



**COOPERATIVE EDUCATIONAL SERVICES  
REQUEST FOR PROPOSAL  
LANDSCAPE MANAGEMENT SERVICES**

**Overview:**

Cooperative Educational Services (“C.E.S.”), a Regional Educational Service Center established in accordance with Section 10-66a et.seq. of the General Statutes of Connecticut, is seeking proposals for landscape management services for certain properties identified below. Only those proposals strictly adhering to the scope of services, qualifications, and deadlines will be considered. Although specific landscaping products are identified in this R.F.P., C.E.S. will consider alternative environmentally friendly products when appropriate; however, quality of service and appearance of grounds must not be compromised. C.E.S. makes no representations as to the current condition of the properties.

**Submission Requirements:**

Proposers must submit three (3) hard copy sealed proposals to the following address, marked as indicated below:

**Office of the Director of Finance & Operations  
Cooperative Educational Services  
40 Lindeman Drive  
Trumbull, CT 06611**

**REFERENCE: LANDSCAPE MANAGEMENT PROPOSAL**

Proposals must be received no later than October 15, 2018 at 2:00 p.m. E.S.T. in order to be considered. No proposals will be considered after the date and time specified above. Sealed packages should be marked accordingly; C.E.S. accepts no responsibility for proposals which are not properly identified.

C.E.S. reserves the right to reject any and all proposals at its sole discretion.

**Locations of Property:**

23 Oakview Drive, Trumbull, CT  
25 Oakview Drive, Trumbull, CT  
40 Lindeman Drive, Trumbull, CT

## **Term of Contract:**

Services shall be quoted for the 2019 season (approximately April 1, 2019 through December 30, 2019), with an optional **annual** renewal for 2020, 2021 and 2022 seasons by mutual agreement of C.E.S. and contractor.

## **Scope of Work:**

Maintenance, care and housekeeping of all exterior landscaped areas, including but not limited to building grounds, lawns, playground areas, basketball court, flower beds, shrubs, areas surrounding signs and lights, but specifically excluding paved areas and irrigation systems. The type of maintenance, care and housekeeping must be designed to promote healthy growth, visual appeal and create the landscape environment specified. Any deviation from the criteria established below must be clearly identified.

### **Lawn Care:**

- 1.) Turf shall be cut at a height of 2" to 3" as conditions dictate. Mowing shall be done frequently enough so that no more than 1/3 of the grass blade is removed per cutting. Mowing equipment and patterns shall be employed to permit recycling of clippings where possible, and present a neat appearance. Excess clippings shall be removed. Blades on all equipment shall be sharp to prevent tearing of the grass blades. The total number of cuttings is 26 per season (or as needed). Proposer shall include a mowing occurrence matrix and confirmation of strict adherence to the mowing schedule.
- 2.) A quality turf fertilizer in compliance with Connecticut State Law for schools shall be applied four (4) times per season providing a total minimum of 4 pounds of actual nitrogen per 1,000 square feet per season. Timing frequency and rate of application shall be adjusted to meet horticultural conditions.
- 3.) Turf adjacent to walks shall be edged eight (8) times per season. Turf adjacent to curbs shall be edged eight (8) times per season.

### **Retention Ponds:**

- 1.) Location:
  - a. 23 Oakview Drive – 1 pond
  - b. 25 Oakview Drive – 2 ponds
- 2.) Weed whacking is required in area around retention ponds.
- 3.) Inside of retention ponds must be maintained weed-free at all times.
- 4.) Cattails are not to be moved.

### **Shrub, Evergreen and Groundcover Beds:**

- 1.) All beds shall be maintained to present a neat and weed-free appearance by cultivating and/or weeding as needed.
- 2.) All shrub and evergreen beds shall be pruned as needed, but no less than one (1) time per season to remove dead or damaged branches, develop the natural form of the plant, and to create the effect intended by the landscape architect.
- 3.) All groundcover beds shall be pruned as needed, but no less than one (1) time per season.
- 4.) Formal hedges shall be pruned as needed, but no less than one (1) time per season.
- 5.) Fertilizer in compliance with Connecticut State Law for schools shall be applied to all beds as needed, but no less than one (1) time per season.
- 6.) Turf adjacent to beds shall be edged as needed, but no less than one (1) time per season to prevent encroachment of turf and present a neat appearance.

Trees and Lawn Evergreens (Up to 12' in overall height):

- 1.) A cultivated and edged ring shall be maintained at the base of all lawn trees where applicable as needed, but no less than one (1) time per season.

Flower Beds:

- 1.) All beds shall be maintained to present a neat and weed-free appearance by cultivating and/or weeding as needed.
- 2.) All flower beds/pots shall be prepared and annual flowers planted 8 inches on center, grown in 4" pots, will be installed no later than May 15 in all flower beds identified below.
- 3.) Flower type will be recommended by contractor to C.E.S. for approval prior to planting.
- 4.) All annual flowers shall be replaced with Chrysanthemums in September.
- 5.) Flower beds shall be fertilized with a fertilizer conforming to Connecticut State Law for schools as needed, but no less than three (3) times per season.
- 6.) Faded blossoms are to be removed as needed, but no less than weekly.

Flower Bed Locations:

- 40 Lindeman Drive
  - o In front of sign at driveway main entrance; adjacent to Lindeman Drive
  - o In front of building main entrance
- 25 Oakview Drive
  - o On each side of front main entrance stairs
  - o At entrance to handicap ramp
  - o On each side of sign front at right driveway entrance
  - o In front of sign at left driveway entrance
  - o Memorial Garden – to the right of building
- 23 Oakview Drive
  - o All flower beds on area between main building and parking lot

Mulch:

- 1.) All applicable beds and tree rings shall be mulched to an average depth of 2" with a premium shredded hardwood bark. Mulching must be performed after school hours or on weekends.

Areas Surrounding Signs and Lights:

- 1.) Shrubbery surrounding signs and lights must be maintained to ensure full visibility at all times.

Miscellaneous:

- 1.) A general spring clean-up shall be provided to remove landscape debris accumulated over winter from turf and beds, including all grounds and all fenced areas (including playground areas and basketball court). Removal of winter sand from the parking lot areas is required.
- 2.) A general fall clean-up shall be provided to remove leaves, branches and debris from the turf and beds in autumn, including all grounds and all fenced areas (inclusive of playground areas and basketball court). While the number of visits required to complete this project is not specified, contractor assumes responsibility for completion to C.E.S.' satisfaction prior to December 15<sup>th</sup>.
- 3.) All grounds shall be monitored weekly to remove accumulated debris.
- 4.) Any additional work shall be quoted upon request.

**General:**

- 1.) All work shall be performed by trained, properly supervised personnel in accordance with accepted horticultural practices. Chemicals must comply with Connecticut State Law for schools, and must be applied by licensed personnel.
- 2.) Cost for all materials will be borne by the proposer. Materials shall comply with Connecticut State Law for schools and be applied in accordance with manufacturer's directions. Where alternate products are available, the environmental impact of the product shall govern which product is used.
- 3.) All equipment and labor will be provided by proposer. Adequate personnel and equipment shall be provided to permit the timely completion of all operations.
- 4.) Landscape debris shall be removed in a timely manner by and at the expense of the contractor.
- 5.) All water shall be provided by the owner with adequate source and/or hydrants provided.
- 6.) Irrigation systems will be monitored by the contractor and recommendations to adjust the rate of applications to meet changing conditions shall be the contractor's responsibility. Repair and maintenance of the system shall be the responsibility of the owner.
- 7.) Certificates of insurance naming C.E.S. as an additional insured must be provided by proposer. Limits of liability must be no less than \$1 million. Proof of Workers' Compensation and Liability insurances is mandatory prior to contract award.
- 8.) Proof of current pesticide license is mandatory prior to contract award.
- 9.) Contractor will assume responsibility for contacting local utility location services for underground line locations.

**Payment Terms:**

Payment shall be made in nine (9) equal installments. Payment terms are net 30 days. C.E.S. is exempt from Connecticut State Sales Tax; tax exempt certificate will be provided to the successful contractor.

**Proposal Timetable:**

Issuance of RFP:	September 21, 2018
Mandatory Site Visit:	Contact C.E.S. Facilities Manager Louis Fronte for appointment – (203) 540-9535
Due Date for Proposals:	October 15, 2018
Work Commencement Date:	April 1, 2019