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August 16, 2018

INVITATION FOR BIDS

For

Town of Benson Waste Water Treatment Plant Driveway Tree Trimming Project

I. General Information and Bid Submission Requirements:

- Submit bids to **Town of Benson
303 E. Church St,
Benson, NC 27504**
- Submit bids by **4:00 pm on Tuesday, August 28, 2018**
- The contract will be awarded within thirty (7) days after the bid opening. The Town asks that any bidding contractor agrees to complete the job before October 1, 2018.
- **Questions concerning this invitation for bids must be submitted in writing to:** Matt Zapp, Town Manager, 303 E. Church St, Benson, NC 27504 before **4:00 pm on Monday, August 27, 2018**. Questions may be emailed (mzapp@townofbenson.com). Written responses will be emailed to all bidders on record as having received the INVITATION TO BID.
- A bidder may correct, modify, or withdraw a bid by written notice received by the Town prior to the time and date set for the bid opening. Bid modifications must be submitted in a sealed envelope clearly labeled "Modification No. ___." Each modification must be numbered in sequence, and must reference the original IFB.
- After the bid opening, a bidder may not change any provision of the bid in a manner prejudicial to the interests of the Town.
- If, at the time of the scheduled bid opening, the Town Hall is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the bid opening will be postponed until 4:00pm on the next normal business day. Bids will be accepted until that date and time.
- Bid submission should be presented in a sealed envelope clearly marked **"Waste Water Treatment Plant Driveway Tree Trimming Project"**
- **Bid must include a signed non-collusion form and bid-pricing sheet.**

- A bid must be signed as follows: 1) if the bidder is an individual, by her/him personally; 2) if the bidder is a partnership, by the name of the partnership, followed by the signature of each general partner; and 3) if the bidder is a corporation, by the authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed.

II. Field Measurements

Estimated length of tree line along the driveway:

1,385 feet long

Cut Back Distance:

Contractors are asked to cut back the branches, brush and foliage a minimum of 10-feet from the asphalt driveway edge. See Photo and Map included.

The goal is to allow the Town to mow and maintain the driveway edge following the clearing process.

III. Scope of Services

Contractor shall provide equipment, labor, materials, and any incidentals associated with the cutting and removal of vegetation/branches identified in the Field Measurements.

Location of the Project: Town of Benson WWTP, 770 Hannah Creek Road, Four Oaks, NC

WWTP Superintendent: Paul Allen 919-464-8766

Clean Up/ Removal: Contractor will be responsible for final cleanup and removal of materials.

Chipped Materials: Project related wood chips may be placed (by the contractor) in proper wind rows at the Town of Benson Yard Waste Site located at Porter Street in Downtown Benson.

IV Contract Award

The contract will be awarded to the responsive and responsible bidder offering the lowest and best total price for all items.

V 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 work "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature of individual submitting bid or proposal

Town of Benson Waste Water Treatment Plant Driveway Tree Trimming Project



Pictured above is the driveway entrance to the Town of Benson WWTP. We ask that the left hand side of the driveway is cut back a minimum of 10-feet from the edge of asphalt.



Pictured above is the length of the driveway to the Town of Benson WWTP. We estimate a length of 1,385 feet that we desire to have trimmed back. We ask that the driveway is cut back a minimum of 10-feet from the edge of asphalt.

Town of Benson Waste Water Treatment Plant Driveway Tree Trimming Project

SUBMITTAL GUIDELINES

To be considered for this project, please provide all the information requested below (before **4:00 pm on Tuesday, August 28, 2018**):

Company Name _____

Company Address _____

Contact Person _____

Telephone _____

Item	Total Bid Amount
<p>Contractor shall provide equipment, labor, materials, and any incidentals associated with the cutting and removal of vegetation/branches identified in the Field Measurements and Scope of Work.</p> <p>Clean Up/ Removal: Contractor will be responsible for final cleanup and removal of materials.</p> <p>Chipped Materials: Project related wood chips may be placed (by the contractor) in proper wind rows at the Town of Benson Yard Waste Site located at Porter Street in Downtown Benson.</p>	<p>\$ _____</p>