

**TOWN OF ENFIELD
DEPARTMENT OF PUBLIC WORKS**

INVITATION TO BID

SIDEWALK SNOW REMOVAL

March 3, 2010

Sealed bids for the services named above will be received at the Office of the Director of Finance until 11:00 a.m. Friday, March 12, 2010. Thereafter, bids will be opened in public and read aloud.

The bid documents will be available from the Office of the Director of Public Works, Stanley E. Jablonski DPW Complex, 40 Moody Road, Enfield, CT 06082, telephone number (860) 763-7599 or the Town's website, www.enfield-ct.gov.

The Town of Enfield reserves the right to accept or reject any, all, or any part of bid, to waive formalities or informalities, and to award the bid deemed to be in the best interests of the Town.

Lynn Nenni
Director of Finance
EOE/AA

**TOWN OF ENFIELD, CONNECTICUT
STANDARD INSTRUCTIONS TO BIDDERS**

INVITATION TO BID

SIDEWALK SNOW REMOVAL

1. INTRODUCTION

The Town of Enfield is soliciting bids from bidders for snow removal from sidewalks for the Town of Enfield, CT. If there are any conflicts between the instructions in these Standard Instructions to Bidders and any other bid document(s), these Standard Instructions to Bidders shall prevail.

2. KEY EVENT DATES

Advertisement of Request for Bid	March 3, 2010
Public Bid Opening	Friday, March 12, 2010 (11:00 a.m.)
Bid Awarded (Anticipated)	March 17, 2010

3. OBTAINING BID DOCUMENTS

Specifications and bid documents may be obtained from the Office of the Director of Public Works, Stanley E. Jablonski DPW Complex, 40 Moody Road, Enfield, CT 06082, telephone number (860) 763-7599 or the Town's website, www.enfield-ct.gov.

4. BID SUBMISSION INSTRUCTIONS

- A. One (1) original and two (2) copies of all bids must be submitted in a sealed envelope clearly marked Sidewalk Snow Removal. If forwarded by mail or courier, the sealed envelope must be addressed to "Director of Finance, Town of Enfield, 820 Enfield Street, Enfield, Connecticut 06082". Bids must be received at the Office of the Director of Finance no later than 11:00 a.m., Friday, March 12, 2010. Postmarks are NOT an acceptable waiver of this policy. Corrections and/or modifications received after the first bid is publicly opened will NOT be accepted.
- B. Ditto marks or words such as "SAME" on the Bid Form are NOT considered writing and must not be used.
- C. All information must be submitted in ink or typewritten. Mistakes may be crossed out and corrections inserted. Corrections must be initialed by the person signing the bid.

- D. Bids are considered valid for ninety (90) days after bids are opened. Bidders may not withdraw, cancel or modify their bid for a period of ninety (90) days after bid(s) are opened.
- E. Bids must be signed by a person legally authorized to represent the bidder submitting the bid.
- F. The inability to meet any specified requirement(s) must be stated in writing and attached to the bid form, or written on the bid form.

5. PRESUMPTION OF BIDDER BEING FULLY INFORMED

At the time the first bid is opened, each bidder is presumed to have read and be familiar with the Scope of Service. Failure or omission of the bidder to receive or examine any information shall in no way relieve any bidder from obligations with respect to their bid.

6. INTERPRETATION OF ACCEPTABLE WORK

The Bid and Scope of Services are to be interpreted as meaning those acceptable to the Town of Enfield. Any substantive changes or interpretations will be issued by the Town in writing as an addendum.

7. TAX EXEMPTIONS

The Town of Enfield is exempt from Federal Excise taxes and Connecticut Sales and Use taxes. Bidder shall avail themselves of these exemptions.

8. INSURANCE

The bidder awarded this bid must provide a current Certificate of Insurance to the Director of Finance PRIOR to commencement of work, with the following requirements:

- A. General liability coverage limits for bodily injury, property damage, and personal injury, \$1,000,000 per occurrence/\$2,000,000 general aggregate.
- B. Auto liability limits for property damage and bodily injury caused by the operation of motor vehicles, \$1,000,000 per occurrence.
- C. Contractual liability, \$1,000,000 per occurrence.
- D. Owner's, Contractors Protective Liability (OCP) \$1,000,000 per occurrence.
- E. Excess Liability Umbrella over sections 8A – 8E with limits up to one million and 00/100 (\$1,000,000.00). The Town of Enfield reserves the right to request additional coverage.
- F. Worker's Compensation, as required by Connecticut State statute. Employers Liability limits of \$100,000.00 each accident, \$500,000.00 Disease-Policy Limit and \$100,000.00 Disease each employee.
- G. The "Town of Enfield" is to appear as an additional insured on all Certificates of Insurance for general liability and auto liability coverage.

- H. All insurance is to be provided by carriers authorized to issue such insurance in the State of Connecticut, and rated at least A-/VIII by A.M. Best. Exceptions are subject to the sole discretion of the Town of Enfield.
- I. All insurance may not be canceled or modified without sixty (60) days written notice by registered U.S. Mail to "Director of Finance, Town of Enfield, 820 Enfield Street, Enfield, Connecticut 06082.

9. BID BOND

Bidders are required to furnish a bid surety at the time the first bid is opened in the amount of \$2000.00. The bid surety should be in one of the following three (3) forms: (a) a bank certified check, (b) a bank check, or (c) a surety company bond. The surety company must be authorized to write such surety bonds in the State of Connecticut. Checks or bonds must be drawn to the order of "Director of Finance, Town of Enfield".

10. PERFORMANCE BOND AND PAYMENT BOND

To ensure the faithful execution of this bid according to its provisions, the Contractor awarded this bid must provide to the Town of Enfield, at the Contractor's expense, a performance and payment bond in the amount of \$2,000.00. The bonds must be issued by a company authorized to write such surety bonds in the State of Connecticut. The bonds shall be drawn to the order of the "Director of Finance, Town of Enfield", and delivered to the Town prior to commencement of work. On projects less than fifty thousand (\$50,000) dollars the Contractor may substitute the performance bond (but not the payment bond), for a bank certified check or a bank cashier's check in the amount of \$2,000.00.

11. FAIR EMPLOYMENT PRACTICES

The bidder agrees not to discriminate against any employee or applicant for employment in the performance of this bidder's work with respect to hire, tenure, terms, conditions, or privileges of employment due to race, sex, age, religion, national origin, or other conditions prescribed by State or Federal law.

12. AWARDING THE BID

The Town of Enfield reserves the right to accept or reject any, all, or any part of bids, to waive formalities or informalities, and to award the bid deemed to be in the best interests of the Town.

It is the Town's policy to not award bids to those who owe Town of Enfield prior year(s) property taxes.

The "Bid Awarded" date in Section 2. titled Key Event Dates is the date the bid is anticipated to be awarded. It is not a date certain.

The lowest priced bid is NOT the sole determining factor when awarding this bid.

13. SCOPE OF SERVICES

General Information

It is the intention of the Town of Enfield to have Contractor(s) available to perform snow removal, sanding and salting where applicable on Town owned and/or maintained sidewalks where the abutting residents have failed to maintain them in accordance with Article IV, section 74-101, et seq of the Town Code. The Contractor(s) shall be responsible for providing snow and ice removal services for the Town of Enfield. All work shall be performed in a safe and conscious manner, using quality equipment maintained and operated by the Contractor(s) and materials supplied by the Contractor(s).

The clearing of snow and ice from fire hydrants, crosswalks and handicapped ramps, if present on a property, shall be considered part of the required work.

The Contractor(s) shall apply a 1:1 mixture of sand and salt to areas if ice is present or if the application is necessary for safety.

This contract award will be used to supplement the efforts of Public Works personnel in removing snow and ice from Town owned and/or maintained sidewalks.

The contractor will receive assignments for his service by the Director of Public Works or his designated subordinate, during and immediately following snowstorms.

Prior to award of a contract, the Town may make an inspection of each piece of equipment to ascertain whether the equipment meets the required specifications and is capable of performing the work required in a safe manner as determined by the Town

The Town will be the sole judge of said quality and required frequency of services to be provided herein.

Contractor's Responsibilities

Contractors will include all labor, materials, equipment, supplies and services to perform items listed in these specifications. All equipment shall be maintained and operated by the awarded contractor(s).

Contractor shall employ competent Supervisory personnel who will inspect and supervise the snow removal services at each location. The Supervisor will be available to respond to Town questions and concerns as requested.

Contractor shall employ on the premises only persons skilled and trained in the work assigned to them. Contractor shall promptly furnish substitutes qualified for any employees that, in the sole opinion of the Town, are unsatisfactory.

Response Time

The contractor will be required to respond within one (1) hour from the time of notification. Failure to report to work within one (1) hour are subject to removal from the contract award.

Laws

The contractor at all times shall observe and comply with all Federal and State laws and Local Bylaws, Ordinances and Regulations in any manner affecting the conduct of the work and shall indemnify and save harmless the Town and all its officers, agents and servants against claim or liability arising from or based on the violation of such law, bylaw, ordinance or regulation, whether by himself or his employees.

Term of Contract

The term of the contract shall be from March 22, 2010 through June 30, 2010, inclusive. This contract may be renewed at the option of the Town, upon thirty (30) days prior written notice to the bidder, for two one year renewal terms. This contract, including the renewal terms, shall not exceed thirty six (36) months.

Bid Prices

Bidders shall provide prices as outlined on the attached Bid Forms. Price bids must include all costs associated with performance of this Contract, including but not limited to labor, materials, equipment, supplies and travel. **Bid prices must remain firm through the contract term.**

Damage to Town or Personal Property

The Contractor(s) shall be responsible for the repair or replacement costs of any damage to the Town and/or personal property caused by the use, misuse or negligence caused by the Contractor(s) or his employees. This includes, but not limited to permanent objects, curbs, fencing, shrubs, trees, and lawn areas. The Contractor(s) are responsible for reporting damage to Town property within seventy-two (72) hours of occurrence. **The damage must be reported in writing to the Town of Enfield, Department of Public Works, 40 Moody Road, Enfield CT. 06082. Attn: Piya Hawkes, Director Public Works. All damage must be repaired to the satisfaction of the Department of Public Works.**

**TOWN OF ENFIELD, CONNECTICUT
BID FORM**

Sidewalk Snow Removal

[BID FORM REQUIRED RESPONSES]

Under penalty of perjury and other remedies available to the Town of Enfield, the undersigned certifies this bid is submitted without collusion and all responses are true and accurate. If awarded this bid it is agreed this forms a contractual obligation to provide services at fees specified in this Bid Form, subject to and in accordance with all instructions, bidding and contract documents, including any addenda, which are all made part of this bid.

Sidewalk Snow Removal Costs: Including but not limited to labor, materials, equipment, supplies and travel.

- | | |
|--|----------------------|
| A). 1" - 3" | \$ _____/Linear Foot |
| B). 3.1" – 6" | \$ _____/Linear Foot |
| C). 6.1" – 9" | \$ _____/Linear Foot |
| D). 9.1" – 12" | \$ _____/Linear Foot |
| E). Additional cost per inch after 12 inches | \$ _____/Linear Foot |
| F). Snow relocation off site, if required: | \$ _____/Hour |

Signature of Authorized Person

Date

Printed Name of Authorized Person

Company Title of Authorized Person

Name of Company

Address of Company

Address of Company

City, State, and Zip Code

Telephone Number

Facsimile Number

END OF BID FORM