



**TOWN OF STRATFORD
PURCHASING DEPARTMENT
STRATFORD, CONNECTICUT**

BID No. 2014-056

Issued : August 8, 2014

Subject : Tree Planting Services

The Town of Stratford through the Office of the Purchasing Agent, will receive SEALED BIDS for furnishing the equipment described in the accompanying specifications, in accordance with the instructions, conditions and reservations that follow:

A. CLOSING DATE:

Bids will be received until 11:00 am September 3, 2014 at which time they will be publicly opened and read. All bidders are invited to attend this public opening, which will be held immediately following the closing time specified above, in the Office of the Purchasing Agent, Room 202, Town Hall, 2725 Main Street, Stratford, CT 06615.

Any bid may be withdrawn prior to the above-scheduled time for receiving bids or authorized postponement thereof. Any bids received after the date and time specified shall NOT be considered. No bidder may withdraw a bid within 45 days after the actual opening thereof.

B. INSTRUCTIONS:

Bid proposals are to be submitted (**TWO COPIES**) in a sealed envelope and clearly marked with the bid number and description on the outside of the envelope, including all outer packaging (DHL, FedEx, UPS, etc).

Bids must be delivered to:

Purchasing Department
Stratford Town Hall – Rm 202
2725 Main Street
Stratford, CT 06615

C. CONDITIONS:

Bid Surety:

A Certified Check, Cashier's Check or Bid Bond in the amount of \$2,500.00 must accompany each proposal, made payable to the Town of Stratford. No bid will be considered without this surety. Upon award or rejection of the bid, all Certified Checks or Cashier's Checks received in lieu of Bid Bonds will be returned to the bidders.

Payment: Final payment will be made upon the acceptance of the completed work by an authorized representative of the Town of Stratford. NO partial payments will be made. Invoices covering the work specified herein should be forwarded to the Purchasing Department upon completion of the project.

Taxes: The Town of Stratford is exempt from all State and Federal taxes. Do not include these amounts in your quotation.

Addendums: All addendums will be posted on the town website, www.townofstratford.com. It is the responsibility of the bidder to check the website for any addendums before submitting their bid.

F.O.B. Destination: All prices quoted must be net delivered to destination.

Conflict of Interest: No public official or employee shall, while serving as such, have any financial interest or engage in any business, employment, transaction or professional activity or incur any obligation of any nature which is in substantial conflict with the proper discharge of his/her duties or employment in the public interest.

Insurance Requirements:

A. General Liability

Occurrence limit \$1,000,000; aggregate limit \$2,000,000. The insurance carried by the proposer shall be on form CG 00 01, or equivalent. The Town of Stratford shall be named as an additional insured on the contractor's General Liability Insurance Policy with form CG 20 10 or CG 20 33, *and* CG 20 37.

B. Automobile Liability

Combined single limit of \$1,000,000. Comprehensive automobile policy to cover all owned, hired or non-owned automobiles or vehicles.

C. Workers Compensation

The proposer must have workers' compensation and employers liability insurance as required by Connecticut and federal law, plus employers liability limits of \$1,000,000 per accident, 1,000,000 disease each employee and \$1,000,000 disease policy limit.

D. Umbrella Liability

The proposer shall have a minimum coverage of \$1,000,000 excess umbrella coverage, naming the Town as additional insured.

The proposer shall procure and pay for the insurance coverage described above and must maintain the indicated insurance for a period of two (2) years after completion of the contract. All policies shall provide for thirty (30) days written notice prior to cancellation, substantial change or nonrenewal. The successful bidder must file an Insurance Certificate within two weeks of the date of notification of award. Failure or neglect to do so may be considered by the Town as proof that the proposer is unable to fulfill the contract. A current insurance certificate and a copy of the endorsement or policy wording adding the Town as Additional Insured must be in the Town's possession at all times. In addition, the selected firm shall require its subcontractors, if any, to meet the same insurance requirements and to furnish the Town with similar evidence of insurance.

In addition, the proposer shall, at all times, save, indemnify and hold harmless the Town of Stratford, its officers, agents, employees and servants from liability of any nature or kind, including costs and expenses for or on account of, any patented or copyrighted equipment, materials, articles, or processes used in the performance of this contract, or on account of any and all claims, damages, losses, litigation expense and counsel fees arising out of loss or injuries (including death) sustained by or alleged to have been sustained by the public or any persons affected by the proposer's work, or by the proposer or any subcontractor, or anyone directly or indirectly employed by them while engaged in the performance of their duties in connect

D. RESERVATIONS:

The Town of Stratford may consider informal any proposal not prepared and submitted to the Town in accordance with the provisions herein stated. The Town of Stratford reserves the right to reject any or all proposals or parts of proposals; to waive defects in same proposals; or to accept any proposal or part thereof deemed to be in the best interests of the Town of Stratford.

Michael Bonnar, Purchasing Agent

For questions or additional information, please contact Brian Carey at bcarey@townofstratford.com.

TOWN OF STRATFORD
BID #2014 –056
TREE PLANTING SERVICES FOR VARIOUS TOWN OWNED PROPERITIES

PROPOSAL TERMS

The Town of Stratford reserves the right to reject any and all proposals received as a result of this bid. If a proposal is selected it will be the most advantageous regarding price, quality of service, the Contractor's qualifications and capabilities to provide the specified service, and other factors which the Town of Stratford may consider. The Town does not intend to award a contract fully on the basis of any response made to proposal; the Town reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that contractor whose proposal is deemed to best meet the Town's specifications and needs.

1. Proposal must be signed by an official authorized to bind the Contractor to its provisions for at least a period of 60 days. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of any award.
2. In the event it becomes necessary to revise any part of the bid, addenda will be provided and posted on Town of Stratford website. The Contractor should routinely check the Town of Stratford Purchasing website for updates. No addenda will be issued at least 3 days prior to the bid. To be considered, one (1) original proposal and two (2) copies must be submitted to the Town of Stratford Purchasing Department on or before the date and time specified.
3. Proposals should be prepared simply and economically providing a straightforward, concise description of the contractor's ability to meet the requirements of the bid. Proposals shall be written in ink or type written. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing the proposal.
4. The Town of Stratford reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate costs, terms, or conditions of any bid determined by the Town to be in the interest of the Town even though not the lowest bid.
5. No pre-bid meeting will be conducted as part of this bid.

TOWN OF STRATFORD
BID #2014 –056
TREE PLANTING SERVICES FOR VARIOUS TOWN OWNED PROPERITIES

SCOPE OF WORK

The Town of Stratford Department of Public Works proposes to contract tree-planting services for various Town owned properties including parks and recreation areas, town owned buildings, and median strips. The exact locations and quantities of the plantings will be determined in the field by the Director of Public Works and the Town of Stratford Deputy Tree Warden. All labor, materials and equipment necessary to perform the work required for the supplying, planting and maintenance of the trees shall be provided by the successful bidder.

1. **Tree Species** - Five (5) species of tree will be required for planting at the various locations as determined including; Red Oak, London Planetree, American Linden, Common Honeylocust, and American Dogwood.. The trees shall be 2.0” to 2 ½ “caliper” in size and shall be balled and burlapped (B&B). The Town of Stratford Tree Warden or his designated representative prior to delivery to their respective sites must approve the selected and tagged trees. The Tree Warden will verify the trees for accuracy of species, good form, vigor, and overall condition of the tree. The contractor will notify the Tree Warden when the trees have been tagged and are ready for inspection.
2. **Tree Planting** – In general the trees will be planted in readily accessible areas including town parks and median strips as determined by the Director of Public Works or Tree Warden. All areas will be easily accessible by light vehicles and power equipment to facilitate the planting of trees. Tree plantings need to conform to the guidelines as established in Appendix A. Staking will be required only in areas determined to have heavy clay soils and/or on windy, exposed sites as directed by the Town.
3. **Tree Planting Locations** – The Town of Stratford will notify contractor of impending plantings three (3) weeks in advance so select trees can be tagged and inspected by the Tree Warden. The Town will stake tree-planting locations in the field approximately one week prior to planting. The contractor must contact Call Before you Dig prior to the planting of trees and will be responsible for any damage to utilities and town property during the tree installations. Planting is anticipated to take place between October 1st, 2014 and December 1st, 2014.

4. **Tree Maintenance** – The contractor will be required to maintain the trees for a one (1) year period after planting. The contractor must follow the planting procedures as outlined in CT DOT Form 816 and Appendix A of this document. Watering will be required to keep the root zone moist during the first growing season. The contractor must replace any trees that die within the first year after planting. The Town will begin maintaining the trees the second year after the planting and beyond (2015). The contractor will be required to post a performance bond with the Town of Stratford for the value of the contract. The bond will be maintained for one-year after the plantings are completed.

TOWN OF STRATFORD
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TREE PLANTING SERVICES FOR VARIOUS TOWN OWNED PROPERITIES
BID SHEET

DESCRIPTION	SCIENTIFIC NAME	QUANTITY	TOTAL PRICE EACH	TOTAL PRICE
Northern Red Oak	<i>Quercus rubra "Broealis"</i>	10	\$	\$
London Plane Tree	<i>Platanus x acerifolia "Bloodgood"</i>	20	\$	\$
American Linden	<i>Tilia Americana "Redmond"</i>	10	\$	\$
Thornless Honeylocust	<i>Cleditsia triacanthos "Shade Master"</i>	10	\$	\$
Stellar White Dogwood	<i>Cornus X "Constellation"</i>	10	\$	\$
Stellar Pink Dogwood	<i>Cornus X Pink</i>	10	\$	\$

Total Aggregate \$ _____.

Maintenance of Trees (1 Year period) Lump Sum \$ _____.

Total Cost \$ _____.

***Note:** Costs shall include the costs for all labor, the proper preparation of the planting site, and all materials. Specific Cultivars/Varieties of the listed species shall be provided to the Town prior to planting. A performance bond will be posted with the Town to Warranty the Trees for the period of 1-year.

**TOWN OF STRATFORD
BID #2014 -056
TREE PLANTING SERVICES FOR VARIOUS TOWN OWNED PROPERITIES**

SIGNATURE PAGE

SIGNATURE

COMPANY NAME

PRINT NAME

COMPANY ADDRESS

TITLE

CITY STATE ZIP

TELEPHONE #

FAX #

FEDERAL TAX ID #

EMAIL ADDRESS

I represent that the above individual is authorized to sign on behalf of the company submitting the proposal. Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90-days.

APPENDIX A

TOWN OF STRATFORD TREE MAINTENANCE GUIDELINES

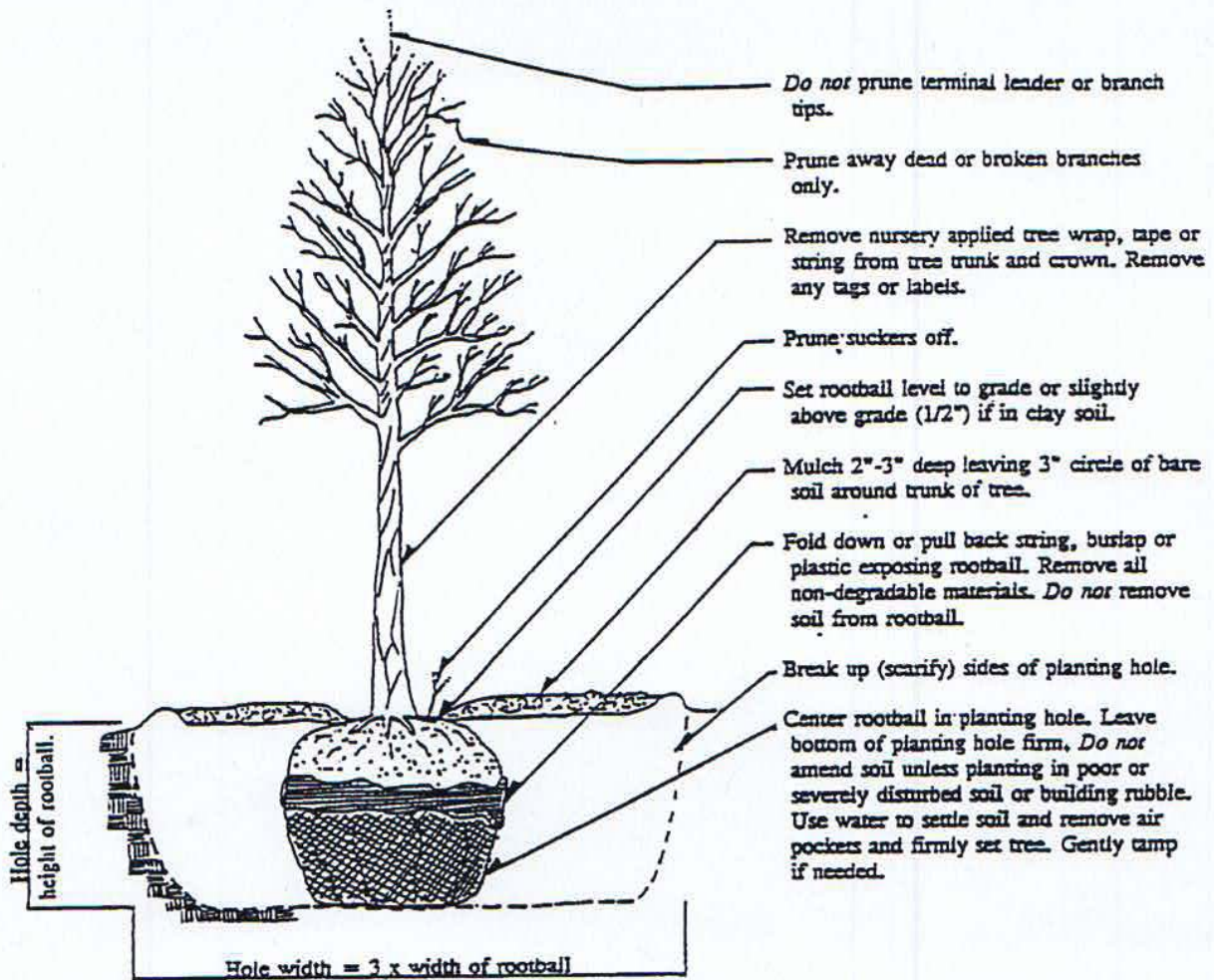
To ensure success from your tree planting, the tree must be properly cared for after the initial planting. A properly maintained tree grows well, has fewer problems and provides many benefits to people and the environment.

Trees shall be planted according to the specifications in these planting guides:

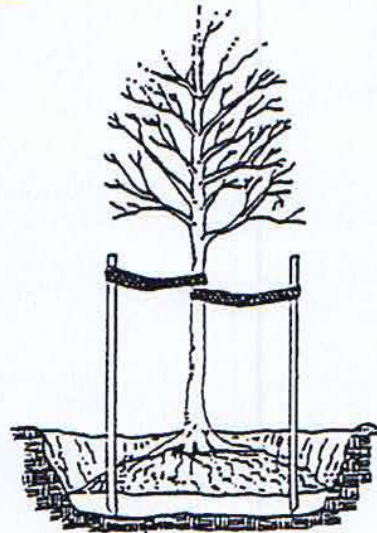
- **American National Standards Institute**
- **Connecticut Department of Transportation (CTDOT) Form 816 –** (<http://www.ct.gov/dot/cwp/view.asp?a=1385&q=455784>)
- **United States Department of Agriculture – Forest Service - Tree Owners Manual for the Northeastern and Midwestern United States.** (www.treeownersmanual.info)

The year after the tree is planted these maintenance specifications shall be followed:

- **Water.** Check soil moisture a few inches below the surface in the root ball
- **Mulch.** Layer to 3 to 4 inches above the ground around the tree but not touching the tree trunk. The area should be four times the area of the root ball. Do not use treated or dyed mulch.
- **Prune** only if necessary. Follow specification in the above referenced manuals.
- **Stake** only if necessary or as directed by the Town. Follow the specifications as listed in the above referenced manuals.
- **Check** for mower or weed whip, vandal damage, and animal damage.
- **Check** for insects or disease problems on the tree and surrounding trees. Contact forester or arborist if problem exists.
- **Do not fertilize.** Fertilizer applied to newly transplanted trees can excessively dry roots (burning).
- **Remove** all tags and twine from the tree to prevent girdling.



- Do not stake unless in heavy clay soil, windy conditions, 3" or greater diameter tree trunk or large crown. If staking is needed due to these conditions:
- Stake with 2 X 2 hardwood stakes or approved equal driven 6"-8" outside of rootball.
 - Loosely stake tree trunk to allow for trunk flexing.
 - Stake trees just below first branch with 2"-3" wide belt-like, nylon or plastic straps (2 per tree on opposite sides of tree, connect from tree to stake horizontally. Do not use rope or wire through a hose.)
 - Remove all staking materials after 1 year.



TREE PLANTING DETAIL