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, Monday, May 13, 2013:**

Cover: **SCRAP TIRE COLLECTION**

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.

TOWN OF NEWTOWN
BID SPECIFICATIONS

SCRAP TIRE COLLECTION SERVICES & TIRE TRAILER RENTAL

The Town of Newtown wishes to solicit prices for rental and removal of scrap tire trailer(s), at the Transfer Station on Ethan Allen Road, Newtown, CT. The trailer or scrap tire container should hold approximately 12 tons of tires (1200 tires-no rims) and must be removed and replaced with an empty trailer when requested by the Town (on average 1 time every 3 weeks, but there is no guarantee of the actual number or frequency needed).

TOWN OF NEWTOWN

SEALED BID REQUEST

BID OPENING DATE: Monday, May 13, 2013 **TIME:** 11:00 am

LOCATION: Finance Dept., Municipal Center, 3 Primrose Street, Newtown, CT 06470

BID TITLE: **SCRAP TIRE COLLECTION & TRAILER RENTAL**

SECURITY REQUIRED: NONE

DATED IN NEWTOWN: April 18, 2013

PLEASE NOTE: ONE (1) ORIGINAL AND ONE (1) COPY OF SEALED BID MUST BE SUBMITTED.

Monthly Trailer Rental	$_____
Full Trailer Removal-Per Trip	$_____
Oversized Tires	$_____

YES/NO I am willing to honor a second contract year if such option is exercised by the Town of Newtown at the price offered in this bid.

COMPANY	**SIGNATURE**
ADDRESS	**SIGNED BY (Print or Type)**
ADDRESS 2	**TITLE**
ADDRESS 3	**FAX NO.**
TELEPHONE NO.	**DATE**
TAX ID NUMBER	**E-MAIL**