

CITY OF DERBY
Board Of Education

Request for Proposal

The City Of Derby Board Of Education is accepting sealed proposals in duplicate for LAWN CARE SERVICE at its schools.

The Project Director is: *David Nardone, Facilities Managers*. All requests for information and site visits must be coordinated with the project director 203-736-5027 Dnardone@derbyps.org.

Must attend a walk though starting at Derby High School 8 Nutmeg Ave. Derby, CT 06418 on Saturday May 17th, at 8AM

Delver sealed proposals in duplicate by 11am Thursday May 22, 2014 at which time said proposals will be publicly opened and read send or delver to:

City Of Derby
Board Of Education
Lawn Care Services
35 Fifth Street
Derby, CT 06418

Get parts.

LAWN CARE SERVICES

Description of work:

The work shall consist of a lawn cutting of lawn areas as follows:

1. **Lawn Height:** Lawn shall be mown to a height of two to two and one half inches (2" to 2 ½"). Blade heights shall be checked before mowing begins to maintain correct height.
2. **Lawn Cutting Frequency:** Lawn shall be cut weekly as necessary to maintain the lawn height referenced above. Lawn shall not grow more than on third (1/3) higher than the acceptable lawn height. The lawn areas shall be inspected by the Contractor on at least a weekly basis to determine if mowing is required.
3. **Clippings:** All clippings are to be removed. Lawn clippings will not be permitted in planting beds. All pavement areas and sidewalks shall be swept free of any lawn clippings.
4. **Cutting:** Mowing patterns shall be alternated so as to not cause wear patterns or compact the soil.
 - a. Care shall be taken so that lawn mowing equipment does not damage sidewalks, pavements, planting beds, buildings, etc.
 - b. Remove any weeds from planting beds.
 - c. All curb edges, pavement and sidewalk edges, and building edges shall be kept trim with grass trimmers. Grass sticking up at curb and pavement edges will not be acceptable.
 - d. A clean smooth line shall be maintained at edge of lawn and planting beds. Hand trim and shape with tools as necessary to maintain clean defined edge.
 - e. Stones, sticks, and rubbish are to be picked up before cutting and are to be disposed of off-site.
 - f. The Contractor shall maintain all equipment in first class condition and all cutting blades are to be kept sharp at all times.

Derby Middle School Front Work to consist of:

Hill in front of School

1. Mow or weed whacks all grass down to two inch to three inch (2"-3") height once a month. Remove all cut debris and dispose of off-site

General Specifications

1. Contractors shall conform to all applicable OSHA safety provisions associated within proposed scope of work. Contractor shall designate one individual as job foreman or project manager who will serve as primary point of contact to BOE on the jobsite.
2. Contractors shall provide all material, labor, tools and equipment required to perform the work described BOE reserves the right to extend the agreement for additional year providing price the remains the same.

Award process: Project will be awarded to the qualified contractor with a proven track record, AND with the lowest overall cost, and most suitable for the Derby School system.

Schedule of Work: To be determined and mutually agreed to during a time where the work will not disrupt school operations. Second shift and weekend work may be required.

Project Sites:

Irving School
9 Garden Place
Derby, CT 06418

Bradley School
155 David Humphries Road
Derby, CT 06418

Derby High School-Derby Middle School campus
8-10 Nutmeg Ave.
Derby CT 06418

GENERAL REQUIREMENTS

Contractors are responsible to insure that all federal, state and local laws/codes are adhered to which apply to this particular work. Successful contractor shall insure the worksite is left in a safe and clean condition throughout the project.. Only those contractors that are properly licensed in the State of Connecticut for this type work may bid on this project.. ***Work must be performed in a manner that does not interfere with school or student safety.***

Insurance Requirements: Successful bidder (Contractor) shall be capable of providing "Certificate of Insurance" in the amount of \$1,000,000.00. Certificate must name the City of Derby and the Derby BOE as the certificate holder. Failure to obtain or provide certificate will result in the award of contract to next lowest bidder. Certificate must be received by BOE representative within three (3) business days of bid award

**Derby Public Schools LAWN CARE SERVICE bid sheet
 BID LIST**

Deliver sealed proposals in duplicate by 11am Thursday May 22, 2014 at which time said proposals will be publicly opened and read and sent or delivered to:

**City Of Derby-Board Of Education
 Lawn Care Services
 35 Fifth Street
 Derby, CT 06418**

Mowing, Per Occurrence:

<u>Location</u>	<u>2004-2005</u>
Derby High Middle School Campus	\$ _____
Irving Elementary School	\$ _____
Bradley Elementary School	\$ _____
TOTAL	\$ _____

Price for Additional Services as Required Per Occurrence per Location:

	<u>High-Middle School</u>	<u>Irving School</u>	<u>Bradley School</u>
Spring Clean Up	_____	_____	_____
Fall Clean up	_____	_____	_____
Mulching	_____	_____	_____
Shrub Pruning	_____	_____	_____
Sidewalk Edging	_____	_____	_____

Name and address of Contractor and contact information: