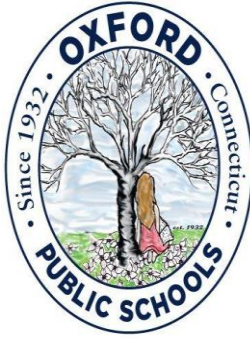


Stephanie Miller
Chair of the Board of Education
□□□□
Dr. Robert Miller
Superintendent of



Schools

George Renzoni
Director of Facilities
462 Oxford Rd.
Oxford, CT 06478
(203) 888-7754 Fax (203) 888-5955
renzonig@oxfordpublicschools.org

GENERAL INFORMATION TO BIDDERS

INTRODUCTION

1. Oxford School District is furnishing this document to request quotation for **Bid # DWSNOW 2022** including Snow Plowing, Snow Removal and Sanding at its Schools for the **2022-2023** fiscal year with options for two, one (1) year extensions or as listed in specifications attached.
2. Bidders must use the attached "Form of Bid". All sealed bids must be received at the office of the Director of Facilities, Oxford Board of Education, 462 Oxford Road, Oxford, CT 06478 **on or before 10:00 AM, Thursday, October 27, 2022**. Bids will be opened publicly at this time.
3. **A mandatory pre-bid walk-thru will be held on Thursday, October 13 at 9:30 AM starting at Oxford Center School, 462 Oxford Road, Oxford, CT then proceeding to Great Oak Elementary located at 50 Great Oak Road, then to Oxford Middle School located at 40 Great Oak Rd, then to Quaker Farms School located at 30 Great Oak Road and concluding with Oxford High School, located at 61 Quaker Farms Road, Oxford, CT.**
4. No bidder may withdraw their bid for a period of thirty (30) days after the date set for the bid opening thereof.
5. The award of the contract will be made as soon after the opening of the bids as is practical. **Bidders must bid on the project in its entirety.** Bids will be considered firm for a period of thirty (30) days from the date of opening.
6. All work is to be in accordance with the attached "Specifications for Snow Plowing, Snow Removal and Sanding at Oxford Schools."
7. The Project Director is: George Renzoni, Director of Facilities. All requests for information must be emailed to the project director at the address listed above.

INTERPRETATION

1. Should any prospective bidder desire clarification or interpretation of any item in the advertisement or specifications, they should request the clarification or interpretation **in writing** from the Director of Facilities. The answer given by the Director of Facilities will be in writing to all known bidders. The Board of Education is not responsible for any alleged oral instructions or interpretations to the bidders.

GENERAL TERMS

1. The Contractor shall promptly repair any damage or disturbance to curbs, buildings and fixtures of the Owner resulting from the performance of the work (beyond normal wear and tear from plowing). The Contractor shall use proper care in the performance of its work so as to not cause damage to the property.
2. The Contractor agrees to hold Oxford School District harmless in any and all liability of every nature and description which may be suffered through bodily injuries, including death of any persons, caused by the Contractor or his employee/sub-contractors.
3. No part of the contract may be sublet without the prior written permission of the Oxford School District or its agents.
4. All local, state and federal fire and safety requirements must be adhered to at all times. All exit and entrance ways are to be maintained clear. Adequate protection of all occupants of the buildings must be provided for.
5. Any deviation to specifications must be completely detailed in writing and approved by Oxford School District or its agents.
6. Should the Contractor fail to fully perform his responsibilities the Oxford School District will notify the Contractor of such verbally and/or in writing. Should the Contractor continue to not fully perform his responsibilities, the Oxford School District will have the right to have the delinquent work performed at the expense of the Contractor and/or to terminate the contract.
7. Any and all legal expenses incurred by the Oxford School District for the Contractors failure to comply with these specifications will be borne by the Contractor.

RESERVED RIGHTS

1. The Board of Education reserves the right to accept modifications to these specifications which, in the opinion of the Superintendent, his/her representative, and/or the Board are in the best interest of the School District.
2. The Board may consider as informal any bid not prepared and submitted in accordance with the provisions hereof, and hereby reserves the right to waive any informalities in, or to reject any bid in whole or in part, when in its opinion such rejection shall be in the best interest of the School District. It also reserves the right to make awards, item by item, by part or in bulk, to waive minor defects and to cancel the contract at any time if forgoing conditions are not complied with, or for any good and sufficient reason, if deemed in the interest of the School District to do so.

INSURANCE

1. All Contractor and Vendors working at Oxford School District properties will be required to maintain insurance coverage as specified below - see "Insurance requirements for Contractors".
2. The Contractor is to maintain, for the duration of the contract and for the protection of all employees engaged thereunder, workers' compensation as required by the labor laws of the state, and all municipal and federal liability.

LABOR LAWS AND ORDINANCES

1. All contractors and Vendors working at Oxford School District properties shall obey and abide by all the laws of the State of Connecticut relating to the employment of labor and public work.
2. By bidding on this contract the Contractor agrees not to discriminate against any employee or applicant for employment, to be employed in the performance of this agreement with respect to hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related employment, because of age (except where based on a bona fide occupational qualification), sex (except where based on a bona fide occupational qualification) or race, color, religion, national origin, or ancestry. The Contractor further agrees that every subcontract entered into for the performance of this agreement will contain a provision requiring non-discrimination in employment, as herein specified, binding upon each Sub-Contractor. Breach of this covenant may be regarded as a material breach of the Agreement.

INSURANCE REQUIREMENTS FOR CONTRACTORS

Should you be awarded this contract, **you will be required to file certificates or policies** giving evidence of at least the following insurance coverage, and you will be required to obtain approval of the Oxford Board of Education prior to commencing any work on the premises.

Evidence of the above insurance in the form of certificates of insurance are to be issued and on file with Oxford School District prior to starting work. Certificates of insurance are to state that the Oxford School District **will be notified in writing ten (10) days prior to cancellation of any insurance coverage**. Certificates of insurance are to name Oxford School District as an additional insured.

1. WORKER'S COMPENSATION:

The contractor is to maintain, for the duration of the contract and for the protection of all employees engaged there under, worker's compensation as required by the labor laws of the state, and all municipal and federal liability. **Evidence of Worker's Compensation insurance is to be provided prior to starting work.**

2. COMPREHENSIVE GENERAL LIABILITY INSURANCE:

The contractor is to carry for the duration of the contract in not less than the following amounts liability insurance covering the all property which is under the care, custody, and control of the contractor, such coverage shall not exclude fire and extended coverage losses.

Bodily Injury

| | |
|--------------------|------------------------|
| <u>Each Person</u> | <u>Each Occurrence</u> |
| \$1,000,000 | \$1,000,000 |

Property Damage

| | |
|--------------------|------------------------|
| <u>Each Person</u> | <u>Each Occurrence</u> |
| \$1,000,000 | \$1,000,000 |

3. COMPREHENSIVE AUTOMOTIVE LIABILITY INSURANCE:

The Contractor is to carry for the duration of the contract, in not less than the following amounts, liability insurance covering the operation of trucks, automobiles and equipment operated on the premises.

Bodily Injury

| | |
|--------------------|------------------------|
| <u>Each Person</u> | <u>Each Occurrence</u> |
| \$1,000,000 | \$1,000,000 |

Property Damage

| | |
|--------------------|------------------------|
| <u>Each Person</u> | <u>Each Occurrence</u> |
| \$1,000,000 | \$1,000,000 |

4 - When work is sublet to subcontractors, the contractor must furnish the Board of Education with:

- The name and address of each subcontractor, and information as to what part of the work he is to perform.
- Evidence that the subcontractor is covered by the contractor's Comprehensive General Liability Insurance as stated in it

FORM OF BID

**Snow Plowing, Snow Removal and Sanding
Oxford School District / Oxford Board of Education**

The undersigned hereby certifies that he/she is able to furnish labor that can work in harmony with the Oxford School District. The undersigned further certifies that the bid for the snow plowing, snow removal, and sanding will be in full compliance with the bid specifications and accept the terms and conditions in the invitation to bid. The following prices represent firm prices for one (1) year from November 1, 2022 to April 30, 2023. There will also be an option to renew the contract for one (1) or two (2) additional years.

Total cost regardless of number of storms

(Includes cost of all sand/salt used and of snow plowing, snow removal and sand removal in April)

\$ _____ year one
\$ _____ year two
\$ _____ year three

Firm Name: _____

Date: _____

Firm Address: _____

Accepted by: _____

Business Phone: _____

Title: _____

Emergency Phone* _____

Signature: _____

Print Above Name _____

Title: _____

Signature _____

Copy of current insurance policy and Connecticut State Contractors License No. is attached.

*Must provide 24 hours answering service number

END OF BID FORM