

**TOWN OF BRUNSWICK
STATE OF NEW YORK**

**Notice to Bidders and Invitation to Bid
Bid #H2026-02**

Purchase of Two (2) Lots of Biodegradable Leaves

Collected at the Town of Brunswick Route 2 Athletic Fields, NY Route 2, Town of Brunswick, New York, and an unimproved lot located on Town Office Road, next to Highway salt shed, at Brunswick Town Hall, 336 Town Office Road, Town of Brunswick.

NOTICE IS HEREBY GIVEN that sealed bids will be received by the Town Clerk of Town of Brunswick at the Brunswick Town Office, 336 Town Office Road, Troy, New York 12180, until 10:15 A.M., local time, on Wednesday, January 28, 2026, at which time and place they will be publicly opened and read aloud. Bids are requested on a per yard basis for the purchase from the Town of Brunswick by the successful Bidder of two (2) lots of approximately 800 +/- yards of biodegradable leaves presently collected and stored at the Town of Brunswick Route 2 Athletic Fields, located on NY Route 2, Town of Brunswick and an unimproved lot located on Town Office Road, next to the Highway salt shed, at Brunswick Town Hall, 336 Town Office Road, Town of Brunswick.

Complete bid specifications, instructions, and an official Bid Form are set forth in the Information for Bidders and General Conditions of the Bid which may be obtained from the Supervisors Office, at the Brunswick Town Office, 336 Town Office Road, Troy, New York 12180, between the hours of 8:00am and 4:00pm, Monday through Friday,

Bids must be received at the Office of the Town Clerk by the date and time stated above to be considered. Bids must be submitted in a sealed envelope, with the bidder's name and address, and the name of the bid, printed thereon.

The Town of Brunswick reserves the right to waive any informalities, and/or to reject any or all bids.

Dated: Brunswick, N.Y.
January 16, 2026

**INFORMATION FOR BIDDERS AND GENERAL
CONDITIONS OF THE BID**

**TOWN OF BRUNSWICK
336 TOWN OFFICE ROAD
TROY, NY 12180**

Sale of Two (2) Lots of Biodegradable Leaves Presently Collected at the Town of Brunswick Route 2 Athletic Fields, NY Route 2, Town of Brunswick, an unimproved lot located on Town Office Road, next to Highway salt shed, at Brunswick Town Hall, 336 Town Office Road, Town of Brunswick.

SCOPE OF SOLICITATION

The Town of Brunswick is seeking sealed bids from interested persons or entities for the purchase of two (2) lots of biodegradable leaves presently collected at the Town of Brunswick Route 2 Athletic Fields, located on NY Route 2, Town of Brunswick, and an unimproved lot located on Town Office Road, next to Highway salt shed, at Brunswick Town Hall, 336 Town Office Road, Town of Brunswick.

The leaves are collected in several piles located on the Athletic Fields complex and the unimproved lot next to the salt shed at 336 Town Office Road. Some of the leaves are in biodegradable paper bags.

It is estimated that there are approximately 800 +/- yards of leaves on the site.

All are to be sold and purchased in a single lot and must be removed from the sites by the successful Bidder as more fully and particularly set forth herein. The successful Bidder is responsible for arranging for the loading and transport of the leaves from the Athletic Fields complex and the unimproved lot near salt shed to its own facility, or other place of its choosing, at its sole cost and expense, using its own employees, equipment and vehicles.

The site is to be left by the successful Bidder neat and free of all of the stored leaves. All equipment used by the successful Bidder on Town property must be in good operating condition and in full compliance with all Federal, State and local laws, rules and regulations currently in effect.

All equipment used by the contractor in performance of the work under this contract must be equipped with all devices, safety or otherwise, as may be required by law. In no event shall the Town be responsible for any mechanical breakdown of or damage, of whatsoever kind or nature, and of whatsoever cause, to the successful Bidder's equipment. The successful Bidder is solely responsible for on-site safety during all operations in connection with the removal of the leaves and will furnish its personnel with required safety equipment.

PROPOSALS RECEIVED

All bids must be in a sealed envelope and received at or prior to 10:15 A.M. EST, January 28, 2026, at the Brunswick Town Clerk's Office, Town Office Building, 336 Town Office Road, Troy New York 12180.

PREPARATION OF PROPOSALS

Each bid must be submitted on the official Bid Form attached hereto. There will be no exceptions.

Each bid must be submitted in a sealed envelope bearing on the outside the name and post office address of the Bidder. If submitted by mail, the sealed envelope containing the bid must be enclosed in another envelope and addressed to: Town of Brunswick, Tracy Broderick, Secretary to Supervisor, 336 Town Office Road, Troy New York 12180.

Corrections and/or modifications to a submitted bid received after the closing time specified above will not be accepted.

FAMILIARITY WITH THE CONDITIONS ON THE SITE AND THE MATERIALS BEING PURCHASED

All Bidders are required to physically inspect the site at which the leaves are now stored prior to submitting a bid. The actual bid form which must be used to submit a bid will require the Bidder to certify that it has done so. Such inspection must be arranged through the Office of the Town Superintendent of Highways, by contacting Tracy Broderick, Secretary, at (518) 279-3461, ext. 100, during the hours of 8:00 A.M. through 4:00 P.M., Monday through Friday.

Each bidder is considered and shall be deemed to have examined the physical site at which the leaves are stored to fully acquaint itself with the exact existing conditions relating to the nature of the leaves being purchased and removed and any difficulties and restrictions attendant upon the performance of the activities required to load the leaves on and into trucks or other vehicles and remove them from the site. The submission of a bid will be considered as conclusive evidence that the bidder has made such examination.

The Town assumes no responsibility whatsoever with respect to ascertaining for the Bidder such facts concerning physical characteristics relating to the site, the materials being purchased and removed, and the activities required at the site to load and remove the materials. The Bidder agrees that he shall make no claim for and has no right to any extension of the time within which to remove the leaves from the site, or any discount in the purchase price or other concession, because of any misinterpretation or misunderstanding on his part of the activities it must undertake to load the leaves and remove them from the site, or because of any failure on its part to fully acquaint itself with all existing conditions.

By submitting a Bid, the Bidder acknowledges that all of the leaves being purchased by the Bidder are sold by the Town of Brunswick "as is", where is", and without any warranty as to quality or fitness for any particular purpose, or as being free from defects, including the presence of any extraneous or non-leaf material.

CARE AND PROTECTION OF PROPERTY

The successful Bidder shall take particular care to avoid damage to all public property and to private or public improvements located on Town property, within the Town's right of way, or on property which the Town is authorized to use. It shall make good any damages to public or private property located on the site to the satisfaction of the Town which are caused by, or result from, the successful Bidder's activities relating to this bid.

COMPLIANCE WITH FEDERAL, STATE AND LOCAL CODES

The successful Bidder shall be responsible, in the performance of its activities under this bid, for full compliance with any Federal, State and/or Local codes, laws, regulations and standards, as applicable.

AWARD

The successful Bid will be accepted by the Town as soon as practicable after the bids are opened and reviewed. The successful Bidder shall be notified in writing within five (5) days of the acceptance of its bid.

The Town of Brunswick reserves the right to accept or reject any and all bids to best serve its interests, and to hold and consider all bids open for forty-five (45) days after the same are opened.

The Town reserves the right to reject any and all bids (or any part thereof), to waive defects in bids, and to accept any bid it deems to be in its best interests.

NOTICE TO PROCEED

Following the acceptance of the successful bid by the Town, and compliance by the successful Bidder with all insurance requirements herein set forth, the Superintendent of Highways shall issue a Notice to Proceed to the successful Bidder. The successful Bidder shall thereupon commence activities to remove the leaves from the site within ten (10) calendar days of the date indicated in the Notice to Proceed. All leaves are to be removed from the site within twenty (20) calendar days of the date of issuance of the Notice to Proceed.

PAYMENT

Payment for the leaves being purchased shall be made to the Town of Brunswick in the form of cash, certified check, or bank draft within five (5) calendar days after its receipt of an invoice from the Town for the leaves purchased under the bid. The invoice and payment shall be in an amount equal to the total number of yards of leaves removed from the site, multiplied by the per yard price set forth in the successful Bid.

INSURANCE

The successful Bidder shall be required to provide for itself and maintain at its own cost and expense until the completion of the activities at the site pertaining to the removal of the leaves being purchased, the following forms of insurance:

- A. Commercial General Liability coverage with limits of liability not less than One Million Dollars (\$1,000,000.00) per occurrence and not less than Two Million Dollars (\$2,000,000.00) annual aggregate.
- B. Comprehensive Automobile Liability coverage on owned, hired, leased, or non-owned autos with limits not less than \$1,000,000 combined for each accident because of bodily injury sickness or disease, sustained by any person, caused by accident, and arising out of the ownership, maintenance or use of any automobile for damage because of injury to or destruction of property, including the loss of use thereof, caused by accident and arising out of the ownership, maintenance or use of any automobile.
- C. Workers' Compensation Insurance — The contractor shall provide adequate Workers' Compensation Insurance for all employees engaged in work on this project who may come within the protection of the protection of the Worker's Compensation Law, and where practicable, employer's general liability insurance for employees not so protected.
- D. Errors and Omissions Insurance: A policy or policies of errors and omissions insurance. Said insurance must be issued by an insurer licensed to do business in the State of New York and must have an A.M. Best rating of not less than "A".

The Town of Brunswick shall be named as an additional insured on the policies required by subparagraphs (A) and (B) above. The successful bidder shall furnish certificates of insurance to the Town of Brunswick and corresponding policy endorsement setting forth the required coverage hereunder prior to commencing any work, and such policies shall contain an endorsement requiring the carrier to give at least ten days' prior notice of cancellation to the Town of Brunswick. All insurance required shall be primary and non-contributing to any insurance maintained by the Town of Brunswick. The successful bidder shall ensure that any subcontractors hired carry insurance with the same limits and provisions provided herein. The successful bidder agrees to cause each subcontractor to furnish the Town of Brunswick with copies of certificates of insurance and the corresponding policy endorsements setting forth the required coverage hereunder prior to any such subcontractor commencing any work.

No activities shall be undertaken by the successful Bidder with respect to this bid solicitation until it has fully complied with the provisions of this section.

HOURS OF WORK

Unless otherwise approved in writing by the Town Superintendent of Highways, all loading and removal of the leaves purchased under this bid solicitation shall be accomplished between the hours of 7:00 a.m. and 3:30 p.m. on weekdays, and no work shall be performed on weekends and legal holidays. In any event, the successful Bidder must make advance arrangements with the Town Superintendent of Highways each time it intends to access the Route 2 Athletic Fields complex to load or remove the leaves being purchased.

The successful Bidder shall keep and maintain an accurate record and tally of all yards of leaves removed from the site each time it accesses the site for such purpose, and provide the Town Superintendent of Highways, or his designee, with a copy of any and each such tally.

FIRE PROTECTION

The contractor shall perform all work in a fire-safe manner.

INDEMNIFICATION

The successful Bidder shall defend, indemnify and save harmless the Town of Brunswick, its employees and agents, from and against all claims, damages, losses and expenses (including, without limitation, reasonable attorneys' fees) arising out of, or in consequence of, any negligent or intentional act or omission of the successful Bidder, its employees or agents, in performing the activities required under this bid, to the extent of its or their responsibility for such claims, damages, losses and expenses.

NON-DISCRIMINATION POLICY

In accordance with Article 15 of N.Y. Executive Law (also known as the Human Rights Law) and all other State and Federal statutory and constitutional non-discrimination provisions, the successful Bidder agrees that neither it nor any of its subcontractors shall, by reason of age, race, creed, color, national origin, sexual orientation, military status, sex, disability, predisposing genetic characteristics or marital status refuse to hire or employ or to bar or to discharge from employment such individual or to discriminate against such individual in compensation or in terms, conditions or privileges of employment.

BID FORM

**TOWN OF BRUNSWICK
336 TOWN OFFICE ROAD
TROY, NY 12180**

Sale of Two (2) Lots of Biodegradable Leaves Presently Collected at the Town of Brunswick Route 2 Athletic Fields, NY Route 2, Town of Brunswick, an unimproved lot located on Town Office Road, next to Highway salt shed, at Brunswick Town Hall, 336 Town Office Road, Town of Brunswick.

This bid proposal is submitted to: Town of Brunswick
Town of Brunswick Town Hall
336 Town Office Road
Troy, New York 12180

By: _____
(Name of Bidder)

The undersigned, as Bidder, hereby agrees as follows:

1. BIDDER accepts all of the terms and conditions of the Advertisement for Bids and the Information for Bidders and General Conditions of the Bid.
2. In submitting this Bid, BIDDER represents that BIDDER has examined the Advertisement for Bids, and the Information for Bidders and General Conditions of the Bid (receipt of which are hereby acknowledged).
3. BIDDER acknowledges that it has inspected and familiarized itself with the nature of the leaves being purchased, the site and manner in and upon which the leaves being purchased are stored, the locality and all local conditions, and the laws and regulations that in any manner may affect the loading and removal from the site of the leaves being purchased.
4. BIDDER agrees that the Work shall be completed in accordance with the Advertisement for Bids, and the Information for Bidders and General Conditions of the Bid.
5. BIDDER agrees to commence the removal of the leaves being purchased from the site, at its sole cost and expense, utilizing its own employees, equipment, trucks and other vehicles, within ten (10) calendar days from the date indicated in the Notice to Proceed.

6. BIDDER agrees that the removal of all of the leaves from the site shall be completed within twenty (20) calendar days of the date indicated in the Notice to Proceed.

- 7 BIDDER agrees to make payment to the Town of Brunswick for the leaves being purchased, in the form of cash, certified check, or bank draft, within five (5) calendar days after its receipt of an invoice from the Town. The invoice and payment shall be in an amount equal to the total number of yards of leaves removed from the site, multiplied by the per yard price set forth in the successful Bid.

BIDDER HEREBY AGREES, if its Bid is accepted, to purchase from the Town of Brunswick, all of the leaves presently collected at the Town of Brunswick Route 2 Athletic Fields, NY Route 2, Town of Brunswick, New York, upon the terms and conditions set forth above, for the sum of

\$ _____

_____ (In Words)

Per Yard of Leaves Removed From the Site.

Date: _____

Name of Bidder

By: _____
Name and Title of Authorized Signatory of Bidder

Authorized Signature of Bidder

Address

Telephone Nos. (Voice, Fax and Mobile)

E-mail Address