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 22, 2015:**

Cover: **CATCH BASIN CLEANING**

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. 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.

CLEANING CATCH BASINS
SPECIFICATIONS

1. GENERAL DESCRIPTION OF WORK
The Town proposes to have catch basins cleaned substantially in accordance with the attached schedule.

2. WORKMEN
The Contractor will supply at least one competent, faithful, skilled and experienced operator and helper, as needed, per vehicle to do the work. If at any time the Director of Public Works, or his designee, shall notify the Contractor that any operator on the job is apparently incompetent or unfaithful, such operator shall be removed promptly from the job and shall not again be employed on the job without the permission of the Director of Public Works, or his designee.

3. EXPERIENCE
Satisfactory evidence MUST BE SUBMITTED with each bid to indicate experience in cleaning catch basins. For this purpose, a list of at least four (4) municipalities where this work has been done within the past two (2) years shall be furnished.

4. CLEANUP
Upon suspension or completion of the work, the Contractor shall remove all materials, equipment and rubbish, and shall leave the premises in a neat and orderly condition.

5. TIME OF STARTING AND COMPLETION
Work shall be performed substantially within the intervals scheduled by the Town. Any variation in these schedules shall be by written agreement. If the Contractor shall be delayed in the completion of the work by or on account of any act of omission by the Town, by strikes or other causes beyond the control of the Contractor, the latter shall be entitled to such reasonable extension of time for the completion of the work as may be decided by the Director of Public Works or his designee, provided such request for extension of time is submitted in writing.

Equipment breakdown shall not be a valid cause for a time extension request. Contractor shall be expected to have available backup equipment.

6. LIST OF BASINS TO BE CLEANED
A list of basins to be cleaned with their locations shall be supplied to the Contractor by the Town when the work is started, and the Contractor cannot be paid for cleaning basins other than those designated.

7. EQUIPMENT
The cleaning machine must be a 1989 model or newer. It shall be capable of efficient, reliable operation.

Actual operation of equipment may be witnessed by the Director of Public Works or his designee on request, prior to the awarding of the contract by the Town. The equipment owned by the Contractor will be indicated on the bid, in the space provided.

8. MEASURE OF COMPLETENESS OF JOB
On completion of the job, catch basins must be free of debris to a degree that will ensure their efficient operation. Such degree of cleanliness is to be reasonably determined by the Director of Public Works or his designee. The Contractor may be recalled to re-clean any unsatisfactorily cleaned basin(s) without charge. (i.e. a full sump below the outlet level of a basin is **not** a clean basin)

9. TRAFFIC
Work is to be accomplished with the least inconvenience to the general public, with due regard to traffic safety. Any expense necessary for safe traffic control (flagmen, if required) is the responsibility of the Contractor.

10. BASIS FOR PAYMENT
The Contractor will report to the Director of Public Works or his designee the number of and which catch basins cleaned and the number of hours worked each day. These reports shall be submitted the following business day.

11. FAILURE TO ADHERE TO SPECIFICATIONS
Failure to the successful bidder to comply with any section of these specifications, unless specifically waived in writing by the Director of Public Works or his designee, will be sufficient cause for cancellation of the contract, and the Town will not be responsible for any payment on the unfilled portion of the contract.

12. BIDS PER BASIN AND PER HOUR
Vendors will be expected to bid per basin. They may offer an alternate bid on a PER HOUR basis. Vendors will be expected to honor their per hour bid, if one is submitted.

13. CONTINUITY OF WORK
The primary purpose of this invitation is to cover the usual annual cleaning program in the town. The bid per basin shall not apply to the occasional random cleaning of a small number of basins. It is expected that the per basin bid will apply only where a large number of basins are to be serviced at one time. It is expected that once work has started, the vendor will provide continuous service until completion of the project.

14. QUANTITIES
Approximately 4,000 basins. The final number of basins will be determined by available funds and the unit price accepted.

TOWN OF NEWTOWN

SEALED BID REQUEST

BID OPENING DATE: Wednesday, April 22, 2015 **TIME:** 11:00 am

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

BID TITLE: **CATCH BASIN CLEANING**

SECURITY REQUIRED: NONE

DATED IN NEWTOWN: March 5, 2015

PLEASE NOTE: ONE (1) ORIGINAL AND ONE (1) COPY OF SEALED BID MUST BE SUBMITTED. Is your company a MBE/WBE business: _____OR_____
(YES) (NO)

Equipment to be Utilized:

Model_____Year_____Plate No._____

Model_____Year_____Plate No._____

Model_____Year_____Plate No._____

Model_____Year_____Plate No._____

PER BASIN (Approximately 4,000 + or -) $_____

HOURLY CHARGE $_____

We are willing to honor a second contract year if such an option is exercised by the Town of Newtown at the price offered in this bid. _____YES _____NO

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