

**Killingworth Park and Recreation Commission
KRP Maintenance Contract Field Walk - March 15, 2014**

The Killingworth Park and Recreation Commission held a maintenance contract bid field walk on Saturday, March 15, 2014, at 8:00 a.m. at the Killingworth Recreational Park, North Parker Hill Road, Killingworth, Connecticut.

Present:	Dan Colonia Glenn Johnson	Visitors:	Scott Pinney, The Yard Group Peter Cumpstone Shawn Langer, Langer Landscapes Mike Perez, Advanced Landscaping Services Joseph Kuzaro, Professional Field Care, LLC Mark Erwin Ethan Drain
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Dan introduced himself and Glenn and welcomed the prospective bidders. Glenn explained that the bid includes maintaining the field area, parking area and shed area and added that the contract specifies:

Year 1	4/01/14 – 6/30/15	
Year 2*	7/01/15 – 6/30/16	
Year 3*	7/01/16 – 6/30/17	(*if extended)

He further noted that the irrigation system is on all 4 fields so care must be taken to avoid damaging the sprinkler heads when mowing and maintaining the fields. Glenn also noted that care must be taken around goalposts, nets and plantings and trees to not damage them. The following questions were then raised:

- **What is the current status of the irrigation system?** All components of the irrigation system are completely operational. If any component is currently damaged, it will be repaired at the commission's expense.
- **Should the irrigation system be monitored daily?** It is probably not necessary for daily monitoring because the system is programmable, but it should be monitored regularly.
- **What if a head does not turn off properly causing standing water?** Eric Auer oversees the field maintenance and inspects the park several times a week, and Pete Cumpstone visits the park daily as the gatekeeper so a problem like that would be detected quickly. Additionally, only 3 or 4 heads operate at a time because of the programmable zones so any such problem would be limited in area.
- **Is organic fertilizer preferred?** Organic fertilizer is required; no brands are suggested or preferred but must be 50% strength.
- **Organic products cost more; should prices for both organic and inorganic be bid?** That would be fine. Inorganic could be included as an alternate.
- **What is the total acreage to be maintained?** The maintenance area totals about 10 acres including parking lot. Two playing fields measure 225' x 360' and two playing fields measure 150' x 240'.
- **Who paints the lines onto the fields?** The user groups paint the lines.

- **Who empties trash receptacles?** A trash removal company services the trash receptacles. Receptacles are usually located in the parking area to prevent trucks from driving on the fields. Successful bidder may have to move one to the fence if it is found in the field area.

- **Who picks up trash left on the fields?** The field area is usually clean but the successful bidder may occasionally have to pick up a bottle or two.

- **How often should common areas be mowed?** Common areas such as parking islands, parking area practice area more often (as directed by commission); hill leading to detention pond left for haying, detention ponds should not be mowed.

- **How far to the south beyond parking area is maintained?** Maintain the 4 islands in parking area and down to other driveway. The field on the other side is to be hayed.

- **Who maintains the parking lot?** The town provides and maintains the gravel. The only exception would be if gravel migrates down the driveway and accumulates at the entrance you may be asked to push it back up the hill.

- **Are repairs to the fields considered part of the maintenance contract?** Repairs to the fields are considered extras and not included in the scope of the maintenance contract. Eric Auer directs field maintenance, oversees the contract and should be contacted bi-weekly. The contract includes mowing and fertilizing. The successful bidder must repair anything he damages. Please provide hourly rates for on-call services.

- **At what length should the grass be cut?** Grass length is dependent upon field conditions and the sport being played at the time. Eric Auer will determine the proper length.

- **What about particular spot that grow thicker?** Again, Eric Auer will oversee that. If he determines that an additional mowing is necessary, the town will pay for an additional mowing above the contract.

- **Is the contract period 40 weeks for contract year 1?** Year 1 is 4/01/14 to 6/30/15 (approx. 46 weeks) to bring the end of the contract period to the end of the fiscal year. The mowing period is usually 4/01 to 11/15 (approx 33 weeks), but this year mowing may not be necessary in early April because of this winter's consistent snow cover.

- **If not extended, will the contract be bid again?** Yes, but the commission would prefer to extend the contract and work with the same contractor for longer than just one year.

- **What is the payment schedule?** Payments are made monthly during the service period which is approximately 8 months. The commission meets on the second Monday each month where they approve payment of new bills. Bills approved for payment are immediately sent to the Finance Director for payment within the next few days.

- **If there is a contract in place, why must bills be sent? Couldn't automatic payments be set up?** There often are extra services to be billed and payment amounts may differ month to month. Payments are made after the services are completed to commission's satisfaction.

- **What about aeration and seeding?** The contract includes mowing, fertilizing and maintaining the irrigation system. Aeration, seeding and any other additional services are considered extras and not included in the contract. Please provide a breakdown of for all tasks/landscape services listed (per occurrence).

- **Are winterization and start-up of the irrigation system included in the scope of the contract?** Yes, winterization and start-up of the irrigation system are included in the contract.

- **Is an addendum form needed?** No, an addendum form is not needed.

- **Should the cost of fertilizer and lime be included as extras?** The town will pay as extras. Please provide labor and material costs for fertilization per occurrence.

- **Is Field Hockey played on the fields?** No, field hockey is not played on these fields at this time. Soccer, lacrosse and football are currently played on the fields.

- **Should maintenance be performed if is there standing water on the fields?** No, the chance of standing water on the fields is low since an engineered drainage system with herringbone design is under the fields. If the contractor feels the fields are too wet or soft, he should contact Eric Auer and follow his direction.

- **What about mulch and plantings?** Mulch and plantings are considered extras.

- **What is the decision timeframe?** A decision will be made within days of the bid opening.

- **Will the winning bidder have access to a copy of the irrigation plans and layout?** Yes.

- **Bid bond: 5% security deposit required – is a certified check required?** Certified checks will not be required.

- **Performance Bond: please clarify what is needed.** Successful bidder will be required to furnish a performance bond. Contact Don Venuti for referral to their bonding company for a price quote.

Respectfully submitted,

Dawn R. Mooney
Recording Secretary