

**NOTICE TO BIDDERS  
REQUEST FOR PROPOSAL  
THIRD TAXING DISTRICT  
OF THE CITY OF NORWALK  
FEBRUARY 10, 2016**

**PROJECT: Landscape Maintenance**

The Third Taxing District Commission is soliciting proposals from individuals or companies for the project named above until 2:00 PM Local Time on February 25, 2016 at the Third Taxing District Electric Department office, 2 Second Street, East Norwalk, Connecticut 06855, at which time and place all proposals will be publicly opened. Any proposal for the project received after said time and date may be declared invalid.

Specifications may be obtained at the Third Taxing District office during normal business hours, at [www.ttd.gov](http://www.ttd.gov) or by calling 203-866-9271. Proposals for the project must be placed in a sealed envelope and plainly marked "PROPOSAL FOR LANDSCAPING."

The Third Taxing District reserves the right to amend or cancel this RFP at any time if it is in the best interest of the Third Taxing District to do so. The Third Taxing District reserves the right to reject any, or any part of, or all proposals, to waive informalities and technicalities, and to accept that proposal which the Commission deems to be in the best interest of the Third Taxing District.

Payment and performance bonds are not required. Evidence of One Million Dollars of Vehicle and Public Liability Insurance and Worker's Compensation.

W-9 Form Completed (request for Taxpayer identification).

Ronald Scofield  
District Clerk

Third Taxing District  
Landscaping Specifications  
February 20, 2016

1. The bid package consists of: a) Legal Notice, b) Bid forms pages 1&2 and c) these specifications.
2. Bids must be accompanied by completed bid forms.
3. Bids may be for one, two or three years. Any increase in cost after the first year must be clearly shown.
  
4. **Ludlow Monument** on Gregory Boulevard at 5<sup>th</sup> St. includes the rotary and two adjacent traffic islands to the East.
5. **TTD office** at 2 Second St. includes adjacent park.
6. **Constitution Park** on Fort Point St. adjacent to the Norwalk River.
7. **Shea – Magrath Memorial** is at Calf Pasture Beach.
8. **Ludlow Park** is across Gregory Boulevard from the Historic Cemetery.
9. **Hanford Switch** is the traffic island at the intersection of Gregory Blvd. and East Ave. where the clock is located.
10. **Railroad Park** is the park area on East Ave. in front of the East Norwalk RR Station in front of the wall. The area behind the wall should be included in the spring and fall cleanups.
11. The **House** at 215 East Ave. is next to the RR Station
12. **Historic Cemetery** is at East Ave. and Cemetery St. A section of the decorative fence is removable for access to the grass outside the fence.
13. **East Norwalk Library** – Van Zant St.
14. **Traffic Island** between cemetery and Wells Fargo Bank.
15. **Fitch Street Substation**
  
16. Work must be done in a workman-like manner to the satisfaction of the TTD.
17. TTD reserves the right to cancel the contract for these services by giving one week written notice.
18. For seasonal planting of flowers, TTD will pay for labor at quoted rate and plants at actual cost. Planting will be as directed by the TTD.
19. Where sprinklers are installed, the successful bidder must advise the TTD as to when the sprinklers should be turned on in the spring and off in the fall.
20. Cutting and trimming will normally be done weekly, but no more than 24 times or less according to conditions and as directed by the TTD.
21. Bidders must bid on the whole package of the Parks and the Cemetery. TTD requires certificates of insurance including worker's compensation and one million dollars vehicle and public liability.
22. Bidders must have been in business continuously for three years.
23. Bidders must provide references from similar commercial projects unless they have performed similar work for TTD during the past three years.
24. Fertilizer, lime, weed killer and seed applications must be made in accordance with manufacturer's instructions and be overseen by a TTD representative.

Third Taxing District  
Landscaping Specifications  
February 10, 2016

Bid Form Page 2 of 2

\_\_\_\_\_ A list of three references is attached – references are not required if you have performed this work for the Third Taxing District during the past three years.

If awarded a contract for a second or third year:

A. \_\_\_\_\_ My price is firm for \_\_\_\_\_ years (state 1, 2 or 3 years).

B. \_\_\_\_\_ My price will change as follows:

\_\_\_\_\_ My proposal is in full accordance with the specifications.

**or**

\_\_\_\_\_ I take the following exceptions to the specifications:

Name, address and contact information of bidder:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Third Taxing District  
Landscaping Services  
February 10, 2016

Bid Form Page 1 of 2

Traffic Island Between  
Cemetery & Wells  
Fargo Bank  
Fitch St.  
Substation

Work to be Performed  
Ludlow Monument  
TTD Office  
Second St.  
Constitution Park  
Shea-Magrath Memorial  
Ludlow Park  
Hanford Switch  
Railroad Park  
House  
215 East Ave.  
Historic Cemetery  
E. Norwalk Library  
Cemetery & Wells Fargo Bank  
Fitch St. Substation

1. Spring Clean-up (one time only)	each																		
2. Lime Application (Spring)	each																		
Fertilizer Application:																			
3. Spring	each																		
4. Summer	each																		
5. Fall	each																		
6. Weed Killer Application	each																		
7. Lime	each																		
8. Over Seed	each																		
9. Lawn Mowing (each cut) including weed, edge, sweep, pick up	each																		
10. 24 cuts at one cut per week	X24																		
11. Mulch (once per year)	each																		
12. Trim Shrubs (each time)	each																		
13. 2 times per season	X2																		
14. Fall Clean-up per time	each																		
15. Cost for 3 times	X3																		
16. Plant flowers labor per hour	/Hr	\$	/Hr																
Note: actual flower cost to be billed.																			
17. Misc. Labor per Hour	/Hr	\$	/Hr																
18. Basic Annual Cost per location	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
add lines 1+2+3+4+5+6+7+10+11+13+15 for each location																			
19. Total annual bid cost	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Add line 18 across for all locations.																			

Name of Bidder \_\_\_\_\_