

BID DOCUMENTS
FOR
GRINDING OF BRUSH & STUMPS
AND DISPOSAL OF CHIPS



TOWN OF TOLLAND, CONNECTICUT
DEPARTMENT OF PUBLIC WORKS

2012

TOWN OF TOLLAND
21 TOLLAND GREEN
TOLLAND CT 06084

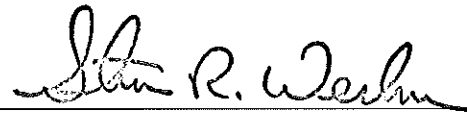
INVITATION TO BID

Notice is hereby given that the Town of Tolland, Tolland, CT shall accept sealed bids for the Grinding of Brush & Stumps and Disposal of Chips.

Bids shall be accepted at the Office of the Town Manager, Town Hall, 21 Tolland Green Tolland, CT 06084 until 11:00 a.m. on Thursday, January 19, 2012, at which time said bids shall be opened. Bids shall be in a sealed envelope marked with appropriate bid name.

A Mandatory Pre-Bid on-site visit is scheduled for Friday, January 13, 2012 at 8:00 AM. All prospective bidders are requested to meet at the Cross Farms Complex at 247 Rhodes Road, Tolland, CT. We will then visit the second site on Baxter Street.

“Bid Documents” and “Bid Forms” may be obtained at the above address in the Town Manager’s Office or at www.tolland.org/town-manager/public-bids. The Town reserves the right to accept or reject any and all bids. EOE/AA



Steven R. Werbner
Town Manager

GENERAL CONDITIONS

1. The Town of Tolland reserves the right to reject any or all bids, if deemed in the best interest of the Town.
2. Minor variations to the specifications, not affecting the equipment's ability to perform properly, will not disqualify a bid from consideration.
3. All Federal and State laws and regulations must be complied with.
4. The Contractor shall comply with the State Connecticut Executive Order No. 3 promulgated to promote Equal Employment Opportunity and non-discrimination throughout the labor force in Connecticut. The Town of Tolland encourages the meaningful participation of minority owned business in the project, which includes small-owned business, disadvantaged business enterprises, women business enterprises and minority business enterprises.

INSTRUCTIONS TO BIDDERS

1. Proposals must be submitted to the Office of the Town Manager in sealed envelopes marked "**BID – Grinding of Brush & Stumps and Disposal of Chips**" on, or before, the date and time specified in the "Invitation to Bid."
2. Proposals must be made in ink on the forms provided in the Bid Documents.
3. Upon delivery to the Town of a duly executed written notice, bids may be withdrawn at any time prior to the designated time for the opening of bids.
4. Unless a Proposal is formally withdrawn, it shall be deemed open for acceptance until the Contract Agreement has been executed by both parties thereto, or until the Town manifests that it does not intend to accept the Proposal. Notice of acceptance of a Proposal shall not constitute rejection of any other Proposal.
5. The right is reserved to reject any one or all bids, if deemed in the best interest of the Town of Tolland.

**TOWN OF TOLLAND
GRINDING OF BRUSH & STUMPS AND DISPOSAL OF CHIPS
SPECIFICATIONS**

The Town of Tolland is soliciting competitive bids for the grinding of brush and stumps as result of recent storms and dispose of chips, in accordance with the following conditions:

1. Debris is located at two sites; 247 Rhodes Road, Tolland, CT and Baxter Street, Tolland, CT.
2. There will be a **MANDATORY** visit to both sites scheduled for Friday, January 13, 2012 at 8:00 AM. Meet at the Cross Farms Complex at 247 Rhodes Road, Tolland, CT. All bidders must inspect sites to view debris piles.
3. Bid price shall be lump sum cost to grind brush and stumps located at the two sites listed above and remove chips from the Town of Tolland.
4. All equipment utilized for this effort must be properly licensed, if required, and capable of efficient and reliable operation.
5. Work shall begin within two weeks of notification of winning bid and must be completed within 30 working days.
6. Starting time shall be 7:00 am, release time shall be determined by contractor. Work may be performed Monday thru Saturday.
7. Operator(s) shall be directly under the supervision of the Director of Public Works, or his assignee. All orders by these parties shall be immediately, cooperatively and effectually adhered to. Contact between Director or his assignee and the operator(s) must be maintained through radios or cellular phones.
8. Any and all required maintenance and repair work to equipment shall be done by Contractor, at the Contractor's expense. In case of a breakdown, back-up equipment of the same capacity must be provided.
9. Equipment may be based at either debris site if desired by the Contractor.
10. Payment will be on a lump sum basis at the completion of the project.
11. The successful bidder will be required to post a Certificate of Insurance, with the Town of Tolland named as additional insured. Minimum Scope and Limits of Insurance:

The insurance required shall be written for not less than the scope and limits of insurance specified in this exhibit, or required by applicable federal, state and/or municipal law, regulation or requirement, whichever coverage is greater. It is agreed that the scope and limits of insurance coverage specified in this exhibit are minimum requirements and shall in no way limit or exclude the Town of Tolland from additional limits and coverage provided under the successful bidder's policies. Exceptions to the insurance requirements are at the sole discretion of the Town of Tolland. The successful bidder shall provide coverage through carriers rated A-/VIII by A.M. Best and licensed to conduct business in Connecticut.

GRINDING OF BRUSH & STUMPS AND DISPOSAL OF CHIPS

Specifications

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a. Commercial General Liability:

\$1,000,000 combined single limit per occurrence for bodily injury, personal injury, property damage, contractual liability, products/completed operations and \$2,000,000 general aggregate.

b. Automobile Liability:

Each Accident: \$1,000,000

Hired/Non-Owned Auto Liability: \$1,000,000

c. Workers' Compensation:

Coverage A: Workers' Compensation: statutory limits as required by the Labor Code of the State of Connecticut.

Coverage B: Employer's Liability: limits of \$100,000 each accident, \$500,000 disease/policy limit, \$100,000 disease/each employee.

d. Umbrella/Excess Liability:

\$1,000,000 per occurrence/\$1,000,000 general aggregate, and covering over the commercial general liability, auto liability and employees liability coverage.

Note: The Town of Tolland, while not requiring the bidder have umbrella/excess liability coverage, does desire that this coverage be included if the bidder already maintains it.

Verification of Coverage: Contractor shall furnish the Town with Certificates of Insurance effecting coverage required by this exhibit. The Certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. The Certificates and endorsements are to be received and approved by the Town before work commences. Renewal of expiring Certificates shall be filed thirty (30) days prior to expiration. The Town reserves the right to require complete, certified copies of all required policies, at any time.

All insurance documents required by this exhibit should be mailed to: Town of Tolland, Town Manager's Office, 21 Tolland Green, Tolland, CT 06084.

Failure to Purchase or Maintain Insurance: If the Town or the contractor is damaged by failure of the contractor to purchase or maintain insurance required by this exhibit, the contractor shall bear all reasonable costs properly attributable thereto.

**TOWN OF TOLLAND
GRINDING OF BRUSH & STUMPS AND DISPOSAL OF CHIPS
BID FORM**

The undersigned bidder hereby declares that he has carefully examined the pertinent Instructions to Bidders and the Specifications and are submitting our Bid in full compliance with all the stated conditions.

We propose to provide the grinding of brush & stumps located at two storm debris sites; 247 Rhodes Road, Tolland, CT and Baxter Street, Tolland, CT and dispose all chips.

Total Lump Cost for Rhodes Road Site: \$ _____
_____ (written dollar figure)

Total Lump Cost for Baxter Street Site: \$ _____
_____ (written dollar figure)

Signature of Bidder: _____

Name of Representative: _____

Title of Representative: _____

Date: _____

Name of Firm: _____

Address of Firm: _____

Telephone Number: _____