



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

BID No. 2016-045

Issued : September 20, 2016

Subject : Tree Removals at 350 King Street

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 September 27, 2016 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Any bid may be withdrawn prior to the above-scheduled time for receiving bids or authorized postponement thereof.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 bid surety is not 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. 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 Christina Batoh at cbatoh@townofstratford.com.

GENERAL SPECIFICATIONS FOR TREE REMOVAL WORK

1. To provide all supervision, labor, tools, equipment and services required for performing tree removal work at the property line between 350 King Street and Stratford High School in the Town of Stratford. A row of about 10 trees (ranging from approximately 8" to 36" dbh) requires removal between the 350 King Street property and portable classrooms adjacent to the north parking lot of the school. Removals will require a lift truck or crane due to being bound by structures on either side, and extremely narrow points of access.
2. Following removal of trees, stumps must be ground. The area must be top-soiled and seeded upon direction from the Town.
3. Bidding on this contract shall be limited to individuals, partnerships and corporations actively engaged in the field of arboriculture. Bidders shall derive a majority of income from arboriculture work. Bidders shall demonstrate competence, experience, and financial capability to carry out the terms of this contract. The Town may require proof of these qualifications.
4. All equipment to be used and all work to be performed must be in full compliance with the most current revision of American National Standards Institute Standard Z-133.1 (Safety Requirements for Pruning, Trimming, Repairing, Maintaining, Removing Trees and for Cutting Brush). These standards are made part of this contract by this reference.
5. The bidder must certify that all equipment complies to all regulations and conditions stipulated under the Williams-Steiger Occupational Safety and Health Act of 1971, as amended. The successful bidder must further certify that all items furnished under this project will conform to and comply with Federal and State of Connecticut OSHA standards. Successful bidder must agree to indemnify and hold harmless the Town of Stratford for any and all damages that maybe assessed against the Town.
6. An inspection of overhead service wires shall be made by the tree worker and by the supervisor prior to commencing work. Only a qualified line-clearance tree trimmer or qualified line clearance tree trimmer trainee shall be assigned to the work if it is found that an electrical hazard exists. A trainee shall be under the direct supervision of qualified personnel.
7. The bidder must inform the Town of safety procedures that will be followed when work is to be conducted in the proximity of overhead service wires.
8. The Contractor shall protect all utilities from damage, shall immediately contact the appropriate utility if damage should occur, and shall be responsible for all claims for damage due to his operations.
9. The Contractor shall be responsible for contacting the appropriate utility (i.e. "Call Before You Dig") for location of any underground utility services which are in the work area and which could be damaged by the Contractor's operation (i.e. stump grinding).
10. **ALL WORK SHALL BE COMPLETED WITHIN TWO WEEKS FROM THE START OF THE CONTRACT.** Work schedule, however, must be arranged with the Town of Stratford so as not to interfere with school activities and schedules. Unless otherwise authorized by the town, failure of the Contractor to comply with the

approved schedule shall be sufficient cause to give notice that the Contractor is in default of the contract.

11. All debris from tree trimming, tree removal, and stumping operations shall be cleaned up before the work crew leaves the site, unless permission is given by the Tree Warden or his Deputy Tree Warden to do otherwise.
12. All lawn areas shall be raked, all streets and sidewalks shall be swept, and all brush, branches and logs shall be removed from the site. Areas are to be left in a condition equal to that which existed prior to the commencement of tree removals.
13. It shall be the responsibility of the Contractor to remove and dispose in a proper and acceptable manner all logs, brush, and debris resulting from the tree maintenance operations at the Contractor's expense unless otherwise directed by the Tree Warden or Deputy Tree Warden.
14. The Town shall be responsible for providing police detail for traffic control or pedestrian safety as deemed necessary.

COST PROPOSAL

Lump sum cost for specified tree removals, including stump grinding: \$_____.

COMPANY: _____

ADDRESS: _____

PHONE: _____

PRINT NAME: _____

AUTHORIZED SIGNATURE: _____

DATE: _____ TITLE: _____

List at least 3 references with contact information:
