TOWN OF OXFORD
S.B. Church Memorial Town Hall
486 Oxford Road
Oxford, Connecticut 06478

Specifications
and
Bid Documents

Town Lawns and Athletic Fields Maintenance

Oxford Parks and Recreation
203-828-6506
parkrecdir@oxford-ct.gov
www.oxfordrec.com
February 15, 2022
Invitation to Bid

Notice is hereby given that the Town of Oxford is requesting bids for *Town Lawns and Athletic Fields Maintenance*.

Bid specifications and instructions will be available at the Parks and Recreation office at the Oxford Town Hall, 486 Oxford Road, Oxford, CT starting February 15, 2022. Office hours are Monday through Thursday 9:00 AM - 5:00 PM. An electronic copy of the specs can be obtained by e-mailing your request to Kyra Nesteriak at: parkrecdir@oxford-ct.gov or found on-line at www.oxford-ct.gov under Bids/RPF.

**A mandatory pre-bid conference will be held at 11:00 AM on February 22, 2022 at the Oxford Town Hall, located at 486 Oxford Road in Oxford, CT 06478.**

Deadline to bid – The completed Bid Proposal form will be received in the Parks and Recreation Office until 11:00 AM on March 1, 2022 at which time all proposals will be opened and read aloud.

Proposals will be considered, awarded and governed pursuant to Section 6-10(D) of the Oxford Town Charter. The Board of Selectmen reserves the right to reject any and all bids, waive irregularities or information in bidding and if necessary, re-advertise for bids. The Board of Selectmen also reserves the right to make such recommendations and or awards, including accepting a bid, to be in the best interest of the Town of Oxford.

Town of Oxford
George R. Temple
First Selectman
Instructions to Bidders

1. Receipt and Opening of Bids
   Sealed bids are due back to the Parks and Recreation office, made to the attention of Kyra Nesteriak, Director of Parks and Recreation. All bids shall be submitted in a sealed, opaque envelope clearly marked “Town Lawns and Athletic Fields Maintenance” on March 1, 2022 by 11:00 AM. Bids will be opened that same day at 11:15 AM and total bid prices will be read aloud.

2. Preparation of Proposal
   Each bid must be submitted on the prescribed form and all blank spaces for bid prices must be filled. Bid prices shall be written numerically and in words and include all labor, materials and equipment necessary to complete work in accordance with the contract documents.

3. Withdrawal of Bids
   Bids may be withdrawn personally or on written request by the bidder in time for delivery in the normal course of business prior to the fixed time for opening. Negligence on the part of the bidder in preparing their bid confers no right of withdrawal or modification of the bid after such bid has been opened.

4. Familiarity with Laws, Site Conditions and Documents
   Each bidder is required to be familiar with and comply with the terms and conditions of the specifications and all other bid documents as well as with all Federal, State and Local laws, ordinances or regulations that relate to this Bid. Each bidder shall thoroughly familiarize themselves with all the conditions of the bid documents and specifications before preparing their proposal. The submission of the proposal shall be construed as an assurance that such examination has been made.

5. Tax Exemption
   The Town of Oxford is exempt from paying tax and for that reason the bid price shall not include tax on the items specified.

6. Qualifications of Bidder
   The Town may make investigations deemed necessary to determine the ability of the bidder to perform the work and the bidder shall furnish to the Town all such information and data for this purpose as the Town may request. The Town reserves the right to reject any bid should the evidence submitted by or the investigation of such bidder fails to satisfy the Town that such bidder is properly qualified to carry out the obligations of the bid and to complete the work expected therein.
7. **Interpretations, Errors and Addenda**
   No oral interruptions shall be made to any bidder and no oral statement of the Town shall be effective to modify any of the provisions of the Bid Document. If you have a question or find a discrepancy, please notify the Town who may correct, amend or clarify such documents by written interpretation or addendum.

8. **Subcontractors**
   The bidder is advised that any person, firm or party to whom it is proposed to award a subcontract under this bid must be acceptable to the Town and the approval of the proposed subcontract award cannot be given by the Town unless and until the successful bidder submits all information and evidence requested by the Town regarding the proposed subcontractor. Although the bidder is not required to attach such information and evidence to this bid, the bidder is hereby advised of this requirement so that appropriate action can be taken to prevent subsequent delays in subcontract awards.

9. **Failure to Perform Maintenance**
   The Contractor shall perform landscape maintenance operations and services in accordance with the provision of these specifications as appropriate, without specific notice or instructions from the Director of Parks and Recreation to do so. If the Director of Parks and Recreation or their designee determines that the Contractor is negligent in performing specific operations or services, they shall notify the Contractor, in writing, to perform specified operations or services. Failure by the Contractor to respond to written notice and to perform said specified operations or services as required by the provisions of this agreement within five (5) working days after receipt of said written notice may result in the Town causing the specified services to be done and deducting the costs thereof from payments due to the Contractor.

10. **Right of the Town to Terminate Work**
    In any event that the provisions of the Bid Documents are violated by the Contractor, the Town may serve written notice upon the Contractor of its intention to terminate the work. Such notice to contain the reasons for such intention to terminate the work, and unless within five (5) days after serving of such notice upon the Contractor, such violation or delay shall cease and satisfactory arrangement of correction be made, work shall upon expiration of said five (5) days cease and terminate. In the event of any termination, the Town shall immediately serve notice thereupon the Contractor. In the event of such termination, the Town may take over the work or any portion thereof, and prosecute the same, by contract or any other method, for the account and at the expense of the Contractor, and the Contractor shall be liable to the Town for any excess cost associated by the Town as a result of such termination.
11. Compliance with Laws
   The successful bidder shall comply with all applicable laws, regulations, ordinances OSHA codes and orders of the United States, the State of Connecticut and the Town of Oxford related to its bid and the performance of the work described in the contract.

12. Terms of Contract
   The Contract shall become effective April 1, 2022 and remain effective until December 31, 2022 with the option to renew the contract for two (2) additional years.

13. Payments
   Monthly invoices shall be furnished to the Director of Parks & Recreation for verification and approval of the amount due the Contractor. The Contractor agrees that he will indemnify and hold the Town harmless for all claims coming out of the lawful demands of laborers, suppliers and assignees.
**General Conditions**

The Director of Parks and Recreation shall be the Contractor’s direct contact and periodic conferences will be held to review the status of work performance.

The Contractor shall save and hold harmless from and against all liability, claims, and demands on account of personal injuries (including, without limitation of the foregoing, worker's compensation and death claims) or property loss or damage of any kind whatsoever, which arise out of or are in any manner connected with, the performance of this contract, regardless of whether such injury, loss or damage shall be caused by, or be claimed to be caused by, the negligence or other fault (a) of Contractor, or (b) of a subcontractor hereunder, or (c) of some other person; or by agents or employees of any of the foregoing; or by accident; or otherwise.

**Property Damage**

- Any Town of Oxford or Board of Education property or private property damaged or altered in any way by the Contractor during performance under the provisions of these specifications shall be reported promptly by the Contractor to the Director of Parks and Recreation and shall be restored to its original condition prior to damage. It is understood that property damage includes, by is not limited to, any damage resulting from Contractor’s use of fertilizers or pesticides. Such restoration shall be at the Contractor’s sole cost and expense shall be accomplished in a manner and by means first approved by the Town of Oxford; and

- Any damage to Town of Oxford or Board of Education property that is observed by the Contractor whether or not caused by Contractor’s performance under the provisions of these specifications, shall be reported promptly by the Contractor to the Director of Parks and Recreation.
**Bidding Requirements**

1. The contractor must have a history of performing municipal OR large scale commercial work;
2. The contractor must bid on both parts of the job;
3. Attach a copy of Connecticut State Supervisory License and numbers for pesticide application;
4. Attach Certificate of Limited Liability Insurance Coverage in the amount of a minimum of $1 million dollars;
5. Attach Certificate of Worker’s Compensation Coverage;
6. Attach 3 professional references from past/present jobs similar to this;
7. Attach equipment list, list of employees and a list subcontractors to be used for proposed services;
8. The contractor must be able to receive communications from the Director of Parks & Recreation or their designee via telephone (with voice mail); text and email; and
9. Copy of criminal background checks of all employees after RFP is awarded.
Major Stipulations

1. All work on school properties shall adhere to State of Connecticut, Department of Energy and Environmental Protection Policies regarding pesticide applications on said school properties;
2. All work on school properties shall adhere to Town of Oxford Board of Education Hazardous Material in Schools/Pesticide Application Policy (contact the Town of Oxford Board of Education to obtain a copy if needed);
3. The Contractor shall provide copies of product purchase invoices with bills to verify application of required products.
4. Schedule for the school properties will be approved by the Director of Parks and Recreation in consultation with the designee at the Town of Oxford Board of Education;
5. Jackson’s Cove beach area will be mowed before 9:00 a.m. during summer months. Special consideration will be given during holiday weekends, special events and summer concerts;
6. The Contractor shall provide services for special events such as Memorial Day 5K Race/Parade, Summer Concert Series, graduation ceremonies, etc. The Contractor shall also perform services so as not to inconvenience regularly scheduled town events;
7. The Contractor will be ready to make emergency repairs to fields or properties due to vandalism or severe weather conditions; and
8. The Contractor may be required to water athletic fields at end of summer to ready fields for fall sports. The Contractor must contact the water company for water use permits; contractor supplies all hoses, sprinklers, labor, etc. Town of Oxford will pay for the water. This should be submitted as a separate line item in your proposal at as a daily rate for watering. Watering would take place only at the direction of the Director of Parks and Recreation or their designee.
Technical Specifications

A. General Requirements

1. Work shall consist of that specified herein and the Contractor is responsible for all material, labor and equipment required or necessary;
2. All herbicides, insecticides, fungicides and any other chemicals used in the performance of this contract shall be used in accordance with the standards and regulations set forth by the Environmental Protection Agency, and appropriate state and local regulatory agencies; and
3. The Contractor shall furnish copies of all necessary certificates, permits and licenses required to perform these specifications as well as insurance certificates establishing Connecticut Worker's Compensation coverage and Liability Insurance with minimum coverage of $1,000,000 prior to commencement of performance of this contract.

B. Workmanship, Quality and Appearance Level

1. It is the intention of the Town to require the highest level of quality compatible with standard practice;
2. The Contractor shall insure that all work under this contract be completed by personnel over the age of eighteen (18) years and be supervised by Contractor-employed supervisory personnel who are technically qualified and possess requisite management skills;
3. The Contractor shall be responsible for the skill, methods, appearance and action of the Contractor's employees and for all work done. The Contractor shall instruct all of the Contractor's employees that they are not required to respond to questions, suggestions, or instructions from Town employees other than the Director of Parks and Recreation or their designee;
4. The Contractor shall perform the work provided for in these specifications under the direction of the Director of Parks and Recreation or their designee. The Director of Parks and Recreation or their designee may make inspections at any time and may request that the Contractor perform additional work or services to bring Contractor's performance to the level required by this agreement. The Contractor shall cooperate with any representative designated by the Director of Parks and Recreation to enable them to determine the Contractor's conformity with the provisions of these specifications and the adequacy of the work being performed.
C. Properties Defined as Lawns
The following properties are defined as “Lawns” for the purpose of this bid:

1. Town Hall
   • 486 Oxford Road
2. Kirk’s Pond, Dog Pound, and adjoining property
   • To the right of Town Hall (no physical street address)
3. Center Fire House property
   • 484 Oxford Road
4. Quaker Farms Firehouse property
   • 403 Quaker Farms Road
5. Riverside Firehouse property
   • 151 Coppermine Road
6. Ambulance Landscaping Bed
   • 484 Oxford Road
7. Police Department
   • 429 Oxford Road
8. Old Oxford Center School - includes front lawn area, courtyard between the main building and around the campus buildings
   • 62 Oxford Road
9. Quaker Farms School - includes front, back & side lawn areas
   • 30 Great Oak Road
10. Great Oak Elementary School – includes front, side & back lawn areas
    • 50 Great Oak Road
11. Oxford Middle School
    • 40 Great Oak Road
12. Oxford High School
    • 61 Quaker Farms Road
13. Public Works Garage
    • 21 Great Oak Road
14. Oxford Senior Center
    • 10 Old Church Road
15. Oxford Town Library
    • 49 Great Oak Road
16. Jackson Cove Park
    • 26 Jackson Cove Road
17. Lily Park
    • Across the street from 50 Great Oak Road
18. Ryan’s Courts
    • Across the street from 30 Great Oak Road
19. Aggie Park - includes grass along both sides of the entire driveway, grass around the existing parking area, the grass around the playing fields and the hillside overlooking the fields
    • 95 Bowers Hill Road
20. Victory Park property
D. Properties Defined as Athletic Fields
The following properties are defined as “Athletic Fields” for the purposes of the bid:

1. Old Oxford Center School (1 baseball field, 1 softball field and the area in between used as multi-purpose field)
   - 462 Oxford Road
2. Great Oak Elementary School (1 softball field and 1 soccer field located inside track)
   - 50 Great Oak Road
3. Oxford Middle School (1 baseball field and adjoining grass area)
   - 40 Great Oak Road
4. Quaker Farms School (1 multi-purpose field)
   - 30 Great Oak Road
5. Oxford High School (1 softball field, 1 baseball field, West Field which consists of 1 soccer field and 1 football field)
6. Posypanko Park (2 baseball fields and surrounding area of fields)
   - 9 Hawkins Road
7. Oxford Glen (1 softball field and 1 soccer field)
   - 454 Roosevelt Drive
8. Tetlak/Aggie Park (2 softball fields with multi-purpose field in between)
   - 95 Bowers Hill Road

E. Scope of Work for Town Lawns/Athletic Fields Fertilization and Seeding
All areas should receive the following:

1. Soil Analysis - Will be performed each September and results submitted to the Director of Parks and Recreation or their representative for analysis. Soil samples will be obtained and submitted at Contractor's expense in order to determine if soil deficiencies exist. The results will be utilized to modify program/product mix for the following year's bid specification. Soil pH should be maintained at 6.0-6.5 to maximize nutrient availability. A standard soil test is adequate for lawn areas, but a "soil elite" test is required for the athletic field areas as micronutrient levels are critical in those areas. Information on accredited labs an be obtained from the Director of Parks and Recreation or their representative.

2. Liming - All areas should receive 1 ton/acre of calcitic lime, or 500 lbs/acre of an enhanced calcitic lime. These applications should be done in conjunction with spring aeration.

3. Fertilizing - Lawn properties shall be fertilized in early spring, late spring, summer and fall at times and in areas specified by the Director of Parks and Recreation.
Recreation or their representative. Lawn areas should receive a minimum of 2.5lbs/N/1,000 sq ft per year. Athletic fields should receive a minimum of 3.5lbs/N/1,000 sq ft per year. Additionally, athletic fields should receive a minimum of 1.8 lbs/K/1,000 sq ft per year to aide in heat, drought, and wear tolerance and recovery.

4. Surfactant application - Athletic fields shall receive a single application of granular surfactant (Sixteen90) at 7lbs/1,000 ft sq to aid in water retention/drought tolerance in early June. This can be applied the same day as the early summer fertilizer to maximize efficiency of labor for the contractor. Contractor shall make every attempt to make application within 48 hours of an imminent rainfall event to facilitate proper penetration into the soil.

5. Weeds, Disease and Pest Control - Where allowed by law, the lawn areas should remain free of broadleaf and grass weeds as well as insect pests. The Contractor shall be responsible for the selection and proper use of insecticides and herbicides and for the specific applications for which the same may be used. K-8 school grounds cannot receive any EPA registered pesticides. Any pesticide applications must be coordinated with the Director of Parks and Recreation or their representative for timing.

6. Aerating and Renovating - Aeration of lawn properties shall be done in a manner approved by the Director of Parks and Recreation or their representative and only under dry soil conditions. Aeration machines must be capable of penetrating to a minimum depth of 2", and holes should be spaced no more than 2" X 2" spacing. Equipment must be reviewed and approved by the Director of Parks and Recreation or their representative as meeting the spacing/depth specification, or the contractor shall rent an appropriate machine for the job. Lawn aeration shall take place one time per year preferably in September. Athletic fields shall be aerated twice per year preferably in April and September.

7. Seeding - All lawn properties shall be seeded once per year. All athletic field properties shall be seeded twice per year. Seeding will coincide with usage of property. Seeding should be done in conjunction with aeration, and preferably in April/September. Seed shall be weed free and consist of a blend of:

50% Perennial Ryegrass
45% Turf Type Fescue
5% Hybrid Bluegrass.

Lawn areas are to be seeded with a minimum of 3 lbs/1,000 sq ft. Athletic Fields should receive a minimum of 6 lbs/1,000 sq ft per seeding (12 lbs/yr)
8. Fungicide - Only as needed/requested by the Director of Parks and Recreation or their representative. Application is primarily to prevent catastrophic turf loss.

9. Organic Mole Control – 2 treatments in the Fall at Great Oak Elementary School soccer field (field located inside the track).

10. Aggressive seeding in the Spring of the Great Oak Elementary Middle School soccer field (field located inside the track).

F. Scope of Work for Town Lawns/Athletic Fields Mowing and Maintenance

All areas shall receive the following:

A. Mowing - Lawn properties shall be mowed once a week. Athletic fields should be mowed twice per week, removing no more than 1/3 of the leaf blade per mowing. The Contractor shall remove paper, rubbish or debris from each lawn area prior to mowing. Mowing shall be done only by properly adjusted mowing equipment with sharp edges. Bruising or rough cutting of grass shall not be permitted. "Scalping" shall not be permitted.

B. Trimming - All lawn property edges shall be trimmed periodically. This trimming shall include cutting all grass along walls, fences, foundations, curbs, sidewalks, paths, shrubs, tree trunks, poles, guide wires, or any other object or structure within or bordering the lawn properties. The Contractor shall avoid damaging tree trunks, shrubs, buildings and other objects and structures during trimming operations. Any such damage shall be reported immediately to the Director of Parks and Recreation.

C. Flower/Landscaped Beds
   a) Weeding done once per week during mowing;
   b) Mulch or riverstone shall be replaced as needed;
   c) Pre-emergent herbicide applied prior to mulching.

D. Watering - The following areas shall be watered to maintain a positive appearance for the public:
   a) Front lawn of Town Hall;
   b) Front lawn of Old Oxford Center School;
   c) Front areas of Center Fire House; and
   d) Oxford Glen (irrigation system).

E. General Maintenance and Clean-up
   a) The Contractor shall keep all ground cover areas around shrubs and trees, next to buildings, fences, benches, sidewalks, paths, curbs and
gutters free from weeds, grasses, rocks, glass and other debris. The Contractor is to provide normal service to the areas covered by these specifications and the Town is to provide extra services to effect cleanup of the areas after each of several town sponsored events that are held on various sites covered by this agreement;
b) The Contractor shall report any unsafe or hazardous conditions immediately to the Director of Parks and Recreation; and
c) Clear and trim retention pond at Oxford Middle School as necessary.

F. Infields
a) All infields must be turned at a depth of 4 to 6 inches, adding Turface and then dragged smooth, removing stones and debris;
b) Set bases and home plates. Set pitching rubbers to proper height and distance;
c) Scarify and drag infields at twice per week to maintain a safe playing surface;
d) Regularly inspect infields for holes and depressions and fill and level as necessary. Fill and level any low lying areas;
e) Maintain a clean, smooth edge around infields. Remove all weeds encroaching upon the infield and/or growing in the infield;
f) Roll infields and lips as necessary to maintain a safe and level surface; and
g) Posypanko Park, cut and regrade pathway between home plate and pitcher’s mound.

G. All Soccer Fields
a) Regularly level goal mouths and add top soil if necessary, then reseed and fiber mulch as needed.

H. All Fields
a) Outline in bright orange paint, any potentially hazardous obstructions on or near playing surfaces, ie storm drains, large embedded rocks, etc;
b) Oxford Glen - Line left field foul line with orange paint to distinguish it from soccer lines; and
c) Please be aware that there may be special events and/or play offs in the various sports throughout the season and there may be special requests for some extra work in preparing the fields for these events.

I. Oxford High School Fields
a) Brush mow baseball slope 4 times a year;
b) Brush mow outskirts of Wolverine and West fields 4 times a year;
c) Brush mow cross country staging area 4 times a year;
d) Clear and trim retention ponds (2) twice per year;
e) Line West Field football and soccer fields as well as practice grids weekly during the season;
f) Baseball and softball fields – turn over and apply one pallet of Turface to each field prior to the start of the season. Stripe and turn over once per week from April 1st until June 30th or additional times if requested by the Director of Parks and Recreation or their designated representative after consultation with the Oxford High School Athletic Director. From July 1st to November 1st turn over weekly and stripe as requested by the Director of Parks & Recreation or their designated representative.

J. Seasonal Maintenance Schedule

Spring
- Clean all fields of winter debris, dead grass, leaves, etc. This should be done with a thatching machine or power sweeper while fields are dry;
- Clean Great Oak Track, keeping area free from pebbles and other foreign objects; remove vegetation from fence lines and shotput areas and add stone screenings where needed to correct washouts or settling;
- Leaf blow and clean Ryan’s Courts tennis courts;
- Repair damaged, barren or worn areas of turf including, but not limited to, damage from such things as erosion, car tracks, and snow plows (except damage from snow plows at school properties);
- Begin mowing as soon as possible and maintain grass height at 2 to 2.5 inches;
- Activate, pressurize and test irrigation system at Oxford Glen;
- Turn over and stripe infields twice per week. One time should be Friday or early Saturday morning in preparation for the weekend activity. Schedule should be approved by the Director of Parks and Recreation;
- Cleanup around buildings - rake and remove dead grass, leaves and debris around buildings and from all lawn areas and beds;
- Clean, edge and mulch all shrub beds; and
- Mulch with double ground shredded bark mulch or stone.

Summer
- Continue mowing practices and adjust height of cut due to weather conditions or field usage. Consult with Director of Parks and Recreation or their designated representative to adjust as needed;
- Monitor fields on a regular basis for water requirements. Monitor and adjust irrigation timer at Oxford Glen;
- Clean Great Oak Track, keeping area free from pebbles and other foreign objects;
- Turn over and stripe infields once a week until August 31st, then as needed as requested by the Director of Parks & Recreation;
- Keep all flower/landscape beds free of weeds and neat in appearance;
- Prune and trim all ornamental shrubs and bushes;
• Machine edge sidewalks; and
• Prevent weed growth in sidewalk, pavement cracks and other non-lawn areas with post and pre-emergent control such as a Roundup/surflan mix.

**Fall**
• Continue mowing practices and adjust height of cut due to weather conditions or field usage. Consult with Director of Parks and Recreation or their designated representative to adjust as needed;
• Monitor fields on a regular basis for water requirements. Monitor and adjust irrigation timer at Oxford Glen;
• Clean Great Oak Track, keeping area free from pebbles and other foreign objects;
• Turnover infields once per week and stripe as requested by the Director of Parks and Recreation or their designated representative;
• Remove leaf buildup from all areas as needed; and
• Winterize sprinkler system at Oxford Glen.
Bid Proposal Form

TO: Town of Oxford Board of Selectmen
S. B. Church Memorial Town Hall
486 Oxford Road
Oxford, CT 06478

FROM:
Name of Company: __________________________________________________

Total Bid Price for Town Lawns & Athletic Fields Maintenance:

$______________________ (unit numerically)

___________________________________________________________

___________________________________________________________ Dollars

(unit in words)

A. Contract Period will commence on April 1, 2022 and terminate on December 31, 2022 unless the Town exercises its option to extend the contract;
B. Attach Certificate of Liability Insurance Coverage;
C. Attach Certificate of Workmen's Compensation Coverage;
D. Attach a list of employees and equipment to be used for proposed services;
E. Attach a list of all subcontractors to be used for proposed services;
F. Attached a list of three (3) professional references of similar jobs as proposed services;
G. Holding Bid Price: Contractor agrees to hold the bid price and begin work on April 1, 2022 or sooner if requested by the Director of Parks & Recreation or their designee;
H. Per Section 6-10 (D) of the Town of Oxford Charter: The Board of Selectmen may:
   1. Reject any or all proposals which they deem not to be in the best interest of the Town and, if necessary, request new proposals; or
   2. Negotiate with anyone making a proposal for terms and conditions deemed to be in the best interest of the Town; and
I. Proposal Provisions:

In submitting this bid, the undersigned agrees:

1. To accept the provisions of the Bid Proposal Form;
2. To execute a contract in the form stipulated, within thirty (30) calendar days after the receipt of the acceptance of this bid;
3. Declares that this proposal in all interests is fair and made without collusion with any person, firm or corporation making a proposal for this work; and
4. Designates an office address to which notice of acceptance may be mailed.

Signature: _____________________________
Print Name: _____________________________
Title: _____________________________
Date: _____________________________

Company: _____________________________
Address: _____________________________
Telephone Number: _____________________________
Email: _____________________________