

Town of Orange, Connecticut
GENERAL CONDITIONS & BID SPECIFICATIONS
STREET SWEEPING

1.0 INTRODUCTION

- 1.1 The Town of Orange requests bids for rental of mechanical-type power sweeper(s), all necessary appurtenances and operator(s) for Sweeping of Town Streets.
- 1.2 Bidders are required to comply with the instructions contained in these General Conditions and Specifications, and to provide information where requested. Bids must be made upon the forms contained herein.

2.0 KEY EVENT DATES

- | | | |
|-----|--|---------------------------------|
| 2.1 | Request for Bids | February 25, 2020 |
| 2.2 | Bid Opening at Town Hall,
Public Works Office | Friday March 6, 2020 10:00 a.m. |
| 2.3 | Board of Selectman Approval | March 11, 2020 |
| 2.4 | Bid Award | March 12, 2020 |

3.0 BID FORMS AND SUBMISSION INSTRUCTIONS

- 3.1 Copies of the Bid Forms and Specifications may be obtained from the Public Works Department, 617 Orange Center Road. The telephone number is (203) 891-4712.
- 3.2 Ditto marks are not considered writing; shall not be used; and can be reason for non-acceptance of a bid.
- 3.3 All bids must be submitted in a sealed envelope, clearly marked “**Street Sweeping**” and received in the Public Works office by the time of the bid opening defined in section 2.2, above. Bids, corrections and/or modifications, received after the time the Town officials open the first bid, will not be accepted.
- 3.4 The bid form must signed by an authorized agent of the submitting company.
- 3.5 All information submitted, must be in ink or typewritten. Mistakes may be crossed out and corrections inserted. The person signing the bid form shall initial corrections.
- 3.6 The inability to meet any specified requirement(s) shall be:
- a. Stated in writing and attached to the bid form, or
 - b. Written on the bid form

3.7 At the time of opening the bids, bidders shall be presumed to have read, and be thoroughly familiar with all specifications in this document. Failure of any bidder to receive, or examine, any form, instruction or document, shall not relieve any bidder from obligations with respect to their bid.

4.0 PAYMENT

4.1 The Town agrees that AFTER INSPECTION AND ACCEPTANCE of the work and, in consideration of the faithful performance by the successful bidder of all covenants and agreements contained herein, to pay the successful bidder, within 30 calendar days from receipt of final invoice.

5.0 MISCELLANEOUS

5.1 Bidders may withdraw their bid anytime prior to the time of bid opening. no bidder shall withdraw, cancel or modify their bid for a period of thirty (30) days after bid opening.

5.2 The Town of Orange is exempt from Connecticut Sales and Use Taxes and federal Excise Taxes. Bidders shall avail themselves of these exemptions.

5.3 The Town of Orange reserves the right to: accept any, all or any part of bids; to waive any informalities; to take into account the residency and business location of bidders within the Town of Orange; and to award the bid deemed by the Town of Orange to be in its best interest. Lowest price shall not be the sole determining factor when awarding the bid.

5.4 Vehicles shall meet all applicable federal and state Department of Transportation standards. Questions concerning this bid shall be directed to the Town of Orange Highway department at (203) 891-4771.

5.5 There shall be available the following:

- a. At least two (2) operational sweepers
- b. At least one (1) fully operational backup sweeper

5.7 The successful bidder shall have the ability to service and repair, in a timely manner, his equipment to keep the sweeping operation functional.

5.8 The successful bidder shall respond with fully operational equipment and operator(s), on the job within 48 hours of receipt of notice from the Town of Orange.

6.0 RIGHTS AND OPTIONS

This Request for Bids constitutes an invitation to Bidders to submit Bids to the Town. Without limitation, the Town including its agents and designated representatives, reserves and holds, as its sole discretion, the following rights and options:

- a. To waive any technicalities or immaterial irregularities in the Bids.
- b. To prepare and issue amendments and/or addenda to this Request for Bids prior to the receipt of Bids that may expand or cancel any portion or all work described in this Request for Bids without the substitution of another RFB.
- c. To answer questions from Bidders and the Town's response to such questions to all Bidders.
- d. To reject any or all Bids.

- e. To postpone or change the date of receipt of Bids or any other deadlines and dates specified in the RFB.
- f. To issue subsequent RFB's, to conduct investigations with respect to the information provided by each Proposer, to request clarifications of Bids submitted, and to hold public hearings for the consideration of the merits of any or all bidder(s).
- g. To conduct meetings and negotiating sessions with Bidders.
- h. To request the best and final Bids from one or more Bidders.
- i. To select a Bidder after receipt of Bids without interviews and negotiating sessions.
- j. To determine the Bidder(s) with whom to negotiate after receipt of Bids.
- k. To discontinue negotiations with a Bidder and commence negotiations with another Bidder after receipt of Bids.
- l. To select and enter into an Agreement with one Bidder whose Bid best satisfies the interest of the Town and is most responsive, in the judgment of the Town, to the requirements as contained within this Request for Bids.
- m. To remove a Bidder from consideration and not accept a Bid from such Bidder in the event of a material change in the circumstances with respect to a Bidder, or if a Bidder is not complete and timely in written responses, or if a Bidder fails to attend meetings or respond to questions, or any other reason the Town deems appropriate.

7.0 SPECIFICATIONS

- 7.1 Center Line Length of Streets to be Swept - to be determined. The mileage can vary between 50 and 100. Both gutter lines to be swept.
- 7.2 Material to be Swept – stone residue from chip sealing and normal materials found on roadways
- 7.3 Type of Sweeper to be Supplied by successful Bidder - Four (4) -Wheel, Four (4) cubic yard, high dump with operators.
- 7.4 Fuel, Parts, Repairs - the successful bidder shall be responsible for all fuel, parts, repairs and any other requirement to keep his equipment operating.
- 7.5 Town Participation - the Town will supply a dump truck with operator, for each vendor sweeper, for disposal of material.
- 7.6 Insurance - the successful bidder shall provide the Town with a proper certificate of insurance naming the Town of Orange as an additional insured.
- 7.7 Normal Hours of Work - 7a.m. to 4:30 p.m.
- 7.8 Bid Duration - all bids must remain in effect through and including October 15, 2020.

END OF GENERAL CONDITIONS AND BID SPECIFICATIONS

Town of Orange, Connecticut
BID FORM

The following bid is being submitted to the Town of Orange, Connecticut for rental of mechanical-type power sweeper(s), all necessary appurtenances and operator(s) for sweeping of Town streets:

Option A. One (1) Sweeper, One Pass Both Gutter Lines

Cost per mile with operator \$ _____

Cost per hour with operator \$ _____

Option B. Two (2) Sweepers, One Pass Both Gutter Lines

Cost per mile with operator \$ _____

Cost per hour with operator \$ _____

The undersigned certifies that he/she has read and understood all of the provisions of the Specifications. **Any exceptions to the Specifications are noted below and/or on a separate sheet of paper and made a part of this bid.** The undersigned also certifies that this bid is being submitted without collusion with any individual or corporation and agrees, by virtue of submitting this bid, that if accepted by the Town of Orange, this forms a contractual obligation on the part of the bidder to provide the material as bid.

SIGNATURE: _____ DATE: _____

PRINTED NAME: _____ TITLE: _____

FOR: _____
(Bidder Company Name, Printed)

NUMBER & STREET: _____

TOWN/CITY: _____ STATE: _____ ZIP: _____

TEL NO. _____ FAX NO: _____
(Area Code) (Area Code)

CELL PHONE NO. _____
(Area Code)

EMAIL: _____

(CHECK ONE)

No exceptions to the Specifications: _____

Exceptions taken as noted below or on separate sheet of paper: _____

REFERENCES

(Please provide a minimum of 3 references including community, contact person and telephone number)

1. Company Name: _____
Contact Person: _____
Telephone Number: _____
Email Address: _____

2. Company Name: _____
Contact Person: _____
Telephone Number: _____
Email Address: _____

3. Company Name: _____
Contact Person: _____
Telephone Number: _____
Email Address: _____

BIDDER'S QUALIFICATION STATEMENT

All bidders are required to submit this form, properly completed and signed. A Bidder's failure to answer any question or provide required information, may be grounds for disqualification and rejection of Bid. If a question or request for information does not pertain to your organization in any way, use the symbol "NA" (Not Applicable). If needed, use additional 8 1/2' x 11" letterhead sheets to answer the questions herein.

The Town may make such investigations as it deems necessary to determine the ability of the Bidder to perform the work and, the Contractor shall furnish to the Town all such information and data needed for this purpose as the Town may request.

8.0 COMPANY INFORMATION

A. Indicate, exactly, the name by which your organization is known, and your current business address

Name of Bidder: _____

Business Address: _____

Telephone No. _____ Fax No. _____

Cell Phone No. _____ Person with this No. _____

Bidder's Tax Identification Number: _____

How many years has this organization been in the business under its present business name? _____

The organization is a: _____ Corporation _____ Partnership _____ Sole Proprietorship
_____ Joint Venture _____ Other

1. If a "Corporation:"

a. State Where Incorporated _____

b. Names and Titles of All Officers:

c. Fill out certificate of Incorporation at end of this form

2. If a "Sole Proprietorship" or a "Partnership."

a. Date when organization started _____

b. Names and home addresses of Partners or Owner(s)

3. City/Town in which trade name certificate is filed: _____

4. If a "Joint Venture:"

a. Name and business address of each joint venture participant:

(1) _____

(2) _____

(3) _____

b. Attach a copy of the executed Joint Venture Agreement to the Bid Package

5. If "Other:"

a. Type of organization: _____

b. Date when organization started _____

c. Names and home addresses of principals:

B. How many years has this organization been in business as a General Contractor? _____

C. If this organization has not always been a General Contractor, list the trades that your firm customarily performed prior to the time you became a General contractor:

D. Attach resumes of all Principals at end of Bid Package

E. Attach resumes of Project Manager(s) and other Supervisory personnel who will be directly involved with the Project on which you are now a Bidder. Indicate the number of years of construction experience and number of years of construction supervisory experience

9.0 PROFESSIONAL EXPERIENCE/REFERENCES/PAST PERFORMANCE

A. How many years has your firm been performing, as General Contractor, the specific type of work involved in this Project?

B. List all sub-trades, which your firm customarily performs with its own employees:

1. _____
2. _____
3. _____
4. _____
5. _____

C. List your General Contractor's License Number in the State of Connecticut: _____

D. List all other applicable trade license numbers held by your company in the State of Connecticut and list the trade for each license:

E. List all Construction Projects your company has in progress (use additional sheets if necessary):

1. Project Name & Location: _____
Contract Amount: _____
Percent Complete: _____
Contact Person/Tel. #: _____

2. Project Name & Location: _____
Contract Amount: _____
Percent Complete: _____
Contact Person/Tel. #: _____

3. Project Name & Location: _____
Contract Amount: _____
Percent Complete: _____
Contact Person/Tel. #: _____

4. Project Name & Location: _____
Contract Amount: _____
Percent Complete: _____
Contact Person/Tel. #: _____

F. List at Least two (2) projects of similar size and scope that your company has completed in the last three (3) years:

1. Project Name & Location: _____
Contract Amount: _____
Description: _____
Contact Person/Tel. #: _____
Date of Completion: _____

2. Project Name & Location: _____
Contract Amount: _____
Description: _____
Contact Person/Tel. #: _____
Date of Completion: _____

3. Project Name & Location: _____
Contract Amount: _____
Description: _____
Contact Person/Tel. #: _____
Date of Completion: _____

G. Trade References: Names, addresses and telephone numbers of at least two (2) major vendors, subcontractors, owners of firms with which your company has regular business dealings:

1. Name: _____
Address: _____
Contact Person/Tel #: _____

2. Name: _____
Address: _____
Contact Person/Tel #: _____

3. Name: _____
Address: _____
Contact Person/Tel #: _____

H. Provide a list of company-owned equipment that will be committed to this Project:

I. In the past five (5) years, has your organization failed to complete any work awarded to you? _____
If yes, provide details on when, where and why:

J. In the past five (5) years, has your organization had a contract terminated for failure to perform, or for failure to meet any terms of the contract? _____. If yes, provide details on when, where and why:

K. In the past five (5) years, have you or your organization been cited by the Connecticut Department of Labor, or by any other State Agency for any violations of State or Federal labor laws, regulations or guidelines governing payment or payment of wages and/or benefits to your employees? _____. If yes, provide details of when, where and why:

L. Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers? _____ If yes, provide details:

M. In the past five (5) years, has your organization filed any lawsuits or requested arbitration with regard to construction contracts? _____ If yes, provide details:

N. Have you had an Affirmative Action Plan approved by the Commission on Human Rights and Opportunities within the past two (2) years? _____

1. If yes, list the expiration date for that Plan: _____
2. Have you received any notification from the commission on Human Rights and Opportunities of any non-compliance or violation of the terms and conditions of your approved Affirmative Action Plan? _____
If yes, please describe the nature of that non-compliance:

O. Please furnish a Bank Reference: _____

P. Credit available: _____

Q. Will you furnish, upon request, a detailed financial statement and any other information that may be required by the Town? _____

R. The undersigned hereby authorizes and requests any persons, firm or corporation to furnish information, requested by the Town in verification of the recitals comprising this statement of the Bidder's qualifications:

I (We), the undersigned, hereby certify that the information on the preceding pages is true and accurate and that the Town will rely on said information as a basis for determining the Bidder's qualifications for the project described. The undersigned further understands that any material misrepresentation or inaccuracy, above, will result in Bidder's disqualification, or if applicable, will constitute grounds for termination of the Contract.

Dated at _____ this _____ day of _____, 2020

(Name of Bidder)

By: _____

Title: _____

State of _____

County of _____

_____ being duly sworn,

deposes and says that he is _____ of

_____ and

that the answers to the foregoing questions and all statements therein are true and correct.

Subscribed and sworn to before me this _____ day of _____, 2020

(Notary Public)

My Commission Expires: _____

S. Certificate of Corporation – To be Filled Out if Bidder is Corporation:

I, _____, certify that I am
The Secretary of the Corporation named in the foregoing instrument; that I have been duly authorized to affix
the Seal of the Corporation to such papers as require the Seal; that _____
_____, who signed said instrument on behalf of the
Corporation, was then _____ of said corporation; that said instrument
was duly signed for and in behalf of said Corporation by authority of its governing body and is within the scope
of its corporation powers.

(Signature of Person Certifying)

C O R P O R A T E S E A L :

T. If the Bidder is a Corporation, attach a Statement of Authorization to submit a Bid Proposal from the Governing Body of
the Corporation

**TOWN OF ORANGE
ADMINISTRATIVE DIRECTIVE
BID SOLICITATION AND EXCEPTIONS**

The bid policy of the Town of Orange as to matters under the control of the Board of Selectmen shall be as follows:

As a general rule, bids will be solicited for the purchase of any item costing \$5,000 or more. However, the Board of Selectmen may choose to determine on a case-by-case basis whether to solicit bids, and the method of doing so in each instance. Among the factors to be considered by the Board of Selectmen in making its decision shall be: (1) the suitability of the product to acquisition by a bid method; (2) the degree and formality and method of bidding appropriate to the particular acquisition under consideration; (3) the suitability of varied models of the same product for town uses; and (4) the number and location of known, qualified vendors of the product.

NO PERSON OR AFFILIATE DELINQUENT IN THE PAYMENT OF TAXES, FEES, OR CHARGES TO THE TOWN OF ORANGE SHALL BE DEEMED A QUALIFIED BIDDER WITH RESPECT TO ANY BIDS SOLICITED OR ENTERTAINED BY THE TOWN.

A "PERSON" FOR THE PURPOSES OF THIS POLICY SHALL MEAN ANY INDIVIDUAL, SOLE PRPRIETORSHIP, PARTNERSHIP, JOINT VENTURE, TRUST, UNINCORPORATED ORGANIZATION, ASSOCIATION, CORPORATION, INSTITUTION, ENTITY OR PARTY.

AN "AFFILIATE" FOR THE PURPOSES OF THIS POLICY SHALL MEAN A PERSON DIRECTLY OR INDIRECTLY OR BENEFICIALLY CONTROLLING, CONTROLLED BY, OR UNDER COMMON CONTROL WITH ANY OTHER PERSON; OR, IN THE CASE OF AN INDIVIDUAL, A MEMBER OF THAT PERSON'S IMMEDIATE FAMILY, MEANING PARENT, SPOUSE OR CHILD. A PERSON SHALL BE DEEMED TO BE "CONTROLLING" ANY OTHER PERSON IF SUCH PERSON OWNS, DIRECTLY OR INDIRECTLY, THROUGH ONE OR MORE INTERMEDIATES, A FIVE PERCENT (5%) IN THE OTHER PERSON; BUT OWNERSHIP OF ANY DEGREE IS NOT A PREREQUISITETO ESTABLISH CONTROL AND OTHER EVIDENCE CAN BE USED TO ESTABLISH SUCH CONTROL AS REFERRED TO ABOVE.

PERSONS WHOSE BIDS ARE REJECTED UPON RECEIPT BECAUSE OF A PAYMENT DELINQUENCY SHALL HAVE THE OPPORTUNITY TO PAY THE DELINQUENT SUMS AND RESUBMIT THE BID IF THEY CAN DO SO WITHIN THE ORIGINAL TIME LIMITS REQUIRED FOR BID SUBMISSION.

After bids are submitted, the Board of Selectmen may analyze whether vendors have submitted bids on the same product; that is, whether the bids are comparable and meet the requirements called for. In reviewing the bids, the Board may consider the past performance, financial responsibility, and sales and service experience of the vendors, all as known to the Town and based upon objective criteria.

If the Board of Selectmen finds it in the best interest of Orange to do so, it may reject all bids or choose to make purchases other than strictly in accordance with price considerations.

In those instances when it is determined by the Board of Selectmen that the leasing of equipment without bids is in the best interest of the Town, the negotiation of a lease may be delegated to the First Selectman, provided the following would apply: (1) the annual cost of the lease would be less than \$2,000; (2) the term of the lease would be 60 months or less; and (3) the vendor or manufacturer would agree to carry the leases as lessor and to provide service on the leased equipment by its own service people.

Any proposed the Board of Selectmen must approve lease not meeting the above criteria. In determining whether to solicit bids for such a lease, the second paragraph of the Policy shall be followed.

December 21, 1982 – First adopted by the Board of Selectmen
December 15, 1991 – First Amendment adopted by the Board

**NON-COLLUSIVE AFFIDAVIT
OF PRIME BIDDER**

State of _____

County of _____

Being first duly sworn, deposes that:

1. (He, She) is (Owner, Partner, Officer Representative or Agent) of _____
the bidder that has submitted the attached Bid;
2. (He, She) is fully informed respecting the thee preparation and contents of the attached bid and all of all pertinent circumstances respecting such Bid;
3. Such Bid is genuine and is not collusive or a sham Bid;
4. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham bid in connection with the Contract for which the attached Bid is submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement, collusion, communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement, any advantage against the Town or any person interested in the proposed Contract;
5. The price, or prices, quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the art of the Bidder or any of its agents, representatives, owners, employees or parties in interest, including this affiant; and
6. That no employee or person whose salary is payable in part by the Treasury of the Town in which the Project is located, is directly or indirectly interested in the Bid, or its supplies, materials, equipment, work or labor to which it relates, or in any profits thereof.

(Signed)

(Title)

Subscribed and sworn to before me this ____ day of _____, 2020

(Signed)

(Title)

My Commission Expires: _____