

SPECIFICATIONS FOR

Cemetery Mowing

TOWN OF GOSHEN

GOSHEN, CT 06756

January 21, 2016

Prepared by:

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SPECIFICATIONS

Bid: CEMETERY MOWING

Overview:

The Town of Goshen is planning to maintain six (6) cemeteries within the Town. Maintenance costs of mowing and trimming, spring cleanup, fall cleanup, trimming hydrangea bushes at one cemetery, brush-hog clearing annually at another cemetery, and brush clearing, grading and seeding at specific cemeteries as required.

The cemeteries are as follows:

East Street Cemetery located on East Street North

Oviatt Cemetery located on Hageman Shean Road

Hall Meadow Cemetery located on Route 272.

Westside Cemetery located on Westside Road

West Goshen Cemetery located on Milton Road

Old Middle Street Cemetery located on Old Middle Street

Initialed by contractor _____

Bid: Cemetery Maintenance

Scope of Work:

- A. 1. Mowing and trimming weekly as needed based on growth of grass during the period of May (usually following mid-month) into October (usually mid-month). The Town retains the right to cancel mowing during periods of limited grass growth due to weather or other conditions. Mowing and trimming includes the cleared area within the cemetery and the grass area in front of the cemetery to the road side or end of the access road at Hall Meadow Cemetery. Mowing and trimming has historically been performed, though it may vary from year to year based on the weather conditions, as follows:
- a. May 2 times
 - b. June 3 times
 - c. July 4 times
 - d. August 3 times
 - e. September 3 to 4 times
 - f. October 2 times
2. Spring cleanup which includes the Oviatt Cemetery, East Street Cemetery and West Goshen Cemetery removal of any brush, small trees and vines growing along the walls to be completed before Memorial Day.
3. Fall cleanup of any leaves that have fallen. Usually required after all leaves have dropped. Most cemeteries have few trees, except for the Oviatt Cemetery and West Goshen Cemetery, requiring removal of leaves from the surrounding properties.
4. Late fall trim hydrangea bushes along the fence at the front of the East Street North Cemetery.
5. Annually brush-hog the area between the grass area and the road-side in front of the Hall Meadow Cemetery.
6. Provide hourly work clearing brush, grading and seeding primarily along the edges of the Hall Meadow Cemetery, Old Middle Street Cemetery and the Westside Cemetery as scheduled and directed by the Sexton. (These projects will be separately scheduled as funds are available.)

Initialed by contractor _____

B. General Conditions:

1. The contractor is expected to assess conditions and perform the work as determined by the weather conditions. Any questions can be addressed to the Sexton.
2. Special attention is to be made to avoid hitting and/or defacing any of the grave markings.
3. Finished mowing and trimming is to give a neat appearance with no clog of grass and no standing "trails".
4. Cans, paper, and other items left by the public are to be removed, not mowed and left in the grass.
5. Any grave decorations are to remain until they are completely dead and then removed from the grounds. Decorative containers are to remain for removal by the family or the Sexton, though dead contents are to be removed. These are not common in these cemeteries.
6. Special attention should be paid to having all cemeteries presentable for Memorial Day, Fourth of July, and Labor Day.

C. Supporting Conditions:

1. Contractor shall supply all safety signs and require employees to perform work under applicable OSHA regulations.
2. Billings are to be submitted monthly indicating dates work was performed and location.
3. Contracts maybe awarded separately for each item listed under A above.

Include a signed copy of the specifications page with your bid proposal.

Please initial each page where indicated and submit them with your bid.

INCLUDE A COPY OF YOUR CERTIFICATE OF INSURANCE WITH YOUR BID PROPOSAL. THE TOWN OF GOSHEN MUST BE NAMED AS AN ADDITIONAL INSURED ON YOUR INSURANCE CERTIFICATE. NO BID WILL BE ACCEPTED OR CONSIDERED WITHOUT AN ATTACHED CERTIFICATE OF INSURANCE

Initialed by contractor ____

INSTRUCTIONS TO BIDDERS

BIDDING PROCEDURES:

Bids shall be submitted on the forms designated by the Town of Goshen.

Bidder shall assume full responsibility for timely delivery at the location designated for receipt of bids: Town Hall, First Selectman's Office, 42-A North Street, Goshen, CT 06756.

BIDDER QUALIFICATIONS:

In order to qualify as a bidder for this project, the Contractor shall have been in business for three (3) years. Bidder shall submit a Certificate of Insurance for Liability and Workers' Compensation as outlined in the Insurance Section.

BID OPENING:

Bids will be opened publicly on **February 16, 2016** at 5:00 p.m at the Selectmen's meeting Goshen Town Hall, 42-A North Street, Goshen, CT 06756.

EXAMINATION OF BIDDING DOCUMENTS:

Bidders are to examine all documents and visit the sites to thoroughly acquaint themselves with all aspects of the Project.

MODIFICATION OR WITHDRAWAL OF BID:

Bids can be withdrawn or modified only by written or telegraphic request received before bid receipt time of 5:00 P.M., **February 16, 2016**. Telegraphic requests must be confirmed by letter postmarked earlier than bid opening time.

FAIR EMPLOYMENT PRACTICES:

The successful Contractor shall agree that neither he nor his Sub-contractor will refuse to hire or employ or to bar or to discharge from employment an individual, or to discriminate against him in compensation or ill terms, conditions or privileges of employment because of race, color, religious creed, age, sex, national origin, or ancestry, except in the case of a bona fide occupational qualification or need.

The terms stated above are taken from Section 31-126 of the Connecticut General Statutes, "Unfair Employment Practices". In addition, the Contractor shall not discriminate with regard to requirements of ADA.

INSURANCE:

Contractor shall carry the following minimum insurance coverages and a **Certificate of Insurance must accompany all bids:**

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1. Statutory Workers Compensation and Employers Liability with limits of \$100,000 each Accident, \$100,000 Disease-each employee and \$500,000 Disease-policy limit.
2. Commercial General Liability (Form 1988 ISO Occurrence Form or equivalent)

Limits: 1,000,000 - Each Occurrence for Bodily Injury and Property Damage
\$1,000,000 - Products, Completed Operations Aggregate Limit
\$1,000,000 - General Liability Aggregate* Limit
\$1,000,000 - Personal Injury

*General Aggregate MUST include per project endorsement.

The Town of Goshen, its officials, employees and volunteers, MUST be additional insureds with reference to this project on a primary basis. The policy endorsement evidencing this coverage must be provided with the certificate of liability insurance.

The insurer shall waive all rights of subrogation against the Town of Goshen, its officers, employees and volunteers arising from work performed by contractor pursuant to any permit issued by the Town of Goshen

Umbrella limits over General Liability limits may be used to make up the required limits. The additional insured coverage MUST be provided by the Umbrella to mirror the General Liability coverage.

3. Automobile Liability covering all owned, non-owned and hired vehicles.

Limit: \$1,000,000 - Combined Single Limit for Bodily Injury and Property Damage.
Umbrella limits over Automobile Liability limits may be used to make up the required limits.

If Umbrella Liability is used to make up required limits, the policy shall not reduce or restrict coverage provided by the underlying Commercial General Liability or Automobile Liability insurance policies.

Any cancellation or reduction or material changes in insurance coverage will require thirty (30) days notice to the Town of Goshen by certified mail with return receipt requested.

Insurance carriers providing the required insurance coverages must have an A.M. Best's financial rating of "A- VII" or better.

REJECTION OF BIDS:

The TOWN OF GOSHEN reserves the right to reject any or all bids and the right to waive any informalities in the bidding and to make award in any manner that is most beneficial to the TOWN OF GOSHEN. Nothing in the bidding requirements or the contract documents shall be interpreted as restricting these rights.

Bid may be rejected if it includes unexplained interlineations, alterations, or erasures, if it is made subject to any qualifications or restriction added by the bidder, if it is in any way incomplete or irregular.

AWARD OF CONTRACT:

The TOWN OF GOSHEN reserves the right to accept any bid or to reject any or all bids and the right to waive any informalities in the bidding and to make award in any manner that is most beneficial to the TOWN OF GOSHEN. Nothing in the bidding requirements or the contract documents shall be interpreted as restricting these rights.

Initialed by contractor _____

TOWN OF GOSHEN

Bid Form:

Date: _____

Submit price per mowing and for Fall and Spring cleanup

Price per mowing (all six cemeteries) \$ _____

Fall cleanup (East Street) \$ _____
(Hall Meadow) \$ _____
(Old Middle Street) \$ _____
(Westside) \$ _____
(Oviatt) \$ _____
(West Goshen) \$ _____

Spring Cleanup (East Street) \$ _____
(Hall Meadow) \$ _____
(Old Middle Street) \$ _____
(Westside) \$ _____
(Oviatt) \$ _____
(West Goshen) \$ _____

Trimming Hydrangea (East Street) \$ _____

Brush Hog (Hall Meadow) \$ _____
Hourly work rate \$ _____

Please complete this form in duplicate)

Include name, address, and telephone and fax numbers.

NAME (Printed)

SIGNATURE

ADDRESS

TELEPHONE

FAX

NON-COLLUSION AFFIDAVIT

The undersigned certifies, under penalty of perjury, that to the best of his/her knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultations, communication, or agreement with any other bidder or competitor on any matter whatsoever for the purpose of restricting competition;
2. Except as may be required by law, prices quoted in this bid have not been knowingly disclosed by the bidder, directly or indirectly, to any other bidder or competitor, nor will they be so disclosed prior to the opening of bids;
3. No attempt has been made nor will be made by the bidder to induce any other person, partnership, or corporation to submit or to refrain from submitting a bid on this project.

BIDDER: _____

FIRM NAME: _____

ADDRESS: _____

TELEPHONE: _____

FAX: _____

SIGNATURE: _____

DATE: _____