

TOWN OF SOMERS, CONNECTICUT

RFP STANDARD INSTRUCTIONS

Cemetery Landscape Services Proposal **March 4, 2015**

1. **INTRODUCTION**

The Town of Somers, Cemetery Committee is seeking proposals for cemetery landscape services. The proposal package may be obtained from the Town of Somers web site at www.somersct.gov. Proposals must be addressed to Michael D. Marinaccio, Chief Financial Officer, Town of Somers, 600 Main Street, PO Box 308, Somers, Connecticut 06071. Proposals will be accepted at the postal address through 5:00 pm on March 26, 2015.

2. **KEY EVENT DATES**

Request for Proposals:	March 4, 2015
Proposal Deadline:	March 26, 2015
Proposal Opening	March 30, 2015
Contract Awarded:	April 9, 2015
Commencement of Work:	April 15, 2015

3. **PROPOSAL SUBMISSION INSTRUCTIONS**

- A. Five (5) copies of all proposals must be submitted in a sealed envelope clearly marked Cemetery Maintenance Proposal. If forwarded by mail or courier, the sealed envelope must be addressed to "Michael D. Marinaccio, Chief Financial Officer, Town of Somers, 600 Main Street, PO Box 308, Somers, Connecticut 06071". Proposals must be at the office of the Town Clerk by the time of the Public Opening date noticed in Section 2 titled Key Event Dates. Postmarks are NOT an acceptable waiver of this policy. Corrections and/or modifications received after the first proposal is publicly opened will NOT be accepted.
- B. If not bidding on a component of the proposal indicate 'No Bid' in that section. Proposal Forms must be filled out completely. Do not leave blanks on the Form.
- D. All information must be submitted in ink or typewritten. Mistakes may be crossed out and corrections inserted. The person signing the Proposal must initial corrections.
- E. Proposals are considered valid for one hundred twenty (120) days after they are opened. Proposals may not be withdrawn, cancelled or modified for a period of one hundred twenty (120) days after they are opened.
- F. Proposals must be signed by an authorized person representing the legal entity of the company.
- G. The inability to meet any specified requirement(s) must be stated in writing and attached to the Proposal form, or written on the form.
- H. Questions related to this Proposal or requests for clarification of any section of this document must be submitted to Michael D. Marinaccio in writing at mmarinaccio@somersct.gov. Any substantive changes or interpretations will be issued by the Town in writing as an addendum and will be posted to the Town's website. The Town will not respond to questions received after March 18, 2015.

4. PRESUMPTION OF BEING FULLY INFORMED

At the time the first proposal is opened, each company is presumed to have read and be thoroughly familiar with all RFP and contract documents for this project. Failure or omission of the company to receive or examine any information shall in no way relieve any company from obligations with respect to their proposal.

5. INTERPRETATION OF ACCEPTABLE WORK

The specifications, proposal and contract documents are to be interpreted as meaning those acceptable to the Town of Somers. Any substantive changes or interpretations will be issued by the Town in writing as an addendum.

6. TAX EXEMPTIONS

The Town of Somers is exempt from Federal Excise taxes and Connecticut Sales and Use taxes. Companies shall avail themselves of these exemptions.

7. INSURANCE

The Contractor shall carry all necessary Workers' Compensation Insurance.

The Contractor shall maintain at a minimum, general liability of \$1 million with aggregate of \$2 million to protect the Contractor and his subcontractors against claims for injury to or death of one or more than one person because of accidents which may occur or result from operations under the contract. Such insurance shall cover the use of all equipment, including but not limited to mowers, trimmers, motor vehicles, etc., used in the operations embraced in this contract.

The Contractor shall also carry, during the life of the contract, property damage insurance in an amount of not less than \$1,000,000 to protect himself and his subcontractors from claims for property damage which might arise from operations under the contract. Insurance policies shall be conditioned to indemnify and save harmless the Town of Somers from all suits or actions brought against the contractor, it and or them or on account of any injuries received or property damage sustained by any party, or by or from the Contractor. The contractor will be responsible for any damage to stones and monuments arising from the careless use of mowers and trimmers.

The Contractor must provide the Town of Somers with Certificates of Insurance upon receipt of notice of award. Copies of insurance certificates shall be provided annually to the Town.

The Contractor shall hold and maintain a Connecticut Home Improvement Contractor's license at the date of commencement of the contract and through the duration of the contract.

8. FAIR EMPLOYMENT PRACTICES

The company agrees not to discriminate against any employee or applicant for employment in the performance of this proposal's work with respect to hire, tenure, terms, conditions, or privileges of employment due to race, color, religious creed, age, marital or civil union status, national origin, ancestry, sex mental retardation, physical disability or sexual orientation, or other condition prescribed by State or Federal law.

9. AWARDING THE CONTRACT

The Town of Somers, Cemetery Committee reserves the right to reject any and all proposals, negotiate with one or more firms, or modify any scope of work at our sole discretion. This contract may be awarded to one or more of the firms.

The "Contract Award" date in section 2. titled Key Event Dates is the date the Proposal is anticipated to be awarded. It is not a date certain.

The lowest priced proposal is NOT the sole determining factor when awarding this contract.

Incomplete proposals will be rejected.

The term of the contract(s) will be 3 years starting on April 15, 2015.

At the option of the Committee, selected firms may be called for an interview. If you are called for an interview, we will expect that the principal of the firm will attend along with whoever will act as the onsite crew leader or foreman for the firm.

SCOPE OF SERVICES AND SPECIFICATIONS

These services will include lawn care and general cemetery upkeep at the following cemetery locations:

West Cemetery - located on the South side of RT 190 across from the State Police office.

New West Cemetery - located on the North side of RT 190 immediately next to the Town Police office.

North Cemetery - located at the intersection of RT 83 and Stebbins Road.

Center Cemetery - located on Battle Street.

Those submitting proposals are expected to familiarize themselves with the cemetery location, configuration, age and individual complexities. The Proposal will separately state the prices for each cemetery location for each of the services. You may offer proposals on any or all of the cemetery locations.

Landscape Services to be performed:

1. Mowing and Trimming:
 - a. Mowing is to be done as often as necessary to maintain the respectful appearance of each cemetery. During the dry season mowing is to be done only as needed. If conditions have resulted in very wet or soft ground mowing should be delayed until the ground conditions permit.
 - b. Rubber bumpers must be installed on all mowers used in cemeteries to prevent stone damage, and care taken around all temporary markers.
 - c. Special attention should be paid to flags located on the graves and in compliance with the related CT General Statutes.
 - d. String trimming cannot come into contact with any stones, grave markers, monuments, etc. String Trimmers should have plastic heads and lighter string to prevent stone damage.
 - e. Trimming must occur on same day as mowing.
 - f. Grass must be blown from all monuments, stones, benches, etc. following mowing/trimming.
 - g. Mowing and Trimming includes the removal of wild saplings that may germinate from windblown seeds, removal of cans, glass, paper and similar debris that may have blown on or were dropped on cemetery grounds.
 - h. All marker stakes hit by mowers must be (reset) immediately.
 - i. Make the Committee aware of any headstones that are tipping, sinking, crooked or need attention. Fallen monuments shall be left unmoved and newly fallen stones and damage to stones by mowers shall be reported to the Cemetery Committee immediately. Upon discovery, an obvious case of vandalism (stone tipping, painting, stone breakage) must be reported to both the police and to a representative of the committee immediately.
 - j. Pickup/cleanup/removal: Regular inspections of the cemetery should be made for unauthorized items. Drive or walk around the entire cemetery for a careful inspection. Notify

the Committee immediately of any unauthorized items, any hazardous situations and/or maintenance necessary. Perform removal of unauthorized items at the direction of the Committee.

2. Seasonal Clean Up:
Spring and Fall clean up at each cemetery location will include but not be limited to clearing of branches and leaves. Dates of clean up will be determined by the Cemetery committee.
3. Tree and Shrub Trimming and Pruning:
Pruning and trimming of the trees and shrubs is to be done at each cemetery in the spring/summer as appropriate for each tree/shrub species and thereafter as needed.
4. Fertilization:
Fertilization of the cemetery is to be done at request of the Cemetery Committee. A separate proposal will be submitted to the Cemetery Committee for each application. This could include application of weed and feed fertilizer, grub/insect control or a fertilizer with high nitrogen content.
5. Extra Grounds Work:
All other extra cost items must be pre-approved by the Committee through the Chairman.

**TOWN OF SOMERS
CEMETERY LANDSCAPE SERVICES
PROPOSAL FORM**

Schedule of Professional Fees – Lawn Care and Upkeep:

Proposed Cemetery Fee Schedule

<u>Service:</u>	<u>West</u>	<u>New West</u>	<u>North</u>	<u>Center</u>
Mowing, Edging, Cleanup, Trimming Pickup (weekly or as needed)	_____	_____	_____	_____
Spring Clean up	_____	_____	_____	_____
Fall Clean up	_____	_____	_____	_____
Tree/Shrub Maintenance	_____	_____	_____	_____
Fertilization per Application	_____	_____	_____	_____
Extra approved work (hourly rate)	_____	_____	_____	_____

Somers Cemetery Committee
P.O. Box 308
Somers, Connecticut 06071
Landscaper Proposal Form 2015

Name of Firm: _____

Name of Owner: _____

Mailing Address: _____

Telephone Number: _____ Email Address: _____

Contact Person: _____ Title: _____

Tax ID. # _____

- a. Landscaping services to be provided in accordance with Scope of Services and Specifications
- b. Term of contract: 3 years starting April 15, 2015.
- c. The Contractor shall provide all material and equipment to perform the contract responsibilities.
- d. Payments to the Contractor(s) will be made with 15 days of the receipt of invoices presented to the Treasurer, Town of Somers on a monthly basis.
- e. The contract includes a provision that it may be nullified at any time by a majority vote by the Cemetery Committee for cause.
- f. Valid insurance certificates must be provided annually and at other times at the request of the Town and/or Committee.
- g. All Contractors shall hold and maintain a Connecticut Home Improvement Contractors license at the date of commencement of the contract and through the duration of the contract.

A complete proposal package shall include:

1. This form, completed and signed
2. The proposal form completed
3. Copies of Insurance Certificates
4. The names and contact information for at least 3 references: Customers where cemetery maintenance services have been performed in the past 2 years to include Contact Name, Address, Phone Number.
5. A short narrative statement detailing the firm's history, the number of employees, the type and quantity of equipment available to perform cemetery maintenance.

Under penalty of perjury and other remedies available to the Town of Somers, the undersigned certifies this proposal is submitted without collusion and all responses are true and accurate. If awarded this contract it is agreed this forms a contractual obligation to provide services at fees specified and in accordance with the terms and conditions presented in this Proposal, including any addenda, which are all made part of this proposal.

Signature

Printed Name

Title

Date