

# REQUEST FOR PROPOSAL

**PUTNAM PUBLIC SCHOOLS**  
**152 WOODSTOCK AVENUE**  
**PUTNAM, CONNECTICUT 06260**

## GROUNDS MAINTENANCE

**OWNER:** PUTNAM PUBLIC SCHOOLS  
ADMINISTRATIVE OFFICES  
152 WOODSTOCK AVENUE  
PUTNAM, CONNECTICUT 06260

**OWNER CONTACT:** NANCY T. COLE  
BUSINESS ADMINISTRATOR  
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E-MAIL: [COLEN@PUTNAM.K12.CT.US](mailto:COLEN@PUTNAM.K12.CT.US)

**MARCH 2024**

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## INVITATION TO REQUEST FOR PROPOSAL

ISSUING OFFICE: PUTNAM PUBLIC SCHOOLS  
ADMINISTRATIVE OFFICES  
152 WOODSTOCK AVENUE  
PUTNAM, CONNECTICUT 06260

PROJECT: **Grounds Maintenance**

Vendors are invited to submit a sealed request for proposal on the Form provided in accordance with the requirements of this request for proposal and the following instructions. The work comprises grounds maintenance at Putnam Elementary, Middle and High Schools.

The Putnam School District will receive responses until **11:00 AM on April 22, 2024**, at the Putnam Public Schools Administrative Offices. Interested parties are invited to attend. Responses will be opened publicly and read aloud immediately after the specified closing time.

Proposals are to be submitted on the enclosed Form in a sealed envelope and addressed as follows:

Putnam Public Schools  
RFP – Grounds Maintenance  
152 Woodstock Avenue  
Putnam CT 06260

Refer to the “Specifications” of this Request for Proposal for other requirements. No vendor may withdraw their proposal within three (3) calendar days after the actual date of opening thereof without the consent of the Putnam School District.

This Request for Proposal may be downloaded from the following website: [www.putnamschoolsct.org/district/district/pages/bids](http://www.putnamschoolsct.org/district/district/pages/bids) or picked up from the Putnam Public Schools Administrative Offices on or after **March 5, 2024** (Saturdays, Sundays and Legal Holidays excluded) between the hours of 9:00 AM and 4:00 PM. Contact Nancy Cole by calling 860-963-6900 Ext 5003 or via e-mail at: [colen@putnam.k12.ct.us](mailto:colen@putnam.k12.ct.us).

**A mandatory pre-bid conference will be held at Putnam Elementary School, 33 Wicker Street, Putnam, CT on April 5, 2024, at 9:00 AM.** Contact Marc Coderre, Director of Special Projects, at 860-963-6925 Ext 2021 or via email at [coderrem@putnam.k12.ct.us](mailto:coderrem@putnam.k12.ct.us), if you have any questions.

Prospective vendors’ attention is referred to the State requirements pertaining to conditions of employment to be observed, including Workmen’s Compensation and Equal Employment Opportunities.

The Putnam School District reserves the right to waive irregularities and to reject any or all responses, wholly or in part, to waive any informalities or defects in any or all responses and to make awards deemed in the best interest of the Putnam Public Schools, which may not be the lowest cost proposal.

## SPECIFICATIONS

### 1. PURPOSE

The purpose of this request for proposal is to solicit prices for Grounds Maintenance at the Putnam School District's three facilities:

Putnam Elementary School 33 Wicker Street	Putnam Middle School 35 Wicker Street	Putnam High School 152 Woodstock Avenue
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### 2. SCOPE OF WORK

Furnish all labor, equipment, and material necessary to complete the maintenance of turf and plantings as specified herein. The work to be completed, but not limited to, is described below.

#### A. SCHEDULED SERVICES

Mowing, trimming, edging. The sites shall have approximately 12 mowings per year from May 1st through October 31st based upon growing conditions. Mowings shall be coordinated with the Director of School Facilities.

#### B. MOWING

1. All lawns shall be mowed every 7 to 10 days during peak growing season (spring and fall) or shall be adjusted by prior consultation between the contractor and Director of School Facilities to make necessary schedule changes.
2. Mowing will be done during the months of May, June, September and October during off school hours (3:00 PM to 8:00 PM) or on Saturday. Mowing may be done during the months of July and August during normal business hours.
3. Mowing will be done without disturbing bed areas, shrubbery, or structures. Push mowers will be required where necessary.
4. Areas by trees, shrubs, building foundations, posts or other obstructions will be done by push mowers.
5. Leaves, grass clippings or other debris will be removed from walkways, curbs, and air conditioner units.
6. Litter, debris, and loose stone on lawn areas will be removed prior to mowing.
7. Mowing around all planted beds, tree wells and such areas shall be such that grass clippings are directed away from these areas.

#### C. TRIMMING

1. All lawn areas adjacent, but not limited to buildings, walkways, curbs, lights, signs, trees, beds, and fences shall be trimmed to approximately two (2) inches.
2. The fence line on the blacktop above the elementary school playscape will be trimmed with each mowing.
3. Retention ponds shall be trimmed 1 time per year at Putnam High School on the last mowing of the season.

**3. AREAS TO BE MOWED AND TRIMMED****A. PUTNAM ELEMENTARY SCHOOL**

Long eastern side of the driveway (thin side of the driveway) up to the upper staff parking lot, island with 3 trees near lower staff parking lot, flagpole island, island with fire pull box, island from triple door to crosswalk, area near transportation, behind PES offices and along the fence line and near Family Resource Center (FRC), which is in the back of the building.

**B. PUTNAM MIDDLE SCHOOL**

Area adjacent to the cafeteria and auditorium entrances, flagpole area near main entrance, small island near receiving, and around the back of the school from the gray shed to the back of the auditorium area.

**C. PUTNAM HIGH SCHOOL**

All areas from Milton Street to Vandale Street and to Woodstock Avenue.

**4. OPTIONAL SERVICES**

The Putnam School District is also accepting a proposal for optional services as follows: mulching, spring and fall clean-ups, debris removal and bed maintenance. These services are not automatic and are not to be performed unless awarded and requested in writing by the Director of School Facilities.

**A. MULCHING**

1. An application of a sufficient amount of double shredded dark brown bark mulch is to be made on all beds to provide approximately two (2) inches of new mulch.
2. This mulching is to be accomplished during the 2<sup>nd</sup> or 3<sup>rd</sup> full week in August, prior to the beginning of the new school year.
3. Mulching material is to have prior approval of the Putnam Public Schools. The mulch should be termite and disease free.
4. Mulch is to be applied around the trees in such a way not to suffocate the trees.

**B. SPRING CLEAN UP**

1. All debris, including, but not limited to, branches, stones, and paper shall be removed from the lawn areas.
2. All weeds will be removed from mulched areas; existing plantings will be cleared of debris, dead branches, and stones.
3. All mulch will be loosened and reshaped.
4. All foundation beds and tree wells will be mechanically edged.

**C. FALL CLEAN UP**

1. All lawn areas, beds and mulched areas will be cleaned of leaves, branches, litter, stones, and other debris.

**5. INSURANCE REQUIREMENTS**

Contractor shall agree to maintain in force at all times during the contract the following minimum coverages and shall name Putnam Board of Education as an Additional Insured on a primary and non-contributory basis to all policies, except Workers Compensation. All policies should also include a Waiver of Subrogation.

Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum AM Best’s Rating of “A-“ VIII. In addition, all Carriers are subject to approval by Putnam Board of Education.

		<b>Minimum Limits</b>
General Liability	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations Aggregate	\$2,000,000
	Abuse and Molestation Liability	\$1,000,000
Auto Liability	Combined Single Limit	\$1,000,000
Umbrella/Excess Liability	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000

If any policy is written on a “Claims Made” basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of this contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the contract for two (2) years from the completion date.

**Workers’ Compensation and Employer’s Liability**

WC Statutory Limits	
EL Each Accident	\$1,000,000
EL Disease Each Employee	\$1,000,000
EL Disease Policy Limit	\$1,000,000

Original, completed Certificates of Insurance must be presented to the Putnam Board of Education prior to contract issuance. Contractor agrees to provide replacement/renewal certificates at least 60 days prior to the expiration date of the policies. Should any of the above-described policies be cancelled, limits reduced, or coverage altered, 60 days written notice must be given to Putnam Board of Education.

**6. VENDOR INFORMATION**

- a. Describe the experience of your firm in providing and supporting the type of work being proposed. Include the length of time your company has been in business.
- b. Include the most relevant work of this type of similar size and scope as is proposed.
- c. Provide a list of the business clients for whom you have done similar work.

**7. REFERENCES**

Vendors must provide references of at least three (3) business clients for whom they have completed a similar project. Preference is for references which are similar in size and scope. Please provide the following information for each reference:

Name of Organization  
Contact Person  
Phone Number  
E-Mail Address  
Date of implementation (e.g. November 2023):

**8. EVALUATION CRITERIA**

Responses to the Request for Proposal will be evaluated according to the following criteria:

- Cost of project
- Background and experience in providing this type of work
- Length of time in business
- The company's client references and demonstrated record of successful implementations in at least three (3) business clients
- Quality, clarity, responsiveness, and completeness of proposal in conformance with instructions

All evaluations and judgments about the proposals shall be made solely by Putnam School District representatives. All selection decisions shall be made by the Putnam School District in its complete and sole discretion. The Putnam School District will select the Request for Proposal it deems as the best possible solution and value for the Putnam School District, which may not be the lowest priced option.

**FORM**

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

SUBMITTED BY: \_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City/State/Zip

TELEPHONE: (\_\_\_\_) \_\_\_\_\_

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

CONTACT: \_\_\_\_\_  
Name/Title

**1. PROPOSAL**

The undersigned hereby attests-by-signature, having examined the details in the Request for Proposal, and hereby offers to perform the work for the sum as indicated below:

Description	Price
Mowing and Trimming for Putnam Elementary School, Putnam Middle School and Putnam High School	\$
<b>TOTAL</b>	<b>\$</b>

Please provide pricing on the following alternate options as outlined in this request for proposal.

Description	Price
Alternate Option: Mulching	\$
Alternate Option: Spring Clean Up	\$
Alternate Option: Fall Clean Up	\$
<b>TOTAL</b>	<b>\$</b>

The undersigned certifies under penalty of perjury that this response is in all respects bonafide, fair and made without collusion or fraud with any other person. As used in this Section, the word "person" shall mean any natural person, joint venture, partnership, corporation, or other business or legal entity.



**2. ACCEPTANCE**

This offer shall be open to acceptance and is irrevocable for three (3) calendar days from the closing date. The successful vendor will be required to furnish a Certificate of Insurance meeting or exceeding the minimum coverage as indicated in the Specifications within five (5) business days of the award.

**3. HOURS FOR WORK**

The undersigned certifies that he/she will schedule the work to conform with the school system's operations and that the work will be performed during mutually agreed upon hours.

**4. COMPLETION TIME**

The school district would like the work to begin on or after July 1, 2024. The undersigned agrees that if this proposal is accepted, he/she will schedule the work with the Director of School Facilities.

**5. SIGNATURE**

\_\_\_\_\_

Signature

\_\_\_\_\_

Typed Name/Title

**END OF DOCUMENT**

Date: 02/26/2024  
Bids/RFP Grounds Maintenance 2024