

**TOWN OF ENFIELD, CONNECTICUT**  
**REQUEST FOR QUALIFICATIONS**  
**ON-CALL PROPERTY MAINTENANCE SERVICES**

September 30, 2022

Sealed responses to the services named above will be received at the Office of the Director of Finance until 11:00am, Thursday, October 20, 2022. Thereafter, the names of those submitting qualifications will be opened in public and read aloud or opened and read aloud pursuant to the applicable provisions of the Governor's Executive Orders. Responses received after this date and time will not be considered.

Specifications and RFQ documents will be available from the Director of Economic & Community Development, Enfield Town Hall, 820 Enfield Street, Enfield, CT 06082, telephone number (860) 253-6391 or the Town's website, [www.enfield-ct.gov](http://www.enfield-ct.gov).

The Town of Enfield reserves the right to accept or reject any, all, or any part of responses, to waive formalities or informalities, and to make awards that are deemed to be in the best interests of the Town.

The Town is an affirmative action/equal opportunity employer. Disadvantaged, minority, small and women-owned business enterprises are encouraged to respond.

John A. Wilcox  
Director of Finance  
EOE/AA

**TOWN OF ENFIELD, CONNECTICUT**

**REQUEST FOR QUALIFICATIONS**

**STANDARD INSTRUCTIONS**

**ON-CALL PROPERTY MAINTENANCE SERVICES**

1. INTRODUCTION

The Town of Enfield is seeking interested and qualified Connecticut Home Improvement licensed Contractors whose services will be on-call to remediate property maintenance violations. These services may include duties typically associated with property maintenance violations: lawn mowing, trash removal, tree/brush removal.

2. KEY EVENT DATES

Advertisement of RFQ	September 30, 2022
Public Opening of Responses	11:00am, Thursday, October 20, 2022
Contracts Awarded (Not Definite)	October 31, 2022

3. OBTAINING RFQ DOCUMENTS

Specifications and RFQ documents may be obtained from the Director of Economic & Community Development, Enfield Town Hall, 820 Enfield Street, Enfield, CT 06082, telephone number (860) 253-6391 or the Town's website, [www.enfield-ct.gov](http://www.enfield-ct.gov).

4. RFQ RESPONSE SUBMISSION INSTRUCTIONS

One (1) original and two (2) copies of all responses must be submitted in a sealed envelope clearly marked "ON-CALL PROPERTY MAINTENANCE SERVICES". If forwarded by mail or courier, the sealed envelope must be addressed to "Director of Finance, Town of Enfield, 820 Enfield Street, Enfield Connecticut 06082". Responses must be at the office of the Director of Finance by the time of the Public Opening of Responses date noticed in in Section 2 titled Key Event Dates. Postmarks are NOT an acceptable waiver of this policy. Corrections and/or modifications received after the first response is publicly opened will NOT be accepted.

5. PRESUMPTION OF CONTRACTOR BEING FULLY INFORMED

At the time the first response is opened, each Contractor is presumed to have read and be thoroughly familiar with all RFQ and contract documents herein. Failure or omission of the Contractor to receive or examine any information shall in no way relieve any Contractor from obligations with respect to their response.

6. MODIFICATIONS AND ADDENDA

The Town may, before or after qualifications opening and in its sole discretion, clarify, modify, amend or terminate this RFQ if the Town determines it is in the Town's best interest. Any such action shall be effected by a posting on the Town's website, <http://www.enfield-ct.gov>. Each Contractor is responsible for checking the Town's website to determine if the Town has issued any addenda and, if so, to complete its qualifications in accordance with the RFQ as modified by the addenda.

7. INTERPRETATION OF ACCEPTABLE WORK

The specifications, qualifications and contract documents are to be interpreted as meaning those acceptable to the Town of Enfield. Any substantive changes or interpretations will be issued by the Town in writing as an addendum.

8. TAX EXEMPTIONS

The Town of Enfield is exempt from Federal Excise taxes and Connecticut Sales and Use taxes. Firms shall avail themselves of these exemptions.

9. INSURANCE

Contractor shall agree to maintain in force at all times during the contract the following minimum coverage. Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum AM Best's Rating of "A" VIII. In addition, all Carriers are subject to approval by the Town of Enfield. Minimum Limits:

- A. Commercial General Liability Each Occurrence \$1,000,000, \$2,000,000 Aggregate. Town of Enfield shall be named as an Additional Insured.
- B. Auto Liability Combined Single Limit \$1,000,000 for all owned, hired and non-owned vehicles for property damage and liability. Town of Enfield shall be named as an Additional Insured.
- C. Umbrella/Excess Liability \$1,000,000 and \$1,000,000 Aggregate. General Liability, Auto Liability and Workers' Compensation to be listed as underlying coverages.
- D. Workers' Compensation - For all the employees employed on said Work shall be maintained in accordance with Connecticut's Workers' Compensation Act. In case any class of employees engaged in hazardous Work under the contract at the site of the Work is not protected under the Workers' Compensation Act, the contractor shall provide Workers' Compensation Insurance for the protection of its employees not otherwise protected.
- E. A thirty (30) day Notice of Cancellation applies for the Town of Enfield.

The Town of Enfield reserves the right to request additional coverage contingent upon the scope of the services required.

If any policy is written on a "Claims Made" basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of this contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the contract for two (2) years from the completion date.

10. INDEMNIFICATION AND HOLD HARMLESS

The Contractor(s) shall hold harmless, defend and indemnify the Town of Enfield ("the Town") from all loss, liability, damage, penalty, expense or fee, including attorney's fees, or other costs or obligations which result from or arise out of the performance or breach of obligations of the Contractor, any employee, agent or personnel, including without limitation, claims brought against the Town by third parties, employees of the Town, or employees of the Contractor. The indemnification provisions shall survive the termination of the Contract.

11. FAIR EMPLOYMENT PRACTICES

The Contractor(s) agrees not to discriminate against any employee or applicant for employment in the performance of this work with respect to hire, tenure, terms, conditions,

or privileges of employment due to race, sex, age, religion, national origin, or other condition proscribed by State or Federal law.

12. STANDARD FORM OF CONTRACTUAL AGREEMENT

The Town of Enfield intends to enter into an on-call contract with the successful Contractor(s). The contract will include and incorporate the provisions of this Request for Qualifications, including the Standard Instructions and the Scope of Work and Qualifications, and Response Form submitted by the successful Contractor(s). In the event of any conflict between the Request for Qualifications and the successful Contractor's qualifications, the Request for Qualifications shall prevail.

13. TERM OF CONTRACT

The term of this contract shall commence on date of award and shall expire on June 30, 2023. Subsequent one (1) year renewals, at the option of the Town of Enfield, may be available for two (2) additional years. The total contract period, including all renewals, shall not exceed thirty-six (36) months. Written notice(s) of such renewals will be sent by U.S. Mail to the vendor(s) no later than 30 (thirty) days prior to the commencement of the Town's next following fiscal year.

14. AWARDING THE CONTRACT

The Town of Enfield reserves the right to accept or reject, any, all, or any part of responses, to waive formalities or informalities, and to make an award that is deemed to be in the best interests of the Town.

It is the Town's policy to not award to those who owe Town of Enfield prior year(s) property taxes.

The "Contract Awarded" date in section 2. entitled Key Event Dates is the date the contract is anticipated to be awarded. It is not a date certain.

It is anticipated that contracts for these services will be awarded to multiple vendors.

END OF STANDARD INSTRUCTIONS

## TOWN OF ENFIELD, CONNECTICUT

### SCOPE OF WORK & QUALIFICATIONS

#### ON-CALL PROPERTY MAINTENANCE SERVICES

It is the intention of the Town of Enfield Office of Community Development to create an on-call list of licensed Connecticut Home Improvement Contractors whose services will be retained to remediate property maintenance violations as listed below. These violations can be on vacant or occupied residential or commercial properties. A copy of each Contractor's Connecticut Home Improvement License is required to be included as part of the Qualification Submission.

When a property is in need of property maintenance services, a Solicitation of Bids will be sent to all on-call contractors and they will be asked to submit a proposal for the specific work outlined in the Solicitation of Bids. Work will be awarded to the lowest responsible Contractor for work as outlined below. If not available, the next lowest responsible Contractor will be contacted, and so on, until the work is awarded.

A current Certificate of Insurance must be on file for a contractor to be considered for work.

#### Typical Services Required under this On-Call Property Maintenance Services Contract

- Lawn Mowing  
All grass must be mowed to a height not to exceed 3 inches. Excess clippings may need to be bagged. There shall be no visible clippings or clumps left on the surface of the lawn, in landscaping, flower beds, sidewalk, driveway, or street after cutting. Any garbage, trash, or litter on lawn areas shall be picked up prior to mowing.
- Trash and Debris Removal  
All junk and debris removed at the request of the Town shall be disposed of in a manner compliant with all local, state and federal laws.
- Lot Clearing; Small Tree and Brush Removal  
All brush and small trees (6 inches or less in diameter) may need to be removed from vacant lots or abandoned properties at the request of the Town.

#### Timeframe for Performance of Work

Work must be performed within seven (7) consecutive days from receipt of the Notice to Proceed, beginning the day after notification and including Saturday and Sunday. Invoices must be emailed or delivered to the Office of Community Development within two weeks of performing the work. Work on authorized private properties shall be performed during the hours of 7:30 AM to 7:30 PM, seven days per week.

#### Invoice Reporting and Payments

The Scope of Work outlined in each Solicitation of Bids shall be fully completed before the Contractor can submit invoices. The Contractor shall submit invoices within two weeks of performing the work. The invoice shall be on company letterhead and provide the following:

- Description of the work performed
- Dates for work performed
- Purchase Order number
- Number of company hours on the job, including prorated hours
- Total cost of services (Note: Town of Enfield is tax exempt)

- Invoices should include properties that require no work upon arrival (if the work was completed by owner before contractor arrived)
- Any receipts or invoices for expenses incurred that are to be billed to the Town. Note that any work outside of the Scope of Work in the Solicitation of Bids should not begin without the permission and approval from the Office of Community Development. The Town of Enfield will not be responsible to pay invoices for unapproved work completed outside of the Scope of Work.

### **Equipment Required**

In order, to provide the services listed, the following equipment or similar may be required:

- 20" or greater walk behind push mower
- 42" or greater zero turn riding mower
- Self-powered (gas or electric) leaf blower
- Chain saw 16" bar or greater
- Trailer capable of hauling 3 cubic yards and 4000 lbs. of debris
- Truck capable of towing trailer
- Commercial grade string line yard trimmer
- Trailer to haul lawn equipment
- Basic yard tools (rake, shovel, pruners, loppers, shears, saws, etc.)
- Basic home improvement/construction tools (hammer, cordless driver, circular saw, snips, shears, reciprocating saw, etc.)

### **Qualifications Submission**

The Contractor(s) must submit a letter of interest that includes the following:

- Company history and years in business
- List of equipment to be used and any additional equipment your company owns and will use to perform the work you are qualified to complete
- Other services the company provides that may impact the services provided to the Town

The Contractor(s) must include a copy of all licenses and a Certificate of Insurance showing coverages identified in the Standard Instructions 9. Insurance in this document. If the company currently does not have these insurance coverages, they must state in their letter of interest that they acknowledge these coverages are needed to be selected as an On-Call Property Maintenance Services contractor.

END OF SCOPE OF WORK & QUALIFICATIONS

**TOWN OF ENFIELD, CONNECTICUT**

**RESPONSE FORM**

**ON-CALL PROPERTY MAINTENANCE SERVICES**

[RESPONSE FORM REQUIRED RESPONSES]

Under penalty of perjury and other remedies available to the Town of Enfield, the undersigned certifies this proposal is submitted without collusion and all responses are true and accurate. If awarded the contract it is agreed this forms a contractual obligation to provide services at fees specified in the proposal, subject to and in accordance with all instructions, proposal and contract documents, including any addenda, which are all made part of this RFQ.

_____ Signature of Authorized Person	_____ Date
_____ Printed Name of Authorized Person	
_____ Company Title of Authorized Person	
_____ Name of Company	
_____ Address of Company	
_____ City, State, and Zip Code	
_____ E-mail Address	
_____ Telephone Number	_____ Facsimile Number

**END OF RESPONSE FORM**

**SAMPLE AGREEMENT**

**AGREEMENT BY AND BETWEEN  
THE TOWN OF ENFIELD AND \_\_\_\_\_**

**ON-CALL PROPERTY MAINTENANCE SERVICES**

This Agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 2022 by and between the Town of Enfield, a municipal corporation organized and existing under the laws of the State of Connecticut, with a principal office at 820 Enfield Street, Enfield, Connecticut 06082 (hereinafter referred to as the "Town") and \_\_\_\_\_, a Connecticut (corporation/limited liability company/partnership) located at \_\_\_\_\_, \_\_\_\_\_, Connecticut 06\_\_\_ (Vendor).

The Town and Vendor enter into this Agreement whereby the Vendor shall provide to the Town On-Call Property Maintenance Services.

The term of this Agreement shall commence on the date set forth above and shall continue for the period set forth in the Request for Qualifications referenced below.

The terms and conditions of this Agreement are set forth in the following documents that are attached and made a part hereto and are incorporated by reference:

1. Request for Qualifications entitled "On-Call Property Maintenance Services"; and
2. The Standard Instructions entitled "On-Call Property Maintenance Services"; and
3. Scope of Work and Qualifications entitled "On-Call Property Maintenance Services" and
4. Response Form entitled "On-Call Property Maintenance Services".

The Town may terminate this Agreement for convenience.

This Agreement cannot be altered, modified, amended or revised except by an instrument in writing signed by the Town and Vendor.

This Agreement shall be governed by the law of the State of Connecticut.

Vendor Name

Town of Enfield

By: \_\_\_\_\_  
[name]  
[title]

By: \_\_\_\_\_  
Ellen Zoppo-Sassu  
Town Manager