

INVITATION TO BID
COVER SHEET
TOWN OF ROCKY HILL
PARKS & RECREATION DEPARTMENT
ROCKY HILL, CONNECTICUT 06067

BID NUMBER: 2022-005

ISSUED: January 18, 2022

DATE OF BID OPENING: January 31, 2022

TIME OF BID OPENING: 11 AM

LOCATION OF BID OPENING: Rocky Hill Town Hall, Town Manager's Office

SUMMARY DESCRIPTION OF BID: Center Cemetery Maintenance/Lawn Services

Sealed Bids will be received at the Finance Department, Town Hall, 761 Old Main Street, Rocky Hill, Connecticut until Date and Time listed above at which time the bids will be opened and read aloud. Late bids will not be accepted - no exceptions. Submittal of response by fax is not acceptable.

An electronic copy of the bid documents may be obtained on the following website: <http://www.rockyhillct.gov/Bids>. A non-mandatory pre-bid walk-through will take place on January 24, 2022 at 11:00am at Center Cemetery - R2 Dividend Road, Rocky Hill, CT 06067.

The Town Manager, his designee, or Department Head may reject or accept any or all bids in whole or in part or to waive any informality in the bids received if, in his/her opinion, it is in the best interests of the Town to do so.

Bids may be held by the Town of Rocky Hill for a period not to exceed 2 months from the date of the bid opening for the purpose of reviewing the bids and investigating the qualifications of the bidder prior to awarding the contract.

Should the bidder find any omissions, discrepancies or errors in the specifications or other Contract Documents or should he be in doubt as to the meaning of the specifications or other Contract Documents, he should immediately notify the Town, which may correct, amend or clarify such documents by a written interpretation or addendum. No oral interpretations shall be made to any bidder and no oral statement of the Town shall be effective to modify any of the provisions of the Contract Documents.

Please submit two (2) copies of completed bid forms and attachments

INVITATION TO BID
OUTLINE OF BID DOCUMENTS
TOWN OF ROCKY HILL

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CONTENTS OF BID DOCUMENT

Description	Yes	No
Invitation to Bid Cover Sheet	X	
Outline of Bid Documents	X	
Instruction to Bidders & General Conditions	X	
Technical Specifications and/or Scope of Work	X	
Bid Proposal Page	X	
Non-Collusive Statement	X	
Affirmative Action Statement	X	
Form W-9	X	

DOCUMENTS OR REQUIREMENTS NEEDED FOR THIS BID

Description	Yes	No
Bid Proposal Page	X	
Non-Collusive Statement	X	
Affirmative Action Statement	X	
Form W-9	X	
Certificate of Insurance	X	
Bid Bond		X
100% Performance Bond - submitted at time of contract award		X
Labor & Materials Bond - submitted at time of contract award		X
Vendor References	X	
Samples and/or Descriptive Literature		X
Prevailing Wage Requirements		X

INSTRUCTIONS TO BIDDERS & GENERAL CONDITIONS

The following instructions and specifications shall be observed by all Bidders:

1. PROPOSAL COMPLIANCE

Bids shall be submitted on the enclosed forms. Incomplete forms may be cause for disqualification of the bid. Authorized Representative/ Agent of the vendor must sign bids. **Please submit two (2) copies of completed bid forms and attachments**

The Town of Rocky Hill shall be the sole judge as to whether any bid complies with these specifications, and such a decision shall be final and conclusive. Bidders shall state any exceptions taken to the Bid specifications.

2. BID RETURN ENVELOPE

All bids shall be submitted in sealed, opaque envelopes clearly labeled with the name of the bidder, his address and the words "BID DOCUMENTS". Please clearly mark your envelope with the bid title and opening date as to prevent opening of a sealed bid prior to the opening date. Proposals submitted in unmarked envelopes which are opened by the Town in its normal course of business, will not be accepted. If time permits, the proposals will be returned to the bidder informing them that the proposal may be resubmitted in a sealed envelope properly marked as indicated above.

3. BID PROPOSAL/PRICE

Each bid must be submitted on the prescribed form and all blank spaces for bid prices must be filled in ink or typewritten in both words and figures. Bid prices shall include all labor, materials and equipment necessary to complete the work in accordance with the contract documents or these specifications and instructions. All prices must be NET, F.O.B. Rocky Hill unless otherwise indicated. Bidders may quote on any or all items.

Negligence on the part of the bidder in preparing his bid confers no right of withdrawal or modification of his bid after such bid has been opened.

The Town of Rocky Hill is exempt from State or Federal taxes.

4. WITHDRAWAL OF BIDS

Bids may be withdrawn personally or in writing (letter form or faxed) by the bidder in time for delivery in the normal course of business prior to the time fixed for opening. Once bids are opened the prices shall remain firm for sixty (60) days after the bid opening.

5. RIGHT OF REJECTION

The Town Manager, his designee, or Department Head may reject or accept any and all bids in whole or in part or to waive any informality in bids received if in his/her opinion, it is in the best interest of the Town to do so.

6. METHOD OF AWARD - LOWEST QUALIFIED BIDDER

- The Town reserves the right to split the Bid Award if it is in the Town's best interest.
- The delivery date shall be a factor considered in awarding a Contract and may result in an award to a vendor other than the low bidder.
- In the event that there is a discrepancy between price written in words and in figures, the price written in words shall govern.
- Bids will be awarded to the lowest responsible bidder as determined by the Town

7. BID BOND (not applicable)

Each proposal must be accompanied by a certified check of the Bidder or a bid bond with a surety acceptable to the Town in the amount equal to at least FIVE PERCENT (5%) of the bid amount. The successful Bidder, upon his failure or refusal to execute and deliver the Contract, certificates of insurance or bonds required within FIVE (5) days of written notification, unless otherwise agreed upon, shall forfeit to the Town, as liquidated damages for such failure or refusal, the security deposit submitted with his Proposal. Should the low bidder have previously failed to complete its performance satisfactorily on a prior contract with the Town, before award, such bidder shall have five (5) days to post a cash bond in an amount deemed by the Town to adequately cover the difference between the low bid and the next lowest responsible bidder. Such cash bond shall be forfeited in its entirety in the event the contractor fails to execute a contract in accordance with these specifications.

8. FAMILIARITY WITH LAWS, SITE CONDITIONS AND DOCUMENTS

Each bidder is required to be familiar with and to comply with the terms and conditions of the specifications and all other contract documents and with all Federal, State and Local Laws, Ordinances or Regulations which in any manner relate to the furnishing of the equipment, material or services in accordance with the Contract.

Each bidder shall thoroughly familiarize himself with all conditions of the bid documents and specifications before preparing his proposal. The submission of a proposal shall be construed as an assurance that such examination has been made, and the failure of the bidder to familiarize himself with conditions related to the specifications shall in no way relieve any bidder from any obligation in respect to this bid.

9. QUALIFICATIONS OF BIDDER

The Town may make such investigations as it deems necessary to determine the ability of the bidder to perform the work, bidder shall furnish to the Town all such information for this purpose as the Town may request. The Town reserves the right to reject any bid if the evidence submitted by, or investigation of vendor fails to satisfy the Town that such bidder is qualified to carry out the obligations of the contract and to the work contemplated therein.

10. ERRORS, INTERPRETATIONS AND ADDENDA

Should the bidder find any omissions, discrepancies or errors in the specifications or other Bid Documents or should he be in doubt as to the meaning of the specifications or other Bid Documents, he should immediately notify the Town, which may correct, amend or clarify such documents by a written interpretation or addendum. All information given by the Town except by written addenda shall be informal and shall not be binding upon the Town nor shall it furnish a basis for legal action by any bidder against the Town.

11. TRADE NAMES OR SUBCONTRACTING

Should brand name/trade name items appear in these specifications, before bidding on any item considered equal to or better than a named item the bidder shall get written approval of the Finance Director for the substitution. This shall hold true unless the specifications say "or equal". The "Or Equal" clause is intended merely to establish a standard; any material, article, or equipment of other manufacturers and vendors which will perform adequately the duties imposed by the general design will be considered equal provided it is in the opinion of the using agency and Finance Director to be of equal substance and function.

The Contractor shall not subcontract the work under this project without written approval of the Finance Director, unless allowed in the Technical Specifications.

12. GUARANTEED WARRANTY

All vehicles, equipment and materials including all parts and assemblies, if applicable, shall be guaranteed against defects in material and workmanship for a period of at least one (1) year after acceptance. Guarantee shall commence at the time of official acceptance by the Town Manager or designee. Where it is required for the Vendor to repair, replace or to modify, alter, add or remove hardware, parts, components or related accessories for the purpose of insuring proper appearance, performance or operation, such operations shall be done as required by the Vendor until such time as acceptable performance has been established. Problems that may occur shall be corrected in an appropriate fashion under the guarantee. The Vendor shall be responsible to attend to and remedy such items within a reasonable amount of time. Appropriate logs, schedules and reports shall be maintained by vendor to reflect these items and their redress. Appropriate warranty information and/or catalogues of parts, instruction of use shall be provided with Bid Form. If these items are not appropriate with bid form, they shall be provided when items are delivered.

13. MSD SHEETS

Contractors will be responsible to obtain or create a list of the hazardous chemicals and the Material Safety Data Sheets for the materials their contractor or employees are using or delivering in the course of their work. Vendors shall supply such data to receiving department/office at time of delivery.

14. INDEMNIFICATION

The contractor shall at all times indemnify and save harmless the Town of Rocky Hill and its officers, agents and employees on account of and from any and all claims, damages, losses, judgments, workers' compensation payments, litigation expenses and legal counsel fees arising out of injuries to persons (including death) or damage to property alleged to have been sustained by (a) officers, agents and employees of the Town of Rocky Hill or (b) the contractor, his subcontractors or material men or (c) any other person, which injuries are alleged to have occurred on or near the work or to have been caused in whole or in part by the acts, omissions or neglect of the contractor or his subcontractor or material man or by reason of his or their use of faulty, defective or unsuitable materials, tools or equipment of defective design in constructing or in performing the work. The existence of insurance shall in no way limit the scope of this indemnification. The contractor further undertakes to reimburse the Town of Rocky Hill for damage to property of the Town of Rocky Hill caused by the contractor, or his employees, agents, subcontractors or material men or by faulty, defective or unsuitable material or equipment used by him or them.

The contractor shall hold and save the Town and its officers, agents, and employees harmless from liability of any nature or kind, including cost and expenses for, or on account of any patented or unpatented invention, process article, or appliance manufactured or used in the performance of the contract, including its use by the Town unless otherwise specifically stipulated in this bid.

15. QUANTITIES

The quantities as listed are estimates. The Town is in no way obligated to purchase any set amount at any time, but will purchase as needs dictate. The estimates listed can be considered average purchases per year.

The Town reserves the right to increase or decrease the quantity of each item bid upon at the same bid price stated on the bid form.

16. EVIDENCE OF ORDER (not applicable)

If notified of the acceptance of this proposal within the acceptance period of sixty (60) days, the bidder agrees to submit evidence of having ordered the vehicle, equipment or material within five (5) working days of the "NOTICE TO PROCEED."

17. RIGHT OF THE OWNER TO TERMINATE CONTRACT

Failure of a contractor to deliver within the time specified or to deliver within the time extended by the Town, and failure to make replacements of rejected articles when so requested, immediately or as directed by the Town shall constitute contract default.

In the event of default or that any of the provisions of this Contract are violated by the Vendor, or by any of his Subcontractors, the Town may serve written notice upon the Vendor of his intention to terminate the Contract, such notices to contain the reasons for such intention to terminate the Contract, and unless within five (5) days after the serving of such notice upon the Contractor, such violation or delay shall cease and satisfactory arrangement of correction be made, the Contract shall, upon expiration of said five (5) days, cease and terminate. In the event of any such termination, the Town shall immediately serve notice thereof upon the Vendor.

If contract is terminated, the Town of Rocky Hill reserves the right to award bid to next lowest responsible bidder or purchase on the open market. In either event, the defaulting contractor (or his surety) shall be liable to the Town for cost to the Town in excess of the defaulted contract prices.

18. DELIVERY

Delivery of items or commencement of project shall be within 30 days of purchase order issuance or specified date scheduled in this document. The Town may establish blanket purchase orders under these specifications and require delivery on a monthly basis.

19. RISK OF LOSS

Bidders agree to bear all risk of loss; injury or destruction of goods and material ordered herein which occurs prior to acceptance. Such loss, injury or destruction shall not release the bidder from any obligation under this bid. Delivery shall be F.O.B.

20. PAYMENT

Invoices shall be furnished to the Department Head for verification and approval of the amount due the Vendor. Final payment will not be made until final acceptance by the Town of Rocky Hill of all vehicles, equipment, materials, or services. Payment shall be made within 30 days after approval/acceptance, by the Department Head. Late payments will not be accepted until 45 days after approval/acceptance. Terms and conditions other than those noted above must be stated on bid.

21. INSURANCE REQUIREMENTS

A Insurance Certificate shall be required to be filed with the Finance Director Certifying Coverage as described in this section.

The contractor shall procure and maintain insurance against claims for injuries or losses to persons or property that are alleged to have arisen in connection with activities of the contractor and any agents, representatives, subcontractors or employees. Insurance companies must be licensed by the State of Connecticut or otherwise acceptable to THE TOWN. The cost of such insurance, including required endorsements or amendments, shall be the sole responsibility of the contractor. Full disclosure of any nonstandard exclusion is required for all coverage's listed below.

A. X Broad form commercial general liability coverage naming the Town of Rocky Hill as additional insured, written on a "per occurrence" basis and with an aggregate cap no less than 3 times the required limit: \$1,000,000 Combined Single Limit (C.S.L.)

B. X Automobile Liability coverage, including coverage for owned, hired or borrowed autos: \$1,000,000 C.S.L.

C. X Workers' Compensation Coverage (per Connecticut law) and Employer's Liability Coverage: coverage A at statutory limits and coverage B at limits of 100,000/500,000/100,000.

OR

"Certificate of Solvency" issued by Connecticut Workers' Compensation Commission for self-insurers.

D. Professional errors and omissions coverage for (i.e. architects, engineers, etc.): \$1,000,000 C.S.L.

If Contractor/Vendor is underwritten on a claims-made basis, the retroactive date shall be prior to or coincident with the date of this Contract/Agreement, and the Certificate of Insurance shall state that the coverage is claims-made and also the retroactive date, if any. The contractor shall maintain coverage for the duration of the contract and for two years following the completion of the contract.

It is further agreed that the contractor shall provide the Town a thirty (30) day notice of cancellation, in advance of the retroactive date, and/or nonrenewal.

A Purchase Order for work shall not be issued until the Finance Director has received the required Insurance Certificate which names the Town as an additional insured.

22. EQUAL OPPORTUNITY - AFFIRMATIVE ACTION

Each bidder with ten (10) or more employees shall complete the Certification of Bidder which is included as part of these specifications. Bidders with less than ten (10) employees should indicate this on the Certification and return it with their bid.

A signature on the form certifies that the Bidder is declaring that it does not discriminate on the basis of race, color, sex, national origin, age or disability, etc. per State and Federal Statutes.

23. PREVAILING WAGES (not applicable)

If this is a construction project, this contract may be subject to Connecticut General Statutes Sect. 31-53, as amended. Generally, the statute applies to new construction projects totaling \$400,000 and over, and repair or rehabilitation projects totaling \$100,000 and over. The statute imposed certain wage requirements and reporting requirements on contractors and subcontractors, and carries serious penalties for violation of the law. The Town will provide the contractor with the current prevailing wage schedule. As stated in the statute the contractor will provide the Town with time records and certified payrolls of their employees and their subcontractors' employees who work on the project. For additional information refer to www.ctdol.state.ct.us.

24. NON-COLLUSIVE STATEMENT

All Bidders shall be required to provide a signed non-collusive statement with the bid on the form provided

25. FUNDING

Some or the entire contract may be funded by state, federal or other grant programs. The bidder is advised that such funding programs may include contractual provisions binding on contractors and which may, for example, require audits or certifications under oath that the contractor has not been debarred, suspended or excluded from any publicly funded project or programs.

A contract shall be deemed executory only to the extent that appropriations are available to each agency for specified purchases. The Town's extended obligation on these contracts, which envision extended funding, through successive fiscal periods shall be contingent upon actual appropriations for the following fiscal year.

26. PERFORMANCE BOND (not applicable)

If this is a construction project or a bid for services over \$50,000 then the contractor will be required to submit a Performance Bond amounting to one hundred percent of the total amount of the bid. The contractor, when awarded the bid must submit within 10 days of the bid award, and before beginning the work or signing a contract, the Performance Bond. The Performance Bond shall be made out in favor of the Town of Rocky Hill and executed by a surety company authorized to do business in the State of Connecticut. The Performance Bond may be furnished in the following manner: Performance Bond, Surety Bond or Certified Bank Check. The Performance Bond will be required as security by the successful bidder for faithful performance of his/her contract.

27. GRATUITIES

The Town may, by written notice to the contractor, cancel the contract if it is found that gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the Contractor or any agent or representative of the Contractor, to any officer or employee of the Town, amending, or the making of any determinations with respect to the performing of such contract. In the event the Town pursuant to this provision cancels this contract, the Town shall be entitled, in addition to any other rights and remedies, to recover or withhold from the contractor the amount of the gratuity.

28. ENVIRONMENTAL CERTIFICATIONS (not applicable)

If the contract entails any exposure to a regulated material including but not limited to asbestos or lead, the bidder certifies that it and each of its subcontractors and their workers will be certified and trained under all OSHA and other relevant regulations for such work.

29. OSHA/FEDERAL REGULATIONS

Contractors are responsible to meet all OSHA/Federal requirements including but not limited to hearing protection, Hazardous material regulations, blood borne pathogen regulations, breathing apparatus regulations, confined space entry regulations, drug and alcohol testing for CDL drivers, etc.

30. Preferential Bidding Process for the Town of Rocky Hill

The Town Council of the Town of Rocky Hill adopted the following Ordinance:

- A. For the purpose of this section, “local-based businesses” means businesses with a principle place of business located within the Town of Rocky Hill and “state-based businesses” mean businesses with a principle place of business located within the State of Connecticut. Both “local-based” and “state-based” businesses have to meet all of the requirements of the specific bid for such contractor. A business shall not be considered a local- or state-based business unless satisfactory evidence has been produced to the Town Manager whereby the business establishes that it owns real property which has its principal place of business and pays taxes on real and personal property to the Town of Rocky Hill or another municipality within the State of Connecticut.

Such evidence may include proof of ownership of real estate by copy of deed and copies of paid taxes bills for real and personal property. The personal property shall be used for the business in the performance of the bid.

- B. For the purpose of this section, “project” shall mean all projects put out for bid by the Town of Rocky Hill which are \$10,000 or more, and the lowest qualified bidder shall be determined in the following manner:
1. Any local-based bidder which has submitted a bid of no more than 5 percent higher than the low bid, when such bid is between \$10,000 and \$500,000, provided such local-based bidder agrees to accept the award of the bid in the amount of the low bid. If more than one local-based bidder has submitted a bid of no more than 5 percent higher than the low bid and has agreed to accept the award at the amount of the low bid, the lowest [responsible] bidder shall be that one of such responsible local-based bidders which has submitted the lowest bid. If no local-based bidder has submitted such a bid, then the same condition and procedures shall apply to state-based bidders.
 2. Any local-based bidder which has submitted a bid of no more than 3.5 percent higher than the low bid, when such bid is between \$500,000 and \$1,000,000, provided such local-based bidder agrees to accept the award of the bid in the amount of the low bid. If more than one local-based bidder has submitted a bid of no more than 3.5 percent higher than the low

bid and has agreed to accept the award at the amount of the low bid, the lowest responsible bidder shall be that one of such responsible local-based submitted such a bid, then the same condition and procedures shall apply to state-based bidders.

3. Any local-based bidder which has submitted a bid of no more than 2 percent higher than the low bid, when such bid is over \$1,000,000, provided such local-based bidder agrees to accept the award of the bid in the amount of the low bid. If more than one local-based bidder has submitted a bid of no more than 2 percent higher than the low bid and has agreed to accept the award at the amount of the low bid, the lowest responsible bidder shall be that one of such responsible local-based bidders which has submitted the lowest bid. If no local-based bidder has submitted such a bid, then the same condition and procedures shall apply to state-based bidders.

C. The provisions of this section shall not apply to any projects which prohibit preferential bidding procedures which may include but may not be limited to state and federally funded projects.

31. Waste Associated With Natural Gas and Oil Extraction (N/A)

The Town Council of the Town of Rocky Hill adopted the following Ordinance (Chapter 240):

a) All bids and contracts related to the retention of services to construct or maintain any publicly owned and/or maintained road or real property within the Town shall include a provision stating that no materials containing natural gas or oil waste shall be utilized in providing such a service.

b) All bids and contracts related to the purchase or acquisition of materials to be used to construct or maintain any publicly owned and/or maintained road or real property within the Town shall include a provision stating that no materials containing natural gas or oil waste shall be provided to the Town.

c) The following statement, which shall be a sworn statement under penalty of perjury, shall be included in all bids related to the purchase or acquisition of materials to be used to construct or maintain any publicly owned and/or maintained road or real property within the Town and all bids related to the retention of services to construct or maintain any publicly owned and/or maintained road or real property within the Town:

We _____ hereby submit a bid for materials, equipment and/or labor for the Town. The bid is for bid documents titled _____. We hereby certify under penalty of perjury that no natural gas waste or oil waste will be used by the undersigned bidder or any contractor, sub-contractor, agent or vendor agent in connection with the bid; nor will the undersigned bidder or any sub-contractor, agent or vendor agent thereof apply any natural gas waste or oil waste to any road or real property within the Town as a result of the submittal of this bid if selected."

TECHNICAL SPECIFICATIONS

TOWN OF ROCKY HILL, CONNECTICUT MAINTENANCE SERVICES FOR THE CENTER CEMETERY

All bidders shall observe the following instructions and specifications.

GENERAL INFORMATION & REQUIREMENTS

The Town of Rocky Hill is interested in receiving a bid for maintenance/lawn services for the Center Cemetery located between Main St., Pratt St., and Dividend Road. The bid will require the contractor to provide all equipment, labor, materials and supplies to mow, cut, and trim grass at the Center Cemetery. In total, approximately 18-22 mows are expected on a yearly basis depending on seasonal weather conditions including a spring cleanup and fall cleanup. All litter and debris will be picked up and disposed off-site prior to each mowing and the grounds kept in a clean and presentable condition. The east and west slope areas will be cut on a bi-monthly or as-needed basis, which should be indicated on a submitted invoice. These sloped areas will be cut with a string trimmer and/or brush cutter attachment at the discretion of the Town of Rocky Hill. A spring and fall cleanup of all leaves, debris and litter should also be included in the bid and indicated as such on an invoice. The general date of completion for spring cleanup should be April 1st of the calendar, subject to weather. The general date of completion for fall cleanup should be the third week of November, subject to weather. The bid will have 5 components.

1. Maintenance of the old section.
2. Maintenance of the new section.
3. Maintenance of slopes on east and west sides of cemetery (per occurrence).
4. Spring cleanup.
5. Fall cleanup.

Center Cemetery has many headstones and monuments, some that are old and valuable. The contractor will be financially responsible for any damages done to these headstones and monuments by the contractor's mowers and trimmers. Damages done to these headstones and monuments can result in the loss of the Center Cemetery maintenance/lawn services contract with the Town of Rocky Hill.

The Town of Rocky Hill will make periodic inspections of the Cemetery to verify the condition of the grounds and make recommendations for improvements if necessary. The Town also reserves the right to inspect the equipment used and to direct the contractor to perform the work during certain times of the week. This provision is necessary in order to avoid any conflicts with site prep for burials or burial ceremonies. No weekend or night mowing will be allowed, except with the Director's approval.

The contract period will be for approximately twelve (12) months beginning April 1, 2022 through March 31, 2023. At the discretion of the Town of Rocky Hill, they reserve the right to extend the one (1) year contract to a two (2) year option.

Please list three references, which reflect similar type of work by your firm. It is preferred but not necessary for firms to have at least 3 years of cemetery work

experience to be eligible to bid. Please list if firm has less than three years of experience as an exception to the bid specifications.

Please list numbers and type of equipment available to perform this contract.

Contractors should visit Center Cemetery to insure understanding of said project. In addition, a non-mandatory pre-bid walkthrough will take place on January 24, 2022 at 11:00 am at Center Cemetery. For any additional technical questions, please contact: Craig Bowman, Director of Parks & Recreation, 860-258-2772.

TOWN OF ROCKY HILL

**AFFIRMATIVE ACTION STATEMENT
CERTIFICATION OF BIDDER**

Concerning Equal Employment Opportunities and/or
Affirmative Action Policy

The bidder certifies that it:

- 1) Is in compliance with the equal opportunity clause as set forth in the Connecticut State Law.
- 2) Does not maintain segregated facilities.
- 3) Has filed required employer's information reports.
- 4) Lists job openings with Federal and State Employment Services.
- 5) It is in compliance with the American with Disabilities Act.

Check Appropriate One:

- Yes/bidder certifies to having an Affirmative Action Program.
 Not applicable/bidder employs 10 or less people.

Bidder-Company Name

Date

Name & Title (Printed)

Signature

TOWN OF ROCKY HILL
NON-COLLUSIVE STATEMENT

Bid for: _____

The undersigned bidder, having fully informed themselves regarding the accuracy of the statements made herein certifies that:

- a. The bid has been arrived at by the bidder independently and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other vendor of materials, supplies, equipment or services described in the invitation to bid designed to limit independent bidding or competition, and;
- b. The bidder has not communicated the contents of the bid to its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid, and will not be communicated to any such person prior to the official opening of the bid.

The undersigned bidder further certifies that this statement is executed for the purposed of inducing the Town of Rocky Hill to consider the bid and make an award in accordance therewith.

Please complete & sign

Legal Name of Bidder	
Business Address	
Name & Title of Authorize agent	
Signature	
Date	
Phone # & Fax #	

TOWN OF ROCKY HILL

BID FORM

BID NUMBER: 2022-005

ISSUED: January 18, 2022

DATE OF BID OPENING: January 31, 2022

TIME OF BID OPENING: 11 AM

LOCATION OF BID OPENING: Rocky Hill Town Hall, Town Manager's Office

SUMMARY DESCRIPTION OF BID: Center Cemetery Maintenance/Lawn Services

The undersigned submits the following bid in accordance with and in conformity with the enclosed bid documents as attached herewith.

Item Description	Dollars & Cents	Written Figures
Maintenance of Old Cemetery Section per cut		
Maintenance of New Cemetery Section per cut		
Maintenance of East & West Bank per cut		
Spring Cleanup		
Fall Cleanup		

Items to be delivered within _____ days after receipt of Purchase Order

Attach all appropriate documents and forms as indicated in Bid Documents

Please complete & sign

Legal Name of Bidder	
Business Address	
Name & Title of Authorize agent	
Signature	
Date	
Phone # & Fax #	

