



Millspaugh Properties
101 Main Street South
Bethlehem, CT 06751

Request for Proposal # BMP1-P33

Bluebird Meadows Phase 1 – Lawn Care

Overview – Millspaugh Properties is looking to start Phase 1 of Bluebird Meadows, a new residential community located at 135 Main Street South in Bethlehem, on July 19, 2021. Phase 1 will include the first 2 buildings, which will both be two-family homes.

This RFP is for the lawn care needed in Phase 1 as outlined below (see plans for lot size & layout).

Please note that we have divided the work for Phase 1 into multiple RFPs in order to accommodate contractors with varying skill sets. We encourage you to submit a proposal for all of the RFPs that you are capable of accomplishing, but we ask that you keep the quotes separate.

Deliverables and Scope of Work:

- Mow grass areas
- Spring/fall cleanup
- Annual bush trimming & mulching

Timeline:

- **Proposal deadline:** Thu, July 1, 2021
- **Selection date:** Mon, July 5, 2021
- **Project start date:** Mon, July 19, 2021 (see schedule for details)

Resources:

- All resources including the list of RFPs/RFQs, civil engineering plans, architectural & mechanical plans, schedule, and 3D renderings can be found at: www.millspaughproperties.com/bmp1
- A physical copy of the plans will also be available for review at the Millspaugh Properties / Woodbury Construction Company office located at 101 Main Street South, Bethlehem, CT 06751
- The lot at 135 Main Street South, Bethlehem, CT is open and available for inspection prior to submitting your proposal (no appointment necessary)

Submittal Guidelines:

- All questions pertaining to this RFP should be emailed to: bids@millspaughproperties.com
- Interested firms should submit the items listed in the “Proposal Requirements” section if they would like to be considered.
- All proposals should be received by Thursday, July 1, 2021, and can be sent by any of the following means:
 - **Email** to bids@millspaughproperties.com
 - **Fax** to (203) 437-4438

- **Hand-deliver** to the Millspaugh Properties / Woodbury Construction Company office located at 101 Main Street South, Bethlehem, CT 06751
- **Mail** to Millspaugh Properties, 5 Intrieri Lane, Greenwich, CT 06830

Proposal Requirements – Proposals should include the following items:

- **Company information** including name, mailing address, phone, fax, email, website, and the number of years you have been in business.
- **Contact name/number/email** of a person that we can reach if there are any questions about your proposal
- **Work plan/timeline** for the project, including any different sections/stages/types of work (if applicable), with rough time estimates (# of days to complete).
- **Scheduling limitations** including the earliest start date that you would be available to begin, and any dates that you will be unavailable to perform the work.
- **Fee breakdown** for the work. If your proposal is not a fixed price, please separate the cost of materials and include the relevant hourly rates & time estimates for labor.

Optional Proposal Items – The following items are not requirements for submitting a proposal, they are optional items that you might want to submit if you have not worked with Millspaugh Properties before:

- **Up to three (3) references** for similar projects. Each reference should include the street address of the job site, a brief description of the project and contact info for the client (if available).
- **Any relevant background information** on your company/history/employees that you would like to share including any photos, plans, links, etc. that show your competency in this area of work.
- **List of ideas/options/upgrades** that are not included in the plans, but which might be applicable to this project (please include all costs if they are not included in the proposal price).

Contract Requirements – The following items are not requirements for submitting a proposal, but they will be required if your firm is selected for an RFP before any contracts will be signed:

- **Contractor license(s)** including any licenses and/or certifications for relevant employees (if applicable)
- **W-9 form** (if applicable – i.e. sole proprietorship, LLC, etc.)
- **Proof of liability insurance** (\$1,000,000 per occurrence / \$1,000,000 aggregate)
- **Proof of worker's compensation insurance** (if applicable)
- **List of subcontractors** (including contact info) for any that will be used to perform services (if applicable)