



Request for Proposal

Lawn Mowing, Landscaping & Lawn Maintenance for various Locations in Windsor, CT

Snow Removal & Snow Maintenance for various WHA Locations in Windsor, CT

Proposal Deadline: August 31, 2026, 11am

Effective Date of Services: October 01, 2026

Term of Contract: October 01, 2026 to April 30, 2028

This is a 2-part proposal, Snow and Landscaping services are proposed separately, but this must be a combined contract for all (both) services.

The Housing Authority of the Town of Windsor (WHA), Connecticut, is seeking proposals for a Contractor who has demonstrated abilities to perform the attached Scope of Work. The contractor must currently be in the business of providing lawn mowing and maintenance and must have been doing so for a minimum of at least five (5) consecutive years. All applicable federal, state, and local laws, ordinances and regulations must be adhered to. Contractors submitting a proposal should review the procurement requirements listed. The contractors may bid on services individually or combined. Specifically, the selected Contractor will be required to:

- Execute a contract with the Windsor Housing Authority, Windsor, CT
- Complete certain forms and certifications;
- Maintain General Liability Insurance (\$1,000,000 minimum); Workers Compensation Insurance (\$500,000) and business automobile liability (\$1,000,000) and furnish proof of such insurance.

No Contractor who is a recipient of The Housing Authority of the Town of Windsor funds, or who proposes to perform any work or furnish any goods under this agreement shall discriminate against any worker, employee, applicant, or any member of the public because of race, color, sex, gender, sexual orientation, religion, age, marital status, national origin, veterans status, physical or mental disability or perceived disability, or other criteria protected by law. Discriminatory practices based on the foregoing are declared to be contrary to the policy of the Housing Authority. The Housing Authority of the Town of Windsor complies with all Equal Employment Opportunity requirements.

The Housing Authority does not discriminate in the admission of, or employment in, its programs, activities, or services. Minority and women owned businesses, as well as Contractors are encouraged to submit proposals. Two (2) Proposal responses shall be submitted on the Proposal Submission Form (page 7). All costs are to be final. The proposal must include a minimum of three professional references. These references should be attached to the Proposal Submission Form and include current contact information including name, address, telephone number and email address. Please direct any questions regarding proposal submission to the Property Manager listed on Page 11. Completed proposals

must be received no later than August 31, 2026 at 11:00 am and delivered to: The Housing Authority Town of Windsor Office, 156 Bloomfield Avenue, Windsor, CT 06095 clearly marked "Landscaping and Maintenance" NOTE: Proposals received after this deadline may be refused and deemed ineligible for consideration at the Housing Authority's sole discretion. The Housing Authority will review all proposals submitted and if deemed to be in the best interest of the Housing Authority, a Contractor will be chosen. The Housing Authority shall be free to accept any proposal it deems appropriate in its sole discretion. The Housing Authority will determine final scope and project components, based on funding availability. The Contractor selected will be required to submit a Certificate of Insurance naming the Housing Authority of the Town of Windsor as an additional insured, which will be reviewed by the Board of Directors', the Managing Director and the Property Manager. A contract will then be negotiated between them, with each agreeing to the terms of the contract and affixing authorized signatures.

The contractor will be required to complete all forms and certifications required by the City, State and Federal governments. Proposal requirements and examination of work to be performed the contractor is required to thoroughly examine the request for proposal requirements and the work contemplated, and it will be assumed that the contractor has investigated and is satisfied as to the requirements. It is mutually agreed that submission of a request for proposal shall be considered prima facie evidence that the contractor has made such an examination. Before submitting the request for proposal (RFP), the contractor shall examine the scope of work and has the option to visit the site of the work to become familiar with the working conditions and the exact nature and extent of the work taking into account any special or unusual features peculiar to this project. By submitting a proposal, the contractor, if selected for award, shall be deemed to have accepted the terms of this RFP.

Section 1

General Information

GENERAL INFORMATION This RFP contains instructions governing the content of the proposals and the format in which they are to be submitted. It does not attempt to define all the contract needs nor detail them. Rather, it is flexible and allows for the credentials of the contractor to be demonstrated in the areas of expertise necessary for the contract. There are mandatory requirements to be met, but should the contractor foresee the need for qualification of the effort or additional requirements, concise and relevant discussion is encouraged. Questions from contractors shall be accepted by the Property Manager via email. Emails shall be submitted to KShorter@windsorha.org and DWest@windsorha.org.

Section 2

SCOPE OF SERVICES BACKGROUND AND PURPOSE

All properties will be billed, contracted and bid on collectively; however, WHA may find it necessary to interchange properties, omit, or add a property as necessary. Bids should be based on the total of all properties listed below combined, but a breakdown individually will be desired. Please note: Subcontracting is not allowed without the express written approval of the Windsor Housing Authority. The following outlines the scope of services and responsibilities required of the Contractor but may not be inclusive of the entire scope of services. The specifications outline the quantity and category of work required. Other parts of the contract (not included here) provide requirements such as insurance and licensing standards, hours of work, work authorization, etc.

Property Addresses to be serviced: All addresses are in Windsor, CT 06095

156 Bloomfield Avenue

35 Mack Street

40 Henry Street

All vendors/bidders must provide documentation of the following:

- Active/current State of CT business license
- Valid insurance binder
- Three letters of reference, preferably from commercial accounts with more than 50 residential units.

This document is intended as a benchmark of the minimum standards required by the WHA for services, maintenance, repair and improvements. The WHA respects the Contractor as a professional and as such, will take into consideration any recommendations made by the Contractor.

All bids must include the following, and be for a 24-month period, with an option to terminate after 12 months with 60 days written notice, and an option to extend for an additional year. The contracts must include the following in their scope of work.

Spring clean-up: Maintenance shall consist of spring removal of old mulch, pruning, mowing, pest management, weeding beds, weed/insect/disease control, litter control and any other procedures consistent with good horticultural practice necessary to ensure normal, vigorous, and healthy growth of turf and landscape plantings.

Mulch Replacement

- Early Spring Contractor shall remove old mulch and replenish mulch to maintain a depth of no less than two and a half inches deep in all designated areas.
- Mulch shall be brown shredded hardwood.
- Red bark mulch or dust shall not be used.

Lawn maintenance will also include:

- Includes at least two (2) treatments for weeds and pests.
- Trimming of bushes and hedges
- Mowing (bi-weekly/as-needed)
- Weed whacking (bi-weekly/as-needed)
- Removal of excess grass or clippings (as needed)
- Weeding all landscape beds

Fall Clean-up will also include:

- Trimming of bushes and hedges and fall
- Lime treatment(spring)
- Fertilizer/weed killer treatment/insecticide.
- Leaf collection and removal (at least 3 times in the fall)

Landscape Maintenance Standards and Specifications:

Grass Mowing Schedule:

Month	Number of Cuts
April	As needed
May	As needed
June	As needed
July	As needed
August	As needed
September	Bi-Weekly
October	Bi-weekly

Note: Schedule of mowing may be altered at the WHA's a request or as requested/required by climate conditions.

General Standards

Guarantee and replacement

The contractor will replace at no additional cost to WHA any turf, plant materials, or any other WHA/WHA's tenant property damaged as a result of improper maintenance attention or procedures. Replacement material shall be of the same size and variety as the dead or damaged material. Property damage repair/replacement must be completed within two weeks of identification of the damage. Alternatives to size and variety and scheduling of replacement must have written permission from WHA.

Contractor is not responsible for losses, repair or replacement of damaged work or plant material resulting from theft, extreme weather conditions, vandalism, vehicular incidents (other than contractor's vehicles) or the acts of others over whom they have no reasonable control.

The contractor shall inform the WHA monthly of plant losses unrelated to the maintenance activities, provide the WHA with a probable cause of the plant loss and provide recommendations for replacement along with pricing for replacement.

Contractor's Responsibility

The contractor will provide staff able to perform work at the highest standard of lawn care service. Key staff shall have current knowledge of best management practices regarding safety, hazardous material spill response, lawn care, plant, and lawn health, pruning and pest management. WHA reserves the right to demand replacement of contractor's staff who do not meet WHA's standards of safety, professionalism and general landscaping and plant knowledge.

Contractors will:

- Furnish all labor, equipment, and materials necessary to complete the maintenance of turf and plantings as specified herein.
- Provide an emergency contact list identifying names and positions held, including phone numbers for site managers or maintenance managers.
- Attend meetings as requested for inspections.
- Provide logs of activities performed and provide a written copy monthly which includes day, date and time of service as well as who performed the service.
- Establish a chart/schedule for proposed services.
- All turf will be mowed with professional quality mulch-mowing equipment. Prior to award of contract, Contractor shall provide to WHA the make and models of the mower(s) to be used.
- WHA prefers that blowers and other power equipment are low decibel, low emission models and where feasible use brooms and rakes.
- Contractors shall inspect properties at a minimum of once per month from April through September to identify pest problems. Pest problems include insects, disease, and weed infestations. The presence of pest does not necessarily mean there is a problem that must be treated, but the Contractor shall keep records of pests identified and areas where problems may be developing.
- Ground cover is to be weeded and/or pruned to prevent encroachment on walkways, up walls, etc.
- The contractor is responsible for any damage incurred because of trimmer or edge damage to trees, shrubs, windows, screens, and must replace or repair any such damage at no cost to The Housing Authority of the Town of Windsor. Properly maintained tree wells are encouraged to minimize such damage.
- Trim all landscape turf edges, tree perimeters at least once per month.

Leaf and Branch Removal:

Keep walks, patios, planting beds and lawns free of leaves and branches on a weekly basis throughout the term of the Contract.

In autumn, leaf removal will occur at each visit as needed to prevent smothering of the lawn and groundcovers and excessive clumping when mulch mowing.

In the event of wind or rain that causes branches to fall, Contractor will remove any under six feet long and/or 6 inches wide within 48 hours of event, or within 12 hours if it poses a safety hazard.

Other:

- Contractors must not leave or store any combustible items on or in our property (including gas cans).
- No subcontractors will be used on any property at any time without the express written consent of WHA. Failure to comply with this may invalidate your contract with WHA.
- All work is to be performed Monday through Friday from 8am to 6pm. Saturday between 8 am and 5 pm. There is no work to be done on Sunday without the express written consent of WHA. At least 5 business days before the contract begins, the contractor will submit in writing to the Managing Director, Director of Housing or designee, the name of the on-site supervisor authorized to act for the contractor in every detail of the lawn mowing and landscaping services.
- The lawn and landscaped areas must be maintained and services at the frequency and to the standards as detailed in these specifications. Failure to perform a task or to not perform a task to the specified standards will result in reductions in the Contractor's invoice.
- No hidden or undisclosed fees, like equipment percentage charges. All fees must be disclosed, including hourly rates, travel time, additional products, etc.
- Contractors discharged from service from the Housing Authority for any reason are ineligible for a period of (8) eight years.

Contractor's Employees

- Personnel employed by the contractor shall be capable employees qualified in this type of work. A fully qualified workforce shall be maintained throughout the period of this contract. All personnel shall receive close and continued first-line supervision.
- The Contractor shall employ the quantity and quality of supervision necessary for both effective and efficient management of lawn and landscaping operations.
- The contractor will be liable for any damage caused directly or indirectly by its employees.

Reductions in Pay

- Reductions for below standard work will be made if, after the second documented notification, the Contractor has not corrected the deficiency and outside contractors are required to perform the task, or the task was not completed by the contractor.
- Reductions for non-performance will be made if the task is not done and alternative contractors or WHA staff have to be assigned immediately to perform the task.
- Reductions will be based on the actual charge and/or the hourly billing rate of the WHA employees, plus benefits assigned to perform the task(s) times the hours required. If the work was not performed by the contractor and was just omitted, a deduction based on percentage of overall monthly billing minus the work not completed will be calculated and the bill adjusted accordingly.

Method of Payments to Contractor

WHA will pay the contract sum to contractor as follows:

All contractor invoices must be received on or before the 15th of each month to be eligible for payment by the end of that calendar month. All billings must be submitted on contractor letterhead/billing statement and will be made in accordance with the executed contract amount in terms that were mutually agreed upon by both parties.

Payment under this contract is not evidence of performance of this contract either wholly or in part and no payment, including final payment is to be construed as an acceptance or waiver of defective or improper workmanship.

Exercise any other remedy available at law or in equity.

Changes to the Scope of Work and Termination of Contract

The Property Manager/Managing Director/Director of Housing at any time may have to change the scope of the contract by written contract modification. On the designated effective date, the contractor shall make the required changes to his/her operation.

Upon receiving notice of this change, the contractor's invoice shall be adjusted if necessary to reflect the value of the change in the services under this contract.

The WHA may cancel this contract at any time for any reason giving 30-day notice to the contractor.

The WHA shall have the right to cancel this Agreement immediately without prior notice for any breach of any provision of the contract if not cured within 7 days from written notice from the WHA.

Inspections and Approval of Work

The WHA will demand strict conformance to the standards and frequency specified.

The WHA staff or his/her designee will inspect all completed work and will ascertain that the tasks have been satisfactorily accomplished.

The WHA staff shall enforce the standards of this contract.

Indemnification

To the fullest extent permitted by law, the contractor shall defend, protect, hold harmless and indemnify The Housing Authority of the Town of Windsor and affiliated companies and their respective officers, directors, managers, employees and agents from and against all liability, loss, claims, demands, suits, costs, fees and expenses (including actual fees and expenses of attorneys, expert witnesses and other consultants) by whomsoever brought or alleged and regardless of the legal theories upon which premised, including but not limited to those actually or allegedly.

Snow Removal and Sidewalk and Driveway Care for various Locations of the Three (3) Windsor Housing Authority Properties Specifications

You must bid on the entire proposal (both lawn and Snow)

Proposal Deadline: August 1 2026, 11am

Effective Date of Services: October 01, 2026

Term of Contract: October 01, 2026 to April 30, 2028

The Windsor Housing Authority (WHA), Connecticut, is seeking proposals for a Contractor who has demonstrated abilities to perform the attached Scope of Work. The contractor must currently be in the business of providing snow removal and maintenance services and must have been doing so for a minimum of at least five (5) consecutive years. All applicable federal, state, and local laws, ordinances and regulations must be adhered to. Contractors submitting a proposal should review the procurement requirements listed. The contractors may bid on services individually or combined. Specifically, the selected Contractor will be required to:

- Execute a contract with The Windsor Housing Authority
- Complete certain forms and certifications;
- Maintain General Liability Insurance (\$1,000,000 minimum); Workers Compensation Insurance (\$500,000) and business automobile liability (\$1,000,000) and furnish proof of such insurance.

No Contractor who is a recipient of The Windsor Housing Authority (WHA) funds, or who proposes to perform any work or furnish any goods under this agreement shall discriminate against any worker, employee, applicant, or any member of the public because of race, color, sex, gender, sexual orientation, religion, age, marital status, national origin, veterans status, physical or mental disability or perceived disability, or other criteria protected by law. Discriminatory practices based on the foregoing are declared to be contrary to the policy of the Housing authority. WHA complies with all Equal Employment Opportunity requirements.

The Housing Authority does not discriminate in the admission of, or employment in, its programs, activities or services. Minority and women owned businesses, as well as Contractors are encouraged to submit proposals. Two (2) Proposal responses shall be submitted on the Proposal Submission Form (page 6). All costs are to be final. The proposal must include a minimum of three professional references. These references should be attached to the Proposal Submission Form and include current contact information including name, address, telephone number and email address. Please direct any questions regarding proposal submission to the Property Administrator listed on Page 11. **Completed proposals must be received no later than August 30, 2026 11:00 am and delivered to: The Windsor Housing Authority Office, 156 Bloomfield Avenue, Windsor, CT 06095 clearly marked "The Windsor Housing Authority Landscaping Snow Removal"** NOTE: Proposals received after this deadline may be refused and deemed ineligible for consideration at the Housing Authority's sole discretion. The Housing Authority will review all proposals submitted and if deemed to be in the best interest of the Housing Authority, a Contractor will be chosen. The Housing Authority shall be free to accept any proposal it deems appropriate in its sole discretion. The Housing Authority will determine final scope and project components, based on funding availability. The Contractor selected will be required to submit a Certificate of Insurance naming Windsor Housing Authority as an additional insured, which will be reviewed by the Board of Directors', the

Executive Director and the Property Managers. A contract will then be negotiated between them, with each agreeing to the terms of the contract and affixing authorized signatures.

The contractor will be required to complete all forms and certifications required by the city, State and Federal governments. The contractor is required to thoroughly examine the request for proposal requirements and the work contemplated, and it will be assumed that the contractor has investigated and is satisfied as to the requirements. It is mutually agreed that submission of a request for proposal shall be considered prima facie evidence that the contractor has made such an examination. Before submitting the request for proposal, the contractor shall examine the scope of work and has the option to visit the site of the work to become familiar with the working conditions and the exact nature and extent of the work considering any special or unusual features peculiar to this project. By submitting a proposal, the contractor, if selected for award, shall be deemed to have accepted the terms of this Request for Proposal (RFP).

Section 1

General Information

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Section 2

SCOPE OF SERVICES BACKGROUND AND PURPOSE

All properties will be billed, contracted and bid on collectively; however, WHA may find it necessary to interchange properties, omit, or add a property as necessary. Bids should be based on the total of all properties listed below combined, but a breakdown individually will be desired. Please note: Subcontracting is not allowed without the express written approval of the WHA. The following outlines the scope of services and responsibilities required of the Contractor but may not be inclusive of the entire scope of services. The specifications outline the quantity and category of work required. Other parts of the contract (not included here) provide requirements such as insurance and licensing standards, hours of work, work authorization, etc.

Windsor Property Addresses to be serviced:

156 Bloomfield Avenue, Windsor

40 Henry Street, Windsor

35 Mack Street Windsor

All vendors/bidders must provide documentation of the following:

- Active/current State of CT business license/business registration documents
- Valid insurance binder
- Three letters of reference, preferably from commercial accounts with more than 25 units.

This document is intended as a benchmark of the minimum standards required by the WHA for maintenance, repair and improvements. The WHA respects the Contractor as a professional and as such, will take under consideration any and all recommendations made by the Contractor.

All bids must include the following, and be for a 24-month basis, with an option to terminate after 12 months with 60 days written notice. The contracts must include the following in their scope of work.

Snow and Ice Maintenance and Removal:

- Installation of snow stakes to mark driveways, walks, ramps and hydrant areas, etc.
- Remove all snow greater than 2 inches from the driveways, storm drains, stoops, walkways, steps, and ramps. **Handicapped ramps, and walkways should be cleared and salted no matter how much the accumulation.**
- Apply and maintain salt, ice melt, sand mix to be used in amounts adequate to prevent slips and in appropriate areas and amounts.
- Ice melt and any other snow and ice treatment products will be purchased by the contractor and is inclusive of the contract rate. Individual buckets with products will be placed at all properties for the tenants/staff use, should conditions persist or for emergencies, filled by the contractor.
- Under normal conditions, snow removal, including sanding and final clean-up, etc. shall be completed within a six (6) to 12-hour period after each storm. However, it will be agreed that generally, all walkways and driveways must be cleared, passable and deemed safe by 8am.

General Standards

Guarantee and replacement

The contractor is responsible for all damage to the property or structure through normal or exceptional conditions in service delivery. The contractor will replace at no additional cost to WHA any turf, plant materials, or any other WHA tenant property damaged as a result of improper use of equipment or procedures. Replacement material shall be of the same size and variety as the dead or damaged material. Property damage repair/replacement must be completed within a reasonable timeframe as negotiated between the parties after identification of the damage. Any private property or landscaping features that are damaged or destroyed by the contractor will be replaced or repaired to the original state. The Contractor will not impose additional fees for the costs of replacement or repair as stated above. Alternatives to size and variety and scheduling of replacement must have written permission from WHA.

Contractor is not responsible for losses, repair or replacement of damaged work or plant material resulting from theft, extreme weather conditions, vandalism, vehicular/equipment incidents (other than contractor's vehicles/equipment) or the acts of others over whom they have no reasonable control.

Contractor's Responsibility

The contractor will provide staff able to perform work at the highest standard of snow removal services. Key staff shall have current knowledge of best management practices regarding safety, hazardous material spill response, etc. WHA reserves the right to demand replacement of contractor's staff who do not meet WHA's standards of safety, professionalism and general snow and ice removal knowledge.

Contractors will:

- Furnish all labor, equipment and materials necessary to complete the maintenance of sidewalks, driveways, doorsteps and ramps.
- Provide an emergency contact list identifying names and positions held, including phone numbers for site managers or maintenance managers.
- Attend meetings as requested for inspections.
- Provide logs of activities performed and provide a written copy monthly which includes day, date and time of service as well as who performed the service.
- Establish and maintain chart/schedule for proposed services.
- Prior to award of contract, Contractor shall provide to WHA the registrations, proof of insurance, make and models of the equipment to be used.
- WHA prefers that equipment used should be low decibel, low emission models.
- The contractor is responsible for any damage incurred because of snow blower usage, shrubs, windows, screens, and must replace or repair any such damage at no cost to the Windsor Housing Authority.

Snow removal will require removal of all snow and/or ice from the driveways, steps, sidewalks and walkways/ramps (front and back doors) as well as treatment of all shoveled areas with sand, salt or other non-caustic effective product.

Other:

- Contractors must not leave or store any combustible items on or in our property (including gas cans).
- No subcontractors will be used on any property at any time without the express written consent of WHA. Failure to comply with this may invalidate your contract with WHA.
- At least 5 business days before the contract begins, the contractor will submit in writing to the Executive Director or her designee, the name of the on-site supervisor/point of contact authorized to act for the contractor in every detail of the lawn mowing and landscaping services.
- The service area must be maintained and serviced at a frequency and to the standards detailed in these specifications. Failure to perform a task or to not perform a task to the specified standards will result in reductions in the Contractor's invoice.
- No hidden or undisclosed fees, like equipment percentage charges. All fees must be disclosed, including hourly rates, travel time, etc.

Contractor's Employees

- Personnel employed by the contractor shall be capable employees qualified in this type of work.
- A fully qualified workforce shall be maintained throughout the period of this contract. All personnel shall receive close and continued first-line supervision.
- The Contractor shall employ the quantity and quality of supervision necessary for both effective and efficient management of snow and ice removal operations.
- The contractor will be liable for any damage caused directly or indirectly by its employees.

Reductions in Pay

- Reductions for below standard work will be made if, after the second documented notification, the Contractor has not corrected the deficiency and outside contractors are required to perform the task, or the task was not completed by the contractor.
- Reductions for non-performance will be made if the task is not done and alternative contractors or WHA staff have to be assigned immediately to perform the task.
- Reductions will be based on the actual charge and/or the hourly billing rate of the WHA employees, plus benefits assigned to perform the task(s) times the hours required to complete the task. If the work was not performed by the contractor and was just omitted, a deduction based on percentage of overall monthly billing minus the work not completed will be calculated and the bill adjusted accordingly.

Method of Payments to Contractor

WHA will pay the contract sum to contractor as follows:

- All contractor invoices must be received on or before the 15th of each month to be eligible for payment by the end of that calendar month. All billings must be submitted on contractor letterhead/billing statement and will be made in accordance with the executed contract amount in terms that were mutually agreed upon by both parties.
- Payment under this contract is not evidence of performance of this contract either wholly or in part and no payment, including final payment is to be construed as an acceptance or waiver of defective or improper workmanship.
- Exercise any other remedy available at law or in equity.

Changes to the Scope of Work and Termination of Contract

- The Executive Director at any time may have to change the scope of the contract by written contract modification. On the designated effective date, the contractor shall make the required changes to his/her operation.
- Upon receiving notice of this change, the contractor's invoice shall be adjusted if necessary to reflect the value of the change in the services under this contract.
- The WHA may cancel this contract at any time for any reason giving 60-day notice to the contractor after the first 12 months.
- The WHA shall have the right to cancel this Agreement immediately without prior notice for any breach of any provision of the contract if not cured within 7 days from written notice from the WHA.

Inspections and Approval of Work

- The WHA will demand strict conformance to the standards and frequency specified.
- The Executive Director or his/her designee will inspect all completed work and will ascertain that the tasks have been satisfactorily accomplished.
- The Executive Director shall enforce the standards of this contract.

Indemnification

To the fullest extent permitted by law, the contractor shall defend, protect, hold harmless and indemnify Windsor Housing Authority and affiliated companies and their respective officers, directors, managers, employees and agents from and against all liability, loss, claims, demands, suits, costs, fees and expenses (including actual fees and expenses of attorneys, expert witnesses and other consultants) by whomsoever brought or alleged and regardless of the legal theories upon which premised, including but not limited to those actually or allegedly.

Contact Information

Darlene West, Director of Housing
c/o The Housing Authority Town of Windsor
156 Bloomfield Avenue
Windsor, CT 06095
Dwest@windsorha.org
860-285-8090 ext. 202

Proposal Submission Form

Windsor Housing Authority

Lawn Care and Maintenance & Snow Removal

Company Name: _____

Address (Home Office): _____

Telephone (Office): _____

Number of Full-time Employees: _____

Ownership:

Corporation _____ Sole Proprietor _____

Limited Liability Partnership _____ Other _____

Proposal Prices: Fixed prices are required for all requirements identified in Scope of Services. Pricing submitted in this portion must be fully inclusive of all anticipated costs of the RFP and shall include all costs for the management, supervision, labor and material associated with the RFP. The base bid included the locations identified in the RFP.

Total Annual Cost: _____ Bid amount should include all, permits, bonds, and fees required by all legal authorities at the location of the work. We are a tax-exempt entity. **This requests an annual number which will be multiplied by two for the requested contract term.**

State all payment options available and their terms; please be specific:

Monthly _____

Quarterly _____

Annually _____

Other _____

Please attach any detailed quote sheets to this document

Thank you for your submission!