

**Information for Bidders  
Cover Sheet**

The Towns of Lyme and Old Lyme will accept bids for the athletic field maintenance at the Town Woods Athletic Complex for the three year period from January 1, 2016 to December 31, 2018. Proposals must be received at the Selectman's Office, Town of Old Lyme, 52 Lyme Street, Old Lyme, CT 06371, by **2:00 p.m. on Monday, February 29, 2016**, when they will be opened publicly.

Submit bids to: Bonnie Reemsnyder, First Selectwoman, Old Lyme  
Ralph Eno, First Selectman, Lyme  
Old Lyme Town Hall  
Lyme Street  
Old Lyme, CT 06371

Visitation of Site: Anyone wishing to visit the Town Woods Athletic Complex, 26 Town Woods Road, Old Lyme, CT must contact P & R Director, Don Bugbee no later than Feb. 17, 2016 at 4:00 PM at 860-434-1605 x235 or [parkrec@oldlyme-ct.gov](mailto:parkrec@oldlyme-ct.gov) to arrange an appointment. All questions must be submitted to the Selectman's Office at [selectmansoffice@oldlyme-ct.gov](mailto:selectmansoffice@oldlyme-ct.gov) no later than 4:00 PM on Feb. 19, 2016. Answers will be posted on the Town of Old Lyme website ([www.oldlyme-ct.gov](http://www.oldlyme-ct.gov)) by February 23, 2016.

Instructions: All bidders must carefully familiarize themselves with the following specifications and any other documents related to the work. Bidders choosing to submit a bid must fill out the Bid form attached hereto. Failure to comply with each and every specification or requirement shall result in rejection of the bid. The Towns are exempt from the payment of Federal Excise Taxes and Connecticut Sales and Use Tax. These taxes and fees must not be included in bid prices or added to any items specified.

Requirements: Owner of Company required to have custom grounds supervisor license and business registration. Employees must be licensed by the Department of Energy and Environmental Protection to apply pesticides.  
Must provide a list of all equipment (owned) that will be available for this Contract on the attached Appendix A.  
The Towns reserve the right to reject bids if, in their opinion, the available equipment is not sufficient to properly maintain the complex.  
Must have experience maintaining comparable athletic fields.  
Please provide a list of all such experience, as specified on the attached Appendix B.  
Must provide unit prices for items listed in Attachment B.  
Coordination and scheduling of work is extremely important, to verify field availability.  
All work must comply with federal, state, and local ordinances and requirements.  
Contractor will warrant work performed for the full period of this contract.  
The Contractor shall submit insurance certificates in the amount of \$1,000,000 prior to the start of work naming the Towns as additional insured on the Contractor's policy.  
Contractor must behave in a professional manner at all times. Inappropriate behavior towards children or other members of the community will be grounds for immediate dismissal and cancellation of this contract.  
All changes or deletions to the work schedule and description provided by and agreed to by both parties must be in writing and agreed to by both parties.

Award of Contract: The Towns of Lyme and Old Lyme reserve the right to waive any informalities, irregularities, or defects in bids, to reject any or all bids, to accept a bid other than that containing the lowest dollar amount, and to accept a bid that, in their sole discretion, is in the best interests of the Towns of Lyme and Old Lyme.

Termination of Contract: The Towns reserve the right to terminate the contract at any time if the Towns' representatives deem the work responsibilities have either not been adequately fulfilled or are of substandard quality. Termination would take place within seven days of notification by the Towns representatives.

## ATHLETIC FIELD AND LAWN MAINTENANCE

### Part 1 - GENERAL

#### 1.1 SECTION INCLUDES

- A. Provide all labor, products as indicated below, equipment, services, etc., necessary and incidental for the execution of all athletic field and lawn maintenance work maintaining the athletic fields and surrounding lawn areas at the Town Woods Recreation Facility as specified herein.
- B. Provide all soil testing required as specified herein.
- C. The Contractor shall be liable for any damage to the athletic fields and Town property caused by landscape maintenance operations and shall restore any damaged fields or property to their original condition to the satisfaction of the Towns' representatives.
- D. The Contractor shall coordinate his work with the Towns' representative.

#### 1.2 GENERAL INFORMATION AND DEFINITIONS

- A. In northern climates, turf grass follows an annual cycle of strong active growth in the spring and early summer. Growth then slows and goes dormant in the hottest part of the summer. In late summer and fall the turf grass will have a second strong period of growth before going dormant for the winter.
- B. Definitions:
  - 1. Core (Hollow-Tine) Aeration: Method that cuts and removes cores from turf.
  - 2. Solid Tine Aeration: Method that cuts but does not remove cores from turf.
  - 3. Topdressing: Subsequent to soil aeration, topdressing is the addition of a thin layer of soil or sand to the surface of the turf, then dragging with a leveling bar to fill in shallow low areas within the field.
  - 4. Overseeding: The application of additional grass seed to existing turf.
  - 5. Slit-seeding: The application of additional grass seed to existing turf by using slit-seeding equipment.

#### 1.3 TESTING

- A. Soil Test Reports are included in the Appendix following this Specification for the Contractors information. Soil amendment recommendations should be reviewed.
- B. Each year, representative samples of topsoil shall be collected and the soil pH tested in each of the athletic fields and turf grass areas. Adjust soil pH with lime if necessary.
- C. Each year, representative samples of topsoil shall be collected and the samples tested to determine the nutrient analysis using the Modified Morgan extractant for soil available P, K, Ca, and Mg.
- D. Topsoil testing costs shall be borne by the Contractor.

- E. Testing laboratory shall be:

Soils Testing Laboratory  
Horticulture Storage Building  
University of Connecticut  
2019 Hillside Road  
Storrs, CT 06269

- F. Substitute laboratory may be used only if approved by the Towns' representative.

#### 1.4 SUBMITTALS

- A. Submit topsoil test results for review by Towns' representative.
- B. Submit materials certificates and product data for the following items, clearly marked, to indicate proposed materials for review by Towns' representative. Printed data shall state application rates and amounts of product to be added, if applicable.
  - 1. Lime
  - 2. Sulfur
  - 3. Disease and Pest Control Products

### Part 2 - PRODUCTS

#### 2.1 FERTILIZERS & SEED

- A. Organic fertilizer and seed will be provided by Town. Deliveries of all products supplied by Town will be to the Old Lyme Transfer Station at 109 Four Mile River Rd., Old Lyme for pickup as needed by Contractor. See Attachment A for fertilizer application rates, which may be adjusted as deemed necessary according to results of soil tests. Contractor will determine seed and fertilizer amounts to be ordered, allowing for 30 days notice for town representative to order.

#### 2.2 LIME

- A. Lime shall be an approved dolomitic agricultural ground limestone, (calcium carbonate) and shall contain not less than eighty-five (85) percent of total carbonates, (total carbonates shall be considered as calcium carbonate). Exact specifications will be as indicated by soil tests, in consultation with the Towns' representative.
- B. Limestone shall meet the following graduation requirements:

<u>Passing</u>	<u>Percentage</u>
10 mesh sieve	100%
100 mesh sieve	90%
200 mesh sieve	50%

- C. It shall have been stored in a weatherproof place, in such a manner that its effectiveness is not impaired. Ground limestone shall be delivered to the site in original, unopened containers bearing the manufacturer's guaranteed statement of analysis.

### 2.3 SULFUR

- A. Commercial or flour sulfur, unadulterated and delivered in containers with the name of the manufacturer, material, analysis and net weight appearing on each container.

## Part 3 - EXECUTION

### 3.1 TESTING

- A. Review yearly soil test results and adjust pH with lime as recommended.
- B. Review yearly soil test results and adjust soil nutrients as recommended.

### 3.2 FERTILIZING

- A. General Information: Athletic fields and lawns should receive applications of fertilizer as indicated in Attachment A. Fertilizer type should be as indicated by results of soil tests, weather conditions, and turf conditions, in consultation with the Towns' representative. Spread fertilizer over dry lawn and water well after spreading, to prevent being 'burned' by fertilizer.
- B. Fertilizing Schedule: Apply the fertilizer types as specified in Attachment A.

### 3.3 AERATION

- A. General Information: The use of fields over time and the resultant compaction will require aerating the athletic fields and lawn areas to help to make the turf grass root system stronger by loosening up the soil, alleviating compaction, and providing additional air and water to the root system.
- B. Aeration Schedule and Method as indicated in Attachment A.

### 3.4 TOPDRESSING, OVERSEEDING AND SLIT-SEEDING:

- A. General Information:
  - 1. Aeration shall be completed before top-dressing, over-seeding or slit-seeding.
  - 2. Initially with new fields, topdressing, overseeding and slit-seeding are only necessary in worn or bare areas of the field. As the field becomes more heavily used it may be necessary to topdress, overseed or slit-seed the entire field.
- B. Topdressing, Over-seeding and Slit-seeding Schedule as indicated in Attachment A.
- C. Top-Dressing Rates: Spread soil/sand as indicated by turf and soil conditions, in consultation with the Towns' representative.
- D. Over-Seeding Rates: 4 pounds per 1000 square feet of mix specified in Attachment A

### 3.5 MOWING

- A. Fields should be mowed approximately twice a week according to the schedule specified in Attachment A, and as agreed to with the Towns' representative.

- B. Grass should be cut at 2 1/2 inches during spring and fall sports seasons and 3 inches during the summer, unless otherwise specified by the Towns' representatives.
- C. Mow dry grass with sharp blades. Leave short grass cuttings on lawn - small grass pieces dry quickly and decompose on the soil surface. Cuttings may have to be dispersed by blowers if conditions warrant. Cuttings do not contribute to thatch layer.

### 3.6 WATERING

- A. The irrigation system should be programmed to provide water automatically, as conditions warrant, with a target of 1" of water per week, in consultation with the Towns' representative.
- B. Watering schedule needs to reflect temperature changes, humidity levels, wind and the amount of sun or shade.
- C. IMPORTANT: It is the Contractor's responsibility to determine water application rates and ensure that the system is operating properly. This includes cleaning nozzles and arranging for replacement of damaged heads.

### 3.7 WEEDING

- A. The Contractor shall keep all athletic field, turf grass areas, traffic islands, and planting beds reasonably free of weeds through the use of string trimming and some hand pulling.
  - 1. Hand pulling or shallow hoeing of annual weeds is effective in controlling these annual weed species.
  - 2. Hand pull perennial weeds taking care to remove the complete root system.

### 3.8 LEAF AND DEBRIS REMOVAL

- A. The Contractor shall remove leaves and debris annually from all grass areas, athletic fields, roadway, and parking areas. This shall occur once the fall season has ended and most leaves have dropped from the trees.

### 3.9 MULCHING

- A. In consultation with the Towns' Representative, all beds will be mulched with one (1) inch of material once per year, in April. The contractor will supply all material.

### 3.10 GAME PREPARATION/LINING OF FIELDS

- A. The Contractor shall line athletic fields during the fall and spring sports seasons as indicated by the Towns' representatives.
- B. Any additional out of season lining requested by the Old Lyme Director of Parks and Recreation will be billed to the appropriate club or organization according to unit prices in Appendix B.

### 3.11 SITE CLEAN-UP

- A. The Contractor shall pick up litter and place garbage in designated receptacles at least 50 times (services) per year.
- B. The Contractor shall keep the premises free from rubbish and debris at all times and shall arrange his material storage so as not to interfere with the operation of the recreation facility.

**ATTACHMENT A**

**GENERAL RESPONSIBILITIES**

**FERTILIZING**

The entire fields will be fertilized two (2) times per year, with product provided by Town. This includes the lacrosse, soccer, baseball fields and the area around the building.

**AERATION**

All fields should be aerated and overseeded according to the schedule below. Method and exact time of aeration will be determined by weather and turf conditions in consultation with the Towns' representative. Worn areas of each field shall be spiked or aerated and overseeded every two to three weeks during the fall season.

Seed provided by the Town and stored at Old Lyme Transfer Station, 109 Four Mile River Rd., Old Lyme. Contractor is responsible for providing seed quantities to be ordered at the beginning of the season (March/April) and at the beginning of the Fall (August/September). Contractor is responsible for transporting seed as needed to the fields for immediate use.

**SPECIFIC WORK RESPONSIBILITIES (each year of contract)**

**Mowing**

<b><u>Month</u></b>	<b><u>Cuts</u></b>	<b><u>Location</u></b>	<b><u>Price</u></b>
April	1	Entire facility	_____
May	8	Entire facility	_____
May	1	Playing surface	_____
June	9	Entire facility	_____
July	4	Entire facility	_____
August	5	Entire facility	_____
September	5	Entire facility	_____
September	2	Playing surfaces	_____
October	5	Entire facility	_____
November	1	Entire facility	_____

**Fertilizer and Weed control**

<b><u>Month</u></b>	<b><u>Treatment</u></b>	<b><u>Location</u></b>	<b><u>Price</u></b>
April	Fertilizer	Entire facility	_____
November	Fertilizer	Entire facility	_____
	Lime	Playing surfaces	_____
	String trim plant beds, parking lots, fence lines, baseball bleachers, building entrance and drip lines, playground	6x/yr	_____

<b><u>Month</u></b>	<b><u>Aeration and Overseeding</u></b>	<b><u>Price</u></b>
April	Entire Facility	_____
May	Worn areas	_____
June	Worn areas	_____
July	Worn areas	_____
August	Worn areas	_____
September	Worn areas	_____
October	Worn areas	_____
November	Entire Facility	_____

<b><u>Month</u></b>	<b><u>Mulch</u></b>	<b><u>Price</u></b>
May	Planting beds, building (approx. 10 yds.)	_____
May	Playground (approx.. 30 yds.)	_____

<b><u>Cleanup</u></b>	<b><u>Price</u></b>
November, Leaf and debris removal	_____
Pre-mowing (trash cleanup entire facility 50 times)	_____

<b><u>Irrigation</u></b>	<b><u>Price</u></b>
Turn system on in April	_____
Check system and clean nozzles monthly and report service needs	_____
May	_____
June	_____
July	_____
August	_____
September	_____
October (Drain and blow out system)	_____

<b><u>Game Preparation</u></b>	<b><u>Lining</u></b>	<b><u>Price</u></b>
August	Initial soccer lines on 3 fields	_____
	Initial P&R soccer blue lines on 4 fields	_____
	2x Reline soccer lines on 3 fields	_____
	2x Reline P&R soccer blue lines on 4 fields	_____
September	4x soccer relines	_____
	4x P&R blue lines	_____
October	5x Soccer relines	_____
	5x P&R blue lines	_____
November	1x soccer reline	_____

March	Initial Boys and girls lacrosse lines (3 fields) and baseball foul lines	_____
April	4x Lacrosse relines and 4 baseball relines	_____
May	5x Lacrosse relines and 4 baseball relines	_____
June	4x lacrosse relines and 4 baseball relines	_____

**Goals and benches**

**Fields**

**Price**

April	8 Lacrosse goals - out	_____
April	6 Benches - out	_____
July	8 Lacrosse goals - in	_____
September	4 large / 2 med /8 small soccer goals - out	_____
November	4 large / 2 med /8 small soccer goals - in	_____
November	6 Benches - in	_____

**Miscellaneous**

**Price**

Prune shrubs in 3 plant beds and plant bed at building	_____
Grade parking lot in spring	_____
Loam and seed 6 goal areas	_____
Topdress low areas and all settling irrigation lines w/screened sand	_____
Grade and mechanically incorporate playball into baseball infields (1 pallet)	_____
Baseball infields – regrade	_____
String trim plant beds, parking lots, fence lines, baseball bleachers, building entrance & drip lines, and playground	_____

**ATTACHMENT B**  
**UNIT PRICES**

Additional fertilization application, per field	_____
Sod, purchased and installed, per yard	_____
Additional aeration, per field	_____
Additional overseeding, per lb.	_____
Additional pest control, per application	_____
Mulch, per ton	_____
Goal Mouth sod application (12' X 60')	_____
Soccer field reline (fields 2 or 3)	_____
Soccer field reline (field 1)	_____
Lacrosse field reline (boys field 2 or 3)	_____
Lacrosse field reline (girls field 2 or 3)	_____
Lacrosse field reline (boys, girls field 1)	_____
Boys Baseball line outfield foul lines	_____
Girls Softball line outfield foul lines	_____
Application of grub control to playing surfaces	_____

DISEASE AND PEST CONTROL – only when deemed necessary in consultation with towns for grub control

- A. Chemicals used to control disease and insects shall only be used if deemed necessary by both towns, and with specific approval from the Towns. It shall be effective, shall provide quick and lasting results, and shall not do any damage to turf grasses or adjacent plant material or have any ill effects upon soils or water. Toxic and poisonous chemicals which may present health hazards to humans and animals shall not be used. Chemicals shall not be flammable, shall not burn foliage and roots, and shall not volatilize and form vapors which may cause damage. All chemicals shall be stored in such a manner that effectiveness is not impaired and shall spread uniformly and adhere well to foliage, when applied.
  
- B. Insect control shall be a mixture containing an insecticide for control of both sucking and chewing insects shall be used only if ingredients are compatible. Chemicals shall be used with discretion so as not to harm turf grasses or adjacent plant material or become ineffective during the period required. Disease and pest control shall be delivered to the site in sealed containers bearing the manufacturer's guarantee statement attesting to mixtures and percentages of each chemical. Chemicals are subject to the approval of the Pure Food and Drug Administration, the USDA, the State Agricultural Station and the Engineer, who shall give written approval before any chemical is used.

- C. Contractor and employees shall be licensed for application of such chemicals by the State of Connecticut Department of Energy and Environmental Protection, or any other state or local agency having jurisdiction.
- D. Limits of any pesticide application shall be flagged and identified in accordance with all Federal, State and local requirements.

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**Appendix A**

**Verification of Adequate Equipment**

The following equipment must be owned by the Contractor and verified by the Towns' representative prior to awarding of contract.

1. Large rotary mower (10' or more)
2. 18' trailer (goal installation /removal)
3. Line paint sprayer machine
4. Large core aerator (7' or more)
5. Walk behind core aerator
6. 200 gal. sprayer
7. Large PTO driven spreader
8. York rake (5' or more)
9. Tractor with turf tires (35 HP or more)
10. Debris Blower
11. Drag Screen
12. Dump Truck

Above listed equipment is currently owned by the Contractor and is available for implementation of the grounds contract.

Any additional equipment required for the job must be provided by the contractor

\_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
Date

**APPENDIX B**

**Statement of Bidders Qualifications**

Please answer the following questions regarding your company's past performance on athletic field maintenance contracts. Failure to reply to this instruction shall be grounds for rejecting the bid.

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Contact \_\_\_\_\_

Telephone Number \_\_\_\_\_

1. Please provide the following information about your company's athletic field maintenance contracts within Connecticut:

- Town, School District, or Organization
- Period of Contract
- Fields Maintained - Size and Type
- Years with Town, District, or Organization
- Contact Person/Reference
- Contact Telephone Number

2. Have you or an affiliate ever had a contract terminated? \_\_\_\_\_ If yes, please explain.

**Bid Form**

**TOWN WOODS ATHLETIC COMPLEX**

Annual Maintenance per Bid Specifications and Attachment A:

January 1, 2016–December 31, 2016 \$ \_\_\_\_\_

January 1, 2017–December 31, 2017 \$ \_\_\_\_\_

January 1, 2018–December 31, 2018 \$ \_\_\_\_\_

I confirm that the above bid is as per the attached specifications and that submission of this signifies acceptance of the accompanying conditions and requirements.

IN WITNESS WHEREOF, the undersigned has caused this bid to be signed and delivered as of the date bids are opened by the Board.

Name of Bidder \_\_\_\_\_  
(Exact Name of Individual, Firm, or Corporation)

Signature of Officer \_\_\_\_\_

Typed Name and Title of Officer \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

**The following must accompany the preceding bid form.**

**Certificate If Bidder Is A Corporation**

I, the undersigned, as Secretary to the corporation submitting the foregoing bid, hereby certify that under and pursuant to the by-laws and resolutions of said corporation, including the foregoing assurance of irrevocability, is fully and completely authorized so to do.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name