

SOUTH WINDSOR PUBLIC SCHOOLS

**1737 Main Street
South Windsor, CT 06074**

**Bidding Manual for
Landscaping Services
RFP # 2023-0010**

BID OPENING

Friday, April 21, 2023

11:00 a.m.

**Ms. Chris M. Chemerka
Director of Finance & Operations**

**Mr. Darrell Crowley
Director of Facility Operations**

LEGAL NOTICE

SOUTH WINDSOR PUBLIC SCHOOLS

**REQUEST FOR PROPOSALS
FOR
LANDSCAPING SERVICES
RFP # 2023-0010**

Documents for Landscaping Services for the South Windsor Public Schools, RFP # 2023-0010 may be obtained at the Office of the Director of Facility Operations, South Windsor Public Schools, 1737 Main Street, Room 100, South Windsor, CT or online at www.southwindsorschools.org on or after 8:00 a.m., Wednesday, March 29, 2023.

Sealed proposals will be received at the address listed above until 11:00 a.m., Eastern Standard Time, on Friday, April 21, 2023. Thereafter, the name of the firms that have submitted proposals will be publicly read aloud.

A mandatory pre-bid walk through will be conducted on Monday, April 10, 2023 at 8:00 am. Bidders should meet at the Philip R. Smith Elementary School Parking Lot, 949 Avery Street, SW, to begin the walk through which will continue to all locations from there. Bids will not be accepted from any firm that does not attend.

The South Windsor Public Schools reserve the rights to: amend or terminate this Request for Proposal; accept all or any part of a proposal; reject any or all proposals, in whole or in part; waive any technical defects, informalities or non-material deficiencies in a proposal; and award the proposal, in whole or in part, including accepting a proposal or part of a proposal, that, in its judgment, will be in the South Windsor Public School's best interests.

PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The purpose of this request is to secure landscaping services for South Windsor Public Schools (SWPS) for July 1, 2023-June 30, 2024 with four (4) one-year renewal options.

ISSUING OFFICE/ADMINISTRATIVE GUIDANCE

The SWPS is the issuing office for this document and all subsequent addenda relating to it.

The information provided herein is intended to assist interested bidders in the preparation of proposals necessary to properly respond to this RFP. The RFP is designed to provide interested bidders with sufficient basic information to submit proposals meeting minimum requirements, but is not intended to limit a proposal's content or to exclude any relevant or essential data therefrom. Bidders are at liberty and are encouraged to expand upon the specifications to evidence service capability under any agreement.

Please note, however, that all forms provided must be completed and become part of the submitted proposal in order for the proposal to be considered complete.

QUESTIONS AND AMENDMENTS

Any questions regarding the bid, including the process and procedures and specifications, are to be submitted in writing (e-mail acceptable) to:

Darrell Crowley, Director of Facility Operations
dcrowley@swindsor.k12.ct.us

And:

Karen Dallaire, Administrative Secretary
kdallaire@swindsor.k12.ct.us

The representatives listed about must receive any questions no later than Friday, April 14, 2023 by 12:00 p.m. The SWPS will answer all pertinent written questions by issuing an addendum, which shall become a part of the Invitation to Bid, containing all pertinent questions received as provided about and decision regarding same. Such addenda will be posted on the SWPS's website (www.southwindsorschools.org) by Monday, April 17, 2023 by 3:00 p.m. Each bidder is responsible for confirming with the SWPS whether any addenda have been issued, and if so, obtaining a copy of such addenda and completing its Bid in accordance with the Bid Documents modified by such addenda.

No oral statement of the SWPS, including oral statements by the representative listed above, shall be effective to waive, change, or otherwise modify any provision of the Bid Documents, and no bidder or prospective bidder shall rely on any alleged oral statement.

RESPONSE DATE

Two paper copies and one digital copy of your proposal must be received at the SWPS Facility Operations Office, Room 100, 1737 Main Street, South Windsor, CT 06074, prior to 11:00 a.m. on DAY/DATE. Proposals received after the above time will be rejected.

- a. Sealed bids will be received at the Office of the Director of Facility Operations, SWPS, 1737 Main Street, Room 100, South Windsor, CT 06074, until 11:00 a.m., Eastern Standard Time, on April 21, 2023. Bids received after that time will not be considered and will be returned unopened to the bidder.
- b. All bids must be submitted in sealed envelopes, bearing on the outside, the name of the proposal for which the bid is submitted: South Windsor Public Schools Landscaping Services, Bid# 2023-0010 and the name and address of the bidder.
- c. If forwarded by US Postal mail, the sealed envelope containing the bid and marked as directed above, must be enclosed in another envelope, address as specified.
- d. The bid forms must be completed with a bid price for any or all of the options presented therein, except as otherwise expressly provided herein.

TERM OF CONTRACT

This pricing agreement will cover one fiscal year (July 1, 2023-June 30, 2024) with four (4) one-year renewal options.

The contract cannot be assigned, sublet, sold, transferred, or otherwise disposed of by either party without the written consent of the other.

CONSIDERATION OF PROPOSALS

The submission of a bid will serve as conclusive evidence that the bidder has satisfied itself as to all requirements outlined in the bid documents and to all conditions concerning the work of the contract and the execution of any contract which may ensue. Each proposal should be submitted with the most favorable price and services standpoint. The SWPS reserves the right to reject any and/or all proposals or any parts thereof for any reason whatsoever, to waive any informality in any proposal or in any provision in the request for proposals, to require a modification of the contract terms at any time, and to select the bidder who, in the opinion of the SWPS, will best meet the interests of the SWPS, provided nothing herein, shall be deemed to waive any requirement of federal, state, or local law. Under no circumstances will the SWPS be responsible for the cost of preparing any proposal.

Proposers are advised to provide information detailed sufficiently to enable evaluation of their capabilities, experience, and approach to the services outlined in the proposal. Each proposal should provide a straight forward, concise description of the proposer's capabilities to satisfy the requirements of this Request for Proposals.

OTHER INFORMATION

The contractor at all times shall observe and comply with all federal, state, and local laws and by-laws, ordinances and regulations in any manner affecting the conduct of the work.

All contractors or other persons providing services for the South Windsor Public Schools shall conform to the provisions of the Connecticut Occupational Safety & Health Act (OSHA) of the State of Connecticut.

Bidders are to address all aspects of the Bid Documents as they will be incorporated into the contract that the SWPS enters into with the selected vendor.

The SWPS reserves the right, either before or after the opening of bids, to ask any bidder to clarify its bids or submit additional information that the SWPS in its sole discretion deems desirable.

Costs for preparing bid

Each bidder's cost incurred in developing its bid are solely its responsibility, and the SWPS shall have no liability for such costs.

Ownership of bids

All bids submitted become the property of the SWPS and will not be returned to bidders.

Freedom of Information Act

All information submitted in a bid or in response to a request for additional information is subject to disclosure under the Connecticut Freedom of Information Act as amended and judicially interpreted. A bidder's responses may contain financial, trade secret or other data that it claims should not be public (the "Confidential Information"). A bidder must identify specifically the pages and portions of its proposal that contain the claimed Confidential Information by visibly marking all such pages and portions. Provided that the bidder cooperates with the SWPS, the SWPS shall, to the extent permitted by law, protect from unauthorized use and disclosure such Confidential Information.

Non-Collusion

By submitting a bid, each bidder, and each person signing on behalf of any bidder, certifies under penalty of perjury that, to the best of his/her knowledge and belief, the prices in this bid have been arrived at independently, without collusion, consultation, communication, or agreement with any other bidder or competitor, and further, that the prices which have been quoted in this bid have not been knowingly disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or competitor.

CONTRACT AWARD/EXECUTION

All bids will be publicly opened and names of companies submitting bids will be read aloud, on the date, time, and at the place identified in the Invitation to Bid. Bidders may be present at the opening.

The SWPS may elect to award the contract to other than the lowest bidder if it is judged to be in the best interest of the SWPS. Criteria which could be applied in the determination would include, but not be limited to, financial responsibility, service, performance on contracts, and experience. During the evaluation of the bids, the SWPS may request bidders to make oral presentations.

The SWPS reserves the following rights: (a) to reject any and all bids, in whole or in part, (b) to waive any irregularity, (c) to award or reject a bid on the basis of previous performance, reputation or experience, (d) to accept the one that will be in the best interest of the district.

No bid will be accepted, nor contract awarded, to any contractor whose performance on any previous contract with this or any other school district has been determined to be unsatisfactory. The SWPS reserves the right to be the sole judge in this decision.

No contract will exist unless and until a written contract is executed by both the SWPS and the contractor. No bidder can claim any contract rights by virtue of submitting a bid, including the lowest bid.

Bidders will not include federal excise taxes nor state sales taxes from which SWPS are exempt.

INDEMINIFICATION

The contractor agrees to indemnify, defend, and hold harmless the SWPS, its respective officers, employees and agents from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the contractor in the performance of this contract.

INSURANCE

The successful contractor shall provide a certificate of insurance naming the SWPS and the Town of South Windsor as "additional insured" in the minimum amounts as specified herein. Said insurance shall be provided at the sole expense of the bidder with an insurance company which is licensed to do business in the State of Connecticut.

- A. General Liability (including completed operations coverage) - \$1,000,000 (combined single limit) and \$2,000,000 aggregate coverage
Bodily Injury – Property Damage Coverage/occurrence and \$2,000,000 aggregate coverage.
- B. Worker's Compensation per state statute
- C. Comprehensive Automobile Liability:
Bodily Injury – Property Damage Coverage/occurrence and \$2,000,000 aggregate coverage.
- D. Excess/Umbrella Liability (with all liability coverages as underlyers): \$5,000,000
- E. Workers' Compensation & Employers Liability-\$1,000,000 in Employers Liability limits

EQUAL OPPORTUNITY – AFFIRMATIVE ACTION

The South Windsor Public Schools is an Equal Opportunity Employer. The Board of Education transacts business with firms which are in compliance with all Federal and State Statutes and Executive Orders pertaining to non-discrimination. By submitting a bid you are indicating your firm does not make employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and termination) on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, alienage, ancestry, disability, pregnancy, genetic information, veteran status, or gender identify or expression, except in the case of a bona fide occupational qualification.

--END SECTION--

Detailed Specifications

Description of Services

The scope of the services requested is as follows:

School Locations:

School	Address	School Start Time	School End Time
South Windsor High School	161 Nevers Road	7:25 AM	2:00 PM
Timothy Edwards Middle School	100 Arnold Way	8:05 AM	2:40 PM
Eli Terry Elementary School	569 Griffin Road	8:45 AM	3:20 PM
Orchard Hill Elementary School	380 Foster Street	8:45 AM	3:20 PM
Philip R. Smith Elementary School	949 Avery Street	9:15 AM	3:50 PM
Pleasant Valley Elementary School	591 Ellington Road	9:15 AM	3:50 PM

The areas for work performance are identified on the attached maps.

GREEN highlighted areas:

- Complete mowing and trimming.
- Spring summer and fall clean up.
- Planting bed maintenance.

RED highlighted areas:

- Mow/trim curb lines, fence lines and any and all obstacles.
- Spring, summer and fall clean up.
- Planting bed maintenance

Spring Cleanup:

To remove all winter debris and rake all lawn areas and clean up. Fully clean all lawn areas and planting beds including sidewalks, curbs and entrances to buildings. Blow and remove debris. To be completed by April 30th.

Summer Cleanup:

Fully clean all lawn areas and planting beds including sidewalks, curbs and entrances to buildings. Blow and remove debris. To be completed by August 15th.

Fall Cleanup:

Fully clean all lawn areas and planting beds, including sidewalks and entrances into buildings. Blow and remove debris. To be completed by December 1st.

Planting Bed Maintenance:

Edge all beds and weed as needed throughout the season to maintain a weed free appearance

Mowing and Trimming:

- Mowing height to be at least 2.5 inches.
- All areas to be cut weekly.
- If clippings are heavy, rake, blow off or bag and remove.
- All trimming and weeding must be done within the same day to provide a finished appearance. All walks and drives must be swept or blown clean.

- Mowing **must not be done** at Elementary schools while school is in session and on the same day each week (weather permitting).
- An assigned foreman that will have the necessary background to effectively manage these services must supervise all mowing. This person must be on site throughout all mowing operations.
- All mowing will be done around the school buildings and play areas prior to the start of school day or after dismissal in order to not disturb classes.
- All mowing in the vicinity of the athletic fields must be completed prior to 2:00 pm at Timothy Edwards Middle School and the High School in order to avoid conflict with athletic events.
- No mowing is to take place when students are in close proximity.
- At no time are any mowers to exceed 7 mph on any turf area due to the increased risk of an unexpected injury to students or staff. Mowers must have shrouds in the down position at all times.
- No abrupt turning or sliding of equipment shall occur which results in turf damage. It is the contractor's personal responsibility to repair all damage within one week of an incident.
- All material must be removed from the site. Nothing may be placed in dumpsters
- Contractor shall supply a phone number that is monitored so contact can be made to onsite personnel.
- Contractor shall provide, including, but not limited to; all labor, supervision, tools and equipment. Safety vests and all other necessary PPE is the contractor's responsibility.
- Contractor shall comply with all municipal ordinances and/or regulations pertaining to public property.
- Contractor must honor the school fire alarm and safety protocols. When alarm is sounded all personnel must cease all activities and move all personnel and equipment at least seventy-five (75) feet away from building.
- All "no parking" signs are to be honored. Driveways, parking lots and means of access should not be obstructed by any vehicles. Buses and emergency vehicles must have ready access to the building entrance at all times.
- Contractor shall be responsible for promptly repairing or replacing any damage to SWPS property or personal property on site. Contractor shall reimburse SWPS for costs of any repairs, replacement if damaged property preformed at the SWPS expense.

--END BASIC SERVICES--

Optional Services:

- Price per yard to spread BOE supplied playground mulch in play areas including around and under equipment to a flat level surface.
- Price per yard to deliver contractor supplied mulch and spread in pre-weeded beds. Mulch is to be "Bark Mulch" and a certificate of origin shall be provided.
- Director of Facility Operations must approve any and all optional services.

--END OPTIONAL SERVICES--

Payments:

Payments will be based on the total bid price for basic services. The total base bid price will be divided by eight (8) and payment will be made in eight (8) equal monthly installments as follows:

1. July 2023	5. November 2023
2. August 2023	6. April 2024
3. September 2023	7. May 2024
4. October 2023	8. June 2024

Optional services shall be billed on a separate invoice.

Payment terms are Net 30 days following receipt of correct invoice.

Submit invoices to:
South Windsor Public Schools
Facility Operations
1737 Main Street
South Windsor, CT 06074

Or to: Karen Dallaire kdallaire@swindsor.k12.ct.us

Vendor References:

The organization/company providing the Landscaping Service to the SWPS must have successfully provided similar services in Connecticut. Please list four other Connecticut client(s) including contact names, addresses, phone numbers and email addresses.

Selection Criteria:

Selection will be based on the candidate's ability to offer a complete range of services at a competitive price. Candidate responses will be evaluated based on:

- Responsiveness of the proposal in developing a comprehensive work plan and processes.
- Qualifications, experience in and credentials of the professionals assigned to the client.
- Ability to communicate effectively.
- Cost.

--END SECTION--

**REQUEST FOR PROPOSALS
FOR SOUTH WINDSOR PUBLIC SCHOOLS
PROPOSAL FORM**

The company identified below agrees to all of the conditions, specifications and instructions contained in the attached specifications and will provide the services designated therein as specified. If there is/are component(s) not agreed to, identify them in the response.

TOTAL BASIC SERVICES:

\$	
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OPTIONAL SERVICES:

1. Price per yard to spread BOE supplied playground mulch in play areas including around and under equipment to a flat level surface:

\$	
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2. Price per yard to deliver contractor supplied mulch and spread in pre-weeded beds. Mulch is to be "Bark Mulch" and a certificate of origin shall be provided

\$	
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Price will be on a one (1) year bid with four (4) additional years option reflecting an overall percentage increase per year:

Year (2) 2024-25 Increase	%
Year (3) 2025-26 Increase	%
Year (4) 2026-27 Increase	%
Year (5) 2027-28 Increase	%

Acknowledgement of Addendum #1 _____ (if issued)
(Please Sign)

Acknowledgement of Addendum #2 _____ (if issued)
(Please Sign)

List of References:

<u>Name</u>	<u>Address</u>	<u>E-mail</u>	<u>Phone</u>

The undersigned is submitting this bid without collusion with any other individual or corporation.

SUBMITTED BY:

Firm:_____

Signature_____

Address:_____

Name_____

Title:_____

Telephone:_____

E-mail Address _____

AFFIRMATIVE ACTION STATEMENT

Date_____

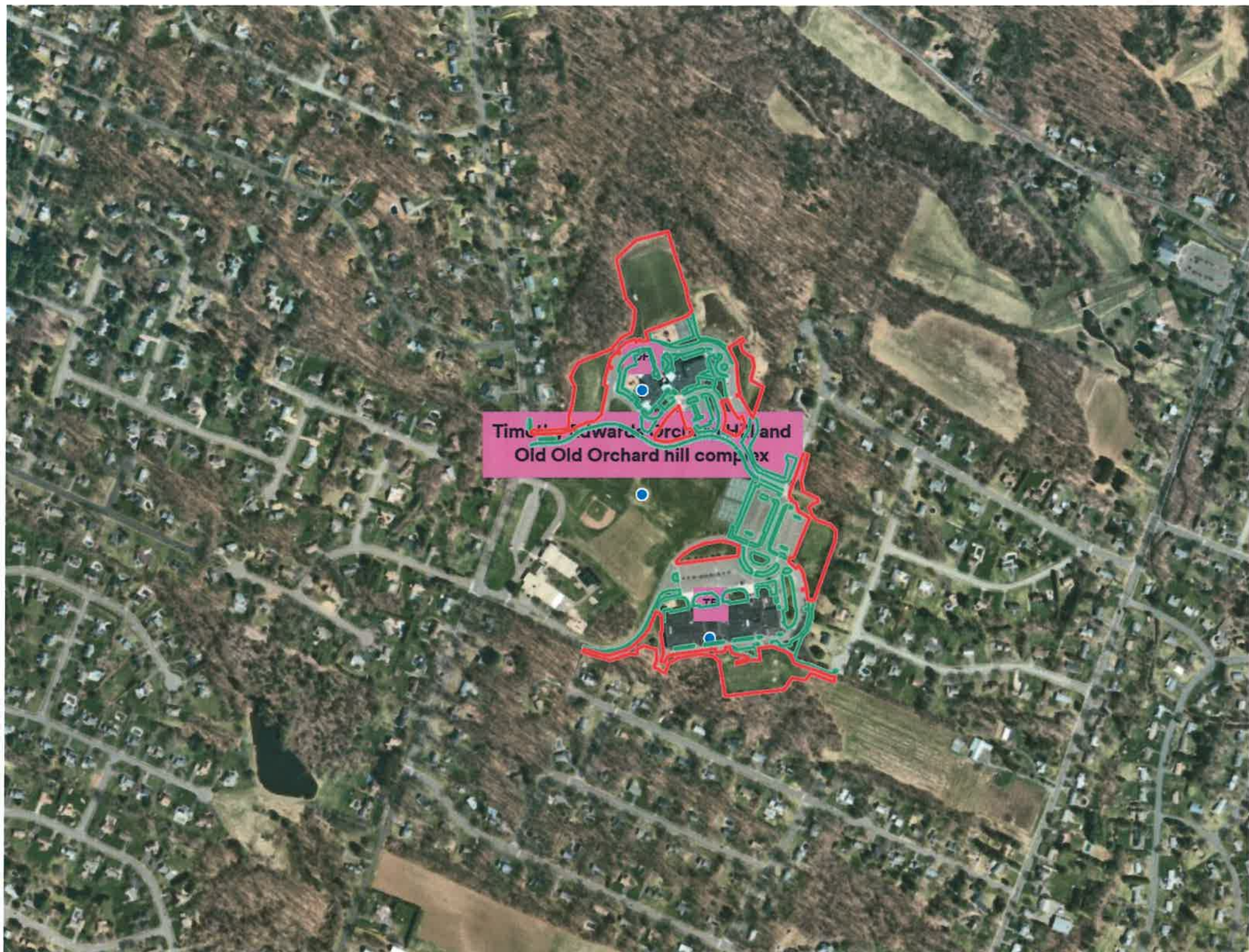
The employment policies and practices of _____
(Vendor)
Are to recruit and employ qualified job applicants without discrimination based on race, creed,
color, religion, age, sex, national origin or handicap and to treat all employees equally without
discrimination because of race, creed, color, religion, age, sex, national origin or handicap.

(Signature)

MUST BE ENCLOSED WITH BID

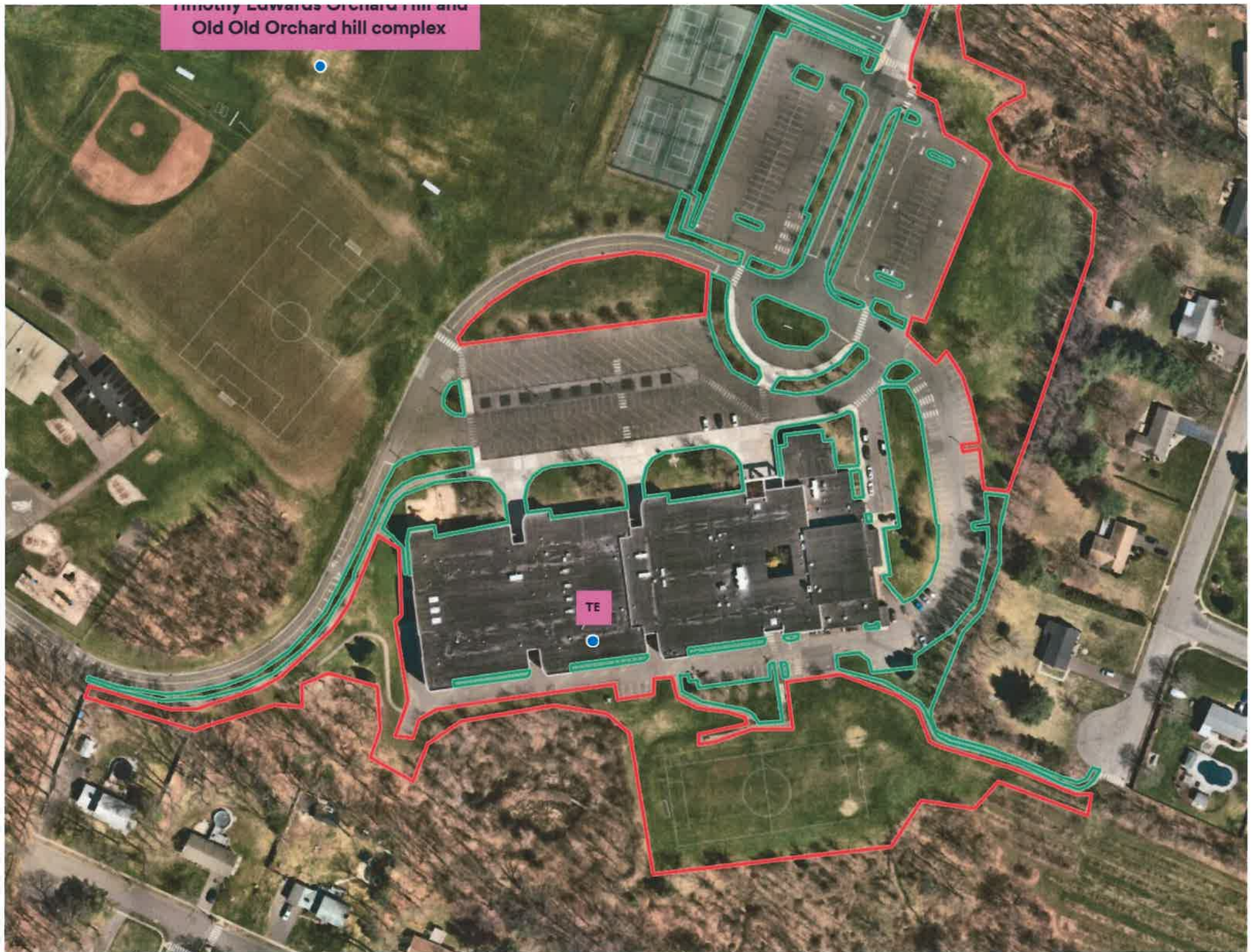
Phillip R Smith School

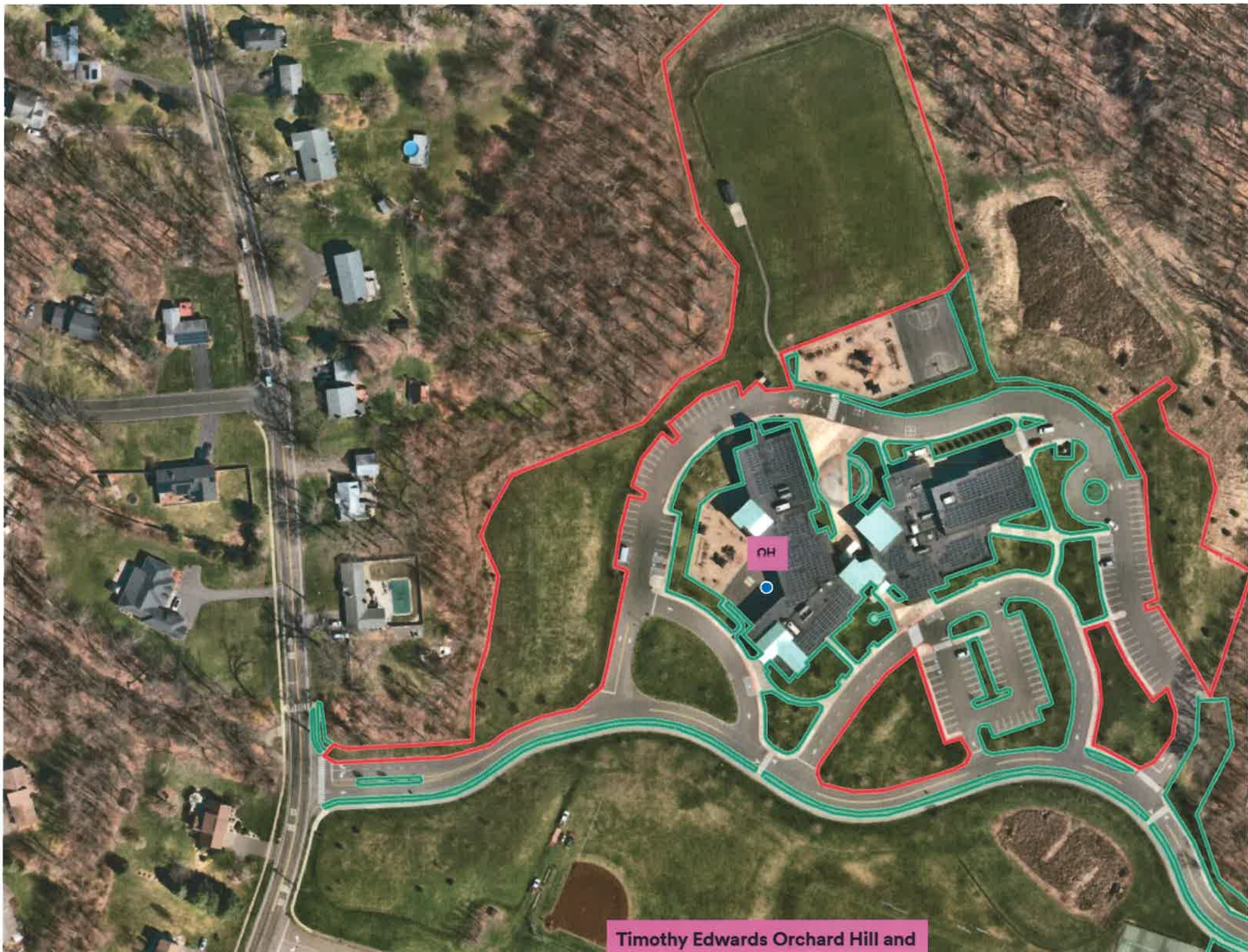




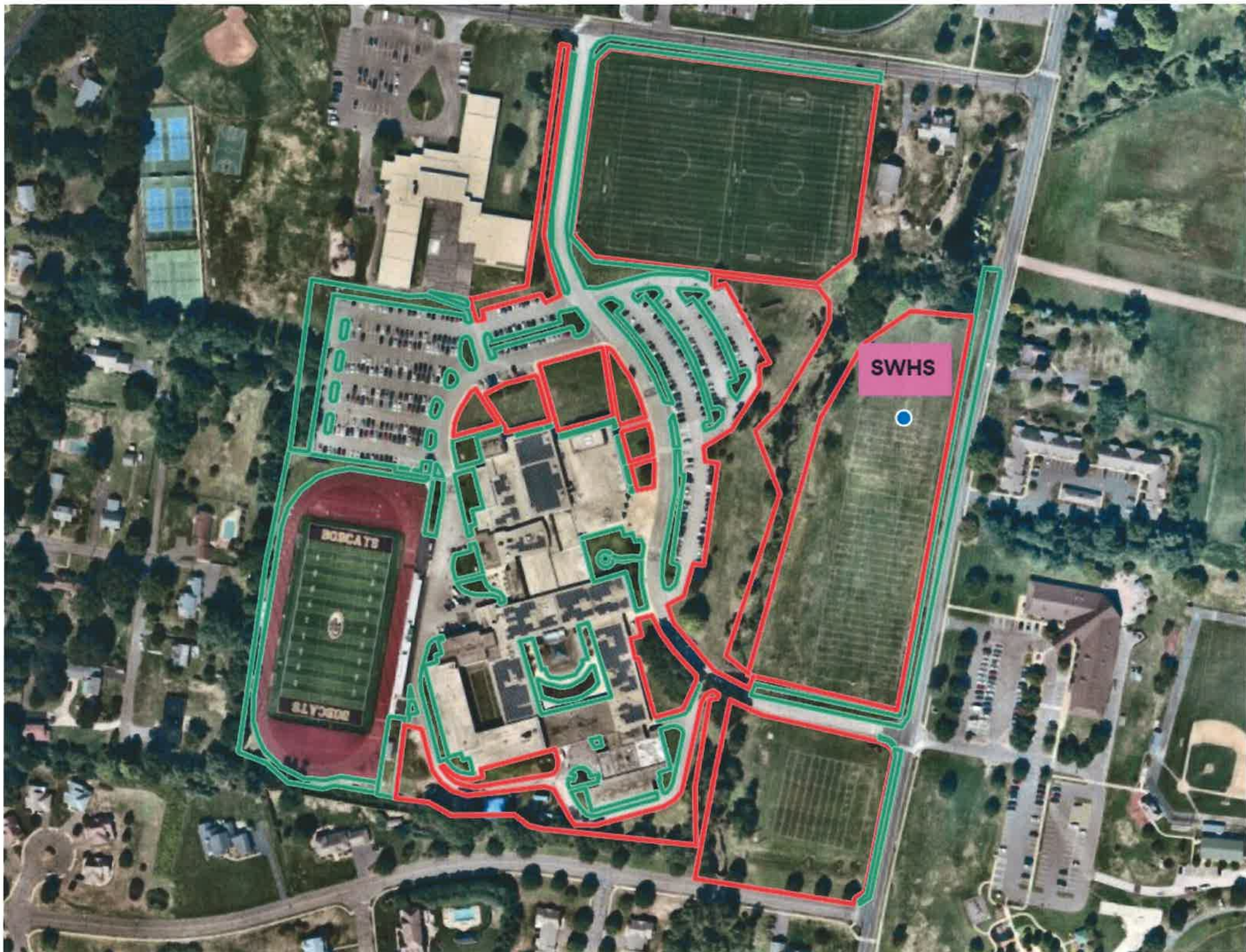
Timothy Edwards Orchard Hill and
Old Old Orchard hill complex

Timothy Edwards Orchard Hill and
Old Old Orchard hill complex





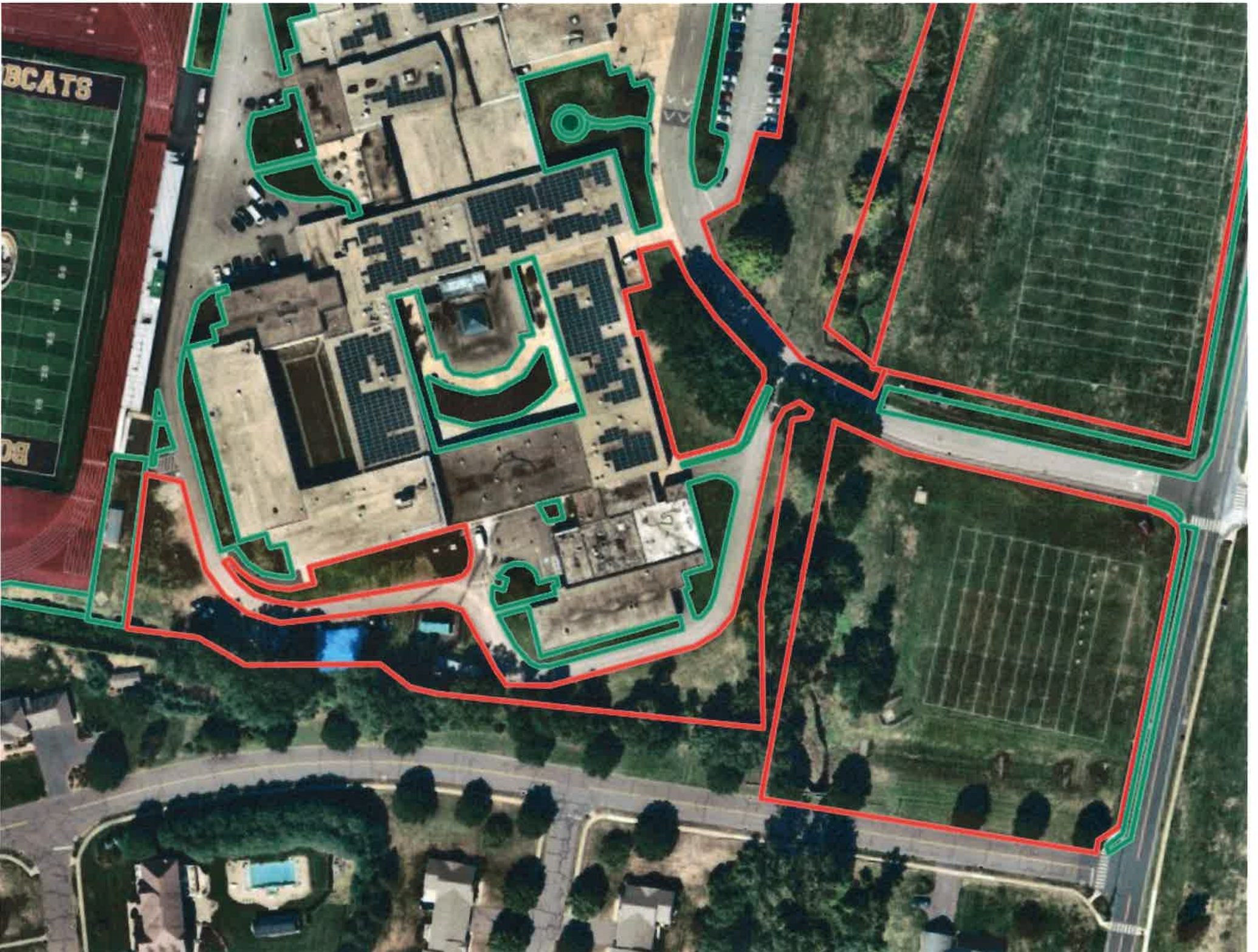
Timothy Edwards Orchard Hill and



SWHS



SWHS





Eli Terry School

