

**MONTGOMERY COUNTY CANALWAY TRAIL MAINTENANCE**  
**GENERAL INFORMATION AND INSTRUCTION TO BIDDERS**

1. The information and instructions outlined here are considered to be part of the bid and any contract relating thereto.
2. The contract period for this bid will be May 1, 2023 through Nov 1, 2023. All proposal prices are to remain in effect during the contract period. The bid may be extended by mutual consent for a six (6) month to one (1) year period under the same terms and conditions of the original contract if, service is adequate.
3. The Montgomery County Legislature or an authorized committee will select the successful bidders. The County reserves the right to reject any or all bids. Also reserved is the right to waive any qualifications, irregularities, or omissions if the best interests of the County will be served.
4. Bids submitted must be signed by the bidder with full knowledge and acceptance of all of the provisions of these instructions and the item specifications. This signifies that the bidder can furnish the materials, equipment, and/or services required satisfactorily in complete compliance with the specifications.
5. A properly executed non-collusive bidding certificate must be submitted with each bid.
6. The proposal must be made out in the corporate or other name of the bidder and must be fully and properly executed by an authorized person.
7. Bids received later than the date and time specified will not be considered.
8. Purchases by Montgomery County are not subject to any Federal, State, or Municipal sales, excise or transportation taxes.
9. Awards will be made to the lowest responsible bidder as will best promote the public interest, taking into consideration the reliability of the bidder, their conformity with the specifications, the purpose for which required, and the terms of delivery.

10. No contract resulting from this bid shall, either in whole or in part, be assigned, transferred, conveyed, sublet, or otherwise disposed of to any other person, company, or corporation unless prior approval is obtained in writing from the County.
11. Bidder must be an established business enterprise and must satisfactorily provide to the Purchasing Agent upon request that they have adequate facilities to perform all requirements in the event of an award.
12. All hazardous chemicals received by Montgomery County MUST be accompanied by a Material Safety Data Sheet (MSDS). Also, all hazardous chemical containers MUST be labeled with the identity of the hazardous chemical(s), appropriate hazard warnings, and the name and address of the chemical manufacturer, importer, or other responsible party.
13. The Contractor agrees to obtain and maintain Workers Compensation and General Liability Insurance including Comprehensive Form, Premises-Operations and Broad Form Contractual with minimum limits of \$1,000,000.00 per incident.

The required insurance policies must be endorsed to include the County as an additional insured on a primary non-contributory basis with a waiver of subrogation. The Certification of Insurance Holder shall be:

Montgomery County  
20 Park St  
Fonda, NY 12068

Also, these policies must include the provision that the issuing company(s) will notify the Certificate of Insurance Holder by certified mail thirty (30) days prior to any change diminishing coverage, limits, cancellation or non-renewal of the insurance policies. For the duration of this contract, the issuing company(s) shall also notify the Certificate of Insurance Holder thirty (30) days prior to the renewal of the policy. Upon any and all renewals of the subject insurances during the duration of this contract, a new Certificate of Insurance shall immediately be sent to the County. If Contractor's insurance is claims made they must keep it in place for at least six (6) years after the completion of the contract. If insurance is on a claims made basis the Contractor shall provide proof of coverage through the termination of any applicable statute of limitations.

**CANALWAY TRAIL MAINTENANCE**

**Sheet 1 of 2**

Deliver proposals to: Montgomery County Purchasing Agent

P.O. Box 1500

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Fonda, NY 12068-1500

Sir:

The undersigned has read and understands the information and instructions to bidders and the specifications for the Canalway Trail Maintenance and proposed to furnish said items at the price shown hereon.

This proposal is subject to acceptance within forty-five (45) days of the time set for the opening of bids.

FIRM NAME:

\_\_\_\_\_

ADDRESS:

\_\_\_\_\_

\_\_\_\_\_

TELEPHONE:

\_\_\_\_\_

SIGNATURE OF AUTHORIZED

REPRESENTATIVE:

\_\_\_\_\_

NAME AND TITLE:

\_\_\_\_\_

DATE:

\_\_\_\_\_

BIDDERS FEDERAL ID NO.

OR SOCIAL SECURITY NO.:

\_\_\_\_\_

IS FIRM INCORPORATED?

\_\_\_\_\_

IS FIRM MINORITY OWNED?

\_\_\_\_\_

(Minority ownership refers to ethnic origin NOT gender)

**CANALWAY TRAIL MAINTENANCE**

**Sheet 2 of 2**

PROPOSAL OF: \_\_\_\_\_

Total price for annual Canalway Trail Maintenance \$ \_\_\_\_\_