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 #2**

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 under the Purchasing Department.

E. P. Llodra

E. Patricia Llodra
First Selectman

Robert Tait

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
Tree Warden
4 Turkey Hill Road
Newtown, CT 06470
203-270-4300

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] ~~colander~~ 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 2

Tree #	Species	Location
A. Butterfield Road from Hanover Road to Parmalee Hill Road		
20	Black Birch, Hickory, Elm	
21	Black Birch, Maple	
22	Ash (3)	
23	Maple	
24	Maple	
25	Oak, Black Birch (across road from Oak)	
26	Ash, Dead tree (behind Ash)	
27	Ash (9), maple, dead tree	
B. Georges Hill Road Butterfield Road to Pond Brook Road		
28	Ash	
29	Maple (3)	
30	Hickory (2)	
31	Elm, Ash	
32	Maple (3), Ash, Dead tree	
33	Maple (4)	
34	Maple	52 Pond Brook Road
35	Maple, Hemlock	61 Pond Brook Road
36	Maple (3 leader)	64 Pond Brook Road
13	Ash	16 Pond Brook Road

TOWN OF NEWTOWN

SEALED BID REQUEST

BID OPENING DAT Thursday, August 27, 2015 **TIME:** 11:00 am

LOCATION: Finance Dept., Town Hall, 3 Primrose Street, Newtown, CT 06470

BID TITLE: TREE REMOVAL – VARIOUS ROADS – BID II

SECURITY REQUIRED: NONE

DATED IN NEWTOWN: August 10, 2015

Is your company a MBE/WBE Business: _____ **(YES)** _____ **(NO)**

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