

Request for Bid  
for Landscaping Services

at

*West Haven Railroad Station*  
West Haven, CT

**Owner:**

*State of Connecticut Department of Transportation*  
c/o Konover Commercial Corporation (Manager)  
342 North Main Street  
West Hartford, CT 06117  
Tel: (860) 760-9147  
Fax: (860) 586-7498  
Attn: Elizabeth G. Judd, RPA

**Senior Property Manager:**

*Mark Morazes*  
Tel: (203) 624-4499  
Fax: (203) 624-2636

September 30, 2015



## TABLE OF CONTENTS

I.	Introduction
II.	Scope of Work and General Conditions
III.	Landscaping Specifications
IV.	Standards and Special Conditions
V.	Training
VI.	Wage and Billing Rates
VII.	Equipment
VIII.	References
IX.	Insurance and Indemnity
X.	Contract Provisions
XI.	Minimum Bid Response

### Attachments

- Attachment A: Bid Form Landscaping Services
- Attachment B: Bidder's Statement of Qualifications
- Attachment C: Individual Contractor Nondiscrimination Certification
- Attachment D: Certificate of Compliance, Connecticut General Statute 31-57b
- Attachment E: Model Integrated Pest Management Plan: Ornamental & Turf
- Attachment F: Landscaping Plan

## **I. INTRODUCTION**

This document sets forth the general specifications, requirements and responsibilities of a Landscaping Contractor in providing landscaping services for the West Haven Rail Station ("Property") located at 20 Railroad Avenue, West Haven, Connecticut. A mandatory Bid Walkthrough will be held on Monday, October 19, 2015 at 10:00 a.m. The walkthrough will begin at the Main Building.

**LATE ARRIVALS (15 MINUTES OR MORE) WILL NOT BE GIVEN CREDIT FOR ATTENDENCE OR ALLOWED TO SIGN IN. Only Contractors attending the mandatory walkthrough will be considered for the award.**

### **A. SUB-CONTRACTOR**

The Contractor agrees to perform the work described in the contract as a sub-contractor and not as an agent or employee of the Owner or Manager.

### **B. ASSIGNMENT AND SUBCONTRACTING**

The contract shall not be assigned or subcontracted by the Contractor without Owner's prior written consent, which may be withheld at Owner's sole discretion.

### **C. PROPRIETARY DATA AND INFORMATION**

Upon Owner's request, Contractor will return to Owner or Manager all copies of information, design, drawings, specifications, and documents.

### **D. REVISIONS TO ORIGINAL CONTRACT**

Owner or Manager shall have the right to make any changes in or delete services from the work described in the contract and may direct the Contractor to perform extra work and the Contractor shall implement such changes and perform such extra work. Should any such change increase, decrease or affect the amount or character of services required in the contract, the price shall be adjusted accordingly. The amount of increase or decrease, if any, in the price shall be determined by agreement between the Contractor and Owner.

### **E. ACCOUNTING AND AUDITING**

Contractor shall maintain during the course of the work complete and accurate records of all Contractor's costs related to the Owner's account. Such records to be maintained and retained by Contractor shall, at a minimum, include but not be limited to:

1. Accounting records, including payroll records, accounting for total time distribution of Contractor's employees working full or part-time on the job (to permit tracing of payrolls and related tax returns and/or union payments, if any).
2. Cancelled payroll checks and/or signed receipts for payroll payments in cash.

3. Invoices for purchases for Contractor's stocks or capital items.
4. Paid invoices and cancelled checks for materials purchased or repaired.
5. Written policies and procedures.
6. Original estimates and estimating worksheets.
7. Correspondence.
8. Change order files (including documentation covering negotiated settlement).

Such records shall be open to inspection and subject to audit and/or reproduction, during normal working hours, by Manager or Owner to the extent necessary to adequately permit evaluation and verification of any invoices, payments, or claims submitted by the Contractor or any of his payees pursuant to the execution of the contract. Such records subject to examination shall also include, but not be limited to, those records necessary to evaluate and verify direct and indirect costs (including overhead allocations) as they may apply to costs associated with this contract.

For the purpose of such audits, inspections, examinations and evaluations, the Owner or Manager shall have access to said records from the effective date of the contract for the duration of the work and until two years after the date of final payment by Owner to Contractor pursuant to the contract.

Owner or Manager shall have access to the Contractor's facilities and shall be provided adequate and appropriate workspace in order to conduct audits in compliance with this section. Except under unusual circumstances, Owner or Manager shall give Contractor reasonable advance notice of intended audits.

#### **F. CONTRACTOR QUALIFICATIONS**

Contractor must be duly licensed in accordance with all Federal, State, and local laws governing the landscaping industry.

Contractor must show the ability to provide and maintain administrative, operational and logistical support for the Owner.

Contractor is required to complete and submit the State of Connecticut Bidder's Statement of Qualifications (Attachment B) with their response.

**This is a Set-Aside bid only. Therefore, the awarded contractor must be a certified Set-Aside Contractor with the State of Connecticut under the Department of Administrative Services' Supplier Diversity Program.**

**Each Bidder must provide proof of compliance with their bid submittal.**

## II. SCOPE OF WORK AND GENERAL CONDITIONS

### A. QUALITY

The landscaping contractor, hereinafter referred to as "Contractor," will provide and perform all landscaping services in a professional and timely manner as further addressed in Section III - Landscaping Specifications.

### B. COVERAGE

The Contractor is responsible for all lawn, planting beds, beds, trees, decorative trees, shrubs and hedges on the Property. All work shall be performed in a professional manner, using quality equipment and materials, all of which must be maintained and operated by the Contractor. It is to be understood that this is the entire job. There will be no partial cuts or payments accepted. If unable to complete entire job in one day, the Contractor shall agree to complete it on the next working day at no additional cost.

### C. GENERAL CONDITIONS

The Contractor will supply all labor, landscaping equipment and safety equipment in good working condition as to be able to perform all aspects of landscaping.

Contractor shall hold and save harmless the Owner and Manager from all claims by tenants or others whose personnel or property may be damaged or injured by Contractor, its employees or subcontractors including but not limited to the use of equipment or materials.

Contractor shall make reasonable and prompt restitution by cash, replacement or repairs, subject to the approval of the Manager, for any damages for which the Contractor is liable, of which the Manager shall be sole judge.

Contractor agrees to pay all wages, payroll taxes, or items that may be levied against payrolls by either City, State or Federal agencies. Contractor shall make payments as required but not limited to union welfare plans, pension and benefit plans, as prescribed by union contracts, where applicable.

Contractor shall supply a full time supervisor acceptable to Manager who will have the authority to immediately execute orders given by the Manager. Contractor's office management and job supervisors will be responsible for the quality of the work performed and must be available on a 24-hour basis. In addition, the Contractor will supply one account manager, who will be solely dedicated to this contract and account and will serve as the main contact person for the Manager.

Contractor shall ensure that its employees and agents conform to all Federal (OSHA), State and Municipal safety and health regulations and shall assume full responsibility for any violations and/or non-compliance with such regulations.

Contractor shall ensure that all of its employees and agents shall abide by all safety rules and regulations, which may be promulgated from time to time by either party as

they pertain to the Contractor's operations (including those applicable to the disadvantaged). The Contractor will also be responsible for conducting regularly scheduled safety meetings with all employees, as per any Federal, State and/or local regulations.

Contractor shall comply, at all times with any and all local, State or Federal rules, regulations and laws regarding anti-discrimination and equal opportunity in employment.

Contract will be required to complete an Individual Contractor Nondiscrimination Certificate (Attachment E).

Contractor's employees shall be carefully interviewed, screened, reference-checked and covered by bond, if necessary. They shall be neat and clean in appearance while on duty, and when reporting to or departing from the Property.

Contractor shall assign employees who are sufficiently fluent in English: (1) to comprehend the instructions from Manager and management staff; (2) to understand safety and operating instructions on any machinery used; (3) to understand instructions and warnings on any chemicals used; and (4) to communicate with building personnel during emergencies.

Contractor shall at all times maintain good order among its employees and shall ensure compliance with Property rules and regulations (as such may be amended from time to time) as well as new programs that may be introduced. If required, all employees of Contractor shall attend orientation and training programs. Attendance at all such programs shall be at the expense of Contractor.

Contractor shall comply, where applicable, with all union requirements and regulations.

Property inspections shall be made by the Contractor and reviewed with Manager after the each weekly service.

Contractor shall maintain a sufficient staff of thoroughly trained personnel ready to respond twenty-four (24) hours a day, seven (7) days a week, including all holidays.

Contractor will not store any materials or equipment on the property.

Contractor is to provide payroll back-up sheets in a form and content if requested by Manager.

### III. LANDSCAPING SPECIFICATIONS

These specifications include plans for maintenance and care of all exterior landscaped areas and fertilization/grub control program. The type of maintenance and care is defined in the following and designed to promote healthy growth:

#### A. Spring Clean-up:

1. Spring Clean-up shall be completed by a mutually agreed upon date between Manager and Contractor.
2. Contractor shall remove all winter debris, leaves, sticks and trash accumulated over the winter season by raking, blowing or sweeping debris from walks, building entrances, turf areas, and beds.
3. Contractor shall remove all dead and broken branches from trees and bushes.
4. Contractor shall remove all weeds by the roots from plant beds and dispose of off the Property.
5. Contractor shall machine-edge all landscape beds that border lawn areas.

#### B. Mulching (Alternate A):

1. If requested, Contractor shall install a two (2) inch application of fresh mulch surrounding trees, planting and landscape beds. Cost for edging shall be incorporated into the fee for Spring Clean-up. Please provide separate pricing on Attachment A for this service.

#### C. Mowing and Lawn Care:

1. Contractor shall "police" the grounds and shall remove all refuse prior to performing services.
2. Turf shall be cut once per week, or more often if required, at a height of 2.5" to 3" as conditions dictate throughout the growing season (April 1 through November 30). This schedule may be altered by the Manager to avoid lawn burn during dry periods. Mowing equipment shall be employed to permit recycling of clippings where possible and mowing patterns shall be utilized to present a neat appearance. Blades on all equipment shall be sharp to prevent tearing of the grass blades. Curbs, gutters, walks, stairs, driveways, and landscape beds shall be left in a clean condition after mowing.
3. Contractor shall provide sweeping or blowing of cut grass and/or leaves from all areas including stairs and entrances after mowing. It is not acceptable to leave grass clumps on site. (See Integrated Pest Management Plan.)

#### **D. Shrub, Evergreen and Groundcover Beds:**

1. All beds shall be maintained to present a neat and weed-free appearance by cultivating or weeding during regular visits to maintain an attractive presentation throughout the growing season.
2. All shrubs, evergreens, and trees shall be pruned to remove dead or damaged branches and to contain the size in order to maintain the natural form of the plant, to maintain an "air" space between the plant and the buildings, and to eliminate any branches which hang too low (below 14') over walkways or parking areas.
3. All planting beds, curbs, light poles, hydrants, dumpster areas, areas along all building foundations, fences, signs, parking areas, walkways and trees shall be trimmed the same day that mowing occurs.
4. All walkways will have the edging maintained with a straight and neat edge with the edging work performed at least four times per season or as needed. The initial edging will be completed as part of the Spring Clean-up.
5. All lawn areas adjacent to beds shall be edged during Spring Clean-up and one more time mid season to prevent encroachment of turf and to maintain an attractive presentation throughout the growing season.
6. All tree and shrub beds will be edged and maintained with the edging work completed at least four times per season. All planting beds will be kept clean of debris at all times.
7. All formal hedges shall be pruned at least twice per growing season.

#### **E. Pruning - Tree and Shrub Services:**

1. This service is intended to maintain the health of trees and shrubs on-site. For trees over fifteen feet (15') in height, a copy of a current and valid Arborist License issued by the State of Connecticut Department of Environmental Protection is required with the bid return. Pruning and removal of dead wood of all trees and shrubs is to be completed with generally accepted practices to ensure all ornamental trees and shrubs remain healthy and maintain an aesthetically attractive appearance.
2. Pruning activities are to occur at appropriate seasonal times consistent with generally accepted practices for the various individual types of trees and shrubs.
3. All bushes and hedges are to be pruned.

#### **F. Fall Clean-Up:**

1. Leaf and debris removal from the turf and beds in Autumn shall be performed weekly. The continuous removal of all fallen leaves, twigs and branches from the Property are to be performed as necessary whether or not "Fall Clean-Up" has commenced.

2. The Contractor shall provide end of season pruning of all shrubs and bushes throughout the fall season as well as elimination of any tree branches and limbs that may create a potential hazards.

#### **G. Fertilization / Grub Control (Alternate B):**

1. Grub control shall be applied in a typical 4-step program. This includes pre-emergent fertilizer, weed and grub control. Summer application shall be the same as Spring without grub control. Fall application shall be the same as in the Spring including lime and grub control.
2. Fertilization is to occur during regular operating hours only, unless modified and authorized by the Manager. A minimum of two (2) weeks notification must be given before fertilization application.
  - a. Early Summer - Fertilization and grub control; pre-emergent weed & crabgrass control.
  - b. Late Summer - Fertilization.
  - c. Early Fall - Fertilization and broadleaf weed control.
  - d. Lime to be applied once per season, or as necessary.

**An Integrated Pest Management Contract must be in place at the start of this contract award. Refer to Exhibit G. In order to qualify for this bid, the Contractor must meet the following requirements:**

- a. Possess a valid commercial pesticide application business certificate of registration from the Connecticut Department of Environmental Protection.
- b. Employ a minimum of one certified commercial supervisory applicator for every five certified commercial operational applicators employed.
- c. Provide proof of appropriate insurance.
- d. Provide three (3) references attesting to the company's knowledge or experience in the field of IPM.

**MSDS Sheets for all materials will be provided to Manager prior to any applications or usage**

#### **H. Miscellaneous:**

1. On each visit, Contractor must perform a complete policing of all trafficked areas including lawn, landscape beds, pathways, parking areas and driveways.
2. Curbs and cracks in pavement shall be sprayed with an herbicide to control weeds three times per season.
3. Contractor shall remove all flowering annuals at the first sign of frost damage. Contractor shall cut back all perennials to the ground at the first sign of frost damage.

4. Owner recognizes that unforeseen and unpredictable items occur and must be addressed. It is the Contractor's responsibility to bring these items to the attention of the Manager.
5. All plant, shrub, flower, ground cover, and tree removal or replacement shall be accomplished only with approval of Owner. Contractor will perform additional work when Owner authorizes such work with a purchase order.

**I. General:**

1. All work shall be performed by trained, properly supervised personnel in accordance with accepted horticultural practices. Chemicals will be applied by licensed personnel.
2. Materials shall be applied in accordance with manufacturer's directions. Where alternate products are available, the environmental impact of the product shall govern which product is used.
3. Adequate personnel and equipment shall be provided to permit the timely completion of all operations.
4. Landscape debris shall be removed from the Property at the end of each work day at no additional charge. Contractor shall not place debris in Owner's dumpster or compactor.
5. Contractor will report insect activity or damage to lawn areas and/or landscape beds caused by insects or fungus. Insect and fungus control shall be the responsibility of the Owner.
6. Contractor is responsible for damage to the Property (i.e., signs, railings, light poles, fences, trees, monitoring wells, concrete deck, curbing, plants, planters and grass) resulting from Contractor's services. The Contractor is responsible for reporting all damages to Manager in writing within seventy-two (72) hours of each occurrence. Contractor will inspect the Property for pre-existing damage and submit a report detailing all pre-existing damage by April 15, 2016. Owner's Agent will review this report with Contractor.
7. Contractor is required to make arrangements satisfactory to Manager to repair damage to Property.
8. Contractor shall provide emergency telephone numbers (see Attachment A) that will be answered by the Contractor, 24 hours a day, seven days a week.
9. Contractor will assume responsibility for contacting the local utility location services for underground line locations.
10. Contractor will assume responsibility for any damage caused by Contractor to irrigation and lighting systems.

#### **IV. STANDARDS AND SPECIAL CONDITIONS**

##### **A. STANDARDS OF WORK - GENERAL**

All services shall be performed to the highest standard and in accordance with all Federal, State and local laws. The Contractor will be responsible for ensuring that its staff is familiar with and accomplishes the functions and tasks as outlined in Section III, Landscaping Specifications.

##### **B. CONTRACTOR INFORMED AS TO CONDITIONS**

It is agreed that the Contractor is familiar with all physical and other conditions existing at the Property and all other matters in connection with the work to be performed under this contract.

##### **C. STORAGE AND SECURITY OF EQUIPMENT AND SUPPLIES**

The Contractor shall have full responsibility for storing equipment and supplies used in connection with the work. Limited storage space will be provided by the Owner at the Property as available.

##### **D. INSPECTION**

Manager contemplates and the Contractor hereby agrees to a thorough inspection by Manager of all work and equipment furnished under this contract.

##### **E. HEALTH AND SAFETY**

The Contractor shall observe all Federal, State, and local laws and regulations pertaining to health and safety. The Contractor shall take all precautions necessary and shall be responsible for the safety of all work to be performed by Contractor's employees. The Contractor shall not require any person employed in the performance of the Contractor to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to his health or safety as determined under safety and health standards promulgated by the U.S. Secretary of Labor.

The importance of safety of all workers shall be recognized and accident prevention shall be an integral part of the Contractor's operations. The Contractor shall conduct the work in a safe and practical manner, in conformance with the safety and health standards made applicable to the work by the Federal Occupational Safety and Health Act.

Contractor will be required to complete the Certificate of Compliance, Connecticut General Statute 31-57b (Attachment-D).

## F. MOTOR VEHICLES

Contractor is to be the owner of record of each motor vehicle used in the performance of the contract and each motor vehicle shall be registered with the Connecticut Department of Motor Vehicles ("CTDMV") in accordance with chapter 246 of the Connecticut General Statutes. Each registration shall be valid and shall not be expired, suspended or revoked by the CTDMV for any reason or cause. If a vehicle is not registered with the CTDMV, then it shall be registered with another state or commonwealth in accordance with such state's or commonwealth's applicable statutes.

Each motor vehicle shall be fully insured in accordance with Sections 14-12b, 14-112 and 38a-371 of the Connecticut General Statutes, as amended, in amounts required by the said sections or in such higher amounts as have been specified by the CTDMV as a condition for the award of the contract, or in accordance with all substantially similar provisions imposed by the law of the jurisdiction where the motor vehicle is registered.

Each employee of Contractor who uses or operates a motor vehicle at any time in the performance of the contract shall have and maintain a motor vehicle operator's license or a commercial driver's license of the appropriate class for the motor vehicle being used or operated. Each such license shall bear the endorsement or endorsements required by the provisions of section 14-36a of the Connecticut General Statutes, as amended, to operate such motor vehicle, or required by substantially similar provisions imposed by the law of another jurisdiction in which the operator is licensed to operate such motor vehicle. The license shall be in valid status, and shall not be expired, suspended or revoked by the CTDMV or such other jurisdiction for any reason or cause.

Each motor vehicle shall be in full compliance with all of the terms and conditions of all provisions of the Connecticut General Statutes and regulations, or those of the jurisdiction where the motor vehicle is registered, pertaining to the mechanical condition, equipment, marking and operation of motor vehicles of such type, class and weight, including but not limited to, requirements for motor vehicles having a gross vehicle weight rating of 18,000 pounds or more or motor vehicles otherwise described by the provisions of Connecticut General Statutes 14-163c(a) and all applicable provisions of the Federal Motor Carrier Regulations, as set forth in Title 49, Parts 382 to 399, inclusive, of the Code of Federal Regulations.

## V. TRAINING

The Contractor will be solely responsible for ensuring that its employees are trained and competent in the performance of their duties as outlined in the Landscaping Specifications.

## VI. WAGE AND BILLING RATES (Refer to Attachment A)

Landscaping services will be priced on an annual basis and shall include all equipment and supplies needed to perform the contract. All contractors are required to complete and submit the Bid Form (Attachment A).

The Contractor shall submit invoices according to the schedule provide on the Bid Form.

Payments for approved invoices shall be made by Manager within 30 days following receipt of such invoice. Should Owner or Owner's Agent dispute any portion of the Contractor's invoice, Owner shall pay the undisputed portion of the invoice and advise the Contractor in writing of the disputed portion.

**State of Connecticut Standard Wage Rates and Benefits will apply to this contract.**

## VII. EQUIPMENT

The Contractor shall provide all equipment necessary for the effective and efficient landscaping services on the Property in accordance with the intent of the Landscaping Specifications. All landscaping equipment shall be state-of-the-art and consistent with good work practices. All equipment shall be kept in working order at all times.

Owner-furnished equipment, material, and supplies shall remain the property of the Owner and will not be used for any purpose other than in the performance of landscaping at the Property. When required, the Contractor shall maintain current records and provide an accounting of all equipment, material, and supplies furnished by Owner for use of the Contractor.

Any and all equipment and supplies furnished by the Contractor (other than equipment and supplies purchased by the Owner from the Contractor pursuant to a separate agreement) and placed at the Property shall remain the property of the Contractor and the Contractor shall at all times during and after the Term of the contract have the right to install, maintain, replace, and remove the equipment and supplies.

Contractor will provide an equipment list as required on the Bidder's Statement of Qualifications (Attachment B).

## VIII. REFERENCES

Each Bidder shall provide at least two client references whose properties are comparable in size, profile and services to the Property. The information that is to be included for each reference is: the property description and address, the Contractor's length of service at the location, and a contact name with job title and telephone number. Please include one former account together with contact name and telephone number.

## IX. INSURANCE AND INDEMNITY

Contractor shall provide the following types of insurance coverage in the following amounts:

- Comprehensive General Liability                    \$5,000,000
- Comprehensive Automobile Liability                \$1,000,000
- Workers Compensation in an amount at least equal to any and all statutory requirements.
- Employer's Liability                                    \$ 500,000

- Umbrella/Excess Liability \$ 5,000,000

The Contractor will be responsible for the payment of any and all deductible amounts required under the foregoing insurance coverage. The Contractor will not alter or terminate the foregoing insurance coverage without obtaining the Owner's written consent at least thirty (30) days prior to such alteration or termination.

The Contractor shall also provide Railroad Protective Liability insurance for and on behalf of the railroad company as named insured and the State and Konover Commercial Corporation as additionally insured providing for coverage limits of (1) not less than Two Million Dollars (\$2,000,000) for all damages arising out of any one accident or occurrence in connection with bodily injury or death and/or injury to or destruction of property; and (2) subject to that limit per accident, a total (or aggregate) limit of Six Million Dollars (\$6,000,000) for all injuries to persons or property during policy period. The contractor shall obtain and submit the minimum coverage indicated above to the Property Manager prior to the Commencement of rail related work and/or activities and shall maintain coverage until the work and/or activities is (are) completed.

Contractor shall repair or replace at its own cost and expense any damage caused by its workmen, agents, or employees.

All certificates to be furnished by Contractor shall name Manager and Owner as additional insureds and shall provide that the insuring carrier will furnish Manager at least thirty (30) days' prior written notice of any change in or cancellation of insurance.

## X. CONTRACT PROVISIONS

It is the intention of the Owner to execute a 2-year contract. Such contract shall be the standard service contract form of the Manager and will contain a termination option with 30 days prior written notice. Owner may terminate Contractor with 48 hours notice if Contractor fails or refuses to perform services as described in the Bid Package.

If Agent's contract with Owner expires or is terminated for any reason, then this entire Contract shall immediately terminate.

When awarded the contract, the standard service contract will be presented to Contractor for review, negotiation, and execution.

The desired contract commencement date is December 1, 2015.

## XI. INQUIRIES

Contractors may submit written questions concerning this Request to the Property Manager via email at [mmorazes@simonkonover.com](mailto:mmorazes@simonkonover.com), no later than 4pm October 26, 2015. The Property Manager will not be bound by oral responses to inquiries.

## XI. MINIMUM BID RESPONSE

By 4:00 p.m. on Wednesday, October 28, 2015, the Contractor shall remit two (2) originals of its Bid Response to:

Mark Morazes  
Senior Property Manager  
Konover Commercial Corporation  
265 Church Street, Suite 200  
New Haven, CT 06510

No fax copies will be accepted.

The Bid Response must include:

- Attachment A: Bid Form Landscaping Services
- Attachment B: Bidder's Statement of Qualifications
- Attachment C: Individual Contractor Nondiscrimination Certification
- Attachment D: Certificate of Compliance, Connecticut General Statute 31-57b
- Attachment E: Model Integrated Pest Management Plan: Ornamental & Turf
- Attachment F: Landscaping Plan
- Current SBSA Certificate
- References

Attachment A

BID FORM  
LANDSCAPING SERVICES

Property: *West Haven Rail Station*  
*20 Railroad Avenue, West Haven, CT*

Owner: State of Connecticut

Contractor: \_\_\_\_\_

Telephone #'s: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

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Pricing Schedule

Contractor's Annual Fee – Year One \$ \_\_\_\_\_ %/labor  
Year Two \$ \_\_\_\_\_ %/labor

To be billed in eight (8) equal installments \$ \_\_\_\_\_ per month  
Beginning March 31st

Labor charge for additional work:

A) Straight Time (hourly rate): \$ \_\_\_\_\_

B) Overtime (hourly rate): \$ \_\_\_\_\_

Alternate A

Mulch: \$ \_\_\_\_\_ per application

Alternate B

Fertilization / Grub Control (annual cost): \$ \_\_\_\_\_

To be billed in three (3) equal installments \$ \_\_\_\_\_ per installment

ATTACHMENT B

BIDDER QUALIFICATIONS  
SP-14 rev 11/97

STATE OF CONNECTICUT  
BIDDER'S STATEMENT OF QUALIFICATIONS

Bid Number: \_\_\_\_\_

Page 1 of 2

THIS FORM WILL BE USED IN ASSESSING A BIDDER'S QUALIFICATIONS AND TO DETERMINE IF THE BID SUBMITTED IS FROM A RESPONSIBLE BIDDER. STATE LAW DESIGNATES THAT CONTRACTS BE AWARDED TO THE LOWEST RESPONSIBLE QUALIFIED BIDDER. FACTORS SUCH AS PAST PERFORMANCE, INTEGRITY OF THE BIDDER, CONFORMITY TO THE SPECIFICATIONS, ETC. WILL BE USED IN EVALUATING BIDS. ATTACH ADDITIONAL SHEETS IF NECESSARY

COMPANY NAME: \_\_\_\_\_  
&  
ADDRESS: \_\_\_\_\_

NUMBER OF YEARS COMPANY HAS BEEN ENGAGED IN BUSINESS UNDER THIS NAME: \_\_\_\_\_ YEARS

LIST ANY CONTRACT AWARDS TO YOUR COMPANY BY THE STATE OF CONNECTICUT WITHIN THE LAST THREE (3) YEARS, THAT YOU ACTUALLY PERFORMED SERVICE AGAINST. INDICATE WHICH STATE AGENCY, AND PROVIDE CONTRACT NAME AND NUMBER, AND THE NAME AND TELEPHONE NUMBER OF THE PURCHASING AGENT ADMINISTERING THE CONTRACT.

<u>CONTRACT NO.</u>	<u>CONTRACT NAME</u>	<u>STATE AGENCY</u>	<u>PURCHASING AGENT</u>	<u>TEL. NO.</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

LIST ANY CONTRACT AWARDS TO YOUR COMPANY BY THE STATE OF CONNECTICUT WITHIN THE LAST THREE (3) YEARS. INDICATE WHICH STATE AGENCY, AND PROVIDE CONTRACT NAME AND NUMBER, AND THE NAME AND TELEPHONE NUMBER OF THE PURCHASING AGENT ADMINISTERING THE CONTRACT.

<u>CONTRACT NO.</u>	<u>CONTRACT NAME</u>	<u>STATE AGENCY</u>	<u>PURCHASING AGENT</u>	<u>TEL. NO.</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

LIST OTHER NAMES YOUR COMPANY GOES BY: \_\_\_\_\_  
\_\_\_\_\_

LIST PREVIOUS COMPANY NAME (S) \_\_\_\_\_  
\_\_\_\_\_

LIST AT LEAST THREE COMPLETED PROJECTS SIMILAR IN NATURE TO THIS INVITATION FOR BIDS WHICH DEMONSTRATES YOUR COMPANY'S ABILITY TO PERFORM THE REQUIRED SERVICES.

	<u>Company Name and Address</u>	<u>Telephone No.:</u>	<u>Dollar Value:</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

# STATE OF CONNECTICUT BIDDER'S STATEMENT OF QUALIFICATIONS

Bid Number:
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Page 2 of 2

COMPANY NAME: \_\_\_\_\_

SIZE OF COMPANY OR CORPORATION: NUMBER OF EMPLOYEES: FULL TIME \_\_\_\_\_ PART TIME \_\_\_\_\_

COMPANY VALUE: EQUIPMENT ASSETS \_\_\_\_\_ TOTAL ASSETS \_\_\_\_\_

IS YOUR COMPANY REGISTERED WITH THE OFFICE OF THE CONNECTICUT SECRETARY OF STATE?  YES  NO

REGISTRATION DATE, IF AVAILABLE: \_\_\_\_\_

IF REQUESTED, WOULD YOUR COMPANY PROVIDE A "GOOD STANDING" CERTIFICATE ISSUED BY THE CONNECTICUT SECRETARY OF STATE'S OFFICE?  YES  NO

LIST OF EQUIPMENT TO BE USED FOR THIS SERVICE (INCLUDE MODEL, YEAR & MANUFACTURER):

MODEL	YEAR	MANUFACTURER
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Attach additional sheets if necessary)

LIST ANY RELEVANT CERTIFICATIONS, LICENSES, REGISTRATIONS, ETC. WHICH QUALIFY YOUR COMPANY TO MEET THE REQUIREMENTS OF THIS BID.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Attach additional sheets if necessary)

LIST ANY CRIMINAL CONVICTIONS AGAINST YOUR COMPANY AND ANY OF YOUR COMPANY'S OFFICERS, PRINCIPAL SHAREHOLDERS, DIRECTORS, PARTNERS, LLC MEMBERS AND LLC MANAGERS.

\_\_\_\_\_

(Attach additional sheets if necessary)

LIST ANY ADMINISTRATIVE ACTIONS EITHER PENDING REVIEW BY THE STATE OR DETERMINATIONS THAT THE STATE HAS MADE REGARDING YOUR COMPANY OR ANY OF YOUR COMPANY'S OFFICERS, PRINCIPAL SHAREHOLDERS, DIRECTORS, PARTNERS, LLC MEMBERS OR LLC MANAGERS. THIS WOULD INCLUDE COURT JUDGMENTS, ACTIONS, SUITS, CLAIMS, DEMANDS, INVESTIGATIONS AND LEGAL, ADMINISTRATIVE OR ARBITRATION PROCEEDINGS PENDING IN ANY FORUM. INCLUDE A LISTING OF OSHA VIOLATIONS AND ANY ACTIONS OR ORDERS PENDING OR RESOLVED WITH ANY STATE AGENCY SUCH AS THE DEPARTMENT OF CONSUMER PROTECTION, THE DEPARTMENT OF ENVIRONMENTAL PROTECTION, ETC. DETAIL THIS INFORMATION ON A SEPARATE SHEET OF PAPER. SUCH INFORMATION SHOULD BE FOR THE LAST THREE (3) YEARS.

\_\_\_\_\_

(Attach additional sheets if necessary)

I HEREBY CERTIFY UNDER PENALTY OF FALSE STATEMENT THAT ALL THE INFORMATION SUPPLIED IS COMPLETE AND TRUE.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TITLE

ATTACHMENT C

NONDISCRIMINATION  
CERTIFICATION  
For Individual Contractor  
FORM INDC New 08/07

STATE OF CONNECTICUT  
DEPARTMENT OF ADMINISTRATIVE SERVICES

Solicitation  
Number:

Mark Carroza  
Contract Specialist

PROCUREMENT SERVICES  
165 Capitol Avenue, 5<sup>th</sup> Floor South  
HARTFORD, CT 06106-1659

(860)713-6047  
Telephone Number

Individual Contractor  
Nondiscrimination Certification - Page 1 of 1

I, \_\_\_\_\_, of \_\_\_\_\_,  
*Signer's Name* *Name of Entity*

\_\_\_\_\_  
*Business Address*

am entering into a contract (or an extension or other modification of an existing contract) with the State of Connecticut (the "State") in my individual capacity for Contract Number \_\_\_\_\_. In order to induce the State to consummate said contract, I hereby certify that I support the nondiscrimination agreements and warranties required under Connecticut General Statutes Sections 4a-60(a)(1) and 4a-60a(a)(1), as amended in State of Connecticut Public Act 07-245 and sections 9(a)(1) and 10(a)(1) of Public Act 07-142.

IN WITNESS WHEREOF,  
the undersigned has executed this certificate this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Title*

Effective June 25, 2007

ATTACHMENT D

OSHA COMPLIANCE  
SP-12 NEW 11/97

STATE OF CONNECTICUT  
Certificate of Compliance with  
Connecticut General Statute Section 31 - 57b

Bid Number: \_\_\_\_\_

I hereby certify that all of the statements herein contained below have been examined by me, and to the best of my knowledge and belief are true and correct.

The \_\_\_\_\_ HAS / HAS NOT  
*Company Name* (Cross out Non-applicable)

been cited for three (3) or more willful or serious or serious violations of any Occupational Safety and Health Act (OSHA) or of any standard, order or regulation promulgated pursuant to such act, during the three year period preceding the bid, provided such violations were cited in accordance with the provisions of any State Occupational Safety and Health Act of 1970, and not abated within the time fixed by the citation and such citation has not been set aside following appeal to the appropriate agency of court having jurisdiction or HAS / HAS NOT (Cross out Non-applicable) received one or more criminal convictions related to the injury or death of any employee in the three-year period preceding the bid.

The list of violations (if applicable) is attached.

\_\_\_\_\_  
*(Name of Firm, Organization or Corporation)*

Signed:

\_\_\_\_\_  
*Written Signature:*

\_\_\_\_\_  
*Name Typed: (Corporation Seal)*

Title:

\_\_\_\_\_  
*(Title of Above Person, typed)*

Dated:

\_\_\_\_\_

State of \_\_\_\_\_ )

County of \_\_\_\_\_ )

ss: \_\_\_\_\_ A.D., 20 \_\_\_\_\_

Sworn to and personally appeared before me for the above, \_\_\_\_\_  
*(Name of Firm, Organization, Corporation)*

Signer and Sealer of the foregoing instrument of and acknowledged the same to be the free act and deed of

\_\_\_\_\_, and his/her free act and deed as  
*(Name of Person appearing in front of Notary or Clerk)*

\_\_\_\_\_  
*(Title of Person appearing in front of Notary or Clerk)*

My Commission Expires:

\_\_\_\_\_  
*(Notary Public) (Seal)*

ATTACHMENT E

Model Integrated Pest Management Plan For  
Connecticut State Agencies

Ornamental & Turf



State of Connecticut  
Department of Environmental Protection  
Pesticide Management Program  
79 Elm Street  
Hartford, CT 06106  
(860) 424-3369

Arthur J. Rocque, Jr., Commissioner

The Department of Environmental Protection has developed this model plan with the assistance of the University of Connecticut Cooperative Extension Service and the Connecticut Agricultural Experiment Station to assist with the development of comprehensive integrated pest management programs at state departments, agencies and institutions as outlined in Connecticut General Statutes Section 22a-66l. Integrated Pest Management (IPM) is defined as the use of all available pest control techniques including judicious use of pesticides, when warranted, to maintain a pest population at or below an acceptable level, while decreasing the unnecessary use of pesticides.

The primary goal of IPM is to reduce the amounts of pesticides applied by using alternative methods of pest control which may include structural maintenance, sanitation and mechanical or biological control. These methods will help to eliminate conditions that are favorable to pest infestation, making their survival more difficult.

Please consult with your landscape pest control provider, University of Connecticut Cooperative Extension Service or the DEP Pesticide Management Program for technical assistance if needed.

Section 22a-66l of the Connecticut General Statutes states:

(a) Each state department, agency or institution shall use integrated pest management at facilities under its control if the Commissioner of Environmental Protection has provided model pest control management plans pertinent to such facilities.

(b) Each state agency which enters into a contract for services for pest control and pesticide application may revise and maintain its bidding procedures to require contractors to supply integrated pest management services.

(c) The Commissioner of Environmental protection shall annually review a sampling of state department, agency or institution pest control management plans required by regulations adopted under section (e) of this section and may review any application of pesticides to determine whether a state department agency, or institution acted in accordance with subsection (a) of this section.

(d) The Commissioner of Environmental Protection may provide model pest control management plans which incorporate integrated pest management for each appropriate category of commercial pesticide certification which it offers. The commissioner shall, within available resources, notify municipalities, school boards, and other political subdivisions of the state of the availability of the model plans for their use. The Commissioner of Environmental Protection shall consult with any state agency head in the development of any such plan for properties in the custody or control of such agency head.

(e) The Commissioner of Environmental Protection, in consultation with the Commissioner of Public Health, shall adopt regulations in accordance with the provisions of chapter 54 establishing requirements for the application of pesticides by any state department, agency or institution. Such regulation shall include provisions for integrated pest management methods to reduce the amount of pesticides used. Notwithstanding the provisions of this section and any regulations adopted under this section, a pesticide may be applied if the Commissioner of Public Health determines there is a public health emergency or the Commissioner of Environmental Protection determines that such application is necessary for control of mosquitoes.

(f) The Commissioner of Environmental Protection shall develop and implement a program to inform the public of the principles of integrated pest management and to encourage its application in private properties.

The Department of Environmental Protection is an equal opportunity/affirmative action employer, offering its services without regard to race, color, regional/national origin, age, sex or disability. In conformance with the Americans with Disabilities Act, the DEP makes every effort to provide equally effective services for persons with disabilities. Individuals with disabilities needing auxiliary aids or services should call (860) 424-3000.

Sample Integrated Pest Management Plan For  
Connecticut State Agencies  
Ornamental & Turf Program

Facility Name  
Address  
Telephone Number

Facility Name will be inspected by name of the landscaping/pest control company (LCO) for the purpose of identifying areas of pest infestation (weed, insect & disease) on the grounds of the facility, making recommendations for corrective measures that should be implemented and developing a comprehensive integrated pest management (IPM) plan. The IPM plan will utilize all methods of pest control which may include modifying cultural practices, monitoring for pest populations, mechanical and biological control and the judicious use of pesticides. If possible, pesticides will not be applied on a routine basis, however, they may be used as a tool to maintain pest populations at or below an acceptable level while maintaining plant health and aesthetic quality. The selection of pesticides that may be used will be based on a pre-determined hierarchy that will utilize least toxic products as first choice. Whenever practicable, biological controls such as predatory insects, beneficial nematodes or microbial pesticides will be used. Proper implementation of this program will reduce the volume, toxicity and frequency of application of pesticides and other chemicals, thereby reducing negative environmental impact and the risk of potential exposure of building occupants and visitors to the grounds who may be sensitive to their use.

The LCO and name of responsible individual - Contracting Officer's Representative (COR) shall meet to discuss areas that have been problematic or sensitive. (e.g.; wet, shady and/or high traffic areas or areas where there is a history of high pest pressure) Areas that are sensitive to pesticide use will also be discussed. (e.g.; daycare areas, elderly residence, work area of sensitive employees, etc.)

Once these areas have been identified, the LCO and COR will discuss various pest control options and determine the speed of control necessary as well as threshold/action levels based on pest population, species, plant health and aesthetic considerations.

Name of LCO will submit recommendations for corrective measures in writing to Name of (COR) specifying action that should be taken by the facility (e.g.; correct drainage/runoff problems) prior to the application of any pesticides. He/she is responsible for scheduling and coordinating maintenance activities at the facility and will act on the recommendations as soon as possible. He/she will report in writing which recommendations will not be followed and state the reasons if no action is to be taken as required by CSR Sec.22a-661-1(c). Otherwise, all IPM methods that are recommended will be followed.

Pest control services will be supervised by name & certification number, and performed by name & certification number(s) of name of landscaping/pest control company & business registration number. The IPM program will begin on date with six weekly visits in order to start the program. Subsequent service calls will be performed twice a month or as needed depending upon pest pressure. Service calls will be scheduled on day of week & approx. time and involve a visual inspection of potential problem areas, with the assistance of monitoring devices where appropriate and application of pesticides where pest populations exceed threshold levels. Records will be completed at the conclusion of each service call and will include written recommendations of corrective measures that need to be made by building maintenance personnel.

Name of certified supervisor will monitor/scout the grounds of the facility at least once monthly April through September. Additional monitoring may be required during peak periods (June-August) to monitor for weeds and diseases. Off-season (October-March) monitoring may also be scheduled on an as needed basis.

All pest problem areas and written recommendations for structural, sanitary or procedural modifications will be recorded on "Ornamental & Turf Pesticide Application Record/Monitoring Report" forms or substantially similar substitute. These forms will be kept in a file that will be maintained in responsible individual (COR) office. Additional records that will be maintained in this file will include a copy of this plan, copies of all soil sample analysis reports, a diagram indicating the placement of all pest monitoring devices and copies of the pesticide product label information provided at the time of contract by the LCO. He/she (COR) will act as a liaison between the landscaping/pest control company and department supervisor(s) and will be responsible for notifying the appropriate personnel of corrective actions that are needed (e.g.; correct drainage and/or runoff problems).

**\*\*\*The certified supervisor shall conduct a follow up inspection to confirm the presence of the pest(s) and verify damage level estimates prior to any widespread application of pesticide if the landscape/pest control technician has identified weed, insect and/or disease infestation.\*\*\***

Pest sighting report logs provided by name of LCO will be reviewed by the landscape/pest control technician at the beginning of each service call. The log will be maintained in responsible individual (COR) office and will serve as a tool to facilitate communication between all personnel and the landscape/pest control technician. All pest sightings should be reported in the logs and should include specific information as to the location and type of pest, if known. Whenever possible, a sample will be provided to the landscape/pest control technician for identification purposes.

Service call/monitoring inspections include list specific areas that will be inspected.

#### **Turf Plan**

Best management practices will be implemented at all times in an effort to maintain turf health and appearance. Turf will be mowed to a 2"- 3" height or as high as possible on a weekly/bi-weekly basis. Mowing should be done when the grass is dry to avoid spread of turf diseases. Mower blades should be maintained with sharp cutting edges to avoid excessive wounding and stress of the turf-grass.

Upon implementation of the IPM program and prior to the application of any fertilizer or pesticides, soil samples will be collected by the landscape/pest control technician and analyzed. Soil samples will also be collected and analyzed annually to assess soil fertility and pH. Annual sampling will be performed in late fall or early spring after the frost has left the ground. Amendments will be made to the soil as recommended by the analysis reports. Proper soil pH and fertility will help to prevent many turf-grass diseases and promote plant vigor, thereby reducing the occurrence of insect and weed invasion.

When practicable, organic fertilizers may be used, otherwise, fertilizer with 50% slow release nitrogen shall be utilized. Fertilizer should be applied no later than October 15. Late fall applications of lime will be avoided if possible to reduce the risk of snow mold. Over-fertilization may result in an increase of some plant diseases, more frequent mowing, increased thatch layer and risk of leachate into groundwater in some circumstances.

Proper management of grass clippings is an important part of maintaining the lawn. Grass clippings will remain on the lawn and allowed to degrade, returning 50% of available nitrogen back to the lawn. This will help to increase the soil organic matter and promote beneficial earthworm activity.

Watering may be done once a week to a depth of 6" between the hours of 5:00 am and 8:00 am. The second best time to water is late evening/early morning after the dew has fallen. Watering in the evening is not recommended on hot, humid nights because it may increase the occurrence of diseases. Necrotic ring spot and summer patch may be prevented by keeping the upper soil layers moist.

A thatch layer up to 1/2-3/4 inches thick is beneficial. An excessive layer is undesirable because it will block moisture, fertilizers and/or pesticides from reaching the root zone of the turf. Over-development of thatch can be prevented by reducing fertilizer applications and maintaining proper soil pH. If de-thatching is necessary, it will be done mechanically during the spring or late summer (September) when grasses are actively growing and can recover faster.

Fertilizer applications should be performed when grasses are actively growing, usually late May/early June and late August/early September. Fertilizer applications will not exceed 2-2 1/2 pounds of nitrogen per 1000 square feet per year unless soil sample analysis reports indicate a necessity to further amend the soil.

#### Turf Insects

Visual inspection of the turf areas will be done monthly, April through September, by the certified supervisor to monitor for evidence of chinch bug, sod webworm, billbug and/or other destructive turf pests. Additional sampling may be performed to confirm the presence of these pests and/or White Grubs.

Applications of insecticide to turf areas will be limited in an effort to preserve populations of beneficial insects and nematodes. Pesticide application will be considered if monitoring indicates the following pest populations or up to 20% damage can be anticipated.

- |   |   |
|---|---|
| 1) White Grubs                                | 10 Larvae/square foot   |
| 2) Chinch Bug                                 | 30 - 50 Nymphs & adults/square foot or when damage is evident |
| 3) Sod Webworms/Cutworms                      | Areas will be treated only when damage is evident.            |
| 4) Hyperodes weevil (annual bluegrass weevil) | tolerance   |
| 5) Black turfgrass atenioides                 | tolerance   |
| 4) Ticks                                      | tolerance   |

\_\_\_\_\_ or \_\_\_\_\_ contact insecticides can be applied to control Japanese beetle, European chafer, Masked chafer, Oriental beetle and/or Asiatic garden beetle or other beetle species during late August/early September when larvae are present.

\_\_\_\_\_ will be applied to control chinch bug, billbug and sod webworm when damage is evident. (Damage periods normally occur during hot, dry weather - late June/July/early August).

## Weed Control

A lawn area that is properly managed should produce dense, thick turf-grass, which ideally will help to prevent invasive weed species from getting established. Some weed growth should be anticipated, and tolerated to some degree. Widespread applications of broadleaf herbicides will not be performed unless weed species have invaded greater than 25% of the entire turf area. Spot applications will be performed to small areas on an as needed basis.

\_\_\_\_\_ or \_\_\_\_\_ may be applied as a spot application to control annual and perennial broadleaf weeds in the turf. The same product(s) may be applied when and if a widespread application of pesticides is deemed necessary.

Over seeding the area in late summer/early fall with improved turf-grass and raising the mower height during the growing season will help to prevent crabgrass encroachment. \_\_\_\_\_ may be applied as a post-emergent crabgrass control only when cultural practices have failed and providing that the area is not widespread. This will prevent problems with soil erosion in areas where the crabgrass has been killed off. \_\_\_\_\_ pre-emergent herbicide, may be applied the following season to help prevent redevelopment of crabgrass.

\_\_\_\_\_ or \_\_\_\_\_ may be applied as a spot application to control invasive annual grasses. The same product(s) may be applied when and if a widespread application of pesticides is deemed necessary.

A complete re-evaluation of any area requiring a broad application of pesticide will be performed by name of certified supervisor to assess and re-implement proper cultural practices to maintain turf density and vigor.

## Disease Management

Pesticide applications for control of turf diseases will be performed only if evidence of disease has been found and significant areas (10-15% of the total turf area) of permanent damage can be anticipated and all proper cultural practices have been employed. Name of Certified Supervisor will discuss pest control options with Name of COR to determine the appropriate course of action.

## Flower Beds & Formal Landscaping

Best management practices will also be followed for the care and management of all flowerbeds and ornamental plantings. Insect and disease resistant plant varieties will be selected for planting in any flowerbeds and/or formal landscaping areas whenever possible. The landscape/pest control technician will visually inspect plants for insect and/or disease infestation prior to planting. Plants found to have any infestation will be rejected in an effort to eliminate damage on a large scale. Plants will be planted at the proper depth to avoid plant stress. Mulch will be placed in all garden areas and around individual trees and shrubs. Mulch materials will be placed at sufficient depth to reduce weed growth and help to retain moisture. Mulch placement will also be placed to provide a buffer area to eliminate mechanical damage which may result from use of string trimmers or mechanical edgers.

Foundation plantings and vines will be trimmed at least 12" away from the building to eliminate rodent harborage and access to the building and allow for monitoring of rodent activity.

The landscape/pest control technician will remove and dispose of dead and dying vegetation from plants and plant beds (monthly) to prevent spread of disease. Leaves will also be raked away to prevent accumulation and development of rodent harborage. Branches and plant material will be properly disposed of at the end of each day that work has been performed.

#### Ornamental Insect Control

Visual inspections will be conducted during routine maintenance activities and pest monitoring traps will be utilized, where appropriate, to indicate the presence of harmful pests. Wherever pest activity is found and if practicable, infested plant(s) or branches will be washed off using a strong stream of water or removed and properly disposed of.

In an effort to preserve beneficial and predatory insects, pesticides will be applied only on an as needed basis. Application of pesticide may be considered if it is anticipated that pest activity will result in unacceptable levels of damage to ornamental plants. For this facility, up to 15% damage or defoliation to ornamental plants will be considered acceptable.

Pesticide application will be limited to only the infested area(s). General applications of pesticides will not be done. Bio-insecticides, insecticidal soaps, dormant oil or summer oil will be utilized if possible. The timing of each application will be based first on whether the pest is present and causing damage, the pest life cycle and at what stage the pest is most vulnerable to pesticides.

Preventive pesticide applications may be performed only to areas where the previous year's monitoring has shown evidence of insect pests which may over-winter on ornamental plants.

#### Weed Control

\_\_\_\_\_ may be applied as a pre-emergent weed control in annual flower beds and ornamental shrub gardens. Pre-emergent weed control may also be used in perennial flower gardens where pesticide labeling allows. \_\_\_\_\_ may be used for post-emergent spot applications. Where practicable, hand weeding will be performed in flower gardens and areas of ornamental plantings on a limited basis due to labor expenses. Borders and walkways will be edged using a string trimmer or mechanical edger.

#### Disease Management

Pesticide applications for control of ornamental diseases will be performed if evidence of disease has been found and significant areas (15% or greater) of permanent damage can be anticipated and all proper cultural practices have been employed.

Preventive pesticide applications may only be performed when the previous year's monitoring has indicated a likelihood of disease or if certain plant species, prone to disease problems, are present.

Preventive applications should be made only to specific problem areas.

Name of Certified Supervisor will discuss pest control options with Name of COR to determine the appropriate course of action.

**\*\*\*Pesticide applications will be performed *after regular business hours or on the weekend* when the building is unoccupied.\*\*\***

#### Pesticide Plan

Pesticides may be applied if pest populations exceed an acceptable level. Applications will be performed *after regular business hours or on the weekend* when the building is unoccupied. Priority is given to those pesticides having the lowest toxicity, taking into consideration the method and frequency of application and the risk of exposure to building occupants. Whenever practicable, biological pest control such as predatory insects, beneficial nematodes or microbial pesticides will be utilized. Pesticides selected for possible use are as follows;

**First Choice** (*Products having the lowest toxicity and/or least risk of exposure based on the formulation, method and frequency of application.*)

Turf Herbicides

- a)
- b)
- c)

Turf Insecticides

- a)
- b)

Ornamental Insecticides

- a)
- b)
- c)

**Second Choice** (*Products having moderate toxicity and/or risk of exposure based on the formulation, method and frequency of application.*)

Turf Herbicides

- a)
- b)

Turf Insecticides

- a)
- b)

Ornamental Insecticides

- a)
- b)
- c)

**Third Choice** (*Products having moderate to high toxicity and/or risk of exposure based on the formulation, method and frequency of application.*)

Use of any third choice pesticide product requires written approval of COR prior to application

Turf Herbicides

- a)

Turf Insecticides

- a)

Turf Fungicides

- a)
- b)

Ornamental Insecticides

- a)
- b)

Ornamental Fungicides

- a)
- b)

An appraisal of this IPM program will be conducted bi-monthly by responsible individual (COR) and name of certified supervisor. A determination will be made as to the effectiveness of the program and revisions will be made to correct potential problems.

An evaluation of the potential to contaminate water will be made. Maps will be copied from the "Atlas of the Public Water Supply Sources and Drainage Basins of Connecticut" which identify the location of any public water supply, watershed or wellfield and will be attached to this plan as required by CSR Section 22a-661-1(6)(F).

09/24/99

## IPM Monitoring Form

### Ornamental Checklist

Site/ Area	Host Plant	Size	Stage	Pest	Stage	Damage Site	Damage Level	Natural Enemies	Control Action

**Key to Codes:**

<b>Host Plant Size:</b>	<b>Host Plant Stage:</b>	<b>Pest Stage:</b>	<b>Damage Site:</b>	<b>Damage Level:</b>	<b>Natural Enemies:</b>	<b>Action:</b>
< 1ft. Seedling=1	seedling=2	egg=1	bark=1	none(0%)=0	rare=1	no action=1
1-3 ft. tall=2	budding=3	early instar=2	bud =2	trace (<5%)=1	few=2	mechanical=2
3-6 ft. Tall=3	flowering=4	late instar=3	flower=3	light (5-10%)=2	common=3	cultural=3
6-8 ft. Tall=4	fruiting=8	pupa=4	fruit=4	moderate (10-30%)=3	abundant=4	biological=4
>8 ft. Tall=5	leafing out=9	adult=5	foliage=5	heavy (30-90%)=4		chemical=5
	mature=10	damage only,	miner = 6	total damage (100%)=5		
	dormant =11	past damage=6	borer = 7			
			roots=8			
			general dieback=9			
			gall=10			

### Turf Checklist

### Recommendations

<b>Turfgrass Species Present</b>	Kentucky Bluegrass ___ Tall Fescue ___ Perennial Ryegrass Fine Leaf Fescue ___ Other: _____	
<b>Lawn Establishment</b>	Age: ___ Seed: ___ Sod: ___ Sun: ___ Shade: _____	
<b>Thatch Accumulation</b>	___ < 1/2" ___ to 1" ___ > 1"	
<b>Turf Density</b>	Thick (TK) Thin (TN) Moderately Thick (MTK) Sparse (SP)	
<b>Turf Color</b>	Dark Green (DG) Light Green (LG) Yellow Green (YG) Turf Dormant (TD)	
<b>Soil</b>	Texture: _____ Depth: _____ Condition: _____	
<b>Weeds</b>	Dandelion ___ Crabgrass ___ Plantain ___ Oxalis ___ Spurge Knotweed ___ Ground Ivy ___ Yellow Nutsedge ___ Other: _____	
<b>Insects</b>	_____ Avg.No./Sq. Ft. _____ Avg.No./Sq. Ft. _____ Avg.No./Sq. Ft. _____ Avg.No./Sq. Ft.	
<b>Disense</b>	Affected Species: _____ %Area of Turf Infected _____ Disease: _____ Affected Species: _____ %Area of Turf Infected _____ Disease: _____	
<b>Cultural Practices</b>	Mowing: _____ Watering: _____	

Comments:





