include, but not be limited to, calibration and certification of instrumentation and appurtenances as well as any troubleshooting and programming changes as may be necessary to maintain the MicroMod and ABB software and

hardware systems needed for the correct operation and maintenance of the Wastewater Treatment Plant.

- Written reports shall be submitted to the Town outlining the findings and setting forth recommendations, the reports shall be submitted for each inspection.

3. **EMERGENCY SERVICE**

- The successful bidder shall be prepared upon demand to provide emergency service for the Town's instrumentation and appurtenances.

4. **BIDDERS QUALIFICATIONS**

- All bidders shall have been in the instrumentation eminence service business of this type at least ten (10) consecutive years and have completed a minimum of ten (10) contracts of a similar scope and value as this instrumentation maintenance contract. The equipment maintained as part of these contracts must be comparable in design, operation and maintainability as the equipment listed within.
- All bidders shall be ISO 9000 Service Certified.
- All bidders shall submit, within twenty-four (24) hours of the bid opening, a certificate indication compliance with ISO 9000 requirements for service.
- All parts, materials and workmanship shall comply with the applicable editions of the maintenance and repair manuals of the manufacturer of the type of equipment owned by the Town.
- All bidders shall submit within 24 hours of the bid opening a list of contracts completed or ongoing within the past three years containing the following minimum information and verifying the above minimum qualifications:
  - Firm or agency with whom contract is executed.
  - Contact person's name, address and telephone number for each firm or agency listed.
  - Dollar amounts of the contracts.
  - Brief description of the scope of equipment and instrumentation maintained as part of the contract.
  - All bidders shall be CalMaster certified for ABB Flow Metering System.

5. **INSTRUMENTATION LOCATIONS**

- All instrumentation and appurtenances are located at the town's Wastewater Treatment Plant in addition; flow meters

and ancillary systems may also be located at various satellite pump stations.

**6. PRICES QUOTED**

- Prices shall be quoted in accordance with the “Bid Proposal Form” attached to these specifications and shall include all overhead and profit.
- Bid award will be made to the bidder who presents the lowest possible annual cost to the Town.
- The town reserves the right to cancel this contract if the town determines that it is in its best interest to do so.

**7. SITE VISITS**

- Inspections/service days shall be performed on a scheduled basis at the Treatment Plant.

**8. CONTACT PERSON**

- Any questions regarding these bid specifications shall be addressed to J.T. Gaucher, DPW Director, [jtgaucher@webster-ma.gov](mailto:jtgaucher@webster-ma.gov); Harlan W. Hilton, Asst. Superintendent, [hhilton@webster-ma.gov](mailto:hhilton@webster-ma.gov); or please call 508-949-3865.