



**TOWN OF BERLIN**

**Department of Public Works**

240 Kensington Road • Berlin, CT 06037  
**Office (860) 828-7022 • Fax (860) 828-7180**

**INVITATION TO BID FOR:  
Construction Equipment Rental**

**ITB NUMBER: 2025-06**

**ITB OPENING DATE:** December 19, 2024

**ITB OPENING TIME:** 2:00 PM

**ITB OPENING PLACE:** Berlin Town Hall, Public Works, Room 120

.....

The Town of Berlin is seeking bids for the establishment of hourly rates for various pieces of construction excavation and trucking equipment/personnel. This equipment will be used to assist the Town's Highway Department for work related to road reconstruction and other Town projects to be performed through December 31, 2026.

Sealed bids will be accepted at the Berlin Town Hall, Public Works Office, Room 120, 240 Kensington Road, Berlin, CT 06037 until, but no later than 2:00 P.M., Thursday, December 19, 2024, at which time they will be publicly opened, read aloud and recorded. The Town will not accept submissions by e-mail or fax. The Town will reject proposals received after the date and time noted above.

Specifications and bid proposal documents for the proposed contract are available on the Town's website, [www.berlinct.gov](http://www.berlinct.gov), under Departments, Purchasing, Current Bids and RFPs, or from the Purchasing Agent's Office, Berlin Town Hall Room 110, 240 Kensington Rd, Berlin, CT 06037 during normal business hours.

**Each proposer is responsible for checking the Town's website to determine if the Town has issued any addenda and, if so, to complete its proposal in accordance with the ITB as modified by the addenda.**

The Town of Berlin is an Affirmative Action/Equal Opportunity Employer; Minority/Women's Business Enterprises are encouraged to respond. The Town reserves the right to amend or terminate this Invitation to Bid, reject all bids, waive any informalities, and award the contract to the bidder that is deemed to be in the best interests of the Town.

Maryssa Tsolis  
Purchasing Agent

**TOWN OF BERLIN, CONNECTICUT**  
**STANDARD INSTRUCTIONS TO PROPOSERS**

**Construction Equipment Rental**

**BID #2025-06**

The Town of Berlin is requesting your proposal for supplying, at an hourly rate, the following personnel and/or equipment for performing work related to road reconstruction and other Town projects:

- a) Excavator, hydraulic, 2-yard, with operator
- b) Excavator, hydraulic, 3/4 yard, with operator
- c) Backhoe/Loader, rubber tired, with operator
- d) Dozer (D4 type or equivalent), with operator
- e) Dump Truck, 6-wheel, medium weight, with driver/laborer
- f) Tri-axle Dump Truck, medium weight, with driver/laborer
- g) Loader w/Snow Blower, rubber tired, with operator
- h) Snow Blower for Town 3-yard loader, no operator
- i) Skid Steer (min 75 Hp) with snow blower (7-foot min width), with operator
- j) Compressor, 125 cfm, with jackhammer and related accessories, with operator/laborer
- k) Laborer
- l) Superintendent

The above stated personnel and equipment shall be used by the Town for work related to road reconstruction and other Town projects/snow removal to be performed during a 24-month period beginning in January 2025 through December 31, 2026. Work will be assigned by the Berlin Highway Superintendent and may be assisted by or performed jointly with Berlin Highway Department Personnel. Personnel provided should be competent to perform assigned tasks, and equipment should be in excellent operating condition. Prices quoted shall include all costs related to the personnel and equipment provided. A four (4) hour minimum will be paid for labor and equipment ordered. After the first four hours, payment shall be made for the hours that the personnel and equipment are on the job and are working, as ordered. No haulage, mobilization, demobilization, over the road time, or "down" time shall be paid for under the terms of the contract.

Prior to commencing work, all suppliers of personnel and equipment shall be required to be licensed by the Town of Berlin, Public Works Department, and must maintain any necessary licenses with the State of Connecticut. The selected suppliers must maintain insurance that meets the Town's insurance requirements (listed below), to protect the Town from claims for loss or injury which might arise out of or result from the operations

under this contract. Additionally, all selected suppliers must file Certificates of Insurance with the Town, naming the Town as an additional insured.

- a) Worker's Compensation, employer liability (or statutory limits - greater of two), \$1,000,000.
- b) Comprehensive General Liability with limits of not less than \$1,000,000.00 per occurrence.
- c) Professional Liability with limits not less than \$1,000,000.
- d) Umbrella Liability of not less than \$1,000,000.
- e) Comprehensive Automobile Liability (owned, non-owned, hired) of \$1,000,000.00 each accident.

Your proposal should be submitted in a sealed envelope marked "**Bid #2025-06 Construction Equipment Rental**" to the Berlin Town Hall, Public Works Office, Room 120, 240 Kensington Road, Berlin, CT 06037, no later than 2:00 P.M., Thursday, December 19, 2024. You may elect to quote on any or all of the above items, to offer substitutions, and to supply hourly rates for additional equipment not listed in the Bid Form. Even smaller firms with limited available equipment are encouraged to submit proposals, as the Town has selected multiple suppliers in the past for this on-call list. However, the Town of Berlin reserves the right to reject any or all proposals (or parts thereof), to award the work to more than one bidder, and to waive minor irregularities in the bidding, if deemed to be in the best interest of the Town. The Bid Form is attached.

Questions concerning the specifications, process and procedures applicable to this ITB are to be submitted in writing (including e-mail or fax) and directed only to Maryssa Tsolis, Purchasing Agent Email: [mtsolis@berlinct.gov](mailto:mtsolis@berlinct.gov). Proposers are prohibited from contacting any other Town employee, officer, or official concerning this ITB. The Town will answer all written questions by issuing one or more addenda, at least four calendar days prior to the ITB Opening Date. Each proposer is responsible for checking the Town's website to determine if any addenda have been issued.

**Key Dates:**

ITB Advertised	11/12/2024
Questions Due from Vendors	12/12/2024
ITB Opening Date	12/19/2024 @ 2:00pm
Contract Award Date	1/8/2025*

\*Estimated

**TOWN OF BERLIN, CONNECTICUT**

**BID FORM**

**Construction Equipment Rental**

**BID # 2025-06**

To be received at the Public Works Office - Room 120, 240 Kensington Road, Berlin, CT no later than 2:00 P.M., Thursday, December 19, 2024 in a sealed envelope marked "**Bid #2025-06 Construction Equipment Rental**".

Equipment and Personnel	Proposed Rate (\$/Hour)
Excavator, hydraulic, 2 yard, with operator	
Excavator, hydraulic, 3/4 yard, with operator	
Backhoe/Loader, rubber tired, with operator	
Dozer (D4 type or equivalent), with operator	
Dump Truck, 6-wheel, medium weight, with driver/laborer	
Tri-axle Dump Truck, medium weight, with driver/laborer	
Loader with Snow Blower, rubber tired, with operator	
Snow Blower for Town Loader (JD 544J, 3 yard), no operator, minimum 1,400 tons per hour	
Skid Steer (75 Hp min.) with 7-foot minimum width Snow Blower capable of loading dump trucks, with operator	
Compressor, 125 cfm, with jackhammer and related accessories, with operator/laborer	
Laborer	
Superintendent	

\*Note: Mobilization and de-mobilization charges shall be included in all proposal rates quoted above. Bidders can attach separate page(s) for additional equipment rates.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Title

\_\_\_\_\_  
E-mail address