

# LEGAL NOTICE

The **Town of Ridgefield** invites all invited parties to submit sealed bids on the following:

**BID DUE DATE:** September 18, 2025

**BID DUE TIME:** 11:00 am EST

**BID ITEM:** Ridgefield Golf Course Tee Box Renovation

**BID NUMBER:** 26-07

Terms and conditions as well as the description of items being bid are stated in the specifications. **Specifications may be obtained at the following address:**

**Town of Ridgefield  
David McFate  
400 Main Street  
Ridgefield, CT. 06877  
203 - 431 - 2720**

The return bid envelope must be marked and addressed to the following:

**TOWN OF RIDGEFIELD  
PURCHASING AND FINANCE MANAGER  
BID NUMBER: 26-07  
400 MAIN STREET  
RIDGEFIELD, CT. 06877**

Bids may be submitted via email to the following following:

**purchasing@ridgefieldct.gov  
SUBJECT:  
26-07 (Company Name) Bid Package**

Bids must be received no later than the date and time stated above at the Purchasing Director's office on the second floor or via email. **For further information, please call David McFate at (203) 431-2720 or email at purchasing@ridgefieldct.gov**

**Results may be viewed at <https://www.ridgefieldct.gov/node/24703> after the bid opening.**



## TOWN OF RIDGEFIELD

400 Main Street  
Ridgefield, CT 06877

### MEMORANDUM FOR RECORD

SUBJECT: Invitation to Bid 26-07

1. Request for Quotes 26-07, Ridgefield Golf Course Tee Box Renovations, was issued by invitation only. The below companies were invited to bid for this solicitation;

AgriScapes Landscape  
Piperton, TN

LaBar Golf Renovations  
Bernardsville, NJ

MAS Golf Construction & Renovation  
Hopkinton, MA

Supreme Industries  
Harwinton, CT

TJB Inc. Landscape  
Hamden, CT

Total Turf Landscaping  
Millwood, NY

Turco Golf Inc.  
Pompton, NJ

2. The point of contact for this memorandum is David McFate, Purchasing and Finance Manager, at (203) 431-2720 or [purchasing@ridgefieldct.gov](mailto:purchasing@ridgefieldct.gov).

David McFate  
Purchasing and Finance Manager

Town of Ridgefield  
Project Scope

Ridgefield Golf Course  
545 Ridgebury Road, Ridgefield, CT 06877  
#7 Tee Box Renovation

The Town of Ridgefield is seeking sealed bids from qualified contractors to perform improvements to the tee box area of Hole #7. The work includes tee box reconstruction, cart path removal and installation, and selective tree removal. All work must be completed to the highest standards of golf course construction and in compliance with applicable regulations. Work will begin on or about October 13, 2025.

In general, the scope of services shall include, but not be limited to, the following items:

A. Tee Box Area Preparation & Construction

- Removal of existing tee surfaces and leveling of ground surrounding the existing two-part, two-tier tee box.
- New and existing slopes will be graded as appropriate to avoid installation of new retaining walls.
- Construct a new tee box measuring approximately 38 feet by 100 feet.
- Application of 6-12 inches of USGA recommended top mix.
- Grading of new tee surfaces and installation of new grass in the form of sod.
- Relocation of irrigation sprinklers as needed.

B. Cart Path Removal & Restoration

- Remove approximately 135 linear feet of 10ft. wide existing cart path.
- Resurface and seed the removed area to match surrounding turf.
- Prepare soil, apply seed, and install erosion control measures as necessary.

C. New Cart Path Installation

- Install approximately 150 linear feet of new cart path, 10 feet wide.
- Path to run between the back edge of the new tee box and the existing championship tee box.
- Path surface to match existing cart path.

- Curves and grade on new cart path must be sufficient to allow occasional use by heavy equipment.
- Ensure proper grading and drainage.

#### D. Tree Removal

- Remove 3–5 mature trees from the area surrounding the tee box as designated by course management.
- Grind stumps to below grade.
- Remove and dispose of all tree debris away from playable areas.

Bidders must provide separate line items for items (A) through (D) above. A pre-bid site visit is mandatory for this bid. Site visits must be coordinated with Mr. Frank Sergiovanni, General Manager, at [golfdirector@ridgefieldct.gov](mailto:golfdirector@ridgefieldct.gov) or (203) 748-7008.

Questions regarding the project shall be directed in writing to David McFate, Purchasing and Finance Manager, at [purchasing@ridgefieldct.gov](mailto:purchasing@ridgefieldct.gov). All bids shall be submitted on the Contractor's letterhead and show in detail all of the work proposed.

# TOWN OF RIDGEFIELD CONNECTICUT

## BOARD OF SELECTMEN

### INSTRUCTIONS TO BIDDERS

1. Bids will be submitted in a sealed envelope plainly marked with bid number to identify this particular proposal. The Town of Ridgefield will also accept electronic submission of bids via email. Bids submitted by email must be sent to [purchasing@ridgefieldct.gov](mailto:purchasing@ridgefieldct.gov). The time stamp of the hand delivery or email shall be on or before the bid due date. Only one method of submission is necessary.
2. Withdrawals of or amendments to bids received later than the time and date specified for bid opening will not be considered.
3. The Board of Selectmen of the Town of Ridgefield reserves the right to accept or reject any or all options, bids or proposals; to waive any technicality in any bid or part thereof, and to accept any bid deemed to be in the best interest of the Town of Ridgefield, Connecticut.
4. Bidders may be present at the opening of bids.
5. Bids may be held by the Town of Ridgefield for a period not to exceed sixty (60) days from the opening of bids for the purpose of reviewing the bids and investigating the qualifications of bidders prior to the awarding of the contract.
6. **Insurance requirements:** must be submitted with the bid. This includes any Hold Harmless requirements as well as Certificates of Insurance for the full amounts specified. **Unauthorized changes** to these forms, i.e. adding, striking out and/or changing any words, language or limits **will cause the bidder to be disqualified**.
  - a. **Please Note:** Prior to the start of work, the Town of Ridgefield and/or the Board of Education shall be endorsed on the Contractor's policies of insurance as additional insured. The Contractor shall obtain a policy of insurance, with minimum limits of liability as specified containing an endorsement that covers this agreement to indemnify, defend and hold harmless the Town/City and/or Board of Education or any of their officers, employees, agents, servants and volunteers. The Contractor shall obtain an

endorsement to said insurance policy stating that the Contractor's insurance is primary and any insurance obtained, or self insurance provided, by the Town of Ridgefield and/or Board of Education is excess. The Contractor's insurance carrier will waive all rights of subrogation against the Town of Ridgefield and/or Board of Education, and all of their respective officers, employees, agents, servants and volunteers. The Contractor shall furnish a copy of the insurance policy that meets all of the above requirements before any work or use of the property commences. Failure to do so will result in disqualification of the Bid. There will no exceptions.

7. **Permits:** It is the Contractor's responsibility to obtain any necessary permits prior to the start of construction. All work shall be completed in compliance with the latest edition of the prevailing fire prevention and building codes in effect in the State of Connecticut, the latest edition of the State of Connecticut Department of Transportation Standard Specifications for Roads, Bridges and Incidental Construction, Town of Ridgefield Road Construction Standards, or as set forth in these specifications. Any local (Town of Ridgefield) permits will have the permit fee waived.
8. **Emergency Work:** The Contractor shall file with the Engineer a telephone number of a person authorized by him who may be contacted regarding emergency work at the job site that may be required during non-working hours for reasons of public safety. The person shall be readily available and have full authority to deal with any emergency that may occur.
9. **Sales Tax:** In accordance with the provisions of Special Act No. 77-98, as amended, and Section 12-412(a) of the Connecticut General Statutes, sales of tangible personal property and services to the Town are not subject to the Connecticut Sales and Use Tax, and such tax shall not be included as part of the bid.
10. **Contractor's Qualification Statement:** The Contractor's Qualification Statement must be filled out as part of the bid package and the experience and references listed therein will be one to the determining factors in the awarding of the bid.
11. **Hold Harmless Agreement:** In order for the bid to be considered valid, the Contractor **must** sign the enclosed hold harmless agreement. Bids submitted without the signed hold harmless agreement will be rejected.
12. **Prevailing Wage Rates:** This project **is** subject to the State of Connecticut prevailing wage rate requirements.

13. **SBE/MBE and Contract Compliance Requirements:** This project is not subject to State of Connecticut SBE/MBE set aside and contract compliance requirements.
14. **Time of Completion:** Work will begin on or about October 13, 2025. All work must be completed to allow sod establishment prior to winter. Contractor must ensure sufficient staffing and scheduling to complete the project within this time frame. No extensions will be granted unless approved in writing due to documented unforeseen conditions.
15. **Site Inspection:** All bidders must conduct a pre-bid site visit to familiarize themselves with the work site prior to bidding. Requests for site access shall be directed to Frank Sergiovanni, General Manager, via email [golfdirector@ridgefieldct.gov](mailto:golfdirector@ridgefieldct.gov). General bidding and technical questions shall be directed to David McFate, Purchasing and Finance Manager, via email [purchasing@ridgefieldct.gov](mailto:purchasing@ridgefieldct.gov).
16. **Bid Schedule:**
- |                           |                                 |
|---------------------------|---------------------------------|
| Pre-Bid Site Inspection – | Verify an appointment via email |
| RFI Requests Due -        | September 9, 2025 by 4:00PM     |
| RFI Responses Released-   | September 11, 2025 by 4:00PM    |
| Bid Due Date -            | September 18, 2025 at 11:00AM   |
18. **Bid Submissions:** The following items shall be submitted for a bid to be considered complete. At the Town's discretion bidders may be given 24 hours to correct deficiencies in items (b)-(e).
- (a) Proposal on company letterhead
  - (b) Insurance certificates
  - (c) Hold Harmless Agreement
  - (d) Contractor's Qualification Statement
  - (e) Contractor's List of Subcontractors
19. **Requests for Information:** Questions or requests for information must be submitted in writing. All questions or requests for information shall be submitted to David McFate, Purchasing and Finance Manager, at [purchasing@ridgefieldct.gov](mailto:purchasing@ridgefieldct.gov). Deadline for Questions/RFI shall be September 9 NLT 4:00PM.

## **SPECIMEN CONTRACT**

This Agreement made as of the \_\_\_\_\_ day of \_\_\_\_\_  
the year \_\_\_\_\_ by and between the Town of Ridgefield, 400 Main  
Street, Ridgefield, Connecticut, (herein after called the Owner), and  
\_\_\_\_\_, doing business at  
\_\_\_\_\_, (herein after called the  
Contractor).

Witnesseth that the Owner and the Contractor in consideration of the mutual  
covenants herein after set forth, agree as follows:

### **Article 1. Work:**

The contractor will perform all work as shown in the Contract Documents for the  
completion of the Project generally described as follows:

### **Ridgefield Recreation Center Rooftop HVAC Replacement Bid 25-02**

The work to be done consists of the furnishing of all labor, materials, tools, and  
equipment necessary to construct the project as shown on the plans and as  
described in the specifications prepared by Southport Engineering Associates,  
P.C.

### **Article 2. Project Manager:**

Dennis DiPinto, Director of Parks and Recreation, will act as the Project  
Manager in connection with completion of the Project in accordance with the  
Contract Documents.

### **Article 3. Contract Time:**

The work shall be completed within **calendar days** after the date which the  
Contractor is to start the work as provided in the Contract Documents.



**Article 4. Contract Price:**

The Owner will pay the Contractor for performance of the Work and completion of the Project in accordance with the Contract Documents subject to adjustment by modifications as provided therein in current funds as follows:

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**Article 5. Progress and Final Payments:**

The Owner will make progress payments on account of the Contract Price as provided in the General Conditions. Progress and final payments will be on the basis of the Contractor's application for payment as approved by the Engineer.

**Article 6. Contract Documents:**

The Contract Documents which comprise the contract between the Owner and the Contractor are attached hereto and made a part hereof and consist of the following:

This agreement

- A. Exhibits to this Agreement
- B. Contractor's Bid and Bid Bonds
- C. Specifications
- D. Drawings as referenced by the Specifications or attached hereto
- E. Addenda numbers: \_\_\_\_\_
- F. Any modifications, including change orders, duly delivered after execution of this agreement.

**Article 7. Miscellaneous:**

- A. Terms used in this Agreement which are defined in Article 1 of the General Conditions shall have the meanings indicated in the General Conditions.
- B. Neither the Owner nor the Contractor shall, without the prior written consent of the other, assign or sublet in whole or in part his interest under any of the Contract Documents and, specifically, the

Contractor shall not assign any moneys due or to become due without the prior written consent of the Owner.

- C. The Owner and the Contractor each binds himself, his partners, successors, assigns and legal representatives to the other party hereto in respect of all covenants, agreements and obligations contained in the Contract Documents.
- D. The Contract Documents constitute the entire agreement between the Owner and the Contractor and may only be altered, amended or repealed by a duly executed written instrument.

In witness whereof, the said parties hereto have caused this instrument to be signed by their respective duly constituted officers, attested, and sealed pursuant to proper resolutions.

Signed and sealed in  
the presence of:

\_\_\_\_\_  
Town of Ridgefield

By \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Contractor

By \_\_\_\_\_

Date \_\_\_\_\_

## **BIDDER'S QUALIFICATION STATEMENT**

List below references for similar projects, including all information requested. This page must be completed and submitted with the bid.

1. Client: \_\_\_\_\_

Project Description: \_\_\_\_\_

Approximate Value: \_\_\_\_\_ Date: Started \_\_\_\_\_ Completed \_\_\_\_\_

Contact: Name \_\_\_\_\_ Telephone \_\_\_\_\_

2. Client: \_\_\_\_\_

Project Description: \_\_\_\_\_

Approximate Value: \_\_\_\_\_ Date: Started \_\_\_\_\_ Completed \_\_\_\_\_

Contact: Name \_\_\_\_\_ Telephone \_\_\_\_\_

3. Client: \_\_\_\_\_

Project Description: \_\_\_\_\_

Approximate Value: \_\_\_\_\_ Date: Started \_\_\_\_\_ Completed \_\_\_\_\_

Contact: Name \_\_\_\_\_ Telephone \_\_\_\_\_

4. Client: \_\_\_\_\_

Project Description: \_\_\_\_\_

Approximate Value: \_\_\_\_\_ Date: Started \_\_\_\_\_ Completed \_\_\_\_\_

Contact: Name \_\_\_\_\_ Telephone \_\_\_\_\_

*Company:* \_\_\_\_\_ *Bid Title:* \_\_\_\_\_

*Street:* \_\_\_\_\_ *Bid No.:* \_\_\_\_\_

*City, State:* \_\_\_\_\_ *Telephone No.:* \_\_\_\_\_

## CONTRACTOR'S LIST OF SUBCONTRACTORS

List below the subcontractors intended to be utilized for this project. This page must be completed and submitted with the bid.

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

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

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

[illegible]

## **APPENDIX - INSURANCE REQUIREMENTS**

Each bidder shall carry and maintain the following insurance coverage during the period of the contract : The Certificate of Insurance for the Limits of Liability stated below should be submitted with your bid to the Purchasing Department at Town Hall. **Bidders may not perform any work until all insurance requirements are met.**

1. **Comprehensive General Liability Insurance** as will protect him, the Town, and any subcontractor performing work covered by this Contract, from claims for damages for personal injury, including accidental or wrongful death, as well as claims for property damages, which may arise from operations under this Contract whether such operations be by himself or by any subcontractor or by anyone directly or indirectly employed by either of them. Liability insurance shall include premises and operations, products, contractual, owners, and contractors protective. The minimum amounts of such insurance shall be as follows:
  - Bodily Injury Liability and Property Damage Liability:  
**\$1,000,000 each occurrence.**
  - **The Town shall be named as an Additional Insured**  
This **MUST** be stated explicitly on the Certificate or you will be **disqualified**
2. **Worker's Compensation Insurance and Employer's Liability** for all of his employees, employed at the site and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workmen's Compensation Insurance for all employees of the later unless such employees are covered by the protection afforded by the Contractor.
  - Worker's Compensation and Employer Liability:  
Statutory Limits
3. **Comprehensive Auto Liability Insurance:**
  - **Bodily Injury Insurance and Property Damage Insurance** covering the operation of all Motor Vehicles owned, hired and/or non-owned by the Contractor, or used by the Contractor in the Prosecution of the work

under the Contract, shall be in the minimum of **\$1,000,000 each occurrence.**

All policies relating to this Contract shall be so written so that the Town shall be notified of cancellation or change at least thirty (30) days prior to the effective date for each policy and type of coverage except for nonpayment which shall be ten (10 ) days prior to the cancellation. Renewal certificate covering the renewal of all policies expiring during the life of the Contract shall be filed with the Town not less than ten (10) days before the expiration of such policies. Failure to do so will result in work stoppage and possible contract cancellation.