PURCHASING AUTHORITY
Town of New Milford, Connecticut
REQUEST FOR BIDS

Sealed bids will be received at the Office of the Director of Finance, Town Hall, New Milford, CT, 06776 until the hour of 3 p.m., on Thursday, March 2, 2017. Bids must be enclosed in a sealed envelope, addressed to the Purchasing Authority, Town of New Milford, 10 Main Street, New Milford, CT 06776, and clearly marked:

BID: 2017 Lynn Deming Park Security

INTENT: It is the intent of the Town of New Milford to seek bids from Security Service firms interested in providing uniformed gate attendants and patrolmen at Lynn Deming Town Park during the 2017 summer season.

The Purchasing Authority reserves the right to reject any and all bids. In addition to the bid specifications, all bids are subject to the terms, provisions and conditions of the New Milford "Municipal Purchases" Ordinance, set forth in article III, Section 2-92 (a) through (o) inclusive, of the Code of New Milford. By bidding on the proposed purchase, the bidder agrees to such terms, provisions and conditions.

Any bidder found by the Purchasing Authority to be delinquent in the payment of taxes and/or sewer use charges due to the Town of New Milford shall be subject to the provisions of Section 2-92 (e) of the Code of New Milford.

Copies of the Bid Ordinance may be obtained at the Office of the Town Clerk, Town Hall.

Bids will be opened publicly in the E. Paul Martin Room by the Purchasing Authority, Thursday, March 2, 2017 at 3 p.m. Bids received after that time will be considered informal and rejected.

Forms on which bids must be submitted may be obtained at the Office of the Director of Finance or online at www.newmilford.org.

When applicable, state bids will be considered for this product/service.

David Gronbach, Mayor

An Equal Opportunity/Affirmative Action Employer

NEW MILFORD PARKS AND RECREATION
47 BRIDGE STREET, NEW MILFORD, CT 06776

SPECIFICATIONS
LYNN DEMING PARK SECURITY GUARDS
2017

Intent: The Town of New Milford, Parks and Recreation Department, is seeking bids from Security Service firms interested in providing uniformed gate attendants and patrolmen at Lynn Deming Town Park during the 2017 summer season (May 27 through September 24).

Proposals: All proposals received by:

Town of New Milford Purchasing Authority
Town Hall, Finance Department
10 Main Street
New Milford, CT 06776

Response date: All bids will be accepted in the Finance Department Office, until the hour of 3:00 p.m., on March 2, 2017. Firms mailing proposals should allow for normal delivery time to ensure timely receipt of their bid.

Preparation of bid:
Each bid must be submitted on the prescribed form. All blank spaces for bid prices must be filled in, in ink or typewritten. Each bid must be submitted in a sealed envelope bearing on the outside, the name of the bidder, his address, and the name of the project for which the bid is submitted. If forwarded by mail, the sealed envelope containing the bid must be enclosed in another envelope addressed as specified in the paragraph above. Only complete bids will be accepted. In order for a bid to be complete, it must include all of the following;

A. Bid Forms, signed by an official authorized to bind the firm to its provisions.
B. Indemnification, Acknowledgement & Agreement
C. Non-Collusion Affidavit of Prime Bidder
D. Statement of Contractor's Qualifications
E. Bid Security (5% Bid Bond)
F. Certificate of Insurance

Acceptance of Proposal Content: The contents of the successful bid may become contractual obligations, if a contract ensues. Failure of the successful firm to accept these obligations could result in cancellation of the selection. Bid successor must schedule and meet with park personnel at the Park and Recreation Office prior to season starting date.

Type of Contract: If a contract is entered into as a result of this bid, it will be a total cost contract based on the scope of services mandated in this proposal.

Payment: Monthly payment will be made within three (3) weeks of receipt of an invoice.

Project Description:

1. Provide **24 hour primary** uniformed security/gate attendant duties at Lynn Deming Town Park.

2. Security/Gate attendants must be a minimum of **21 years of age**.

3. Dates of service will begin on Saturday, May 27, 2017 at 7:00 a.m. and run continuously (24 hours a day) through Tuesday, September 5, 2017, ending at 2:00 a.m.

4. Provide a **second weekend guard** to work 7 hours per every Saturday and every Sunday from 11:00 a.m. to 6:00 p.m. to patrol the beach, boat docks, boat ramp, bath house, and pavilion, enforcing park rules beginning May 27th through September 3rd. Also included, Monday, May 29th· Tuesday, July 4th and Monday, September 4th.

5. Provide a **third guard** to work 4 hours on Saturday, Sunday, and Monday, May 27th, 28th, 29th, and Tuesday, July 4 from 11 a.m. to 3 p.m.

Duties include:

- Enforcing all park rules and ordinances (see enclosed).
- To sell vehicle and boat permits to residents and/or taxpayers (8 a.m. to 8 p.m.), **(day passes are available at the P&R Office only!)**
- Each guard must administrate all paperwork and accounting of permit sales for their shift.
- Attendants are responsible for depositing their shift's revenues at Webster Bank located on the corner of Main and Bank Streets in New Milford.
- Firm is responsible for bringing receipts of the day and account sheets along with day pass stubs to the Parks and Recreation Office, 47 Bridge Street a **minimum of every other day**.
- To allow entrance only to those vehicles, boats, trailers, and jet ski type vehicles that have valid permits. **To prohibit additional vehicle trips to bring in more people.**
- To allow entrance to those individuals who hold validated day passes. (Only available at P&R Office)
- Responsible for the collection of day pass stubs from each person and making sure they are stamped with embossing stamp. Day passes are for sale Monday through Friday from 7:30AM – 4:00PM at the Parks & Recreation Department.
- Responsible for stamping the hands of day pass holders if they need to leave and then re-enter the park. Individuals are not allowed to enter/re-enter without a day pass or stamp. Children 3 years of age and under shall be allowed to enter the park free of charge.

- To enforce the boat trailer parking lot (trailers must be unhitched and parked parallel to the owner's vehicle.)
- Evening and early morning shift security personnel must lock the main gate and go on patrol every hour emphasizing scrutiny of boat docks, beach and mooring area.
- Guards should be familiar with radio and telephone communication devices.
- Guards should be familiar with rain gauge attendance and contact the Parks & Recreation Department by 8:30 a.m. if over **2 inches of rain has fallen** overnight. Rain gauge should be emptied each day!
- **Allow after-hour entry to boat launchers** who have valid permits, owners of boats in slips only. This includes launch passes & temporary passes issued by the Director of Parks and Recreation. Vehicles with temporary passes must be stopped and each pass should be visually inspected by the guard as to individual time and date restrictions written on them.
- Keep a **daily count and log** of the number of vehicles boats, day passes and walk-ins entering the park.
- To enforce walk-in policy (no entry without identification that confirms that you are a New Milford resident). Minors must be accompanied by a parent or guardian.
- Guards are NOT ALLOWED to bring or watch a television or portable DVD player at the job site.
- Guards are NOT ALLOWED to install air conditioning units.
- The guard house door MUST BE LEFT OPEN at all times unless completing rounds.
- Guards are not allowed to make long distance phone calls without permission. The Security firm will be responsible for all long distance phone calls.
- Allow park patrons to use security-building phone for emergency use with permission from head-lifeguard.
- Winning bidder shall schedule a meeting with the Director of Parks & Recreation prior to May 17, 2017 to discuss policies and procedures.

Post Season Guard: Include a post-season guard to oversee security of the park rules and regulations. This guard should pay special attention to the boat slips and moorings. Dates for post-season guards are as follows: Tuesday, September 5th through Sunday, September 24, 2017. Hours are as follows: Sunday, Monday, Tuesday, Wednesday, and Thursday evenings from 9:00 p.m. to 2:00 a.m. and Friday and Saturday evenings from 8:30 p.m. to 3:00 a.m.

Weekend Post Season Guard: Provide a weekend gate attendant/patrolmen to work 7 hours every Saturday and every Sunday from 9:30 a.m. to 4:30 p.m. to check stickers, patrol beach, boat docks, boat ramp, bath house, and pavilion, enforcing park rules beginning on Saturday, September 9th through Sunday, September 24th.

Statement of requirements: Please state, in detail, your understanding of the requirements presented by this proposal. If your firm has any questions concerning these requirements, please direct them to:

New Milford Parks and Recreation Department
47 Bridge Street, New Milford, CT 06776
(860) 355-6050

Prices to be in effect for one year from date of award. At that time, the bid may be extended for an additional year upon mutual written agreement between the Town of New Milford and successful bidder(s).

Firm experience and references: Please provide a list of your firm's experience in similar recreational settings plus a list of references.

Price quotation sheet: Please use Price Quotation Sheet provided.

Performance bond: Please submit a performance bond of 10% of your bid value to remain in effect until the compensation of your contract.

Questions regarding this bid should be directed to the Parks & Recreation Department-Daniel Calhoun, Director at (860) 355-6050

INSURANCE REQUIREMENTS:

A certificate of Insurance will be required to be submitted upon execution of the agreement.

The Contractor must carry the following minimum insurance coverages:

A. Commercial General Liability (Form 1988 ISO Occurrence Form or equivalent)

Limits of Liability shall be combined bodily injury and property damage.

General Liability Aggregate	$2,000,000*
Products and Completed Operations Aggregate	$2,000,000
Personal Injury	$2,000,000
Each Occurrence for Bodily Injury and Property Damage	$2,000,000
Fire Damage (Any One Fire)	$ 50,000
Medical Expense (Any One Person)	$ 5,000

*General Aggregate MUST include per person endorsement.

INSURANCE REQUIREMENTS – Continued

The insurer shall waive all rights of subrogation against the Town of New Milford, its officers, employees and volunteers arising from work performed by the Contractor for the Town of New Milford.

Umbrella limits over General Liability limits may be used to make up the required limits. The additional insured coverage MUST be provided by the Umbrella to mirror the General Liability coverage.

B. Automotive Liability, including owned vehicles, hired vehicles and non-owned vehicles. Limits of insurance shall be combined single limit bodily injury and property damage $2,000,000

   Umbrella limits over Automotive Liability limits may be used to make up the the required limits.

C. Statutory Workers Compensation and Employers Liability

Each Accident	$ 100,000
Disease – each employee	$ 100,000
Disease policy limit	$ 500,000

   Or in accordance with the requirements of the laws of the State, whichever is greater.

D. If Umbrella Liability is used to make up required limits, the policy shall not reduce or restrict coverage provided by the underlying Commercial General Liability or Automotive Liability insurance policies.

E. Insurance carriers providing the required insurance coverages must have an A.M. Best's financial rating of "A-VII" or better.

F. The Town of New Milford, its officials, employees, and volunteers, MUST be Named as additional insured with reference to this project on a primary basis. The policy endorsement evidencing this coverage must be provided with the Certificate of Liability Insurance.

G. Any changes in insurance coverage will require thirty (30) days notice to the Town of New Milford by certified mail with return receipt requested.

PURCHASING AUTHORITY
Town of New Milford, Connecticut
INDEMNIFICATION, ACKNOWLEDGEMENT & AGREEMENT

BID: Lynn Deming Park Security Guard – 2017

BID OPENING: March 2, 2017 _____.

To the fullest extent permitted by law, the contractor shall indemnify and hold harmless the Town of New Milford, and agents and employees of said Town from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself) including loss or use resulting therefrom, but only to the extent caused in whole or in part by acts or omissions of the contractor, a subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to the Town of New Milford. In claims against any person or entity indemnified under this paragraph by an employee of the contractor, a subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this paragraph shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the contractor or a subcontractor under workers' or workmen's compensation acts, disability benefit acts or other employee benefit acts.

Contractor acknowledge and understands that the Town of New Milford has adopted as its policy, the nondiscrimination agreements and warranties required under Connecticut General Statutes § 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, as those statutes may be amended from time to time. Contractor further agrees to comply with such mandates.

_____
Signature

_____
Title

_____
Company

_____
Date

An Equal Opportunity/Affirmative Action Employer

NON-COLLUSION AFFIDAVIT OF PRIME BIDDER
(To Accompany Bid)

State of_____

Ss._____

_____being first duly sworn, deposes and says that:

(1) He is _____ _____of _____, the Bidder that has submitted the attached Bid:

(2) He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such bid:

(3) Such Price is genuine and is not a collusive or sham Bid;

(4) Neither the said Bidder nor any of its officers, partners, Owners, agents, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by Agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit or cost element of the Bid price or the Bid price of any Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Town of New Milford, or any person interested in the proposed Contract; and

(5) The price or prices quoted in the Subcontractor's Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, Owners, employees or parties in interest, including this affiant.

(Signed)_____

_____
Title

Subscribed and sworn to before me this _____ day of _____ 20____.

_____(Title) _____

My Commission Expires _____20___.

NEW MILFORD PARKS AND RECREATION DEPARTMENT
47 BRIDGE STREET, NEW MILFORD, CT 06776

SECURITY PRICE QUOTATION SHEET 2017

1. _____ will provide the proposed services of **Primary**
(Firm)
Security/gate attendant for the period of Saturday, May 27, 2017 at 7:00 a.m. thru Tuesday, September 5, 2017, ending at 2:00 a.m. for the hourly rate of $_____per hour @ 2443 hours which equals the total sum of $_____.

2. _____ will provide the proposed services of a **Second**
(Firm)
Weekend Guard every Saturday & Sunday from May 27 thru September 3 including Monday, May 29, Tuesday, July 4 and Monday, September 4 from 11 a.m. to 6:00 p.m. for the hourly rate of $_____ per hour @ 231 hours which equals the total sum of $_____.

3. _____ will provide the proposed services of a **Third Guard**
(Firm)
for the period of Saturday, Sunday & Monday May 27, 28, 29 and Tuesday, July 4 from 11:00 a.m. to 3:00 p.m. for the hourly rate of $_____ per hour @ 16 hours which equals the total sum of $_____.

NEW MILFORD PARKS AND RECREATION DEPARTMENT
47 BRIDGE STREET, NEW MILFORD, CT 06776

SECURITY PRICE QUOTATION SHEET 2017

4. _____ will provide the proposed services of a **Post-Season**
(Firm)
Guard for the period of Tuesday, September 5 thru Sunday, September 24 (Sunday-Thursday 9p.m.-2a.m. & Friday & Saturday 8:30p.m.- 3:00a.m.) for the hourly rate of $_____ per hour @ 109 hours which equals the total sum of $_____.

5. _____ will provide the proposed services of a **Weekend**
(Firm)
Post-Season Guard every Saturday and Sunday from September 9 thru September 24 from 9:30 a.m. to 4:30 p.m. for the hourly rate of $_____ per hour @ 42 hours which equals the total sum of $_____.

Total Cost of Security Services (2,841 HOURS): $_____.

RULES AND REGULATIONS GOVERNING THE USE OF LYNN DEMING PARK

2017

PURPOSE: The purpose of these rules and regulations is to provide a safe, comfortable and pleasant park for those entitled to use it.

ADMITTANCE IS LIMITED TO:

1. RESIDENT VEHICLES WITH AUTHORIZED STICKER AND THEIR GUESTS IN SAME VEHICLE IN ONE TRIP.(ADDITIONAL VEHICLE TRIPS TO BRING IN MORE PEOPLE ARE PROHIBITED);
2. RESIDENTS AND NON-RESIDENTS WITH VALID DAY PASS.
3. WALK-INS MUST SHOW A VALID CONNECTICUT DRIVERS LICENSE OR EQUIVELENT INDICATING THAT YOU ARE A NEW MILFORD RESIDENT. NO UNACCOMPANIED MINORS WITHOUT A PARENT/GUARDIAN.

PARK USE AND LAKEFRONT RULES:

1. Lifeguards are on duty to enforce rules and regulations and to respond to emergency situations, but parents or guardians are ultimately responsible for the safety of their children. The lifeguards can prohibit any activity that they deem to be hazardous or a health or safety risk.
2. **Swimming when Lifeguards are off duty is dangerous.**
3. Park Hours are sunrise to sunset.
4. Lifeguard Hours: May 30th- June 20th
   Weekends 11am-6pm
   Weekdays 12pm-6pm
   June 21st -Labor Day: Daily 11am-6pm
5. A responsible adult must accompany children under 12 years of age in the park.
6. **An adult must accompany children 5 years of age and under into the water and remain within arms-reach at all times.**
7. Littering is prohibited. Please help keep your park clean.
8. Park speed limit is 10 m.p.h.
9. **The use or possession of alcoholic beverages is prohibited in the park. Anyone believed to be consuming alcohol will be asked to leave the park immediately with possible revocation of their pass. Park & Recreation staff & agents have the authority to inspect coolers.**
10. Animals, of any kind, are not permitted in the park, except for service animals (vessel owners bringing pets must transport pets directly from vehicle to vessel, not allowing pets to walk in park).
11. Infants and toddlers should wear swim diapers if not potty-trained.
12. The discharge or possession of fireworks or firearms is prohibited.
13. No recreation activities of any type are allowed at any time in the roadways or parking areas. This includes bicycling, skateboarding, etc.
14. Picnic tables must not be moved.

Rules and Regulations Continued:

15. Parking regulations are set by the Parks and Recreation Commission and enforced by the Parks & Recreation Department and the Police Department.
16. **The Parks and Recreation Commission reserves the right to revoke park stickers and privileges, without refund, of any individuals who violate park rules and regulations**.
17. Picnic fires are allowed in designated picnic areas only. All picnic fires must be put out completely before leaving the picnic areas. **No picnic fires or grills in or near beach area!**
18. No dumping of coals on the ground. All coals must be doused with water and disposed of properly.
19. No fishing in the swimming areas. Fishing is only permitted south of the vessel docks or in other designated areas of the park.
20. No pushing or running on the floats or on the beach.
21. Swimming under the floats is prohibited.
22. No smoking allowed on the beach, picnic areas, pavilion, playground or bathrooms.
23. Glass containers are prohibited in the park.
24. Balls, air mattresses, water wings, float belts or flotation devices, other than life jackets, may not be used in the designated swimming areas. Life jackets must be Coast Guard approved Class I, II or III and must be inspected by a lifeguard prior to use. Individuals who wear lifejackets must remain within arms reach of a responsible adult.
25. Snorkels and fins are not allowed.
26. Swimmers must remain in designated swimming areas.
27. The ropes and buoys that designate the swimming area are in place for your protection. Hanging on the ropes is not allowed.
28. Groups reserving Lynn Deming Park are required to pay a $10.00 filing fee and a $50.00 rental fee which may be waived at the discretion of the Parks & Recreation Commission.
29. Groups reserving the park are limited to a maximum of 50 individuals. For good cause, the Commission may allow larger groups at its discretion.
30. Groups, except non-profit groups, shall be required to purchase a $40.00 group pass for each date that the group reserves Lynn Deming Park. Non-profit groups shall be required to purchase a $40.00 group pass for each date that it reserves Lynn Deming Park above and beyond one reservation within each 3 month period. A "group" is considered to be 10 or more persons, including all chaperones, supervisory personnel and similar persons. A non-profit group is a group from, or formally affiliated with, an organization that has federally recognized 501 (c) (3) charitable organization designation.
31. For Groups, a "guest list" of all attendees' names must be submitted to the Parks and Recreation office at least one (1) week prior to the group's park reservation date and may not be submitted to security guard. The failure to follow this rule will result in voiding the reservation.

Rules and Regulations Continued:

32. Day passes are available for each individual entering Lynn Deming Park for a fee. Day passes are available only at the Parks & Recreation Department during normal business hours. You may purchase no more than 4 passes in any given week, proper identification is required. Day passes are valid for 7 days from the date purchased.

VESSELING RULES:

1. All vessels entering the park docks or lakefront area must have a current Town Sticker and any vessel being trailered into the park must be on a trailer with a
proper trailer sticker/launch pass. Vehicles, vessels and trailers requiring a sticker to enter into the park must be registered in the name of the New Milford resident or taxpayer in order to get a sticker/launch pass. You must bring the registration for the vehicle, vessel or trailer at the time of requesting a sticker and/ or trailer sticker/launch pass. For proof of residency or taxpayer status, you must provide two of the following current documents: CT Drivers License, CT non-driver photo identification card, vehicle registration, tax bill, utility bill or residential lease. If a vehicle is leased by a New Milford resident or taxpayer, then the resident or taxpayer must provide a copy of one of the following current documents: vehicle lease or vehicle insurance card.
2. All vessels and skiers must keep out of the area bounded by the south edge of the vessel ramp, the outer marker buoys and the south boundary of the park.
3. No vessel may be operated at a speed in excess of 5 m.p.h. within the vessel swing area of the park beach.
4. Vessels are not allowed to loiter in the area around the park beach where they may interfere with vessels using this beach.
5. No vessel may be kept out of the water in the park area.
6. In order to avoid accidents, vessels must enter the beaching area from the south and leave at the north.
7. Ski tow ropes must be picked up before entering the beaching area.
8. The outer edges of vessel docks must be kept clear for loading and unloading.
9. Parked trailers should be disconnected from vehicles, except in parking spots specifically designated for both trailer and vehicle.
10. Canoe and kayak (no other vessels allowed) racks are available for use by New Milford residents from April 1st to November 30th at no charge. Residents wishing to use the racks must register at the Parks & Recreation Department. Vessels remaining after December 10th will be considered abandoned and disposed of.

Rules and Regulations Continued:

DIVING BOARD AND SWIM DOCK RULES:

1. The use of the diving board may be prohibited if water level is too low.

2. Absolutely no back dives, back flips or reversals allowed.
3. No sitting on the board.
4. Do not go off the board with a lifejacket on.
5. Only one person at a time on the board.
6. No hanging on the bars.
7. Only one bounce allowed off of the board.
8. No swimming allowed under the docks.
9. No jumping off the docks.
10. No flips off the docks.
11. The diving board & swim dock shall not be used when lifeguards are not on duty.
12. Lifeguards are fully authorized to close the diving board and/or swim dock, or limit the number of users, for safety reasons at any time at their sole discretion.

This is your park, so please help us to improve our operation with your suggestions and cooperation.

NEW MILFORD PARKS AND RECREATION COMMISSION

Revised 10/17/16