

FINANCE

**INVITATION TO BID**  
**TOWN OF NORTH HAVEN**

Sealed bids for **Welcome to North Haven Exit Ramp Signs Maintenance, Project No. 23-9**, will be received at the Finance Office, Memorial Town Hall, 18 Church Street, North Haven, Connecticut, **until 10:15 AM on Wednesday, March 8, 2023**, at which time and place they will be opened and publicly read. Specifications may be obtained from the Department of Finance and Administration Office. After bids are received, the Director of Administration/Procurement may analyze whether vendors have submitted comparable bids and meet the requirements called for. In reviewing the bids, the Director of Administration/Procurement may consider the past performance, financial responsibility, and sales and service experience of the vendors. The Director of Administration/Procurement reserves the right to reject any or all bids, to waive any defects in same, or to choose to make purchases other than strictly in accordance with price considerations, and/or to choose other than the lowest bidder, if it be deemed in the best interest of the Town of North Haven. **Bidders are advised hereby of the existence of an Ordinance concerning Bid Preference for Town-Based Businesses.**

Richard Monico  
Director of Administration/Procurement

## **BID SPECIFICAITONS AND REQUIREMENTS**

The Town of North Haven's Department of Public Works Field Operations is seeking bids for landscape and maintenance services to be provided at the Welcome to North Haven Exit Signs, during a 12-month period from March 2023 – February 2024, with emphasis on the Spring and Fall of 2023 Seasons, for the following locations:

- Bailey Road and Elm Street
- Middletown Ave Route 17 and Quinnipiac Ave intersection
- Exit 9- Montowese/Universal – across from PC Richards
- Exit 11- I-91 North Bound Ramp at Rte.22
- Exit 12- I-91 North Bound – Near Popeyes (Washington Ave)
- Exit 12- I-91 South Bound Ramp (pie slice area around and up ramp)
- Exit 63- Wilbur Cross North Bound Ramp (area around sign only)
- Exit 63 South Bound Ramp (area around sign only)

The contract duration of 12-months or one-year may be extended by the Town of North Haven for a period of up to two (2) consecutive one-year terms for a total of three (3) years, should the successful bidder hold its prices annually thereafter and place this in writing and most importantly, provide the Town of North Haven with a satisfactory work product as determined by the Town's Department of Public Works' Field Operations Director or his designee.

All bidders should take note that customer service to the Town's residents and taxpayers as well as the Department of Public Works Field Operations and its employees is critical to the success of this contract.

### **BID REQUIREMENTS**

**MOWING/TRIMMING/PRUNING SCHEDULE/PROCEDURES – The mowing season shall be defined as April – October.**

1. Biweekly mowing (as needed based on grass height) or requested by Public Works Field Operations Director or his designee.
2. Mowing heights will be maintained at 2 ½" – 3".
3. String trimming of all areas surrounding signs, fence posts, trees and shrubs will be completed immediately following mowing of turf areas.
4. Blowing off roads following each mowing. (This is to prevent germination of grass and weeds within the road surface material). Backpack or handheld blowers at a low speed should be used to minimize dust from being blown into surrounding areas.
5. Trimming of all bedding plants and shrubs up to 8' once during the season. Service to be provided between July 1 and July 30. Removal of trimmings also needed for cleanup of area.
6. Perimeter pruning and trimming (wood line and fence line). Cut back any unwanted vegetation up to 10" in height that is encroaching into the sign area. This would include any branches and brush (dead and alive) and are to be removed from area.

## **SPRING AND FALL SEASON CLEAN UP**

1. Pick up and removal of fallen leaves and limbs from trees within sign areas and perimeters and perimeter tree areas. Remove accumulated trash/ litter.
2. Service to be provided prior to April 1<sup>st</sup> and prior to November 30<sup>th</sup>.

## **NOTES TO BIDDERS:**

1. **INSURANCE:** The Contractor shall carry all necessary Workers' Compensation Insurance.

The Contractor shall carry or require that there be carried Manufacturers and Contractors' Public Liability policy with a limit of \$1,000,000. to protect the Contractor and his subcontractors against claims for injury to or death of one or more than one person because of accidents which may occur or result from operations under the contract, such insurance shall cover the use of all equipment, including but not limited to mowers, trimmers, motor vehicles, etc., used in the operations embraced in this contract.

The Contractor shall carry, during the life of the contract, property damage insurance in an amount of not less than \$1,000,000. to protect himself and his subcontractors from claims for property damage which might arise from operations under the contract.

Insurance policies shall be conditioned to indemnify and save harmless the Town of North Haven from all suits or actions brought against the contractor, it and or them or on account of any injuries received or property damage sustained by any party, or by or from the Contractor.

The Contractor must provide the Town of North Haven with a Certificate of Insurance upon receipt of notice of award.

2. **BID BOND:** A Certified Check, Bank Draft or Bid Bond made payable to Treasurer, Town of North Haven, in an amount equal to five (5%) percent of the total bid, shall be submitted with each bid.

3. METHOD OF PAYMENT: Net 30 days after completion/acceptance. Each invoice must clearly indicate the dates, times, and location of each mowing. No Sales Tax or Excise Taxes shall be applied. All work and subsequent payment is subject to the approval of the Director of Finance and Administration or his designee. Contractor may divide billing equally into twelve (12) payments, March through February.
4. TERMINATION OF SERVICE The Town reserves the right to terminate this service by giving written notice (certified mail/return receipt requested) to the contractor (10) ten days prior to the effective date of such termination. Final payment, if due will be made on a pro-rata basis.
5. ADMINISTRATION: The Director of Public Works Field Operations or his designee will coordinate the work to be performed by the successful bidder. The successful bidder will maintain a running record of all work performed in acceptable format.
6. CONTINUATION: The Town of North Haven reserves the right to extend the bid award for two (2) additional years for a total of three years if the successful bidder holds the same pricing schedule and places such in writing annually.
7. All bids are to be held firm for a period of ninety (90) days until awarded.
8. All bids must be submitted on the Bid Sheet form.
9. Envelope(s) must be plainly marked "**BID – WELCOME TO NORTH HAVEN EXIT RAMP SIGN MAINTENANCE PROJECT #23-9**", with the purpose and time of opening.

**BID SHEET**

**WELCOME TO NORTH HAVEN EXIT RAMP Maintenance Bid, Project  
Bid Opening Wednesday, March 8, 2023, at 10:15 AM**

**Bids will be opened and read publicly at the Town of North Haven, Memorial Town Hall – Department of Finance and Administration, 18 Church Street, North Haven, Connecticut 06473**

BID ITEM	TOTAL MONTH	PRICE PER YEAR
(A) Mowing, Trimming, Pruning Procedures Services – April – October	\$ _____	_____
(B) Spring and Fall Seasonal Cleanup Services April 1 <sup>st</sup> – November 30 <sup>th</sup>	\$ _____	

**TOTAL of Items (A) through (B) above      BID TOTAL \$ \_\_\_\_\_**

Please note that Bidders may submit their respective bills within the appropriate 30-day time period for reimbursement by the Town of North Haven for services rendered. While the contract runs annually, the bulk of services required are between April and October.

BIDS SUBMITTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Authorized Signature                      Title

\_\_\_\_\_  
Street

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone Number                      FAX Number