

TOWN OF GLASTONBURY  
INVITATION TO BID

<u>Bid #</u>	<u>Item</u>	<u>Date and Time Required</u>
GL-2009-17	(1) Self-Propelled Concrete Saw	October 14, 2008 @ 11:00 a.m.

Bid Forms may be obtained at the Office of the Purchasing Agent, Town Hall, 2155 Main Street, Glastonbury, CT 06033 (second level) or on the Town's website at [www.glastonbury-ct.gov](http://www.glastonbury-ct.gov).

The Town reserves the right to waive informalities or reject any part of, or the entire bid, when said action is deemed to be in the best interest of the Town. All Sealed Bids must be submitted to the Office of the Purchasing Agent no later than the time and date indicated. All bids will be publicly opened and read.

Mary F. Visone  
Purchasing Agent

## INFORMATION TO BIDDERS

1. Sealed bids (**one original and one copy**) on the attached Bid Forms will be received at the Office of the Purchasing Agent, Town Hall, 2155 Main Street, Glastonbury, Connecticut 06033 (second level). At the designated time of opening, they will be publicly opened, read, recorded and placed on file.
2. Whenever it is deemed to be in the best interest of the Town, the Town Manager, Purchasing Agent or designated representative shall waive informalities in any and all bids. The right is reserved to reject any bid, or any part of any bid, when such action is deemed to be in the best interest of the Town of Glastonbury.
3. The award will be on the basis of bid total cost unless otherwise specified.
4. Bids will be carefully evaluated as to conformance with stated specifications.
5. **The envelope enclosing your bid should be clearly marked by bid number, time of bid opening and date.**
6. Specifications must be submitted complete in every detail, and when requested, samples shall be provided. If a bid involves any exception from stated specifications, they must be clearly noted as exceptions, underlined, and attached to the bid.
7. The Bid Documents contain the provisions required for the requested item. Information obtained from an officer, agent, or employee of the Town or any other person shall not affect the risks or obligations assumed by the Bidder or relieve him/her from fulfilling any of the conditions of the Bid.
8. Each bidder is held responsible for the examination and/or to have acquainted themselves with any conditions at the job site which would affect their work before submitting a bid. Failure to meet this criteria shall not relieve the Bidder of the responsibility of completing the Bid without extra cost to the Town of Glastonbury.
9. Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered. No bidder may withdraw a bid within sixty (60) days after the actual date of the opening thereof. Should there be reasons why a Bid cannot be awarded within the specified period, the time may be extended by mutual agreement between the Town and the bidder.
10. **THIS ITEM WAIVED:** Each bid must be accompanied by a bid bond payable to the Town for ten percent (10%) of the total amount of the bid. The bid bond of the successful bidder will be retained until the payment bond and performance bond have been executed and approved, after which it will be returned. A certified check may be used in lieu of a bid bond. The Town of Glastonbury will not be liable for the accrual of any interest on any certified check submitted. Cashier's checks will not be accepted.

## INFORMATION TO BIDDERS

11. **THIS ITEM WAIVED:**A 100% Performance and Payment bonds are required of the successful bidder. This bond shall cover all aspects of the specification and shall be delivered to the Purchasing Agent prior to the issuance of a purchase order. The Performance and Payment Bonds will be returned upon the delivery and acceptance of the bid items.
12. The bidder agrees and warrants that in the submission of this sealed bid, they will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religion, national origin, sex, or physical disability including, but not limited to blindness, unless it is shown by such bidder that such disability prevents performance of that which must be done to successfully fulfill the terms of this sealed bid or in any manner which is prohibited by the laws of the United States or the State of Connecticut: and further agrees to provide the Human Relations Commission with such information requested by the Commission concerning the employment practices and procedures of the bidder. An Affirmative Action Statement will be required by the successful bidder.
13. Bidder agrees to comply with all of the latest Federal and State Safety Standards and Regulations and certifies that all work required in this bid will conform to and comply with said standards and regulations. Bidder further agrees to indemnify and hold harmless the Town for all damages assessed against the Town as a result of Bidder's failure to comply with said standards and/or regulations.
14. All correspondence regarding any purchase made by the Town of Glastonbury shall reference the Town's purchase order number. Each shipping container shall clearly indicate both Town purchase order number and item number.
15. Bidder is required to review the Town of Glastonbury Code of Ethics adopted July 8<sup>th</sup>, 2003 and effective August 1, 2003. Bidder shall acknowledge that they have reviewed the document in the area provided on the bid / proposal response page (BP). The selected Bidder will also be required to complete and sign an Acknowledgement Form prior to award. The Code of Ethics and the Consultant Acknowledgement Form can be accessed at the Town of Glastonbury website at [www.glasct.org](http://www.glasct.org). Upon entering the website click on **General Information**, then **Bids and Quotes** which will bring you to the links for the **Code of Ethics** and the **Consultant Acknowledgement Form**. If the Bidder does not have access to the internet a copy of these documents can be obtained through the Purchasing Department at the address listed within this bid / proposal.
16. **Non Resident Contractors (IF APPLICABLE)**  
  
The Town is required to report names of nonresident (out of state) Contractors to the State of Connecticut, Department of Revenue Services (DRS) to ensure that Employment Taxes and other applicable taxes are being paid by Contractors. **Upon award, all nonresident contractors must furnish a five percent (5%) sales tax guarantee bond (state form AU-766), or a cash bond for 5% of the total contract price (state form AU-72) to DRS even though this project is exempt from most sales and use taxes.**

See State Notice to Nonresident Contractors SN 2005(12). If the above bond is not provided the Town is required to withhold 5% from Contractor's payments and forward it to the State DRS.

Contractor must promptly furnish to the Town a copy of the **Certificate of Compliance** issued by the State DRS.

17. Bidder shall include on a sheet(s) attached to its proposal a complete disclosure of all past and pending mediation, arbitration and litigation cases that the bidder or its principals (regardless of their place of employment) have been involved in for the most recent five years. Please include a statement of the issues in dispute and their resolution. Acceptability of Bidder based upon this disclosure shall lie solely with the Town.
  
18. Bidder or its principals, regardless of their place of employment, shall not have been convicted of, nor entered any plea of guilty, or nolo contendere, or otherwise have been found civilly liable or criminally responsible for any criminal offense or civil action. Bidder shall not be in violation of any State or local ethics standards or other offenses arising out of the submission of bids or proposals, or performance of work on public works projects or contracts.

**IMPORTANT:** Failure to comply with general rules may result in disqualification of the bidder.

**SELF-PROPELLED CONCRETE SAW  
DETAILED SPECIFICATIONS**

**BID #GL-2009-17  
DS-1**

**VENDOR NAME** \_\_\_\_\_

**NOTICE:** THESE DETAILED SPECIFICATIONS MUST BE COMPLETED BY THE BIDDER AND RETURNED WITH THE BID PROPOSAL.

THE BIDDER SHALL INDICATE UNDER "BIDDER PROPOSES:" THE MANNER IN WHICH THE SPECIFICATIONS WILL BE ADDRESSED, SUCH AS MANUFACTURER'S NAME AND MODEL NUMBER; SPECIFICATION FACTS, DEVIATIONS FROM THESE SPECIFICATIONS, OR THAT THE BID IS IN COMPLIANCE AS SPECIFIED. THE BIDDER MUST RESPOND TO EACH ITEM.

THESE SPECIFICATIONS ARE TO BE CONSIDERED AS MINIMUM UNLESS OTHERWISE STATED.

<b>REQUIRED SPECIFICATIONS</b>	<b>OFFERED SPECIFICATIONS</b>
<b>1.0 MANUFACTURER'S NAME</b>	_____
<b>2.0 MODEL IDENTIFICATION</b>	_____
<b>3.0 YEAR BUILT</b>	_____
<b>4.0 INTENT</b>	
4.1 The purpose and intent of these detailed specifications are to describe and obtain one (1) self-propelled gasoline-powered concrete saw which will be used to cut bituminous concrete, roadways, curbs, and various other products generally used in a public works/highway maintenance operation.	
4.2 The unit shall be the manufacturer's latest model, except as modified herein. The complete unit, including all necessary equipment, shall be furnished and delivered new, complete, and ready to use. All parts not specifically mentioned, but which are necessary for the complete unit, shall be supplied and installed by the vendor, even though such work or material is not specifically outlined, and shall conform in strength, quality of material and workmanship to the best practice known to the equipment industry.	

**BIDDER PROPOSES:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SELF-PROPELLED CONCRETE SAW  
DETAILED SPECIFICATIONS**

**BID #GL-2009-17  
DS-2**

**VENDOR NAME** \_\_\_\_\_

**5.0 TYPE OF SERVICE**

- 5.1 The Physical Services Department shall use the unit to cut all types of bituminous concrete, roadways, curbs, etc.
- 5.2 The bidder shall take these conditions into consideration before making the bid. Under the guarantee, no claims of abuse because of normal methods of operation will be given any consideration by the Physical Services Department.
- 5.3 The design of the unit included in this bid shall be such that the unit will withstand all the aforementioned types of service.

**BIDDER PROPOSES:**

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**6.0 CAPACITY**

- 6.1 Shall have a cutting depth of 12 inches.

**BIDDER PROPOSES:**

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**7.0 DIMENSIONS**

- 7.1 Minimum 30-inch cutting blade
- 7.2 Maximum frame 23 inches
- 7.3 Maximum frame height 30 inches
- 7.4 Minimum weight 950 pounds
- 7.5 Blade to wall maximum 2 inches

**BIDDER PROPOSES:**

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**SELF-PROPELLED CONCRETE SAW  
DETAILED SPECIFICATIONS**

**BID #GL-2009-17  
DS-3**

**VENDOR NAME** \_\_\_\_\_

**8.0 BLADE**

- 8.1 Shall be equipped with a diamond blade, 30-inch diameter.
- 8.2 Shall be equipped with a blade guard.
- 8.3 Blade shaft minimum is 1 7/16 inches.
- 8.4 Dual arbors to allow the blade to be mounted on left or right of machine.
- 8.5 Retractable pointer, minimum of 36 inches long.
- 8.6 Shall have a complete water system with pump. Inlet shall be compatible with a standard garden hose.

**BIDDER PROPOSES:**

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**9.0 ENGINE**

- 9.1 Gasoline-powered 4-cylinder, air-cooled engine
- 9.2 Minimum 35 HP rating
- 9.3 Electric start
- 9.4 Cyclone pre-air cleaner
- 9.5 Air filter restriction indicator

**BIDDER PROPOSES:**

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**SELF-PROPELLED CONCRETE SAW  
DETAILED SPECIFICATIONS**

**BID #GL-2009-17  
DS-4**

**VENDOR NAME** \_\_\_\_\_

**10.00 TRANSMISSION**

- 10.1 Hydrostatic single-speed transmission
- 10.2 Forward and reverse capability

**BIDDER PROPOSES:**

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**11.00 MISCELLANEOUS**

- 11.1 Hour meter
- 11.2 Warning light for the following:
  - a. Engine oil pressure
  - b. Alternator charging light
- 11.3 Complete set of parts and service manuals
- 11.4 Vendor to provide details on any and all manufacturer standard warranty and any extended warranty available.

**BIDDER PROPOSES:**

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**12.0 GENERAL**

- 12.1 Must meet the requirements of the American National Standards Institute ASME B56.1 Part III. NFPA 505 Safety Standard and Occupational Safety and Health Administration's Standard 1910.178.
- 12.2 Unit to be delivered to the Glastonbury Town Garage by the vendor, complete and ready for use.

**BIDDER PROPOSES:**

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**SELF-PROPELLED CONCRETE SAW  
DETAILED SPECIFICATIONS**

**BID #GL-2009-17  
DS-5**

**VENDOR NAME** \_\_\_\_\_

**13.0 OPTIONS**

13.1 Spare/additional blade (per blade specifications outlined in Section 8.1)

**SELF-PROPELLED CONCRETE SAW  
DETAILED SPECIFICATIONS**

**BID #GL-2009-17  
DS-6**

**VENDOR NAME** \_\_\_\_\_

ITEM NO.	ITEM DESCRIPTION	QTY	TOTAL PRICE
1.	Concrete saw as specified	1	_____
2.	Option: Additional blade	1	_____

**BID TOTAL** \_\_\_\_\_

**WRITTEN AMOUNT** \_\_\_\_\_

**DELIVERY DATE** \_\_\_\_\_

Basis for award shall be the best combination of price, quality, and delivery schedule as determined by the Town.

Proposal of \_\_\_\_\_ (hereinafter called  
“Respondent”), organized and existing under the laws of the State of \_\_\_\_\_  
doing business as \_\_\_\_\_  
\_\_\_\_\_.

To the Town of Glastonbury (hereinafter called “Town”).

In compliance with your Invitation to Bid, the Respondent hereby proposes to furnish materials  
and/or services as per Bid Number GL-2009-17 in strict accordance with the Bid  
Documents within the time set forth therein, and at the prices stated below.

By submission of this bid, the Respondent certifies, and in the case of a joint bid each party  
thereto certifies as to their own organization that this bid has been arrived at independently  
without consultation, communication, or agreement as to any matter relating to this bid  
with any other Respondent or with any competitor.

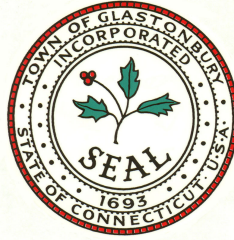
The Respondent acknowledges receipt of the following:

Addendum #1 \_\_\_\_\_

Addendum #2 \_\_\_\_\_

Addendum #3 \_\_\_\_\_

**THIS FORM AND THE  
REQUIRED BID/PROPOSAL  
MUST BE RETURNED**



**TOWN OF GLASTONBURY  
BID PROPOSAL  
DATE ADVERTISED**

**GL #** GL-2009-17  
**DATE / TIME DUE** 10-14-08 @  
11:00 a.m.

**NAME OF PROJECT** SELF-PROPELLED CONCRETE SAW

**CODE OF ETHICS:**

I / We have reviewed a copy of the Town of Glastonbury's Code of Ethics and agree to submit a Consultant Acknowledgement Form if I/We are selected. Yes \_\_\_\_\_ No \_\_\_\_\_ \*

\*Bidder is advised that effective August 1, 2003, the Town of Glastonbury cannot consider any bid or proposal where the bidder has not agreed to the above statement.

<hr/> <b>Type or Print Name of Individual</b>	<hr/> <b>Doing Business as (Trade Name)</b>
<hr/> <b>Signature of Individual</b>	<hr/> <b>Street Address</b>
<hr/> <b>Title</b>	<hr/> <b>City, State, Zip Code</b>
<hr/> <b>Date</b>	<hr/> <b>Telephone Number / Fax Number</b>
<hr/> <b>E:mail Address</b>	<hr/> <b>SS # or TIN#</b>

(Seal – If bid is by a Corporation)

Attest