

TOWN OF SOMERS - INVITATION FOR BIDS  
COLUMBARIUM - SOMERS CENTER CEMETERY  
81 BATTLE STREET, SOMERS, CT 06071

1. **INTRODUCTION**

The Town of Somers is requesting bids to furnish, deliver and install one (1) columbarium for the Somers Center Cemetery, in accordance with the detailed specifications listed in the Scope, Specifications, and Dimensions, section 2 below:

2. **SCOPE, SPECIFICATIONS AND DIMENSIONS**

One (1) columbarium for the Somers Center Cemetery, Somers CT. The columbarium must meet the following specifications or have comparable characteristics:

- The columbarium must be designed for outside placement making it subject to various weather conditions
- The columbarium must be new and fully serviceable, and suited to its intended use consistent with the manufacturers' specifications and representations, and any representations made by the selected vendor. Used and previously opened items will not be accepted
- Unit must be installed onsite
- The winning bidder must design, acquire permits, and build a concrete foundation conforming to the State building code and the columbarium manufacturer's specifications
- Foundation should be a solid concrete pour, 8' x 3' 3" x 4' deep solid foundation
- Concrete shall be 4,000 P.S.I. or greater strength. Vendor shall supply Town with copies of concrete delivery slips
- Must be a 60 niche columbarium, 30 niches per each side
- Aluminum Interior Niche System, with Security Panel Niche Cover with tamper proof screws. Niche cover fasteners must be stainless steel
- Niche size must be 12" H x 12" W x 14" D (large enough to hold two urns)
- Each shutter to operate independently, extra shutters will need to be supplied
- Privacy panels must be ribbed to prevent wind chatter
- Entire columbarium is constructed from Barre Gray Granite
- Solid granite base, top and end walls
- Bases solid one-piece stone epoxied, pinned with stainless steel dowels and silicone for waterproofing
- The columbarium shall come with a Full Manufacturers Perpetual Warranty. Bidder to provide details of warranty within bid submittal
- The winning bidder shall be responsible for accidents and environmental hazards in connection with the delivery

3. **KEY EVENT DATES**

Request for Proposals:	August 14, 2019
Bids Due:	September 4, 2019 at 10:00 AM
(Late bids will be rejected)	
Proposal Opening	September 4, 2019
Bid Award:	September 11, 2019
Commencement of Work:	September 23, 2019

4. **RECEIPT OF BID**

- A. The Town may consider informal any bid not prepared and submitted in accordance with the provisions hereof and may waive any informalities in or reject any and all bids.
- B. Any bid may be withdrawn prior to the above-mentioned 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 his/her bid for a period of 30 days, excluding Saturdays, Sundays, and legal holidays after actual date of the opening thereof.
- C. The bidder's attention is directed to the fact that all applicable State laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over this purchase shall apply to the contract throughout, and they will be deemed to be included in the contract the same as though herein written out in full.
- E. No sub-bids will be sought in connection with this proposal.

5. **AWARDING THE BID**

- A. The Town of Somers, reserves the right to reject any and all proposals, negotiate with one or more firms, or modify any scope of work at our sole discretion.
- B. The "Bid Award" date in section 3. titled Key Event Dates is the date the Bid is anticipated to be awarded. It is not a date certain.
- C. The lowest priced proposal is NOT the sole determining factor when awarding this contract. Incomplete proposals will be rejected.
- D. A Purchase Order will result from this bid and will remain in effect until the purpose of the proposal is fully realized.

6. **PERFORMANCE AND EXPERIENCE**

- A. Bidders must be capable of providing and installing the specified columbarium on schedule, in working order, in an intact and undamaged condition, and providing any support services in a professional and workmanlike manner. The bidder must acquire all permits.

- B. Bidders must demonstrate competency in the business of providing and installing columbarium specified in this bid request by conformance with the following criteria:
  - In business for a minimum of 3 years.
  - Provision of the specified goods and/or services is consistent with normal lines of business
  - Receive favorable ratings from 3 references.
- C. Bidders that do not meet these minimum qualifications will not be considered.
- D. The winning bidder shall supply a payment bond in the amount of 50% of the total bid within 10 days of the bid award. Payment bond must be issued by a surety that is qualified to do business under the laws of the State of Connecticut and satisfactory to the Town of Somers.

7. **DELIVERY AND RETURNS**

- A. All deliveries will be made to the Somers Center Cemetery, 81 Battle Street, Somers, CT 06071 or other arrangements as determined by the Town.
- B. All deliveries shall be for FOB destination. The term FOB destination shall mean delivered and unloaded in-house, at contractor's risk, with all charges for transportation and unloading prepaid by the contractor.
- C. All deliveries must be signed for by a properly authorized person at the ship to address on the purchase order. Vendors will not be paid for deliveries left without proper signatures.
- D. All damage and loss occurring during delivery is the responsibility of the Vendor.
- E. Vendor shall unconditionally accept and pick-up or ship, at the vendor's expense, any and all items found to be damaged or not in compliance with the specifications, description or other representations upon which a contract is awarded. Returns shall be promptly credited.

8. **INSURANCE & WORKER'S COMPENSATION**

- A. Prior to award of the bid, the vendor shall submit insurance certificates indicating coverage for all vehicles, public liability and property damage in the following amounts:
  - 1. Comprehensive General Liability: \$1,000,000 / \$3,000,000
  - 2. Auto Liability; Property Damage; Personal Injury: \$ 500,000 / \$ 500,000
  - 3. Workmen's Compensation: Coverage as required by the Worker's Compensation laws of the State of Connecticut

**APPENDIX A**  
**BID SUBMITTAL INSTRUCTIONS**

- A. Two (2) copies of all bids must be submitted in a sealed envelope clearly marked Somers Cemetery Columbarium Bid. If forwarded by mail or courier, the sealed envelope must be addressed to:
- Town of Somers  
Town Treasurer  
600 Main Street  
Somers, CT 06071
- B. Proposals must be at the office of the Town Treasurer by the time of the Proposal Opening date noticed (September 4, 2019) in Section 3. 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.
- C. Bid Submittal Forms must be filled out completely. Do not leave blanks on the form.
- D. All information must be submitted in ink or typewritten. Mistakes may be crossed out and corrections inserted. The person signing the Bid Submittal Form must initial corrections.
- E. Proposals are considered valid for ninety (90) days after they are opened. Proposals may not be withdrawn, cancelled or modified for a period of ninety (90) days after opening.
- F. Proposals 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 Proposal form, or written on the form.
- H. Purchases by the Town of Somers are exempt from any Federal, State, Municipal sales and/or excise tax.
- I. Questions related to this Proposal or requests for clarification of any section of this document must be submitted to the Town Treasurer, Michael D. Marinaccio in writing at [mmarinaccio@somersct.gov](mailto:mmarinaccio@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.



**APPENDIX C**  
**REFERENCE FORM**

**REFERENCES**

- A. Bidders must provide contact information for 3 customers from within the 3 years prior to the bid opening date.
- B. A poor reference may be used as a basis for determining that a VENDOR is not a responsible bidder.
- C. The bidder is requested to state below what work of a similar character to that included in the proposed contract has been done, and give references that will enable the Owner to judge his experience, skill and business standing (add supplementary page if necessary).

<b>Completion Date</b>	<b>Project Name</b>	<b>Contract Amount</b>	<b>Reference Name</b>	<b>Telephone No.</b>
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