

Legal Notice

**Town of Branford
Request for Bids**

“LANDSCAPE MAINTENANCE CONTRACTS”

<u>Contract #</u>	<u>Location</u>
#1	Town Green
#2	General Government Buildings
#3	Branford East
#4	Branford West
#5	Town Gardens
#6	Tisko Field and Damascus Cemetery
#7	Foote Park & Branford Point

The Town of Branford is accepting bid proposals for seven landscape maintenance contracts covering various town locations as stated above. The contracts will be from **7/1/2023** through **6/30/2026**. Each contract will have individual bid specification packets detailing locations to be covered and required services. Individual contract specifications may be obtained from the Finance Department, Branford Town Hall, 1019 Main Street, Branford, CT or on the Town’s website at www.branford-ct.gov.

Bids are to be submitted in a sealed envelope marked “**Landscape Maintenance Contracts**” with the contract number to the Finance Department, Attention, Purchasing Clerk, 1019 Main Street, Branford, CT 06405 by **11:00 a.m., Thursday March 23, 2023**. Bids will be publicly opened at **11:30 a.m.** in the basement conference room located on the ground level of Town Hall.

The Board of Selectmen or the majority reserves the right to select or reject any and/or all bids containing alternate proposals, to waive any informality in proposals and to reject any and/or all bids or accept such bid as shall, in their judgment, be in the best interest of the Town of Branford.

Tyechia Pettway
Purchasing Clerk

Legal Notice

Invitation to Bid

Town of Branford

Town Green Landscape Maintenance Contract #1

The Town of Branford, Office of the First Selectman, will accept bids for a landscape maintenance contract for the Branford Town Green for a contract period of **7/1/23 through 6/30/26**. The contract must include, mowing, trimming, removal of branches, leaves, debris, trash, **spring cleaning and fall cleaning (to include leaf pick-up)** etc.

Bids are to be submitted in a sealed envelope marked “**Branford Town Green Landscape Maintenance #1**” to the office of the Purchasing Department by **11:00 a.m. Thursday, March 24, 2023**. Bids will be publicly opened at **11:30 a.m.** in the basement conference room located on the ground level of Town Hall.

The Board of Selectmen or the majority reserves the right to select or reject any and/or all bids containing alternate proposals, to waive any informality in proposals and to reject any and/or all bids or accept such bid as shall, in their judgment, be in the best interest of the Town of Branford.

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Invitation to Bid

Town of Branford

Branford General Government Buildings Landscape Maintenance Contract #2

Sites include:

Branford Police Station
Volunteer Services Center
Branford Fire Headquarters
Branford Senior Center
Branford VNA Building
Branford Counseling Center

The Town of Branford, Office of the First Selectman, will accept bids for a landscape maintenance contract for the Branford Police Station, located on Laurel Street, the Volunteer Services Center, located on Harrison Avenue, The Branford Fire Headquarters, located on North Main Street, the Branford Senior Center, located on Cherry Street, the Branford VNA Building, located on Kirkham Street, and the Branford Counseling Center, located on Harbor Street: **(7/1/23 through 6/30/26)** to include mowing, trimming, removal of branches, leaves, debris, trash, **spring cleaning (to include mulching of gardens) & fall cleaning, (to include leaf pick-up)** etc; also to include weeding, weed killing, & **of curbs**, pruning, trimming and fertilizing all gardens of premises.

Bids are to be submitted in a sealed envelope marked “**Branford General Government Buildings Landscape Maintenance Contract #2**” to the office of the Purchasing Department by **11:00 a.m. Thursday, March 23, 2023**. Bids will be publicly opened at **11:30 a.m.** in the basement conference room located on the ground level of Town Hall.

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Invitation to Bid

Town of Branford

Branford East Landscape Maintenance Contract #3

Sites include:

Stony Creek Firehouse
West Point Field
Memorial Triangle
Willoughby Wallace Library
Bayview Park
Madera Park

The Town of Branford, Office of the First Selectman, will accept bids for a landscape maintenance contract for Stony Creek Firehouse, West Point Field, Memorial Triangle, Willoughby Wallace Library, Bayview Park, and Madera Park for the contract period **7/1/23 through 6/30/26** to include mowing, trimming, removal of branches, leaves, debris, trash, **spring & fall cleaning**, etc.

Bids are to be submitted in a sealed envelope marked “**Branford East Landscape Maintenance Contract 3**” to the office of the Purchasing Department by **11:00 a.m. Thursday, March 23, 2023**. Bids will be publicly opened at **11:30 a.m.** in the basement conference room located on the ground level of Town Hall.

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Invitation to Bid

Town of Branford

Branford West Landscape Maintenance Contract #4

Sites include:

Branford Hills Park
Lions Park
Pardee Park

The Town of Branford, Office of the First Selectman, will accept bids for a landscape maintenance contract for Branford Hills Softball Field, Lions Park and Pardee Park for the contract period **7/1/23 through 6/30/26** to include moving, trimming, removal of branches, leaves debris, trash, **spring & fall cleaning (to include leaf pick-up)** etc.

Bids are to be submitted in a sealed envelope marked “**Branford West Landscape Maintenance Contract #4**” to the office of the Purchasing Department by **11:00 a.m. Thursday, March 23, 2023**. Bids will be publicly opened at **11:30 a.m.** in the basement conference room located on the ground level of Town Hall.

The Board of Selectmen or the majority reserves the right to select or reject any and/or all bids containing alternate proposals, to waive any informality in proposals and to reject any and/or all bids or accept such bid as shall, in their judgment, be in the best interest of the Town of Branford.

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Invitation to Bid

Town of Branford

Town Gardens Landscape Maintenance Contract #5

The Town of Branford, Office of the First Selectman, will accept bids for a landscape maintenance contract for the Branford Town Gardens for the contract period **7/1/23 through 6/30/26** to include weeding, weed killing **& of curbs**, pruning, trimming, fertilizing all gardens, **spring cleaning (to include mulching) & fall cleaning** of Town Green center located at 1019 Main Street, to north including municipal town parking lot and Cedar Street gardens, to the east including Board of Ed gardens and across from Shoreline Café, and to the west including the 4th Ward gardens.

Bids are to be submitted in a sealed envelope marked **“Branford Towns Gardens Landscape Maintenance Contract #5”** to the office of the Purchasing Department by **11:00 a.m. Thursday, March 23, 2023**. Bids will be publicly opened at **11:30 a.m.** in the basement conference room located on the ground level of Town Hall.

The Board of Selectmen or the majority reserves the right to select or reject any and/or all bids containing alternate proposals, to waive any informality in proposals and to reject any and/or all bids or accept such bid as shall, in their judgment, be in the best interest of the Town of Branford.

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Purchasing Clerk

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Invitation to Bid

Town of Branford

Tisko Field & Damascus Cemetery Contract #6

The Town of Branford, Office of the First Selectman, will accept bids for a landscape maintenance contract for Tisko Field & Damascus Cemetery for the contract period **7/1/23 through 6/30/26** to include mowing, trimming, removal of branches, leaves, debris, trash, **spring and fall cleaning, (to include leaf pick-up)** etc.

Bids are to be submitted in a sealed envelope marked “**Tisko Field & Damascus Cemetery Contract #6**” to the office of the Purchasing Department by **11:00 a.m. Thursday, March 23, 2023**. Bids will be publicly opened at **11:30 a.m.** in the basement conference room located on the ground level of Town Hall.

The Board of Selectmen or the majority reserves the right to select or reject any and/or all bids containing alternate proposals, to waive any informality in proposals and to reject any and/or all bids or accept such bid as shall, in their judgment, be in the best interest of the Town of Branford.

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Purchasing Clerk

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Invitation to Bid

Town of Branford

Foote Park Gardens & Branford Point 350th Monument Gardens Contract #7

The Town of Branford, Office of the First Selectman, will accept bids for a landscape maintenance contract for Foote Memorial Park Gardens & Branford Point 350th Monument Gardens for the period of **7/1/23 through 6/30/26** to include mowing, trimming, removal of branches, leaves, debris, trash, **spring and fall cleaning (to include leaf pick-up)** etc.

Bids are to be submitted in a sealed envelope marked “**Foote Park Gardens & Branford Point 350th Monument Gardens Contract #7**” to the office of the Purchasing Department by **11:00 a.m. Thursday, March 23, 2023**. Bids will be publicly opened at **11:30 a.m.** in the basement conference room located on the ground level of Town Hall.

The Board of Selectmen or the majority reserves the right to select or reject any and/or all bids containing alternate proposals, to waive any informality in proposals and to reject any and/or all bids or accept such bid as shall, in their judgment, be in the best interest of the Town of Branford.

Tyechia Pettway
Purchasing Clerk

TOWN OF BRANFORD
OFFICE OF THE TREASURER



1019 Main Street
Post Office Box 150
Branford, CT 06405

(203) 488-8394
FAX: 315-3736

**General Requirements for Bidding
and
Instructions to Bidders**

NOTICE

Information provided in these specifications is ***CONFIDENTIAL*** and is to be used only for the purpose of preparing a proposal. It is further expected that each bidder will read these specifications with care, for failure to meet every one or a combination of specified conditions may invalidate the proposal.

The Town reserves the right to reject any or all bids or any portion thereof and to accept the bid deemed to be in the best interest of the Town of Branford.

Bidders are requested to submit quotations on the basis of these specifications. Alternate quotations will receive consideration providing such alternatives are clearly explained.

The information contained herein is believed to be accurate and is based upon the latest available information but is not to be considered in any way as a warranty.

Revised 5/2012
Standard Form

SECTION I - General Terms and Conditions

A. Compliance with Laws

The bidder shall at all times observe and comply with all laws, ordinances and regulations of the federal, state and local governments, which may in any way affect the preparation or the performance of the contract.

B. Timetable

Price quoted must be valid for **90** days. Delivery and installation completion dates must be included in the bid proposal.

C. Consideration of Proposals

The Board of Selectmen, or a majority of them, reserve the right to select or reject alternate proposals; to waive informality in proposals; and to reject any and all bids, or accept such bid as shall in its judgement be to the best interest of the Town of Branford.

D. Bid Bond *NOT REQUIRED*****

1. A certified check or bank draft made payable to the “Treasurer, Town of Branford”, or a satisfactory bid executed by the bidder and a surety company in an amount no less than five percent (5%) of the base bid, may be required with each proposal.
2. Checks or drafts will be returned to unsuccessful bidders within ten (10) business days of the bid award.

E. Performance Bond *NOT REQUIRED*****

Successful bidders may be required to furnish a Performance and Payment Bond in the amount of 100% of the contract sum.

F. Protection of Work and Property

Successful bidders shall be responsible for protection of their equipment and materials against theft, damage or deterioration on the site.

G. Competency of Bidders

1. Bidders shall have had proven experience in the field of work.
2. Bidders shall submit with their bid a listing of recent work performed within the State of Connecticut of the size equal to or greater than the work being bid.

H. Alternates

1. Any alternates to specified materials or workmanship must be separately listed and described in detail.
2. Alternates will be considered in awarding the contract only if they provide, as a minimum requirement, all features contained in the specifications.
3. The Town of Branford reserves the sole right to determine through its agents the equality of alternate products and/or installation procedures.

I. Bid Requirements

1. Each bidder shall return two (2) copies of the proposal sheet entitled “Bid Proposal”. Each bid proposal must be signed by an authorized agent of the bidder.
2. Each bidder must complete and have notarized the “Non-Collusion Affidavit of Bidder” form. This form must accompany all bids being submitted.
3. Each bidder must be in good standing with the Town of Branford.
4. Successful bidders must obtain any required governmental approvals.

J. Specifications – General

The contract shall include all labor and materials, tools and equipment and services required for proper performance of the work as specified hereinafter and as may be required for proper completion of the work in accordance with the highest standards of the trades involved.

K. Examination of Site

Prior to submission of the bid, contractor shall visit the site, consult with the supervisor, and become thoroughly familiar with all conditions under which the work will be installed. The contractor will be responsible for any assumptions made regarding the site for the work to be performed.

SECTION II - Insurance Requirements

Bidder shall agree to maintain in force at all times during which services are to be performed the following coverages and shall name the Town of Branford as an Additional Insured on a primary and non-contributory basis to the Bidder’s Commercial General Liability and Automobile Liability policies. **These requirements shall be clearly stated in the remarks section on the bidders Certificate of Insurance.** Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum Best’s Rating of “A”VIII-. In addition, all Carriers are subject to approval by the Town of Branford.

		(Minimum Limits)
General Liability	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations Aggregate	\$2,000,000
Excess/Umbrella Liability	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000
Professional Liability	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000
Cyber Liability ⁽¹⁾	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000
Workers’ Compensation and Employers’ Liability ⁽²⁾	WC Statutory Limits	
	EL Each Accident	\$500,000
	EL Disease Each Employee	\$500,000
	EL Disease Policy Limit	\$500,000

If any policy is written on a “Claims Made” basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of this contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting periods for claims for the policy in effect during the contract for two (2) years from the completion date.

Original, completed Certificates of Insurance must be presented to the Town of Branford prior to purchase order/contract issuance. Bidder/Contractor/Vendor agrees to provide replacement/renewal certificates at least 30 days prior to the expiration date of the policies. Should any policy be cancelled for nonpayment of premium, 10 days written notice must be provided to the Town. Should any of the policies be cancelled for other reasons, limits reduced or, coverage altered, 30 days written notice must be given to the Town.

Notes

- (1) Cyber Liability is required if Contractor is on Town’s network or houses Town information on their network.
- (2) Workers Compensation is required if employees come onto Town property.

Hold Harmless Requirements

The contractor shall, at all times, indemnify and save harmless the Town of Branford, its officers, agents, and servants on account of any and all claims, damages, losses, litigation expense, counsel fees and compensation arising out of injuries (including death) sustained by or alleged to have been sustained by the public, any or all persons affected by the contractor's work, or by the contractor, any subcontractor, material, men or anyone directly or indirectly employed by them or any one of them while engaged in the performance of this contract. The Town of Branford shall be named as an additional insured on said policy of public liability insurance to cover all claims against the Town arising out of said contract.

TOWN OF BRANFORD

Bid Specifications

“LANDSCAPE MAINTENANCE CONTRACTS”

GENERAL

The landscape maintenance contracts are for a three year period beginning July 1, 2023 and ending June 30, 2026.

ADDITIONAL REQUESTS

1. **References** will be required with submission of quote.
2. Upon submission of invoice (s), contractor and department head will meet to discuss **work performed as specified.**
3. **Certificate of Insurance** is required with bid proposal.
4. Properties need to be maintained and cut **weekly.**
5. Gardens & Curbs need to be maintained a **minimum of once a month, or as required.**
6. **Quality mulching product needs to be included in bid pricing.**
7. **Under extreme weather conditions or circumstances add alternates will be taken under consideration.**

TOWN OF BRANFORD

Bid Proposal Sheet

BID PROPOSAL FOR:

We hereby propose to furnish all labor and materials required for:

in accordance with the instructions to bidders and specifications.

We have visited the site and examined all conditions affecting the work.

We hereby propose to furnish all labor and materials required by the contract documents as follows:

Total Proposed Price:

7/1/23-6/30/24	7/1/24-6/30/25	7/1/25-6/30/26
\$ _____	\$ _____	\$ _____

Company Name: _____

Company Address: _____

Company Phone Number: _____

Signature of Authorized Representative

Date

Title

BID BOND REQUIRED NO
PERFORMANCE BOND REQUIRED NO

NON-COLLUSION AFFIDAVIT OF BIDDER

State of: _____

County of: _____, SS)

_____ ; being first duly sworn, deposes and says that:

- 1) S/he is (owner, partner, officer, representative or agent) of _____, the Bidder that has submitted the attached Bid:
- 2) S/he is fully informed regarding the preparation and contents of the attached Bid and of all pertinent circumstances regarding such Bid:
- 3) Such Bid is genuine and is not a collusive or sham Bid:
- 4) Neither the said Bidder nor any of its officers, partners, owner, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any Bidder, or to fix any overhead, profit or cost element of the bid price or the bid price of any other Bidder or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage with the Owner or any person interested in the proposed Contract.
- 5) The price quoted in the attached Bid is fair and proper and is not tainted by collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest.

Signed: _____

Title: _____

Subscribed and sworn before me this _____ day of _____, 20____.

Notary Public: _____

My Commission expires _____, 20____.