

TO: Landscaping Contractors
SBE Contractors only

FROM: Debbie Scully, Assistant Property Manager

DATE: March 17, 2014

RE: **LANDSCAPING SPECIFICATIONS AND BID REQUIREMENTS**

410-474 CAPITOL AVENUE

(3) OFFSITE PARKING LOTS:
340 CAPITOL AVENUE
OAK STREET
FOREST STREET "LOT C"

Following are bid requirements and specifications (including some site plans) for landscaping services at the above referenced location and accompanying parking lots.

Contractor must attend a mandatory walk through on Thursday March 27, 2014 at 10am.

1. The contract period shall commence April 21, 2014 thru November 30, 2017 for a total of 3 years. The owner reserves the right to extend the contract for subsequent years not to exceed the length of the original contract under the same terms and conditions of the original contract and payment schedules.
2. State sales tax should not be included in your bid price. Invoices should be broken out by each location.
3. Contractor must submit at least three references for similar commercial buildings.
4. Contractor must supply Affirmative Action Record/Plan as described as herein.
5. Contractor must attend the mandatory walk-through date as stated above. Contractors should sign in at the security desk located on the 1st floor of 450 Capitol Avenue and wait there for further instructions. All contractors must have a current ID.
6. Two (2) copies of the each bid are due back in writing on **Monday April 14, 2014** at the following address:

Debbie Scully
RM Bradley
450 Capitol Avenue
Hartford, CT 06106
7. All bids shall be mailed or dropped off in a sealed envelope and marked "Personal & Confidential".
8. Any bid, which does not include the above information, may be eliminated from the bid process.
9. Pricing – submit your monthly price for the months of April thru November to maintain the grounds keeping in a first class condition based on this specification.

QUESTIONS:

Questions should be submitted by e-mail to dscully@rmbradley.com at least ten (10) days prior to the bid opening date. Verbal responses shall be considered non-binding.

CHANGE OF ADDRESS:

In the event that the awarded contractor moves or updates telephone numbers, it is the responsibility of the contractor to advise managing entity of such changes in writing.

BID OPENING:

Bidders are encouraged to attend the public bid opening of this bid, on the date and time specified in the bid documents. If a bidder is unable to attend the bid opening and wishes to have the results of the bid, check the DAS website results will be posted within one week of the bid opening.

General Conditions

1. The Contractor shall furnish all labor, equipment and materials to maintain the grounds per the following specifications.
2. Prior to commencement of work at the property, Contractor must provide proof of insurance and bond coverage for employees per the following:
 - Workers Compensation Statutory amount
 - Employer's Liability \$100,000 minimum
 - Comprehensive General Liability
\$1,000,000 Combined Single Limit per occurrence and \$2,000,000 General Aggregate
 - Employee Dishonesty \$20,000
 - Business Auto Policy Statutory amount
 - The State of Connecticut and RM Bradley et al shall be named as additional insured.
3. Bids must include any verbal specifications, changes or clarifications discussed during the walk-through. Contractor must spell out these additional specifications in writing on the bid, which is submitted.
4. If applicable, Contractor shall submit evidence of being an approved Set-Aside contractor of the DAS supplier diversity program.
5. The Management Company reserves the right to cancel the contract upon thirty (30) days written notice or 24 hours for cause.
6. With respect to all employees employed on the premises, the Contractor will comply with all federal, state and local laws, rules and regulations, and fair employment practices.
7. All persons providing services within the scope of this bid will be the employees of the successful bidder and in no case and for no purpose shall they be considered employees of the Management Company or the State of Connecticut.
8. At the request of the Management Company, any employees whose work performance or conduct is deemed unsatisfactory shall be immediately removed from the work force servicing the above referenced properties.

9. OSHA: The Contractor agrees that all work performed will be done in compliance with the requirements of the Occupational Safety and Health Act. Should Contractor observe an unsafe condition on the premises relative to the work hereunder, or if any of the contractor's employees working on the premises files a charge of non-compliance with the Act, Contractor shall notify the Management Company promptly upon receiving notice of such charge. Contractor shall maintain all applicable MSDS sheets on site for materials used by its employees, and will supply the Management Company with copies of these sheets prior to commencement of any work at the building.
10. Records: Contractor shall maintain complete and accurate accounting records, in a form in accordance with standard accounting practices, to substantiate Contractor's compliance with conditions contained within this specification. Such records shall include payroll records, job cards, attendance cards and job summaries, and the Contractor shall retain such records for one year from the date of final payment hereunder. The Management Company shall have access to such records for purpose of audit during normal business hours during the term of the Agreement and during the respective periods in which Contractor is required to maintain such records as herein provided.
11. The Contractor will assign a supervisor to the building that will coordinate all activities with the Management Company. In addition, the Contractor shall maintain and show evidence of an adequate management level supervisory staff that shall make periodic scheduled and unscheduled visits to the building, both during the normal business hours and when services are being performed. The purpose of these visits is to ensure the maintenance of the optimum level of visual appearance as defined herein.
12. The contractor shall repair and/or replace any and all damage before November 30th after each landscaping season.

The contractor must check in with the management office/security desk upon arrival to all properties.

Landscaping Specifications

Spring Cleaning

1. Initial visit to the property shall include an extensive clean-up and removal of winter debris from the entire grounds, including lawn areas, parking lots, gravel embankments, shrub beds, flower beds and walkways. The spring cleaning service shall also include appropriate aeration of lawn areas and shrub beds. Additionally, removal of sand from sidewalks, stairs, and all other areas will be the responsibility of the landscaping contractor.

Weekly Maintenance Service

Trash removal must occur Monday mornings at all properties. Lawn maintenance, as long as it is done weekly, is more flexible.

Included are weekly visits to all property locations to maintain grass at a height of 2 1/3" to 3". The service also includes removal of trash (particular attention is required at the fence line, interior and exterior), sand or other debris from all areas of the property, including shrub, lawn areas, flower beds, sidewalks, all parking areas, gravel embankments and courtyards. Weeding will also be performed on a weekly basis (or as needed) in all flower and shrub beds, trees, gravel embankment, fenced area housing electrical transformer, etc. All plant material will be watered at each visit as needed. Lawn areas near sidewalks and driveways will be trimmed during each visit, and edged at least once per year.

If extra watering will be required at any of the properties, the price for this service must be included in the weekly maintenance cost. Extra costs for watering will not be tolerated. Any newly installed plant material that dies due to a lack of water will be replaced immediately at a cost to the contractor.

Fertilization, Weed and Insect Control

Please describe in detail a program which you feel will adequately maintain existing and proposed shrubs, flowers and trees on site. Costs associated with this service should be included in your monthly fee. A licensed arborist must perform any fertilization on trees.

Since adequate maintenance and fertilization for shrubs and flowers is the Contractor's responsibility, contractor will be required to replace (at contractor's expense) any of these items if they die during the growing season.

Contractor must receive approval from Management Company on type and quantity before material is purchased. Watering of these materials, no matter what the frequency, must be included in the bid price (in weekly maintenance cost). Contractor is responsible for and will guarantee all new plantings. Any plant material that does not make it must be replaced within a reasonable time (2 weeks).

We will discuss specific requirements during the walk-through. Price should also include refreshing/installation of mulch and topsoil in locations discussed at the walk-through. Please note that any mulch applied around the buildings must be done so either Friday evenings or Saturday mornings. Contractor should specify the amount of mulch that accompanies price.

Also included in the plant bed maintenance will be repair of washouts anywhere on the property, as needed. This shall include repair and replacement of topsoil and wood chips when necessary (at no extra cost). Chips selected should be appropriately chosen for particular bed areas.

NOTE: The contractor is required to provide the following licenses issued by the Department of Environmental Protection with their bid response:

- **Current Category 3 Ornamental and Turf Supervisory License**
- **Current Pesticide Applicator's License**
- **Current Arborist License**

Pruning

Contractor shall trim and shape all trees, plants and shrubs on an “as needed” basis throughout the season. A thorough pruning of these should be included in Spring and Fall Cleanup work.

Tree Grates

Contractor shall upon notice from owner at least once seasonally, remove grates and then remove all debris and existing mulch once thoroughly cleaned replaced with fresh inspect free mulch level and replace grates.

Fall Cleaning

The last visit of the season will consist of a final mowing and complete leaf and debris removal from all areas of the property, including lawn areas, shrubs, flower beds, gravel embankments, parking lots and walkways. This visit will also include a wilt-proof application for shrubs (if necessary) and removal of flowers from shrub beds. This should also include tree/shrub pruning as necessary. The fall clean up price should include visits to the property as often as needed. We will not tolerate extra charges for cleaning up of leaves (even if we have to call the request in).

Please note that each Fall visit shall include leaf removal from the entire premise on an “as needed” basis.

Damage to State and/or Personal Property

The contractor is responsible for the repair or replacement costs of any damage to State and/or personal property caused by use, misuse, or negligence of the contractor or his employees.

The contractor is responsible for reporting damage within seventy-two (72) hours of occurrence. **The damage must be reported in writing.**

Additional Notes and Comments

Please submit per-unit costs for replacement of shrubs that are already dead and/or have been removed from the property. Please give a unit price for each item, separate from the overall contract. Replacement of these items may or may not take place and should therefore not be considered part of the overall contract.

BASIS OF AWARD:

An award will be made to the lowest responsible, responsive, geographically suitable qualified bidder taking into consideration the prices added together from service price sheets.

The contract period shall commence April 21, 2014 thru November 30, 2017. The owner reserves the right to extend the contract for subsequent years not to exceed the length of the original contract under the same terms and conditions of the original contract and payment schedules.

ASSESSMENT OF PENALTIES:

In the event that the Contractor is not providing satisfactory service, which has to be remedied by the use of State Forces or by the use of other contractor(s), the State will assess the awarded contractor the full amount expended to correct the deficiencies.

In the event that the contractor’s performance and/or equipment are not in proper working condition, the State reserves the right to negotiate and assess penalties. DAS Procurement Services will make final determination.

VENDOR PERFORMANCE REPORT

A Vendor Performance Report is a form, which will be used to notify Procurement Services of unsatisfactory service provided by the Contractor. **Agencies shall promptly notify Procurement Services regarding a complaint.** The contractor will be given an opportunity to respond to the complaint.

DISPUTES:

In the event there is a disagreement between the State's representative and the contractor regarding interpretation of contractual requirements, the contractor is to proceed with the work in question under protest until the disagreement is resolved by DAS Procurement Services. Procurement Services' decision shall be binding on all parties.

Please incorporate the following items into your proposals:

1. All properties - please include the cost of watering (however necessary it may be) newly planted materials in your weekly maintenance price. All new plant installations must be guaranteed to survive season. Replacements will be at no cost.
2. Please note that pruning of trees is as necessary - this is usually required an extra time during the summer (besides spring & fall).
3. Please provide a separate price per yard for processed/bug free mulch (which should include application costs).
4. Please note that trash pickup services must be included in the weekly maintenance cost and must be completed each Monday morning. If the trash pickup is not done adequately, the contractor will be called back in at no extra cost to RM Bradley / State of Ct.
5. Please include separate price for fertilization of trees versus lawn area. Please specify the type of tree fertilization recommended/to be used.
6. Include in the weekly maintenance costs the checking of all planting beds and addressing weeding, unusual growths, etc. (This is to also include all parking lots and the rear gravel embankment separating the main parking lot from the underpass parking lot. In addition, weeding needs to be performed in the fenced in area containing the electrical transformer located directly in the rear of the 470 courtyard.
7. Please include onetime cost to clean up behind 474 building (Boiler Room).

**410-474 CAPITOL AVENUE
LANDSCAPE SERVICE PRICE SHEET**

Spring Clean-up	\$ _____
Weekly Maintenance	\$ _____
Tree Grates (Remove & Clean Debris)	\$ _____
Tree/Fertilization	\$ _____
Mulch/Yd (12 Yards)	\$ _____
Fall Clean-Up	\$ _____
Tree Pruning	\$ _____
474 Boiler Room	\$ _____
Lawn Fertilization	\$ _____
Tree Grate Clean-Up	\$ _____
Plant & Installation (Annuals/Mums)	\$ _____
IPM/Extermination	\$ _____
Parking Lot Sand Removal	\$ _____
TOTAL 410-474 CAPITOL AVE	\$ _____

**OFFSITE PARKING LOT
"LOT C" FOREST STREET
LANDSCAPE SERVICE PRICE SHEET**

Spring Clean-up	\$ _____
Weekly Maintenance	\$ _____
Tree/Fertilization	\$ _____
Mulch/Yd (12 Yards)	\$ _____
Fall Clean-Up	\$ _____
Tree Pruning	\$ _____
Lawn Fertilization	\$ _____
Plant & Installation (Annuals/Mums)	\$ _____
IPM/Extermination	\$ _____
Parking Lot Sand Removal	\$ _____
TOTAL LOT C PARKING LOT	\$ _____

**OFFSITE PARKING LOT
OAK & CAPITOL
LANDSCAPE SERVICE PRICE SHEET**

Spring Clean-up \$ _____

Weekly Maintenance \$ _____

Tree/Fertilization \$ _____

Mulch/Yd (12 Yards) \$ _____

Fall Clean-Up \$ _____

Tree Pruning \$ _____

Lawn Fertilization \$ _____

Plant & Installation (Annuals/Mums) \$ _____

IPM/Extermination \$ _____

Parking Lot Sand Removal \$ _____

**TOTAL OAK & CAPITOL
PARKING LOT** \$ _____

**OFFSITE PARKING LOT
340 CAPITOL AVENUE
LANDSCAPE SERVICE PRICE SHEET**

Spring Clean-up \$ _____

Weekly Maintenance \$ _____

Tree/Fertilization \$ _____

Mulch/Yd (12 Yards) \$ _____

Fall Clean-Up \$ _____

Tree Pruning \$ _____

Lawn Fertilization \$ _____

Plant & Installation (Annuals/Mums) \$ _____

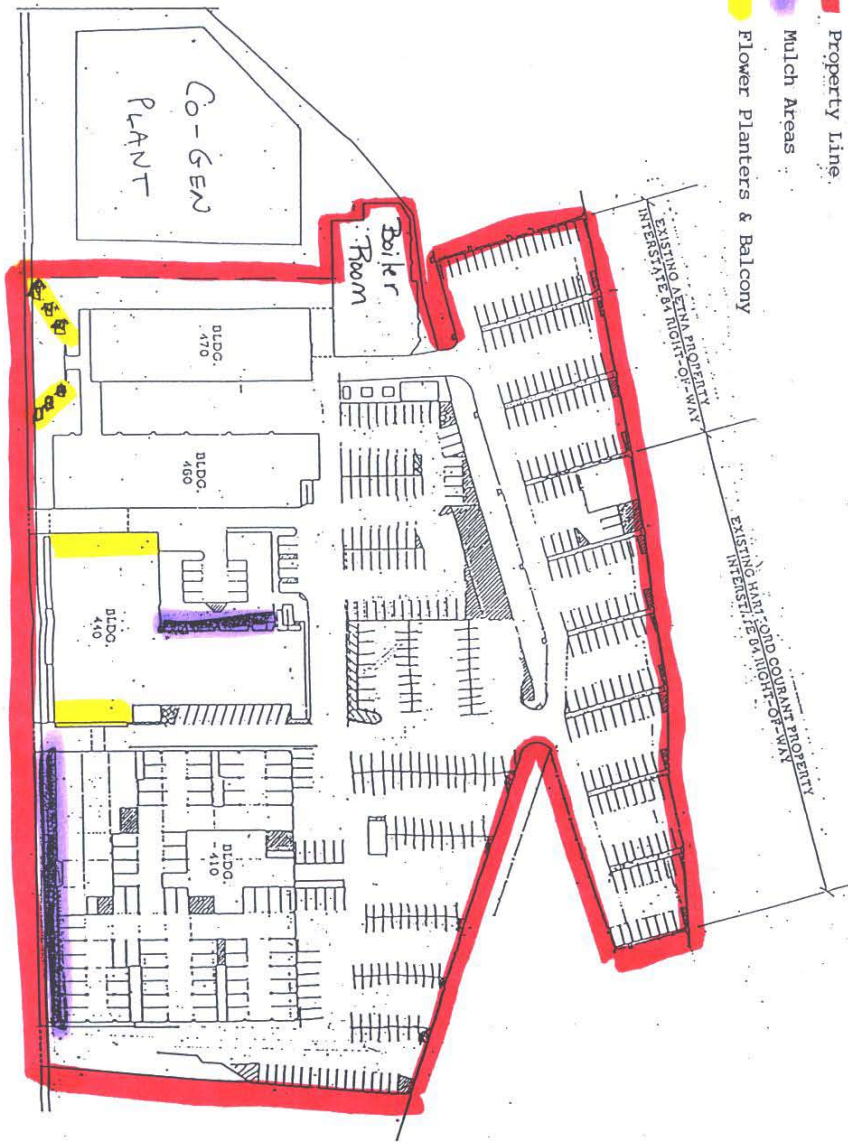
IPM/Extermination \$ _____

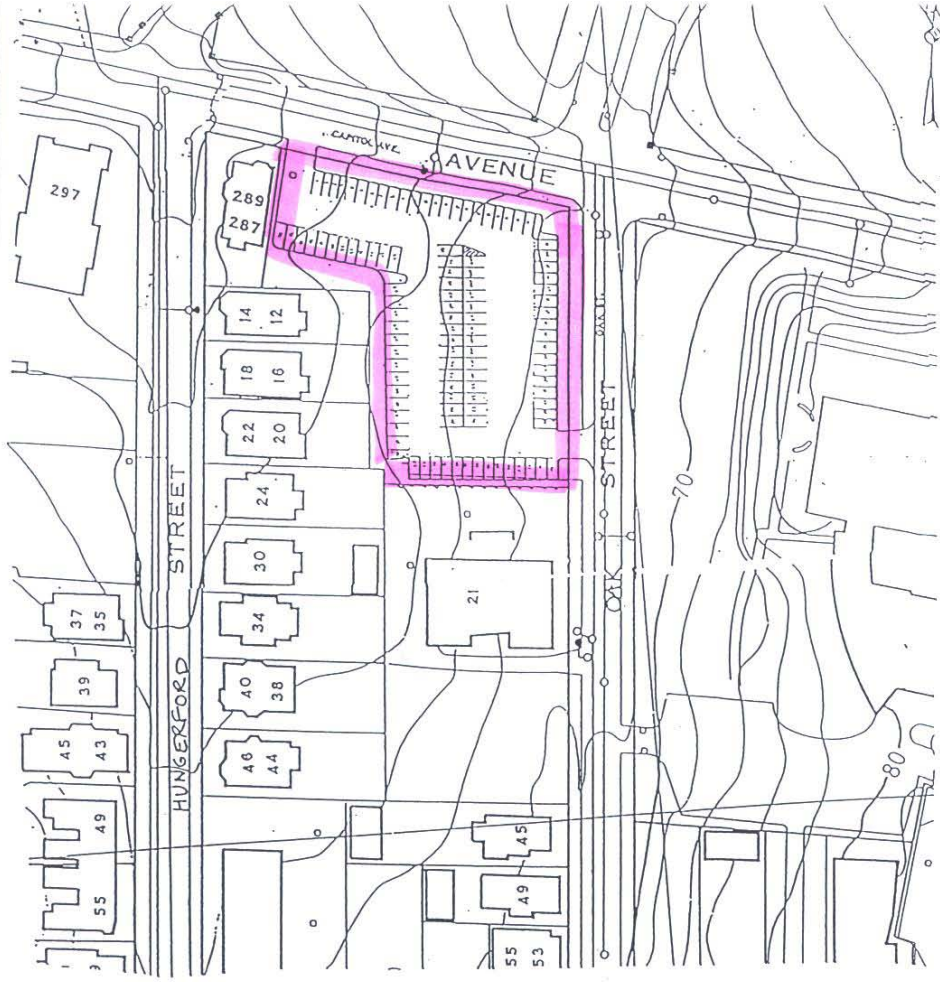
Parking Lot Sand Removal \$ _____

**TOTAL 340 CAPITOL AVE
PARKING LOT** \$ _____

Approximate Existing Property & Parking Lot Layout

- Property Line
- Mulch Areas
- Flower Planters & Balcony





NO. OF EXISTING PARKING SPACES

—	RESERVED
110	GENERAL
—	HANDICAPPED
110	TOTAL

Property Line

USER AGENCY: _____

STATUS: OWNED

MANAGING AGENCY: D.P.W. (DRIVE-BY)

STATE OF CONNECTICUT DEPARTMENT OF PUBLIC WORKS		
COMPREHENSIVE PARKING ORGANIZATIONAL STUDY DPW PROJECT NO. BI-2B-819-89		
<i>OAK & CAPITOL</i>		
PARKING DIRECTIONS, INC. AND PURCELL ASSOCIATES		
SCALE: 1"=100'	DATE: 9-8-93	EXHIBIT NO. 10