

TOWN OF TRUMBULL
PUBLIC WORKS DEPARTMENT
REQUEST FOR PROPOSAL
TOPSOIL & TURF ESTABLISHMENT FOR TOWNWIDE PAVING PROGRAM

GENERAL INSTRUCTIONS TO BIDDERS

BID NUMBER 6114

Due: APRIL 21, 2015 at 2:00PM

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed bids for TOPSOIL & TURF ESTABLISHMENT FOR TOWNWIDE PAVING PROGRAM in accordance with the specifications and requirements contained in this request.

1. **PREPARATION OF PROPOSALS**

- a. Bids shall be submitted by using the enclosed BID PROPOSAL FORM that accompanies this request. Submit one (1) ORIGINAL and two (2) EXACT COPIES. Bidders should submit bids in a clear, concise and legible manner to permit proper evaluation of responsive bids.
- b. Bidders may also submit, under separate cover with their proposal, any samples of reports and documents that are necessary to meet the requirements (deliverables) of this request should a purchase order be awarded
- c. No oral, telephonic, or faxed proposals will be considered. Corrections, deletions, or additions to bids may be made by wire, provided such wires are received in correct and comprehensive form prior to the opening time of bids, and confirmed by letter. No telephone corrections, deletions, or additions will be accepted. The Town reserves the right to reject any or all bids, and to waive any or all formalities in connection therewith.

2. **BID SUBMISSION**

Bids are to be submitted in a sealed envelope addressed as follows:

Bid: 6114 Due: APRIL 21, 2015 @ 2:00PM

KEVIN BOVA

Purchasing Agent

Town of Trumbull

5866 Main Street

Trumbull, CT 06611

Please be advised that the person(s) signing the formal proposal must be authorized by your organization to contractually bind your firm with regard to prices and related contractual obligations for the delivery period requested.

3. **BID TIME**

- a) Bids shall be received at the office of the Purchasing Agent Kevin Bova, Town Hall, prior to the advertised hour of opening, at which time all proposals will be publicly opened and read aloud. Any bids submitted or received after the advertised hour shall not be accepted, opened or read.
- b) A bidder may withdraw a proposal at any time prior to the above scheduled date and time. Any bid received after the above scheduled date and time shall not be considered or opened.

4. **TOWN OPTIONS**

- a) The TOWN reserves the right to reject any and all bids and does not bind itself to accept the lowest bid or any proposal for this work or any part thereof, and shall have the right to ask for new bids for the whole or parts, should it desire to do so.
- b) If your proposal does not meet or better the required specifications on all points that must be outlined in a letter otherwise it will be presumed that a proposal is in accordance with the required specifications.

5. **TAXES**

All purchases made by the Town, and associated with the award of this requirement shall be tax exempt. Any taxes must not be included in bid prices. A Town Tax Exemption Certificate shall be furnished upon request.

6. INQUIRIES

All inquiries regarding this request shall be answered up to the close of business on **APRIL 14, 2015**, after which time no additional questions will be accepted. To ensure consistent interpretation of certain items, answers to questions the Town deems to be in the interest of all bidders will be made available in writing, EMAIL or by Fax as appropriate to all bidders. Inquiries of a technical nature may be directed to **Mr. Frank Smeriglio, PE (203-452-5050)**; all others may be directed to Kevin Bova, Purchasing Agent (203.452.5042).

The Town reserves the right to communicate with any or all of the bidders to clarify the provisions of Proposals. The Town further reserves the right to request additional information from any bidder at any time after proposals are opened.

It is the sole responsibility of a bidder to verify any addendums that may have been issued relating to this request prior to submission of a proposal. Any notice of addendum shall be published on the Purchasing Department Website www.trumbull-ct.gov. Failure to submit a response that does not address any changes or addendums may result in a disqualification of a proposal submission..

7. AWARD AND AUTHORITY

The Town Purchasing Agent will issue notification of Award in writing and followed by a purchase order.

8. ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS

Any assignment or subcontracting the selected contractor for work to be performed, or goods and/or services to be provided, in whole or in part, and any other interest in conjunction with Town procurement shall not be permitted without the express written consent of the Town of Trumbull.

9. HOLD HARMLESS CLAUSE

The Contractor agrees to indemnify, hold harmless and defend the Town from and against any and all liability for loss, damage or expense which the Town may suffer or for which the Town may be held liable by reason of injury, including death, to any person or damage to any property arising out of or in any manner connected with the operations to be performed under this Contract, whether or not due in whole or in part of any act, omission or negligence of the Owner or any of his representatives or employees.

10. WORK REGULATIONS AND STANDARDS

All work activities performed in association with this request must be performed and completed for the Town in accordance with current Federal State and Local regulations. All services performed shall also conform to the latest OSHA standards and/or regulations. The Contractor shall comply with all of the Connecticut General Statutes and comply with the EEO requirements.

11. INSURANCE

The successful bidder shall provide the Town Purchasing Agent with a Certificate of Insurance before work commences. The Town shall be named as an additional insured with Insurance Company licensed to write such insurance in Connecticut, against the following risks and in not less than the following amounts:

- Worker's Compensation
- Contractor's Public Liability and Property Damage
 - Automobile Insurance

General Liability	Each Person	Each Occurrence	Aggregate
Bodily Injury Liability	\$1,000,000	\$1,000,000	\$1,000,000
Property Damage Liability		\$1,000,000	\$1,000,000
Personal Injury Liability		\$1,000,000	\$1,000,000
Comprehensive Automobile Liability			
Bodily Injury	\$1,000,000	\$1,000,000	\$5,000,000
Property Damage		\$1,000,000	\$1,000,000

Such policies shall provide that no coverage shall be changed or cancelled unless thirty- (30) day's prior notice of such change or cancellation shall be made to the owner. Such notice shall be made by registered mail; postage prepaid, to the Purchasing Agent, Town of Trumbull, Town Hall, Trumbull, Connecticut 06611.

In the event of cancellation, the contractor shall cease all operations on or before the effective date of said cancellation and he shall not commence work again until he has obtained replacement insurance and has delivered a Certificate of Insurance to the office of the Owner's Purchasing Department.

12. **ADENDUMS**

It is the responsibility of the bidder to verify prior to final submittal of a bid or bid if any addenda to this request have been issued. Any addenda to this request shall be posted on the Town of Trumbull website www.trumbull-ct.gov under the Purchasing Department's section. Bidders may also call the Purchasing Department directly 203.452.5042 for inquiries regarding addenda.

13. **PRICING AND TERM**

All prices quoted are to be firm for a period of **one (1) year** following bid opening. Special Consideration will be given to responses with extended firm price dates. The Town is always interested in any and all cost reduction opportunities.

The Town requires firmed fixed prices for a period of one (1) year following Quotation opening and nothing elsewhere in this Quotation shall abrogate this firm period. The Town may renew the term of the award for this requirement for an additional twelve (12) months, at the price stated in the Quotation Response Form by giving the contractor at least thirty (30) days written notice.

14. **CONFLICT OF INTEREST**

No purchase shall be made from nor shall services (other than services as an officer, agent, or employee of the Town) be secured from any officer or employee of the Town, or from any partnership or corporation in which such officer or employee is a partner or officer, or holds a substantial interest, unless such relationship and the fact that such purchase is contemplated shall be made known in writing to the agency making such purchase, and notice thereof posted, for at least five (5) days before such purchase be made, in the office of the agency making such purchase and in a public place in the Trumbull Town Hall.

**TOWN OF TRUMBULL
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REQUEST FOR PROPOSAL
TOPSOIL & TURF ESTABLISHMENT FOR TOWNWIDE PAVING PROGRAM**

BID NUMBER 6114 Due: APRIL 21, 2015 at 2:00PM

TECHNICAL SPECIFICATIONS AND REQUIREMENTS

1. General Description of Work

The Town of Trumbull reconstructs various roadways as part of The Town Wide Paving Program, various topsoil and seed is required to be installed behind the curbs. Therefore, the Town is soliciting prices to install topsoil and establish grass seed for various areas Town Wide on an as needed basis in accordance with the specification.

ITEM #1 – Supply & Install Topsoil:

- Supply and Install Topsoil in accordance Section 94400 "Topsoil" of Form 816 of State of Connecticut Department of Transportation Standard Specifications.
- Thickness of topsoil installation shall range from 6 to 9 inches.

ITEM #2 – Install Topsoil:

- Install Topsoil in accordance Section 94400 "Topsoil" of Form 816 of State of Connecticut Department of Transportation Standard Specifications.
- Thickness of topsoil installation shall range from 6 to 9 inches.
- The contractor shall provide Trucking to pick up topsoil at the Indian Ledge Highway field yard. The Town of Trumbull will load the trucks directly. The Indian Ledge Highway field yard is open from 7:30 am to 3:00pm. Indian Ledge Highway field yard is located on Whitney Ave adjacent to Indian Ledge Park.

ITEM #3 – Turf Establishment:

- Turf Establishment shall be in accordance with 95000 "Turf Establishment" of Form 816 of State of Connecticut Department of Transportation Standard Specifications.
- Grass seed mixture shall be "Special B Mix" by Nutrico Turf Products. The rate of application shall be no less than 325 lbs. per acre. Contractor shall provide submittal for our review. If "Contractor" grass seed mix is used, no payment shall be made.
- Basic Blend is as follow: 45% Annual Rye, 25% Perennial Rye, 25% Creeping Red Fescue, 5% Kentucky Bluegrass 85/80.
- Starter Fertilizer shall also be used. Contractor shall provide submittal for our review.
- Mulch Master Shredded Hay shall be installed. Contractor shall provide submittal for our review. Salt hay or straw hay shall not be used.
- Refer to Item #4 only if the Town of Trumbull requires the contractor to work during "Out of Season" time periods.
- Hydro seeding is acceptable.

ITEM #4 – Re-establish Turf

- This item will only be used if the Town requires the contractor to perform Items #1- #3 during "Out of Season" time period. If the roadway was ready for Item #1 through #3 during "In-Season" time period, but the contractor chooses to work during "Out of Season" time period, no payment shall be made for this item. Work under this item shall only be utilized with the approval of the Engineer.
- This work to "Re-establish Turf" shall be done during "In Season" time period.
- This item shall be paid by the square yard of areas where Re-establishment occurred. Contractor must notify Engineer prior to work on the item.
- Topsoil shall be scratched either by hand or with mechanical means to loosed topsoil.
- Shim coarse of topsoil may need to be installed. Contractor to provide topsoil.
- Grass seed, Starter Fertilizer and Shredded Mulch Hay shall be installed similar to Item #3.

2. Workmen

The contractor will supply competent, faithful, skilled and experienced operator/ laborer per crew to perform the required work. If at any time a Town Public Works Official (or their designee) shall notify the contractor that an assigned operator is apparently incompetent or unfaithful, such operator shall be discharged promptly and shall not be employed again on the job.

3. Cleanup

Upon suspension or completion of the work, the contractor shall remove all materials, equipment and rubbish, and shall leave the premises surrounding the roadway in a neat and orderly condition.

4. Experience

Each respondent is required to submit satisfactory evidence as part of their bid proposal demonstrating their experience in raising manhole frames. Accordingly, a list of at least four (4) municipalities where this type of work has been performed during the past five (5) years shall be furnished, including contact persons and phone numbers. (See the attached References sheet.)

5. Equipment

All machines must be capable of efficient, reliable operation. Actual operation of equipment may need to be witnessed/verified by a Public Works Official upon and prior to awarding a purchase order for this requirement. The equipment owned by the contractor will be indicated on the bid, together with the equipment available by lease.

6 Traffic

Work is to be accomplished with the least inconvenience to the general public, with due regard to traffic safety. The Town of Trumbull will provide Traffic Control.

7. Other

If the low bidder is unable to respond, the Town reserves the right to assign the task to the next lowest unsuccessful bidder on the condition that they are to perform work at the same contract rates as the low bidder. Such unsuccessful bidder will be obligated to comply with all provisions of the Agreement between the Town and the successful bidder and all requirements of the Purchasing Agent. The prices shall be good for a 1 year period.

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BID NUMBER 6114 Due: APRIL 21, 2015 at 2:00PM

PROPOSAL FORM

THE UNDERSIGNED AFFIRMS AND DECLARES that this Bid is executed with full knowledge and acceptance of the specifications, requirements, terms and conditions contained herein and with complete understanding and full compliance of system requirements and hereby submits this Bid for the request contained herein and certifies that this Bid meets all the specifications and conditions requested herein. Any substitutions to the specifications requested are clearly and completely noted. Any alternate Bids are presented in a similar format to those requested and are attached herein. Having received the specifications prepared by the Town the undersigned hereby submits the following Unit Prices to perform the work outlined for the subject project, and attests that this bid meets all the specifications and conditions stated in this Request for Proposal as follows:

THE QUANTITIES IN THIS BID FORM ARE FOR PURPOSES OF ILLUSTRATION ONLY. THE FINAL QUANTITIES WILL BE DETERMINED BY THE ACTUAL WORK COMPLETED. THE LOW BIDDER WILL BE DETERMINED BASED UPON THE SUM TOTAL OF BID SUBMITTED, WHICH ARE WIEGHTED BASED UPON THE ESITMATED QUANTITY OF EACH BID ITEM.

DESCRIPTION	QTY	Unit Price Per SY	Extended
<u>ITEM #1 – Supply & Install Topsoil:</u>	4000 SY	\$ _____ /SY	\$ _____
<u>ITEM #2 – Install Topsoil:</u>	4000 SY	\$ _____ /SY	\$ _____
<u>ITEM #3 – Turf Establishment:</u>	8000 SY	\$ _____ /SY	\$ _____
<u>ITEM #4 – Re-establish Turf</u>	4000 SY	\$ _____ /SY	\$ _____
		TOTAL	\$ _____

TOTAL AMOUNT OF BID:

_____ DOLLARS

In words

ADDENDA

The following Addenda have been received. The modifications to the Bid Documents noted therein have been considered and all costs thereto are included in the Base Bid.

Addenda # _____, _____, _____, _____, _____

Company Name

by (Signature)

Address

Print Name

Title

Date

Telephone

TOWN OF TRUMBULL
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BID NUMBER 6108 Due: APRIL 6, 2014 at 3:00PM

REFERENCES

(To be submitted with proposal – attach additional pages as necessary)

List references for similar services provided for at least Four (4) clients in the past five (5) years (attach any other client references if desired). **PLEASE NOTE IT IS THE TOWN'S INTENT TO COMMUNICATE WITH THE REFERENCES LISTED HEREIN.**

CLIENT 1:

Organization Name: _____
Contact Name: _____ Phone: _____
Service Dates: _____
Project(s): _____

CLIENT 2:

Organization Name: _____
Contact Name: _____ Phone: _____
Service Dates: _____
Project(s): _____

CLIENT 3:

Organization Name: _____
Contact Name: _____ Phone: _____
Service Dates: _____
Project(s): _____

CLIENT 4:

Organization Name: _____
Contact Name: _____ Phone: _____
Service Dates: _____
Project(s): _____