October 25, 2023

REQUEST FOR PROPOSALS (RFP)
Maintenance of Main Street-Center Islands-Bump Outs
TOWN OF WINCHESTER, CT

Date Issued: Wednesday, October 25, 2023
Pre-Bid Meeting (non-mandatory) Wednesday November 1, 2023 at 10:00 in P. Francis Hicks room
Submission Deadline: 10:00 AM EST on Wednesday, November 08, 2023
Primary Contact: Jim Rollins, Director of Public Works
jrollin@townofwinchester.org
Send Proposals To: Winchester Town Hall
Town Manager’s Office
338 Main Street
Winsted, CT 06098

Note: This is for a three-year period.

Locations:

Main Street – Center Islands- Bump outs
This 3 Year bid shall cover all Winchester owned grounds maintenance of Main Street from April 1 through October 1.

Mowing/Trimming
The following tasks shall be performed Monthly (unless otherwise indicated):

1.) All grass and weeds within existing center islands garden beds, Town Hall and bump outs will be Weeded, edged, and all trash will be removed monthly.

2.) All grass areas on the South side of main street from 655 Main St To 183 Main St will be weed whacked and all litter will be removed and disposed of. Any encroaching brush will be trimmed back.

3.) Clippings and sand shall be removed from roadways.

4.) Garden beds in the medians, along the sidewalks and front and rear of Town Hall, will be mulch blown Once per year a maximum of 2 weeks prior to Memorial Day Using the provided mulch. All dead plant debris shall be removed from the beds. A mulch blower must be used.
5.) Existing mulch must not accumulate to over 4” thick. Once it does, it shall be removed and replaced.

6.) Failure to complete the tasks listed above will result in forfeiture of payment for the work in question.

**Spring/Fall Cleanup**

1.) All debris on town owned sidewalks, bump outs and Town Hall shall be removed from the site.

2.) All leaves and debris shall be picked up, removed and disposed of offsite.
3.) During the month of September, the Town Hall shall be mulched using the provided mulch.
4.) During the month of October, all perennials must be trimmed and removed.
5.) Fall plants may be provided by the town for planting in front of the Town Hall.
6.) Failure to complete the tasks listed above will result in forfeiture of payment for the work in question.

The contractor will be held directly responsible for all cutting and trimming in accordance with a schedule and specifications established by the Public Works Superintendent as provided herewith. The Town reserves the right to accept any or reject any or all bids or any part thereof if to do so is deemed to be in the best interest of the Town. EQUAL OPPORTUNITY EMPLOYER/AFFIRMATIVE ACTION.

The term of the mowing/trimming contract will generally be from May through October. During this period each area is to be mowed and trimmed approximately 6 times per contract period (once a month). The exact number of mowings will depend on weather conditions and shall be determined by the Department of Public Works.

<table>
<thead>
<tr>
<th>Monthly Maintenance</th>
<th>Total for Season</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price per Month:</td>
<td>6 Times @ $ ______$/Month</td>
</tr>
<tr>
<td>Lump Sum Price Spring/Fall Cleanup:</td>
<td>$ ___________</td>
</tr>
</tbody>
</table>

The Contractor will demonstrate that they are insured for third party liability, injury to operating personnel, and Worker's Compensation as required by the Town of Winchester. The town Of
Winchester Public Works shall apply for the DOT permit to work in the State of Ct right of way. The Contractor is responsible for following all DOT Signage regulations and providing traffic control. Public Works will provide the contractor with proper signage and cones, which must be returned after each shift. The contractor must schedule any cleanups with the Public Works Superintendent or his/her designee prior to starting work. Mulch and a disposal area will be supplied by the Department of Public Works.

A pre-bid meeting will be held 1 week prior to the bid closing, Wednesday November 1 at 10:00 AM EDT in the P. Francis Hicks room of Town Hall 338 Main Street. Winsted Ct 06098.

Submission deadline for all bids is Wednesday November 8 at 10:00 AM EDT. Submissions must be delivered by mail or in-person.

Please mark outside of sealed bid envelope: "BID ON Main St Maintenance". Please type or print Contractor's name and mailing address:

Phone Number: ________________________
Fax Number: _________________________
Contractor's Signature: ________________________

**Garden Beds:**

Center Medians Near 228, 338, 440, & 458 Main Street,

Bump outs at 300, 314, 386, 398, 448 Main Street

338 Main St Town Hall front and rear.

**Mowing/Trimming/Brush**

From 655 Main St To 183 Main St

**Sidewalks**

From 655 Main St To 183 Main St South Side Only

Bridge St Bridge

Case Ave Bridge