



Mattituck Park District

Town of Southold, Suffolk County, New York

INVITATION TO BID

Landscaping

PO Box 1413
11280 Peconic Bay Boulevard
Mattituck, NY 11952
631-298-9103
info@mattituckparks.com

SEALED BIDS DUE IN DISTRICT OFFICE
11280 Peconic Bay Boulevard
Mattituck, NY 11952
ON OR BEFORE 6:00 PM ON 9 January 2025

RESOLVED, as per the request of the Board of Commissioners, that the Mattituck Park District Clerk be and hereby is authorized to advertise for public bid as per the following:

NOTICE TO BIDDERS

TAKE NOTICE, that sealed bids will be received by the MPD Clerk, Mattituck Park District Office, on 9 January 2025 at 6:00PM, prevailing time. The sealed bids will be publicly opened for:

Landscaping

Each proposal must be submitted in a sealed envelope clearly marked, "**Landscaping**" Bidders must comply with all Federal, State, and local laws.

The Mattituck Park District reserves the right to waive any informalities in bids received, and/or reject any or all bids.

BY ORDER OF THE BOARD OF COMMISSIONERS OF THE MATTITUCK PARK DISTRICT, NEW YORK

INSTRUCTIONS TO BIDDERS

1. Receipt and Opening of Bid

The Mattituck Park District invites bids for a Landscape Company to perform services at eight (8) Mattituck Park District locations listed on the Notice to Bidders. Proposals will be publicly read at the time, date, and place indicated in the Notice to Bidders.

2. Preparation and Presentation of Proposal

Each proposal must be submitted in a sealed envelope clearly marked, "**Landscaping**"

INCOMPLETE SUBMISSIONS MAY BE REJECTED!!

All questions concerning this bid should be addressed to Ben Heins at bheins@mattituckparks.com, all answers to the questions received will be sent in the form of an addendum to all interested bidders.

Date Issued: 5-Dec-24
Due Date: 9-Jan-25

General Description: The Mattituck Park District is seeking bids to maintain several properties. This is exterior maintenance, as fully detailed in the "Specifications" below.

Specifications: Landscaping

Service Locations:

Veterans Memorial Park

11280 Great Peconic Bay Blvd, Mattituck, NY
SCTM # 1000-126-6-17 & 18 4.16 Acres

Aldrich Lane Fields

350 Aldrich Lane, Laurel, NY
SCTM # 1000-125-1-2.6 6.08 Acres

Bailie Beach Lodge

2205 Bailie Beach Rd, Mattituck, NY
SCT # 1000-99.-3-14 22.5 Acres

Bay Avenue Park

1865 Bay Avenue, Mattituck, NY
SCTM # 1000-144-4-1 4.24 Acres

Breakwater Beach Park

5155 Breakwater Road, Mattituck, NY
SCT # 000-99.-2-19.1 17.34 Acres

Love Lane Boathouse

1215 Love Lane Mattituck, NY
SCTM # 1000-140-1-19.1 1.2 Acres

Peconic Bay Boulevard Beach Park

AKA Mattituck Yacht Club
9462 Great Peconic Bay Blvd, Mattituck, NY
SCTM # 1000-126-5-20.1 4.94 Acres

Wolf Pit Lake

5005 Wickham Ave, Mattituck, NY
SCTM # 1000-107.-4-11 2.36 Acres

Please note the following:

- The full Acreage is provided for each property for informational purposes; it is not the square footage being bid.
- The MPD requires that bidders go to each property to assess the amount of work to be done at each. Please contact Ben Heins at 934-230-3507 to schedule an appointment.
- For bidders that bid on the 2023 Landscaping RFP, please note there are significant changes to some of the properties. Aldrich Lane will have a dog park in 2025 and Sabat Meadow now has a pollinator meadow. As a result, the area to be mowed at both properties is reduced.
- There will be no use of fertilizer.

- There will be no use of pesticides or herbicides without express permission at any property.
- There are new procedures on properties which have Fall & Spring Cleanup for ecological reasons.
 - At Veterans Memorial Park, during Fall Cleanup, some leaves should be left in place to provide overwintering habitat for native species. If there is build up against the foundation, they may be raked into garden beds or around the base of trees. Seed heads should be left up over the winter. The interior sides of fences and the whole sump area should not be touched. Only the areas between the fence and the street, the playground, and the irrigated portions of the lawns should be cleaned of leaves. Seed heads should not be cutback.
 - During Spring Cleanup, all remaining leaves should be mowed into the grass; leaves in bed should be removed if they are built up too high over the plant crowns and impede new growth; seed heads may be cut back to provide clearance for new spring growth.
 - No maintenance work is to be performed in the newly-planted meadow at Sabat Meadow on Bay Avenue without advance instruction from the Commissioners.

Please use attached Proposal Worksheet in order to submit a written quote.

Contacting Requirements:

1. Contractor must possess any current licenses required to complete the job and must supply copies of license(s) to MPD. This also includes any subcontractors if required.
2. The MPD may make inquiries to determine the qualifications of the Contractor. MPD reserves the right to reject any Proposal if qualifications do not meet MPD standards. The successful Contractor shall submit, at the time of execution of the contract, a Certificate of Insurance, showing the required liability insurance coverage.
3. The successful Contractor shall enter into a contract with the Mattituck Park District to perform the services in accordance with the specifications set forth herein and at the price set by the successful proposal.
4. The Contractor shall maintain the types of insurance listed below:
 - a. Worker Compensation Insurance, as required by Applicable Law. The coverage must be evidenced on a C-1 05.2 form or if exempt on the CE-200 form. If you have questions please visit www.wcb.state.ny.us/main/forms
 - b. Disability benefits insurance must be evidenced on a DB-102.1 form or if exempt on the CE-200 form. If you have any questions please visit www.wcb.state.ny.us/main/forms
 - c. General liability insurance to include bodily injury and injury to property including full Contractual Liability Coverage in the amount of \$1,000,000 per occurrence, \$2,000,000 General Aggregate.
 - d. The District shall be named as additional insured on the liability policy. The Contract will not be signed until all required insurances are received.
5. The contract shall be valid for a period of twelve (12) months, effective on or about 1 January 2025, at the price set by the successful proposal. This contract may be extended for an additional year at the option of the Mattituck Park District. The Park District may notify the Contractor on or before 1 December 2025 if it desires to extend the contract for one year.
6. A copy of the contract is available for review at the Mattituck Park District office, Veterans Memorial Park, 11280 Great Peconic Bay Boulevard, Mattituck, New York. The contract is incorporated into the request for quotes by reference and the winning Contractor will work under the terms and conditions of this agreement.
7. All proposals are to be submitted in a sealed, opaque, envelope and should be clearly labelled "**Landscaping**". Proposals should be mailed to: Mattituck Park District, PO Box 1413, Mattituck, New York 11952.