

INSTRUCTIONS FOR BIDDERS

Receipt and Opening of Proposals

The town of Killingworth, Middlesex County, CT hereinafter called the Owner, invites proposals on the form attached hereto, all blanks in which must be appropriately filled in. Proposals will be received by the Owner until 4 o'clock on May 23, 2022, at the Killingworth Town Hall, 323 Route 81, Killingworth, CT 06419 and then at said office, opened and publicly read aloud at a Board of Selectmen meeting to be held at 7:00 that evening.

The envelopes, containing the proposals must be sealed and addressed to the Town of Killingworth, Middlesex County, Connecticut and designated as: BID FOR TURF MAINTENANCE SERVICES - Eric W. Auer Killingworth Recreational Park. The Owner may consider as informal any bid not prepared and submitted in accordance with the provisions hereof. Any bid may be withdrawn prior to the above scheduled time for the opening of proposals or authorized postponement thereof.

Preparation of Proposal

Proposals must be submitted on the attached form. All blank spaces for bid prices must be filled in, in ink, in both words and figures with the unit price for which the proposal is made.

All proposals must be submitted in sealed envelopes, bearing on the outside the name of the Bidder, their address, and the words "Proposal for Turf Maintenance Services – Eric W. Auer Park". (If sent via mail, preferably registered mail, the sealed envelopes containing the proposal, and marked as directed above, must be enclosed in another envelope, addressed as specified in the Proposal Form)

Non-Collusion and Bid Certification

The Bidder, by signing their proposal, certifies that they are fully aware of the State Laws regarding the non-collusion bidding certification. No separate forms will be required, but the actual signing of the proposal includes such a statement and is included in the proposal.

Qualifications of Bidder

The Owner may make such investigation as it deems necessary to determine the ability of the Bidder to perform the work and the Bidder shall furnish to the Owner all such information and data for this purpose as the Owner may request.

The Owner reserves the right to reject any bid if the evidence submitted by, or investigations of, such Bidder fails to satisfy the Owner that such Bidder is properly qualified to carry out the obligation of the contract and to complete the work contemplated therein. Conditional proposals will not be accepted.

Conditions of Work

Each Bidder must inform themselves fully of the conditions relating to the construction and labor under which the work is now or will be performed; failure to do so will not relieve a successful Bidder of their obligation to furnish all materials and labor necessary to carry out the provisions of the contract documents and to complete the contemplated work for the consideration set forth in his bid.

Notice of Special Conditions

Attention is particularly called to those parts of the contract documents and specifications which deal with the following:

- a. Work by others (Coordination with Park and Recreation Commission)
- b. Inspection and testing of materials
- c. Insurance requirements

Addenda and Interpretations

No interpretation of the meaning of the plans, specifications or other contract documents will be made to a Bidder orally. Every request for such interpretation must be submitted to edisbrow@townofkillingworth.com and to be given consideration must be received by May 13, 2022. Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the specifications which, if issued, will be posted on the town website (*townofkillingworth.com* under "Public Notices"). Failure of any Bidder to receive any such addendum or interpretation shall not relieve the Bidder from any obligation under his bid as submitted. All addenda so issued shall become part of the contract documents.

Construction Terms and Conditions

The Bidder is warned that the construction terms and conditions hereinafter fully set forth in the form of Contract will be rigidly enforced.

Lowest Qualified Bidder

The comparison of proposals on this Contract will be made by comparing the total sums as submitted by each separate contractor for the Base and Alternate Proposals. The lowest qualified Bidder shall be considered as being the successful Bidder for the contract. The contract award will be made to the successful Bidder as described above if the project in total is acceptable to the Owner.

Obligation of Bidder

At the time of the opening of the proposals, each Bidder will be presumed to have inspected the various construction sites and to have read and to be thoroughly familiar with the Plans and Contract Documents (including all addenda). The failure or omission of any Bidder to receive or examine any form, instruments or document shall in no way relieve any Bidder from any obligation in respect to their bid.

Equal Employment Opportunities

Attention of Bidders is particularly called to the requirements for ensuring that employees and applicants for employment are not discriminated against because of their race, creed, color or national origin.

Tax Exemption

The Town of Killingworth is an exempt organization under the Tax Law and is exempt from payment of Sales and Compensating Use Taxes of the State of Connecticut and cities and counties of the State on all materials which are to be incorporated into the project, pursuant to the provisions of the contract. Tax exempt certificates will be provided by the Owner for use by the successful Bidders. These taxes are not to be included in the bid.

Local and State Laws

The Contractor shall abide by all local and State laws or ordinances to the extent that such requirements do not conflict with Federal laws or regulations

Safety Standards and Accident Prevention

With respect to all work performed under this contract, the Contractor shall:

- a. Comply with the latest safety standard provisions of applicable laws, building and construction codes and the "Manual of Accident Prevention in Construction" published by the Associated General Contractors of America.
- b. Exercise every precaution at all times for the prevention of accidents and the protection of persons (including employees) and property.
- c. Maintain at his/her office or other well known place at the job site, all articles necessary for giving first aid to the injured, and shall make standing arrangements for the immediate removal to a hospital or a doctor's care of persons (including employees), who may be injured on the job site. In no case shall employees be permitted to work at a job site before the employer has made a standing arrangement for removal of injured person to a hospital or a doctor's care.

Experience Clauses

These specifications contain requirements that material or equipment suppliers have specific experience. The Owner or Engineer may also require proof of proper facilities to manufacture material and/or equipment specified.

Certificate of Insurance

A certificate of insurance will be required at the time of contract signing, naming the Owner (Town of Killingworth).