



TOWN OF MANSFIELD
OFFICE OF THE PUBLIC WORKS DIRECTOR

INVITATION TO BID

Bid No. 2013-1005

Date: October 10, 2013

Title: Street Trees, Storrs Center

Sealed bids will be received at the Finance Department, Town of Mansfield, Audrey P. Beck Building, 4 South Eagleville Road, Storrs Mansfield, Connecticut, 06268 until 2:00pm on *October 23, 2013* and will be publicly opened and read.

Copies of the specifications may be obtained at the Public Works Department at 4 South Eagleville Road, Mansfield, CT 06268 or online at www.mansfieldct.gov ...Legal Notices & Hearings ... Bid Notices.

Bidder is to submit a proposal on the attached form and in the manner requested. Bids must be delivered to the Finance Department before the time specified. Bids transmitted by facsimile or other telegraphic means will not be accepted.

The Town reserves the right to reject any or all proposals, or any part of any or all proposals (unless specified by the bidder) or to accept any proposal or to waive any defects and informalities in the proposals when such action is deemed in the best interest of the Town. Any unauthorized condition, limitation or proviso attached to a proposal may render it informal and may cause its rejection. Alteration of the bid unit prices or amounts by erasure or interlineations must be explained or noted in the proposal over the signature of the bidder. Proposals should be on requested items only. If for any reason a bidder substitutes one item for another, they must so indicate in the proposal. If the proposal is made by an individual, it must be signed by the full name of the proposer whose address must be given; if it is made by a firm, it must be signed with the co-partnership name by a member of the firm, and the name and full address of each member must be given; and if it is made by a corporation, it must be signed by an officer in the corporate name and the corporate seal must be attached to such signature. Each bid must also include a signed nondiscrimination certificate of the appropriate variety. Purchases made by the Town are exempt from the payment of Federal Excise and Connecticut Sales Taxes, and such taxes must not be included in bid prices.

The bid will be awarded to the responsible, duly qualified proposer submitting the lowest proposal complying with the specifications. At the time of the opening of bids, each bidder will be presumed to have read and to be thoroughly familiar with the specifications. The failure or omission of any bidder to examine any of the specifications shall in no way relieve him/her from any obligation in respect to his/her bid.

All bids received must be in a sealed envelope. Each envelope is to be marked on the front with the bid number, title and the bidder's name and delivered to the Town of Mansfield Finance Department, 4 South Eagleville Road, Storrs Mansfield, CT 06268.. All final awards of bids are subject to comply with the Ordinance for Obtaining Goods and Services, adopted 06/22/2009.

Lon Hultgren
Director of Public Works



SPECIFICATIONS & INVITATION TO BID FOR THE FOLLOWING:
Street Trees, Storrs Center

INTRODUCTION:

The bid award will be made on the basis of price, delivery time and suitability, in the opinion of the Purchaser (Town of Mansfield).

Trees are for planting in precast tree boxes approximately 4 feet by 4 feet that are ready for trees along the new roads in Storrs Center (Royce Circle, Wilbur Cross Way and Bolton Road Extension. This bid is for furnishing the trees only. Town forces will plant them.

SPECIFICATIONS:

1. Number, species and size:

- 14 Male Ginkos (Ginko bilboa 'Princeton Sentry'), 3 inch caliper
- 10 Halka Thornless HoneyLocust (Gleditsia triacanthos var. inermis "Halka"), 3 inch caliper
- 15 Callery Pear (Pyrus calleryana), 3 inch caliper
- 3 Pin Oak (Quercus Palustris), 3 inch caliper
- 11 Red Oak (Quercus Ruba), 3 inch caliper
- 8 Village Green Zelkova (Zelkova serrata 'Village Green'), 3 inch caliper

61 trees total.

2. Condition:

All trees to be supplied shall be in excellent health without any evidence of disease or stress with smooth branching patterns without any unbalance, v-crotches, evidence of severe pruning, etc. Town representatives reserve the right to inspect and tag all trees to be furnished. Trees shall be recently dug and balled with burlap and suitable wire caging, ready for planting.

3. Availability and Delivery

Prices quoted shall include tree delivery to Storrs Center in Mansfield, CT in November, 2013. Tree delivery shall be coordinated with and at the convenience of the Mansfield Superintendent of Public Works.

4. Warranty and Replacement

Bidder warrants that the trees provided are in excellent health and will replace any trees that die or are in obvious decline within 12 months of the purchase date.

5. Bid Form/Proposal

Proposal of _____, hereinafter called "Bidder", organized and existing under the laws of the State of _____, doing business as _____ (insert "a corporation" or "a partnership" or "an individual" as applicable).

To the Town of Mansfield, Director of Finance, hereinafter referred to as "Town".

Gentlemen/ladies:

The bidder in compliance with your request for bids for Street Trees, Storrs Center in the Town of Mansfield, having examined the specifications with related documents, and being familiar with all the conditions surrounding the furnishing of the proposed items, hereby proposes to furnish the items so specified as specified within the time set forth herein, and at the prices stated below. These prices are to cover all expenses incurred in furnishing these items as required in the specifications.

The prices below shall include all materials, equipment and labor, all transportation costs, overhead, profit, insurance, etc. to furnish the items of the kind called for.

<u>Item #</u>	<u>Qty</u>	<u>Unit</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total</u>
1	14	EA	Male Ginkos, 3 inch caliper as specified	_____	_____
2	10	EA	Honeylocust, 3 inch caliper as specified	_____	_____
3	15	EA	Callery Pear, 3 inch caliper as specified	_____	_____
4	3	EA	Pin Oak, 3 inch caliper as specified	_____	_____
5	11	EA	Red Oak, 3 inch caliper as specified	_____	_____
6	8	EA	Village Green Zelkova, 3 in cal as spec'd	_____	_____

Totals 61 Total Price: _____

Bidder understands that the Town reserves the right to reject any or all bids. The Bidder agrees that this bid shall be good and may not be withdrawn for a period of 60 calendar days after the scheduled closing time for receiving proposals. Each bid must also include a signed nondiscrimination certificate of the appropriate variety.

Upon receipt of written notice/purchase order accepting this proposal, Bidder will supply the items in a timely manner in accordance with the Town's schedule for installation, but in no case later than 30 days from receipt of the order unless specifically requested by the Town.

The undersigned understands and acknowledges that the failure to comply with the requirements of these specifications constitutes a non-responsive bid and thereby invalidates the bid proposal.

Respectfully submitted:

By _____
 Name

 Title

Seal
 (if corporation)

Company Name: _____

Address: _____

Phone: _____



TOWN OF MANSFIELD
NONDISCRIMINATION CERTIFICATION – Representation by
Entity
For All Bids and Services Valued at Less Than \$50,000

Written representation that complies with the nondiscrimination agreements and warranties under Connecticut General Statutes §§ 4a-60(a)(1) and 4a-60a(a)(1), as amended

INSTRUCTIONS:

For use by an entity (corporation, limited liability company, or partnership) when entering into any contract type (including services and purchase orders) with the Town of Mansfield valued at less than \$50,000 for each year. Complete all sections of the form. Submit to the awarding Town agency prior to contract execution.

REPRESENTATION OF AN ENTITY:

I, _____, _____, of _____,
Authorized Signatory Title Name of Entity

an entity duly formed and existing under the laws of _____
Name of State or Commonwealth

represent that I am authorized to execute and deliver this representation on behalf of

_____ and that _____
Name of Entity Name of Entity

has a policy in place that complies with the nondiscrimination agreements and warranties of Connecticut General Statutes §§ 4a-60(a)(1) and 4a-60a(a)(1), as amended.

Authorized Signatory

Date

Printed Name