

# REQUEST FOR PROPOSAL

**PUTNAM PUBLIC SCHOOLS**  
**152 WOODSTOCK AVENUE**  
**PUTNAM, CONNECTICUT 06260**

## GROUNDS MAINTENANCE

**OWNER:**

**PUTNAM PUBLIC SCHOOLS**  
**BOARD OF EDUCATION OFFICES**  
**152 WOODSTOCK AVENUE**  
**PUTNAM, CONNECTICUT 06260**

**OWNER CONTACT:**

**NANCY T. COLE**  
**BUSINESS ADMINISTRATOR**  
**TEL: 860-963-6900**  
**E-MAIL: [COLEN@PUTNAM.K12.CT.US](mailto:COLEN@PUTNAM.K12.CT.US)**

**APRIL 2018**

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**INVITATION TO REQUEST FOR PROPOSAL**

ISSUING OFFICE: PUTNAM PUBLIC SCHOOLS  
BOARD OF EDUCATION OFFICES  
152 WOODSTOCK AVENUE  
PUTNAM, CONNECTICUT 06260

PROJECT: **Grounds Maintenance**

Vendors are invited to submit a sealed request for proposal on the Form provided in accordance with the requirements of this request for proposal and the following instructions. The work comprises grounds maintenance at Putnam Elementary School, Putnam Middle School and Putnam High School.

The Putnam School District will receive responses until **May 3, 2018 at 9:00 AM** at the Putnam Public Schools' Board of Education Offices. Interested parties are invited to attend. Responses will be opened publicly and read aloud immediately after the specified closing time.

Proposals are to be submitted on the enclosed Form in a sealed envelope and addressed as follows:

Putnam Public Schools  
RFP – Grounds Maintenance  
152 Woodstock Avenue  
Putnam CT 06260

Refer to the "Specifications" of this Request for Proposal for other requirements. No vendor may withdraw their proposal within three (3) calendar days after the actual date of opening thereof without the consent of the Putnam School District.

This Request for Proposal may be requested or picked up from the Putnam Public Schools' Board of Education Offices on or after **April 9, 2018** (Saturdays, Sundays and Legal Holidays excluded) between the hours of 9:00 AM and 4:00 PM. Contact Nancy Cole by calling 860-963-6900 Ext 5003 or via e-mail at: [colen@putnam.k12.ct.us](mailto:colen@putnam.k12.ct.us).

**A mandatory pre-bid conference will be held at Putnam Elementary School, 33 Wicker Street, Putnam, CT on April 17, 2018 at 10:00 AM.** Contact Marc Coderre, School Facilities Director, at 860-963-6930 or via email at [coderrem@putnam.k12.ct.us](mailto:coderrem@putnam.k12.ct.us), if you have any questions.

Prospective vendors' attention is referred to the State requirements pertaining to conditions of employment to be observed, including Workmen's Compensation and Equal Employment Opportunities.

The Putnam School District reserves the right to waive irregularities and to reject any or all responses, wholly or in part, to waive any informalities or defects in any or all responses and to make awards deemed in the best interest of the Putnam Public Schools, which may not be the lowest cost proposal.

**SPECIFICATIONS****1. PURPOSE**

The purpose of this request for proposal is to solicit prices for Grounds Maintenance at the Putnam School Districts' three facilities:

Putnam Elementary School  
33 Wicker Street  
Putnam, CT 06260

Putnam Middle School  
35 Wicker Street  
Putnam, CT 06260

Putnam High School  
152 Woodstock Avenue  
Putnam, CT 06260

**2. SCOPE OF WORK**

Furnish all labor, equipment and material necessary to complete the maintenance of turf and plantings as specified herein. The work to be completed, but not limited to, shall include the following.

**A. SCHEDULED SERVICES**

Mowing, trimming, edging. The sites shall have twenty-seven (27) scheduled mowings per year from May 1 through October 31. These services are meant to be automatic.

**B. MOWING**

- 1) All lawns shall be mowed once per week during peak growing season (spring and fall), or shall be adjusted by prior consultation between the vendor and Director of School Facilities to make necessary schedule changes.
- 2) Mowing will be done during the months of May and June, and September and October, during off school hours (3 PM to 8 PM) or on Saturday. Mowing may be done during the months of July and August during normal business hours.
- 3) Mowing will be done without disturbing bed area, shrubbery or structures. Push mowers will be required where necessary.
- 4) Areas by trees, shrubs, building foundations, posts or other obstructions will be done by push mowers.
- 5) Leaves, grass clippings or other debris will be removed from walkways, curbs and air conditioner units.
- 6) Grass clippings or other debris will be removed from the mowing sites.
- 7) Litter, debris and loose stone on lawn areas will be removed prior to mowing.
- 8) Mowing around all planted beds, tree wells and such areas shall be such that grass clippings are directed away from these areas.
- 9) Cutting of retention ponds shall be done twice (2) per season.

**C. TRIMMING**

- 1) All lawn areas adjacent, but not limited to buildings, walkways, curbs, lights, signs, trees, beds and fences shall be trimmed to approximately two (2) inches.

**3. AREAS TO BE MOWED – refer to Appendix A - Map****A. PUTNAM ELEMENTARY SCHOOL**

Long eastern side of the driveway (thin side of the driveway) up to the upper teacher parking lot, island with 3 trees near lower teacher parking lot, flag pole island, island with fire pull box, island from triple door to crosswalk, area near transportation, behind Putnam Elementary School offices and along the fence line and near the Family Resource Center (back of building).

**B. PUTNAM MIDDLE SCHOOL**

Area adjacent to the cafeteria and auditorium entrances, flagpole area near main entrance, small island near receiving, and around the back of the school from the gray shed to the back of the auditorium area.

**C. PUTNAM HIGH SCHOOL**

All areas from Milton Street to Vandale Street and to Woodstock Avenue.

**4. OPTIONAL SERVICES**

The Putnam School District is also interested in receiving cost proposals for the following optional services.

Mulching, spring and fall clean-ups, debris removal and bed maintenance. These services are not automatic services and are not to be performed unless requested in writing by the Director of School Facilities.

**A. SPRING CLEAN UP**

- 1) All debris, including, but not limited to, branches, stones, and paper shall be removed from the lawn areas.
- 2) All weeds will be removed from mulched areas; existing plantings will be cleared of debris, dead branches, and stones.
- 3) All mulch will be loosened and reshaped.
- 4) All foundation beds and tree wells will be mechanically edged.

**B. FALL CLEAN UP**

- 1) All lawn areas, beds and mulched areas will be cleaned of leaves, branches, litter, stones and other debris.

**C. MULCHING**

- 1) An application of a sufficient amount of double shredded dark brown bark mulch is to be made on all beds to provide approximately two (2) inches of new mulch.
- 2) This mulching is to be accomplished during the second or third full week in August, prior to the beginning of the new school year.
- 3) Mulching material is to have prior approval of the Putnam Public Schools. The mulch should be termite and disease free.
- 4) Mulch is to be applied around the trees in such a way not to suffocate the trees.

**5. INSURANCE**

Vendors shall obtain and maintain, at the Vendor's expense, such insurance as will protect the Vendor from claims under Workers' Compensation and Comprehensive General Liability Insurance that will protect the Putnam School District from all claims of bodily injury, death or property damage which may arise from the performance by the Vendor or the Vendor's employees in their functions and services to the Putnam School District.

Limits of insurance shall be \$1,000,000 per occurrence, \$2,000,000 aggregate. Workers' Compensation shall be in accordance with Connecticut Statutes. The selected vendor shall, within five (5) business days of the award, provide proof of this insurance.

**6. VENDOR INFORMATION**

- a. Describe the experience of your firm in providing and supporting the type of work being proposed. Include the length of time your company has been in business.
- b. Include the most relevant work of the this type of similar size and scope as is proposed.
- c. Provide a list of other business clients for whom you have done similar work.

**7. REFERENCES**

Vendors must provide references of at least three (3) business clients for whom they have completed a similar project. Preference is for references which are similar in size and scope. Please provide the following information for each reference:

Name of Organization:  
Contact Person:  
Phone Number:  
E-Mail Address:  
Date of Work (e.g. November 2017):

**8. EVALUATION CRITERIA**

Responses to the Request for Proposal will be evaluated according to the following criteria:

- Cost of project;
- Background and experience in providing this type of work;
- Length of time in business;
- The company's client references and demonstrated record of successful implementations in at least three (3) business clients;
- Quality, clarity, responsiveness and completeness of proposal in conformance with instructions.

All evaluations and judgments about the proposals shall be made solely by Putnam School District representatives. All selection decisions shall be made by the Putnam School District in its complete and sole discretion. The Putnam School District will select the Request for Proposal it deems as the best possible solution and value for the Putnam School District, which may not be the lowest priced option.

**FORM**

DATE: \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_  
 Firm Name

\_\_\_\_\_   
 Mailing Address

\_\_\_\_\_   
 City/State/Zip

TELEPHONE: (\_\_\_\_) \_\_\_\_\_

FAX: (\_\_\_\_) \_\_\_\_\_

E-MAIL: \_\_\_\_\_

CONTACT: \_\_\_\_\_   
 Name/Title

**1. PROPOSAL**

The undersigned hereby attests-by-signature, having examined the details in the Request for Proposal, and hereby offers to perform the work for the sum as indicated below.

Description	Price
Mowing and Trimming for Putnam Elementary School, Putnam Middle School and Putnam High School	\$
<b>TOTAL</b>	\$

Please provide pricing on the following alternate options as outlined in this request for proposal.

Description	Price
Alternate Option: Spring Clean Up	\$
Alternate Option: Fall Clean Up	\$
Alternate Option: Mulching	\$
<b>TOTAL</b>	\$

The undersigned certifies under penalty of perjury that this response is in all respects bonafide, fair and made without collusion or fraud with any other person. As used in this Section, the word "person" shall mean any natural person, joint venture, partnership, corporation, or other business or legal entity.

**2. ACCEPTANCE**

This offer shall be open to acceptance and is irrevocable for three (3) calendar days from the closing date. The successful vendor will be required to furnish a Certificate of Insurance meeting or exceeding the minimum coverage as indicated in the Specifications within five (5) business days of the award.

**3. HOURS FOR WORK**

The undersigned certifies that he/she will schedule the work to conform with the school system's operations and that the work will be performed during mutually agreed upon hours as specified in the request for proposal.

**4. SIGNATURE**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed Name/Title

**END OF DOCUMENT**