

# TOWN OF LEDYARD CONNECTICUT

741 Col. Ledyard Hwy.  
Ledyard, CT 06339  
(860) 464-8740  
(860) 464-1126 FAX

BID PACKAGE

for

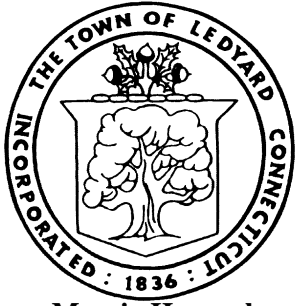
**BID #2010-05**

**GENERAL MAINTENANCE SERVICES**

for the

PARKS AND RECREATION COMMISSION  
TOWN OF LEDYARD, CT

September 2009



**Marcia Hancock**  
**Director of Finance**

# **TOWN OF LEDYARD**

## **CONNECTICUT**

741 Col. Ledyard Hwy.  
Ledyard, CT 06339  
(860) 464-8740  
Fax (860) 464-1126

September 14, 2009

### **TOWN OF LEDYARD**

#### **INVITATION TO BID - #2010-05**

#### **GENERAL MAINTENANCE SERVICES** **LEDYARD PARKS AND RECREATION COMMISSION**

The Town of Ledyard requests sealed bids for general maintenance services for the Town of Ledyard Parks and Recreation Commission. Requests are available by contacting Ms. Doris Fonner at (860) 464-8740 between the hours of 9:00 a.m. and 4:00 p.m., or at the Ledyard Town Hall, 741 Colonel Ledyard Highway, Ledyard, CT 06339.

Bids will be received until 2:30 p.m. on Thursday, October 15, 2009, at the above address, at which time they will be publicly opened and read aloud in the office of the Mayor.

The Town of Ledyard reserves the right to reject any or all bids and waive the informalities or irregularities in the bid procedure or bids.

The award of a contract, if awarded, will be to the lowest responsible bidder, provided that the bid is reasonable, and provided that it is in the best interest of the Town of Ledyard to accept such bid, and subject to any choice by the Town of Ledyard as to any alternate specifications as may be agreed upon.

Marcia Hancock  
Director of Finance

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

**TOWN OF LEDYARD  
PARKS AND RECREATION COMMISSION  
GENERAL MAINTENANCE SERVICES  
BID # 2010-05**

**BIDDING INSTRUCTIONS**

The Director of Finance will receive sealed bids for general maintenance services for the Town of Ledyard Parks and Recreation Commission.

A. CLOSING DATE

Bids will be received until 2:30 p.m., Thursday, October 15, 2009, at which time they will be publicly opened and read in the Mayor's Office, Ledyard Town Hall, 741 Colonel Ledyard Highway, Ledyard, CT

B. INSTRUCTIONS

Bids must be submitted in sealed envelopes addressed to the Director of Finance, Ledyard Town Hall, 741 Colonel Ledyard Highway, Ledyard, CT 06339, and are to be endorsed in the lower left-hand corner, "Proposal for General Maintenance Services for the Town of Ledyard Park and Recreation Commission, opening 2:30 p.m., Thursday, October 15, 2009."

Bids must be submitted in **duplicate** using the attached bid form. Bidder shall retain a copy of bid form.

TOWN OF LEDYARD  
PARKS AND RECREATION DEPARTMENT  
GENERAL MAINTENANCE SERVICES

SPECIFICATIONS  
BID # 2010-05

I. QUALIFICATIONS OF BIDDERS.

Contractors submitting bids must be an established maintenance firm with a minimum of five years in said business. The Town of Ledyard, hereafter referred to as the Town, will make such investigations as it deems necessary to determine the qualifications of the Contractor to perform the work and the Contractor shall furnish to the Town all such information and data for this purpose in such form as the Town may require. The Town reserves the right to reject any bid if evidence submitted by or investigation of such Contractor fails to satisfy the Town that such Contractor possesses the skills, ability and integrity necessary to a faithful performance of the work. Conditional bids will not be accepted.

II. QUALIFIED BIDDER.

- A. This contract will be awarded on the basis of proposals which will provide the Town with the best cost benefit.
- B. In determining the skill, ability and integrity of the Contractor the following elements will be considered; whether the Contractor (a) has previously failed to perform properly, or complete on time, contracts of a similar nature; (b) is not in a position to perform the contract; (c) has habitually and without justification caused neglected the payment of subcontractors, material, men or employees; (d) maintains a permanent place of business; (e) has adequate manpower and equipment to do the work properly and expeditiously; (f) has suitable financial status to meet the obligations incident to the work; (g) has appropriate technical experience.
- C. The successful Contractor will be required to furnish all maintenance equipment as required below, including oil and gas for all equipment. The successful Contractor must have a 35hp tractor equipped to pull 72" over seeder, aerator and must have bucket on the tractor. Must also have two (2) one ton dump truck, one (1) trailer 12,000lb sufficient to move 15' bleachers, soccer goals, and to move picnic tables, a 3,000lb trailer and a tractor with a backhoe. A Successful Contractor must also have one (1) Groommaster with the following attachments, aerator, infield groomer (renovator), rake, and front plow. 3 point hitch post hole digger, sod cutter, skid steer, backpack blowers, chain saws, power pole saw, power trimmers and plate compactor. Please provide pictures and one other form of ownership with identification for all equipment.

III. BIDDER QUALIFICATION.

The bidder is required to complete the following form and to submit it with his bid to enable the Town to make inquiries and judge as to the bidder's experience, skill, available financial resources, credit and reliability.

A. Number of years the bidder has been in the maintenance/service business: \_\_\_\_\_

B. All names by which the bidder has conducted business during the previous five (5) years: \_\_\_\_\_  
\_\_\_\_\_

C. List the maintenance/services contracts presently under contract by the bidder, annual dollar value of the contract (2), and contract completion date(s).  
\_\_\_\_\_  
\_\_\_\_\_

D. Has the bidder ever failed to complete work awarded:    Yes    No  
If so, state the circumstances: \_\_\_\_\_  
\_\_\_\_\_

E. Does the bidder intend to subcontract any of the services required under this contract?  
Yes    No  
If the answer to E above is yes, please identify the firm or firms you intend to use, and briefly describe their experience and qualifications.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

F. Please identify the equipment to be used on this contract by type, model, year, capacity, and owner. If not owned by your firm at the time of bid submission, indicate if the equipment is to be rented or purchased, along with evidence that a firm agreement exists for your acquisition of the equipment contingent upon award of the contract.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

G. List your references (preferably municipalities) and those of any firms with whom you intend to subcontract: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

H. Name and address of your Bank reference:  
\_\_\_\_\_

IV. LOCATION OF PARKS AND RECREATION FACILITIES, STANDING EQUIPMENT, ACTIVITIES AND ANTICIPATED DATES OF USE.

It is the responsibility of **each** Contractor to become familiar with **each** facility and the maintenance requirement to **each**. All Contractors should view all athletic fields, parks, the beach, all playgrounds and other open areas to be maintained, and shall judge for themselves all the circumstances and conditions affecting their bid proposal. Failure on the part of any Contractor to make such examination and to investigate thoroughly shall not be grounds for any declaration that the Contractor did not understand the conditions of this invitation to submit a bid for labor and services. The Ledyard Parks and Recreation Commission's parks, athletic facilities, the beach, all playgrounds, standing equipment activities and anticipated dates of use are as follows:

**CLARK'S FIELD (1 FIELD)**

LOCATION: TOWN FARM ROAD

Used by: Ledyard Soccer Club and Lacrosse

Dates: Mid April to end of November

Equipment: Complete fencing with safety fencing, backstops, soccer goals and lighting system.

Activities: Lacrosse, and soccer

**JUDGE CRANDALL COMPLEX (2 BALLFIELDS & 1 FOOTBALL FIELD)**

LOCATION: JUNCTION OF RTE 12 & 214

Used by: Ledyard Youth League

Dates: Mid April to end of November

Equipment: Backstops, safety fencing, concession/storage building, football goals, lighting and irrigation system.

Activities: Baseball and football

**PFIZER'S FIELD (4 BALL FIELDS/2 SOCCER FIELDS)**

LOCATION: RTE 214

Used by: Ledyard Youth, Girls, and Soccer League and Play area

Dates: Mid April to end of November

Equipment: Backstops, safety fencing, soccer goals and playscape

Activities: Baseball, softball, soccer and play area

**COLONEL LEDYARD PARK**

LOCATION: BLONDERS BOULEVARD, LEDYARD

Used by: General Public, Ledyard Youth League, Recreational League, Ledyard Soccer Club, Ledyard High School.

Dates: First of April to end of November

Equipment: Two ball fields with safety fencing, storage/restrooms, soccer field, basketball and 2 tennis courts, horseshoe pits, 1 ½ miles of trails, picnic tables, playground equipment, 50'x100' pavilion with lights, park benches and playscape

Activities: Soccer, baseball, picnics, family/business picnics and playscape

**MODEL PARK**

LOCATION: MODEL PARK ROAD (in the Highlands):

Used by: General Public/play area

Dates: Year round

Equipment: Playscape

Activities: Play area

**ALJEN HEIGHTS (1 BALL FIELD/SOCCER FIELD)**

LOCATION: ALJEN AVENUE:

Used by: Ledyard Girls League and Ledyard Soccer Club

Dates: April to November

Equipment: Field fencing, backstop and playscape

Activities: Softball and soccer/play area

**CHRISTY HILL (1 FIELD)**

LOCATION: EAST DRIVE

Used by: Ledyard Youth League and Ledyard Girls League

Dates: April to November

Equipment: Safety fencing, backstop, playground/basketball court, playscape

Activities: Baseball/softball and play area

**SAWMILL PARK:**

LOCATION: RTE 214

Used by: General Public

Dates: Year round

Equipment: Lights for pond

Activities: Winter skating and Historic District operation of the sawmill.

**HIGHLAND'S LAKE**

LOCATION: SHEWVILLE ROAD

Uses: General Public,

Dates: Mid April to November

Equipment: Rafts, buoys, picnic tables, boats, lifesaving equipment and  
2 lifeguard stands, pavilion, and sand volleyball court

Activities: Open swim, swim lessons, family picnic/baseball

**LEDYARD MIDDLE SCHOOL (4) FIELDS)**

LOCATION: ROUTE 214

Used by: General Public, Navy, Ledyard Youth, Girls, Soccer, Lacrosse  
and Recreational League

Dates: First of April to end of November

Equipment: Four backstops, soccer and lacrosse goals, safety fencing and  
walking path

Activities: Softball, baseball, soccer, football, lacrosse and walking path

**GALLUP HILL SCHOOL (1 FIELD)**

LOCATION: TOWN FARM ROAD

Used by: Ledyard Girls League

Dates: April to July

Equipment: One backstop and safety fencing

Activities: Softball

**JULIET LONG SCHOOL (1 FIELD)**

LOCATION: OLD QUARRY ROAD

Used by: Ledyard Youth League

Dates: April to July

Equipment: Backstop and safety fencing

Activities: Baseball

**DONAHUE PROPERTY (1 FIELD)**

LOCATION: WINTHROP ROAD

Used by: General Public

Dates: Year round

Equipment: Large playscape

Activities: Play area

**ERICKSON PROPERTY**

LOCATION: MILITARY HIGHWAY, GALES FERRY

Used by: General Public  
Dates: April – November  
Activities: Park and picnic area

**LEDYARD FAIR GROUNDS**

LOCATION: LEDYARD CENTER – RTE 117

Used by: Fair and General Public  
Dates: April – November  
Activities: Ice skating, special events, horse show, fair

**PURDY FELD**

LOCATION: TOWN FARM ROAD, ADJACENT TO CLARKS FIELD

Used by: General Public  
Dates: Mid-April to end of November  
Equipment: Complete fencing, goals, lights  
Activities: Soccer and lacrosse

**CLARKS FARM PROPERTY**

LOCATION: ROUTE 117, LEDYARD

Used by: Ledyard Soccer  
Dates: Mid-April to end of November  
Equipment: Goals  
Activities: Soccer

Please note that the facilities noted above have the necessary basic support equipment, such as; bases, home plates, pitcher’s plates, soccer goals, football goals, player benches, bleachers, trash cans, tennis nets, basketball nets, etc. All support equipment must be stored properly during the winter months.

V. SCOPE OF THE WORK.

**THE TOWN OF LEDYARD PARKS AND RECREATION FACILITIES SHALL BE MAINTAINED AS FOLLOWS:**

A. SPRING PREPARATION OF ALL ATHLETIC FACILITIES.

**All baseball, softball, T-ball, soccer and lacrosse.** This includes and shall not be limited to the following services; rototilling of all infields, baselines, edge cutting of all infields and base paths, rebuilding of all pitcher’s mounds and home plate areas, rolling of all infields and outfields, fertilizing, liming and seeding of all fields, fill low areas in the infields and outfields, installation of pitcher’s plate, home plate, bases, backstops (plastic), safety fencing (plastic) and other related

work to ensure daily safe and playable athletic facilities. Schedule and complete spring seeding, fertilizing and liming of all fields.

- Deliver marking lime, rakes, shovels, etc. to all aluminum boxes.
- Move all bleachers as required.
- Check flagpole at Judge Crandall.
- Distribute aluminum boxes.
- Placement of trash cans, player benches, and picnic table.
- Spread loam/clay/sand/or beam clay.
- Install fencing at Clark's Field and T-ball fields.
- Fields to be laid out per league requirements.
- **All fields to be rolled prior to spring play.**
- Repair of all bleachers, player benches and picnic tables.
- Install soccer and lacrosse goals and paint the fields.

The Ledyard Parks and Recreation Department's spring baseball season traditionally opens in mid-April, the maintenance work is usually completed by late July. However, maintenance work on some facilities may vary according to the particular needs of a facility and league.

**B. SPRING PREPARATION TO HIGHLAND'S LAKE.**

This includes and shall not be limited to the following services: Installation of buoy lines, placement of aluminum boxes, boats, picnic tables, spread sand, drag beach, installation of volleyball net and necessary sand for court, installation of horseshoe pits, fill if needed, install/repair picnic area, add sand to playground, make necessary repairs to playground, small pavilion and grills, fill holes in parking lot, install necessary beach and safety signs, and other related work to ensure safe and clean beach area.

Highland's Lake traditionally opens to the public by mid May. Lifeguard coverage begins mid June and ends on Labor Day.

**C. SPRING PREPARATION TO SAWMILL PARK, MODEL PARK, ERICKSON PARK AND LEDYARD FAIR GROUNDS.**

This includes and shall not be limited to the following services: Install all safety signs, picnic tables, benches, grills, clean entire area, add sand to playground, make necessary repairs to swing set, slides, etc., remove brush/leaves, and all other related work to ensure safe and clean parks.

Maintenance work on Sawmill Park, Model Park and Erickson Park facilities commence in mid-April and stops the end of November.

D. ROUTINE MAINTENANCE TO ALL ATHLETIC FACILITIES.

**All baseball, softball, T-ball, lacrosse and soccer fields.** This includes and shall not be limited to the following services: Dragging, painting, liming, fill holes, inspect and make necessary repairs to bases, home plates, pitcher's mounds, safety fencing, roll the infield and outfield of all fields, backstops, player benches, check and add marking lime if necessary. This to be done every Monday, Wednesday, and Friday of the playing season. Also includes all other related work to ensure safe and playable athletic facilities.

**Infields located at Judge Crandall, Colonel Ledyard Park, Pfizer's, Ledyard Middle School field, Christy Hill, Aljen Heights, Juliet Long, Clark's Field, and Gallup Hill Schools to be rototilled every two weeks. Outfields of all fields (aforementioned fields) to be aerated every two weeks.**

Ledyard Parks and Recreation Department's spring baseball season traditionally commences in mid-April and the maintenance work is usually completed by late July. However, maintenance work on some facilities may vary according to the particular needs of the facility and league.

E. ROUTINE MAINTENANCE TO SAWMILL PARK, MODEL PARK, ERICKSON PARK AND FAIRGROUNDS.

This includes and shall not be limited to the following services: Cleaning of entire picnic area, inspection/repair of picnic tables, cooking grills, replacement of bulbs, inspection and repair to playground equipment, inspection of tennis net/volleyball nets/basketball nets. Stain playground apparatus, repair/add landscaping timber, and add sand or other materials per the Parks and Recreation Director. Inspections to be done at least twice per week to ensure a safe and usable park.

Colonel Ledyard Park traditionally opens mid-April and officially closes mid-November.

F. ROUTINE MAINTENANCE TO HIGHLAND'S LAKE.

This includes and shall not be limited to the following: **Daily dragging (7 days per week) of beach prior to 8:00 a.m.**, cleaning of debris on the beach, rake out and fill depressions, fill and drag beach after heavy rainfall, fill and drag parking lot, check and repair lifeguard stands, fencing, volleyball court and playground

area. Horseshoe pits, grills, park benches, picnic tables, pavilion, parking lot and other related work to ensure a safe and clean beach area. Highland's Lake traditionally opens to the public by mid May. Lifeguard coverage begins mid June, swim lessons begins last week in June and end second week of August, and lifeguard coverage ends Labor Day. Additional requirements are as follows; distribute aluminum boxes, drag volleyball court and add sand or clay when required.

G. FALL PREPARATIONS OF ALL SOCCER, FALL BASEBALL, FALL SOFTBALL AND FOOTBALL FIELDS.

This includes and shall not be limited to the following services: Layout of all soccer, fall baseball and football fields per league instructions, erection of all soccer goals, fill depressions in the infield, and on the fields itself, install all soccer nets, weekly painting of all soccer fields on Wednesdays and football fields on Thursdays or Fridays, move bleachers, player benches and trash cans as required, dismantle fencing at Clark's Field, check flag pole at Judge Crandall, all football and soccer fields must be rolled, check lighting system at Judge Crandall and Clark's Fields, and ensure safe and playable athletic facilities.

Ledyard Parks and Recreation Department currently uses up to 12 soccer fields and 1 and ½ football fields. Season traditionally begins mid August and ends mid November. Additional requirements are as follows:

- Distribute bleachers, player benches, aluminum boxes and trash cans.

H. ROUTINE MAINTENANCE TO ALL SOCCER AND FOOTBALL, BASEBALL AND SOCCER FIELDS.

This includes and shall not be limited to the following services: Weekly painting of all fields, inspection of all goals, nets, bleachers, trash cans, removal of any surface rocks, and fill all depressions. Seed all worn areas on the football field and all soccer fields and aerate every week. Paint softball and baseball fields.

Note: **Due to weather, football and soccer fields may be painted more than twice per week.**

I. LEAGUE (SOFTBALL AND BASEBALL) OPENING DAY REQUIREMENTS.

Opening Day Ceremonies of Ledyard Leagues are as follows:

- Ledyard Girls Softball League traditionally conducts Opening Day on the last Saturday in April with the following Sunday scheduled as a rain date.

- Ledyard Youth League traditionally conducts Opening Day on the first Saturday in May with the following Sunday scheduled as a rain date.

**The following requirements will be accomplished prior to 8:00 a.m. and to the satisfaction of League Officials on scheduled opening day including rain date) for the Ledyard Youth League and the Ledyard Girls Softball League.**

1. Ledyard Youth League.

All spring preparatory work must be done. All bleachers must be in place with trash cans, etc. The following fields will be used for Opening Day Ceremonies:

- 2 at Judge Crandall
- 1 at Juliet Long School
- 4 at Middle School
- 2 at Pfizer's
- 2 at Colonel Ledyard Park
- 2 at Ledyard High School

The following must be done prior to ceremonies:

- Lime box areas, lime first base and third base lines
- Paint foul lines
- Drag then hand rake infields
- Install bases
- Check pitcher's mounds
- Clean entire area
- Any other items as desired by League Officials

2. LEDYARE GIRLS SOFTBALL LEAGUE.

All spring preparatory work must be in place with trash cans, etc. for Opening Day. The following fields will be used for Opening Day:

- 2 at Judge Crandall
- 4 at Middle School
- 1 at Juliet Long School
- 1 at Pfizer's Field

The following must be done prior to ceremonies:

- Lime box areas, lime first base and third base lines
- Paint foul lines
- Drag, then hand rake infield

- Install bases
- Check pitcher's mounds
- Clean entire area
- Any other items as desired by League Officials.
- All work must be completed by 8:00 a.m.

J. SUPPORT MAINTENANCE.

This includes and shall not be limited to the following services: Moving bleacher, aluminum boxes, picnic tables, playground boxes, player benches, sporting equipment such as basketball backboards, repair/install indoor soccer goals, repairing backstops, safety fencing, etc., spreading loam, clay, sand, fertilizing, seeding, making necessary repairs to any and all support/park/beach equipment aerate fields, seeding of all main athletic facilities, necessary repairs to all playground including additional sand, stain playground equipment, lumber, support equipment, **all labor, equipment necessary for special events such as, softball, hardball, soccer tournaments and any other type of Special Activities.**

K. PLAYGROUND AND BEACH OPERATIONS.

This includes and shall not be limited to the following services: Deliver all necessary equipment to designated sites, deliver aluminum boxes, playground boxes, picnic tables and other equipment that is required to operate the beach and all playgrounds.

Playground and swim program traditionally begins last week in June and ends second week of August. Up to 8 playgrounds will need materials.

L. TOURNAMENTS.

End of the season games or tournaments for Football, Soccer, Baseball, and Wrestling. Basketball, Softball and other related sports or activity sponsored by Ledyard Parks and Recreation Department and its co-sponsors.

1. FOOTBALL AND SOCCER.

All locations must be painted daily during the tournament, bleachers, trash cans, safety fencing, goals nets, player benches, trash cans, player boxes, safety fencing, lime, limers, and paint machines, all must be in place before games commence. All low areas must be filled with loam and seeded then rolled. All safety fencing be it green, white, or orange, must be installed per league instructions and any and all other related items

necessary for a safe and successful tournament. Weekdays the fields must be ready by 4:00 p.m. and on weekends the fields must be ready by 7:00 a.m.

2. SOFTBALL AND HARDBALL.

All locations must be painted, limed, dragged, cleaned, trash picked up daily during the tournament, bleachers, trash cans, safety fencing, all home plates, pitcher's plates, bases, break-a-ways or anchor must be installed and recalculated for distance. Fill all holes in the infield and outfield, spread infield mix, rototill and roll both the infield and outfield, all safety fencing including fencing for dugouts and other safety features. All steel boxes must have lime, limers, quickdry, shovels, rakes, first aid kits, and bases. On weekdays the fields must be ready by 4:00 p.m. and on weekends fields must be ready by 7:00 a.m.

3. WRESTLING AND BASKETBALL.

All mats, junior size basketball backboards, all cages, all basketball equipment, cleaning materials, tables, chairs must be transported to various schools in Ledyard or to Colonel Ledyard Park.

4. SPECIAL TOWN WIDE ACTIVITIES.

There may be requests from time to time to move picnic tables, bleachers, and other items required for the Ledyard Fair in September, Memorial Day Parade, Children's Day and other Town wide activities.

VI. GENERAL CONDITIONS.

The successful Contractor will be required to execute a contract for the services to be provided with the Town of Ledyard.

The ultimate objective of the labor and services to be provided by successful Contractor is that the athletic fields, parks, beach, playgrounds and picnic grounds shall be kept in good repair and free of debris according to the needs of the P&R Commission and the Youth Leagues of the Town of Ledyard. Accordingly, the successful Contractor will be required to guarantee and warrant that they have sufficient experience and expertise to determine with reasonable certainty the required time and number of workmen necessary to accomplish said objective in submitting his/her bid. The Town's judgment as to performance will, therefore, be based primarily on the continuous acceptable appearance of the fields and grounds.

The successful Contractor will be required to furnish all equipment, including oil and gasoline for that equipment. Equipment must not be left unattended at any of the fields, parks or open areas, and must be removed from the work sites daily. The successful Contractor must provide its own vehicles for transporting equipment to and from the work sites.

It is also agreed to, by both parties involved, due to the nature of said work, sufficient latitude is provided to perform additional requirements that may arise or other related work to ensure safe, clean, playable athletic facilities and usable parks and beaches and/or other properties under the jurisdiction of this Department.

VII. SCHEDULING AND RESPONSE TIME.

Any work necessary to be performed after regular working hours, on Sundays or legal holidays shall be performed without additional expense to the Town. It is also agreed to by all parties that all necessary dates, opening days and special requirements shall be formulated two weeks prior to the commencement of various League functions, etc.

It is agreed by the Contractor that the response time will be no greater than four (4) hours, seven days per week for the length of this contract.

It is the responsibility of the Contractor to check in with the Parks and Recreation staff **daily** to inquire of last minute items or additional needs. Contractor to call the office of the Ledyard Parks and Recreation Department, Monday through Friday between the hours of 7:30 a.m. – 8:30 a.m. for updates. If the Director is not available, the Assistant Director or the Administrative Aide will inform the Contractor of current needs.

VIII. CONDITIONS OF WORK.

The Contractor shall and will, in good workmanlike manner, perform all work and furnish all supplies and materials, machinery, equipment, facilities and means, except as herein otherwise expressly specified, necessary or proper to perform and complete all work required by this contract, within the time herein specified, in accordance with the provisions of this contract and said specification. The Contractor shall observe, comply with and be subject to all terms, conditions, requirements and limitations of the contract specifications, and shall carry on and complete the entire work to the satisfaction of the P&R Director.

IX. WEATHER CONDITIONS OR OTHERWISE.

In the event of temporary suspension of work, or during inclement weather, or whenever the P&R Director shall direct, the Contractor will, and will cause his subcontractors to protect carefully his and their work and materials against damage or injury from the

weather. If, in the opinion of the P&R Director, work or materials shall have been damaged or injured by reason of failure on the part of the Contractor or any of his subcontractors so to protect his work, such materials shall be remove and replaced at the expense of the Contractor.

X. PROTECTION OF WORK AND PROPERTY-EMERGENCY.

The Contractor shall at times safely guard the Town's property from injury or loss in connection with this contract. He shall at all times safely guard and protect his own work and that of adjacent property from damage. The Contractor shall replace or make good any such damage, loss or injury unless such be caused directly by errors contained in the contract or by the Town, or his duly authorized representatives. In case of an emergency which threatens loss or injury of property, and/or safety of like, the Contractor will be allowed to act, in a diligent manner. He shall notify the P & R Director immediately thereafter. Any claim for compensation by the Contractor due to such extra work shall be promptly submitted to the P&R Department for approval.

XI. REPORTS, RECORDS AND DATA.

The Contractor shall submit to the Town on a monthly basis all scheduled of quantities and costs, progress schedules, payrolls, reports, estimates, records and other data as the Town may request concerning work performed or to be performed under this contract.

XII. COMPLETION OF CONTRACT.

The acceptance by the Contractor of final payment shall be and shall operate as a release to the Town of all claims and all liability to the Contractor for all things done or furnished in connection with this work and for every act and neglect of the Town and other relating to or arising out of this work. No payment, however, final or otherwise, shall operate to release the Contractor or his sureties from any obligations under this contract.

XIII. PAYMENTS.

- A. Payment for such work shall be done by purchase order with a monthly check to the Contractor upon weekly inspection/approval of the P&R Director and/or his designee.
- B. Contractor agrees that the sum of 5% of the total contract will be retained by the Town for period of thirty (30) days from the completion of the final assignment per contract award year.

- C. The Contractor shall pay for all materials, tools, and other expendable Equipment to the extent of 100% of the cost thereof, **NO later than 30 days after delivery of said materials, etc.**, to the job site and providing said materials, tools, and equipment are in condition satisfactory to the Contractor and the P&R Director. The balance of the cost thereof to be paid before the final payment and acceptance by the Town. Unpaid outstanding bills for materials, etc., constitute an incomplete project and will hold up final payment to the Contractor. The Contractor shall pay to each of his subcontractors, not later than ten (10) days following each payment to the Contractor, the respective amounts allowed the Contractor on the account of the work performed by his subcontractors to the extent of each subcontractor's interest therein.

XIV. GENERAL INSURANCE REQUIREMENTS.

The successful Contractor must maintain in force continuously during the term of the contract workers compensation insurance and comprehensive liability insurance for both personal injury and property damage as required under this paragraph. The Contractor shall not allow any subcontractor to commence work on a subcontract until certificates of said insurance satisfying the requirements of this paragraph have been provided by the subcontractor to and approved by the P&R Director and/or his designee.

The Contractor must carry insurance under which the Town is named as an assured as follows:

- A. Worker's Compensation – as required by State Statute.
- B. Commercial Liability as follows:  
\$2,000,000 – General Aggregate.  
\$2,000,000 – Products Completed Operations Aggregate.  
\$1,000,000 – Personal & Advertising Injury.  
\$1,000,000 – Each Occurrence Bodily Injury & Property Damage.  
\$100,000 – Fire damage, Any One Fire.  
\$5,000 – Medical Payments. Any One person including  
Explosion, Collapse & Underground.
- C. Automobile Liability - \$1,000,000 Combined Single Limit Bodily Injury & Property Damage. Such insurance must be by insurance companies licensed to write such insurance in the State of Connecticut against the above risks and in the amounts indicated. All insurance must provide for a thirty (30) day notice to the Town of cancellation or restrictive amendment.

Certificates of insurance must be submitted to the Director of Park & Recreation prior to signing the contract and within ten (10) days of the notification of award.

Failure to provide and to keep current the required insurance and certificates may be held to be a willful and substantial breach of this contract.

XVI. INDEMINFICATION.

The Contractor shall at all times indemnify and save harmless the Town of Ledyard, Connecticut, and its officers, agents, and employees on account of any and from any and all claims, damages, losses, judgments, workers' compensation payments, litigation expenses, and legal counsel fee arising out of injuries to persons (including death) or damage to property alleged to have been sustained by (a) officers, agents, and employees of the Town of Ledyard or (b) the Contractor, his subcontractors or material men or (c) any other person, which injuries are alleged to have occurred on or near the work or to have been caused in whole or in part by the acts, omissions, or neglect of the Contractor or his subcontractor or material men, or by reason of his or their use of faulty, defective, or unsuitable materials, tools, or equipment of defective design in constructing or performing the work. The existence of insurance shall in no way limit the scope of this indemnification. The Contractor further undertakes to reimburse the Town of Ledyard for damage to property of the Town of Ledyard caused by the Contractor or his employees, agents, subcontractors, or material men, or by faulty, defective, or unsuitable material or equipment used by him or them.

Failure to provide the required insurance and certificates may, at the option of the town, be held to be willful and substantial breach of this contract. Use State of Connecticut Department of Transportation Form Number CON-32 entitled Certificate of Insurance.

XVII. DEFAULTS.

If the Contractor shall fail in the prosecution of the work under this contract, to perform any provisions of this contract, the Town of Ledyard after a five(5) day written notice to the Contractor to remedy such failure, and upon the refusal of neglect of the Contractor to remedy such failure, the Town, without prejudice to any other remedy the Town may have, shall be entitled to remedy such deficiency and any cost thereby incurred by the Town shall be paid for the account of the Contractor and deducted from the contract sum then or thereafter due the Contractor. Any expense or cost arising out of the Contractor's negligence, or that of its agents or employees for replacing defective work, and for the disposal of material wrongfully supplied may be paid by the Town for the account of the Contractors and deducted from the contract sum then or thereafter due the Contractor.

XVIII. SPECIAL CONDITIONS.

Special care shall be taken to prevent contamination or muddying, silting, or interfering in any way with stream flows along the line of work. No waste matter of any kind will be allowed to discharge into the streams flow or impounded waters of any ponds or other bodies of water.

XIX. PROBATION.

The first two (2) months of this contract will be considered a trial period. This is a period of adjustment and evaluation during which either the Contractor or the Town of Ledyard may terminate this contract for any reason. This period shall provide the Town with the opportunity to carefully assess the Contractor's performance. It also shall provide the Contractor with an opportunity to decide whether he/she is satisfied with the conditions of this contract.

XX. CONTRACT.

**THE PERIOD OF THE CONTRACT WILL BE FROM JULY 1, 2010 UNTIL JUNE 30, 2011, WITH AN OPTION TO RENEW AT THE SAME TERM FOR ANOTHER FOUR (4) YEARS ON AN ANNUAL BASIS UPON THE MUTUAL CONSENT OF BOTH PARTIES. TOTAL NUMBER OF YEARS = FIVE (5) CONTINGENT UPON SATISFACTORY SEASONAL EVALUATION AND BUDGET NEGOTIATIONS. CONTRACT AND ALL INSURANCE FORMS TO BE SIGNED AND IN EFFECT FOR EACH CONTRACT YEAR.**

XXI. EVALUATIONS.

Evaluations will be completed three (3) times per year based upon the following schedule:

- 1<sup>st</sup> evaluation will be for the months of July and August. The evaluation will be presented to the Parks and Recreation Commission by the Director in September.
- 2<sup>nd</sup> evaluation will be for the months of September, October and November. The evaluation will be presented to the Parks and Recreation Commission by the Director in December.
- 3<sup>rd</sup> evaluation will be for the months of April, May and June. The evaluation will be presented to the Parks and Recreation Commission by the Director in July.

**RENEWAL OF THIS CONTRACT WILL BE BASED UPON THE EVALUATIONS, OVER-ALL PERFORMANCE, RESPONSE TIME, COOPERATION, JOB PRODUCTIVITY, AND MOST IMPORTANTLY DEPENDABILITY.**

The Contractor at anytime may request to meet with the Director or the Facility and Maintenance Committee to discuss this evaluation or any other items pertaining to the contract or maintenance of Ledyard's facilities.

XXII. CONTACT PERSONS.

Please direct all inquiries concerning the performance of this bid to Donald A. Grise, Director of P&R at (860) 464-9112 and all inquiries concerning the bid procedure to Marcia Hancock, Director of Finance, at (860) 464-3235.

BID FORM

GENERAL MAINTENANCE SERVICES  
FOR THE TOWN OF LEDYARD PARKS AND RECREATION COMMISSION

Bids are due in the Mayor's Office, 741 Colonel Ledyard Highway, Ledyard, Connecticut 06339, on or before 2:30 p.m., Thursday, October 15, 2009. Bids must be in a sealed envelope addressed to Director of Finance, Town of Ledyard, and marked "Proposal for General Maintenance Services for the Town of Ledyard Parks and Recreation Commission."

PROPSAL

We, the undersigned, hereby agree to furnish the services outlined in the Town of Ledyard, Bid #2010-05, at the cost stated below.

\$ \_\_\_\_\_ July 1, 2010 through June 30, 2011

**NON-COLLUSIVE BID STATEMENT**

The undersigned Bidder certified that his bid is made independently and without collusion, agreement, understanding, or planned course of action with any other Bidder and that the contents of his bid shall not be disclosed to anyone other than his employees, agents, or sureties prior to the official bid opening.

\_\_\_\_\_  
Signature

Bidders Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Signed by: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_\_

BID # 2010-05  
General Maintenance Services

Bidders List:

Regan Enterprises LLC  
89 Plaza Court  
Groton, CT 06340

Carpenter's Landscaping  
158 Indiantown Road  
Ledyard, CT 06339

Matt Faherty  
138 Trout Stream Drive  
Vernon, CT 06066

Legs Landscaping  
1563 North Road, Route 117  
Groton, CT 06340

Colonel Landscaping, LLC  
P.O. Box 370  
East Lyme, CT 06333

LandCare Design  
P.O. Box 295  
Ledyard, CT 06339

Maynard's Excavation & Landscaping  
231 Boston Post Road  
Waterford, CT 06385

Bletzke's Landscape Service  
680 Sandy Hollow Road  
Mystic, CT 06355

New London County Landscaping  
P.O. Box 139  
Quaker Hill, CT 06375

Colonel Landscaping, LLC  
P.O. Box 370  
East Lyme, CT 06333