



# **TOWN OF EAST WINDSOR ENGINEERING & PUBLIC WORKS**

**11 Rye Street, Broad Brook, CT 06016**

**Leonard J. Norton, P.E. - Director of Public Works/Town Engineer- Phone (860) 292-7073, Fax (860) 292-7072**

## **RFP Documents – On-Call Equipment & Labor Rates, Various Tree Work Operations**

### **East Windsor, CT – April 3, 2023**

The Town of East Windsor has small projects associated with tree work and we have a need to supplement our workforce with qualified contractors that have both a skilled workforce and appropriate equipment to complete various assignments, during normal hours (7 a.m. – 3:30 p.m.) and during nights, weekends, or holidays. Hourly rates are to be designated for normal work hours and a separate rate for nights, weekends or holidays. All engagements will be paid as a minimum 4-hours, with each hour thereafter being charged at the normal hourly rate.

The Town is soliciting rates that will be used on an as-needed basis and there is no guarantee for minimum work under this engagement. It is the Town's intention to keep these rates on file for a period of 3 years. We understand that selected equipment may not be available at all times and that equipment may be bought or sold during the term of this engagement.

Proposals will be submitted to the First Selectman's Office, ATTN: Jason Bowsza, First Selectman 11 Rye Street, Broad Brook, CT. 06016 by 11:00 am no later than, Tuesday April 25, 2023, for a public bid opening.

### **INFORMATION FOR PROPOSERS**

**Tax Exemption** – The Town of East Windsor is exempt from Federal Excise Taxes and Connecticut Sales and Use Taxes.

**Proposal** – Each proposer shall fill in all blank spaces of the PROPOSAL FORM in ink with no changes made to the form. Each bid must be in a sealed envelope addressed to the First Selectman's Office, ATTN: Jason Bowsza, First Selectman 11 Rye Street, Broad Brook, CT. 06016, clearly marked '**On Call Preferred Contractor – Tree Work**' by Tuesday April 25, 2023.

**Right to Reject Proposals** – The town reserves the right to reject any or all proposals if it is the Town's best interest to do so. Proposals submitted or received after the scheduled closing time for receipt of bids will be rejected.

**Acceptance of Proposals** – Acceptance of proposal will be by notice of the Director of Public Works.

**RFP FORM**  
**Contractor Statement of interest**  
**On-Call Equipment and Labor Rates**  
**For**  
**Various Tree Work**

Pursuant to and in compliance with the “RFP” and Standard Instruction to Proposers relating thereto, the undersigned, having carefully examined all RFP Documents together hereby offers and agrees as follows:

<b>Description of Services</b>	<b>Hourly Rate (4 hr.-min)</b>	<b>Daily Rate for (8 hr.)</b>	<b>Emergency/High Priority/off Hour Rates</b>
<b>Crew of 3</b> – At Least one licensed Arborist Bucket Truck with min Height of 65’, Chipper with 20” Diameter Capacity Truck to hold and haul all chips and provide Traffic Control			
<b>Crew of 4</b> – At least one licensed Arborist Bucket Truck with min Height of 65’, Chipper with 20” Diameter Capacity Truck to hold and haul all chips and provides Traffic Control.			
<b>Supply one Arborist</b> and Bucket Truck. Town Forces to provide Ground Crew with Chipper and provide Traffic Control.			
<b>Supply 2-Man Crew</b> with Stump Grinder (Material to remain on Site			

Include list of equipment that may be available with appropriate hourly rates. Attach additional sheets as necessary.

In submitting this **RFP**, the **PROPOSER** acknowledges that:

1. Each hourly rate includes all overhead, fees and insurances, profit, and all other costs to cover the finished work called for regarding the specified equipment. No additional payment of any kind in the form of a surcharge will be made for work accomplished under the hourly prices, as proposed.
2. No representation of warranty has been made by the **OWNER** that any respondent to this Invitation will receive any minimum quantity of work.

3. All workers must possess appropriate license and certifications required by law to perform the work they are assigned.

**Submitted By:**

<hr/>	
<b>Company</b>	<b>Phone</b>
<hr/>	
<b>Street</b>	<b>City</b>
	<b>Zip</b>
<hr/>	

**Authorized Signature:** \_\_\_\_\_

<b>Signature</b>	<b>Printed Name</b>
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**RFP FORM**  
**Contractor Statement of interest**  
**On-Call Equipment and Labor Rates**

**HOURLY/DAILY RATES**  
**FOR**  
**VARIOUS TREE WORK OPERATIONS**

Please attach a list of available equipment  
&  
Corresponding hourly rates

<b>Equipment</b>	<b>Hourly Rate (4 hr.-min)</b>	<b>Daily Rate for (8 hr.)</b>	<b>Emergency/High Priority/off Hour Rates</b>
<b>Boom Truck with 65' reach</b>			
<b>Chipper with 20" diameter capacity</b>			
<b>Stump Grinder</b>			
<b>Crane with a minimum boom length of 110" and a minimum height of 163"</b>			
<b>Self-Loading Truck</b>			

**IF A SOLELY OWNED COMPANY:**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_

By: \_\_\_\_\_

(Authorized Signature)

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**IF A CORPORATION OR LIMITED LIABILITY COMPANY:**

A corporation or limited liability company organized under the laws of

\_\_\_\_\_ Composed of officers as follows:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Treasurer

**IF A PARTNERSHIP:**

A Partnership doing business under the firm name and style of:

\_\_\_\_\_ Composed of as follows:

\_\_\_\_\_  
Name & Title (if any)

\_\_\_\_\_  
Name & Title (if any)

\_\_\_\_\_  
Name & Title (if any)

\_\_\_\_\_  
Name & Title (if any)

This RFP must bear the written signature of the **PROPOSER**. If the **PROPOSER** is a partnership, the **RFP** must be signed by a partner. If the **PROPOSER** is a corporation or limited liability company, the **RFP** must be signed by a duly authorized officer of such corporation or Limited Liability Company.

## NON-COLLUSION AFFIDAVIT OF PROPOSER

State of \_\_\_\_\_, County of \_\_\_\_\_, being first  
Duly sworn, disposes and says that:

1. He is the owner, officer, representative or agent of: \_\_\_\_\_  
the **PROPOSER** that has submitted the attached **PROPOSAL**;
2. The attached **PROPOSAL** is genuine; it is not a collusive or sham **PROPOSAL**.
3. He is fully informed respecting the preparation, and contents of, and knowledgeable of all pertinent circumstances respecting the attached **PROPOSAL**.
4. Neither **PROPOSER** nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly, with any other bidder, firm or person to submit a collusive or sham **PROPOSAL** in connection with the **AGREEMENT** for which the attached **PROPOSAL** has been submitted or to refrain from bidding in connection with any contract, or has in any manner, directly or indirectly, sought by agreement, collusion, communication or conference with any other bidder, firm or person to fix the price or prices in the attached **PROPOSAL** or of any other **PROPOSER**, or to fix any overhead, profit or cost element of the **PROPOSED** prices or the bid price of any other **PROPOSER**, or to secure through collusion, conspiracy, connivance or unlawful agreement any advantage against the Town of East Windsor or any other person interested in the proposed **AGREEMENT**.
5. The price(s) quoted in the attached **PROPOSAL** are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the **PROPOSER** or any of its agents, representatives, owners, employees, or parties in interest, including this affiant; and
6. That no elected or appointed official or other officer or employee of the Town of East Windsor, who is directly or indirectly interested in this **PROPOSAL**, or in the supplies, materials, equipment, work or labor to which it relates, or in any of the profits thereof.

(Signed) \_\_\_\_\_  
(Name of **PROPOSER**)