



# TOWN OF COLUMBIA

323 Jonathan Trumbull Highway, Columbia, CT 06237  
(860) 228-0110 Fax: (860) 228-1952

## **Request for Proposal Landscape Maintenance of Town Buildings 2019 – 2020 Solicitation Number 09-002**

The Town of Columbia is soliciting proposals for landscape services for (1) Town Hall, (2) Town Hall Annex, (3) History Place, (4) Beckish Senior Center, (5) Murphy House and (6) Saxton B. Little Library.

Services would include:

### **Mulching plant beds:**

**First** application with natural cedar mulch (no dye) beginning May 1, 2019. Prior to adding the new mulch, the old mulch will need to be turned over to ensure water penetration to the plant roots; **Second** application July 30, 2019; **Third** application September 30, 2019. Depth of application shall be maintained at four inches.

### **Weed control for plant beds:**

Pre-emergent April 15, 2019, using "Preen" for weed barrier control. Any post emergent weed control will be done manually May 30, 2019, again in July 20, 2019. (Applicator must have a current DEEP Applicators license and required to use the most environmentally safe products)

### **Pruning:**

If required time of season and plant species will dictate when and how different plant varieties will require pruning. Beginning of Season ornamental grasses will be cut to within 12-inches of clump and clippings removed from site and disposed of properly by the Landscaper.

### **Planting Beds: Edging:**

Edging of all planting beds must be done manually with a garden spade to a depth of four-inches and all edge material removed and discarded properly off-site by the Landscaper. Edging will be performed in April before mulching beds and again prior to September 30 mulching of all beds.

### **Contractor Proposals:**

All Contractors are required to be licensed in the State of Connecticut and must submit at least three referrals from the past year. In addition, Contractors will be required to meet Town of Columbia Insurance requirements and be current with any taxes owed to the town. All documents must be signed and dated by the owner of the company.



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## **Project Experience:**

Please describe the firm's experience with similar projects, including contract information for references.

## **Project Schedule and Completion:**

Please specify any anticipated complications that would impact the project schedule as outlined above.

## **Format for Submitting a Response to the RFP:**

The submission shall include proposed costs for each item listed separately, and as a total if all items were awarded to the contractor. The quote shall include the cost for all labor, materials, and any other fees or costs associated with the project. The submission shall include detailed manufacturers' spec sheets of all materials proposed.

All proposals are to be submitted in a sealed envelope clearly marked "Columbia Landscaping RFP" by **4 p.m. on Thursday December 20, 2018**, at which time bids will be opened and read.

to:

Mark Walter, Town Administrator  
Town of Columbia  
323 Route 87  
Columbia, CT. 06237



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## **Selection:**

The Town will review each submission to determine the completeness of the items submitted, the ability of the firm to complete the project. If after review of all submissions, the Town determines that insufficient funding is available to complete the entire project, the Town may remove one or more locations to make this project affordable for the Town to complete on a reduced scale.

This Request for Proposals does not commit the Town to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services or supplies.

The Town reserves the right to accept or reject any or all proposals received as a result of this request, or to cancel in part or in its entirety the Request for Proposal, if it is in the best interest of the Town to do so.



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I/We, the undersigned, hereby agree to furnish and deliver and install, all those items listed separately above herein, the following items, subject to and in accordance with those specifications and conditions contained herein, all of which are made a part of this proposal.

BIDDING COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

COMPANY REPRESENTATIVE: \_\_\_\_\_

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

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

**THE TOWN RESERVES THE RIGHT TO ACCEPT OR REJECT PROPOSALS IN WHOLE OR IN PART DUE TO TECHNICAL DEFECTS, BUDGET LIMITATIONS OR ANY LEGAL REASON DEEMED TO BE IN THE BEST INTEREST OF THE TOWN OF COLUMBIA.**

Town Hall/Yeomans 323 Rt. 87 \$ \_\_\_\_\_

Saxton B. Little Free Library 319 Rt. 87 \$ \_\_\_\_\_

Town Hall Annex/Finance \$ \_\_\_\_\_

History Place 314 Rt. 87 \$ \_\_\_\_\_

Murphy House 18 Lake Rd. \$ \_\_\_\_\_

Beckish Senior Center, 188 Rt. 66 \$ \_\_\_\_\_

**TOTAL \$ \_\_\_\_\_**



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## STANDARD INSURANCE AND INDEMNIFICATION REQUIREMENTS

1) **General Conditions:** Within ten (10) business days of the award or notice, or prior to the start of work, whichever comes first, the contractor/insured will provide, pay for, and maintain in full force and effect the insurance outlined here for coverage's at not less than the prescribed minimum limits of liability. Such coverage is to remain in force during the life of the contract and for such additional time as may be required, and will cover the contractor/insured's activities, those of any and all subcontractors, or anyone directly or indirectly employed by any of them, or by anyone for whose acts of them may be liable.

- A. **Certificates of Insurance:** The contractor/insured will give the Town of Columbia a certificate of insurance completed by a duly authorized representative of their insurer certifying that at least the minimum coverage's required here are in effect and specifying that the liability coverage's are written on an occurrence form and that the coverage's will not be canceled, non-renewed, or materially changed by endorsement or through issuance of other policy(ies) of insurance without sixty (60) days advance written notice to the Town of Columbia's, Town Administrator. Failure of the owner to demand such certificate or other evidence of full compliance with these insurance requirements or failure of the town to identify a deficiency from evidence provided will not be construed as a waiver of the contractor/insured's obligation to maintain such insurance.
- B. **Insurer Qualifications:** All insurance will be provided through companies authorized to do business in the State of Connecticut and considered acceptable by the Town.
- C. **Additional Insured:** The policy or policies providing insurance as required, with the exception of professional liability and worker's compensation, will defend and include the owner and owner's, directors, officers, representatives, agents and employees as additional insureds on a primary and non-contributory basis for work performed under or incidental to this contract.
- D. **Retroactive Date and Extended Reporting Period:** If any insurance required here is to be issued or renewed on a claim(s)-made form as opposed to the occurrence form, the retroactive date for coverage will be no later than the commencement date of the project and will state that in the event of a



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cancellation or non-renewal, the discovery period for insurance claims (tail coverage) will be at least 36 months.

- E. **Subcontractors' Insurance:** The contractor/insured will cause each subcontractor employed by the contractor/insured to purchase and maintain insurance of the types specified below. When requested by the town, the contractor/insured will furnish copies of certificates of insurance evidencing coverage for each subcontractor. Any coverage written on a claims made basis requires an extended reporting period of at least 36 months upon final payment or date of project completion, whichever occurs later.
- F. **Waiver of Subrogation:** To the fullest extent permitted by law, Contractor shall waive subrogation and all rights of recovery against the Town of Columbia. All Contractor insurance policies required under this Agreement shall be endorsed to include clauses waiving subrogation in the certificate(s) of insurance. The Contractor/insured will require of subcontractors, by appropriate written agreements, similar waivers each in favor of the Town of Columbia enumerated in this section.
- G. **Hold Harmless:** To the fullest extent by law, Contractor shall defend, indemnify and hold harmless the Town of Columbia, and their boards, employees and agents from and against all claims, damages, losses, judgments and expenses, including but not limited to attorney's fees of counsel selected by the town, that arise from the performance of the work, the supplying of materials and/or the breach of this Agreement provided that such loss, damage, judgment and/or loss expense is attributable to bodily injury, sickness, disease or death, or to injury or destruction of tangible property (other than the work itself) but only to the extent caused by the negligent acts or omissions of the Contractor, subcontractors, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss, or expense is caused in part by a party indemnified hereunder.

## 2.) Insured Limits and Coverage:

- A. To the extent applicable, the amounts and types of insurance will conform to the minimum terms and conditions and coverages of the national Insurance Services Office (ISO) policies, forms, and endorsements.



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- B. If the contractor/insured has self-insured retention's or deductibles under any of the following minimum required coverage's, the contractor/insured must identify on the certificate of insurance the nature and amount of such self-insured retention's or deductibles and provide satisfactory evidence of financial responsibility for such obligations. All self-insured retention's or deductibles will be the contractor/insured's sole responsibility.
- C. **Commercial General Liability:** The contractor/insured will maintain commercial general liability insurance covering all operations by or on behalf of the contractor/insured on an occurrence basis against all claims for personal injury (including bodily injury or death) and property damage (including loss of use). Such insurance will have these minimum limits:
- \$ 1,000,000 each occurrence.
  - \$ 1,000,000 each occurrence if blasting is required.
  - \$ 2,000,000 general aggregate with dedicated limits per project site.
  - \$ 2,000,000 products and completed operations aggregate.
  - \$ 1,000,000 personal and advertising injury.
- D. **Automobile Liability:** The contractor/insured will maintain business auto liability coverage for liability arising out of any auto, including owned, hired, and non-owned autos.
- E. **Workers' Compensation:** The contractor/insured will maintain workers' compensation and employer's liability insurance in the following minimum limits:
- Workers' Compensation: statutory limits.
  - Employer's Liability: \$1,000,000 bodily injury for each accident.
  - Employer's Liability: \$1,000,000 bodily injury by disease each employee.
  - Employer's Liability: \$1,000,000 bodily injury disease aggregate.
- F. **Governing Law:** This agreement shall be governed by the laws of the State of Connecticut.