

## **Solicitation 674**

### **Sand for Snow and Ice Control**

#### **Bid Designation: Public**



**Capitol Region Council of Governments**

# BIDSYNC VENDOR BILLING AGREEMENT

BidSync will contact the Accounts Payable personnel for your company for any billing related questions. Please complete the Account Payable information below:

**COMPANY NAME:**

**ACCOUNTS PAYABLE (AP) CONTACT**

First name:

Last name:

**DIRECT EMAIL ADDRESS:**

**DIRECT PHONE NUMBER:**

**ALTERNATE PHONE NUMBER:**

**FAX NUMBER:**

## BILLING OPTIONS

By selecting one of the following billing options and placing an offer, you are agreeing to pay BidSync 2% of the award amount, if you are the winning bidder. If you are the winning bidder, the agency will confirm the award amount once the bid has ended and the agency has made an award decision. The invoice you will receive from BidSync will reflect your billing selection and payment due dates for the amount awarded to your company by the agency.

- PAY ON INVOICE**  
BidSync's Pay On Invoice options allows Vendors greater flexibility working with lengthy Government contracts by accepting payment of the fee divided into three equal payments. The payments will be due within 30 days, 60 days, and 90 days from the date of the initial award. If at any time the payment is late, penalties and interest will apply.
- PAY ON AWARD**  
BidSync's Pay On Award option offers a 2.0% discount to the total fee when full payment is made within thirty (30) days of the award. If full payment is not received within thirty (30) days of award, the pay option will default to the Pay On Invoice Option.
- CUSTOM PAYMENT SCHEDULE**  
BidSync's Custom Pay Schedule allows Vendors to tailor payment to be more appropriate to your contract. The Vendor may contact BidSync's Accounts Receivable at 800-990-9339, ext 478 to set a custom payment schedule, within fifteen (15) days of bid award. If arrangements have not been made within fifteen (15) days of bid award, the pay option will default to the Pay On Invoice Option.

If you have any questions about this Billing Agreement, you may directly contact BidSync's Accounts Receivable:

**Toll free:** 800-990-9339 ext. 245

**Email:** [billing@bidsync.com](mailto:billing@bidsync.com)

## AGREEMENT CONFIRMATION

I, , as an authorized agent for

\_\_\_\_\_ (company name) have read and understood the above stated billing agreement. By indicating a billing selection above, I acknowledge and agree to make said payments directly to BidSync if my company is the **winning** bidder for this bid.

_____	_____
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Signature of authorized agent

Title

_____	_____
-------	-------

Printed Name

Date

**DISCLAIMER:** If the Vendor does not pay BidSync within 60 days of invoice, the Vendor's access to the system will be discontinued and any outstanding amount may be sold to a collections agency. Any and all fees associated with collections will be borne by the Vendor. A late fee will accrue at the rate of two percent (2%) per month for any fees not paid when due. Notwithstanding the foregoing to the contrary, the fees charged pursuant to this section shall not contravene laws of the State where Vendor is based. We may, in our sole discretion, change our fee policies, the fees we charge, and some or all of our system or services at any time. All fees must be paid in U.S. Dollars. Vendor is responsible for paying any and all applicable taxes.

## Bid 674 Sand for Snow and Ice Control

Bid Number 674  
 Bid Title Sand for Snow and Ice Control  
 Bid Start Date Jun 7, 2018 2:30:38 PM EDT  
 Bid End Date Jun 28, 2018 10:30:00 AM EDT  
 Question & Answer End Date Jun 25, 2018 3:00:00 PM EDT

Bid Contact Maureen Goulet  
 Purchasing Assistant  
 Community Development  
 860-522-2217 ext 4283  
 mgoulet@crcog.org

Contract Duration 365 days  
 Contract Renewal 1 annual renewal  
 Prices Good for Not Applicable

Bid Comments Sand for Snow and Ice Control

### Item Response Form

Item 674--01-01 - Sand for Snow and Ice Control  
 Quantity 1 cubic yard  
 Unit Price   
 Delivery Location Capitol Region Council of Governments  
Capitol Region Council of Governments  
 241 Main Street, 4th Floor  
 Hartford CT 06106  
 Qty 1

**Description**  
 Sand for snow and ice control

Item 674--01-02 - Sand for Snow and Ice Control  
 Quantity 1 ton  
 Unit Price   
 Delivery Location Capitol Region Council of Governments  
No Location Specified  
 Qty 1

**Description**  
 Sand



**Capitol Region Purchasing Council**  
**241 Main Street, 4<sup>th</sup> Floor**  
**Hartford, CT 06106**

**STANDARD BID AND RFP TERMS AND CONDITIONS**

**PURCHASING COUNCIL PURPOSE**

The Capitol Region Purchasing Council (“Council”) is a purchasing cooperative, acting under the auspices of the Capitol Region Council of Governments, which attempts to provide volume-based discounts to its Member Agency base through various cooperative procurement initiatives. To date, some 115 towns, boards of education and agencies across the State (38 of which are located in the Greater Hartford area) are eligible to take advantage of the Council’s services.

**BID FORMS/SUBMISSION OF BIDS**

The Council exclusively uses Bid Sync for the notification and dissemination of all solicitations. The receipt of solicitations through any other company may result in your receipt of incomplete specifications and/or addenda which could ultimately render your bid non-compliant. The Council accepts no responsibility for the receipt and/or notification of solicitations through any other company.

No oral, telegraphic or telephonic submittal will be accepted. IFB’s, RFP’s, RFQ’s and RFI’s shall be submitted in electronic format via **BidSync**. All Invitations For Bid (IFB), Requests For Proposals (RFP), Requests For Quotes (RFQ), Requests For Information (RFI) submitted electronically via **BidSync** shall remain locked until official date and time of opening as stated in the Special Terms and Conditions of the IFB, RFP, RFQ and/or RFI. A formal, in-person bid opening will not be held.

**EXCEPTIONS TO SPECIFICATIONS**

Vendors are directed to make sure that they understand the terms and conditions as specified in this Invitation for Bid. Unless exceptions to any of the terms and conditions, including pricing, are specified as part of the bid response, it will be expected that all terms and conditions expressed herein are acceptable and shall govern resulting contracts. **Any variance from specifications, including product substitutes (as well as replacements for discontinued items) and pricing units (pounds, 50 lb bags vs. 100 lb bags, etc.) must be clearly noted in the vendor’s bid response.**

**SUBSTITUTION FOR NAMED BRANDS**

Should brand name items appear in this bid, the bidder must make available specifications on any substitutions, and explain how the substitution compares with the named brand’s specifications.

**BID AWARD**

A bid award shall be made by each respective Member Agency to the lowest responsible bidder(s). A Purchase Order issued by the member Town constitutes an award. The lowest responsible bidder is that person or firm whose bid to perform the work is lowest, who is qualified and competent to do the work, whose past performance of work is satisfactory to the Member Agency and whose bid documents comply with the procedural requirements stated herein. The award process may also include additional considerations such as the information provided on the bid forms and the bidder’s perceived ability to fulfill his/her obligations as prescribed by these specifications. Each bidder must be prepared to show evidence of having satisfactorily carried out a similar contract, as inability to do so may be cause for rejection.

### **CONTRACT EXTENSION**

Contracts may be extended by mutual agreement of the parties – for bids with a one year contract period, a one year extension will be permitted if there is mutual agreement; for bids with a two year contract period, a two year contract extension will be permitted if there is mutual agreement. All extensions shall be completed before the next bid invitation is issued. A schedule of bid invitations and openings is posted on the CRPC website.

### **ESTIMATED QUANTITIES**

The quantities as listed herein are **estimates only** and have been provided for the purpose of competitive bidding. Actual quantities will be contingent upon the total number of Member Agencies that decide to make an award off of this bid (as participation is voluntary) and the needs of the using departments in the various Member Agencies.

### **INCLUSION OF NON-PARTICIPATING TOWNS AND BOARDS OF EDUCATION**

Any Member Agency, current or future, within the Capitol Region Purchasing Council shall be allowed to participate in this bid during the life of the contract, even if it is not listed amongst the bid participants.

### **WITHDRAWAL OF BIDS**

No bid submitted may be withdrawn, in whole or in part, without the written consent of the Capitol Region Purchasing Council.

### **REJECTION AND/OR CANCELLATION OF BIDS**

The Council reserves the right to reject or cancel any and all bids, or any part of any or all bids, if such action is deemed to be in its best interest to do so.

### **RIGHT TO WAIVE ANY INFORMALITY**

The cooperating Member Agencies reserve the right to waive any informality in a bid when such a waiver is in their best interest.

### **BID PRICES**

All prices bid must be on the basis of F.O.B. delivery point, unloaded inside, unless otherwise indicated in the proposal. A bid on any other basis than that indicated in the proposal may be considered informal. **Note: The Capitol Region Purchasing Council strictly prohibits the unilateral imposition of additional surcharges (fuel, delivery, etc.) on the participating communities at any point during the contract period. Prices bid shall apply throughout the term of the contract and will be construed as all-inclusive.**

### **TAXES**

Member Agencies are exempt from the payment of any sales, excise or federal transportation taxes. The prices bid, whether a net unit price or a trade discount from catalog list prices, must be exclusive of taxes and will be so construed.

### **BILLING**

Billing shall be made to each bid participant according to the terms set forth on each purchase order.

### **2% ADMINISTRATIVE FEE**

The Capitol Region Council of Governments uses BidSync to distribute and receive bids and proposals. Responding vendors agree to pay to BidSync an administrative fee of two percent (2%) of the total ordered amount of all contracts for goods and/or services awarded to the vendor. The fee shall be payable for all Council bids unless specifically exempted by the Council. Refer to [www.bidsync.com](http://www.bidsync.com) for further information.

### **REPORTING REQUIREMENTS**

All orders placed on CRPC bids shall be reported to BidSync on a quarterly basis. Please contact Jason Sanchez to set up this important reporting function at (512) 717-6149 (telephone); or email jsanchez@periscopeholdings.com.

### **FAILURE TO COMPLY**

All awarded vendors must comply with the 2% Administrative Fee and Reporting Requirements outlined in the CRPC General Terms and Conditions. Failure to comply within 90 days of orders and/or awards by CRPC members may result in the vendor being restricted from participating in future bids.

### **DELIVERY ARRANGEMENTS AND REQUIREMENTS**

No delivery shall become due or be acceptable without a written order issued by the Member Agency concerned. Such order will contain the quantity, time of delivery and other important data.

### **REFERENCES**

Upon request, vendors shall supply the names of other customers (preferably municipalities) to interested Member Agencies.

### **BIDDER PERFORMANCE/LIABILITY FOR DELIVERY FAILURES**

Failure of any successful bidder to adhere to specifications, prices, terms or conditions of their agreement during the course of the contract period may preclude such bidder from bidding on future CRPC bids in addition to any action that Member Agencies may take as a result of the vendor's failure to perform. It should be noted that the awarded vendor shall assume full responsibility for the negligence of any sub-contractor(s) utilized to fulfill any and all obligations under resulting contracts.

Moreover, if the contractor fails to make proper delivery within the time specified or if the delivery is rejected by the Member Agency, the Member Agency may obtain such commodities or any part thereof from other sources in the open market or on contract. Should the new price be greater than the contract price, the difference will be charged against the contractor. Should the new price be less, the contractor shall have no claim to the difference.

### **INSURANCE REQUIRED OF SUCCESSFUL BIDDERS**

The Successful bidder shall furnish a certificate of insurance which includes the coverages and limits set forth below; identifies the Member Agency as an additional insured; and provides for at least ten (10) days prior notice to the Member Agency of cancellation or non-renewal. Coverage is to be provided on a primary, non-contributory basis:

- a. General Liability Insurance, including Contractual Liability Insurance and Products/Completed Operations Insurance issued by an insurance company licensed to conduct business in the State of Connecticut with: limits not less than \$1,000,000 for all damages because of bodily injury sustained by each person as the result of any occurrence and \$1,000,000 bodily injury aggregate per policy year; and limits of \$500,000 for all property damage aggregate per policy year or a limit of \$1,000,000 Combined Single Limit (CSL). A Waiver of Subrogation shall be provided. All, if any, deductibles are the sole responsibility of the contractor to pay and/or indemnify.



- b. Automobile Liability Insurance issued by an insurance company licensed to conduct business in the State of Connecticut with: limits not less than \$1,000,000 for all damages because of bodily injury sustained by each person as a result of any occurrence and \$1,000,000 aggregate per policy year; and limits of \$500,000 for all damages because of property damage sustained as the result of any one occurrence or \$1,000,000 Combined Single Limit (CSL). All, if any, deductibles are the sole responsibility of the contractor to pay and/or indemnify.
- c. Worker's Compensation Insurance in accordance with Connecticut State Statutes.

The insurance requirements listed above are minimum requirements for successful bidders. Awarding agencies may require higher insurance limits.

#### **FOR THE TOWN OF WEST HARTFORD ONLY**

Please see Attachment A concerning the town's insurance requirements.

#### **FUTURE BID INVITATIONS**

Future bid invitations may not be sent to vendors who do not bid on this invitation, unless they specifically request that their names be continued on the invitation list.

#### **EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION**

The Capitol Region Purchasing Council, an affiliate of the Capitol Region Council of Governments, subscribes to the Council of Governments' policy of Equal Employment Opportunity and Affirmative Action, and pledges to lend its support and cooperation to private and public agencies who are promoting public policy in this vital area of human relations. Vendors will be required to sign the certificate incorporated in the bid document relative to Equal Employment Opportunity and Minority/Female Business Enterprise (if applicable).

#### **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.

#### **ADDITIONAL TERMS AND CONDITIONS**

The Vendor assigns to CRCOG all rights title and interests in and to all causes of action it may have under Section 4 of the Clayton Act, 15 USC 15, or under Chapter 624 of the general statutes. This assignment occurs when the Contractor is awarded the contract.

Vendor agrees that it is in compliance with all applicable federal, state and local laws and regulations, including but not limited to Connecticut General Statutes Sections 4a-60 and 4a-60a. The Contractor also agrees that it will hold CRCOG harmless and indemnify CRCOG from any action which may arise out of any act by the contractor concerning lack of compliance with these laws and regulations. All purchases will be in compliance with Section 22a-194 to Section 22a-194g of the Connecticut General Statutes related to product packaging.

Resulting contracts are subject to the provisions of Executive Order N. Three of Governor Thomas J. Meskill promulgated February 15, 1973 and section 16 of P.A. 91-58 nondiscrimination regarding sexual orientation, and the provisions of Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999 regarding Violence in the Workplace Prevention Policy.

The contract arising from the bid may be subject to the provisions of §1-218 of the Connecticut General Statutes, as it may be modified from time to time. In accordance with this section, each contract in excess of two million five hundred thousand dollars between a public agency and a person for the performance of a governmental function shall (1) provide that the public agency is entitled to receive a copy of records and files related to the performance of the governmental function, and (2) indicate that such records and files are subject to the Freedom of Information Act and may be disclosed by the public agency pursuant to the Freedom of Information Act. No request to inspect or copy such records or files shall be valid unless the request is made to the public agency in accordance with the Freedom of Information Act. Any complaint by a person who is denied the right to inspect or copy such records or files shall be brought to the Freedom of Information Commission in accordance with the provisions of sections 1-205 and 1-206 of the Connecticut General Statutes.

Incorporated by reference into this contract is Section 4-61dd(g)(1) and 4-61dd(3) and (f) of the Connecticut General Statutes which prohibits contractors from taking adverse action against employees who disclosed information to the Auditors of Public Accounts or the Attorney General.

### QUESTIONS

General inquiries should be directed to Maureen Goulet, Purchasing Program Manager, at the:  
Capitol Region Purchasing Council  
241 Main Street, 4<sup>th</sup> Floor  
Hartford, CT 06106  
Tel: 860-522-2217 ext. 37  
Fax: 860-724-1274  
E-mail: [mgoulet@crcog.org](mailto:mgoulet@crcog.org)

However, no oral interpretations shall be made to any respondent as to the meaning of any of the bid documents. Every request for an interpretation shall be made in writing, addressed and forwarded either to the address above, **faxed to (860) 724-1274, emailed to [mgoulet@crcog.org](mailto:mgoulet@crcog.org), or posted to the BidSync online bidding system.** To receive consideration, such questions must be received at least five (5) calendar days before the established date for receipt of proposals.

The Program Manager will arrange as addenda, which shall be made a part of this Invitation for Bid and any resulting contracts, all questions received as above provided and the decisions regarding each. At least three (3) days prior to the receipt of bid proposals, the Program Manager will **post a copy of any addenda to the BidSync system.** In special cases, the Program Coordinator reserves the right to post clarifying information in the form of an addendum outside of the aforementioned timeline. It shall be the responsibility of each respondent to determine whether any addenda have been issued and if so, to download copies directly from the BidSync website.

**CAPITOL REGION PURCHASING COUNCIL  
INVITATION FOR BID  
SAND FOR SNOW AND ICE CONTROL**

**BID SPECIFICATION**

**SCOPE**

The intent of this bidding effort is to secure qualified suppliers of sand for snow and ice control.

Note: The awarded vendor(s) must have product available to fulfill all orders for deliveries between July 1, 2018 and June 30, 2019.

**ESTIMATED QUANTITIES**

The quantities specified herein are annual estimates only and have been provided for the purpose of competitive bidding. Actual quantities will be contingent upon the total number of CRPC members which decide to make an award off of this bid (as participation is voluntary) and the needs of the using departments in the various members (based on weather) and satisfaction with product performance when piloted by participating CRPC members.

Participating CRPC members as listed herein will issue purchase orders in the amount of 100% of their initial estimated annual quantities. Each CRPC member will guarantee a minimum 50% purchase of their initial estimated annual quantity during the term of the CRPC member.

**BIDDER PERFORMANCE/LIABILITY FOR DELIVERY FAILURES**

Failure of any successful bidder to adhere to specifications, prices, terms or conditions of their agreement during the course of the contract period may preclude such bidder from bidding on future CRPC bids in addition to any action that CRPC members may take as a result of the vendor's failure to perform. It should be noted that the awarded vendor shall assume full responsibility for the negligence of any sub-contractor(s) utilized to fulfill any and all obligations under resulting contracts.

Moreover, if the contractor fails to make proper delivery within the time specified or if the delivery is rejected by the CRPC member, the CRPC member may obtain such commodities or any part thereof from other sources in the open market or on contract. Should the new price be greater than the contract price, the difference will be charged against the contractor. Should the new price be less, the contractor shall have no claim to the difference.

**SPECIFICATIONS:**

**Sand:** Sand for Snow and Ice Control shall conform to the "Specification for Cover Sand for Snow and Ice Control, Issued March 12, 1976, Revised June 20, 2005" by the Connecticut Department of Transportation, Bureau of Engineering and Highway Operations.

**Sand for Snow and Ice Control:**

Sand shall consist of clean, hard durable and uncoated particles of quartz or other rock and shall be free from lumps of clay, soft or flaky material, loam or other detrimental material.

**CRPC #657**

The sand shall contain not more than four percent (4%) of material finer than the #200 sieve, using AASHTO Method T 11.

The sand shall conform to the following gradation requirements:

Square Mesh Sieve (inches)	% Passing By Mass
3/8	100
#4	70-100
#50	10-40
#100	0-10
Material finer than #200	0-4

Washed Sand: If washed sand is supplied, it shall be stockpiled at least twenty-four (24) hours before use.

In no case shall sand be accepted that contains frozen lumps or other detrimental material.

**TESTING**

Prior to the award of the contract, CRPC members may sample the three lowest bidder’s materials at the source and have the following tests performed by a certified independent testing laboratory of the CRPC members choice.

1. **Sieve Analysis:** Mechanical analysis as described above.
2. **Soundness Test:** When tested with magnesium sulfate solution for soundness using AASHTO Method T 104 coarse aggregate shall not have a loss of more than fifteen percent [15%] at the end of five cycles.
3. **Resistance to Abrasion:** Manufactured or crushed earth materials shall show a loss on abrasion of not more than fifty percent [50%] using AASHTO Method T 96.

The CRPC member may, if it deems necessary, have the above tests performed at any time during the life of the contract on the material supplied to the CRPC member for winter sand and all other products.

Should any of the tests fail and a second test proves the first test to be accurate in its results, then the supplier shall remove the delivered material within forty-eight [48] hours or the CRPC member shall do so, and bill the supplier for the work involved to remove the unacceptable material, and the costs associated with all failing tests.

If the CRPC member utilizes the material and then finds out it did not meet the specifications, the CRPC member shall no be held liable to pay for any of the material used.

**MATERIAL SAFETY DATA SHEETS:**

Awarded vendors will be required to provide CPRC staff and participating members appropriate Material Safety Data Sheets within 20 days after award or upon first delivery, whichever occurs first.

**SAND SUPPLY GUARANTEE:**

Bidders must provide written certification from their sand producer/supplier guaranteeing that the bidder has access to a sufficient amount of sand product to supply the needs of the participants for the

**CRPC #657**

entire term of the contract. Bidders are expected to provide up to 150% of a CRPC member's initial estimated annual quantity. This information must be provided as part of the bid submission.

**ENVIRONMENTAL CONSIDERATIONS:**

Bidder must provide documentation as part of their bid response demonstrating that their product is ecologically safe and is in compliance with applicable CT Department of Energy and Environmental Protection and US Environmental Protection Agency regulations.

**DELIVERY:**

Scheduling of deliveries is of the utmost importance. The vendor must strictly adhere to delivery schedules set between it and CRPC members.

Trucks delivering the product shall have the entire cargo area completely covered by a waterproof tarpaulin or similar sheeting material to protect the material, prevent spillage and meet all environmental regulations. Torn or ripped covers may be a cause for rejection of the shipment.

Delivery will normally take place within a maximum of forty-eight hours after confirmation of order by an authorized CRPC member representative, Monday through Friday between the hours of 7:30 a.m. and 3:30 p.m.

If delivery is not made in the timeframe specified, a deduction from the price shall be made based on the actual costs incurred as a result of the late/non-delivery. Cost incurred shall include, but are not limited to the following:

- Increased personnel costs due to demurrage.

All deliveries shall comply in every aspect with all applicable Federal and State laws.

**SPILLAGE**

Any spillage at the time of delivery will be the responsibility of the vendor and any costs to repair resultant damages or any penalties assessed against a CRPC member because of pollution resulting from such spillage shall be borne by the vendor.

**PRICING:**

Bidders shall submit net unit prices, DELIVERED per cubic yard, as specified on the bid proposal sheets. Said unit prices shall include freight or transportation rates in effect on the date of bid submission.

All prices submitted shall apply throughout the term of the contract, and shall be deemed all-inclusive (i.e. including fuel costs, etc.). The Capitol Region Purchasing Council strictly prohibits the unilateral imposition of additional surcharges on the participating CRPC members at any point during the contract period.

**EXPERIENCE:**

Each respondent is required to submit satisfactory evidence as part of their bid proposal demonstrating their experience supplying sand to local or state governments. Accordingly, a list of at least four (4) municipalities/state agencies where the product bid has been delivered during the past two (2) years shall be furnished, including contact persons and phone numbers. (See the attached Information Sheet.) Note: Connecticut-based references are preferred.

**SAND FOR SNOW AND ICE CONTROL**

**CRPC # 674**

**INFORMATION SHEET**

Name of Bidder: \_\_\_\_\_

**I. SUPPLY DETAILS:**

- 1. Sand Source: \_\_\_\_\_
- 2. Sand Type: \_\_\_\_\_
- 3. Sand Producer: \_\_\_\_\_
- 4. Specific location for sand supply/inventory for resulting CRPC contracts:  
\_\_\_\_\_  
\_\_\_\_\_

Inventory at Supply/Inventory Site (cubic yards): \_\_\_\_\_

**II. EXPERIENCE:**

- 1. How many years has your firm been providing sand for snow and ice control? \_\_\_\_\_
- 2. During the past 2 years, we delivered sand to the following municipalities/state agencies. Note: CT references are preferred.

Town/Agency	Contact Person	Address	Telephone #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**III. DELIVERY:**

- 1. Name of delivery companies used to deliver the product (other than bidder-owned trucks). Please specify number of trucks to be secured from each.

Company Name	Location	# of Trucks
_____	_____	_____
_____	_____	_____
_____	_____	_____

**SAND FOR SNOW AND ICE CONTROL**

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2. Indicate the earliest date when deliveries can commence: \_\_\_\_\_

**IV. ORDERING:**

1. Indicate the contact person(s) who will be responsible for receiving and processing **routine orders (Monday to Friday, 7:30 a.m. to 3:30 p.m.)**. Include names, phone and fax numbers, addresses and company affiliations.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Indicate the contact person(s) who will be responsible for receiving and processing **emergency orders (Monday to Friday, after 3:30 p.m. and on weekends/holidays)**. Include names, phone and fax numbers, addresses and company affiliations.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Indicate the latest date when orders can be placed: \_\_\_\_\_

4. Payment Terms:

\_\_\_\_\_ % in \_\_\_\_\_ days

**Insurance Exhibit (West Hartford)**

For the purpose of this exhibit: the term "Contractor" shall also include their respective agents, representatives, employees or subcontractors; and the term "Town of West Hartford and West Hartford Board of Education" (hereinafter called the "Town") shall include their respective officers, agents, officials, employees, volunteers, boards and commissions.

The Contractor shall procure and maintain the required insurance coverage against claims that may arise from, or in connection with the services and goods provided by the Contractor for the duration of the contract term, including any and all extensions. The Contractor shall provide the Town with a certificate of insurance confirming compliance with this exhibit prior to commencement of the contract. Such insurance shall be written for not less than specified, or required by applicable federal, state and/or municipal law, regulation or requirement, whichever is greater. The Contractor shall assume any and all premiums and deductibles in the described insurance policies. Both the Contractor and Contractor's insurer(s) agree to have no right of recovery or subrogation against the Town and the described insurance shall be primary coverage. Any failure to comply with the claim reporting provisions of the policy shall not affect coverage provided to the Town. Each required insurance policy shall not be suspended, voided, cancelled or reduced except after thirty (30) days prior written notice, ten (10) days notice for non-payment, has been given to the Town.

**All liability policies (with the exception of Worker's Compensation) shall include the Town of West Hartford, the West Hartford Board of Education, and their respective officers, agents, officials, employees, volunteers, boards and commissions as an Additional Insured** and shall include, but not be limited to investigation, defense, settlement, judgment or payment of any legal liability. Failure to maintain the required insurance coverage and Additional Insured Endorsements shall be grounds for termination of the contract. It is agreed that the scope and limits of the insurance specified are minimum requirements and shall in no way limit or exclude the Town from additional limits or coverage provided under each policy. The policies shall be on the occurrence form and must be written by companies licensed to do business in the State of Connecticut. The Town's Risk Manager shall review any and all exceptions.

**Commercial General Liability:** \$1,000,000 combined single limit per occurrence for bodily injury, personal injury, property damage, contractual liability and products /completed operations. Contractor shall continue to provide products/completed operations coverage for two (2) years after completion of the work.

**Automobile Liability and Physical Damage Coverage:** \$1,000,000 combined single limit per occurrence for any auto, including statutory uninsured/underinsured motorists coverage and \$1,000 medical payments. Policy to include collision and comprehensive coverage for any auto used for the purpose of this contract.

**Umbrella Liability:** \$1,000,000 per occurrence, \$2,000,000 aggregate following form.

**Workers' Compensation:** Statutory limits including Employer's Liability with limits of \$100,000 each accident, \$500,000 for each disease/policy limit, and \$100,000 for disease for each employee as required by the State of Connecticut. If the Contractor decides not to procure workers' compensation in accordance with Connecticut law, the Contractor agrees to comply with the Connecticut Workers' Compensation Act's (Act) requirements for withdrawing from the provisions of the Act, including, but not limited to, filing the appropriate notice of withdrawal with the commissioner. The Contractor is wholly responsible for taking the actions necessary to withdraw from the provisions of the Act. In lieu of procuring workers' compensation insurance and providing the Town with proof thereof, the Contractor agrees to hold the Town of West Hartford, the West Hartford Board of Education, their respective boards and commissions, officers, agents, officials, employees, servants, volunteers, contractors and representatives harmless from any and all suits, claims, and actions arising from personal injuries sustained by him during the course of the performance of this contract, however caused.

**Personal Property** for "all risk" insurance on a replacement cost basis to cover the value of personal property belonging to the Contractor and others (including but not limited to the personal property of subcontractors) located on Town property while in use or in storage for the duration of the contract. Deductible not to exceed \$1,000.

Duly Authorized

Date

(Print Name Here)





**GENERAL VENDOR INFORMATION**

**VENDORS ARE ASKED TO FILL OUT THIS FORM SO THAT THEIR BID RESPONSES ARE CONSIDERED COMPLETE.**

The undersigned: is aware that any CRPC member may reject any and all bids, or any part of any and all bids; is aware that quantities furnished herein are estimates only; has not included any state or federal taxes for which the CRPC members are not liable; and is making this bid without collusion with any person, individual or corporation.

COMPANY

REPRESENTATIVE

POSITION

ADDRESS

(ZIP)

TELEPHONE #

FAX #

TAX ID #

E-MAIL ADDRESS

SIGNATURE

PAYMENT TERMS: %  Days

DATE:

## Question and Answers for Bid #674 - Sand for Snow and Ice Control

### Overall Bid Questions

There are no questions associated with this bid.