

TOWN OF GLASTONBURY

INVITATION TO BID

<u>BID #</u>	<u>ITEM</u>	<u>DATE & TIME REQUIRED</u>
GL-2011-26	Lawn Mowing Services	April 5, 2011 @ 11:00 a.m.

Bid Forms may be obtained on the Town's website at www.glastonbury-ct.gov or at the Office of the Purchasing Agent, Town Hall, 2155 Main Street, Glastonbury, Connecticut 06033, (second level).

A pre-bid site inspection will be held on **Thursday, March 31, 2011 at 10:00 a.m.** Interested vendors should meet at the commuter parking lot, Main Street, Glastonbury, across from the Route 3 on-ramp near the East Hartford town line.

The Town reserves the right to waive informalities or reject any part of, or the entire bid, when said action is deemed to be in the best interests of the Town. All Sealed Bids must be submitted to the Office of the Purchasing Agent no later than the time and date indicated. All bids will be publicly opened and read.

An Affirmative Action/Equal Opportunity Employer. Minority / Women / Disadvantaged Business Enterprises are encouraged to bid.

Mary F. Visone
Purchasing Agent

LAWN MOWING SERVICES
Information For Bidders

GL-2011-26

1. Sealed bids (**one original and one copy**) on the attached Bid Forms will be received at the Office of the Purchasing Agent, Town Hall, 2155 Main Street, Glastonbury, Connecticut 06033 (second level). At the designated time of opening, they will be publicly opened, read, recorded and placed on file.
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. The award will be on the basis of bid total cost unless otherwise specified.
4. Bids will be carefully evaluated as to conformance with stated specifications.
5. **The envelope enclosing your bid should be clearly marked by bid number, time of bid opening and date.**
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 and Payment bonds are required of the successful bidder. This bond 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 8th, 2003 and effective August 1, 2003. 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 Consultant Acknowledgement Form can be accessed at the Town of Glastonbury website at www.glastonbury-ct.gov. Upon entering the website click on **Bids & RFPs**, which will bring you to the links for the Code of Ethics and the Consultant 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. **Non Resident Contractors (IF APPLICABLE)**

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. **Upon award, all nonresident contractors must furnish a five percent (5%) sales tax guarantee bond (state form AU-766), or a cash bond for 5% of the total contract price (state form AU-72) to DRS even though this project is exempt from most sales and use taxes.**

See State Notice to Nonresident Contractors SN 2005(12). If the above bond is not provided the Town is required to withhold 5% from Contractor's payments and forward it to the State DRS.

Contractor must promptly furnish to the Town a copy of the Certificate of Compliance issued by the State DRS.
17. 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.

18. 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.
19. **It is the responsibility of the bidder to check the Town's website before submitting bid for any addendums posted prior to bid opening.**
20. The Town of Glastonbury is dedicated to waste reduction and the practice of using and promoting the use of recycled and environmentally preferable products. Bidders are encouraged to submit bids responses that are printed double-sided (except for the signed proposal page) on recycled paper, and to use paper dividers to organize the bid for review. All bid pages should be secured with a binder clip, staple or elastic band, and shall not be submitted in plastic binders or covers, nor shall the bid contain any plastic inserts or pages. We appreciate your efforts towards a greener environment.
21. Any technical questions regarding this RFP shall be made in writing (email acceptable) and directed to Greg Foran, Park Superintendent 1086 New London Turnpike, Glastonbury, CT 06033; gregory.foran@glastonbury-ct.gov. Telephone 860-652-7686 between the hours of 8:00 a.m. – 3:00 p.m. For administrative questions concerning this bid/proposal, please contact Mary F. Visone, Purchasing Agent, at (860) 652-7588. 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 & RFPs). **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.

LAWN MOWING SERVICES
Supplemental Information For Bidders

GL-2011-26

An optional pre-bid conference and site visit will be held on **Thursday, March 24, 2011 at 10:00 a.m.** Interested bidders should plan to attend and be prepared to travel from site to site using their own transportation to view and inspect each area. The pre-bid conference will begin at 9:00 a.m. at the commuter parking lot on Main Street, Glastonbury, across from the Route 3 on-ramp near the East Hartford town line.

1. Workmanship, Materials and Employees

- a) Wherever in this contract the word "Engineer" is used, it shall be understood as referring to the Director of Parks and Recreation of the Town of Glastonbury 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 Contractor 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 Contractor and all of its agents, employees and sub-contractors and other providers of services and shall name the **Town and its employees and agents as an Additional Insured** on a primary and non-contributory basis to the Contractors Commercial General Liability and Automobile Liability policies. **These requirements shall be clearly stated in the remarks section on the Contractor's 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-. In addition, all carriers are subject to approval by the Town. Minimum Limits and requirements are stated below:

1) Worker's Compensation Insurance:

- Statutory Coverage
- Employer's Liability
- \$100,000 each accident/\$500,000 disease-policy limit/\$100,000 disease each employee

2) Commercial General Liability:

- Including Premises & 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

3) Automobile Insurance:

- Including all owned, hired, borrowed and non-owned vehicles
- Limit of Liability for Bodily Injury and Property Damage:
Per Accident \$1,000,000

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 reinspection 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.

Detailed Specifications

- 1.0 It is the intent of the Town of Glastonbury to purchase lawn mowing services for Town owned properties.
- 2.0 The mowing season is defined as the period between May 1 and October 15.
- 3.0 Mowing intervals will be established to comply with the detailed specifications unless otherwise stated. See Detailed Specification #21.0 for description of properties and frequency of mowing. A sample schedule subject to variations in weather and changes approved by the Parks Superintendent is included below.

Mowing Schedule for Contracted Areas – 2011

1. Begin Monday 5/2/11 – as discussed with Park Superintendent
 2. 5/23 – Memorial Day Weekend preparation
 3. 6/13
 4. 6/29 – Begin Wednesday for Independence Day preparation
 5. 7/21
 6. 8/10
 7. 8/31 – Labor Day preparation
 8. 9/19
 9. 10/10
 10. 10/31 – discuss final mowing with Parks Superintendent
- 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”. Each mowing shall be timed so that no more than one third of the plant height is cut at any one time.
 - 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.
 - 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. 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.
 - 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.

LAWN MOWING SERVICES

GL-2011-26

Detailed Specifications

- 13.0 Care shall be taken to avoid marring of trees, shrubbery and other vegetation by equipment especially mowers and string trimmers. The vendor shall be responsible for damage to trees, shrubs, and other vegetation caused by its personnel and equipment. The vendor is responsible for any damage done to utilities, such as cable boxes, fire hydrants, light poles, 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.
- 14.0 All mowing and associated operations shall be in accordance with all applicable laws and regulations: local, state, and federal.
- 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: March 1, 2011 – March 1, 2012. By mutual consent of the Town and the vendor, the contract may be extended for additional full one year periods (March 1 to March 1) provided the maximum contract length does not exceed three years, at the same prices, terms, and conditions. It is understood that minor adjustments to the terms and conditions are permissible by mutual agreement of the Town and vendor.
- 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. 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 The Contractor shall submit with each invoice a monthly record of all mowing completed during the preceding month.
- 19.0 Chemical applications, such as herbicides are not permitted.
- 20.0 The intent is to award the bid based on the lowest cost for all areas combined. However, the Town reserves the right to award segments or parcels separately if it is deemed in its best interest.
- 21.0 Town Properties to be mowed:

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LAWN MOWING SERVICES
Detailed Specifications

GL-2011-26

Sidewalks & Snow Shelves and Pump Stations

All dimensions provided are approximate. Actual dimensions shall be verified in the field by each bidder. Again, 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.

<u>Location Number</u>	<u>Title</u>	<u>Mowing Description</u>	<u>Frequency (est.)</u>
1.	Bidwell Street Sidewalk	Snowshelf 107' x 7' Inside sidewalk 107' x 3' and around corner of New London Tpk. 50' x 10'	As directed (may not need mowing)
2.	Eastbury Hill Sidewalk (lower) #209 - #233	Snowshelf 240' x 4' Inside walk 240' x 1'	Every 3 weeks 8-10 x/year
3.	Eastbury Hill Sidewalk (upper) #429 - #469	Snowshelf 373' x 5' Inside walk 373' x 6'	Every 3 weeks 8-10 x/year
4.	Woodfield Crossing Sidewalk #136 - #192	Snowshelf 400' x 10' Inside walk 400' x 3'	Every 3 weeks 8-10 x/year
5.	Woodfield Crossing Sidewalk #216 - #252	Snowshelf 300' x 10' Inside walk 300' x 3'	Every 3 weeks 8-10 x/year
6.	Olde Stage Road Sidewalk #265 - #319	Snowshelf 515' x 5' Inside walk 515' x 1'-10' Varies	Every 3 weeks 8-10 x/year
7.	Olde Stage Road #327 - #341	Snowshelf 50' x 4' Inside walk 50' x 100'	Every 3 weeks 8-10 x/year
8.	Oak Street Sidewalk	Snowshelf 53' x 4' Inside walk 53' x 3'	As directed (may not need mowing)
9.	New London Turnpike from area across from Oak to Route 17 underpass	Snowshelf 700' x 4' Inside walk 700' x 3'-8' Varies	Every 3 weeks 8-10 x/year
10.	Neipsic Road Sidewalk - J.B. Williams	Snowshelf 149' x 5' Inside walk 149' x 1'	As Directed (may not need mowing)
11.	Neipsic Road Sidewalk - Wadsworth	Snowshelf 253' x 6' Inside walk 253' x 1'	Every 3 weeks 8-10 x/year
12.	Long Hill Sidewalk #75-#139	Snowshelf 693' x 6' Inside walk 693' x 4'-6' (varies) plus 1' behind fence poles	Every 3 weeks 8-10 x/year

LAWN MOWING SERVICES
Detailed Specifications

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13.	Long Hill Sidewalk #211-#243 #222-#236	Snowshelf 423' x 6' Inside walk, 1' behind fence poles	Every 3 weeks 8-10 x/year
14.	Founders Road Walk	Snowshelf 416' x 4' Inside walk 416' x 3'	Every 3 weeks 8-10 x/year
15.	Commuter Lot Sidewalk/CVS CVS Plaza	Snowshelf 230' x 8' Inside walk 230' x 2'	Every 3 weeks 8-10 x/year
16.	Main Street Sidewalk/ Route 3 Bridge	Snowshelf Inside walk	Every 3 weeks 8-10 x/year
17.	Smith Brook Pump Station Main Street	Lawn area Located north and east of fence enclosure	Every 3 weeks 8-10 x/year
18.	Parker Terrace Pump Station Parker Terrace	Lawn area located south & east of fence enclosure	Every 3 weeks 8-10 x/year
19.	Eastern Boulevard at Addison	Lawn areas on both sides of Eastern Boulevard 300' x 30' each (2 areas)	Every 3 weeks 8-10 x/year
20.	Great Pond Nature Preserve Great Pond Road	Area around sign and along road-avg. 60' x 20' And along path-avg. 200' x 20'	Every 3 weeks 8-10 x/year
21.	Hampshire Drive #103 - #131 #96 - #128	Snowshelf 200' x 4' Inside walk 200' x 4' Snowshelf 300' x 4' Inside walk 300' x 4'	Every 3 weeks 8-10 x/year
22.	Wassuc Green	Open Space Approx. ½ acre	Every 3 weeks 8-10 x/year
23.	Feldspar Ridge New London Turnpike	Snowshelf 115' x 4' Inside Walk 115' x 4'	As Directed (may not need mowing)
24.	Griswold Street #210 corner of House St.	Approx. 1/8 – ¼ acre empty lot mow lawn areas	Every 3 weeks 8-10 x/year
25.	Blackledge Property east of 3747 Hebron Ave.	Area around entrances, parking lot & bollards, approx. 300' x 8' & 240' x 6'	Every 3 weeks 8-10 x/year

Cemeteries Continued on Next Page

Cemeteries

Mowing shall be done in accordance with the detailed specifications, 1.0-20.0, 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. Again, it should be expected 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.
5. With the exception of the Wassuc and Still Hill Cemeteries, all of the cemeteries are inactive. Still Hill and Wassuc may have an occasional burial. Mowing operations shall not be conducted in conflict with any burials that may be scheduled.

<u>Location Number</u>	<u>Title</u>	<u>Mowing Description</u>	<u>Frequency</u>
26.	Wassuc Cemetery New London Turnpike	Active Cemetery – 1.1 acres	Every 3 weeks See special requirements
27.	John Tom Hill Cemetery Hebron Avenue	Inactive Cemetery – 1.0 acres	Every 3 weeks See special requirements
28.	Still Hill Cemetery Main Street	Active Cemetery – 2.9 acres	Every 3 weeks See special requirements
29.	Old Eastbury Cemetery 975 Manchester Road	Inactive Cemetery - .7 acres	Every 3 weeks See special requirements

LAWN MOWING SERVICES
Detailed Specifications

GL-2011-26

TOWN OF GLASTONBURY - BID GL-2008-19
LAWN MOWING SERVICES BILLING SUBMITTAL
CONTRACTOR: XYZ LANDSCAPING, INC. BILLING MONTH:

LOC. #	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 Sidewk. #136-#192							
5.	Woodfield Crossing Sidewk. #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 OakSt. To Fte. 17							
10.	Neipsic Rd. Sidewalk-J.B. Williams*	Do not mow unless directed by Park Superintendent.						
11.	Neipsic Rd. Sidewalk-Wadsworth							
12.	Long Hill Sidewalk #75-1							
13.	Long Hill Sidewalk #211-243 222-236							
14.	Founders Rd. Walk							
15.	Commuter Lot Sidewalk/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.	Griswold St. #210 Corner of House St.							
25.	Blackledge Falls – Esat of 3747 Hebron Avenue							
26.	Wassuc Cemetery – NLT							
27.	John Tom Hill Cemetery – Hebron Ave.							
28.	Still Hill Cemetery (Special. Gifts)							
29.	Old Eastbury Cemetery – 975 Manchester Rd.							
	TOTAL:							

TOWN OF GLASTONBURY
2155 Main Street
Glastonbury, Connecticut 06033

Proposal of _____
(hereinafter called "bidder"), organized and existing under the laws of the State of _____, doing
business as _____.

To the Town of Glastonbury (hereinafter called "Town").

In compliance with your invitation to Bid the Bidder hereby proposes to furnish materials and/or services
as per Bid Number GL-2011-26 in strict accordance with the Bid Documents, within the time set forth
therein, and at the prices stated below.

By submission to this bid, the Bidder certifies, and in the case of a joint bid each party thereto certifies as
to their 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.

The Bidder hereby agrees to commence this contract on a date to be specified in the Notice to Proceed
and to fully complete the project within _ consecutive calendar days thereafter.

Bidder acknowledges receipt of the following addendum.

Addendum #1 _____

Addendum #1 _____

Addendum #3 _____

LAWN MOWING SERVICES
Bid Proposal

GL-2011-26

<u>Location</u> <u>Number Cost</u>	<u>Title</u>	<u>Description</u>	<u>Mowing</u> <u>Estimated Mowings</u>	<u>Unit Cost</u>	<u>Total</u>
1.	Bidwell Street Sidewalk	Snow shelf 107'x7' Inside sidewalk 107'x3'	As directed by Park Superintendent	_____	_____
2.	Eastbury Hill Sidewalk - (lower) #209 #233	Snow shelf 240' x 4' Inside walk 240' x 1'	Every 3 weeks 8 x/year	_____	_____
3.	Eastbury Hill Sidewalk - (upper) #429- #469	Snow shelf 373' x 5' Inside walk 373' x 6'	Every 3 weeks 8 x/year	_____	_____
4.	Woodfield Crossing Sidewalk #136 - #192	Snow shelf 400' x 10' Inside walk 400' x 3'	Every 3 weeks 8 x/year	_____	_____
5.	Woodfield Crossing Sidewalk #216 - #252	Snow shelf 300' x 10' Inside walk 300' x 3'	Every 3 weeks 8 x/year	_____	_____
6.	Olde Stage Road Sidewalk #265-#319	Snow shelf 515' x 5' Inside walk 515' x 1'-10'	Every 3 weeks 8 x/year	_____	_____
7.	Olde Stage Road #327 - 341	Snow shelf 50' x 4' Inside walk 50' x 100'	Every 3 weeks 8 x/year	_____	_____
8.	Oak Street Sidewalk	Snow shelf 53' x 4' Inside walk 53' x 3'	As directed by Park Superintendent	_____	_____
9.	New London Turnpike from area across from Oak to Rt. 17 underpass	Snow shelf 700' x 4' Inside Walk 700' x 3'-8' Varies	Every 3 weeks 8 x/year	_____	_____
10.	Neipsic Road Sidewalk - J.B. Williams	Snow shelf 149' x 5' Inside walk 149' x 1'	As directed by Park Superintendent	_____	_____
11.	Neipsic Road Sidewalk - Wadsworth	Snow shelf 253' x 6' Inside walk 253' x 1'	Every 3 weeks 8 x/year	_____	_____
12.	Long Hill Sidewalk #75-#139	Snow shelf 693' x 6' Inside walk 693' x 4'-6' (varies) plus 1' behind fence poles	Every 3 weeks 8 x/year	_____	_____
13.	Long Hill Sidewalk #211-#243 #222-#236	Snow shelf 423' x 6' Inside walk, 1' behind fence poles	Every 3 weeks 8 x/year	_____	_____
14.	Founders Road Walk	Snow shelf 416' x 4' Inside walk 416' x 3'	Every 3 weeks 8 x/year	_____	_____
15.	Commuter Lot Sidewalk/ CVS Plaza	Snow shelf 230' x 8' Inside walk 230' x 2'	Every 3 weeks 8 x/year	_____	_____
16.	Main St. Sidewalk/ Rt. 3 Bridge	Snow shelf Inside walk	Every 3 weeks 8 x/year	_____	_____
17.	Smith Brook Pump Station Main Street	Lawn area Located north and east of _____fence enclosure	Every 3 weeks 8 x/year	_____	_____

LAWN MOWING SERVICES
Bid Proposal

GL-2011-26

18.	Parker Terrace Pump Station Parker Terrace	Lawn area located south & east of fence enclosure	Every 3 weeks 8 x/year	_____	_____
19.	Eastern Boulevard at Addison	Lawn areas on both sides of Eastern Boulevard 300' x 30' ea. (2 areas)	Every 3 weeks 8 x/year	_____	_____
20.	Great Pond Nature Preserve Great Pond Road	Area around sign and along road-avg. 60' x 20'	Every 3 weeks 8 x/year	_____	_____
21.	Hampshire Drive #103-131 #96-128	Snowshelf 200' x 4' Inside walk 200' x 4' Snowshelf 300' x 4' Inside walk 300' x 4'	Every 3 weeks 8 x/year	_____	_____
22.	Wassuc Green	Open Space Approx. ½ acre	Every 3 weeks 8 x/year	_____	_____
23.	Feldspar Ridge #243-#273	Snowshelf 115' x 4' Inside Walk 115' x 4'	As directed by Park Superintendent	_____	_____
24.	Griswold Street #210 corner of House St.	Approx. 1/8 – 1/4 acre Vacant Lot	Every 3 weeks 8 x/year	_____	_____
25.	Blackledge Property East of 3747 Hebron Ave.	Area around Parking Lot and bollards Approx. 300' x 8' and 240' x 6'	Every 3 weeks 8 x/year	_____	_____

Cemeteries

26.	Wassuc Cemetery New London Turnpike	Active Cemetery - 1.1 acres	Every 3 weeks 8 x/year	_____	_____
27.	John Tom Hill Cemetery Hebron Avenue	Inactive Cemetery - 1.0 acres	Every 3 weeks 8 x/year	_____	_____
28.	Still Hill Cemetery	Active Cemetery - 2.9 acres	Every 3 weeks 8 x/year	_____	_____
29.	Old Eastbury Cemetery 975 Manchester Road	Inactive Cemetery - .7 acres	Every 3 weeks 8 x/year	_____	_____

TOTAL OF BID

\$ _____

\$ _____

Amount of Bid in Words

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

Statement of Bidders Qualifications

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

- (1) Name of Bidder:
- (2) Permanent Main Office Address:
- (3) When Was Your Firm Organized?
- (4) If a Corporation, Where Incorporated?
- (5) How many years have you have engaged in the contracting business under your present firm name or trade name?
- (6) Contract on hand: (Schedule these, showing amount of each contract and the appropriate anticipated dates of completion.)
- (7) General character of work performed by your company.
- (8) Have you ever failed to complete any work awarded to you? If so where and why?
- (9) Have you ever defaulted on a contract? If so, where and why?

- (10) List the most important jobs recently completed by your company, stating the approximate cost for each, and the month and year completed.
- (11) List your major equipment available for this contract.
- (12) List your experience in work similar to this project. Include dollar amount of contract, length of time for completion, name and address of owner.
- (13) List the background and experience of the principle members of your organization, including officers.
- (14) List the work to be performed by Subcontractors and summarize the dollar value of each Subcontractor. Include the name and address of each Subcontractor.
- (15) Credit available \$_____
- (16) Give Bank reference.

Statement of Bidders Qualifications

The undersigned hereby authorizes and requests any person, firm or corporation to furnish any information requested by the Town in verification of the statements comprising this Statement of Bidder's Qualifications.

Dated this _____ day of _____, 2011.

Name of Bidder: _____

By: _____

Title: _____

State of _____)

) ss.

County of _____)

_____, being duly sworn deposes and says that he is _____
of _____ and that the answers to the forgoing questions, and all
statements therein contained, are true and correct.

Subscribed and sworn to me this _____ day of _____, 2011.

Notary Public

My Commission Expires: _____