

FINANCE

INVITATION TO BID
TOWN OF NORTH HAVEN

Sealed bids for a Condition Survey of Old Center Cemetery, Project No. 16-21, will be received at the Finance Office, Memorial Town Hall, 18 Church Street, North Haven, Connecticut, until 10:00 AM on Wednesday, March 2, 2016, at which time and place they will be opened and publicly read. Specifications may be obtained from the Finance Office. After bids are received the Director of Finance/Administration may analyze whether vendors have submitted comparable bids and meet the requirements called for. In reviewing the bids, the Director of Finance/Administration may consider the past performance, financial responsibility, and sales and service experience of the vendors. The Director of Finance/Administration reserves the right to reject any or all bids, to waive any defects in same, or to choose to make purchases other than strictly in accordance with price considerations, and/or to choose other than the lowest bidder, if it be deemed in the best interest of the Town of North Haven. **Bidders are advised hereby of the existence of an Ordinance concerning Bid Preference for Town-Based Businesses.**

Edward J. Swinkoski, CPA
Director of Finance/Administration

SPECIFICATION

The Town of North Haven requires a condition survey of all markers located at the Old Center Cemetery on Church Street.

A condition survey form shall be prepared for each marker requiring conservation treatments or restoration. The information shall include the type of marker, names, dates of death, dimensions, legibility of inscriptions and material. The approximate locations of the markers will be located on a plan.

Current conditions should be described including position of monument (e.g., fallen/angle of tilt); type and extent of deterioration (e.g., delamination); soiling, and previous treatments.

Each form should also include a brief outline of recommended stone conservation treatments and conservation prioritization. A detailed text describing specific methods and materials that are appropriate to the conditions observed in the cemetery should also be included. The report shall include a multi-year phased program of restoration with cost estimates. Deliverables will be a hard copy plus an electronic copy (DVD or CD).

NOTES TO BIDDERS:

INSURANCE

The Contractor shall carry or require that there be carried Manufacturers' and Contractors' Public Liability Insurance with limits of \$1,000,000. to protect the Contractor and his subcontractors against claims for injury to or death of one or more than one person because of accidents which may occur or result from operations under the contract, such insurance shall cover the use of all equipment, including but not limited to cranes, hoists, heaters, motor vehicles, etc., in the construction of improvements embraced in this contract.

The Contractor shall carry, during the life of the contract, Property Damage Insurance in an amount of not less than \$500,000. to protect himself and his subcontractors from claims for property damage which might arise from operations under the contract.

The Contractor shall carry all necessary Worker's Compensation Insurance.

Insurance policies shall be conditioned to indemnify and save harmless the Town of North Haven from all suits or actions brought against the contractor, it and or them for or on account of any injuries received or property damage sustained by any party, or by or from the Contractor.

CERTIFICATE OF INSURANCE

The successful bidder will be required to submit a Certificate of Insurance upon receipt of award and before starting work.

MINIMUM QUALIFICATIONS OF THE CONTRACTOR

Bidders must provide all information necessary to demonstrate their compliance with all criteria identified herein. Bidders who do not meet the criteria will be considered non-responsive.

Bidder must have at least 5 years experience and a proven track record of high quality, professional work in the conservation of historic headstones, footstones and monuments.

Bidder must have documented experience working with municipal or regional government in the preservation of historic markers and historic burying grounds.

Bidder must have experience undertaking condition assessments of gravestones, and recommendations of stone conservation treatments.

Five (5) references that can document the bidder's successful completion of condition assessment reports of historic cemeteries.

All bids to be held firm until awarded.

All envelopes will be clearly marked BID, with the purpose and time of opening.

Work to be completed within 60 days of award of bid.

ALL BIDS MUST BE ON THIS FORM.

BID \$ _____

Estimated date work will begin _____

Estimated date work will be completed _____

Submitted By:

Date: _____

Name of Firm

Telephone Number Fax Number

Address

Printed Name Title

City, State, Zip

Authorized Signature