TOWN OF NEWTOWN, CONNECTICUT

INVITATION TO BID

Sealed bids will be received at the office of the Financial Director, **3 Primrose Street**, Newtown, Connecticut 06470, until but no later than **11:00 am, Wednesday, April 3, 2013:**

Cover: **SCREENED SAND FOR WINTER 2013-2014**

The Purchasing Authority of the Town of Newtown reserves the right to accept or reject any or all options, bids or proposals; to waive any technicality in any bid or part thereof, and to accept any bid deemed to be in the best interest of the Town of Newtown. The Town of Newtown is an Affirmative Action Employer-MBE/WBE are encouraged to bid.

E. Patricia Llodra
First Selectman

Robert G. Tait
Financial Director

PURCHASING AUTHORITY

TOWN OF NEWTOWN PURCHASING AUTHORITY
INSTRUCTIONS TO BIDDERS

1. Submit bids in a sealed envelope plainly marked to identify the particular bid. It is the sole responsibility of the bidder to see that the bid is in the hands of the proper authority prior to the bid opening time. Bidders may be present at the opening of the bids.

2. Withdrawals of, or amendments to bids received later than the time and date specified for bid opening will not be considered.

3. The Purchasing Authority of the Town of Newtown reserves the right to accept or reject any or all options, bids, or proposals; to waive any technicality in any bid, or part thereof, and to accept any bid deemed to be in the best interest of the Town of Newtown, Connecticut.

4. Bids may be held by the Town of Newtown for a period not to exceed sixty (60) days from the opening of the bids for the purpose of reviewing the bids and investigating the qualifications of bidders prior to the awarding of the contract.

5. Bids must be submitted on the "Sealed Bid Request" form enclosed at the end of this packet. All items must be filled in (unit cost, trade-in for each unit, etc.). Failure to comply with this requirement will automatically void the bid.

6. Trade-ins, when indicated, will be listed on the Sealed Bid Request form. The Town of Newtown reserves the right to trade all, some or none of the vehicles listed as deemed in the best interest of the Town. Bidders may submit a bid on the new vehicles with or without trade-ins or may submit bids on the trade-ins only, either individually or by lot. Trade-ins must be detailed individually as indicated on the Sealed Bid Request form. Trade-ins may be used in determining the lowest responsible bid.

7. The Town may consider proximity of the vendor's service as a factor in determining lowest price and reserves the right to award in whole or part to one or more vendors.

8. The Town agrees to pay for all equipment within thirty (30) working days after the equipment has been accepted and claim (invoice) presented.

9. Bid Security when required must be by a **certified check, letter of credit or surety bond** for five percent (5%) of the total bid, payable to the Town of Newtown. If a surety bond is enclosed, it shall be written on AIA Document A310, Bid Bond, unless otherwise provided in the Bidding Documents, and the attorney-in-fact who executes the bond on behalf of the surety shall affix to the bond a certified and current copy of the Power of Attorney.

10. The Town of Newtown reserves the right to retain the bid security of Bidders to whom an award is being considered until either: (a) the Contract has been executed and bonds, if required, have been furnished, or (b) the specified time has elapsed so that Bids may be withdrawn or (c) all bids have been rejected.

11. Prior to awarding any contract exceeding $25,000.00 for the construction, alteration, or repair for any public building or public work, a 100% performance bond and a labor or materialmen's bond must be furnished by the person to whom the contract is awarded.

12. Performance Bond when required must be by a **certified check, letter of credit or performance bond** for one hundred percent (100%) of the total bid. When submitting a performance bond, bonds must be written on AIA Document A312, Performance Bond and Payment Bond. Both bonds shall be written in the amount of the Contract Sum.

13. The successful bidder will be required to post a Certificate of Insurance, with the Town of Newtown named as additional insured, in an amount to be determined by the Town of Newtown.

TECHNICAL SPECIFICATION
BID PROCEDURES
SCREENED SAND FOR SNOW AND ICE CONTROL
July 1, 2012 through June 30, 2013

The Town of Newtown is seeking proposals for various quantities, quoted in cubic yards, of screened sand for snow and ice control. The gradation of the sand shall be such that all of the material shall meet Connecticut DOT standard and specification for sand for snow and ice control as noted below:

SIEVE SIZE	PERCENT PASSING
½"	100%
3/8"	98 - 100
# 4	70 - 100
# 50	0 - 40
# 100	0 - 15
# 200	0 - 5

The low bidder(s) shall deliver a laboratory test and a truckload sample of no less than 6 yards to the Highway Department Garage, 4 Turkey Hill Road, Newtown Ct. for further inspection and testing (at the discretion of the Town) within ten working days, barring weather delay, after notification of preliminary selection by the town. If the quality and character of the sample(s) is (are) unsatisfactory to the Town bid shall be rejected. If the quality and the character of the sample(s) is (are) satisfactory to the Town, the bidder(s) shall arrange for inspection of the source(s) is(are) of such uniform quality that the sample(s) can be reasonably considered representative. Award(s) will be made to the lowest responsible bidder(s) whose material(s)offered is (are) satisfactory to the Town.

The full amount of sand awarded under each contract shall be delivered according to the schedule provided by the Director of Public Works or his designee at the time of award. Failure of the bidder(s) to make delivery as specified may be grounds for the bidder(s) being rejected from consideration for any future contracts with the Town of Newtown. If the failure of the bidder(s) to make timely deliveries continues and is not corrected to the satisfaction of the Director of Public Works or his designee, the remainder of that bidders award may be cancelled and given to the next lowest bidder. The first order of winter sand shall be delivered according to the following schedule:

Minimum Quantity Delivered	**Delivery Completion Date**
1,500 CY	October 31, 2013
1,500 CY	November 20, 2013

The proposals shall be in the form of a sealed bid stating the unit price per cubic yard of sand at various quantity levels delivered by the bidder to the Highway Garage, Turkey Hill Road, Newtown, Connecticut and if picked up by the Town of Newtown at the bidder's yard loaded on Town trucks by the bidder.

TOWN OF NEWTOWN

SEALED BID REQUEST

BID OPENING DATE: Wednesday, April 3, 2013 TIME: 11:00 am

LOCATION – Finance Department, Municipal Center, 3 Primrose St. Newtown, CT 06470

BID TITLE – SCREENED SAND FOR WINTER

SECURITY REQUIRED – NONE

DATED IN NEWTOWN – March 20, 2013

Cubic Yard	Delivered to Highway Garage	Picked up by the town at the Bidder's yard & loaded by bidder
	Per Cubic Yard	Per Cubic Yard
2,000	$	$
4,000	$	$
6,000	$	$
8,000	$	$
10,000	$	$
12,000	$	$
14,000	$	$

LOCATION OF BIDDER'S YARD:

COMPANY

SIGNATURE

ADDRESS

SIGNED BY (PRINT/TYPE)

TOWN, STATE, ZIP

TITLE

TELEPHONE /FAX

DATE

Tax ID Number

E-MAIL ADDRESS