

FINANCE

INVITATION TO BID
TOWN OF NORTH HAVEN

Sealed bids for **Cemetery Maintenance, Project No. 15-25**, will be received at the Finance Office, Memorial Town Hall, 18 Church Street, North Haven, Connecticut, **until 10:00 AM on Wednesday, February 25, 2015**, at which time and place they will be opened and publicly read. Specifications may be obtained from the Department of Finance and Administration Office. After bids are received, the Director of Finance and Administration may analyze whether vendors have submitted comparable bids and meet the requirements called for. In reviewing the bids, the Director of Finance and Administration may consider the past performance, financial responsibility, and sales and service experience of the vendors. The Director of Finance and Administration reserves the right to reject any or all bids, to waive any defects in same, or to choose to make purchases other than strictly in accordance with price considerations, and/or to choose other than the lowest bidder, if it be deemed in the best interest of the Town of North Haven. **Bidders are advised hereby of the existence of an Ordinance concerning Bid Preference for Town-Based Businesses.**

Edward J. Swinkoski
Director of Finance and Administration

BID SPECIFICATIONS AND REQUIREMENTS

The Town of North Haven's Department of Public Works is seeking bids for landscape, maintenance and superintendent services to be provided at Town-owned cemetery properties, during a 12-month period from March 2015 – February 2016, with emphasis on the Spring and Fall of 2015 Seasons, for the following locations:

- Old Center Cemetery – Elm Street – North of Stoddard Avenue
- New Center Cemetery – Elm Street – South of Stoddard Avenue
- Montowese Cemetery – Quinnipiac /Nettleton Avenue

The contract duration of 12-months or one-year may be extended by the Town of North Haven for a period of up to two (2) consecutive one-year terms for a total of three (3) years, should the successful bidder hold its prices annually thereafter and place this in writing and most importantly, provide the Town of North Haven with a satisfactory work product as determined by the Town's Department of Public Works' Director or her designee.

All bidders should take note that customer service to the Town's residents and tax payers as well as the Department of Public Works and its employees is critical to the success of this contract.

BID REQUIREMENTS

MOWING/TRIMMING/PRUNING SCHEDULE/PROCEDURES – The mowing season shall be defined as April 15 – October 15.

1. Weekly (as needed based on grass height) mowing of all primary turf areas including areas within private fenced family plot areas and tree belts along Elm Street.
2. Mowing heights will be maintained at 3-31/2".
3. String trimming of all areas surrounding headstones, monuments, fence posts, trees and shrubs and will be completed immediately following mowing of turf areas.
4. Blowing off walkways and internal roads following each mowing. (This is to prevent germination of grass and weeds within the road surface material). Backpack or handheld blowers at a low speed should be used to minimize dust from being blown into surrounding areas.
5. Special attention will be placed upon maintaining the existing perimeter areas along wood line and fence line. (No vegetation growth encroaching the turf areas).
6. Mechanical edging of concrete and bituminous concrete walkways three times during the season.
7. Trimming of all bedding plants and shrubs up to 8' once during the season. Service to be provided between July 1 and July 30. Removal of trimmings also needed for cleanup of area.

8. Perimeter pruning and trimming (wood line and fence line). Cut back any unwanted vegetation up to 10" in height that is encroaching into the cemetery area. This would include any branches and brush (dead and alive) and are to be removed from area.
9. Service will be provided a minimum of four (4) days prior to the following Holidays: Good Friday, Easter, Mother's Day, Memorial Day, Father's Day, the Fourth of July, Labor Day and Veteran's Day.

ADDITIONAL WEEKLY OR AS NEEDED MAINTENANCE (April 15th – October 15th)

1. Weekly removal of dead or dying flower arrangements and subsequent disposal from the site.
2. Pruning of specific shrubs and low hanging branches from trees per the request of the Town of North Haven.
3. Removal of tree limbs and branches which have fallen from trees in any of the three cemeteries including those which are 3" in diameter or smaller.
4. Placement of fence rails when and if they have been vandalized or have fallen out of the split rail fence system. This does not include repairs but simply maintaining the cemeteries in an orderly fashion.
5. Spraying for weeds in various in-roads and roadways throughout the internal portions of the cemetery.

SUPERINTENDENT OF CEMETERIES (12-Months)

1. The contractor shall act as Superintendent of the Town's Cemeteries and as a result will visit the three cemeteries included in the contract twice a week during the months of April through November. During the months of December through March, they will visit the cemeteries twice a month and maintain responsibility for any maintenance related issues.

SPRING AND FALL SEASON CLEAN UP

1. Pick up and removal of fallen leaves and limbs from trees within cemetery areas and perimeters and perimeter tree areas. Remove accumulated trash.
2. Service to be provided prior to April 1st and prior to November 30th.

FERTILIZATION PROGRAM

Spring:

1. Application date: 2nd week in April – 2nd week in May
2. Product: Balanced 19-19-19 granular formation
3. Application Rate: Minimum 5 lbs Nitrogen p/1000ft²

Fall:

1. Application date: Within 1st and 2nd week of September
2. Product: Balanced 25-3-8 granular formation
3. Application Rate: Minimum 3 lbs Nitrogen per/1000ft²

Proof of product type and quantity must be submitted following applications for payment approval.

NOTES TO BIDDERS:

1. **INSURANCE:**

The Contractor shall carry all necessary Workers' Compensation Insurance.

The Contractor shall carry or require that there be carried Manufacturers' and Contractors' Public Liability policy with a limit of \$1,000,000. to protect the Contractor and his subcontractors against claims for injury to or death of one or more than one person because of accidents which may occur or result from operations under the contract, such insurance shall cover the use of all equipment, including but not limited to mowers, trimmers, motor vehicles, etc., used in the operations embraced in this contract.

The Contractor shall carry, during the life of the contract, property damage insurance in an amount of not less than \$1,000,000. to protect himself and his subcontractors from claims for property damage which might arise from operations under the contract.

Insurance policies shall be conditioned to indemnify and save harmless the Town of North Haven from all suits or actions brought against the contractor, it and or them or on account of any injuries received or property damage sustained by any party, or by or from the Contractor

The Contractor must provide the Town of North Haven with a Certificate of Insurance upon receipt of notice of award.
2. **BID BOND:**

A Certified Check, Bank Draft or Bid Bond made payable to Treasurer, Town of North Haven, in an amount equal to five (5%) percent of the total bid, shall be submitted with each bid.
3. **METHOD OF PAYMENT:**

Net 30 days after completion/acceptance. Each invoice must clearly indicate the dates, times and location of each mowing. No Sales Tax or Excise Taxes shall be applied. All work and subsequent payment is subject to the approval of the Director of Finance and Administration or his designee. Contractor may

divide billing equally into twelve (12) payments, March through February.

4. TERMINATION OF SERVICE
The Town reserves the right to terminate this service by giving written notice (certified mail/return receipt requested) to the contractor (10) ten days prior to the effective date of such termination. Final payment, if due will be made on a pro-rata basis.
5. ADMINISTRATION:
The Director of Field Operations in the Department of Public Works will coordinate the work to be performed by the successful bidder. The successful bidder will maintain a running record of all work performed in acceptable format.
6. CONTINUATION:
The Town of North Haven reserves the right to extend the bid award for two (2) additional years for a total of three years if the successful bidder holds the same pricing schedule and places such in writing annually.
7. All bids are to be held firm for a period of ninety (90) days until awarded.
8. All bids must be submitted on the Bid Sheet form.
9. Envelope(s) must be plainly marked "**BID – CEMETERY MAINTENANCE PROJECT 15-25**", with the purpose and time of opening.

BID SHEET

**Cemetery Maintenance Bid, Project 15-25
Bid Opening – Wednesday, February 25, 2015 at 10 A.M.**

Bids will be opened and read publicly at the Town of North Haven, Memorial Town Hall – Department of Finance and Administration, 18 Church Street, North Haven, Connecticut 06473

BID ITEM	TOTAL PRICE PER YEAR
(A) Mowing, Trimming, Pruning Procedures Services – April 15 th – October 15 th	\$ _____
(B) Additional Weekly or As Needed Maintenance Services April 15 th – October 15 th	\$ _____
(C) Spring and Fall Seasonal Cleanup Services April 1 st – November 30 th	\$ _____
(D) Fertilization Program Services April 15 th – September 30 th	\$ _____
(E) Superintendent of Cemeteries Services March 1 st – February 28 th	\$ _____
TOTAL of Items (A) through (E) above	BID TOTAL \$ _____

Please note that Bidders may submit their respective bills within the appropriate 30-day time period for reimbursement by the Town of North Haven for services rendered. While the contract runs annually, the bulk of services required are between April 15th and October 15th.

BIDS SUBMITTED BY: _____ DATE: _____

Name of Company

Authorized Signature Title

Street

Print Name

City, State, Zip

Telephone Number

FAX Number