

**TOWN OF TRUMBULL
REQUEST FOR QUOTATION
DISPOSAL AND/OR TRUCKING OF BRUSH AND WOOD DEBRIS**

GENERAL INSTRUCTIONS TO BIDDERS

BID NUMBER 5909 Due: September 22, 2011 3:00 PM

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed bids for the **Disposal and or Trucking of Brush and Wood Debris** collected by the Town in accordance with the general information 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: 5909 Due: September 22, 2011
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, 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 may be directed to the **Mr. Robert Chimini, Purchasing Agent (203-452-5042)**, and shall be answered up to the close of business on **September 19, 2011** after which time no additional questions will be accepted. To ensure consistent interpretation of inquires, answers to questions the Town deems to be in the interest of all bidders will be made available in writing or by Fax as appropriate to all bidders.

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.

7. AWARD AND AUTHORITY

The Town Purchasing Agent will issue notification of award in writing or 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 a 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.

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 an 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) days 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. WAGES

The Contractor shall pay prevailing wages customary in the area, as defined in section 31-78 of the Connecticut General Statutes and comply with the EEO requirements.

13. 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.

14. 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.

15. 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
REQUEST FOR QUOTATION
DISPOSAL AND/OR TRUCKING OF BRUSH AND WOOD DEBRIS
BID NUMBER 5909 Due: September 22, 2011 3:00 PM
GENERAL INFORMATION AND REQUIREMENTS AND PROPOSAL FORM**

The Town of Trumbull is seeking the services of qualified companies to provide the necessary labor and equipment for the removal and disposal of brush, wood and discarded plant debris collected by the Town as a result of Hurricane Irene. The selected company shall work under the direction of the Director of Public Works or Public Works Official. It is the intention of the Town to pick up the subject brush and wood debris at Town residents locations and transport it to no more than two (TBD) locations within the Town. This request is for the hauling, removal and disposal of that material in a manner to be determined by the selected bidder from those designated locations.

PERFORMANCE TIME

It is anticipated that the collection of the subject material by the Town shall be completed by Mid October. The selected bidder shall complete its final disposal and removal within two (2) weeks of the Towns final pickup.

EQUIPMENT

All equipment utilized for this effort must be properly licensed and capable of efficient and 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. Additionally, all equipment operators assigned to the aforementioned equipment shall be licensed and insured in accordance with this request. This information may be requested by the Town and shall be provided upon request.

TRAFFIC

Should the situation arise, all work is to be accomplished with the least inconvenience to the general public, with due regard to traffic safety.

PROPOSAL FORM

Having received the general requirements prepared by the Town the undersigned hereby submits the following Price(s) 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:

Method of Operation: _____

Proposed Pick Up Price: _____/Ton or _____/yd

The above price is firm for _____ **months.**

Note any exceptions or clarifications :(use additional pages as necessary)

Company Name

By (Signature)

Address

Print Name

Title

Title

Date

Telephone/Fax

Email

Emergency Phone