

**NOTICE TO BIDDERS
REQUEST FOR PROPOSAL
THIRD TAXING DISTRICT OF THE CITY OF NORWALK
FEBRUARY 1, 2013**

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 26, 2013 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 will be declared invalid.

Specifications may be obtained at the Third Taxing District office during normal business hours 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.

Ronald Scofield
District Clerk

Third Taxing District
Landscaping Specifications
FEBRUARY 1, 2013

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 5th 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. Work must be done in a workman like manner to the satisfaction of the TTD.
14. TTD reserves the right to cancel the contract for these services by giving one-week written notice.
15. 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.
16. 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.
17. 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.
18. Bidders must bid on the whole package of the Parks and the Cemetery. TTD requires certificates of insurance including workers compensation and one million dollars vehicle and public liability.
19. Bidders must have been in business continuously for three years.
20. Bidders must provide references from similar commercial projects unless they have performed similar work for TTD during the past three years.
21. 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 1, 2013

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_____ 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 1, 2013

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 |
|-----------------|-----------------------|-------------------|-----------------------|-------------|----------------|---------------|---------------------|-------------------|
|-----------------|-----------------------|-------------------|-----------------------|-------------|----------------|---------------|---------------------|-------------------|

1. Spring Clean-up (one time only)

| | | | | | | | | |
|------|------|------|------|------|------|------|------|------|
| each |
| each |

2. Lime Application (Spring)

| | | | | | | | | |
|------|------|------|------|------|------|------|------|------|
| each |
| each |
| each |
| each |
| each |
| each |
| each |

Fertilizer Application:

3. Spring
4. Summer
5. Fall
6. Weed Killer Application
7. Lime
8. Over Seed

9. Lawn Mowing (each cut) including weed, edge, sweep, pick up

| | | | | | | | | |
|------|------|------|------|------|------|------|------|------|
| each |
| X24 |

10. 24 cuts at one cut per week

| | | | | | | | | |
|------|------|------|------|------|------|------|------|------|
| each |
|------|------|------|------|------|------|------|------|------|

11. Mulch (once per year)

| | | | | | | | | |
|------|------|------|------|------|------|------|------|------|
| each |
| X2 |

12. Trim Shrubs (each time)

| | | | | | | | | |
|------|------|------|------|------|------|------|------|------|
| each |
| X3 |

13. 2 times per season

| | | | | | | | | |
|------|------|------|------|------|------|------|------|------|
| each |
| X3 |

14. Fall Clean-up per time

| | | | | | | | | |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| /Hr |
| \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |

15. Cost for 3 times

| | | | | | | | | |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| /Hr |
| \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |

16. Plant flowers labor per hour

| | | | | | | | | |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| /Hr |
| \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |

Note: actual flower cost to be billed.

| | | | | | | | | |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| /Hr |
| \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |

17. Misc. Labor per Hour

| | | | | | | | | |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| /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

| | | | | | | | | |
|----|----------------------|--|--|--|--|--|--|----|
| \$ | Name of Bidder _____ | | | | | | | \$ |
|----|----------------------|--|--|--|--|--|--|----|

Add line 18 across for all locations.

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