

Greenway

LEGAL NOTICE

TOWN OF NEWTOWN

INVITATION TO BID

LANDSCAPE MAINTENANCE

The Town of Newtown (heretofore known as "Town") is seeking to engage a company to perform landscaping and landscape maintenance services at various locations. The contract will cover all aspects of the work included in the formal Invitation To Bid.

Respondents are required to submit their Sealed Bid Request by no later than December 2, 2019 at 3:00 PM at the Newtown Finance Office, located at Newtown Municipal Center, 3 Primrose Street, Newtown, CT 06470, clearly marked "Landscape Maintenance". Proposals received after that date and time will be rejected.

There will be a non-mandatory site walk through on Tuesday, November 5th at 9:00 am at the Newtown Municipal Center, Meeting Room 1, located at 3 Primrose St, Newtown, CT 06470 then moving to each site within project scope.

The Town reserves the right to reject any or all proposals if it deems such to be in the best interest of the Town of Newtown. Any questions regarding this Invitation to Bid shall be in writing and directed to Rick Spreyer, by e-mail at rick.spreyer@newtown-ct.gov.

Rick Spreyer
Purchasing Agent

PRE-BID MEETING

THERE WILL BE A

PRE-BID MEETING

**ON Tuesday November 5, 2019
Meeting Room 1
9:00 A.M.**

**Newtown Municipal Center
3 Primrose Street
Newtown Ct 06470
(Old Fairfield Hills Campus)**

Site inspection to follow brief meeting

LAWN MAINTENANCE SPECIFICATIONS

The Town of Newtown, Parks and Recreation Department, invites sealed bids for grass mowing and lawn maintenance under the following qualifications and specifications:

1:1 GENERAL QUALIFICATIONS:

1. Each bidder shall visit the sites of the proposed work and fully acquaint themselves with conditions, as they exist.
2. The length of the contract shall be for one year and may be extended up to four additional years (Five years in total). The Town reserves the right to terminate the contract at the end of each season.
3. The contract will be awarded as a total bid. Alternate site options may be included or excluded at the discretion of the Town of Newtown.
4. The season will be based on 28 weeks (approximately early/mid April through the second week in November)
5. The successful bidder is expected to have adequate equipment to insure that the mowing of lawns and fields is completed in a timely manner. The successful bidder agrees to subcontract work at their own expense in case of equipment breakdown.
6. List of equipment used is to be attached. Mowing equipment **MUST** have all original guards, debris shields and safety features in place and operational when in use. Mowing equipment shall be sharp to minimize plant injury and promote rapid healing of cut turf
7. List number of personnel.
8. The mowing of the lawns and fields must be performed (outside of) before or after school hours or when the fields are not in use to insure the greatest safety to students, staff and the general public. Mowing while fields or lawn areas are occupied is prohibited.

9. Any damage incurred to vehicles, windows, fencing, buildings, lights, shrubs, trees and grass due to negligence or improper use of equipment by the Contractor are the responsibility of the Contractor. The Contractor is to repair or replace any damaged property. Any and all expenses incurred by the Town to repair or replace any damaged property will be deducted from the monthly payment due to the Contractor.
10. Bidders are to provide at least four references for which similar work has been performed in the past three years.
11. Contractor shall carry liability insurance covering the operation of trucks and automobiles and shall take out and maintain public liability and property damage liability insurance, with at least \$1,000,000 coverage per person and per occurrence for both bodily injury and property damage. A certificate of insurance must be issued to the Town prior to work commencing. Certificate of insurance must name the Town of Newtown as an additional insured.
12. The Contractor is to maintain for the duration of the contract and for the protection of all employees engaged there under Workers Compensation as required by the labor laws of the State of Connecticut. Evidence of Workmen's Compensation insurance is to be provided prior to starting work.
13. Per the State of Connecticut Department of Environmental Protection, the company must possess a valid commercial pesticide application business certificate of registration from said agency as well as employ a minimum of one certified commercial supervisory applicator for every five commercial operational applicators employed. No exceptions will be granted. Provide a copy of license and business registration with bid submission.
14. The Town of Newtown has, and practices the implementation of a comprehensive Integrated Pest Management program for all areas specified herein. The goal of IPM is to deliver effective pest control while at the same time reducing the volume and toxicity of pesticides used as well as human and environmental exposure to pesticides. The contractor shall be an integrated component in the Town IPM program and shall furnish supervision, labor and equipment to accomplish services in keeping with the Towns IPM plan.
15. Pursuant to Connecticut State law, no pesticides of any kind may be used at a Kindergarten through 8th grade facility without a proclamation of imminent threat to human health from the appropriate authority.

16. The Town reserves the right to evaluate the progress of this contract in terms of effectiveness and safety, and to require such changes as necessary. The contractor shall take prompt action to correct all identified deficiencies.

2.1 OVERVIEW OF LOCATIONS TO BE MAINTAINED:

- HAWLEY SCHOOL- 29 Church Hill Rd. -.75 Acres - ALL AREAS, EXCLUDING ATHLETIC FIELDS.
- HEAD O MEADOW SCHOOL – 94 Boggs Hill Rd. – 3.33 Acres -ALL AREAS, INCLUDING ATHLETIC FIELDS.
- REED INTERMEDIATE SCHOOL – 3 Trades La, - 3 Acres - ALL AREAS EXCLUDING ATHLETIC FIELDS.
- NEWTOWN HIGH SCHOOL – 12 Berkshire Rd. – 2.06 Acres - ALL AREAS, EXCLUDING ATHLETIC FIELDS.
- MIDDLE GATE SCHOOL – 7 Cold Spring Rd. – 4.5 Acres - ALL AREAS, INCLUDING ATHLETIC FIELDS.
- NEWTOWN MIDDLE SCHOOL – 11 Queen St. – 1.3 Acres - ALL AREAS, EXCLUDING ATHLETIC FIELDS.
- FAIRFIELD HILLS CAMPUS – 46 Mile Hill Rd. – 26 Acres - ALL AREAS, EXCLUDING ATHLETIC FIELDS
- SANDY HOOK SCHOOL – 12 Dickinson Drive – 1.5 Acres - ALL AREAS, EXCLUDING ATHLETIC FIELDS.

2.2 GENERAL SPECIFICATIONS FOR ALL LOCATIONS:

1. Weather permitting, spring prep of all areas no later than April 15th. This is to include cleaning of debris, sweeping and stick removal on all lawn and bedding areas.
2. Weekly mowing throughout 28 week growing season. All debris or garbage shall be removed from fields and lawns prior to cutting. (Schedule to be set by Assistant Director of Parks)
3. Weekly blowing or sweeping of walks throughout season. Walkways, stairs, buildings are to be kept free of grass clippings at all times.
4. FFH Campus and Newtown High School ONLY. Application of pre-emergent landscape herbicide (Freehand, Snapshot) to all mulched beds prior to mulching. Application will be made no later than May 15th. Schedule and license information to be given to Bob Gerbert, Director of

Buildings and Grounds, thirty days prior to application at schools and to Carl Samuelson, Assistant Director of Parks, for Fairfield Hills campus applications.

All pesticide applications to be pursuant to Federal, State, or Local laws and regulations.

5. Pruning of shrubbery twice annually. (May 15th, August 15th)
6. Weekly weed control on ALL walkways, curbs, structures, fences and beds.
 - 7a. Newtown High School -Herbicide use where permissible by law, or manual removal required.
 - 7b. K-8 schools manual removal, mechanical or torch removal required. No herbicide or pesticide use permitted.
7. Weekly trimming around all external structures and immovable objects.
8. Mulching of all external planting and flowerbeds twice annually. All planting beds to be mulched no later than May 10 in the spring and September 1 in the fall.
10. Weekly weeding of all external flowerbeds.

2.2A Alternate #1 for schools and Fairfield Hills campus:

Newtown High School and Fairfield Hills Campus –

Spring application of a 2-0-1 (N,P,K) slow release crabgrass preventative herbicide / fertilizer combination product containing .17 % Dimension Herbicide and providing 1 lb. of Nitrogen per 1,000 sq. ft. Application to be made when soil temperatures reach 52- 55 degrees. Application will be made no later than May 15th.

Schedule and license information to be given to Bob Gerbert, Director of Buildings and Grounds, thirty days prior to application at schools.

All pesticide applications to be pursuant to Federal, State, or Local laws and regulations.

All other K-8 School locations –

Spring application of slow release fertilizer product providing 1 lb. of Nitrogen per 1,000 sq. ft. Application will be made no later than May 15th.

Fall fertilization application to same areas - September 1-15th, with 1 lb. of Nitrogen per 1,000 sq. ft. (Material to be approved by the Assistant Director of Parks)

2.3 SITE SPECIFICS:

MIDDLE GATE SCHOOL **HEAD O MEADOW SCHOOL**

1. Weekday mowing to be completed by 9:00 a.m. or between the hours of 3:00 and 5:00 p.m.
2. Weeding of all walks, planting beds, parking islands and sidewalks shall be included.

NEWTOWN MIDDLE SCHOOL **HAWLEY SCHOOL** **SANDY HOOK SCHOOL**

1. Weekday mowing to be completed by 9:00 a.m. or between the hours of 4:00 and 5:00 p.m.
2. Weeding of all walks, planting beds, parking islands and sidewalks shall be included.
3. Mowing of all property associated with the Newtown Middle School and Sandy Hook School property shall be included with the exceptions of the athletic field surfaces themselves. Athletic field surrounds and all associated trim (backstops, benches, fences) shall be included as the responsibility of the contractor.

REED INTERMEDIATE SCHOOL

1. Mowing of retention pond banks, twice during growing season.
2. Weekday mowing to be completed prior to 9:00 a.m. or between 4:00 and 5:00 p.m.

3. Weeding of all walks, planting beds, parking islands and sidewalks shall be included.
4. Mowing of lawn area surrounding adjacent Board of Education maintenance facility to be included.
5. Mowing and trimming along entire perimeter fencing to be included. Mowing between all roads and fencing included as well.
6. Mowing of all property associated with the Reed School property shall be included with the exceptions of the athletic field surfaces themselves. Athletic field surrounds and all associated trim (backstops, benches, fences) shall be included.

NEWTOWN HIGH SCHOOL

1. Monthly mowing of banks around athletic fields and Blue and Gold Stadium.
2. Weeding of all walks, planting beds, parking islands and sidewalks shall be included.
3. Mowing of all property associated with the Newtown High School property shall be included with the exceptions of the athletic field surfaces themselves. Athletic field surrounds and all associated trim (backstops, benches, fences) shall be included.

3.1 OVERVIEW OF ALTERNATE #2 MOWING LOCATIONS:

- RIVERSIDE CEMETARY- 7 Riverside Road - .57 Acres.
- BOTSFORD HILL CEMETARY – 41 Botsford Hill Rd. - .47 Acres.
- TAUTON HILL CEMETARY – 21 Tauton Lake Rd. - .6 Acres.
- FLAT SWAMP CEMETARY - Cemetery Rd.
- DODGINGTOWN GREEN, Route 302/Hattertown Rd. Intersection - .15 Acres
- V.F.W. BUILDING – 1 Tinkerfield Rd. - .56 Acres.
- BOTSFORD UNITED FIRE COMPANY - 309/315 South Main St. - .3 Acres
- DODGINGTOWN FIRE DEPARTMENT – 55 Dodgingtown Rd. .35 Acres
- HAWLEYVILLE FIRE DEPARTEMENT – 34 Hawleyville Rd. - .6 Acres
- NEWTOWN HOOK AND LADDER FIRE COMPANY – 12 Church Hill Rd .5 Acres
- SANDY HOOK FIRE DEPARTMENT – 18 Riverside Rd. .12 Acres
- NEWTOWN ADVENTURE CENTER – 14 Riverside Rd. 1.1 Acres
- SANDY HOOK FIRE STATION #2 – 249 Berkshire Rd. .5 Acres

3.2 GENERAL SPECIFICATIONS FOR ALTERNATE MOWING LOCATIONS:

- 1. Weekly mowing throughout 28 week growing season. All debris shall be removed from fields and lawns prior to cutting. (Schedule to be set by Assistant Director of Parks)**
- 2. Pruning of shrubbery twice annually. (May 15th, August 15th)**
- 3. Weeding of all walks, planting beds, parking islands and sidewalks shall be included.**
- 4. Weekly trimming of all external structures and immovable objects.**
- 5. Alternate location bid shall be bid as a separate line item. Alternate site option may be included/excluded at the discretion of the Town of Newtown.**

3.3 ALTERNATE #3 SIDEWALK SNOW REMOVAL FFH CAMPUS

- 1. Snow removal from campus sidewalks during snow events at 2" intervals.**
- 2. It is anticipated that there will be an increase in linear/square footage over duration of the contract. Increased footage will be added at bid price per linear foot.**
- 3. Current walks:**

Municipal Office Building:

5' walk – 2180 linear feet

6' walk – 145 linear feet

Engineers House:

4' walk – 75 linear feet

Ambulance Garage:

5' walk – 390 linear feet

1600 square feet concrete patio

Newtown Community Center

8' walk – 612 linear feet

6' walk - 345 linear feet

5' walk - 228 linear feet

5107 square feet concrete plaza/paver area

Newtown Parent Connection

5' walk – 230 linear feet

320 square feet concrete patio area

* HAWLEY + NEWTOWN MIDDLE AVERAGE DIFFERS
FROM WHAT IS LISTED IN SECTION 2.1 COST BASED
OFF 2.1 AVERAGE

BID TABULATION FORM

LOCATION TOTALS:

• <u>HAWLEY SCHOOL</u> --5.4 Acres	\$ 6,000-
• <u>HEAD O MEADOW SCHOOL</u> -- 3.33 Acres	\$ 9,000-
• <u>REED INTERMEDIATE SCHOOL</u> -3 Acres	\$ 12,000-
• <u>NEWTOWN HIGH SCHOOL</u> - 2.06 Acres	\$ 12,000-
• <u>MIDDLE GATE SCHOOL</u> - 4.5 Acres	\$ 12,000-
• <u>NEWTOWN MIDDLE SCHOOL</u> -12.3 Acres	\$ 9,000-
• <u>FAIRFIELD HILLS CAMPUS</u> - 26 Acres	\$ 47,995-
• <u>SANDY HOOK SCHOOL</u> - 1.25	\$ 12,000-

SUB TOTAL: \$ 119,995-

ALTERNATE #1 2.2A Spring and Fall fertility at schools	\$ 7,165.00
Spring and Fall fertility FFH Campus	\$ 5,850.00

LUMP SUM TOTAL: \$ 133,010-

ALTERNATE #2 MOWING LOCATIONS:

• <u>RIVERSIDE CEMETARY</u> - .57 Acres.	\$ 2,345.00
• <u>BOTSFORD HILL CEMETARY</u> - .47 Acres.	\$ 2,345.00
• <u>TAUTON HILL CEMETARY</u> - .6 Acres.	\$ 2,075.00
• <u>FLAT SWAMP CEMETARY</u> - Cemetery Rd.	\$ 2,345.00
• <u>DODGINGTOWN GREEN</u> - .15 Acres	\$ 2,075.00
• <u>V.F.W. BUILDING</u> - .56 Acres.	\$ 2,075.00
• <u>NEWTOWN POLICE DEPT (NEW)</u> - 1.5 Acres	\$ 4,000.00
• <u>NEWTOWN POLICE DEPT (OLD)</u> - .5 Acres	\$ 2,075.00
• <u>BOTSFORD UNITED FIRE COMPANY</u> - .3 Acres	\$ 2,075.00
• <u>DODGINGTOWN FIRE DEPARTMENT</u> -.35 Acres	\$ 2,345.00
• <u>HAWLEYVILLE FIRE DEPARTEMENT</u> - .6 Acres	\$ 2,075.00
• <u>NEWTOWN HOOK AND LADDER FIRE COMPANY</u> -.10 Acres	\$ 2,345.00
• <u>SANDY HOOK FIRE DEPARTMENT</u> -.12 Acres	\$ 2,345.00
• <u>NEWTOWN ADVENTURE CENTER</u> -1.1 Acres	\$ 4,000.00

ALTERNATE #2 LOCATION LUMP SUM: \$ 34,520.00

ALTERNATE #3 SIDEWALK SNOW REMOVAL

Municipal Office Building:	\$ <u>\$3,792.00</u> /2" interval
• 5' walk – 2180 linear feet X <u>\$1.60</u> p.l.f.	
• 6' walk – 145 linear feet X <u>\$2.10</u> p.l.f.	
Engineers House:	\$ <u>\$120.00</u> /2" interval
• 4' walk – 75 linear feet X <u>\$1.60</u> p.l.f.	
Ambulance Garage:	\$ <u>\$2,384.00</u> /2" interval
• 5' walk – 390 linear feet X <u>\$1.60</u> p.l.f.	
• 1600 square feet concrete patio X <u>\$1.10</u> p.s.f.	
Community Center:	\$ <u>\$2,467.00</u> /2" interval
• 8' walk – 612 linear feet X <u>\$2.25</u> p.l.f.	
• 6' walk - 345 linear feet X <u>\$2.10</u> p.l.f.	
• 5' walk - 228 linear feet X <u>\$1.60</u> p.l.f.	
• 5107 square feet concrete plaza/paver area X <u>\$1.10</u> p.s.f.	
Newtown Parent Connection:	\$ <u>\$720.00</u> /2" interval
• 5" walk – 230 linear feet X <u>\$1.60</u> p.l.f.	
• 320 square feet concrete patio area X <u>\$1.10</u> p.s.f.	

***NOTE: Additional linear footage (PLF), or Square footage (PSF) added during the duration of this contract will be added at the bidders associated unit cost.**



LRM, INC.
PO BOX 3424
NEWTOWN, CT 06470

LAWN MAINTENANCE SPECIFICATIONS

ADDENDUM #1

This addendum is being published to rectify discrepancies in the original Invitation to Bid. The sealed bid forms will now be due on Thursday, December 5th at 11:00 am in the Finance Office at the Newtown Municipal Center, 3 Primrose St., Newtown, CT 06470.

Discrepancies between the acreage in the schools overview in Section 2.1 were noticed in the Bid Tabulation form. The Bid Tabulation Form below represents the actual acreage at each location as noted in the original Invitation to Bid.

Section 3.1 of the original Invitation to Bid had locations not represented in the Bid Tabulation Form. This has been rectified in both the Overview of Alternate #2 locations, and the Bid Tabulation Form below.

3.1 OVERVIEW OF ALTERNATE #2 MOWING LOCATIONS:

- RIVERSIDE CEMETARY- 7 Riverside Road - .57 Acres.
- BOTSFORD HILL CEMETARY – 41 Botsford Hill Rd. - .47 Acres.
- TAUTON HILL CEMETARY – 21 Tauton Lake Rd. - .6 Acres.
- FLAT SWAMP CEMETARY - Cemetery Rd.
- DODGINGTOWN GREEN, Route 302/Hattertown Rd. Intersection - .15 Acres
- V.F.W. BUILDING – 1 Tinkerfield Rd. - .56 Acres.
- NEWTOWN POLICE DEPT (NEW) – 191 South Main St. – 1.5 Acres
- NEWTOWN POLICE DEPT (OLD) – 3 Main St. -- .5 Acres
- BOTSFORD UNITED FIRE COMPANY - 309/315 South Main St. - .3 Acres
- DODGINGTOWN FIRE DEPARTMENT – 55 Dodgingtown Rd. .35 Acres
- HAWLEYVILLE FIRE DEPARTEMENT – 34 Hawleyville Rd. - .6 Acres
- NEWTOWN HOOK AND LADDER FIRE COMPANY – 12 Church Hill Rd .5 Acres
- SANDY HOOK FIRE DEPARTMENT – 18 Riverside Rd. .12 Acres
- NEWTOWN ADVENTURE CENTER – 14 Riverside Rd. 1.1 Acres
- SANDY HOOK FIRE STATION #2 – 249 Berkshire Rd. .5 Acres



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BID TABULATION FORM

LOCATION TOTALS:

• <u>HAWLEY SCHOOL</u> --.75 Acres	\$ <u>12,000</u>
• <u>HEAD O MEADOW SCHOOL</u> - 3.33 Acres	\$ <u>15,000</u>
• <u>REED INTERMEDIATE SCHOOL</u> - 3 Acres	\$ <u>33,000</u>
• <u>NEWTOWN HIGH SCHOOL</u> - 2.06 Acres	\$ <u>32,000</u>
• <u>MIDDLE GATE SCHOOL</u> - 4.5 Acres	\$ <u>18,000</u>
• <u>NEWTOWN MIDDLE SCHOOL</u> - 1.3 Acres	\$ <u>15,000</u>
• <u>FAIRFIELD HILLS CAMPUS</u> - 26 Acres	\$ <u>98,000</u>
• <u>SANDY HOOK SCHOOL</u> - 1.5 Acres	\$ <u>62,000</u>
SUB TOTAL:	\$ <u>285,000</u>

ALTERNATE #1 2.2A Spring and Fall fertility at schools	\$ <u>15,000</u>
Spring and Fall fertility FFH Campus	\$ <u>16,000</u>

ALTERNATE #2 2.3B Courtyard at Reed Intermediate	\$ <u>10,000</u>
Courtyard at Middlegate School	\$ <u>10,000</u>

LUMP SUM TOTAL: \$ 51,000

ALTERNATE #2 MOWING LOCATIONS:

• <u>RIVERSIDE CEMETARY</u> - .57 Acres.	\$ <u>2,400</u>
• <u>BOTSFORD HILL CEMETARY</u> - .47 Acres.	\$ <u>1,900</u>
• <u>TAUTON HILL CEMETARY</u> - .6 Acres.	\$ <u>1,900</u>
• <u>FLAT SWAMP CEMETARY</u> - Cemetery Rd.	\$ <u>1,900</u>
• <u>DODGINGTOWN GREEN</u> - .15 Acres	\$ <u>2,400</u>
• <u>V.F.W. BUILDING</u> - .56 Acres.	\$ <u>2,400</u>
• <u>NEWTOWN POLICE DEPT (NEW)</u> - 1.5 Acres	\$ <u>2,500</u>
• <u>NEWTOWN POLICE DEPT (OLD)</u> - .5 Acres	\$ <u>2,200</u>
• <u>BOTSFORD UNITED FIRE COMPANY</u> - .3 Acres	\$ <u>1,800</u>
• <u>DODGINGTOWN FIRE DEPARTMENT</u> - .35 Acres	\$ <u>1,800</u>
• <u>HAWLEYVILLE FIRE DEPARTEMENT</u> - .6 Acres	\$ <u>1,800</u>
• <u>NEWTOWN HOOK AND LADDER FIRE COMPANY</u> -.5 Acres	\$ <u>1,800</u>
• <u>SANDY HOOK FIRE DEPARTMENT</u> - .12 Acres	\$ <u>1,800</u>
• <u>NEWTOWN ADVENTURE CENTER</u> - 1.1 Acres	\$ <u>1,900</u>



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• **SANDY HOOK FIRESTATION #2** -- .5 Acres \$ 2,400

ALTERNATE #2 LOCATION LUMP SUM: \$ 30,900
3% increase per year

ALTERNATE #3 SIDEWALK SNOW REMOVAL

Municipal Office Building: \$ 588.50

- 5' walk – 2180 linear feet X .25 p.l.f.
- 6' walk – 145 linear feet X .30 p.l.f.

Engineers House: \$ 18.75

- 4' walk – 75 linear feet X .25 p.l.f.

Ambulance Garage: \$ 417.50

- 5' walk – 390 linear feet X .25 p.l.f.
- 1600 square feet concrete patio X .20 p.s.f.

Community Center: \$ 1396.10

- 8' walk – 612 linear feet X .35 p.l.f.
- 6' walk – 345 linear feet X .30 p.l.f.
- 5' walk – 228 linear feet X .25 p.l.f.
- 5107 square feet concrete plaza/paver area X .20 p.s.f.

Newtown Parent Connection: \$ 169.50

- 5" walk – 230 linear feet X .25 p.l.f.
- 320 square feet concrete patio area X .35 p.s.f.

ALTERNATE #3 LUMP SUM: \$ 2,590.35

***NOTE:** Additional linear footage (PLF), or Square footage (PSF) added during the duration of this contract will be added at the bidders associated unit cost.

3% increase per year