



**Invitation to Bid
For:**

**Removal of Brush, Wood, and Stumps
from the Town of Old Saybrook's Hurricane Sandy
Debris Management Site**

BID # OEM-2013-55

The Town of Old Saybrook Office of Emergency Management hereby solicits proposals from qualified firms/companies/individuals for the following:

**Removal of Brush, Tree Wood, and Stumps
from the
Town of Old Saybrook's Hurricane Sandy Debris Management Site**

All responsible, qualified firms are strongly encouraged to submit proposals.

The Town of Old Saybrook, Office of Emergency Management will serve as the point of contact for this project.

The Town of Old Saybrook reserves the right to award in part or in whole or to reject any or all proposals.

The following conditions apply concerning the purchase and/or the engagement of contractual services for the above listed project and/or items:

1. All Proposals are to be sealed with the Invitation to Bid Number visible on exterior.

2. **Three (3) Original Proposals will be received at:**

**Old Saybrook Department of Police Services
6 Custom Drive
Old Saybrook, Connecticut 06475
Attn. Debris Management Center**

3. It is understood that the Town of Old Saybrook reserves the right to accept or reject any and/or all proposals and to waive any formalities or informalities.
4. All proposals must be dated and signed by authorized personnel.
5. No prices shall include state or federal excise taxes.
6. Proposals from respondents that do NOT meet minimum qualifications and/or do NOT include and/or satisfy required language and/or items specified in this document will be eliminated from the list of eligible respondents to be considered.
7. **Proposals must be received by Noon on Tuesday, May 7, 2013.**
8. Responses will be opened and recorded at 12:30 PM at the Office of the First Selectman, Old Saybrook Town Hall, 302 Main Street, Old Saybrook, Connecticut.

Purpose:

The purpose and intent of this Invitation to Bid is to solicit proposals and specific itemized pricing from those who meet the qualifications described herein to remove any and all brush, tree wood, and stumps that is currently located at the Town's Hurricane Sandy Debris Management Site located at 50 Schoolhouse Road, Old Saybrook, Connecticut.

Minimum Qualification Requirements:

Must have at least ten (10) years of documented experience in the proper removal, transportation, and delivery to approved debris management sites.

Must be able to commence work immediately following Town Approval and complete the project in full, including "punch list items" by May 25, 2013.

Must meet any and all additional requirements and/or qualifications as detailed in this document.

Removal of Brush, Tree Wood, and Stumps

Respondents **must** include:

1. A Statement that disposed materials from the Debris Management Site must be mechanically loaded in transport vehicles and disposed of in accordance with local, state, and federal guidelines and regulations.
2. A statement that debris may NOT be taken to a Town of Old Saybrook Municipal facility.
3. The street address and GPS location of the place(s) of the final resting places for any and all debris removed.
4. A work schedule demonstrating the commencement and conclusion of work.
5. An estimate on the amount of debris to be removed.
6. Detailed itemized pricing.

Additional Information

Costs associated with RFP and Bid Responses will be considered “not to exceed costs” by the Town of Old Saybrook.

The Town of Old Saybrook may choose to hold “Bid Response” Interviews prior to making a selection.

Qualified persons/firms may access the site from which debris is to be removed during normal business hours. The site is located at the end of Donnelly Road, Old Saybrook, Connecticut. The site consists of a Pile of Tree Wood and Brush and a Pike of Stumps.

Insurance Requirements

All contractors shall obtain and maintain at it’s own cost and expense for the duration of the project, the following insurance:

1. Worker’s Compensation \$1,000,000
2. Commercial General Liability \$2,000,000
3. Comprehensive General Automobile \$1,000,000
4. Employer’s and Professional Liability must be included in “General Liability” or maintained a separate rider/policy to meet

Proof of insurance must be included at time of RFP / Bid Response.

If successful, the respondent must provide the Town of Old Saybrook - Office of the First Selectman - with insurance documentation that names the Town of Old Saybrook as an additional insured.

Performance / Payment Bond

There is no performance bond requirement for this project.

Hold Harmless Statement

The respondent shall include Hold Harmless Language. The language shall provide a release to the Town of Old Saybrook for issues concerning any claims or injuries of any nature whatsoever that may arise out of the scope of work proposed, to indemnify and hold the Town harmless from any and all claims, losses, damages, judgments, costs, settlements, fines, penalties and expenses (including legal fees) that the Town may incur, directly or indirectly, as the result of the work performed by the respondent on either public or private property as assigned, including without limitation claims, losses, etc. that may result from a claim by an employee of the contractor, a land owner, or a third party.

References

Persons and/or firms who elect to provide proposals and bid documents must include:

1. at least three references from governmental customers whom you have performed work for in the past five years

OR

provide evidence that you have worked as a Contractor for the Town of Old Saybrook, providing similar Debris Management/Removal Services in the past twenty-four (24)months.

**There are no substitutions permitted
to any of the REQUIREMENTS listed in this document.**

The town will not entertain sales calls or requests for presentations.

Questions may be directed, in WRITING and only be email to the following email address:

Recovery@town.old-saybrook.ct.us