

**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, Thursday, August 27, 2015:**

Cover: **2015 TREE REMOVAL - BID #1**

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. Specifications and bid documents may be obtained at [www.newtown-ct.gov](http://www.newtown-ct.gov) under the Purchasing Department.



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E. Patricia Llodra  
First Selectman



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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.

TREE WARDEN  
TOWN OF NEWTOWN  
4 Turkey Hill Road  
Newtown, Ct. 06470  
MICHAEL D. McCarthy

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Tree removal bid specifications.  
**[Any deviation from these specifications must be in writing from  
The Newtown Tree Warden]**

1. All trees are marked with a blue number and a yellow "X", or a blue  
And yellow "X"
2. All work **MUST** be completed within 60 [sixty] <sup>calendar</sup> ~~calendar~~ days of the  
Awarding of the BID.
3. All work will be done utilizing all appropriate SAFETY EQUIPMENT  
at all times.
4. Traffic control is the responsibility of the contractor.
5. All Brush, chips, rakings, and wood will be removed from the job site  
and can be taken to the Newtown Transfer Station. All wood  
Must be 4 [four] foot long or less when delivered to the Transfer  
Station.
6. Stumps will be cut as low as possible and be **FLAT** topped.
7. ALL WOOD MUST be removed from the job site within THREE days  
of the tree takedown.
8. All completed work will be inspected and approved by the Newtown  
Tree Warden prior to payment.
9. All work MUST be completed and INVOICED within **45** days
10. ***CURRENT CERTIFICATE OF INSPECTION FOR ANY  
MANLIFT, AREIAL DEVICE MUST BE ON FILE  
with Newtown Public Works, PRIOR TO THE START  
OF ANY WORK.***

July 2015

**BID #1**

<b>Tree #</b>	<b>Species</b>	<b>Location</b>
2	ASH (3)	3 Bradley Lane
3	Oak (2)	31 Bradley lane
4	Tulip (2)	31 Bradley Lane
5	Double Beech, Black Birch	33 Bradley Lane
6. Starting at Great Ring Road to 1 <sup>st</sup> driveway on right on Bradley Lane		
	7 Maple ,	1 leader over road ( blue and yellow stripe On leader to be removed)
10	Tulip	19 Great Quarter
11	Tulip	1 Crab Apple Lane
17	Maple (2)	Stonebridge Trail (before #2)
51	Maple (3)	Old Bridge Road

