

INVITATION TO BID

The Canaan Board of Education located in Falls Village, CT invites bids on lawn services at Lee H. Kellogg School.

Signed and sealed bids will be received at the Office of the Principal, Lee H. Kellogg School, 47 Main Street, Falls Village, CT 06031. All bids must be submitted in a sealed envelope bearing the full name and address of the bidder, plainly marked INVITATION TO BID – LAWN SERVICES - LHK. Bids must be submitted prior to 1:00 P.M., Friday, March 30, 2018 at which time bids received will be opened publicly and read aloud. Bid terms & conditions and the “Official Bid Form” may be obtained on request from the Principal’s Office – Phone (860) 824-7791. The Canaan Board of Education reserves the full and unqualified right to award the bid, waive any and all bid conditions or formalities, award the bid to other than the lowest bidder, award the bid to other than the bidders, reject any and all bids received, or divide the award, should they deem any of the foregoing to be in the best interest of the school district.

Dated at Falls Village, CT, this sixth day of March 2018.

**Canaan Board of Education
47 Main Street
Falls Village, CT 06031**

The Canaan Board of Education invites bids on lawn services at Lee H. Kellogg School. Services include lawn mowing, trimming, spring and fall cleanups and maintenance of all beds including mulch for the period of July 1, 2018 through June 30, 2021.

Sealed bids must be received at the Office of the Principal at the above address prior to 1:00 P.M., Friday, March 30, 2018 at which time they will be publicly opened and read aloud.

The Canaan Board of Education reserves the full and unqualified right to award the bid, waive any and all bid conditions or formalities, award the bid to other than the lowest bidder, award the bid to other than the bidders, reject any and all bids received, or divide the award, should they deem any of the foregoing to be in the best interest of the school district.

To qualify for consideration, all bids must be submitted in duplicate on the "Official Bid Form" with required supplemental materials as defined in the bid terms & conditions, in a sealed envelope bearing the full name and address of the bidder, plainly marked INVITATION TO BID – LAWN SERVICES – LHK. An incomplete submission or failure to follow the conditions and specifications may be grounds for disqualification of a bid.

If there are any questions, contact Bill Beebe at (860) 824-7791.

**Canaan Board of Education
47 Main Street
Falls Village, CT 06031**

Terms & Conditions

1. Bidders must schedule a visit of the school grounds with Bill Beebe, Head Custodian. To bid on the project, the contractor must sign a form evidencing their review of the general notes contained therein, their visit and tour of the grounds, and discussion with the Head Custodian.
2. The total cost of the bid must be submitted on the attached bid form and must include all labor, materials, and any other costs associated with the completion of the work.
3. Lawn mowing and any other work completed with the use of machinery or equipment shall not be performed when school is in session.
4. The property shall be fully groomed for special events i.e. first day of school and graduation.
5. The proposal shall cover the period of time from July 1, 2018 through June 30, 2021.
6. The Head Custodian will approve all work.
7. Appropriate certificates of insurance are required in order to provide the school district protection from any and all claims that may arise as the result of any injury sustained by any employee of yours while carrying out the work. Coverage shall be as follows:

General Liability:

Bodily Injury \$500,000 each occurrence
\$1,000,000 aggregate

Automobile Liability:

Bodily Injury (each person) \$500,000
(each occurrence) \$1,000,000

Workers Compensation and Employers Liability:

As required by State Statute

**Canaan Board of Education
47 Main Street
Falls Village, CT 06031**

Official Bid Form

Name and Address of Bidder: _____

Bidder's Telephone No.: _____

Bidder's Email Address: _____

Name of Individual to contact: _____

Written Signature of Bidder or Authorized Representative: _____

Title of Person signing bid: _____

Date of this bid submission: _____

	<u>Year One</u>	<u>Year Two</u>	<u>Year Three</u>
1. Mowing and trimming entire lawn plus cleanup including fields – minimum of 20 annual mowings.	\$ _____	\$ _____	\$ _____
2. Spring Cleanup (Cleaning all lawn areas, pickup and dispose of all clippings.)	\$ _____	\$ _____	\$ _____
3. Fall Cleanup (Clean all leaves from parking lots, beds, and around the perimeter of the buildings.)	\$ _____	\$ _____	\$ _____
4. Additional Landscape Maintenance (Annual Bed maintenance including bark mulch to match existing as needed approximately 10 yards. Pruning of ornamental trees, as needed.)	\$ _____	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____	\$ _____

Canaan Board of Education
47 Main Street
Falls Village, CT 06031

Supplemental Bid Form

Please initial below acknowledging that your company has read the terms and conditions of the bid document and fully understands the requirements contained in the bid specifications.

Initial

Please initial below acknowledging that your company has visited the school and met with the Head Custodian, Bill Beebe, to discuss the bid document and have gained a better understanding of the expectations of the scope of the work.

Initial

Please attach a list of references; an equipment list, and any other information that you feel is pertinent to the Board of Education about your company's ability to provide outstanding lawn care service at the Lee H. Kellogg School.

This bid form and any additional requested information shall be forwarded to Lexie Juch, Principal, Lee H. Kellogg School, 47 Main Street, Falls Village, CT in a sealed envelope marked "INVITATION TO BID – LAWN SERVICES – LHK"