

Landscape Maintenance
INVITATION TO BID

The Connecticut Housing Finance Authority is accepting quotations for landscape maintenance for a thirty-two (32) week growing season. Proposals should be based on a three season contract (4/1-11/11/09; 4/1-11/11/10; 4/1-11/11/11).

Specifications and Requirements can be found on our website www.chfa.org under News & Events, Requests for Proposal. Questions should be directed to Francisco Saez, Facility Maintenance Technician, CHFA, 999 West Street, Rocky Hill, CT 06067, (860) 571-4202.

Sealed bids will be received at the office of CHFA until 4:00 pm on Friday, November 7, 2007. No faxed bids will be accepted. All bids must be marked to the attention of: Janice MacLean, 999 West Street, Rocky Hill, CT 06067.

CHFA reserves the right to reject any or all bids, or any part(s) thereof, and/or to waive any irregularity in the bids or in the bidding process.

State of Connecticut Minority and approved Small Business Set-Aside firms are strongly encouraged to reply.

CHFA LANDSCAPE MAINTENANCE SPECIFICATIONS

Proposal should be based on a thirty-two (32) week growing season. Proposal should be based on a three season contract (4/1-11/11/09; 4/1-11/11/10; 4/1-11/11/11).

GENERAL MAINTENANCE

- A. Sweep walks after mowing.
- B. Sweep roads and parking areas once a month (as needed). This does not include winter sand.
- C. Remove leaves and broken branches from all ground areas.
- D. Keep all newly planted trees straight. (Re-stake if necessary)
- E. Prune and trim shrubs and plants throughout growing season to keep their natural shape. Remove all clippings and debris and dispose off-site.
- F. Weed beds, cracks in pavement and walks throughout growing season.
- G. In the Fall, clean up all leaves from all lawn and bed areas. Do a final sweeping of all pavement and walks. Completion date November 11, 2011.

LAWN AREA

- A. Mowing height to be 3". All clumps of cut grass to be dispersed or removed.
- B. Lawn areas to be cut as needed.
- C. Edging of sidewalks to be done as needed.
- D. Trimming to be completed the same day as mowing.

IRRIGATION

- A. Programming of irrigation schedule. (Does not include maintenance)

OTHER SERVICES TO BE PROVIDED (LIST ADDITIONAL COST)

- A. Fertilization & pesticides program.
- B. Irrigation maintenance hourly cost plus parts.
- C. Flowers, annual & perennial (annuals per flat planted).
- D. Shrubs and trees planted.
- E. Mulch per yard.
- F. Labor cost for miscellaneous work per man-hour.
- G. Removal of winter sand.

CHFA LANDSCAPE MAINTENANCE SPECIFICATIONS (cont'd)

REQUIREMENTS

- A. Owner or General Foreman must be available for weekly walk through and inspection with property manager.
- B. All employees must be properly attired (shirts on) when on property and may not attempt to enter any of the buildings for any reason.
- C. Property Manager retains the right to request the removal of any employees from the property for reasonable cause.
- D. Landscape firm must agree to repair any damages to property resulting from their negligence, to owner specifications.
- E. Landscape firm must provide proof of insurance coverage with liability amount of no less than \$300,000.
- F. Landscape firm must provide references from firms where similar work is performed.
- G. If state certified small business provide copy of certificate.

Bid proposals must be received by Janice MacLean no later than **4:00 P.M., Friday, November 7, 2008.**