

**TOWN OF SOMERS, CONNECTICUT
INVITATION TO BID
CEMETERY MAINTENANCE**

March 15, 2012

Sealed bids for the project named above will be received at the office of the Town Clerk until 4:00 P.M. on March 15, 2012. Thereafter, bids will be opened in public.

Specifications and bid documents may be obtained on the Town's website www.somersct.gov.

The Town of Somers reserves the right to accept or reject any, all, or any part of the bids, to waive formalities or informalities, and to award the bid deemed to be in the best interests of the Town.

Kimberly Doherty-Marcotte, CFO
EOE/AA

TOWN OF SOMERS, CONNECTICUT
INVITATION TO BID STANDARD INSTRUCTIONS

Cemetery Maintenance Bid
March 15, 2012

1. INTRODUCTION

The Town of Somers is soliciting bids for the above named project.

2. KEY EVENT DATES

Advertisement of Bid:	February 16, 2012
Public Bid Opening:	March 15, 2012
Contract Awarded:	April 11, 2012
Commencement of Work:	April 15, 2012

3. OBTAINING BID DOCUMENTS

Specifications and Bid documents may be obtained from the Town of Somers at www.somersct.gov.

4. BID SUBMISSION INSTRUCTIONS

- A. Five (5) copies of all bids must be submitted in a sealed envelope clearly marked Cemetery Maintenance Bid. If forwarded by mail or courier, the sealed envelope must be addressed to "Carole Pyne, Chairperson Cemetery Committee, c/o Town Clerk, Town of Somers, 600 Main Street, PO Box 308, Somers, Connecticut 06071". Proposals must be at the office of the Town Clerk by the time of the Public Opening date noticed in Section 2 titled Key Event Dates. Postmarks are NOT an acceptable waiver of this policy. Corrections and/or modifications received after the first proposal is publicly opened will NOT be accepted.
- B. Ditto marks or words such as "SAME" on the Bid Form are NOT considered writing and must not be used.
- C. If not bidding on a component of the bid indicate 'No Bid' in that section. Bid Forms must be filled out completely. Do not leave blanks on the Bid Form.
- D. All information must be submitted in ink or typewritten. Mistakes may be crossed out and corrections inserted. The person signing the Bid must initial corrections.
- E. Proposals are considered valid for one hundred twenty (120) days after proposal(s) are opened. Proposals may not be withdrawn, cancelled or modified for a period of one hundred twenty (120) days after proposal(s) are opened.
- F. Bids must be signed by an authorized person representing the legal entity of the company.
- G. The inability to meet any specified requirement(s) must be stated in writing and attached to the Bid form, or written on the Bid form.
- H. Questions related to this Bid or requests for clarification of any section of this document must be submitted to Kimberly Marcotte in writing at kmarcotte@somersct.gov. Any substantive changes or interpretations will be issued by the Town in writing as an addendum and will be posted to the Town's website. The town will not respond to questions received after March 9, 2012.

5. PRESUMPTION OF BEING FULLY INFORMED
At the time the first proposal is opened, each company is presumed to have read and be thoroughly familiar with all RFP and contract documents for this project. Failure or omission of the company to receive or examine any information shall in no way relieve any company from obligations with respect to their proposal.
6. INTERPRETATION OF ACCEPTABLE WORK
The specifications, bid and contract documents are to be interpreted as meaning those acceptable to the Town of Somers. Any substantive changes or interpretations will be issued by the Town in writing as an addendum.
7. TAX EXEMPTIONS
The Town of Somers is exempt from Federal Excise taxes and Connecticut Sales and Use taxes. Companies shall avail themselves of these exemptions.
8. INSURANCE
The company awarded this proposal must provide a current Certificate of Insurance to the Chief Financial Officer PRIOR to commencement of work, with a minimum of the following requirements:
- a. Errors & Omissions policy with a per occurrence limit not less than \$1,000,000
 - b. Comprehensive Crime and Employee Dishonesty policy with a per occurrence limit not less than \$1,000,000
 - c. Contractual liability, \$1,000,000 per occurrence
 - d. Worker's Compensation, as required by Connecticut State statutes.
 - e. The "Town of Somers" is to appear as an additional insured on all Certificates of Insurance.
 - f. All insurance is to be provided by a company authorized to issue such insurance in the State of Connecticut.
 - g. All insurance may not be canceled or modified without sixty (60) days written notice by registered U.S. Mail to "Director of Finance, Town of Somers, 600 Main Street, Somers, Connecticut 06071".
 - h. The insurance company's rating should be no less than A-VII by A.M. Best.
9. FAIR EMPLOYMENT PRACTICES
The company agrees not to discriminate against any employee or applicant for employment in the performance of this proposal's work with respect to hire, tenure, terms, conditions, or privileges of employment due to race, color, religious creed, age, marital or civil union status, national origin, ancestry, sex mental retardation, physical disability or sexual orientation, or other condition prescribed by State or Federal law.
10. AWARDING THE BID
The Town of Somers reserves the right to accept or reject, any, all, or any part of the proposals, to waive formalities or informalities, and to award the proposal deemed to be in the best interests of the Town.

It is the Town's policy to not award contracts to those who owe Town of Somers prior year(s) property taxes.

The "Contract Award" date in section 2. titled Key Event Dates is the date the Bid is anticipated to be awarded. It is not a date certain.

The lowest priced proposal is NOT the sole determining factor when awarding this RFP.

SERVICES SOUGHT

The Town of Somers Cemetery Committee is accepting bids for its April 15, 2012 to April 15, 2013 and April 15, 2013 to April 15, 2014 Cemetery maintenance contracts with the option to extend the contract an additional two (2) years. Terms of an extension will be agreed to both parties. The Bid will separately state the prices for each cemetery location for each of the services and years.

West Cemetery is located on the South side of RT 190 across from the State Police office.

New West Cemetery is located on the North side of RT 190 immediately next to the State Police office.

North Cemetery is located at the intersection of RT 83 and Stebbins Road.

Center Cemetery is located on Battle Street.

Those submitting proposals are expected to familiarize themselves with the cemetery location, configuration, age and individual complexities.

Services to be performed:

1. Mowing and Trimming:

Mowing is to be done as often as necessary to maintain the respectful appearance of each cemetery. During the dry season mowing is to be done only as needed. If conditions have resulted in very wet or soft ground mowing should be delayed until the ground conditions permit. Special attention should be paid to flags located on the graves and in compliance with the related CT General Statutes. String trimming cannot come into contact with any stones, grave markers, monuments, etc. Mowing and Trimming includes the removal of wild saplings that may germinate from windblown seeds, removal of cans, glass, paper and similar debris that may have blown on or were dropped on cemetery grounds.

2. Seasonal Clean Up:

Spring and Fall clean up at each cemetery location will include but not be limited to clearing of branches and leaves. Dates of clean up will be determined by the Cemetery committee.

3. Tree and Shrub Trimming and Pruning:

Pruning and trimming of the trees and shrubs is to be done at each cemetery in the spring/summer as appropriate for each tree/shrub species and thereafter as needed.

4. Fertilization:

Fertilization of the cemetery is to be done at request of the Cemetery Committee. A separate proposal will be submitted to the Cemetery Committee for each application. This could include application of weed and feed fertilizer, grub/insect control or a fertilizer with high nitrogen content.

Additional Information:

The following information is to be provided. This information is to be attached to the Cemetery Bid form.

1. Number of Employees in company and the number who will be assigned to the contract.
2. Type and quantity of equipment available to perform services.
3. List of 5 references: Customers where services have been performed in the past year to include Contact Name, Address, Phone Number and Description of Service provided.
4. List of previous cemetery maintenance experience to include Contact Name, Address, Phone Number and Description of Service provided.

**TOWN OF SOMERS
CEMETERY MAINTENANCE BID FORM**

Schedule of Professional Fees:

Cemetery Fee Schedule
April 15, 2012 to April 15, 2013

<u>Service:</u>	<u>West</u>	<u>New West</u>	<u>North</u>	<u>Center</u>
Mowing & Trimming	_____	_____	_____	_____
Seasonal Clean up	_____	_____	_____	_____
Tree/Shrub Maintenance	_____	_____	_____	_____

Cemetery Fee Schedule
April 15, 2013 to April 15, 2014

<u>Service:</u>	<u>West</u>	<u>New West</u>	<u>North</u>	<u>Center</u>
Mowing & Trimming	_____	_____	_____	_____
Seasonal Clean up	_____	_____	_____	_____
Tree/Shrub Maintenance	_____	_____	_____	_____

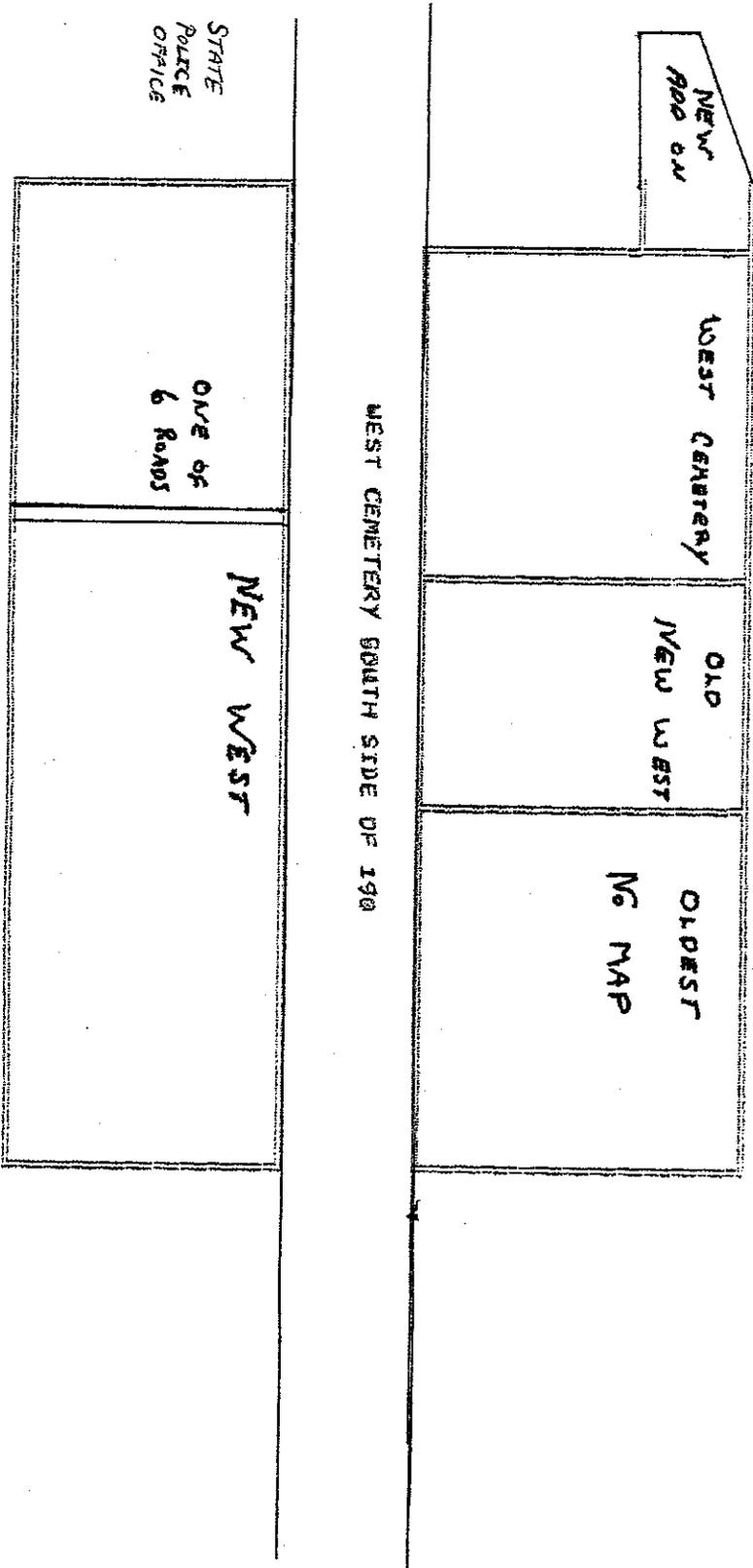
**TOWN OF SOMERS, CONNECTICUT
AUTHORIZATION FORM**

Under penalty of perjury and other remedies available to the Town of Somers, the undersigned certifies this proposal is submitted without collusion and all responses are true and accurate. If awarded this contract it is agreed this forms a contractual obligation to provide services at fees specified in this BID Form, subject to and in accordance with all instructions, proposal and contract documents, including any addenda, which are all made part of this proposal.

Signature of Authorized Person		Date
Printed Name of Authorized Person		
Company Title of Authorized Person		
Name of Company		Federal ID Number
Address of Company		
Address of Company		
City, State, and Zip Code		
Telephone Number	Facsimile Number	E-Mail Address

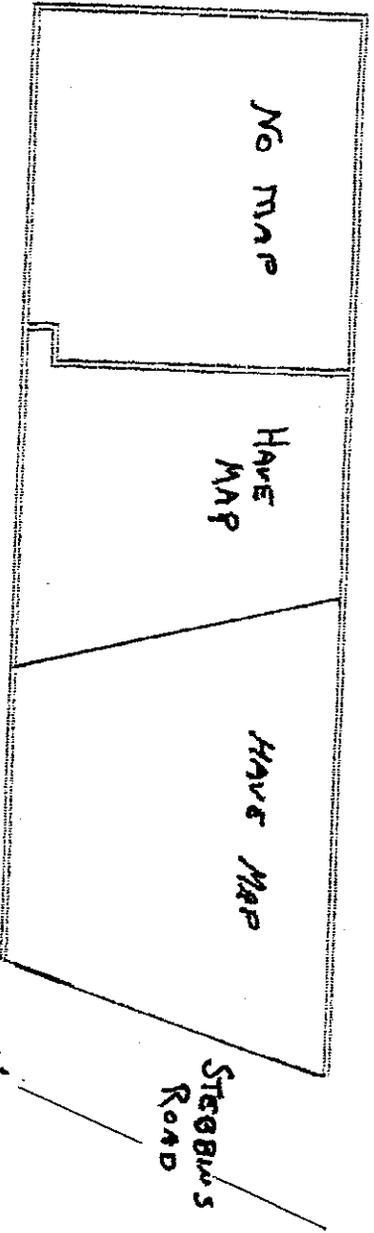
END OF PROPOSAL FORM

SOMERS CEMETERIES
ROUGH SKETCH

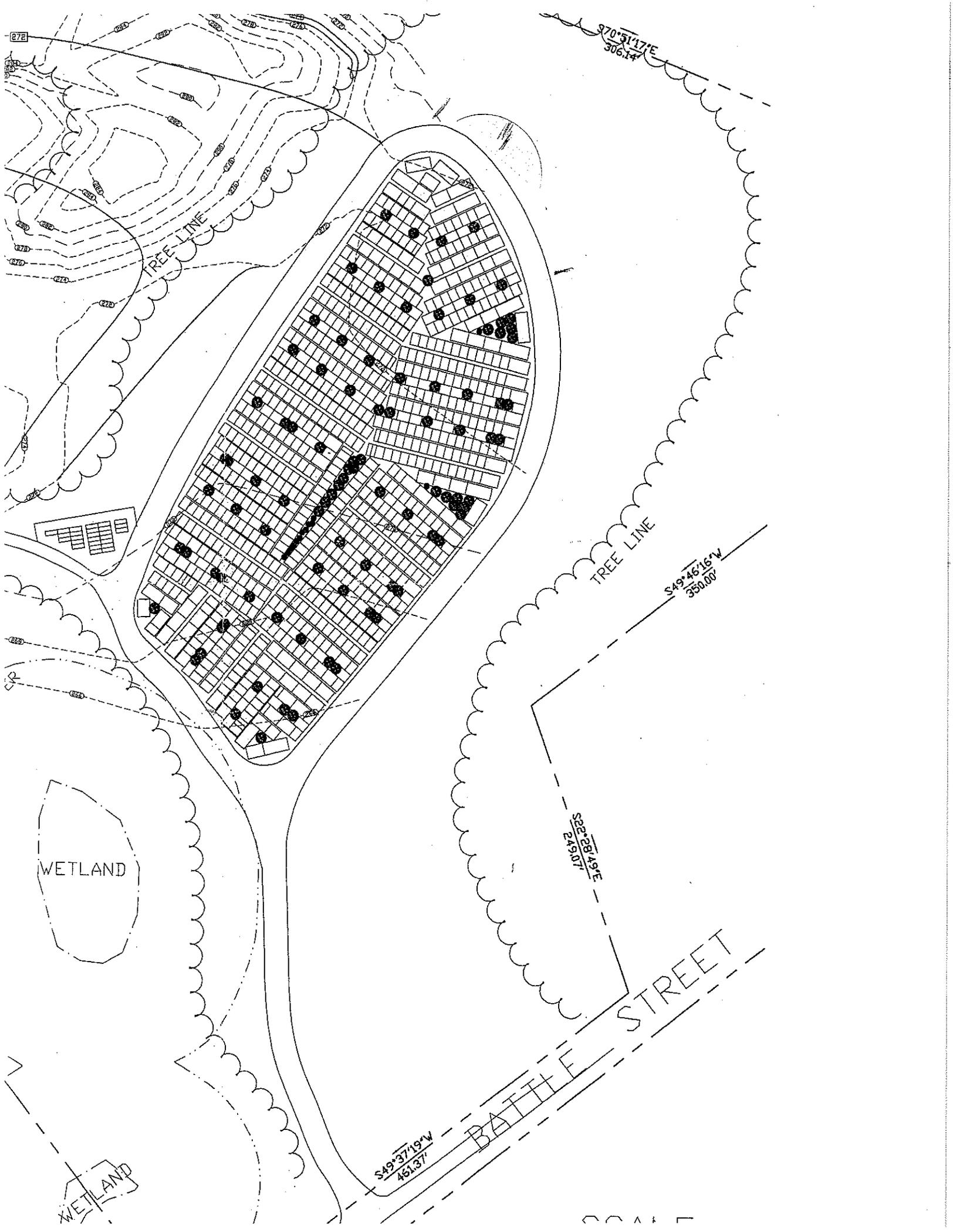


WEST CEMETERY NORTH OF 190

NORTH CEMETERY NORTH ON RT. 63



CEMETERY COMMITTEE
ROUGH SKETCH



272

TREE LINE

TREE LINE

WETLAND

WETLAND

BATTLE STREET

SCALE