

**NOTICE TO BIDDERS
REQUEST FOR PROPOSAL
THIRD TAXING DISTRICT
OF THE CITY OF NORWALK**

PROJECT: Landscape Maintenance

The Third Taxing District is soliciting proposals from individuals or companies for the project named above until 2:00 PM Local Time on March 16, 2022 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 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 is deemed to be in the best interest of the Third Taxing District.

Ronald Scofield
Assistant General Manager

Third Taxing District
Notice to Bidders

1. The bid package consists of: a) This Notice to Bidders; b) Landscaping Specifications Form; c) Bid Forms pages 1&2; and d) W-9 Form.
2. Bids must be accompanied by completed bid forms.
3. Bids are for three years beginning April 1, 2022 – March 31, 2025. 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. **Rowan Street Storage Facility** (Spring and Fall cleaning only)
17. Work must be done in a workman-like manner to the satisfaction of the TTD.
18. TTD reserves the right to cancel the contract for these services by giving one week written notice.
19. 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.
20. 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.
21. Cutting and trimming will normally be done weekly, but no more than 27 times or less according to conditions and as directed by the TTD.
22. 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.
23. Bidders must have been in business continuously for three years.
24. Bidders must provide references from similar commercial projects unless they have performed similar work for TTD during the past three years.
25. 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

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: _____

Third Taxing District
Landscaping Services

<u>Work to be Performed</u>	Ludlow Monument	TTD Office-2nd St. Edgewater/Santella Park	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	Rowan St. Storage Facility (Spring & Fall Cleaning Only)
1. Spring Clean-up (one time only)	each	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	N/A
Fertilizer Application:													
3. Spring	each	each	each	each	each	each	each	each	each	each	each	each	N/A
4. Summer	each	each	each	each	each	each	each	each	each	each	each	each	N/A
5. Fall	each	each	each	each	each	each	each	each	each	each	each	each	N/A
6. Weed Killer Application	each	each	each	each	each	each	each	each	each	each	each	each	N/A
7. Lime	each	each	each	each	each	each	each	each	each	each	each	each	N/A
8. Over Seed	each	each	each	each	each	each	each	each	each	each	each	each	N/A
9. Lawn Mowing (each cut) including weed, edge, sweep, pick up	each	each	each	each	each	each	each	each	each	each	each	each	N/A
10. 24 cuts at one cut per week	X27	X27	X27	X27	X27	X27	X27	X27	X27	X27	X27	X27	N/A
11. Mulch (once per year)	each	each	each	each	each	each	each	each	each	each	each	each	N/A
12. Trim Shrubs (each time)	each	each	each	each	each	each	each	each	each	each	each	each	N/A
13. 2 times per season	X2	X2	X2	X2	X2	X2	X2	X2	X2	X2	X2	X2	N/A
14. Fall Clean-up per time	each	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	X3
16. Plant flowers labor per hour Note: actual flower cost to be billed.	\$ /Hr	\$ /Hr	\$ /Hr	\$ /Hr	\$ /Hr	\$ /Hr	\$ /Hr	\$ /Hr	\$ /Hr	\$ /Hr	\$ /Hr	\$ /Hr	N/A
17. Misc. Labor per Hour	\$ /Hr	\$ /Hr	\$ /Hr	\$ /Hr	\$ /Hr	\$ /Hr	\$ /Hr	\$ /Hr	\$ /Hr	\$ /Hr	\$ /Hr	\$ /Hr	N/A
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.	\$ <input type="text"/> Name of Bidder _____												