

# LEGAL NOTICE

## INVITATION to BID

The **Town of Ridgefield** invites all interested parties to submit sealed bids on the following:

**Bid DUE DATE:** November 17, 2016  
**Bid DUE TIME:** 11:00 a.m.  
**Bid ITEM:** Golf Tee Staircases Repair at Hole # 13  
**Site visit highly encouraged**  
**Bid NUMBER:** 17-16

Terms and conditions as well as the description of items being bid are stated in the specifications.  
**Specifications may be obtained at the following address:**

**Town of Ridgefield  
Kenneth T. Sandberg  
400 Main Street  
Ridgefield, CT. 06877  
203-431-2720**

Or downloaded from [www.ridgefieldct.org](http://www.ridgefieldct.org) in “Departments” – Purchasing – Bid Notices

The return bid envelope must be marked and addressed to the following:

**TOWN OF RIDGEFIELD  
DIRECTOR OF PURCHASING  
BID NUMBER: 17-16  
400 MAIN STREET  
RIDGEFIELD, CT. 06877**

Proposals must be received no later than the date and time stated above at the Purchasing Director's office on the second floor. **For further information**, please call **Kenneth T. Sandberg at (203) 431-2720** or E-Mail at [purchasing@ridgefieldct.org](mailto:purchasing@ridgefieldct.org)

**Bid Documents available at [www.ridgefieldct.org](http://www.ridgefieldct.org) in “Departments” – Purchasing – Bid Notices**

**Results may be viewed at [www.ridgefieldct.org](http://www.ridgefieldct.org) in “Departments” – Purchasing – Bid Results**

# TOWN OF RIDGEFIELD CONNECTICUT

## BOARD OF SELECTMAN

### INSTRUCTIONS TO BIDDERS

1. Submit proposals in a sealed envelope plainly marked with bid number to identify this particular proposal.
2. Withdrawals of or amendments to bids received later than the time and date specified for bid opening will not be considered.
3. The Board of Selectman of the Town of Ridgefield reserves the right to accept or reject any or all options, bids or proposals; to waive any technicality in any bid or part thereof, and to accept any bid deemed to be in the best interest of the Town of Ridgefield, Connecticut.
4. Bidders may be present at the opening of bids.
5. Bids may be held by the Town of Ridgefield for a period not to exceed sixty (60) days from the opening of bids for the purpose of reviewing the bids and investigating the qualifications of bidders prior to the awarding of the contract.
6. Insurance requirements, if any, must be submitted with the bid. This includes any Hold Harmless requirements as well as Certificates of Insurance, if required, for the full amounts specified. **Unauthorized changes** to these forms, i.e. adding, striking out and/or changing any words, language or limits **will cause the bidder to be disqualified**.

**Please Note:** Certificates of Insurance, if required, **MUST** name the Town of Ridgefield as "**Additional Insured**". Failure to do so may mean disqualification from the Bid.

Town of Ridgefield

## APPENDIX - HOLD HARMLESS AGREEMENT

The undersigned covenants and agrees to and shall at all times indemnify, protect and save harmless the Town of Ridgefield from and against all costs or expenses resulting from any and all losses, damages, detriments, claims, demands, cost and charges including attorneys fees the Town of Ridgefield may directly or indirectly suffer, sustain or be subjected to by reason or on account of the work to be performed pursuant to this Contract or any activities in connection with said Contract whether such losses and damages be suffered or sustained by the Town of Ridgefield directly or by its employees, licenses or invitees or be suffered or sustained by other persons or corporations who may seek to hold the Town of Ridgefield liable therefore.

The Contractor shall comply with the Provisions of the Immigration Reform and Control Act of 1986 effective and enforceable as of June 6, 1987 which Act makes unlawful the hiring for employment or subcontracting individuals failing to provide documentation of legal eligibility to work in the United States. The Contractor shall hold the Town of Ridgefield harmless for the failure of the Contractor to comply with the provisions of said Act.

IN WITNESS WHEREOF, the parties hereto have set their

hand and seal this the \_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Company Business Name

Signed, Sealed and Delivered in the  
Presence of:

Signed:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Printed Name

## APPENDIX - INSURANCE REQUIREMENTS

Each bidder shall carry and maintain the following insurance coverage during the period of the contract: The Certificate of Insurance for the Limits of Liability stated below should be submitted with your bid to the Purchasing Department at Town Hall. **Bidders may not perform any work until all insurance requirements are met.**

1. **Comprehensive General Liability Insurance** as will protect him, the Town, and any subcontractor performing work covered by this Contract, from claims for damages for personal injury, including accidental or wrongful death, as well as claims for property damages, which may arise from operations under this Contract whether such operations be by himself or by any subcontractor or by anyone directly or indirectly employed by either of them. Liability insurance shall include premises and operations, products, contractual, owners, and contractors protective. The minimum amounts of such insurance shall be as follows:
  - Bodily Injury Liability and Property Damage Liability:  
**\$1,000,000 each occurrence.**
  - **The Town shall be named as an Additional Insured**  
This **MUST** be stated explicitly on the Certificate or you will be **disqualified**
2. **Worker's Compensation Insurance and Employer's Liability** for all of his employees, employed at the site and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workmen's Compensation Insurance for all employees of the later unless such employees are covered by the protection afforded by the Contractor.
  - Worker's Compensation and Employer Liability:  
Statutory Limits
3. **Comprehensive Auto Liability Insurance:**
  - **Bodily Injury Insurance and Property Damage Insurance** covering the operation of all Motor Vehicles owned, hired and/or non-owned by the Contractor, or used by the Contractor in the Prosecution of the work under the Contract, shall be in the minimum of **\$1,000,000 each occurrence.**

**All policies relating to this Contract shall be so written so that the Town shall be notified of cancellation or change at least thirty (30) days prior to the effective date for each policy and type of coverage except for nonpayment which shall be ten (10) days prior to the cancellation.** Renewal certificate covering the renewal of all policies expiring during the life of the Contract shall be filed with the Town not less than ten (10) days before the expiration of such policies. Failure to do so will result in work stoppage and possible contract cancellation.

**Town of Ridgefield Golf Department**  
**Bid Due: November 17, 2016 at 11:00 a.m.**  
**Golf Tee Staircases Repair at Hole # 13**

**Project: Replace/Construct two existing staircases at the tee for the 13<sup>th</sup> hole** (see hand drawing link on under Bid 17-16 in Bid Notices)

**Staircase Landing** – a “landing” is required approximately midway on each staircase per the Town of Ridgefield’s Director of Safety. The required landing is not shown in the hand drawing. This should be discussed with the Director of Golf Operations during your Site Visit and included (and described) in your bid submission.

Similar work was previously completed on Hole #16. Two photos of that staircase will be shown as a link in the Bid Notices section under Bid 17-16 of the Town of Ridgefield’s website ([www.ridgefieldct.org](http://www.ridgefieldct.org).) They are provided for your review and to set an expectation of the desired outcome. A visit to Hole #16 will be included in your Site Visit.

All work shall conform to all industry standards for such work and the finished product shall be of a professional nature that will perform for the job as outlined.

**SITE VISIT HIGHLY ENCOURAGED** – Frank Sergiovanni, Director of Golf Operations, will conduct one group site visit on November 9, 2016 at 9:00 a.m. at 545 Ridgebury Road, Ridgefield, CT 06877. Please call the Director at (203)-748-7008 to confirm your attendance.

**Prices:** Prices should include all labor and material costs to construct the two new staircases. Town of Ridgefield Golf Personnel will remove the existing staircases and fully prep the area for installation. The Town of Ridgefield is tax exempt.