



Mattituck Park District

Town of Southold, Suffolk County, New York

INVITATION TO BID

Irrigation 2026

PO Box 1413
11280 Peconic Bay Boulevard
Mattituck, NY 11952
Office 631-298-9103
Facilities 631-298-9396
clerk@mattituckparks.gov

BIDS DUE IN DISTRICT OFFICE
11280 Peconic Bay Boulevard
Mattituck, NY 11952
ON OR BEFORE 6.00 PM ON 15 January 2026

RESOLVED, as per the request of the Board of Commissioners, that the Mattituck Park District Clerk be and hereby is authorized to advertise for public bid as per the following:

NOTICE TO BIDDERS

TAKE NOTICE, that bids will be received by the MPD Clerk, Mattituck Park District Office, on 15 January 2026 at 6:00PM, prevailing time. The bids will be publicly opened for:

Irrigation Proposal

BY ORDER OF THE BOARD OF COMMISSIONERS OF THE MATTITUCK PARK DISTRICT, NEW YORK INSTRUCTIONS TO BIDDERS

Receipt and Opening of Bid

1. The Mattituck Park District is seeking proposals from licensed irrigation vendors. Proposals will be publicly read at the time, date, and place indicated in the Notice to Bidders.

Preparation and Presentation of Proposal

2. Each proposal must be submitted by mail marked, "**Irrigation**" or emailed to the District Office. Bidders must comply with all Federal, State, and local laws.
3. The Mattituck Park District reserves the right to waive any informalities in bids received, and/or reject any or all bids.

INCOMPLETE SUBMISSIONS MAY BE REJECTED!!

All questions concerning this bid should be addressed to Ben Heins at fm@mattituckparks.gov, all answers to the questions received will be sent in the form of an addendum to all interested bidders.

Date Issued: 4-Dec-25
Due Date: 15-Jan-26

General Description: The Mattituck Park District operates two (2) park facilities with in-ground automatic sprinkler systems and (1) facility with an on-demand spigot system.

Service Requested: Irrigation

Service Locations: **Veterans Memorial Park**
11280 Great Peconic Bay Blvd, Mattituck, NY
SCTM # 1000-126-6-17 & 18

Aldrich Lane Fields
350 Aldrich Lane, Laurel, NY
SCTM # 1000-125-1-2.6

Bay Avenue Park
1865 Bay Avenue, Mattituck, NY
SCTM # 1000-144-4-1

Please submit written quotes in accordance with the following specifications:

Specifications:

1. **Pre-Proposal.** All bidders shall make themselves thoroughly familiar with the facilities to be serviced under this contract prior to the submittal of bids. The properties are open to the public and available for inspection. Please advise MPD if you need access to a location by calling the office at 631-298-9396.
2. **Scope.**
 - a) Opening the irrigation system and outdoor hose bibs at Veterans Beach, to include checking all valves, sprinkler heads, and control systems for proper operation and coverage. Timers should be set so that all irrigation occurs between Midnight and 7:00 am as needed.
 - b) Opening the irrigation system at Aldrich Lane, to include checking all valves, sprinkler heads, and control systems for proper operation and coverage. Timers should be set so that all irrigation occurs between Midnight and 7:00 am as needed.
 - c) Checking the systems at both Veterans Beach and Aldrich Lane monthly to ensure the systems are in proper working order.
 - d) Opening the system at Bay Ave. and ensuring proper function.
 - e) Decommissioning/winterizing the sprinkler system and outdoor hose bibs at Veterans Beach to ensure no damage from freezing. All lines to be blown out and all timers/clocks shut down.
 - f) Decommissioning/winterizing the sprinkler system at Aldrich Lane to ensure no damage from freezing. All lines to be blown out and all timers/clocks shut down.

g) Decommissioning/winterizing the hose bibs and well to ensure no damage from freezing. All lines to be blown out.

h) An hourly rate for repairs to all systems including replacing heads as needed.

3. Definitions

Owner: Mattituck Park District

Owner's Representative: Ben Heins, Facilities

Contractor: Bidder or the entity performing services per these specifications

Property: The properties indicated above in "**Service Locations**".

4. **Time for Performance.** Provide a guaranteed response time for emergency calls (for example, within 24 hours Mon-Fri) as well as an hourly emergency call rate.

5. Contractors' Responsibilities

- a. Contractor shall schedule and coordinate all work with a representative of the MPD prior to the start of work.
- b. Activities of the facilities shall not be suspended or interrupted due to contractor performing work.
- c. Contractor shall be responsible for cleanup and safety measures related to the work performance. When applicable, contractor must take precautions to erect temporary barriers for personnel traffic control and warning signs before commencing work.
- d. Contractor shall be responsible for handling and storage of material and equipment required for the performance of work.
- e. All work shall comply with local, state, Federal, OSHA, Fire Federal railroad and/other governing codes and standards.
- f. Contractor is responsible for the materials and equipment left on the property.

6. Contactor Requirements

- a. Contractor must possess any current licenses required to complete the job and must supply copies of license(s) to MPD. This also includes any subcontractors if required.
- b. The MPD may make inquiries to determine the qualifications of the Contractor. MPD reserves the right to reject any Proposal if qualifications do not meet MPD standards. The successful Contractor shall submit, at the time of execution of the contract, a Certificate of Insurance, showing the required liability insurance coverage.
- c. The successful Contractor shall enter into a contract with the Mattituck Park District to perform the services in accordance with the specifications set forth herein and at the price set by the successful proposal.
- d. The Contractor shall maintain the types at of insurance listed below:
 - i. Worker Compensation Insurance, as required by Applicable Law. The coverage must be evidenced on a C-1 05.2 form or if exempt on the CE-200 form. If you have questions please visit www.wcb.state.ny.us/main/forms
 - ii. Disability benefits insurance must be evidenced on a DB-102.1 form or if exempt on the CE-200 form. If you have any questions please visit www.wcb.state.ny.us/main/forms
 - iii. General liability insurance to include bodily injury and injury to property including full Contractual Liability Coverage in the amount of \$1,000,000 per occurrence, \$2,000,000 General Aggregate.

- iv. The District shall be named as additional insured on the liability policy. The Contract will not be signed until all required insurances are received.
- e. The contract shall be valid for a period of one (1) year, effective 1st January 2026, at the price set by the successful proposal. This contract may be extended for one additional year at the option of the Mattituck Park District. The Park District may notify the Contractor on or before 1st November 2026 if it desires to extend the contract for one year.
- f. A copy of the contract is available for review at the Mattituck Park District office, Veterans Memorial Park, 11280 Great Peconic Bay Boulevard, Mattituck, New York. The contract is incorporated into the request for quotes by reference and the winning Contractor will work under the terms and conditions of this agreement.
- g. All proposals are to be submitted in a sealed, opaque, envelope and should be clearly labelled "**Irrigation**". Proposals should be mailed to: Mattituck Park District, PO Box 1413, Mattituck, New York 11952 or delivered by hand to: 11280 Peconic Bay Boulevard, Mattituck, NY.