

TOWN OF GLASTONBURY

INVITATION TO BID

<u>BID #</u>	<u>ITEM</u>	<u>DATE & TIME REQUIRED</u>
GL-2024-21	Lawn Mowing Services	April 19, 2024 at 11:00 A.M.

The Town of Glastonbury is currently seeking bids for the following service: Lawn Mowing Services.

Bidders wishing to submit a bid submission for this solicitation are directed to respond online through a secure e-Procurement portal. Responses can be submitted at the following link: <https://glastonburyct.bonfirehub.com/>, under the bid title “*GL-2024-21 Lawn Mowing Services*”. All bids will be publicly opened and read aloud. **No late bids will be accepted.**

A **MANDATORY** pre-bid meeting will be held on Thursday April 11, 2024 at 8 A.M at the East Hartford/Glastonbury line commuter parking lot: 3024 Main Street Glastonbury, CT 06033.

This Invitation to Bid, Instructions to Bidders, Specifications and other Bidding Documents (as defined in the Instruction to Bidders) are available for viewing and downloading on the Town of Glastonbury website www.glastonburyct.gov at no cost.

The Town of Glastonbury is An Affirmative Action/Equal Opportunity Employer. Minority/Women’s Business Enterprises are encouraged to bid.

The Town reserves the right to amend or withdraw this Invitation to Bid for any reason, to accept or reject any or all Bids, to waive any informalities or non-material deficiencies in any Bid, and to make such award (or make no award) of a contract in connection with this Invitation to Bid all as determined by the Town, in its discretion, to be in the best interest of the Town. A Bid may be rejected for irregularities of any kind, including without limitation, alteration of form, additions not called for, conditional proposals, and incomplete Bids. A Bid may also be rejected if, in the opinion of the Town, the Bid does not meet the standard of quality established by the Bidding Documents. Any or all Bids may be rejected if there is any reason to believe that collusion exists among two or more Bidders. The foregoing provisions are for illustrative purposes and shall in no way limit the right of the Town to reject any and all Bids, in whole or in part.

Gina J. Consiglio
Purchasing Agent

**TOWN OF GLASTONBURY
LAWN MOWING SERVICES**

GL-2024-21

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BID PROPOSAL TABSHEET (EXCEL DOCUMENT)

UNDER SEPARATE COVER

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1. Bidders submitting a response for this solicitation are directed to respond online through a secure e-Procurement portal. Bids can be submitted at the following link: <https://glastonburyct.bonfirehub.com/> under the bid title “**GL-2024-21 – Lawn Mowing Services**”. Bidders will be required to create a profile before submitting their bid. Step-by-step instructions on how to register as a vendor are available at this website:

<https://vendorsupport.gobonfire.com/hc/en-us/articles/15646869029783-Vendor-Registration>

Bidders will be required to upload their bid response in **one consolidated pdf document** in the following file located in the bid portal:

- Bid Response & Related Documents

2. Whenever it is deemed to be in the best interest of the Town, the Town Manager, Purchasing Agent or designated representative shall waive informalities in any and all bids. The right is reserved to reject any bid, or any part of any bid, when such action is deemed to be in the best interest of the Town of Glastonbury.
3. Bidders shall submit a response for entire bid package or as follows:
 - Option A only – Complete all Parks & Recreation Department line items or
 - Option B only – Complete all Highway Department line items
 - Option C—Complete all Highway Department and Parks & Recreation Department line items.

To be considered, bidders shall complete all line items on a unit cost basis as specified above. The award will be on the basis of bid total cost of the lowest qualified, responsible and responsive bidder. It is the preference of the Town to award to a single bidder; however, the Town reserves the right to split the award to more than one bidder as deemed in the Town’s best interest.

The bid total cost shall be arrived at by the mathematical calculation of the unit price multiplied times the number of mowing’s specified for each line item, and the total sum of all line items. In the event that the Town finds computational errors in a respondent’s bid proposal, the bid total cost shall be recalculated by the Town based on the unit prices contained in the bid proposal. (See Bid Proposal page).

4. Bids will be carefully evaluated as to conformance with stated specifications.
5. Each bidder is held responsible for the examination and/or to have acquainted themselves with any conditions at the job site which would affect their work before submitting a bid. Failure to meet these criteria shall not relieve the Bidder of the responsibility of completing the Bid without extra cost to the Town of Glastonbury.
6. Specifications must be submitted complete in every detail, and when requested, samples shall be provided. If a bid involves any exception from stated specifications, they must be clearly noted as exceptions, underlined, and attached to the bid.
7. The Bid Documents contain the provisions required for the requested item. Information obtained from an officer, agent, or employee of the Town or any other person shall not affect the risks or obligations assumed by the Bidder or relieve him/her from fulfilling any of the conditions of the Bid.

8. Each bidder is held responsible for the examination and/or to have acquainted themselves with any conditions at the job site which would affect their work before submitting a bid. Failure to meet this criteria shall not relieve the Bidder of the responsibility of completing the Bid without extra cost to the Town of Glastonbury.
9. Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered. No bidder may withdraw a bid within sixty (60) days after the actual date of the opening thereof. Should there be reasons why a Bid cannot be awarded within the specified period, the time may be extended by mutual agreement between the Town and the bidder.
10. **THIS ITEM WAIVED:** Each bid must be accompanied by a bid bond payable to the Town for ten percent (10%) of the total amount of the bid. The bid bond of the successful bidder will be retained until the payment bond and performance bond have been executed and approved, after which it will be returned. A certified check may be used in lieu of a bid bond. The Town of Glastonbury will not be liable for the accrual of any interest on any certified check submitted. Cashier's checks will not be accepted.
11. **THIS ITEM WAIVED:** A 100% Performance Bond and 100% Payment bond are required of the successful bidder. These bonds shall cover all aspects of the specification and shall be delivered to the Purchasing Agent prior to the issuance of a purchase order. The Performance and Payment Bonds will be returned upon the delivery and acceptance of the bid items.
12. The bidder agrees and warrants that in the submission of this sealed bid, they will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religion, national origin, sex, or physical disability including, but not limited to blindness, unless it is shown by such bidder that such disability prevents performance of that which must be done to successfully fulfill the terms of this sealed bid or in any manner which is prohibited by the laws of the United States or the State of Connecticut: and further agrees to provide the Human Relations Commission with such information requested by the Commission concerning the employment practices and procedures of the bidder. An Affirmative Action Statement will be required by the successful bidder.
13. Bidder agrees to comply with all of the latest Federal and State Safety Standards and Regulations and certifies that all work required in this bid will conform to and comply with said standards and regulations. Bidder further agrees to indemnify and hold harmless the Town for all damages assessed against the Town as a result of Bidder's failure to comply with said standards and/or regulations.
14. All correspondence regarding any purchase made by the Town of Glastonbury shall reference the Town's purchase order number. Each shipping container shall clearly indicate both Town purchase order number and item number.
15. Bidder is required to review the Town of Glastonbury Code of Ethics adopted July 8, 2003 and effective August 1, 2003 and revised October 29, 2013 and effective November 8, 2013. Bidder shall acknowledge that they have reviewed the document in the area provided on the bid / proposal response page (BP). The selected Bidder will also be required to complete and sign an Acknowledgement Form prior to award. The Code of Ethics and the Acknowledgement Form can be accessed at the Town of Glastonbury website at www.glastonbury-ct.gov. Upon entering the website click on **Bids & Proposals**, which will bring you to the links for the **Code of Ethics** and the **Acknowledgement Form**. If the Bidder does not have access to the internet a copy of these documents can be obtained through the Purchasing Department at the address listed within this bid / proposal.

16. Any bidder, in order to be considered, shall be engaged primarily in the business of lawn mowing services with a minimum of five (5) years experience as related to the specifications.
17. **Non-Resident Contractors:** (if applicable)
Upon award the Town is required to report names of nonresident (out of state) Contractors to the State of Connecticut, Department of Revenue Services (DRS) to ensure that Employment Taxes and other applicable taxes are being paid by Contractors. **A single surety bond for 5% of the entire contract price is required to be filed with DRS by any unverified nonresident prime or general contractor (if awarded) where the contract price for the project is \$250,000 or more.** The contractor will be required to promptly furnish to the Town a copy of the **Form AU-968 - Certificate of Compliance** issued by the State of Connecticut, DRS. See State of Connecticut **Notice SN 2012 (2)**.
18. Bidder shall include on a sheet(s) attached to its proposal a complete disclosure of all past and pending mediation, arbitration and litigation cases that the bidder or its principals (regardless of their place of employment) have been involved in for the most recent five years. Please include a statement of the issues in dispute and their resolution. Acceptability of Bidder based upon this disclosure shall lie solely with the Town.
19. Bidder or its principals, regardless of their place of employment, shall not have been convicted of, nor entered any plea of guilty, or nolo contendere, or otherwise have been found civilly liable or criminally responsible for any criminal offense or civil action. Bidder shall not be in violation of any State or local ethics standards or other offenses arising out of the submission of bids or proposals, or performance of work on public works projects or contracts.
20. Municipal construction projects are exempt from Federal Excise Taxes, as well as, State of Connecticut Sales, Use and Service Taxes and should not be include in the Bidder's proposal.
21. **It is the responsibility of the bidder to check the Town's website before submitting bid for any addendums posted prior to bid opening.**
22. Any questions regarding this bid shall be emailed to Gina J. Purchasing Agent, at purchasing@glastonbury-ct.gov. The request must be received at least five (5) business days prior to the advertised response deadline. All questions, answers, and/or addenda, as applicable, will be posted on the Town's website at www.glastonbury-ct.gov. (Upon entering the website click on Bids & Proposals). **It is the respondent's responsibility to check the website for addenda prior to submission of any bid/proposal.**

IMPORTANT:

- **Failure to comply with general rules may result in disqualification of the bidder.**
- **Municipal projects are exempt from Federal excise taxes, as well as State of Connecticut sales, use and service taxes and such taxes should not be included in the proposal.**

1. Workmanship, Materials and Employees

- a) Wherever in this contract the word “Engineer” is used, it shall be understood as referring to the Parks Superintendent and Highway Superintendent of the Town of Glastonbury for Parks & Recreation and Highway departments respectively acting personally or through any assistants duly authorized.
- b) The entire work described herein shall be completed in accordance with the plans and specifications to the full intent and meaning of the same.
- c) The Contractor shall at all times enforce strict discipline and good order among his employees, and shall seek to avoid employing on the work any unfit person or anyone not skilled in the work assigned to him.

2. Superintendent: The Contractor shall keep on the work during its progress, in the absence of the Contractor, a competent Superintendent. The Superintendent shall be acceptable to the Engineer and shall fully represent the Contractor. All directions given to the Superintendent shall be binding as if given to the Contractor.

3. Preconstruction Meeting: A Preconstruction Meeting will be held with the Engineer, Contractor, and any private utility company prior to commencing any work. It will be the obligation of the Contractor to arrange such a meeting.

4. Insurance:

The Bidder shall, at its own expense and cost, obtain and keep in force during the entire duration of the Project or Work the following insurance coverage covering the Bidder and all of its agents, employees and sub-contractors and other providers of services and shall name the **Town of Glastonbury and its employees and agents as an Additional Insured** on a primary and non-contributory basis to the Bidders Commercial General Liability and Automobile Liability policies. **These requirements shall be clearly stated in the remarks section on the Bidders Certificate of Insurance.** Insurance shall be written with insurance carriers approved in the State of Connecticut and with a minimum Best’s Rating of A-VIII. In addition, all carriers are subject to approval by the Town. Minimum Limits and requirements are stated below:

a. Worker’s Compensation Insurance:

- Statutory Coverage
- Employer’s Liability
- \$1,000,000 each accident/\$1,000,000 disease-policy limit/\$1,000,000 disease each employee
- A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and its employees and agents.

b. Commercial General Liability:

- Including Premises and Operations, Products and Completed Operations, Personal and Advertising Injury, Contractual Liability and Independent Contractors
- Limits of Liability for Bodily Injury and Property Damage
Each Occurrence: \$1,000,000

Aggregate: \$2,000,000
(The Aggregate Limit shall apply separately to each job.)

- A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and its employees and agents.

c. Automobile Insurance:

- Including all owned, hired, borrowed, and non-owned vehicle
- Limit of Liability for Bodily Injury and Property Damage
Per Accident: \$1,000,000
- A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and its employees and agents.

The Contractor shall direct its Insurer to provide a Certificate of Insurance to the Town before any work is performed. The Contractor shall be responsible to notify the Town 30 days in advance with written notice of cancellation or non-renewal. The Certificate shall evidence all required coverage including the Additional Insured on the General Liability and Auto Liability policies and Waiver of Subrogation on the General Liability policy. The Contractor shall provide the Town copies of any such insurance policies upon request.

INDEMNIFICATION

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Town and its consultants, agents, and employees from and against all claims, damages, losses and expenses, direct, indirect or consequential (including but not limited to fees and charges of engineers, attorneys and other professionals and court and arbitration costs) to the extent arising out of or resulting from the performance of the Contractor's work, provided that such claim, damage, loss or expense is caused in whole or in part by any negligent act or omission by the Contractor, or breach of its obligations herein or by any person or organization directly or indirectly employed or engaged by the Contractor to perform or furnish either of the services, or anyone for whose acts the Contractor may be liable.

5. Permits: All permits, licenses, and fees required for the performance of the contract work, except for those described in the detailed Construction specifications, shall be secured and paid for by the Contractor.
6. Property Access:
 - a) The Contractor shall take all property precautions to protect from injury or unnecessary interference, and provide proper means of access to abutting property where the existing access is cut off by the Contractor.
 - b) The Contractor shall take all proper precautions to protect persons from injury or unnecessary inconvenience and leave an unobstructed way along the public and private places for travelers, vehicles, and access to hydrants.
 - c) The Contractor shall make arrangements with the adjacent property owners for such trespass as he may reasonably anticipate in the performance of the work. All such arrangements shall be reported in writing to the Engineer.
7. Protection of the Public and of Work and Property:
 - a) The Contractor shall continuously maintain adequate protection of all work from damage, and shall take all reasonable precautions to protect the Town from injury or loss arising in connection with the Contract.

- b) The Contractor shall adequately protect adjacent private and public property.
 - c) The Contractor shall make good any damage, injury, or loss of his work and to the property of the Town resulting from lack of reasonable protective precautions.
8. Existing Improvements: The Contractor shall conduct his work so as to minimize damage to existing improvements. Except where specifically stated otherwise in the specifications, drawings, or as directed by the Engineer, it will be the responsibility of the Contractor to restore to their original condition, as nearly as practical, all improvements on public property.
9. Separate Contracts: The Engineer reserves the right to let other contracts in connection with this work. The Contractor shall afford other Contractors reasonable opportunity for the introduction and storage of their materials and the execution of their work and shall properly connect and coordinate his work with theirs. Wherever work being done by the Town of Glastonbury's forces or by other Contractors is contiguous to work covered by this Contract, the respective rights of the various interests involved shall be established by the Engineer to secure the completion of the various portions of the work.
10. Inspection of Work:
- a) The Town shall provide sufficient personnel for the inspection of the work.
 - b) The Engineer shall at all times have access to the work whenever it is in preparation or progress, and the Contractor shall provide proper facilities for such access and for inspection.
 - c) If the specifications or the Engineer's instructions require any work to be specially tested or approved, the Contractor shall give the Engineer timely notice of its readiness for inspection and, if the inspection is by another authority other than the Engineer, of the date fixed for such inspection. Inspections by the Engineer shall be made promptly. If any work should be covered up without approval or consent of the Engineer, it must, if required by the Engineer, be uncovered for examination and properly restored at the Contractor's expense.
 - d) Re-inspection of any work may be ordered by the Engineer. If such work is found to be in accordance with the Contract Documents, the Town shall pay the cost of re-inspection and replacement. If such work is not in accordance with the Contract Documents, the Contractor shall pay such cost.
11. Right to Increase or Decrease Work: The Town shall have the right to increase or decrease the amount of work herein specified as may be required.
12. Right of Engineer to Stop Work for Weather Conditions: Should the work, in the opinion of the Engineer, be in danger by reason of inclemency of weather, or could not be finished in time to prevent such danger, the Contractor shall cease operations upon order of the Engineer, and shall not resume them until ordered to do so by the Engineer when the weather conditions are favorable. The Contractor shall, upon such orders, discontinue work, remove all materials or appliances for or in use upon the work, and place the property in proper condition during the time the work is suspended as herein provided, without cost to the Town.

13. Contractor to be Responsible for Imperfect Work or Materials: Any unfaithful work or imperfect material shall be corrected upon the order of the Engineer. The acceptance and payment of the work does not in any manner relieve the Contractor of his obligation to perform the work in the proper manner herein specified.

14. Town may Notify Contractor if Work is not Carried on Satisfactorily:

- a) If, in the opinion of the Engineer, the Contractor is not proceeding with the work at a sufficient rate of progress so as to finish in the time specified, or has abandoned said work, or is not complying with the terms and stipulations of the Contract and specifications, the Engineer may serve notice on the Contractor to adopt such methods as will insure the completion of the work in the time specified.
- b) If, within five (5) days after the Engineer has notified the Contractor that his work is not being carried on satisfactorily as before mentioned, the Engineer shall have the right to annul the Contract and manage the work under the direction of the Engineer, or re-let, for the very best interest of the Town as a new contract, the work under said new contract shall be considered the responsibility of the defaulting Contractor.

15. Deductions for Uncorrected Work:

- a) If the Engineer deems it inexpedient to correct work that has been damaged or that was not done in accordance with the Contract, an equitable deduction from the Contract price shall be made therefore.
- b) The Contractor shall promptly replace and re-execute his own work in accordance with the Contract and without expense to the Town.

- 1.0 It is the intent of the Town of Glastonbury to contract for lawn mowing services for Town owned properties. The properties are bundled into two groups, one set under the direction of the Parks and Recreation Department and one under the direction of the Highway Department. Site locations are detailed herein with aerial photos (Attachments C & D).
- 2.0 The mowing season is defined as the period between May 1st and October 30th.
- 3.0 Mowing intervals will be established to comply with the detailed specifications unless otherwise stated. See Detailed Specification item 20.0 for description of properties. A sample schedule for the 2024 mowing season subject to variations in weather and changes approved by the Engineer (Parks Superintendent or Highway Superintendent respectively) is included below. Dates for subsequent years will be established by the Town and communicated with the awarded contractor(s).

Mowing Schedule for Parks & Recreation Contracted Areas – 2024 Season*

04/29/24 – **Park Superintendent will direct start date**
05/20/24 – Memorial Day Weekend preparation - Must be completed by 05/24/24
06/10/24 – Mowing as per schedule
07/01/24 – Begin Monday for Independence Day preparation complete by 07/03/24
07/22/24 – Mowing as per schedule
08/12/24 – Mowing as per schedule
08/26/24 & 8/27/24 – Labor Day and start of school preparation.
09/16/24 – Mowing as per schedule
10/07/24 – Mowing as per schedule
10/28/24 – **Park Superintendent/Highway Superintendent will direct final mowing**

Mowing Schedule for Highway Contracted Areas – 2024 Season*

05/13/24 – Highway Superintendent will direct start date
06/10/24 – Mowing as per schedule
07/08/24 – Mowing as per schedule
08/05/24 – Mowing as per schedule
09/03/24 – Mowing as per schedule
10/07/24 – Highway Superintendent will direct final mowing

Estimated schedule will begin mid-May 2024 and continue every 4-5 weeks ending early October 2024.

- 4.0 The vendor shall provide all materials, labor, equipment, and tools needed to complete the work described herein.
- 5.0 Grass height shall be maintained at a height between 2"-3". Ideally, each mowing shall be timed so that no more than one third of the plant height is cut at any one time, schedule to be adjusted by the Engineer as required.
- 6.0 The Town reserves the right to adjust the mowing interval and height in response to changing environmental conditions. The Town reserves the right to set priorities on higher profile areas as it deems necessary. This may include the requirement for more frequent mowing in some areas and less frequent in others.
- 7.0 With each mowing, all edges shall be left neat and trim.
- 8.0 Removal of litter and debris is required prior to each mowing. Areas should not be left with litter

and foreign material, appearing less kempt after mowing. Bagging of debris during mowing is acceptable, however, under no circumstances will mowing debris be left on the property.

- 9.0 Lawn clippings are to be evenly dispersed so as to leave a neat appearance that is free of clumping. If clippings are so abundant that they cannot be evenly dispersed, they shall be removed from the turf. The vendor shall dispose of clippings at his own expense.
- 10.0 All clippings shall be cleared off all sidewalks, driveways, streets, and other adjacent hard surfaces. If it is necessary to discharge clipping onto roadways or sidewalks please remove immediately before they are tracked by cars or pedestrians.
- 11.0 The Town reserves the right to schedule mowing for special events, such as Memorial Day, July 4th, Labor Day, etc.
- 12.0 All hydrants, fence poles, cable boxes and other fixed objects located within the mowing area shall be string trimmed.
- 13.0 Care shall be taken to avoid marring of trees, shrubbery and other vegetation by equipment especially mowers and string trimmers. The contractor shall be responsible for damage to trees, shrubs, and other vegetation caused by its personnel and equipment. The contractor is responsible for any damage done to utilities, such as cable boxes, fire hydrants, light poles, passing motorists, etc. Damages will be deducted from the amounts due to the vendor. Damage to trees will be assessed by the Tree Warden and changes shall be made in accordance with State laws regarding municipal trees. If the awarded contractor is aware of damage of any kind, at any time, to any property to be maintained, they shall be required to notify the Engineer immediately. Documentation of said damage shall be by means of digital photos, which include a date stamp for verification purposes.
- 14.0 All mowing and associated operations shall be in accordance with all applicable laws and regulations: local, state, and federal.
 - 14.1 All guidelines affecting equipment and operational safety shall be adhered to. These include but are not limited to OSHA, DMV, DEEP, EPA, DOT, manufacturer's instructions as per operator's manuals, and requirements and industry BMP's (Best Management Practices). Attention shall be given to laws, regulations ordinances and safety concerns in all aspects of the landscape and mowing industry and include, but not limited to: guarding and shielding of equipment, safety labels, PPE, stability and overturn protection, mower deck safety requirements, operator zones and controls.
 - 14.2 The contractor shall follow OSHA and ANSI standards for Worksite Traffic Control in regards to vehicles and PPE and at the very least provide no less than three (3) orange cones going from the curb line to the traffic side of the trailer. The contractor's tow vehicle and trailer shall have working hazard flashers on as appropriate when stopped in roadways with wheels chocked during the course of their work.
- 15.0 The Town reserves the right to either add or delete areas from the contract. Deletions will be in accordance with the unit costs included in the bid proposal. Additions will be at a negotiated price mutually agreeable to the Town and vendor.
- 16.0 The term of this contract shall be for one year. By mutual consent of the Town and the vendor, the contract may be extended for additional one (1) year periods (March 1, 2024-April 30, 2025) at the same price as terms and conditions provided the maximum contract length **does not** exceed five years.

- 17.0 The basis for payment shall be the unit cost per mowing for each area mowed. Invoices are to be submitted monthly for the actual work completed during the preceding monthly period. Each Town department shall be invoiced separately, e.g. Parks & Recreation and Highway. Town departments will issue separate purchase orders respectively to the awarded contractor(s). Payment terms are net 30 days. In addition to an invoice on company letterhead a backup page showing the dates mowed for each site will be included. A sample of the Billing Submittal Sheet is attached to these detailed specifications.
- 18.0 Chemical applications, such as herbicides are not permitted.
- 19.0 It is generally expected that the work will be performed during regular business hours on weekdays. Some weekend and evening work will be allowed, but the Town reserves the right to restrict this work at certain times, for example on major holidays and Sundays. In some instances, evening work hours may be problematic, but they are generally allowable but under no circumstances shall hours extend beyond 9PM. The Town reserves the right to restrict these evenings and weekend hours on an individual basis if it deems it is in its best interest to do so. Generally, mowing should not begin before 7AM, but in some remote areas, it may be allowed as an exception. The successful bidder should coordinate with the Engineer before assuming that an early start is allowable.
- 20.0 Town Properties to be mowed are categorized as follows: (Refer to Bid Proposal for actual locations)

Sidewalks & Snow Shelves and Pump Stations: Parks & Recreation Department

Mowing shall be done in accordance with the detailed specifications herein. All dimensions provided are approximate. Actual dimensions shall be verified in the field by each bidder. The Town reserves the right to either increase or decrease the mowing frequency. It should be expected that there will be a drought period each summer, typically late July-August, where the Town will direct the Contractor to discontinue mowing operations until plant growth returns to a rate that justifies resumption of mowing operations.

Cemeteries: Parks & Recreation Department

Mowing shall be done in accordance with the detailed specifications herein, with the following exceptions:

1. Mow and string trim around all fences, monuments, vaults, and grave markers.
2. Flags, flowers, and other memorial markers may be moved to facilitate mowing operations but, shall be immediately returned to their original location. Flags, flowers and other memorial markers shall only be removed at the direction of the Town. All removed items shall be disposed of properly.
3. The Contractor shall report any and all damage to head stones, grave markers, vaults, fences or other improvements to the Town immediately. Any items damaged by the Contractor shall be either repaired or replaced to the satisfaction of the Town.
4. The mowing frequency is every three weeks. Contractor is advised that mowing operations may be discontinued during the drought season, usually late July-August. Special conditions require that each cemetery be mowed 3-5 days prior to Memorial Day, July 4 and Labor Day. These requirements shall be met as part of the regular mowing frequency. The Contractor shall account for inclement weather when developing the mowing schedule.

Roadsides, Medians, Triangles and Intersections: Highway Department

Mowing shall be done in accordance with the detailed specifications herein. The Town reserves the right to either increase or decrease the mowing frequency. It should be expected that there will be a drought period each summer, typically late July-August, where the Town will direct the Contractor to discontinue mowing operations until plant growth returns to a rate that justifies resumption of mowing operations.

Highway locations are identified to ensure clear sightlines, keep tall weeds from brushing vehicles or forcing bicycles or pedestrians out of the shoulder and into traffic. In some cases, the concern is to reduce exposure to ticks and stinging insect

**TOWN OF GLASTONBURY
LAWN MOWING SERVICES
BID PROPOSAL**

GL-2024-21



TOWN OF GLASTONBURY * 2155 MAIN STREET * GLASTONBURY * CT

BID/PROPOSAL: GL-2024-21 **DUE DATE:** April 19, 2024

DATE ADVERTISED: April 5, 2024 **TIME DUE:** 11:00 AM

NAME OF PROJECT: LAWN MOWING SERVICES

In compliance with this Invitation to Bid, the Bidder hereby proposes to provide goods and/or services as per this solicitation in strict accordance with the Bid Documents, within the time set forth therein, and at the prices submitted with their bid response.

It is the responsibility of the Bidder to clearly mark the outside of the bid envelope with the Bid Number, Date and Time of Bid Opening, and it also **THE RESPONSIBILITY OF THE BIDDER TO CHECK THE TOWN'S WEBSITE BEFORE SUBMITTING BID FOR ADDENDA POSTED PRIOR TO BID OPENING.**

THE BIDDER ACKNOWLEDGES RECEIPT OF THE FOLLOWING ADDENDA AS REQUIRED:

Addendum #1 _____ (Initial/Date) Addendum #2 _____ (Initial/Date) Addendum #3 _____ (Initial/Date)

OTHER ITEMS REQUIRED WITH SUBMISSION OF BID PROPOSAL:

The following bid checklist describes items required for inclusion with the above-referenced bid proposal package. It is provided for the convenience of the bidders and, therefore, should not be assumed to be a complete list.

- _____ 1. Clearly marked envelope with Bid Number, Date, Time of opening, Bidder's Company Name and Address.
- _____ 2. Disclosure of Past and Pending Mediation, Arbitration, and Litigation cases against the Bidder or its Principals as per Section 18 of the Information for Bidders.
- _____ 3. Included Statement of Bidders Qualifications as per Attachment B.

NON-COLLUSION AFFIDAVIT:

By submission of this bid, the Bidder certifies, and in the case of a joint bid each party thereto certifies as to their own organization that this bid has been arrived at independently without consultation, communication, or agreement as to any matter relating to this bid with any other Bidder or with any competitor.

CODE OF ETHICS:

I/We have reviewed a copy of the Town of Glastonbury's Code of Ethics and agree to submit a Consultant Acknowledgement Form if I/We are selected. Yes ___ No ___*

*Bidder is advised that effective August 1, 2003, the Town of Glastonbury cannot consider any bid or proposal where the Bidder has not agreed to the above statement.

Respectfully submitted:

Type or Print Name of Individual

Doing Business as (Trade Name)

Signature of Individual

Street Address

Title

City, State, Zip Code

Date

Telephone Number/Fax Number

E-Mail Address

SS# or TIN#

(Seal – If bid is by a Corporation)

Attest

LOC. #	SITE LOCATION TITLE	DATE(S) MOWED	# MOWINGS	UNIT COST	TOTAL DUE	CONTRACTOR COMMENTS
1.	Bidwell Street Sidewalk	Do not mow unless directed by Park Superintendent.				
2.	Eastbury Hill Sidewalk #209-#233					
3.	Eastbury Hill Sidewalk #429-#469					
4.	Woodfield Crossing Sidewalk. #92-#136					
5.	Woodfield Crossing Sidewalk. #216-252					
6.	Olde Stage Rd. Sidewalk #265-319					
7.	Olde Stage Road. #327-341					
8.	Oak Street Sidewalk	Do not mow unless directed by Park Superintendent.				
9.	N. London Tpk. Across from Oak St. To Rt. 17					
10.	Neipsic Road Sidewalk by J.B. Williams Park	Do not mow unless directed by Park Superintendent.				
11.	Neipsic Rd. Sidewalk-Wadsworth					
12.	Long Hill Sidewalk #75-139					
13.	Long Hill Sidewalk #211-243 & 222-236					
14.	Founders Rd. Walk					
15.	Main Street Commuter Lot / CVS Plaza					
16.	Main St. Sidewalk-Route 3 Bridge					
17.	Smith Brook Pump Station-Main St.					
18.	Parker Terr. Pump Sta.-Parker Terr.					
19.	Eastern Boulevard					
20.	Great Pond (Special Gifts)					
21.	Hampshire Drive #103-131; 96-128					
22.	Wassuc Green					
23.	Feldspar Ridge #243-273	Do not mow unless directed by Park Superintendent.				
24.	Blackledge Falls - Hebron Avenue					
25.	Whitehouse Family Preserve #460-486 Tall Timbers Rd					
26.	Cattail Rd @ Addison Rd #28 Cattail-#564 Addison					
27.	Cattail Rd @ Addison Rd #28 Cattail-#564 Addison					
28.	Wassuc Cemetery - 2485 New London Turnpike					
29.	John Tom Hill Cemetery - 3280 Hebron Ave.					
30.	Still Hill Cemetery - 668 Main Street					
	TOTAL:					

Statement of Bidders Qualifications

All questions must be answered and the data given must be detail and comprehensive. If necessary, questions may be answered on separate attached sheets. The Bidder may submit any additional information he/she desires.

- (1) Name and Main Office Address of Bidder:

- (2) When Was Firm Organized? Years engaged in contracting business under present firm name.

- (3) Please attach a list of current contracts for mowing services. Detail your experience with work similar to this project and provide background and experience of the principle members of your organization. References may be requested before award and the Town reserves the right to contact these references.

- (4) Please attach a list of the top 5 - 10 largest contracts recently completed by your company, stating the approximate cost for of each, the month and year completed and indicate whether they are commercial or residential.

- (5) Have you ever failed to complete any work awarded to you? If so where and why?

- (6) Have you ever defaulted on a contract? If so, where and why?

- (7) List your major equipment available for this contract include Year, Make and Size: