

Third Taxing District
Notice to Bidders
February 26, 2019

1. The bid package consists of: a) This Notice to Bidders Sheet; b) Bid Forms pages 1&2; and c) W-9 Form.
2. Bids must be accompanied by completed bid forms.
3. Bids are for 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. **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 Services
February 26, 2019

<u>Work to be Performed</u>	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	Traffic Island Between Cemetery & Wells Fargo Bank	Fitch St. Substation
1. Spring Clean-up (one time only)	each	each	each	each	each	each	each	each	each	each	each	each
2. Lime Application (Spring)	each	each	each	each	each	each	each	each	each	each	each	each
Fertilizer Application:												
3. Spring	each	each	each	each	each	each	each	each	each	each	each	each
4. Summer	each	each	each	each	each	each	each	each	each	each	each	each
5. Fall	each	each	each	each	each	each	each	each	each	each	each	each
6. Weed Killer Application	each	each	each	each	each	each	each	each	each	each	each	each
7. Lime	each	each	each	each	each	each	each	each	each	each	each	each
8. Over Seed	each	each	each	each	each	each	each	each	each	each	each	each
9. Lawn Mowing (each cut) including weed, edge, sweep, pick up	each	each	each	each	each	each	each	each	each	each	each	each
10. 24 cuts at one cut per week	X24	X24	X24	X24	X24	X24	X24	X24	X24	X24	X24	X24
11. Mulch (once per year)	each	each	each	each	each	each	each	each	each	each	each	each
12. Trim Shrubs (each time)	each	each	each	each	each	each	each	each	each	each	each	each
13. 2 times per season	X2	X2	X2	X2	X2	X2	X2	X2	X2	X2	X2	X2
14. Fall Clean-up per time	each	each	each	each	each	each	each	each	each	each	each	each
15. Cost for 3 times	X3	X3	X3	X3	X3	X3	X3	X3	X3	X3	X3	X3
16. Plant flowers labor per hour	\$ /Hr	\$ /Hr	\$ /Hr	\$ /Hr	\$ /Hr	\$ /Hr	\$ /Hr	\$ /Hr	\$ /Hr	\$ /Hr	\$ /Hr	\$ /Hr
Note: actual flower cost to be billed.												
17. Misc. Labor per Hour	\$ /Hr	\$ /Hr	\$ /Hr	\$ /Hr	\$ /Hr	\$ /Hr	\$ /Hr	\$ /Hr	\$ /Hr	\$ /Hr	\$ /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 _____										

Third Taxing District
Landscaping Specifications
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Bid Form Page 2 of 2

_____ Certificate of Liability Insurance is attached.

_____ 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: _____

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* above.

What is FATCA reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account, list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note. ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C Corporation, or S Corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.