

TOWN OF BERLIN

Information for Bidders and Contract Provisions for Snow Plowing in Cul-de-sacs and Miscellaneous Areas in the Town of Berlin

Contract # 2024-03

BIDS

Sealed bids will be opened and read aloud at 2:00 p.m. Thursday, October 5, 2023, at the Town Hall, Public Works office (Room 120), 240 Kensington Road, Berlin, Connecticut. *Bids must be submitted on the attached proposal form.* Bidding shall be restricted to firms or individuals whose principal place of business is located in Berlin or its vicinity, which shall be no more than 5 miles from the Berlin Town line. The office of the Town Manager shall be the sole judge of whether a bidder's firm is located within the vicinity of Berlin. The Town reserves the right to reject any or all bids, and to award contracts to other than the low bidder, if in the best interest of the Town. Successful bidders shall be ready to operate not later than 15 days after award of contract.

CONTRACT AREA

The locations of the cul-de-sacs and miscellaneous areas are established and directed by the Highway Superintendent and are subject to changes, if required.

CONTRACT PERIOD

Snow season (Fall 2023 through Spring 2024). Contract period may be extended upon mutual agreement between Town and Contractor.

INSURANCE

Successful bidder shall supply a certificate of insurance for the following amounts not later than 10 days after award of contract, and in any case, prior to commencing operations. A contractor's license to work in the Town of Berlin rights of way shall be sufficient to cover a. Liability below.

- a. Liability: \$500,000 each person;
\$1,000,000 each accident;
\$100,000 property damage each accident
- b. Workman's Compensation

Insurance provisions shall hold the Town of Berlin harmless from any or all claims resulting from action of Contractor.

ACCIDENTS AND DAMAGE

The Contractor shall report all accidents involving injury or major damage immediately after occurrence to the Highway Superintendent or the person in charge of snow removal at the time.

Minor damage such as to mailboxes shall be reported at the earliest opportunity, not to exceed four (4) hours after occurrence. The Contractor shall be responsible for repairing all damage caused by a direct impact of the snow plow as soon as possible after each storm.

EQUIPMENT

Trucks shall be equipped with four-wheel drive, a cab operated angle plow and chains. Truck shall be a minimum of one-half ton. Bidder shall have at least one vehicle and plow in reserve for backup purposes in case of accident or extreme storms. All maintenance, supplies, equipment and spares, fuel, lubrication, etc. and necessary service facilities shall be provided by the Contractor. The Contractor will not be paid for time when trucks are not working due to breakdowns, repairs, etc., excepting minor truck stoppage, not to exceed 1/2 hour per storm.

OPERATION

The Contractor shall be notified by the Highway Department when to commence and end plowing, and Contractor shall start plowing not later than one hour after notification.

The Contractor shall notify the Highway Department at the times each truck begins and ends plowing. Whenever possible, the same truck and driver should be assigned to the same route for each storm. Detailed procedures for plowing routes and schedules will be outlined by the Highway Superintendent for the successful bidders. The bid price shall include truck, plow and driver. Any helpers provided will be at the Contractor's own expense.

SPARE VEHICLES

Spare vehicles shall be provided under the same terms as for vehicles plowing cul-de-sacs with the exception that a two-hour advance notice will be allowed. All qualified bidders for spare vehicles shall be considered, with preference for availability of equipment needed.

INVOICING

Payment will be made upon submittal to the Town of an itemized invoice approved by the Highway Superintendent. The invoice shall show the number of vehicles used and dates and times for each.

INFORMATION

Any questions regarding these Contract Provisions should be referred to the Town Purchasing Agent for clarification prior to the submittal of bids.

PERFORMANCE BOND

The successful contractor shall furnish a performance bond in the amount of \$ 2,500.00 in favor of the Town of Berlin. The bond shall be executed by a financially strong surety company, acceptable to the office of the Town Manager and authorized to transact business in the State of Connecticut. The contractor shall also become licensed under the requirements as established by the Town of Berlin Public Works Department.

BACK-UP VEHICLE

The back-up vehicle or reserve vehicle, as mentioned under **EQUIPMENT**, shall be the same in size and weight as the primary vehicle which is bid under Items 1 and 2 of the proposal.

The definition of **Back-Up Vehicle** is that vehicle which will be used to replace the contractor's primary vehicle plowing designated cul-de-sacs. The definition of a **Spare Vehicle** is that vehicle which will be utilized by the Highway Department on an as needed basis in the Town.

MINIMUM PAYMENT

A guaranteed minimum seasonal payment of \$2,500.00 will be paid by the Town of Berlin to the successful bidder. If the cumulative number of hours performed throughout the winter season fails to reach the \$2,500.00 minimum payment, the balance of payment to reach the guaranteed minimum will be made to the successful bidder at the end of the winter snowplowing season.

*A minimum of three hours will be paid for each call in.

DELINQUENT TAXES

All delinquent taxes owed the Town of Berlin by the contractor must be paid in full prior to the award of this contract by the Berlin Town Council.

BID PROPOSAL SHEET CONTRACT NO. 2024-03

SNOW PLOWING CUL-DE-SACS

AND

MISCELLANEOUS AREAS IN THE TOWN OF BERLIN

2023-2024 SNOW SEASON

For furnishing, in full compliance with the Contract Provisions, trucks with drivers for plowing snow in cul-de-sacs and miscellaneous areas in the Town of Berlin, the following is bid:

1. Number of trucks _____ (fill in # of trucks available)
 - a. Price per truck per hour _____
2. Number of spare trucks _____ (fill in # of trucks)
(trucks estimated)
 - a. Price per truck per hour _____

Signature

Printed Name of Bidder

Name of Firm

Address

E-mail

Date