



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

BID No. 2015-020

Issued : April 8, 2015

Subject : Drop-Off Site for Leaves, Brush and Wood Waste

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 3:00 pm April 27, 2015, 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Any bid may be withdrawn prior to the above-scheduled time for receiving bids or authorized postponement thereof.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:**

No bid surety is required.

**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](http://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 the required Performance Bond (if required in bid specs) and 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 Gary Catalano at 203-385-4080.

**SPECIFICATIONS:** See next page.

**TOWN OF STRATFORD**  
**BID #2015-020**  
**Drop-off Site for Leaves, Brush and Yard Waste**  
**Specifications**

The Town of Stratford is seeking prices for a drop-off site for disposal of mixed LEAVES, BRUSH, YARD WASTE AND WOOD WASTE. Final selection shall be at the Town's discretion and shall not be solely limited to price, but shall include consideration for experience, qualifications and proven performance.

The Town of Stratford will drop off yard waste and wood waste in dump trucks and refuse trucks on bidder's permitted site.

Statement of qualifications shall be submitted at the time of proposal with a listing of present and previous customers included.

A copy of State of Connecticut DEP permit for the site where materials will be delivered shall be submitted with bid.

The successful contractor shall procure all necessary permits and insure that they are current and continually comply with present laws or future changes as they occur.

It is the Town's intention to collect mixed leaves, brush and yard waste from residents curbside and to drop off wood waste generated from the removal of trees by the Town. Approximately 1,500 to 6,000 tons of material is generated annually.

Contractor shall conform to all State, Federal and Local regulations.

Proposal shall include:

- 1) Cost to drop off material at site. Site must be located within the Town of Stratford or no further than 5 miles from boundaries.

Price shall be fixed for the term of the contract.

Contract will begin July 1, 2015.

Include any other costs, pertinent to this proposal, which may not be specifically requested. The Town will consider an alternate plan and cost to grind material on bidder's permitted site.

**BID #2015-020**  
**Town of Stratford**  
**BID FORM**

COST PROPOSAL FOR PROVIDING A SITE FOR THE DISPOSAL OF MIXED YARD WASTE, LEAVES, BRUSH AND WOOD WASTE FROM THE TOWN OF STRATFORD.

<u>DESCRIPTION</u>	<u>1<sup>ST</sup> Year</u>	<u>Optional 2<sup>nd</sup> Year</u>	<u>Optional 3<sup>rd</sup> Year</u>
Drop off charge for mixed leaves, brush, yard waste and wood waste (per ton)	_____	_____	_____

CHECKLIST

\_\_\_\_\_ A list of present and previous customers is included.

\_\_\_\_\_ A copy of State of CT DEP permit for delivery site included.

Bidder's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

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

Authorized Signature: \_\_\_\_\_

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

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