

Request For Proposal

2026 Irrigation Contract

For Information Contact us at:
(631) 298-9103 or (631) 298-9396



Submission Deadline:
January 15, 2026 6 pm

**Must be submitted in a plain, opaque
envelope marked "Irrigation Proposal".**

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" 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

Mattituck Park District

Irrigation 2026

The Mattituck Park District operates (2) park facilities with in-ground automatic sprinkler systems and (1) facility with an on-demand spigot system. ***All irrigation timers/controls must be set to comply with all local irrigation laws and restrictions.***

Scope:

- 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.
- 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.
- Checking the systems at both Veterans Beach and Aldrich Lane monthly to ensure the systems are in proper working order.
- Opening the system at Bay Ave. and ensuring proper function.
- 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.
- 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.
- Decommissioning/winterizing the hose bibs and well to ensure no damage from freezing. All lines to be blown out.
- An hourly rate for repairs to all systems including replacing heads as needed

Contractor Requirements:

1. 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.
2. 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.
3. 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.
4. The Contractor shall maintain the types of insurance listed below:
 - a. 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
 - b. 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
 - c. 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.
 - d. The District shall be named as additional insured on the liability policy. The Contract will not be signed until all required insurances are received.
5. The contract shall be valid for a period of one (1) year, effective January 1st, 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 November 1st 2026 if it desires to extend the contract for one year. MPD November 2025

6. 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.
7. Contractor will ensure that MPD is compliant with the Irrigation Legislation promulgated in the Southold Town Code.
8. Contractor is aware and acknowledges that MPD is a municipal district, and therefore its agents (including Contractor) may be subject to certain restrictions and/or requirements governing municipal entities. Contractor agrees to perform due diligence and conform to all laws applicable to municipalities in New York State.
9. All proposals are to be submitted in a sealed, opaque, envelope and should be clearly labelled "**Maintenance of Irrigation Systems**". Proposals should be mailed to: Mattituck Park District, PO Box 1413, Mattituck, New York 11952.