

**TOWN OF YORKTOWN, NY**  
**INVITATION TO BID**  
**BID # 21-1**  
**REMOVAL OF TREE STUMPS AND LOGS**

The Town of Yorktown is seeking bids from qualified vendors to provide removal and disposal of Tree Stumps and Logs stockpiled at the Organic Waste Facility located at 2200 Greenwood Street, Yorktown Heights, New York, 10598.

Sealed bids will be accepted by the Town of Yorktown at the Office of the Town Clerk, Yorktown Town Hall, 363 Underhill Avenue, Yorktown Heights, New York, 10598, until 11:00 a.m. on Monday, March 22, 2021, and at that time and place, bids will be opened and read aloud. Bid documents may be obtained at the Office of the Town Clerk, Yorktown Town Hall, 363 Underhill Avenue, Yorktown Heights, New York 10598, Monday through Friday excluding holidays, between the hours of 8:00 am and 4:00 pm. Copies of the bids documents are also available on the Town's website, [https://www.yorktownny.org/bids\\_rfps](https://www.yorktownny.org/bids_rfps).

A mandatory pre-bid site inspection will be held at the Organic Waste Facility, 2200 Greenwood Street, Yorktown Heights, New York, 10598 at 10:00 a.m. on Monday, March 15, 2021.

The Highway Superintendent reserves the right to reject any or all bids, in whole or in part, to award any item, group of items or the total bid, and to waive any or all informalities or technical defects, if it is deemed by the Town to be in its best interest to do so.

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**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, New York, 10598

All Bidders shall observe the following instructions and specifications:

**I. GENERAL PROVISIONS**

**1. Place of Bid Opening**

**Town Clerk**, Yorktown Town Hall, 363 Underhill Avenue, Yorktown Heights, New York 10598.

**2. Time of Bid Opening**

11:00 a.m. on Monday, March 22, 2021. Bids may be withdrawn 90 days after bid opening, if the Town has not made an award.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 Monday, March 15, 2021 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 locations 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 Town deems advisable, and to award Contract or Contracts to any of 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 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 obligations there under, without the written consent 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.

**26. Site Examination**

There is a mandatory Pre-bid inspection on Monday, March 15, 2021 at 10:00 a.m. Bidders may walk the site after the Pre-bid Meeting, thus allowing the Contractor, to satisfy himself as to actual conditions, requirements, and quantities of work.

**27. 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 in regard to 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.

**28. 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.

**29. 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.

**30. 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.

**31. 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.

**32. Contract Termination**

The Highway Superintendent reserves the right to terminate this contract at any time due to poor performance by the Contractor. Contractor will 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: Monday, March, 22, 2021  
TIME: 11:00 a.m.  
PLACE: Town Clerk  
363 Underhill Avenue,  
Yorktown, New York, 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 carryout 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.

**Removal and disposal of tree stumps and logs:**

Contractor Bid: \_\_\_\_\_

Written Amount: \_\_\_\_\_

Start Date: \_\_\_\_\_

Completion Date: \_\_\_\_\_

**TOWN OF YORKTOWN  
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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 AND 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-COLLUSION AFFIDAVIT OF BIDDER**

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

1. He is the owner, officer, representative or agent of: \_\_\_\_\_, the BIDDER that has submitted the attached BID;
2. The attached BID is genuine; it is not a collusive or sham BID;
3. He is fully informed respecting the preparation and contents of, and knowledgeable of all pertinent circumstances respecting the attached BID;
4. Neither BIDDER nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, included this affidavit, has in any way clouded, conspired, connived, or agreed, directly or indirectly, with any other BIDDER, firm or person to submit a collusive or sham BID in connection with the CONTRACT for which the attached BID 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 BID or of any other BIDDER, or to fix any overhead, profit or cost element of the BID prices or the BID price of any other BIDDER, or to secure through collusion, conspiracy, connivance or unlawful agreement any advantage against the Town of Farmington (OWNER) or any other person interested in the proposed CONTRACT.
5. The price(s) quoted in the attached BID are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the BIDDER or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit; and
6. That no elected or appointed official or other officer or employee of the Town of Farmington, whose salary or compensation is payable in whole or in part by the Town of Farmington is directly or indirectly interested in this BID, or in the supplies, materials, equipment, work or labor to which it relates, or in any of the profits thereof.

(Signed) \_\_\_\_\_  
(Name of BIDDER)  
\_\_\_\_\_  
Title

Subscribed and sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Title

My Commission expires: \_\_\_\_\_.