

February 26, 2024

REQUEST FOR QUOTES CHFA LANDSCAPE MAINTENANCE

SPECIFICATIONS:

The Connecticut Housing Finance Authority (“CHFA”) is seeking quotes for **Landscape Maintenance** at its offices located at **999 West Street, Rocky Hill, CT** for up to three years.

The scope of work includes the management and care of all exterior landscaped areas. Selected vendor will be responsible for furnishing all labor, equipment, and materials to perform all operations in connection with maintaining CHFA’s exterior landscape. The work to be performed includes, but is not limited to:

- Weekly mowing throughout growing seasons
- Sweep walks after mowing
- Sweep roads and parking areas as needed
- Remove leaves and broken branches from all ground areas throughout the year
- Keep all newly planted trees straight (re-stake if necessary)
- Prune and trim shrubs and plants throughout growing season to keep the natural shape
- Edge sidewalks as needed
- Remove all clippings and debris and dispose offsite
- Weed beds, cracks in pavement and walks throughout growing season
- In the fall and spring, clean up all leaves from all lawn and bed areas, pavement, and walks
- Program irrigation schedule, including system startup, midseason check and shutdown (does not include maintenance).

OTHER SERVICES THAT MAY BE REQUESTED (please list the individual additional costs on “Quote Form”)

- Fertilization, grub, and vegetation control
- Irrigation maintenance hourly cost
- Flowers, annual & perennial (annuals per flat planted)
- Shrubs and trees planted
- Cedar mulch per yard installed and removal of old mulch from beds as directed by CHFA
- Tree trimming as necessary:
 - remove dead, broken, and damaged branches 2” – 4” diameter cuts
 - remove/prune live rubbing and interfering branches to reduce both height and spread of tree canopy 1.5” – 3” diameter cuts as needed
 - remove all debris
- Labor cost for miscellaneous work per hour

REQUIREMENTS

- Equipment should be in good working order.
- Owner or General Foreman of selected vendor must be available for walk through and inspection with CHFA's facility personnel as requested.
- Selected vendor must repair any damage to CHFA's property caused by selected vendor to CHFA's satisfaction.
- All responses must provide pricing and references on attached "Quote Form" to **RFP.RFQ@chfa.org** no later than **4:00 p.m. on Tuesday, March 26, 2024.**
- All responses must include a copy of the company's W-9 form.
- If applicable, supply Small and/or Minority Business Set-Aside Certificate.
- The use of any herbicides and pesticides must be in compliance with applicable United States Environmental Protection Agency and the Connecticut Department of Energy and Environmental Protection laws, guidelines, and/or regulations.
- Selected vendor will be required to execute a contract satisfactory to CHFA and will agree that it will comply with the provisions of Connecticut General Statutes applicable to contracts with CHFA including, but not limited to, nondiscrimination and affirmative action provisions.
- Selected vendor will be required to provide documentation regarding general liability, auto, workers' compensation and umbrella insurance in limits identified in "CHFA Insurance Requirements" attached.

Included are 1) specification; 2) quote form; 3) drawing of 999 West Street; 4) CHFA's insurance requirements; and 5) frequently asked questions.

Please submit any additional questions to RFP.RFQ@chfa.org by Monday, March 11, 2024. Additional questions and answers will be posted on CHFA's website.

CHFA is an Affirmative Action/Equal Opportunity Employer.

CHFA Landscape Maintenance 2024

Company Name:

Contact Name:

Title:

Phone:

Email:

Annual Price for Grounds Maintenance:

\$

Additional Services, if needed and requested

List Price Below for each item:

- 1. Early Spring fertilizer/weed control
- 2. Late Spring fertilizer/weed control
- 3. Late Summer fertilizer/weed control/insect
- 4. Early Fall fertilizer
- 5. Grub control
- 6. Vegetation control
- 7. Irrigation Maintenance
- 8. Cedar mulching (per yard)
- 9. Annuals & perennials (per flat planted)
- 10. Shrubs and trees planted
- 11. Tree trimming and pruning
- 12. Additional labor (per hour)

Reference 1:

Company Name:

Contact Name:

Title:

Email:

Phone:

Reference 2:

Company Name:

Contact Name:

Title:

Email:

Phone:

Reference 3:

Company Name:

Contact Name:

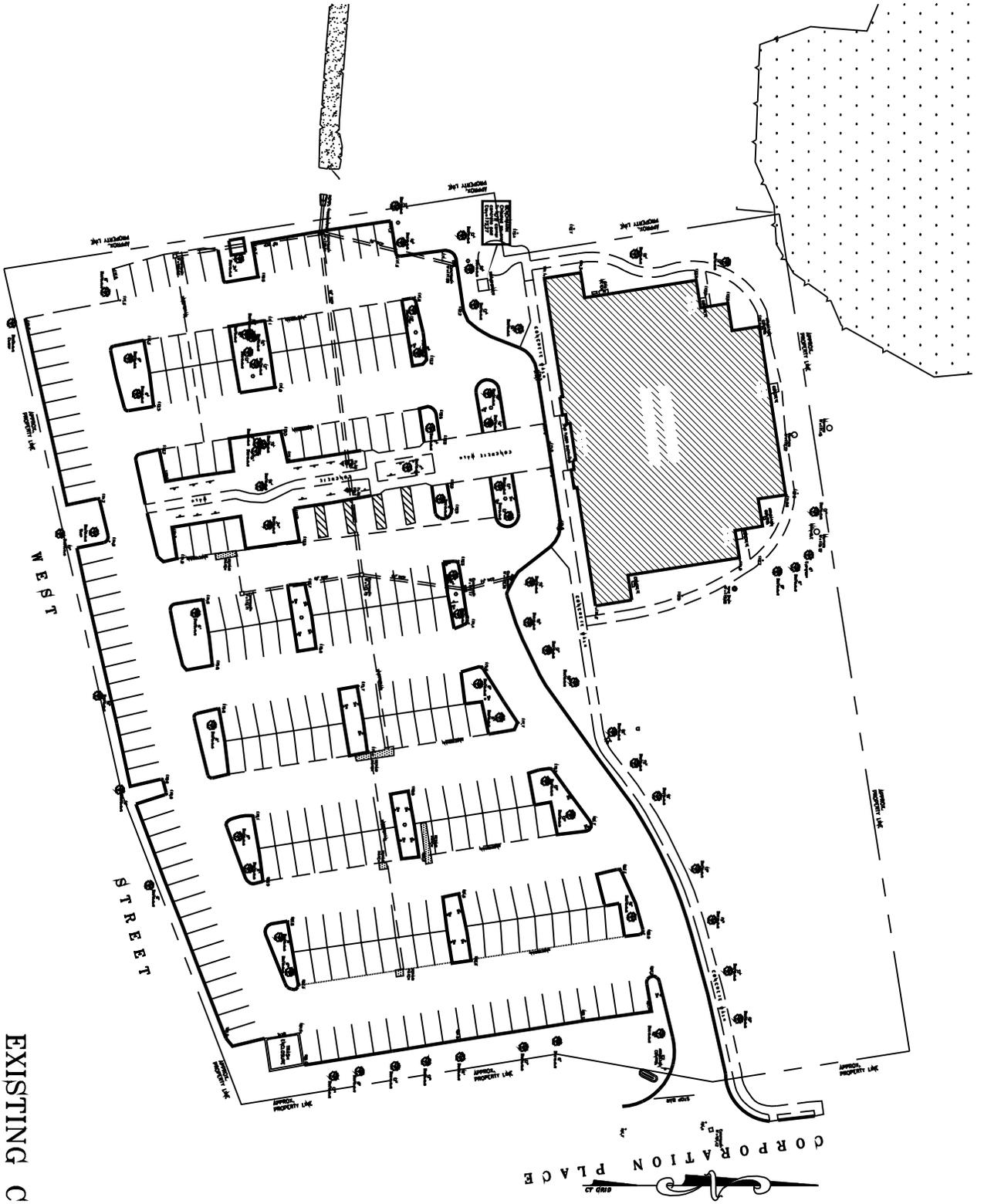
Title:

Email:

Any Experience with any CT state agency must be listed here:

COMPLETED QUOTE FORM SHOULD BE SUBMITTED TO RFP.RFQ@CHFA.ORG NO LATER THAN 4:00 P.M. ON TUESDAY, MARCH 26, 2024

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EXISTING CONDITION PLAN



Instructions: CHFA Insurance Requirements

All contractors and vendors are required to provide proof of the required insurance coverage before entering the premises or commencing any work at any CHFA facility. Contractors and vendors must obtain, at their own expense, all the insurance required here, and acceptable evidence of such insurance must be properly furnished to, and approved by, CHFA.

All subcontractors are subject to the same requirements. It is the responsibility of the primary contractor or vendor to obtain acceptable evidence of insurance from subcontractors.

CHFA also requires that they be named as an additional insured on your general liability policy(ies). Your general liability policy must be endorsed with ISO Endorsement CG 20 10 (or equivalent) *or* ISO Endorsement CG 20 26 (or equivalent), *and* ISO Endorsement CG 20 37 (or equivalent) if so required. These form numbers must be specifically referenced on the certificate of insurance. If your insurance company uses a different form to provide CHFA with additional insured status on your policies, copies of those forms must be provided in advance with the insurance certificate for review and approval by CHFA. All coverage must be primary as to CHFA.

The proper name for the entity to be named as additional insured is: “Connecticut Housing Finance Authority, and/or related or affiliated entities.”

Evidence of compliance with these requirements is with the ACCORD form 25, “Certificate of Liability Insurance”, with 30 days’ notice of cancellation, plus copies of any required additional insured endorsements. Certificates should be sent to: Connecticut Housing Finance Authority, Attention: Shelly Mondo, 999 West St., Rocky Hill, CT 06067. Tel.: (860) 721-9501.

Current insurance certificates must be furnished to CHFA at all times. Replacement certificates must be furnished *prior to the expiration or replacement* of referenced policies.

Required (if checked)	Type of Insurance	Standard Requirement
√	<p>Commercial General Liability</p> <p>Contractors or service vendors:</p>	<p>\$1,000,000 per occurrence/ \$2,000,000 aggregate bodily injury/property damage.</p> <p>The CGL policy must include coverage for:</p> <ul style="list-style-type: none"> • liability from premises and operations. • liability from products or completed operations. • liability from actions of independent contractors. • liability assumed by contract. <p>All coverage provided to CHFA under this section must be primary.</p> <p>CHFA must be named as “additional insured” on your CGL policy with ISO form CG 20 10 or CG 20 26 or equivalent</p> <p>CHFA must <i>also</i> be named as “additional insured” on your CGL policy with form CG 20 37 or equivalent</p> <p>The Aggregate limit must apply per job/project.</p> <p>Products/completed operations must be carried for 2 years after completion of job/acceptance by owner.</p>
√	Automobile Liability	\$1,000,000 per accident for bodily injury/property damage, including hired & non-owned vehicles
√	Workers' Compensation Employers Liability	<p>Statutory coverage in compliance with compensation laws of the State of Connecticut.</p> <p>\$100,000 each accident, \$500,000 Disease – Policy limit, \$100,000 each employee per policy period</p>
√	Umbrella Liability	\$1,000,000 Excess over underlying limits described above.
	Professional Liability	\$1,000,000 per claim/ \$1,000,000 aggregate
	Cyber Liability	\$1,000,000 per occurrence/ \$1,000,000 aggregate

Insurance Requirements

Contractors or vendors working for and/or doing business with the Connecticut Housing Finance Authority (CHFA), or using CHFA facilities, shall agree as a condition of acceptance to furnish and perpetually maintain, at their own expense, for the duration of any project, work, contract or use of CHFA facilities the following policies of insurance covering the following items. Insurance must be primary and endorsed to be noncontributory by CHFA, must be written in an insurance company A.M. Best rated as “A-VII” or better, and CHFA must be endorsed to the policy as an additional insured (except Worker’s Compensation) unless this requirement is specifically waived in writing by CHFA. Contractors further agree that any subcontractor they intend to use on CHFA assigned work will be required to submit to the same indemnity and insurance requirements contained in this schedule. Contractor shall obtain insurance certificates stating that both Contractor and CHFA shall be endorsed to the subcontractor’s insurance policies as additional insured.

Indemnification

The contractor/vendor shall save harmless, indemnify, and in the event of claim, notification or suit will immediately defend CHFA and any related or subsidiary entities, their officers, employees and volunteers, from and against all loss, costs, damage, expense, claims or demands arising out of or caused or alleged to have been caused in any manner by the performance of work or use of facilities herein provided, including all suits, claims or actions of every kind or description brought against the CHFA either individually or jointly with the entity or organization for or on the account of any damage or injury to any person or persons or property, including the entity or organization’s employees or their property, caused or occasioned, or alleged to have been caused or occasioned in whole or in part by the entity or organization, including any subcontractor, their employees or agents.

Certificates of Insurance

Before starting any work, or commencing any use or occupancy of CHFA premises, the contractor or vendor shall furnish to CHFA a certificate of insurance indicating, specifically, the existence of those coverages and limits set forth as follows. CHFA must be named on the insurance certificate as “additional insured” for the coverage’s afforded, and a copy of the actual policy endorsement that adds CHFA as an additional insured must be attached to the certificate (Blanket additional insured endorsements are deemed acceptable). It is also the duty of contractor or vendor to provide renewal or replacement certificates and endorsements to CHFA upon renewal or new placement of any insurance policy which may expire or renew during the term of any project or engagement, and to give CHFA thirty (30) days’ notice of any cancellation or change in the terms of such policy or policies during the periods of coverage. Upon request of CHFA, the contractor or vendor shall furnish to CHFA for its examination and approval such policies of insurance with all endorsements, or copies thereof, certified by the agent of the insurance company.

The contractor or vendor agrees to forward a signed original of this Insurance Requirement signed by an authorized Officer or Agent for the contractor or vendor, to the care of: Connecticut Housing Finance Authority, **Shelly Mondo**, Contracts and Procurement Officer, 999 West St., Rocky Hill, CT 06067. Tel.: (860) 571-4389, Fax: (860) 721-0527, Email: shelly.mondo@CHFA.org, as an acknowledgement and acceptance to the terms and conditions stated herein and prior to the commencement of any work being performed.

Signed by (contractor or vendor)

(type/print name of contractor or vendor)

Date

Frequently asked Questions-Landscape Maintenance

- Question: Is the only location of service at CHFA's office building?
Answer: *Yes, the services are for 999 West Street, Rocky Hill, Connecticut.*
- Question: What are the times the vendor is allowed to perform services? Is Saturday acceptable?
Answer: *Vendors are allowed to perform services between 7:00 a.m. and 5:00 p.m. and on Saturdays.*
- Question: Is there a noise ordinance that requires no noise before or after a set time?
Answer: *Vendor should refer to local town ordinances.*
- Question: Are the use of herbicides or pesticides acceptable for weed control?
Answer: *The use of any herbicides and/or pesticides must be in compliance with applicable United States Environmental Protection and the Connecticut Department of Energy and Environmental Protection Agency laws, guidelines and regulations.*
- Question: Is there a minimum number or range of mowing visits required?
Answer: *There are approximately 33 weeks to the growing season.*
- Question: What is CHFA's definition of "edging" for sidewalks?
Answer: *CHFA expects that the vendor will maintain a clean edge with no grass growing over the sidewalks.*
- Question: Is the vendor responsible for the startup and winterization of the irrigation system? How many zones does the system have?
Answer: *CHFA expects the vendor to startup and winterize the irrigation system. There are 12 zones but not all are utilized.*
- Question: How many yards of mulch are installed, and is the mulch installed annually or bi-annually?
Answer: *Mulch is typically delivered annually in amounts to be determined.*