

TOWN OF TRUMBULL  
REQUEST FOR QUOTATION (RFQ)  
BRUSH AND ORGANIC WASTE GRINDING

GENERAL INSTRUCTIONS

RFQ# 5914

DUE: NOVEMBER 8, 2011 3:00 PM

The Town of Trumbull, Connecticut (hereafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed bids for **the grinding of Town collected brush, organic waste and some logs located at The Town's Indian Ledge Park**, from qualified bidders (hereafter referred to as "contractors" or "Bidders") in accordance with the requirements, and scope of work contained in this request.

**1. PREPARATION OF BIDS**

- a) Bids shall be submitted by using the enclosed BID RESPONSE FORM that accompanies this request. Submit one (1) ORIGINAL and one (1) EXACT COPY. Bidders should submit responses in a clear, concise and legible manner to permit proper evaluation of responsive bids.
- b) No oral, telephonic, or faxed Bids 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.
- c) ALL forms contained in this request are required for submittal **MUST** be completed in their entirety; failure to do so may result in rejection of a firm's proposal.

**2. BID SUBMISSION**

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

BID 5914  
Purchasing Agent  
Town of Trumbull  
5866 Main Street  
Trumbull, CT 06611

Please be advised that the person(s) signing the formal bid form 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**

Bids shall be received at the office of the Purchasing Agent, Town Hall, prior to the advertised hour of opening, at which time all Bids will be publicly opened and read aloud. A Bidder may withdraw a Bid at any time prior to the above scheduled date and time. Any Bid received after the above scheduled date and time shall not be accepted 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 Bid 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 Bid 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 Bid is in accordance with the requirements of this request.

**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**

- a) All inquiries regarding this request may be directed to the Deputy Director of Public Works, **Mr. Tom Baldwin (203-452-5142)**, and shall be answered up to the close of business on **November 4, 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.
- b) The Town reserves the right to communicate with any or all of the Bidders to clarify the provisions of this request. The Town further reserves the right to request additional information from any Bidder at any time after Bids are opened.

- c) 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 Town website. 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**

- a) The requested services shall be awarded to the bidder whose proposal is deemed to best provide the services desired, taking into account the requirements, contained in this request, responsiveness of bid, and the criteria for evaluating proposals. That decision rest solely with the Town.
- b) The Town Purchasing Agent will issue notification of award in writing or by way of a Purchase Order

**8. ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS**

Any assignment or subcontracting for work to be performed related to this request, 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.

**11. INSURANCE**

The selected contractor shall provide the Town 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

<b>General Liability</b>	<b>Each Occurrence</b>	<b>Aggregate</b>
Bodily Injury Liability	\$1,000,000	\$1,000,000
Property Damage Liability	\$ 500,000	\$ 500,000
Personal Injury Liability	\$1,000,000	\$1,000,000

The insurance policy must contain the additional provision wherein the company agrees that fifteen (15) days prior to termination, expiration, cancellation or reduction of the insurance afforded by this policy with respect to the contract involved, written notice will be served by registered mail to the Town.

**12. PRICING**

The requirements and specifications of this request call for a specific service being purchased and do not permit any substitutions. 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.

**13. PERFORMANCE, TERMINATION AND CANCELLATION**

- a) The type of service requested is essential for the day-to-day operation of Town facilities and Time is of the Essence. The Contractor shall perform this service consistent with good professional practice and in accordance with the standards and specifications set forth herein. In the event of unacceptable performance the Town shall be under no obligation to make payment and may terminate any contract award.

- b) The Town reserves the right to cancel any purchase, at any time, with thirty (30) days prior written notice to the contractor should any of the following conditions exist:
- c) Funds are not appropriated by the Town for continuance of this agreement.
- d) The Town, through changes in its requirements, method of operation, or program operation no longer has a need for the service.

**14. PERMITS**

Contractor shall obtain all necessary and required permits, if any, to comply with federal, state and local regulations, at their own expense.

**15. INVOICES**

The Contractor shall forward an ORIGINAL and one (1) copy of the invoice for payment to:

Public Works – Parks Department  
Attn: Mr. Tom Baldwin  
366 Church Hill Road, Trumbull, CT 06611

**16. 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 (RFQ)  
BRUSH AND ORGANIC WASTE GRINDING

REQUIREMENTS AND SCOPE OF WORK AND BID RESPONSE FORM

RFQ 5914                      DUE:    NOVEMBER 8, 2011    3:00 PM

Requirements and Scope of Work

- The material to be ground includes Town collected brush (including some logs), and organic waste.
- Bidders are required to estimate the volume of the existing pile of material for grinding.
- Bidders may inspect the specified pile Monday – Friday from 7:30 AM – 2:30 PM.
- Contact the Mr. Tom Baldwin (203.452.5142) to arrange a visit to the site at Indian Ledge Park.
- All equipment to be used for the purpose of grinding is to be provided and maintained by the selected contractor. No Town equipment or facilities may be used for the purpose of work performed in connection with this requirement.
- All grinding is to be completed on site at Indian Ledge Park.
- The Town reserves the right to inspect the progress and quality of work performed during the duration of the grinding process by the selected contractor.
- The total time to complete the grinding of the required material shall not exceed twenty-one (21) day.
- Te selected contractor shall have access to the grinding site Sunday through Saturday and may perform grinding between the hours of 7:00AM through 7:00PM.
- All completed (ground) material remains the property of the Town of Trumbull at the Indian Ledge Park location

Location of Material:    Indian Ledge Park, Whitney Avenue, Trumbull

BID PROPOSAL

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 noted above 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. It is understood that the Town reserves the right to reject any or all Bids or waive any formalities in this request.

The Total Proposed price is: \_\_\_\_\_ Dollars  
(Written amount)  
\$ \_\_\_\_\_

The Contractor agrees, if selected for this requirement, to commence work within five (5) days after date of notice to proceed; and shall begin on or about: \_\_\_\_\_.

I certify that this fee proposal reflects all labor, burden, fringe, overhead, and profit for our personnel to satisfactorily perform all of the services in the best interests of the Town of Trumbull under the scope and staffing plan as set forth herein

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
By (Signature)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone/Fax

\_\_\_\_\_  
Email

\_\_\_\_\_  
Mobile Phone