



TOWN OF LEDYARD CONNECTICUT

741 Col. Ledyard Hwy.
Ledyard, CT 06339
(860) 464-8740
(860) 464-1126 FAX

Request for Proposals #2015-12

TURF MANAGEMENT SERVICES

for
**PARKS AND RECREATION FACILITIES
TOWN OF LEDYARD, CT**

February 13, 2015



Issued February 13, 2015

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Marcia Hancock
Director of Finance

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REQUEST FOR PROPOSALS #2015-12

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PARKS AND RECREATION FACILITIES

TOWN OF LEDYARD, CT

The Town of Ledyard requests sealed bids for turf management services for the Town of Ledyard Parks and Recreation facilities. The RFP package is available at the Town's Website at <http://ledyardct.org> (click on tab "RFPs & Bids"). Bidders are responsible for checking this Website for any amendments to the Request for Proposal throughout the bidding process.

Proposals will be received until 2:00 p.m. on Thursday, February 26, 2015, at the above address, at which time they will be publicly opened and read aloud in Town Hall. Any bids received after 2:00 p.m. on February 26, 2015 will be returned unopened to the bidder.

The Town of Ledyard reserves the right to reject any or all bids and waive the informalities or irregularities in the bid procedure or bids.

The award of a contract, if awarded, will be to the lowest responsible bidder, provided that the bid is reasonable, and provided that it is in the best interest of the Town of Ledyard to accept such bid, and subject to any choice by the Town of Ledyard as to any alternate specifications as may be agreed upon.

Marcia Hancock
Director of Finance

BIDDING INSTRUCTIONS

The Director of Finance will receive sealed bids for grass cutting, seeding and fertilizing services for the Town of Ledyard Parks and Recreation Commission.

A. CLOSING DATE

Bids will be received until 2:00 p.m., Thursday, February 26, 2015, at which time they will be publicly opened and read in Ledyard Town Hall, 741 Colonel Ledyard Highway, Ledyard, CT

B. INSTRUCTIONS

Bidder Qualification Form (Pages 12-13) and Bid Form (Page 14) must be submitted in a sealed envelope addressed to:

Director of Finance
Ledyard Town Hall
741 Colonel Ledyard Highway
Ledyard, CT 06339

Envelopes are to be endorsed in the lower left-hand corner, "RFP 2015-12: Turf Management Services."

Bidder's name and address is to be in the upper left-hand corner.

I. QUALIFICATION OF BIDDERS

Contractors submitting bids must be an established maintenance or mowing firm with a minimum of five years in said business. The Town of Ledyard (“the Town”) will make such investigations as it deems necessary to determine the qualifications of the Contractor to perform the work. The Contractor shall furnish to the Town all information and data for this purpose in the form as the Town may require. The Town reserves the right to reject any bid if evidence submitted by or investigation of Contractor fails to satisfy the Town that the Contractor possesses the skills, ability and integrity necessary to a faithful performance of the work. Conditional bids will not be accepted.

In determining the skill, ability and integrity of the bidder the following will be considered: whether the bidder (a) has previously failed to perform properly, or complete on time, contract of a similar nature; (b) is not in a position to perform the contract; (c) has habitually and without justification cause neglected the payment of subcontractors, material or employees; (d) maintains a permanent place of business; (e) has adequate manpower and equipment to do the work properly and expeditiously; (f) has suitable financial status to meet the obligations incident to the work; (g) has appropriate technical experience.

II. TURF MANAGEMENT FACILITIES

<u>FACILITY</u>	<u>LOCATION</u>
- Judge Crandall Complex	Route 12, Gales Ferry
- Depta Field & 2 Baseball Fields at Colonel Ledyard Park	Blonder’s Boulevard, Ledyard
- Purdy and Clarks Field	Town Farm Road, Ledyard
- Babe Ruth Field at Pfizer Field Complex	Route 214, Gales Ferry

III. SPRING REQUIREMENTS (April to May)

- A. Schedule soil test at all sites. Review and recommend course of action to the Parks and Recreation Director.
- B. Roll all fields.
- C. Aerate and seed slice all fields.
- D. Fertilize all fields.
- E. Crab grass control on all fields.
- F. Spot seed soccer and Lacrosse fields bi-weekly.

V. FALL REQUIREMENTS (August to September)

- A. Schedule soil tests at all sites. Review and recommend course of action to the Parks and Recreation Director.
- B. Roll all fields.
- C. Aerate and seed slice all fields.
- D. Fertilize all fields.
- F. Spot seed football and soccer fields bi-weekly.

VI. SUMMER REQUIREMENTS [OPTION A – TO BE BID SEPARATELY]

- A. Weed control on all fields.
- B. Fertilize all fields.

VII. WINTER REQUIREMENTS (November to December) [OPTION B – TO BE BID SEPARATELY]

- A. Aerate and core aerify in two directions, diagonally.
- B. Top dress all fields. Masonry sand to be used on all fields.
- C. Overseed all fields.

VIII. GENERAL CONDITIONS

The successful Contractor will be required to execute a contract with the Town for the services to be provided no later than 30 days after award of the bid.

The successful Contractor will be required to furnish all equipment, including oil and gasoline for equipment. Equipment shall not be left unattended at any of the fields, parks or open areas, and shall be removed from the work sites daily. The successful Contractor must provide its own vehicles for transporting equipment to and from work sites.

The ultimate objective of the labor and services to be provided by the successful Contractor is that the athletic fields shall be kept in good repair and free of debris according to the needs of the Parks and Recreation Department and the Youth Leagues of the Town of Ledyard. Accordingly, the successful Contractor will be required to guarantee and warrant that they have sufficient equipment, experience and expertise to

determine the time and number of employees necessary to accomplish said objective in submitting his/her proposal.

Due to the nature of said work, sufficient latitude is provided to perform additional requirements that may arise or other related work to ensure safe, clean, playable athletic facilities under the jurisdiction of the Parks and Recreation Department.

IX. SCHEDULING AND RESPONSE TIME

Any work necessary to be performed after regular working hours on Sundays or legal Holidays shall be performed without additional expense to the Town. It is also agreed to by both parties that all necessary dates, opening days and special requirements shall be formulated two weeks prior to the commencement of various League functions, etc.

The Contractor's response time will be no greater than four (4) hours, seven days per week for the length of this contract.

It is the responsibility of the Contractor to check in with the Parks and Recreation staff daily to inquire of last minute items or additional needs. Contractor is to call the office of the Ledyard Parks and Recreation Department, Monday through Friday between the hours of 7:30 a.m. and 8:30 a.m. for updates. If the Director is not available, his designee will inform the Contractor of current needs.

X. CONDITIONS OF WORK

The Contractor will, in good workmanlike manner, perform all work and furnish all supplies and materials, machinery, equipment, facilities and means, except as herein otherwise expressly specified, necessary or proper to perform and complete all the work required by this contract, within the time herein specified in accordance with the provisions of this contract and said specifications.

The Contractor shall observe, comply with and be subject to all terms, conditions, requirements and limitations of this contract, specifications, and shall complete the entire work to the satisfaction of the Parks and Recreation (P&R) Director.

XI. WEATHER CONDITIONS OR OTHERWISE

In the event of temporary suspension of work, during inclement weather, or whenever the P & R Director directs, the Contractor will, and will cause his subcontractors to, protect carefully his and their work and materials against damage or injury from the weather. If, in the opinion of the P & R Director, work or materials have been damaged or injured by reason of failure on the part of the Contractor or any of his subcontractors to protect his work, such materials shall be removed and replaced at the expense of the Contractor.

XII. PROTECTION OF WORK AND PROPERTY – EMERGENCY

The Contractor shall at all times safely guard the Town's property from injury or loss in connection with this contract. He shall at all times safeguard and protect his own work, and that of adjacent property from damage. The Contractor shall replace or make good any such damage, loss or injury unless such damage be caused directly by errors contained in the contract or by the Town, or his duly authorized representatives.

In case of an emergency which threatens loss or injury of property and/or safety of life, the Contractor will be allowed to act in a diligent manner. He shall notify the P&R Director immediately thereafter. Any claim for compensation by the Contractor due to such extra work shall be promptly submitted to the P & R Department for approval.

XIII. REPORTS, RECORDS, AND DATA

The Contractor shall submit to the Town on a monthly basis all schedules of quantities and costs, progress schedules, payrolls, reports, estimates, records and other data as the Town may request concerning work performed or to be performed under this contract.

XIV. COMPLETION OF CONTRACT

The acceptance by the Contractor of final payment shall be and shall operate as a release to the Town of all claims and all liability to the Contractor for all things done or furnished in connection with this work and for every act and neglect of the Town relating to or arising out of this work. No payment, however, final or otherwise, shall operate to release the Contractor or his sureties from any obligations under this contract.

XV. PAYMENTS

- A. Payment for work shall be done by purchase order and subsequently a check or electronic payment to the Contractor upon weekly inspection/approval of the P&R Director and/or his designee.
- B. The Contractor agrees that the sum of 5% of the total contract will be retained by the Town for a period of thirty (30) days from the completion of the final assignment per contract award year.
- C. The Contractor shall pay for all materials, tools, and other expendable equipment to the extent of 100% of the cost thereof, NO later than 30 days after delivery of said materials, etc., to the job site and providing said materials, tools, and equipment are in a condition satisfactory to the Contractor and the P&R Director. The balance of the cost thereof to be paid before the final payment and acceptance by the Town. Unpaid outstanding bills for materials, etc., constitute an incomplete project and will hold up final payment to the Contractor.
- D. The Contractor shall pay to each of his subcontractors, not later than ten (10) days following each payment to the Contractor, the respective amount of the work

performed by his subcontractors to the extend of each subcontractor's interest therein.

XVI. REQUIREMENTS: GENERAL INSURANCE

The successful Contractor must maintain in force continuously during the term of the contract workers compensation insurance and comprehensive liability insurance for both personal injury and property damage as required under this paragraph. The Contractor shall not allow any subcontractor to commence work on a subcontract until certificates of insurance satisfying the requirements of this paragraph have been provided by the subcontractor to and approved by the P & R Director and/or his designee.

The Contractor must carry insurance under which the Town is named as an assured as follows:

- A. Worker's Compensation – as required by State Statute
- B. Commercial Liability as follows:
 - \$2,000,000 – General Aggregate
 - \$2,000,000 – Products Completed Operations Aggregate
 - \$1,000,000 – Personal & Advertising Injury
 - \$1,000,000 - Each Occurrence Bodily Injury and Property Damage
 - \$ 100,000 – Fire damage, Any One Fire
 - \$5,000 – Medical Payments, Any One Person Including Explosion Collapse & Underground
- C. Automobile Liability: \$1,000,000 Combined Single Limit Bodily Injury & Property Damage.

Such insurance must be by insurance companies licensed to write such insurance in the State of Connecticut against the above risks and in the amounts indicated. All insurance must provide for a thirty (30) day notice to the Town of cancellation or restrictive amendment.

Certificates of insurance must be submitted to the Finance office within 30 days of signing the contract.

Failure to provide and to keep current the required insurance and certificates may be held to be a willful and substantial breach of this contract.

XVII. PERFORMANCE and LABOR AND MATERIALS BONDS

A Performance, Labor and Materials Bond in the amount of \$20,000 will be required from the successful bidder for the faithful performance of the contract. The bond must be made out in favor of Ledyard and executed by a surety company authorized to do

business in the State of Connecticut. The security must be posted and accepted within thirty (30) days of the notification of award and prior to the commencement of any work under the contract.

Prior to submitting a bid, the bidder must inspect the site and study all plans, specifications, and bid documents. Failure to do so will not relieve the bidder from any obligations with respect to his bid.

XVIII. INDEMNIFICATION

The Contractor shall at all times indemnify and save harmless the Town of Ledyard, Connecticut, and its officers, agents, and employees on account of any and from any and all claims, damages, losses, judgments, workers' compensation payments, litigation expenses, and legal counsel fees arising out of injuries to persons (including death) or damage to property alleged to have been sustained by (a) officers, agents, and employees of the Town of Ledyard or (b) the Contractor, his subcontractors or material men or (c) any other person, which injuries are alleged to have occurred on or near the work or to have been caused in whole or in part by the acts, omissions, or neglect of the Contractor or his subcontractor or material men, or by reason of his or their use of faulty, defective, or unsuitable materials, tools, or equipment of defective design in constructing or performing the work. The existence of insurance shall in no way limit the scope of this indemnification. The Contractor further undertakes to reimburse the Town of Ledyard for damage to property of the Town of Ledyard caused by the contractor or his employees, agents, subcontractors, or material men, or by faulty, defective, or unsuitable material or equipment used by him or them. Failure to provide the required insurance and certificates may, at the option of the Town, be held to be a willful and substantial breach of this contract. Use State of Connecticut Department of Transportation, Form number CON-32 entitled Certificate of Insurance.

XIX. DEFAULTS

If the Contractor shall fail in the prosecution of the work under this contract, to perform any provisions of this contract, the Town of Ledyard, after a five (5) day written notice to the Contractor to remedy such failure, without refusal of neglect of the Contractor to remedy such failure, the Town, without prejudice to any other remedy the Town may have, shall be entitled to remedy such deficiency and any cost thereby incurred by the Town shall be paid for the account of the Contractor and deducted from the contract sum then or thereafter due the Contractor. Any expense or cost arising out of the Contractor's negligence, or that of its agents or employees for replacing defective work, and for the disposal of material wrongfully supplied may be paid by the Town for the account of the Contractor and deducted from the contract sum then or thereafter due the Contractor.

XX. SPECIAL CONDITIONS

Special care shall be taken to prevent contamination or muddying, silting, or interfering in any way with stream flows along the line of work. No waste matter of any kind will be

allowed to discharge into the streams flows or impounded waters of any ponds or other bodies of water.

XXI. PROBATION

The first two (2) months of this contract will be considered a trial period. This is a period of adjustment and evaluation during which either the Contractor or the Town of Ledyard may terminate this contract for any reason. This period shall provide the Town with the opportunity to carefully assess the Contractor's performance. It also shall provide the Contractor with an opportunity to decide whether he/she is satisfied with the conditions of this contract.

XXII. CONTRACT

The period of the contract will be from July 1, 2015 until June 30, 2017 with an option to renew at the same terms for an additional two (2) years upon mutual consent of both parties. The Town's exercise of the option to renew will be based upon satisfactory seasonal evaluations, sufficient operating budget appropriation, overall performance, response time, cooperation, job productivity, and most importantly, dependability. A contract and all insurance forms are to be signed and in effect for each contract within 30 days of signing the contract.

XXIII. EVALUATIONS

Evaluations will be completed three (3) times per year based upon the following schedule:

- 1st evaluation will be for the months of July and August. The evaluation will be presented to the Parks and Recreation Commission by the Director in September.
- 2nd evaluation will be for the months of September, October and November. The evaluation will be presented to the Parks & Recreation Commission by the Director in December.
- 3rd evaluation will be for the months of April, May and June. The evaluation will be presented to the Parks and Recreation Commission by the Director in July.

The Contractor at any time may request to meet with the Director or the Facility and Maintenance Committee of the Parks and Recreation Commission to discuss any evaluation or any other items pertaining to the contract or maintenance of Ledyard's facilities. The Contractor will have the opportunity to resolve any negative evaluations; if not resolved to the satisfaction of the Parks and Recreation Director or the Parks and Recreation Commission, the Town may deem this a breach of the terms of the contract and may void the contract.

XXIV. CONTACT PERSONS

Please direct all inquiries concerning the performance of this proposal to Donald A. Grise, Director of P&R, at (860) 464-9112 and all inquiries concerning the RFP procedure to Marcia Hancock, Director of Finance, at (860) 464-3235. Contact of any Town official other than these two listed may be cause for rejection of bidder's proposal.

BIDDER QUALIFICATION FORM

The bidder is required to complete the following form and to submit it with his bid to enable the Town to make inquiries and judge as to the bidder's experience, skill, available financial resources, credit, and reliability.

A. Number of years the bidder has been in the turf management business: _____

B. All names by which the bidder has conducted business during the previous five (5) years.

C. List the contracts presently under contract by the bidder, annual dollar value of the contract (2), and contract completion date(s).

D. Has the contractor ever failed to complete work awarded: Yes No

If so, state the circumstances: _____

E. Does the bidder intend to subcontract any of the services required under this contract?
Yes No

If the answer to E is yes, please identify the firm or firms you intend to use, and briefly describe their experience and qualifications.

F. Please identify the equipment to be used on this contract by type, model, year, capacity, and owner. If not owned by your firm at the time of bid submission, indicate if the equipment is to be rented or purchased, along with evidence that a firm agreement exists for your acquisition of the equipment contingent upon award of the contract.

BIDDER QUALIFICATION FORM, Continued

Please address in detail whether the equipment identified above is sufficient for completing each location's turf management work in the timeframes set forth in this document, specifically in Sections IV through VIII.

- G. List your references (preferably municipalities) and those of any firms with whom you intend to subcontract: _____

- H. Name and address of your Bank reference:

BID FORM

Proposals are due in the Mayor's Office, 741 Colonel Ledyard Highway, Ledyard, Connecticut 06339, on or before 2:00 p.m., Thursday, January 15, 2015. Bids must be in a sealed envelope addressed to Director of Finance, Town of Ledyard, and marked "RFP 2015-03: Turf Management Services."

PROPOSAL

We, the undersigned, hereby agree to furnish the services outlined in the Town of Ledyard, Request for Proposals #2015-03, at the costs stated below. **Please note that your bid proposal must be for a two-year period as designated below.**

July 1, 2015 through June 30, 2017

MAIN BID \$ _____

OPTION A \$ _____

OPTION B \$ _____

July 1, 2017 through June 30, 2019

MAIN BID \$ _____

OPTION A \$ _____

OPTION B \$ _____

NON-COLLUSIVE BID STATEMENT

The undersigned Bidder certified that his bid is made independently and without collusion, agreement, understanding, or planned course of action with any other Bidder and that the contents of his bid shall not be disclosed to anyone other than his employees, agents, or sureties prior to the official bid opening.

Bidder's Signature: _____

Bidders Name Printed: _____

Address: _____

Phone: _____

Date: _____

BIDDERS LIST *

F. E. Crandall Disposal Services, Inc.
168 Lambtown Road
Ledyard, CT 06339
860-536-8487
fcrandall@comcast.net

Regan Enterprises, LLC
89 Plaza Court
Groton, CT 06340
860-448-0101
patriciahnet@gmail.com

Matt Faherty
138 Trout Stream Drive
Vernon, CT 06066
860-872-9367
mfaherty@sbcglobal.net

Colonel Landscaping, LLC
PO Box 370
East Lyme, CT 06333
860-739-0008
Nicholas@colonellandscaping.com

LandCare and Design
PO Box 295
Ledyard, CT 06339
860-464-8169
pondreicka@yahoo.com

Earth, Turf, and Snow
103 Brook Street
Groton, CT 06340
860-204-7203
earthturfssnow@gmail.com

GTM Services
25 Oil Mill Road
Waterford, CT 06385
860-447-1200
gtmlawnservice@yahoo.com

Spanos Landscaping
175 Miller Road
Preston, CT 06365
860-917-0855
tim@spanoslandscaping.com

Three D Landscaping
105 Reuteman Road
North Stonington, CT 06359
860-961-8272
rdeledda@comcast.net

***Bidding is not restricted to the companies
on this list.**