

**INVITATION TO BID**

**GRASS CUTTING AND TRIMMING SERVICES**

**FOR THE**

**MIDDLETOWN HOUSING AUTHORITY**

Price Quotations will be received by the Housing Authority of the City of Middletown, at its office located at 40 Broad Street, Middletown CT, until 4:30 PM local time on Monday April 12, 2019.

**GRASS CUTTING AND**

**TRIMMING SERVICES**

 **AT**

**MAPLEWOOD TERRACE**

**TRAVERSE SQUARE**

**MARINO MANOR**

**MONARCA PLACE**

**MODERATE RENTALS**

**LONG RIVER VILLAGE**

**SBONA TOWER**

Specifications and bid forms will be available Monday March 18, 2019 at the Housing Authority’s office Monday - Friday, 8:30 am – 4:30 pm. Further information can be obtained by calling (860) 346-8671 X112 or by going to www.middletownha.org

**The Housing Authority of the City of Middletown is an Equal Opportunity / Affirmative Action Employer and conducts its business in accordance with all Federal, State and Local laws, regulations and guidelines. Section 3, Small, Minority, Women Business Enterprises and Disabled are encouraged to participate in this process.**

The Housing Authority of the City of Middletown

William Vasiliou

Executive Director

**INSTRUCTIONS TO BIDDERS**

1. Bidders are expected to examine the Specifications, drawings, instructions and the work site(s). Failure to do so will be at the bidder’s risk. The Middletown Housing Authority recommends a final walkthrough prior to the contract signing.
2. All bids must be submitted on the forms provided by the MHA. Bid documents shall be sealed in an envelope clearly labeled with the words “Bid for Grass Cutting and Trimming Services,” name of bidder and date. Bid forms must be signed and the bidder’s name and title clearly printed on the bid sheet.
3. Bidders shall furnish all information required by the solicitation. **Bidders must bid on all sites contained within each lot**. Bidders shall insert the words “No Bid” on the bid sheet for any location they decline to submit a price. In the event “no bid” is on any location where multiple locations exist within that lot, that entire lot will be rejected.
4. The MHA will award contracts only to contractors who have the ability to perform successfully under the requirements of the proposed contract. In determining the responsibility of the contractor, the MHA will consider such matters as the contractor’s integrity, record of past performance, equipment and labor resources. The MHA reserves the right to reject any bid where an investigation of the available information does not satisfy the MHA that the bidder is qualified or has the capacity to carry out the terms of the contract documents.
5. The MHA is exempt from the payment of taxes imposed by the Federal or State Governments. Such taxes shall not be included in the bid prices.

An award will be made to the lowest, responsible, responsive and qualified bidder for each location.

1. The MHA may reject any and all bids, accept other than the lowest bid and waive any informalities or minor irregularities in bids received. The MHA may reject any bid as non-responsive if it is materially unbalanced. A bid is materially unbalanced when it is based on prices significantly less than cost for some items of work and prices significantly overstated for other items of work.
2. The MHA reserves the right to award the contracts to multiple vendors.

**GENERAL CONDITIONS**

The contractor shall furnish all labor, equipment and materials necessary for the performance of the work.

1. All work shall be directed by a qualified and experienced supervisor. All personnel shall be properly trained for the performance of the work and shall be thoroughly familiar with the site, location of furnishings, equipment, etc.
2. The contractor shall be responsible for all damages to persons or property that occurs as a result of the contractor’s fault or negligence. The contractor shall take the appropriate safety and health precautions to protect the work, the workers, the public and the property of others.
3. The contractor shall provide the MHA with telephone numbers and/or pager numbers and/or cellar telephone numbers for a 24-hour contact person and alternate.
4. The duration of the contract will be from May 1, 2019 through

October 31, 2020. The contract may be extended 1 additional year with the consent of the contractor and the MHA.

1. Approved invoices submitted to the MHA will be paid upon approval at the next regularly scheduled Board meeting.
2. Before commencing any work, the contractor shall furnish to the MHA certificates of insurance showing the following insurance is in force and will insure all operations under the contract:
	1. Workers’ Compensation- in accordance with State of CT Workers’ Compensation laws;
	2. Commercial General Liability with a combined single limit for bodily injury and property damage of not less than $1,000,000 per occurrence;
	3. Auto Liability on owned and non-owned motor vehicles used on the site(s) or in connection therewith for a combined single limit for bodily injury and property damage of not less than $1,000,000 per occurrence.

 The Middletown Housing Authority shall be named as additionally insured on all

 certificates of insurance. All certificates of insurance shall provide that no

 coverage may be cancelled or non-renewed by the insurance company until at

 least 30 days prior written notice has been given to the MHA.

1. If the contractor fails or refuses to prosecute the work or any part thereof with due diligence that will insure its completion within the time specified in this contract, the MHA may, by written notice to the contractor, terminate the contractor’s right to proceed. The MHA may terminate this contract, in whole or in part, whenever the MHA determines that such termination is in the best interest of the MHA.
2. The contractor shall not assign or transfer any interest in this contract.
3. The properties and premises will be occupied by the MHA and its clientele on a continual basis.

**SPECIFICATIONS**

1. The items of work shall include cutting and trimming of all grassed areas as shown on the attached site map. All litter and trash in the grassed areas shall be collected and placed in an on-site dumpster furnished by the Owner. All walks, roads and parking areas shall be left free of any grass clippings.
2. The contractor shall provide all material and equipment including but not limited to mowers, trimmers, blowers, hand tools and fuels necessary to complete the work.
3. The Owner shall notify the contractor to provide the first cutting of the season. Subsequent cuttings shall be scheduled and completed every two weeks after the first cutting. Each cutting shall be completed in no more than two consecutive work days, weather permitting.

The MHA reserves the right to request more or fewer cuttings before, during or after the specified contract period to maintain an appropriate lawn height.

1. These requirements have been prepared to provide a complete job in every aspect. Any work not specifically mentioned but incidental to the completion of any part of the work shall be considered as part of the contract.

The contractor shall provide all labor, equipment and materials necessary for the above described services for all paved surfaces within the contract limit lines shown on the attached property maps.



**BID SHEET**

**LOT #1**

**DUE MONDAY APRIL 17, 2017 @ 3:00 PM**

**PROPERTY NAME:**  MAPLEWOOD TERRACE

**LOCATION:** WALNUT STREET

COST OF GRASS CUTTING AND

TRIMMING SERVICES

AS SPECIFIED:

$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PER CUT

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

CONTRACTOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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TELEPHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FAX: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AUTHORIZED SIGNTURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME AND TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BID SHEET**

**LOT #1**



**DUE MONDAY APRIL 17, 2017 @ 3:00 PM**

**PROPERTY NAME:** TRAVERSE SQUARE

**LOCATION:**  CHURCH STREET/WILLIAM STREET

COST OF GRASS CUTTING AND

TRIMMING SERVICES

AS SPECIFIED:

$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PER CUT

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

CONTRACTOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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TELEPHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FAX: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AUTHORIZED SIGNTURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME AND TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**BID SHEET**

**LOT #2**

**DUE FRIDAY APRIL 12, 2019 @ 4:30 PM**

**PROPERTY NAME:** MARINO MANOR

**LOCATION:** 1361 RANDOLPH ROAD

COST OF GRASS CUTTING AND

TRIMMING SERVICES

AS SPECIFIED:

$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PER CUT

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

CONTRACTOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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TELEPHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FAX: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AUTHORIZED SIGNTURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME AND TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BID SHEET**

**LOT #2**



**DUE FRIDAY APRIL 12, 2019 @ 4:30 PM**

**PROPERTY NAME:** MONARCA PLACE

**LOCATION:** 1325 RANDOLPH ROAD

COST OF GRASS CUTTING AND

TRIMMING SERVICES

AS SPECIFIED:

$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PER CUT

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

CONTRACTOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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TELEPHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FAX: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AUTHORIZED SIGNTURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME AND TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**BID SHEET**

**LOT #3**

**DUE FRIDAY APRIL 12, 2019 @ 4:30 PM**

**PROPERTY NAMES:** VACANT MODERATE RENTALS

**LOCATIONS:** ROGERS ROAD, SCHAEFER ROAD, WADSWORTH STREET, LONG LANE, SANTANGELO CIRCLE, DADDARIO ROAD, KIEFT ROAD & CUBETA ROAD

COST OF GRASS CUTTING AND

TRIMMING SERVICES

PER INDIVIDUAL ADDRESS:

(2 ADDRESSES PER BUILDING)

$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PER CUT

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

CONTRACTOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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TELEPHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FAX: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AUTHORIZED SIGNTURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME AND TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**BID SHEET**

**LOT #4**

**DUE FRIDAY APRIL 12, 2019 @ 4:30 PM**

**PROPERTY NAME:** Long River Village Parcel, Silver Street

COST OF GRASS CUTTING AND

TRIMMING SERVICES

$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PER CUT

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

CONTRACTOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**BID SHEET**

**LOT #5**

**DUE FRIDAY APRIL 12, 2019 @ 4:30 PM**

**PROPERTY NAME:** SBONA TOWER, 40 BROAD STREET

COST OF GRASS CUTTING AND

TRIMMING SERVICES

$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PER CUT

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

CONTRACTOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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AUTHORIZED SIGNTURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| MIDDLETOWN HOUSING AUTHORITY GRASS CUTTING LOCATIONS2019 |
| LOT # | LOCATION | DESCRIPTION |
| 1 | MAPLEWOOD TERRACEWALNUT STREET | ALL LAWN AREAS |
| 1 | TRAVERSE SQUARE | ALL LAWN AREAS |
| 2 | MARINO MANOR1361 RANDOLPH ROAD | ALL LAWN AREAS |
| 2 | MONARCA PLACE1325 RANDOPLH ROAD | ALL LAWN AREAS |
| 3 | MODERATE RENTAL | ALL LAWN AREAS |
| 4 | LONG RIVER VILLAGE | ALL LAWN AREAS |
| 5 | SBONA TOWER | ALL LAWN AREAS |



Housing Authority of the City of Middletown

40 Broad Street, Middletown, CT 06457

***Tel. (860) 346-8671 Fax (860) 347-0534 TTY 1-800-842-9710 Dial 711***

***William Vasiliou, Executive Director***