

**SPECIFICATIONS FOR
LAWN MOWING & BRUSH HOGGING**

**TOWN OF GOSHEN
TOWN HALL
AND
PUBLIC WORKS DEPARTMENT
GOSHEN, CT 06756**

January 21, 2016

Prepared by:

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Public Works Supervisor
Town of Goshen
Goshen, CT 06756

SPECIFICATIONS

Bid: LAWN MOWING BRUSH HOGGING

Scope of Work:

- A. Weekly (or as needed) mowing of lawn at Public Works complex – 38 Torrington Road.
- B. Weekly (or as needed) mowing of lawn at the Town Hall Park area – 42-A North Street.
- C. Spring and Fall Clean-up of Public Works complex and Town Hall Park.
- D. Brush Hogging twice during season, Tyler Lake lot, as directed by Public Works Supervisor.
- E. Brush Hogging twice during season, Town Hall field, as directed by Public Works Supervisor.
- F. Brush Hogging twice during season, East Street South Lot, as directed by Public Works Supervisor.
- G. The Town of Goshen shall make routine inspections of work, performance and quality.
- H. Mowing Tyler Lake Dam twice per season, as directed by Public Works Supervisor.

Contractor

Town of Goshen

INVITATION TO BID

Submit sealed bids to the First Selectman's office, Town of Goshen, 42-A North Street, Goshen, CT 06756. Bids will be opened publicly and read aloud at the Selectmen's meeting starting at **5:00 p.m. on February 16, 2016**. Clearly mark the outside of your proposal "Lawn Mowing Sealed Bid". No bids will be accepted after **5:00 p.m. on February 16, 2016**.

The Town of Goshen reserves the right to waive any informalities in Bids, to reject any or all Bids, or to accept any proposal that in their judgment will be in the best interest of the Town of Goshen.

The Town of Goshen does not discriminate on the basis of sex, race, age, physical disability, religion or national origin.

**INCLUDE A SIGNED COPY OF THE SPECIFICATIONS PAGE with your bid proposal.
INCLUDE A SIGNED COPY OF THE NON-COLLUSION AFFIDAVIT**

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 by **5:00 p.m. February 16, 2016**.

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 as outlined in the Insurance Section.

BID OPENING:

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

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 for the duration of the project. If awarded the bid for the project, proof of insurance as outlined below in the insurance section, must be provided within 10 working days of notification of the award. No award will be complete until the Town of Goshen receives the properly completed insurance certificate naming the Town of Goshen as an additional insured.

We understand that the insurance company may not be able to produce the policy endorsement evidencing the coverage within 10 working days. However, we expect to receive this policy endorsement within a reasonable time period or the contract will be void.

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.

All losses defined which are not recoverable by virtue of any deductible clause, shall be absorbed by the Contractor.

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, or if it is not accompanied by bid security as prescribed herein.

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.

TOWN OF GOSHEN

Bid Form:

Date: _____

Contractor's Name: _____

Contractor's Address: _____

Contractor's Phone: _____

Contractor's FAX: _____

Price Per Mowing Public Works Complex \$ _____

Price Per Mowing Town Hall Park \$ _____

Price Per Brush Hogging – Tyler Lake Lot \$ _____

Price Per Brush Hogging – Town Hall Field \$ _____

Price Per Brush Hogging - East Street South Lot \$ _____

Price Per Spring Clean Up \$ _____

Price Per Fall Clean Up \$ _____

Price Per Tyler Lake Dam Mowing \$ _____

(Please complete this form in duplicate)

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: _____