



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

BID No. 2009-044

Issued : April 30, 2009

Subject : Temporary Help for the Sanitation Department

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 May 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Any bid may be withdrawn prior to the above-scheduled time for receiving bids or authorized postponement thereof.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:**

No Bid Surety is required for this bid.

#### **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.

**Terms:** All quotations must be F.O.B. Stratford, Conn., to the department indicated.

**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 Gary Catalano, at 203-385-4080

**SPECIFICATIONS:** See next page.

1. Bidders shall quote an hourly rate for laborers to work as required by the Sanitation Division of the Public Works Dept., during the period of July 1, 2009 through June 30, 2010. The hourly rate MUST remain firm for that Fiscal Period.

2. Temporary Help will be called for only as required, with NO guarantee as to the number of hours help will be required, or as to the amount of money to be spent. The Town's usual procedure is to issue a Blanket Order for temporary help as needed, at the quoted rate, with a maximum expenditure that will be allowed. The Sanitation division then would be responsible for calling for whatever help it needs. Nothing herein stated shall prevent the Town of Stratford from using other sources for temporary help, or from accepting the two lowest bidders.

3. Bidders shall be regularly engaged in the business of providing temporary help.

4. The Sanitation Division generally needs men on a daily basis, the same day as it is called for. Bidders must be able to guarantee they can meet the Town's needs in this regard.

5. Sanitation uses temporary help on a more or less regular basis for approx. nine or ten months of the year, starting around the first or second week in April. The men are used as Refuse Collectors. Starting time is 6:30. The Temporary Help are paid only for the hours worked, anywhere from a minimum of 4 hours up to 8 hours. Their average requirement is 3 or 4 men daily.

#### 6. Insurance Certificate:

The successful bidder must furnish proof of adequate insurance coverage, with a carrier and in a form acceptable to the Town, as follows:

##### 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.

##### 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.

##### Umbrella Liability

The proposer shall have a minimum coverage of \$1,000,000 excess umbrella coverage, naming the Town as additional insured.

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.

The successful bidder must provide the required Insurance Certificate before the Contract can be awarded. Failure or neglect to do so may be considered by the Town as proof that the bidder is unable to fulfill the terms of the Contract; and, in this event, the award will be made to the next lowest bidder.

\*\*\*Naming the Town as Certificate Holder is NOT sufficient. **Town of Stratford MUST be named as additional insured ON THE POLICY.**

TOWN OF STRATFORD  
BID #2009-044  
Temporary Help for the Sanitation Department

BID SHEET

We hereby submit the rate of \$\_\_\_\_\_ PER HOUR, for providing laborers to work in the Town's Sanitation Division, as needed during the Town of Stratford's Fiscal Year, July 1, 2009 through June 30, 2010. Price that is quoted will remain in effect for that Fiscal Period.

Price: \$\_\_\_\_\_ Per Hour

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Bidder fill in:

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE #: \_\_\_\_\_ DATE OF BID: \_\_\_\_\_

NAME \_\_\_\_\_ (print)

SIGNED: \_\_\_\_\_

Authorized Signature - Title