



City of New London

Department of Finance-Purchasing Agent

13 Masonic Street • New London, CT 06320 • Phone (860) 447-5215 • Fax (860) 447-5297

Request for Quotations

Specifications and Quotation Documents Attached

Proposal No.: 2016-6

Opening Date and Time: August 25, 2015 at 2:00 P.M.

Title: Tree Trimming & Removal Services

Special Instructions:

The following information must appear in the lower left hand corner of the envelope:

Sealed Quotation No.: 2016-06

Not to be opened until August 25, 2015 at 2:00 P.M.

Return Quotations to:

Alicia Smith, Purchasing Agent
City of New London
13 Masonic Street
New London, CT 06320

Proposal cannot be accepted after the Proposal Opening Date and Time indicated above.

CITY OF NEW LONDON

GENERAL CONDITIONS & SPECIFICATIONS REQUEST FOR PRICE QUOTATIONS

TREE TRIMMING AND REMOVAL SERVICES NEW LONDON, CONNECTICUT

1.0 INTRODUCTION

- 1.1 The City of New London is requesting price quotations from qualified contractors in good standing for supplying personnel and equipment to perform on call tree trimming and removal services.
- 1.2 Contractors are required to comply with the instructions contained within these General Conditions and Specifications and to provide information where requested. Price quotes must be made upon the form contained herein.

2.0 KEY EVENT DATES

- 2.1 Receipt of Price Quote Form due by 2:00 p.m., August 25, 2015

3.0 PRICE QUOTE FORMS AND SUBMISSION INSTRUCTIONS

- 3.1 Copies of the General Conditions & Specifications, Request for Price Quotations may only be obtained from the Department of Public Works, 111 Union Street, New London, CT. Regular office hours are 8:00 a.m. to 4:00 p.m., Monday through Friday. Phone: (860) 440-6657.
- 3.2 Ditto marks are not considered writing; shall not be used; and can be reason for non-acceptance of a price quote.
- 3.3 All price quotes must be submitted in writing and made upon the forms contained herein. The completed Price Quote Form may be submitted by email. Price quotes, corrections and/or modifications received after the date and time noted in 2.1 above, will not be accepted.
- 3.4 The Price Quote Form must be 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 Price Quote Form must initial such corrections.
- 3.6 The inability to meet any specified requirement(s) shall be:
 - (a) Stated in writing and attached to the Price Quote Form, or
 - (b) Written on the Price Quote Form.

- 3.7 At the time of price quote submission, Contractors shall be presumed to have read, and be thoroughly familiar with all specifications in this document. Failure of any Contractor to receive or examine any form, instruction or document, shall not relieve any Contractor from obligations with respect to their price quote.
- 3.8 The specifications listed are to be interpreted as meaning those acceptable to the City of New London. Substitutions that are “an approved equal,” will be considered.
- 3.9 The completed Price Quote Form shall be in conformance with all other requirements as stated herein.
- 3.10 The completed Price Quote Form shall be submitted to:

Alicia Smith
Purchasing Agent / Accountant
13 Masonic Street
New London, CT 06320
asmith@ci.new-london.ct.us
Phone: (860) 447-5215

4.0 **PAYMENT**

- 4.1 The City agrees that after final inspection and acceptance of the work by an authorized representative of the City for “Tree Trimming and Removal Services”, and in consideration of the faithful performance by the successful Contractor of all covenants and agreements contained herein, to pay the successful Contractor, within forty-five (45) calendar days from receipt of invoice.

5.0 **MISCELLANEOUS**

- 5.1 Price quotes may be withdrawn any time prior to the date and time noted in 2.1 above. No Contractor shall withdraw, cancel or modify their price quote for a period of sixty (60) days after aforementioned date and time.
- 5.2 The City of New London is exempt from Connecticut Sales and Use Taxes and Federal Excise Taxes. Contractors shall avail themselves of these exemptions.
- 5.3 The City of New London reserves the right to accept any, all or any part of price quotes, to waive any informalities, to take into account the residency and business location of bidders within the City of New London, and to award the bid deemed by the City of New London to be in its best interest. The lowest price shall not be the sole determining factor when awarding the contract for the proposed work.
- 5.4 The unit bid price(s) on the submitted Price Quote Form shall be held firm from the date of submission through the completion of the project. Completion shall be determined by the City of New London, through an authorized representative.
- 5.5 Contractors may provide a price quote on any one item or all of the requested items contained within the Price Quote Form.
- 5.6 All trees to be removed shall be posted by the City’s Tree Warden unless it is an emergency situation.

- 5.7 The City may qualify more than one Contractor to perform the specified services. If the qualified Contractor who provided the lowest written price quote is not available to perform the work within a requested time frame, the City may contact and request services from another qualified Contractor to perform the work.
- 5.8 General questions concerning this Request for Price Quotations shall be directed to the Department of Public Works, 111 Union Street, New London, CT. Regular office hours are 8:00 a.m. to 4:00 p.m., Monday through Friday. Phone: (860) 440-6657. All questions must be received on or before end of business on August 19, 2015.

6.0 **RIGHTS AND OPTIONS**

- 6.1 This Request for Price Quotations constitutes an invitation to Contractors to submit price quotes to the City. Without limitation, the City, 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 Price Quotes.
 - b. To prepare and issue amendments and/or addenda to this Request for Price Quotes (RFPQ) prior to the receipt of price quotes that may expand or cancel any portion or all work described in this RFPQ without the substitution of another RFPQ.
 - c. To provide questions from Contractors and the City's response to such questions to all Contractors.
 - d. To reject any or all price quotes.
 - e. To postpone or change the date of receipt of price quotes or any other deadlines and dates specified in the RFPQ.
 - f. To issue subsequent RFPQ's, to conduct investigations with respect to the information provided by each Contractor, to request clarifications of price quotes submitted, and to hold public hearings for the consideration of the merits of any or all Contractor(s).
 - g. To conduct meetings and negotiating sessions with Contractors.
 - h. To request the best and final price quote from one or more Contractors.
 - i. To select a Contractor after receipt of price quote(s) without interviews and negotiating sessions.
 - j. To determine the Contractor(s) with whom to negotiate after receipt of price quote(s).
 - k. To discontinue negotiations with a Contractor and commence negotiations with another Contractor after receipt of price quote(s).
 - l. To select and enter into an Agreement with one Contractor whose price quote(s) best satisfies the interest of the City and is most responsive, in the judgment of the City, to the requirements as contained within this RFPQ.

- m. To remove a Contractor from consideration and not accept a price quote from such Contractor in the event of a material change in the circumstances with respect to a Contractor, or if a Contractor is not complete and timely in written responses, or if a Contractor fails to attend meetings or respond to questions, or any other reason the City deems appropriate.

7.0 **INSURANCE REQUIREMENTS**

7.1 The successful Contractor(s) shall provide insurance, before commencement of services, using an insurance company licensed in Connecticut. The below listed insurance shall name the City of New London as additional insured for six (6) months after the final payment is made.

- (a) Commercial general liability insurance including all the usual coverages must provide the following minimum limits:

Bodily Injury and Property Damage - \$1,000,000.00 each occurrence; \$2,000,000.00 aggregate

Products or Completed Operations - \$1,000,000.00 each occurrence; \$2,000,000.00 aggregate

Any deductible or self-insured retention must be disclosed and any claim payments falling within the deductible shall be the responsibility of the contractor.

- (b) Commercial automotive policy including coverage for owned, non-owned, leased or hired vehicles (if used on City of New London property) must provide the following minimum limit:

Combined Single Limit - \$1,000,000.00 each accident

- (c) Workmen's compensation insurance shall be in accordance with the State of Connecticut requirements at the time of the price quote.

- (d) The City requires that these aggregate limits be maintained by the Contractor as required. It is the responsibility of the Contractor or his representative to notify the City if ever or whenever claims reduce the General Aggregate below \$1,000,000.

7.2 The successful Contractor(s) shall require all subcontractors to carry the same forms and minimum coverages that it is required to provide. Evidence of these coverages must be provided to the City of New London Purchasing Agent prior to the contractor or subcontractor coming onto the work site.

7.3 All insurance policies shall be endorsed to include the City of New London, its officers and employees as additional insured, and shall not be reduced or cancelled without thirty (30) days prior written notice to the Purchasing Agent. In addition, the contractor's insurance shall be primary as respects the City of New London and any other insurance maintained by the City of New London shall be excess and not contributing insurance with the contractor's insurance.

7.4 For purposes of insurance, all certificates, copy of Arborist License and communications should be addressed to:

Alicia Smith
Purchasing Agent / Accountant
13 Masonic Street
New London, CT 06320
asmith@ci.new-london.ct.us
Phone: (860) 447-5215

8.0 **SPECIFICATIONS**

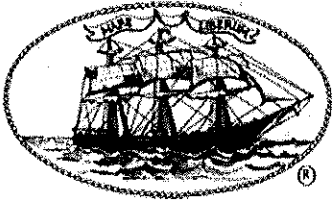
- 8.1 **GENERAL** The Contractor shall furnish all labor, material and equipment to perform the work, except as noted herein. The Contractor will store any and all waste and/or debris in their container. The contents of the container shall be emptied, off site, at the end of each day's work. Failure to remove debris shall result in a \$50.00 per day/per occurrence reduction in payments to the Contractor.
- 8.2 **SCOPE OF WORK** The proper trimming and removal of trees within the City of New London, attention to finish detail and adherence to the specifications as noted herein.
- 8.3 The following personnel and equipment for performing tree removal and trimming services shall be supplied by the Contractor:
- a. Truck equipped with aerial boom and personnel bucket, equipped with 5 cubic yard minimum hopper, or bin, to contain wood chips.
 - b. Wood Chipper, heavy duty trailer mounted to handle trees and limbs up to 8 inches in diameter.
 - c. Crew Chief and two (2) Helpers, to be fully trained and equipped, capable of removing large trees without supervision. There shall be a minimum of a three (3) person crew.
- 8.4 The above personnel and equipment shall be used for tree removal and trimming purposes during the period beginning on or about September 1, 2015 through June 30, 2016.
- 8.5 Work will be assigned by the City of New London's Tree Warden or assigned designee. The Contractor shall commence any and all tree work within 48 hours of notice by the Tree Warden or assigned designee.
- 8.6 Equipment should be in excellent operating condition. Personnel provided should be competent to perform assigned tasks and all pertinent OSHA safety procedures should be adhered to.
- 8.7 Payment shall be made for actual hours worked. Travel time or "down" time will not be paid.
- 8.8 The Contractor is required to be licensed in the City of New London, Public Works Department and retain an Arborist license with the State of Connecticut prior to the commencement of work and retain such licenses for the duration of the work as specified above.
- 8.9 During the proposed tree removal, the Contractor shall provide maintenance and protection of the work areas, taking all necessary precautions to safely and carefully protect motorists, pedestrians and the general public.

END OF GENERAL CONDITIONS AND SPECIFICATIONS

QUOTATION FORMS

Your response should only include an original and one (1) copy (unless otherwise indicated in the specifications) of all documents after this page.

Do not use 3-ring binders!



City of New London

Department of Finance-Purchasing Agent
 13 Masonic Street • New London, CT 06320 • Phone (860) 447-5215 • Fax (860) 447-5297

Quotation Proposal Form Page 1 of 2

Quotation No.: 2016-06	Opening Date: August 25, 2015	Bid Opening Time: 2:00 P.M.	Bid Surety:	Date Issued: August 17, 2015
----------------------------------	---	---------------------------------------	--------------------	--

Project:
Tree Trimming & Removal Services

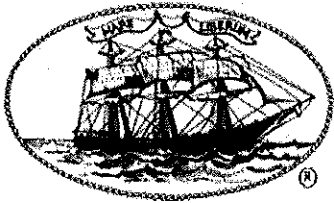
REQUEST FOR QUOTATIONS: Pursuant to the provisions of Section 2-69 of the Code of Ordinances of the City of New London, sealed proposals will be received by the Purchasing Agent for the City of New London, at the address above for furnishing the commodities and/or services herein listed.

IMPORTANT: Both pages of this form must be completed, signed and returned by the proposer as part of the quotation package.

NOTE: Proposer means Individual/Sole Proprietor, Partnership or Corporation name.

Section 1 of 3 – Proposer Information

Complete Company Name (Trade Name, Doing Business As)		SSN or FEIN		
Company Address	Street	City	State	Zip Code
Contact Name (Typed or Printed)		Telephone Number (Include Toll-Free Numbers)		FAX Number
Written Signature of Person Authorized to Sign Proposals on Behalf of the Above Named Company ← SIGN HERE				Date Executed
Type or Print Name of Authorized Person		Title of Authorized Person		
Company's E-Mail Address			Company's Web Site	
Is Your Business a: <input type="checkbox"/> Proprietorship (Individual), <input type="checkbox"/> Partnership or <input type="checkbox"/> Corporation ? (Type of Corporation - _____)				
Is Your Business Currently a State of Connecticut Certified Small Business? <input type="checkbox"/> Yes (Attach Certificate Copy to Bid) <input type="checkbox"/> No				
If your business is a Partnership , you must attach the names and titles of all partners to this bid when returned.				
If your business is a Corporation , in which State are you incorporated?				
Is your business reportable to the IRS? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, a 1099/W2 will be mailed to you at year end.				
Remittance Information: In this box indicate the Remittance Address of your business if different from above.				



City of New London

Department of Finance-Purchasing Agent
13 Masonic Street • New London, CT 06320 • Phone (860) 447-5215 • Fax (860) 447-5297

Quotation Proposal Form Page 2 of 2

Section 2 of 3 Important Information for Proposers

AFFIRMATION OF PROPOSER: The undersigned proposer affirms and declares:

1. That this proposal is executed and signed by said bidder with full knowledge and acceptance of the provisions of the Standard Proposal and Contract Terms and Conditions of current issue and in effect on the date of bid issue. These Standard Proposal and Contract Terms and Conditions are made a part of the contract.
2. That should any part of this proposal be accepted in writing by the City of New London within thirty (30) days from the date of proposal opening unless and earlier for acceptance is specified by the proposer the proposal schedule, said proposer will furnish and deliver the commodities and/or services for which this proposal is made, in the quantities and at the prices proposed, and in compliance with the provisions of the STANDARD PROPOSAL AND CONTRACT TERMS AND CONDITIONS, COMMODITY SPECIFICATIONS, PROPOSAL SCHEDULE AND SPECIAL PROPOSAL AND CONTRACT TERMS AND CONDITIONS. Should award of any part of this proposal be delayed beyond the period of thirty (30) days or an earlier date specified by the proposer in the proposal schedule, such award shall be conditioned on the proposer's acceptance.
3. Acceptance of the conditions set forth herein, agreement in strict accordance therewith, and will furnish and deliver the commodities and/or services to the City of New London at the prices bid therein.
4. Should the Purchasing Agent determine that the proposer has not completed Section 1 – Proposer Debarment and/or Suspension included as part of this document, then such determination may be just cause for disqualification from the evaluation of this proposal.

Section 3 of 3 – Proposer Debarment and/or Suspension

Has the bidder, any company officials, or any subcontractor to the bidder, any of its company officials received any notices of debarment and/or suspension from contracting with the State of Connecticut, the federal government, any other state within the United States, any of its territories or any governmental entity?

Yes No

If the above signed bidder, any company official or any subcontractor to the bidder **has** received notice of debarment and/or suspension from contracting with the State of Connecticut, the federal government or any governmental entity, said notices must be attached to this document when submitting this bid.

Number of notices attached _____

CITY OF NEW LONDON, CONNECTICUT

PRICE QUOTE FORM

The following price quote is being submitted to the City of New London, Connecticut, for Tree Removal Services, the cost of the project should include supplying all labor, material and equipment to perform the work as specified in **General Conditions & Bid Specifications, Tree Trimming and Removal Services, New London, Connecticut.**

Half Day Rate (4 hr. min.)

BID PRICE (Lump Sum, complete) \$ _____

Total Written Price: _____

Full Day Rate

BID PRICE (Lump Sum, complete) \$ _____

Total Written Price: _____

Afterhours Emergency Rate

BID PRICE (Hourly, complete) \$ _____

Total Written Price: _____

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 City of New London, this forms a contractual obligation on the part of the bidder to provide the material as bid.

SIGNATURE: _____

FOR: _____
(Bidder Name)

NUMBER & STREET: _____

TOWN/CITY: _____ STATE: _____ ZIP: _____

BY: _____ DATE: _____
(Title)

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

EMAIL: _____

(CHECK ONE)

No exceptions to the Specifications _____

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