

Borough of Naugatuck
Request for Qualifications

**BOROUGH OF NAUGATUCK, CT
REQUEST FOR QUALIFICATIONS**

The Borough of Naugatuck seeks Statements of Qualifications from Contractors with proven expertise in Landscaping Services

A detailed request for qualifications package/requirements can be obtained from the Wendy Hozer, Purchasing Agent, 229 Church St. Naugatuck or the Borough of Naugatuck web site www.naugatuck-ct.gov

All firms obtaining information from the web site must submit contact information by e-mail to Ecarter@naugatuck-ct.gov. Contact information must be submitted three days in advance of the final acceptance date to be considered.

Qualifications will be accepted until 11:00 am Tuesday, August 9, 2011. Responses received or postmarked after this date will not be considered. Questions shall be directed to:

Ed Carter
Mayor's Aide
Town Hall
229 Church Street
Naugatuck CT, 06770
(203) 720-7208
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**Request for Qualifications from Contractors
To Provide
Landscaping Services**

Section 1 General Information and Requirements

1.1 General Information

The Borough of Naugatuck (BON) seeks Statements of Qualifications and expressions of interest from contractors with proven experience in Property Landscaping. Duties will include all types of landscaping, cutting back of overgrown brush & vegetation along with the gathering of personal property to be left on the premises.

1.2 Description of Work

Naugatuck expects to hire contractors for Landscaping Services. Contractors accepted will be used on an as need basis as determined by the Borough for the period of **August 2011 to July 2012**

1.3 Reimbursements

The Borough will not reimburse the contractors for fuel, breakdowns or any damage or repairs to contractor's equipment.

1.4 Clarifications and Interpretations

- a. No pre-submission conferences are proposed.
- b. All questions and Inquiries shall be directed to:
Ed Carter
Mayor's Aide
229 Church St.
Naugatuck CT, 06770
(203) 720-7208
- c. Questions must be submitted 1 week prior to receipt date.

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1.5 Submission of Qualifications

Qualifications will be accepted until 11:00 am Tuesday August 9, 2011. All and qualifications must be clearly marked on 1 large envelope entitled: "Borough of Naugatuck RFP Landscaping Services".

Ed Carter
Mayor's Aide
229 Church St.
Naugatuck CT 06770

Late submissions will not be accepted

1.6 Evaluations and Qualifications

Contractors will be selected with the following criteria:

1. Past company experience
2. Equipment available
3. Education and licenses
4. Condition and age of proposed equipment
5. Other criteria as determined by the Town
6. Location of the company shall be within five miles the Borough's limits.

Weighting criteria will be determined by the Town.

It is the intent of Borough of Naugatuck to hire the most qualified contractors and create a list of available contractors for the bidding of specific borough properties with specific landscaping needs.

1.7 Borough of Naugatuck's Reservation of Rights

The Borough of Naugatuck reserves the right to waive any informalities or to reject any or all Proposals.

The Borough of Naugatuck reserves the right to reject any proposals if they show any omission, alteration of form, additions not called for, conditional bids, or irregularities of any kind.

The Borough of Naugatuck reserves the right to reject any or all proposals or to accept any proposals, should it deem it to be in the best interest of the Borough.

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1.8 Reimbursement for Costs

It is the responsibility of the respondents to pay for all costs associated with submitting qualifications and proposals. The Borough of Naugatuck shall not reimburse any costs.

1.9 Insurance Requirements

Before execution of the Contract, the Bidder will be required to file with the Borough of Naugatuck a certificate of insurance. The certificate, executed by an insurance company satisfactory to the Borough of Naugatuck shall name the Borough of Naugatuck and the State as additional insured parties on the form furnished with these specifications. The "Certificate of Insurance" shall state that at a minimum, with respect to the contract, the bidder carries insurance in accordance with the requirements and stipulations listed below.

Unless requested otherwise by the Borough of Naugatuck, the Bidder and its insurer shall not assert the defense of governmental immunity in the adjustment of claims or in the defense of any claim or suit brought against the Borough of Naugatuck and the State. The Bidder shall assume and pay all cost and billing for premiums and audit charges earned and payable under the required insurance.

A. Workmen's Compensation Insurance: With respect to all operations the Bidder performs and all those performed for it by subcontractors, the Bidder shall carry workmen's compensation insurance in accordance with the requirements and the laws of the State.

B. Contractor's Public Liability and Property Damage Insurance: With respect to the Project operations the Bidder performs and also those performed for it by subcontractors, the Bidder shall carry regular Contractor's Public Liability Insurance. The insurance shall provide coverage for each accident or occurrence in the amount of \$750,000 for all damages resulting from (1) bodily injury to, or death of, persons and/or (2) injury to or destruction of property. Subject to that limit per accident or occurrence, the policy shall provide a total or aggregate coverage of \$1,500,000 for all damages during the policy period.

C. Automobile Liability Insurance: The operation of all motor vehicles, including those hired or borrowed, used in connection with the project, shall be covered by Automobile Liability Insurance. The insurance shall provide coverage for each accident or occurrence in the amount of \$500,000 for all damages resulting from (1) bodily injury to, or death of, persons and/or (2) injury to or destruction of property. If an insurance policy shows an aggregate limit as part of the automobile liability coverage, the aggregate limit must be at least \$1,000,000.

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D. With respect to the project operations the Bidder performs and also those Performed for it by subcontractors, the Bidder shall carry for and on behalf of the Borough of Naugatuck, and State, insurance which shall provide coverage for each accident or occurrence in the amount of \$750,000 for all damages resulting from (1) bodily injury to or death of person and/or (2) injury to or destruction of property. Subject to that limit per accident or occurrence, the policy shall provide a total or aggregate coverage of \$1,500,000 for all damages during the policy period.

E. Termination or change of Insurance: Each insurance policy shall be endorsed to provide that the insurance company shall notify the Borough of Naugatuck by certified mail at least thirty (30) days in advance of termination, or any change in the policy. No such change shall be made without prior written approval of the appropriate Official.

F. Claims: Each insurance policy shall state that the insurance company shall agree to investigate and defend the Borough of Naugatuck and State against all damages, even if groundless.

G. Compensation: There shall be no direct compensation allowed the Bidder on account of any premium or other charge necessary to take out and keep in effect all insurance or bonds, but the cost thereof shall be considered included in the general cost of the work.

1.10 Signature Requirements

Proposals must be signed by a duly authorized official of the Company. Consortiums, joint ventures, or teams submitting proposals will not be considered unless it is established that all contractual responsibility rests solely with one contractor or one legal entity, which shall not be a subsidiary or affiliate with limited resources. Each proposal should indicate the entity responsible for execution on behalf of the proposal team.

1.11 Attachments

- a. Certificate of Non-Collusion Form
- b. Certificate of Tax Compliance Form

Section 2 Qualifications Submission

2.1 Statement of Interest

Consultants shall submit a one page maximum cover letter/letter of interest.

2.2 Prime Firm/Company

Consultants shall submit the following items and information:

- a. Company History, years in business

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- b. Certificates of insurance
- c. List of equipment to be used.
- d. Rates and for equipment and manpower including overtime rates and any minimum charges.
- e. Other services the company provides that may impact the services provided to the town
- f. It is required that bidding company be located within five miles of the Borough's limits.

2.3 References

The consultants shall provide a list of references for the landscaping experience listed.

2.4 Firms/Teams Availability to Provide Service

The contract shall provide a statement that the company can provide Landscaping Services and when necessary cutting back of brush and vegetation. Additional services may include gathering of personal property and left on the premises.

2.5 Licenses & Certifications

The consultant shall provide copies of all applicable licenses and certifications.

2.6 Litigation Statement

- a. Provide details of all past of pending litigation of claims filed against your company that would affect your company's performance under a contract with the Borough of Naugatuck.

2.7 Additional Information

- a. Certificate of Non-Collusion
- b. Certificate of Tax Compliance

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CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature

_____/_____/_____
Date

Printed Name of Person Signing Proposal

Name of Business