

**TOWN OF YORKTOWN
REMOVAL OF TREE STUMPS AND LOGS**

INSTRUCTIONS FOR BIDDERS

INTENT:

The intent of these specifications is to obtain a qualified vendor to remove and dispose of all tree Stumps and Logs stockpiled at the Organic Waste Facility Area leaving the site in a clean and orderly manner acceptable to the Yorktown Highway Superintendent. The Yorktown Organic Waste Facility is located in the compost area, 2200 Greenwood Street, Yorktown Heights, New York 10598.

All Bidders shall observe the following instructions and specifications:

I. GENERAL PROVISIONS

1. Place of Bid Opening

Yorktown Town Clerk's office, Town Hall, 363 Underhill Avenue, Yorktown Heights, NY 10598

2. Time of Bid Opening

11:00 A.M. on Tuesday, August 2, 2022. Bids may be withdrawn 90 days after bid opening, if the Town has not made an award.

3. Site Inspection

There will be a mandatory pre-bid site inspection on Wednesday, July 27, 2022 at 10:00 A.M. at the Organic Waste Facility Compost area.

4. Bid Return Envelope

Please clearly mark your envelope with the bid number, title, and opening date to prevent a sealed bid from being opened prior to the opening date. Any bid not so marked and opened by the Town prior to date specified shall be rejected.

Facsimile or e-mail bids will not be accepted. The following forms shall be submitted with each bid:

- A. Bid Cost Proposal Sheet
- B. Equipment List
- C. Reference List
- D. Non-Collusive Bidding Certification

5. Basis of Award

Bids shall be submitted as a lump sum price and shall include the use of the bidder's equipment, labor, and fuel necessary to perform all work. This contract shall be awarded to the lowest qualified Bidder. Qualifications shall include the ability of the vendor to deliver the finished product within the stated time frame. Bidders must provide the names and location of at least three (3) references for

whom they have undertaken a similar project with a contact person's name and telephone number as part of the bid evaluation.

6. Bid Security

Not required for this bid.

7. Notice of Award

Town will give notice of acceptance of bid to the successful bidder by mail to bidder's address stated in Bid.

8. Award of Contract

The Highway Superintendent reserves the right to reject any and all Bids, or any part of any Bid, for any reason the Town deems advisable, and to award Contract or Contracts to any contractors bidding, regardless of amount of Bid. It is intended that Contract or Contracts will be awarded to the lowest responsible and eligible Bidder (or Bidders) possessing skill and ability to provide the materials and services requested, provided the times stated by Bidder(s) in schedule of prices in bids for delivering and completing work is deemed advantageous to the Town's best interest.

9. Performance/Labor & Material Bonds

Not required for this bid.

10. Scope of Work Change

Highway Superintendent reserves the right to change the scope of the project for any reason, before or after the bid is awarded without penalty to the Town.

11. Substitution for Named Brands

Brand name items may appear in this bid. If Bidder proposes an item other than the named brand item, then Bidder must include with their bid submittal literature or specifications that demonstrate that their proposed product is equal to or better than the named items.

12. Prices, Discounts, Taxes, Payment

Prices bid shall not include any Federal, State, or local taxes, as the Town is not liable. In addition to the prices bid, each bidder may quote binding discounts, which will be considered in making the award.

13. Time of Completion

Contractor is to complete all work in a manner satisfactory to the Yorktown Highway Superintendent within forty-five (45) working days after notice to proceed.

14. Delays

Delays for completion of work shall only be authorized by the Highway Superintendent. All delays authorized by the Highway Superintendent shall be in

writing. Delays due to the vendor's inability to complete the work for reasons other than weather shall not be considered as authorized.

15. Prevailing Wage Scale

This project is subject to State of New York prevailing wage laws.

16. Liquidated Damages

Not applicable.

17. Assignment of Contract

Contractor(s) shall not sublet, sell, transfer, assign, or otherwise dispose of contract or any portion thereon or of his right, title or interest therein, or of his obligation thereunder, without the written of the Highway Superintendent.

18. Acceptance of Subcontractor

Submission of name of Subcontractor in Bid shall be deemed to constitute an acceptance by Contractor, if awarded Contract of Bid, of such subcontractor. Any alteration therein, after award of Contract, shall be subject to the approval of the Town.

19. Basis of Payment

Payment will be on a lump sum basis within thirty days of acceptance of work by the Town.

20. Payments for Extra Work

Not applicable.

21. Payment Requests, Retainage and Guarantee Period

Not applicable.

22. Insurance

The Contractor shall procure and maintain at its own expense applicable insurance acceptable to the Town Highway Superintendent and Town of Yorktown.

23. Site Examination

There is a mandatory Pre-bid inspection on Wednesday, July 27, 2022 at 10:00 A.M. at the Organic Waste Facility Compost Area, located at 2200 Greenwood Street, Yorktown Heights, NY 10598. Bidders may walk the site after the Pre-bid Meeting, thus allowing the Contractor to satisfy himself/herself as to actual conditions, requirements, and quantities of work.

24. Inspection of Work

Each part of detail of work shall be subject at all times to inspection by the Highway Superintendent and Contractor will be held strictly to true intent of specifications regarding quality of materials, workmanship, and diligent execution

of contract. Material furnished under these specifications is subject to such inspection. Highway Superintendent shall be allowed access to all parts of work and shall be furnished such information and assistance by Contractor as is required to make a complete and detailed inspection.

25. Safety

All work and equipment shall comply with all pertinent OSHA, Federal, State, and Local Regulations. All equipment to be used must be in good repair. Equipment will be subject to inspection by Town personnel to ensure that it is in good repair and safe to operate.

26. Contract Funds

Money for this contract has been provided through Town funds. The Town will implement alternate funding sources or reductions in scope to the project should funds prove to be insufficient to undertake the entire project.

27. Bid Forms/Submission of Bids

The Town exclusively advertises and disseminates all solicitations. The receipt of solicitations through any other means may result in receipt of incomplete specifications and/or addenda, which could ultimately render a bid non-compliant. The Town accepts no responsibility for the receipt and/or notification of solicitations through any other company.

28. Severability

If any terms or provisions of this bid shall be found to be illegal or unenforceable, then such term or provision shall be deemed stricken and the remaining portions of this bid shall remain in full force and effect.

29. Contract Termination

The Highway Superintendent reserves the right to terminate this contract at any time due to poor performance by the Contractor. Contractor will be provided thirty (30) days' notice of unsatisfactory performance. If improvement in performance does not take place after thirty (30) days, Town will terminate contract with no penalty to Town.

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**BID COST PROPOSAL SHEET
(Page 1 of 2)**

BID OPENING DATE: Tuesday, August 2, 2022
TIME: 11:00 A.M.
PLACE: Office of the Town Clerk
363 Underhill Avenue
Yorktown, NY 10598

The following is a bid proposal for the removal and disposal of tree stumps and logs per specification. Contractor to submit price proposals on the following:

SCOPE:

- Contractor to remove all designated tree stumps and logs by either grinding on site or by loading and hauling material off site to a contractor-designated location.
- Contractor to provide all labor, equipment, and fuel to carry out operation.
- Contractor is responsible for any and all debris brought into the site until grinding operation is complete. Upon completion of said operation, the Contractor will notify the Highway Superintendent.
- Mobilization included in bid.

Removal and Disposal of Tree Stumps and Logs:

Contractor Bid: _____
Written Amount: _____
Start Date: _____
Completion Date: _____

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**BID COST PROPOSAL SHEET
(Page 2 of 2)**

The following items must be included in Bid Proposal:

Bid Cost Proposal Sheet	Yes_____	No_____
Equipment List	Yes_____	No_____
Reference List	Yes_____	No_____
Non-Collusive Bidding Certification	Yes_____	No_____

The undersigned is familiar with the conditions surrounding this call for bids, is aware that the Highway Superintendent reserves the right to reject any and all bids, and is submitting this bid without collusion with any other person, individual, or corporation.

THE BID MUST BE SIGNED BY THE BIDDER TO BE ACCEPTED.

COMPANY NAME

SIGNATURE

ADDRESS

PRINTED NAME & TITLE

CITY, STATE, AND ZIP CODE

DATE

TELEPHONE

FAX

EMAIL ADDRESS

The Yorktown Highway Superintendent reserves the right to accept or reject any or all bids and to waive all informalities. **Facsimiles or emailed bids will not be accepted. All bids must be submitted in a sealed envelope.**

NON-COLLUSIVE BIDDING CERTIFICATION

Made pursuant to Section 103-d of the General Municipal Law of the State of New York.

By submission of this bid, Bidder and each person signing on behalf of Bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his or her knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other Bidder or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by Bidder and will not knowingly be disclosed by Bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

A bid shall not be considered for award nor shall any award be made where (1) (2) and (3) above, have not been complied with; provided, however, that if in any case Bidder cannot make the foregoing certification, Bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore. Where (1) (2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department , agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

Dated: _____

Bidder: _____
(Legal name of person, firm or corporation)

By: _____
(Signature)

(Please Print Name)

(Title)

State of New York)
County of _____)ss.:

On the ____ day of _____ in the year 20__ before me, the undersigned, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

(Notary Public)