



**TOWN OF STRATFORD
PURCHASING DEPARTMENT
STRATFORD, CONNECTICUT**

BID No. 2009-019

Issued : March 3, 2009

Subject : Contract for Cleaning and Mowing of Esplanades & Traffic Circles

The Town of Stratford through the Office of the Purchasing Agent, will receive SEALED BIDS for furnishing the equipment described in the accompanying specifications, in accordance with the instructions, conditions and reservations that follow:

A. CLOSING DATE:

Bids will be received until 3:00 pm March 18, 2009, at which time they will be publicly opened and read. All bidders are invited to attend this public opening, which will be held immediately following the closing time specified above, in the Office of the Purchasing Agent, Room 202, Town Hall, 2725 Main Street, Stratford, CT 06615.

Any bid may be withdrawn prior to the above-scheduled time for receiving bids or authorized postponement thereof. Any bids received after the date and time specified shall NOT be considered. No bidder may withdraw a bid within 45 days after the actual opening thereof.

B. INSTRUCTIONS:

All proposals must be addressed to the attention of the Purchasing Agent, in a sealed envelope with bid subject and number on the face thereof. Proposals may be mailed or submitted in person. FAXED PROPOSALS ARE NOT ACCEPTED.

C. CONDITIONS:

Bidders must state specifically what equipment they propose to supply, giving manufacturer's name, model number, etc. A detailed description should accompany your bid. Any exceptions to Town Specifications should be listed in your bid response.

Bid Surety:

A Certified Check, Cashier's Check or Bid Bond in the amount of \$ 1,500.00 must accompany each proposal, made payable to the Town of Stratford. No bid will be considered without this surety. Upon award or rejection of the bid, all Certified Checks or Cashier's Checks received in lieu of Bid Bonds will be returned to the bidders.

Performance Bond

No Performance Bond is required for this bid.

The following information should also be covered in your bid:

Payment: Final payment will be made upon the acceptance of the completed work by an authorized representative of the Town of Stratford. NO partial payments will be made. Invoices covering the work specified herein should be forwarded to the Purchasing Department upon completion of the project.

Delivery: Please state as accurately as possible how long it will take to complete delivery after receipt of order, if you are the successful bidder.

Warranty: All proposals must state the exact nature and duration of any warranty applicable to the equipment you propose to sell to the Town.

Taxes: The Town of Stratford is exempt from all State and Federal taxes. Do not include these amounts in your quotation.

Bid Award: The bid award will be determined by a combination of price, references and equipment proposed.

D. RESERVATIONS:

The Town of Stratford may consider informal any proposal not prepared and submitted to the Town in accordance with the provisions herein stated. The Town of Stratford reserves the right to reject any or all proposals or parts of proposals; to waive defects in same proposals; or to accept any proposal or part thereof deemed to be in the best interests of the Town of Stratford.

Michael Bonnar, Purchasing Agent

For additional information, contact Phil Handy, Parks Superintendent at 203-385-4080

SPECIFICATIONS: See next page.

**TOWN OF STRATFORD
BID #2009-019**

**CONTRACT MAINTENANCE
OF
ESPLANADES AND TRAFFIC CIRCLES**

March 3, 2009

SPECIFICATIONS

1. Length of Work

The projects of cleaning and mowing esplanade and traffic island maintenance must commence at the beginning of the month of May and finish at the end of the growing season.

2. Description of Work

This contract administers the cutting of the lawns at each of the sites of Contracts 1 –20 as described in the appendix of this document.

3. Tools

The contractor will furnish all the supplies and labor required for the proper execution of work. The lawn mowers must be equipped with mufflers, with tires suitable for grass and be adequate for the required work.

4. Nature of the Work

Before the first mowing, the contractor must clean the lawn of all debris from the winter, and before each cutting, clear the lawn of any trash, such as papers or various other refuse.

The lawns will be cut to a height of 2” from the soil and before they reach a height of 3-1/2 inches.

All finishing work around obstacles, such as enclosures, buildings, sidewalks, trees, etc., to be done by hand is included and must be done simultaneously with the cutting of the lawn of that area.

The contractor must take all precautions necessary to avoid damaging obstacles such as trees, stakes, plant fences, posts assigns, street lights, etc. The Town at the expense of the contractor will remediate any damage caused by or cleaning necessitated by improper work of the contractor.

5. Safety Equipment and Clearing of Work Areas

Any installation of barricades and protective equipment and the clearing of the work areas must be foreseen by the contractor and done at his expense.

6. Responsibility

The Town of Stratford will not be held responsible for any machinery used and left temporarily on the aforesaid areas.

During the duration of the work the contractor must maintain insurance against claims for damage due to personal injury and property damage.

7. Working Hours

The work may be done from Monday through Saturday inclusive, during the hours between 7a.m. and 7 p.m. for the duration of the growing season of the lawns.

8. Extension of the Contract

If certain areas to be cut are added or deleted during the course of the growing season the price will be adjusted according to the price per area that the contractor has included in his submitted bid for the entire period, with fractions of months being treated as one month. The Town retains the option of renewing the contract for an additional season if agreeable to both parties.

9. Presentation of Prices

These contracts are valid for one season. The contractor must include an overall price for each contract for one growing season.

10. Inspection of Sites

The contractor must have visited these sites and be thoroughly familiar with their configurations and dimensions. Questions on dimensions and location of property lines are to be directed to the Superintendent of Parks at 385-4080.

11. Authorization

All work must be done under the supervision of the head of the Parks Division or his authorized representative. Any work done without his authorization will not be compensated.

12. Equipment

With his submission the contractor must furnish a list of machinery that will be used for the work listed above. The equipment will be inspected by the head of the Parks Division or his authorized representative before the contract is granted in order to determine whether it is adequate.

13. Billing

Billing will be on a monthly basis.

14. Penalty

In the event that a successful bidder is not prepared to fulfill the obligations of the contract and to conform to its requirements to the satisfaction of the Parks Division, or if the obligations are not fulfilled, the Town will be able to terminate the contract without the contractor's being able to take any action against the Town. If this should occur the Town may confiscate the remaining balance of the

contract to guarantee completion of the contract by either hiring another contractor or completing the work with its Town personnel and equipment.

15. Statement of the Company or Corporation

If the winning bidder is a company or corporation, its submission must be accompanied by a statement naming a person authorized to sign, for and in the name of the company or corporation, the submission and the documents which are attached to it as well as the contract.

16. Insurance

A. General Liability

Occurrence limit \$1,000,000; aggregate limit \$2,000,000. The insurance carried by the proposer shall be on form CG 00 01, or equivalent. The Town of Stratford shall be named as an additional insured on the contractor's General Liability Insurance Policy with form CG 20 10 or CG 20 33, *and* CG 20 37.

B. Automobile Liability

Combined single limit of \$1,000,000. Comprehensive automobile policy to cover all owned, hired or non-owned automobiles or vehicles.

C. Workers Compensation

The proposer must have workers' compensation and employers liability insurance as required by Connecticut and federal law, plus employers liability limits of \$1,000,000 per accident, 1,000,000 disease each employee and \$1,000,000 disease policy limit.

D. Umbrella Liability

The proposer shall have a minimum coverage of \$3,000,000 excess umbrella coverage, naming the Town as additional insured.

E. Professional Liability

The proposer must maintain an Appraiser's Professional Liability Insurance policy with an occurrence limit \$1,000,000 and an aggregate limit \$2,000,000. Any deductible applicable to a claim must be noted on the certificate of insurance.

The proposer shall procure and pay for the insurance coverage described above and must maintain the indicated insurance for a period of two (2) years after completion of the contract. All policies shall provide for thirty (30) days written

notice prior to cancellation, substantial change or nonrenewal. The successful bidder must file the required Performance Bond and an Insurance Certificate within two weeks of the date of notification of award. Failure or neglect to do so may be considered by the Town as proof that the proposer is unable to fulfill the contract. **A current insurance certificate and a copy of the endorsement or policy wording adding the Town as Additional Insured must be in the Town's possession at all times.** In addition, the selected firm shall require its subcontractors, if any, to meet the same insurance requirements and to furnish the Town with similar evidence of insurance.

In addition, the proposer shall, at all times, save, indemnify and hold harmless the Town of Stratford, its officers, agents, employees and servants from liability of any nature or kind, including costs and expenses for or on account of, any patented or copyrighted equipment, materials, articles, or processes used in the performance of this contract, or on account of any and all claims, damages, losses, litigation expense and counsel fees arising out of loss or injuries (including death) sustained by or alleged to have been sustained by the public or any persons affected by the proposer's work, or by the proposer or any subcontractor, or anyone directly or indirectly employed by them while engaged in the performance of their duties in connection with this contract.

17. Submitted Prices

See attached sheet

LIST OF ESPLANADES AND TRAFFIC ISLANDS

TOWN OF STRATFORD BID #2009-019 BID PRICE SHEET
Contract for Cleaning and Mowing of Esplanades and Traffic Circles

No.	Name	Location	Litter Clean up	Mow & Trim	Price per Week	Season Total
1	Beaver Dam	Beaver Dam Road and Huntington Road	weekly	weekly		
2	Birchwood Square	Birchwood Sq and Nichols Avenue	weekly	weekly		
3	Boothe Street Explanade	Boothe Street and Broadbridge Avenue	weekly	weekly		
4	Broadbridge Avenue Esplanade	Broadbridge Avenue and Boothe Street	weekly	weekly		
5	East Broadway and Elm Street	East Broadway and Elm Street	weekly	weekly		
6	Cutspring Road Espanade	Main and Cutspring Road	weekly	weekly		
7	Elm & Main St Circle	Elm Street and Main Street	weekly	weekly		
8	Elm and South Esplanade	Elm Street and South Avenue	weekly	weekly		
9	Emery Street	End of street along Fence	weekly	weekly		
10	Eunice Parkway Esplanade	Eunice Parkway	weekly	weekly		
11	Garden Street Esplanade	Garden Street	weekly	weekly		
12	Hill Top Drive	Hill Top Drive (Anson to Wigwam)	weekly	weekly		
13	Ketchum Roadside	Ketchem Road from Woodend Road the South side to Meadowview and Access Road	weekly	weekly		
14	Lincoln and Freeman Street Circle	Lincoln and Freeman Streets	weekly	weekly		
15	McPadden Drive Road Side	McPadden Drive - South side from Woodend to Main Street	weekly	weekly		
16	Meadow Street esplanade	Meadow Street	weekly	weekly		
17	Melville Circle and Esplanade	(circle and triangular piece adjacent)	weekly	weekly		
18	Mercer St Circle	Mercer and Freeman Street	weekly	weekly		
19	Norman Circle	Norman Circle	weekly	weekly		
20	Peace Acre Esplanade	Peace Acre Lane	weekly	weekly		
21	Prayer Spring Esplanade	Prayer Spring Road	weekly	weekly		
Totals						

BIDDER NAME : _____

AUTHORIZED SIGNATURE: _____

**TOWN OF STRATFORD
BIDDER INFORMATION**

BID # 2009-019 DESCRIPTION: Contract for Cleaning and Mowing of
Esplanades and Traffic Circles

Bidder's Name : _____

Address : _____

Phone : _____ Date : _____

Authorized Signature : _____

Printed Name : _____

Title : _____

References (at least three with contact name and phone number):

RETURN THIS FORM WITH THE BID PRICE SHEET.