



Mattituck Park District

Town of Southold, Suffolk County, New York

INVITATION TO BID

Landscaping 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:

Landscaping 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 invites bids for a Landscape Company to perform services at eight (8) Mattituck Park District locations listed on the Notice to Bidders. 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, "**Landscaping**" 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 is seeking bids to maintain several properties. This is exterior maintenance, as fully detailed in the "Specifications" below.

Service Requested: Landscaping

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

Bailie Beach Lodge
2205 Bailie Beach Rd, Mattituck, NY
SCT # 1000-99.-3-14

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

Breakwater Beach Park
5155 Breakwater Road, Mattituck, NY
SCT # 000-99.-2-19.1

Love Lane Boathouse
1215 Love Lane Mattituck, NY
SCTM # 1000-140-1-19.1

Peconic Bay Boulevard Beach Park
AKA Mattituck Yacht Club
9462 Great Peconic Bay Blvd, Mattituck, NY
SCTM # 1000-126-5-20.1

Wolf Pit Lake
5005 Wickham Ave, Mattituck, NY
SCTM # 1000-107.-4-11

Please submit written quotes in accordance with the following specifications:

Terms and Conditions:

- A. All perspective bidders **MUST** perform a bid walk with the Facilities Manager prior to submitting a bid, those who fail to do so will have their bids rejected.

- B. The use of pesticides, herbicides, and fertilizers is forbidden without the express permission of the Board of Commissioners on a case-by-case basis.
- C. All waste products from mowing and cleanups, including lawn clippings, leaves, twigs, and branches must be removed from Park District property and disposed of in a proper and legal manner.
- D. Properties shall be cut on a set weekly or bi-weekly schedule, a copy of which should be included in the proposal. All landscape work shall be scheduled between Monday and Thursday between the hours of 8:00 am and 4:00 pm. Rescheduling due to weather is understood. In the event of any necessary deviation from the written schedule, the Facilities Manager will be advised of the rescheduled date.
- E. Specific descriptions of the scope of work for each property are enclosed. Please ask any questions before bidding.
- F. Each property shall be serviced on the scheduled day so that all grass areas are mowed as noted in this document and all lawn clippings are removed from the property. Additionally, all areas shall be string trimmed and edged in accordance with the parameters set forth here. In the event an area cannot be mowed, edged, or trimmed on a scheduled day due to obstructions or use, such as cars blocking the area, the Facilities Manager must be notified that day.

Property Details

Aldrich Lane
350 Aldrich Lane

Special Notes:

- This property shares an unmarked property line with the MCUFSD that bisects the south field, the contractor is only responsible for the Park District portion.
- For each scheduled cut and trim the contractor is required to move any obstructions, such as goals, bleachers or picnic tables to ensure all areas receive a proper cut. In the event an object can't be moved, it is required that grass under and around that object is trimmed.
- A portion of this park is irrigated. Be cognizant of sprinkler heads that have not reset. In the event a sprinkler head is damaged, please notify the facilities manager.

Scope:

- a. All sports fields and dog park to be mowed and string trimmed weekly. String trimming shall include along both sides of all fencing, around light poles, and around bench/barricade structures adjacent to the parking lot. When possible mowing days should be coordinated with the school district so the cut height of the two properties is as close as possible.
- b. The picnic area, parking area, and the remaining grass areas to be mowed and trimmed bi-weekly. String trimming will include all structures and fences excluding the wild area noted.

- c. Spring cleanup will consist of removing vegetation from the roadside as indicated, clearing any landscape debris from the picnic area and parking lot edges, and removal of low hanging branches at the border of the picnic area. Spring cleanup will occur in April.
- d. Fall cleanup will consist of removing all leaves, fallen branches and landscape debris from the athletic fields, dog park, parking lot edges, and around the building, excluding the wild area. Fall cleanup will occur in November.
- e. Thatching of the main soccer field in spring and fall, dates to be determined.

Bailie Beach Lodge
2205 Balie Beach Rd

Special Notes:

- This property contains a number of steep inclines that may require extra string trimming or specialized equipment.
- This property has a diverse but fragile ecology, all mowing, trimming and site work should strictly adhere to the written landscape plan.

Scope:

- a. Bi-weekly mowing and string trimming of the area from the entrance, along the driveway, and around the entire building. Including the hill area to the south of the parking lot and the fire pit area.
- b. The spring and fall cleanups will require removing any landscape debris and fallen branches from the mowed area, parking lot, and driveway, as well as clearing the entrance to the back trail to a width of 8 eight feet.

Bay Ave
1865 Bay Avenue

Special Notes:

- Much of this property is a pollinator garden, maintenance of the planting beds and berms is performed by MPD staff and is not a part of this proposal.

Scope:

- a. Mow and string trim all grass areas including paths through the pollinator garden. String trim along edges of pollinator garden and property boundary as well as around the tennis court.
- b. No spring or fall cleanups are required

Breakwater Beach
5155 Breakwater Road

Special Notes:

- Trimming of bushes and shrubs along the east side is handled by MPD staff.
- Parking lot opens at 9:00 am Memorial Day through Labor Day, lot cleaning should be completed prior to 9:00 am, gate code to be provided.

Scope:

- a) Mow Bi-weekly mowing of the west edge of the parking lot
- b) By-weekly string trimming of all parking lot borders, around north, south, and east side of building, adjacent to any boardwalks, around base of all guard rails, and around base of pavilion.
- c) Hand weeding (no power equipment) of the pavilion/swing set area (see diagram) to be performed in May, July, and September. The Facilities Manager should be notified of the date of each weeding (1) week in advance.
- d) Monthly parking lot cleaning, utilizing backpack blowers, push blowers, or power brooms from May through September.

Love Lane Docks
1215 Love Lane

Special Notes:

- Access is via Middle Road/Rt 48

Scope:

- a. Bi-weekly mowing of all grass areas (see diagram)
- b. Bi-weekly string trimming around property line, as well as along all parking lot edges, fence posts, paths, around building, and around all planters/plantings.

Peconic Bay Park (Yacht Club)
9452 Peconic Bay Blvd.

Special Notes:

- This property is adjacent to and shares a parking lot with the Mattituck Yacht Club, see diagram for property delineation.

Scope:

- a. Bi-weekly mowing of field and east and west side of driveway

- b. Bi-weekly string trimming of parking lot edge, around all guard rails, power H-frame, gate house, and fences.
- c. Monthly parking lot cleaning, utilizing backpack blowers, push blowers, or power brooms from May through September.

Wolf Pit Lake
5005 Wickam Ave

Special Notes:

-This park consists of (2) properties separated by a road, see diagram

Scope:

- a. Bi-weekly mowing and string trimming, all grass areas, around all obstacles

Veterans Beach
11280 Great Peconic Bay Blvd.

Special Notes:

-This park has areas that are mowed weekly and bi-weekly listed in the work sheet and on diagrams.

-The west gate is locked year-round; combination will be provided.

-The east gate is locked until 9:00 am Memorial Day through Labor Day, lot cleaning should be completed prior to 9:00 am, gate code to be provided.

-Lot cleaning CAN NOT be done on Wednesday.

-Rain garden is maintained by MPD personnel, contractor is only responsible for mowing and trimming around perimeter.

-Area from west side of building to parking lot and area around main entrance is irrigated, be aware of any sprinkler heads that have not reset and inform the Facilities Manager if one is damaged during mowing.

Scope:

West field/picnic area:

- a. Mow and string trim bi-weekly.
- b. Picnic tables to be moved to mow under each one,
- c. String trimming to include all fence lines, around all posts and barricades, and around all trees.
- d. Any twigs, sticks, or debris to be removed prior to mowing.

Scope:

Remainder of property:

- e. Mow and string trim weekly
- f. Picnic tables and bike rack to be moved to mow under each one.
- g. Walkways around building and at entrance to playground to be edged weekly
- h. String trimming to include all fence lines, around all posts and barricades, around all trees, all parking lot edges. The eastern property line is Bay Ave, sidewalk and wood rails east of the chain link fence to be trimmed and mowed weekly.
- i. Monthly parking lot cleaning and cleaning of beach access ramp, utilizing backpack blowers, push blowers, or power brooms from May through September.
- j. Inside of playground area to be mowed and string trimmed weekly.

Scope:

Entire property:

- k. Spring cleanup will consist of removal of fallen leaves, twigs, branches and debris from all areas (excluding rain garden) including field, lawn, parking lot, entire playground, beach grass area by bulkheads. Spring cleanup is to take place in April.
- l. Fall cleanup will consist of removal of fallen leaves, twigs, branches and debris from all areas (excluding rain garden) including field, lawn, parking lot, entire playground, beach grass area by bulkheads. Fall cleanup is to take place in November.

2) 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**".

3) Time for Performance. As per schedule detailed above.

4) Contractors' Responsibilities





- a. Activities of the facilities shall not be suspended or interrupted due to contractor performing work.
- b. 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.
- c. Contractor shall be responsible for handling and storage of material and equipment required for the performance of work.
- d. All work shall comply with local, state, Federal, OSHA, Fire Federal railroad and/or other governing codes and standards.
- e. Contractor is responsible for the materials and equipment left on the property.

5) 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 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 "**Landscaping**". 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.



Landscape Survey Key:

-  Red Sections: Hand Weeding
-  Yellow/Brown Sections: Bi-Weekly Mowing
-  Blue Sections: Weekly Mowing
-  Purple: MPD Staff Responsibility

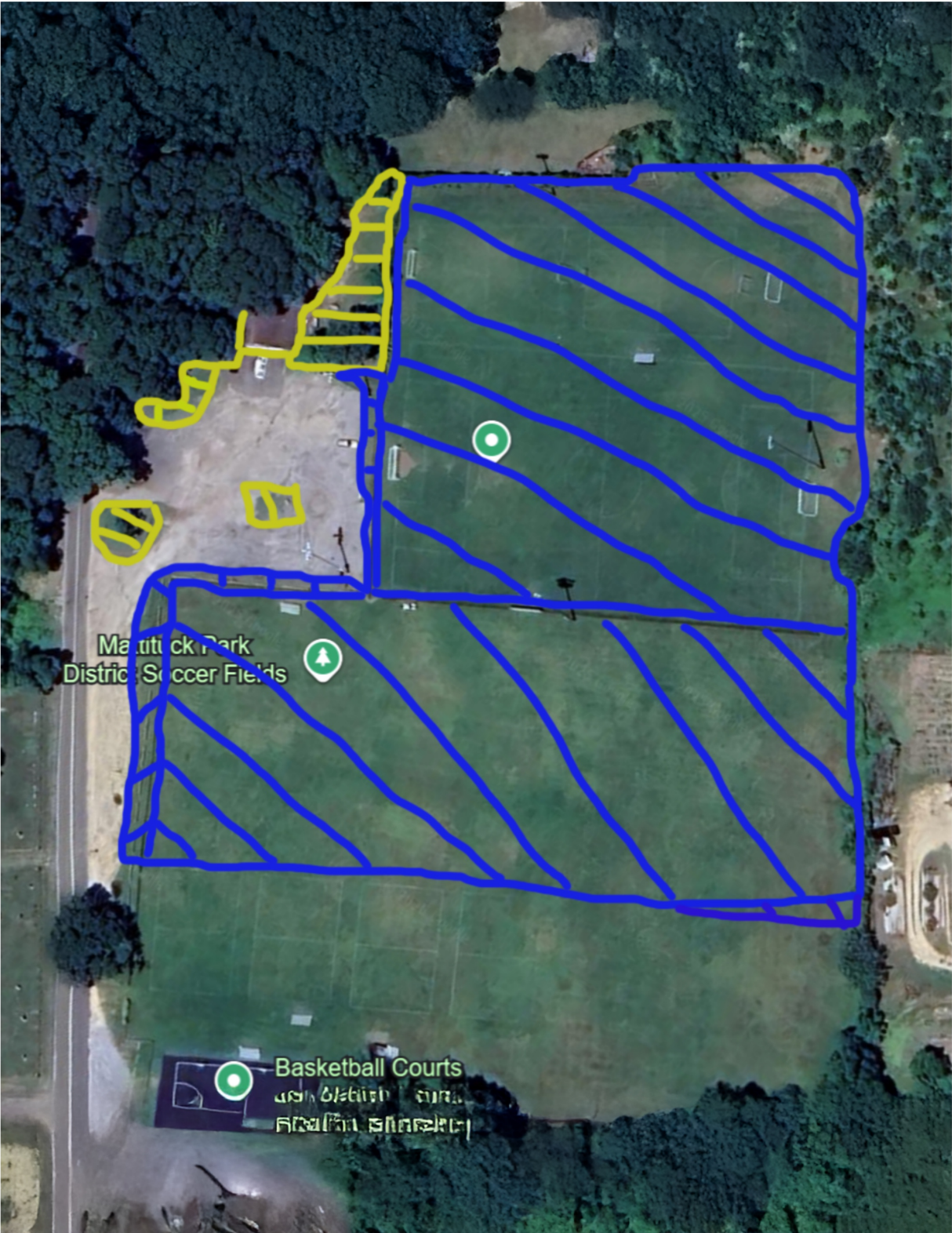




Veterans Beach



Aldrich Lane



Bailies Beach Lodge



Bay Ave.



Breakwater

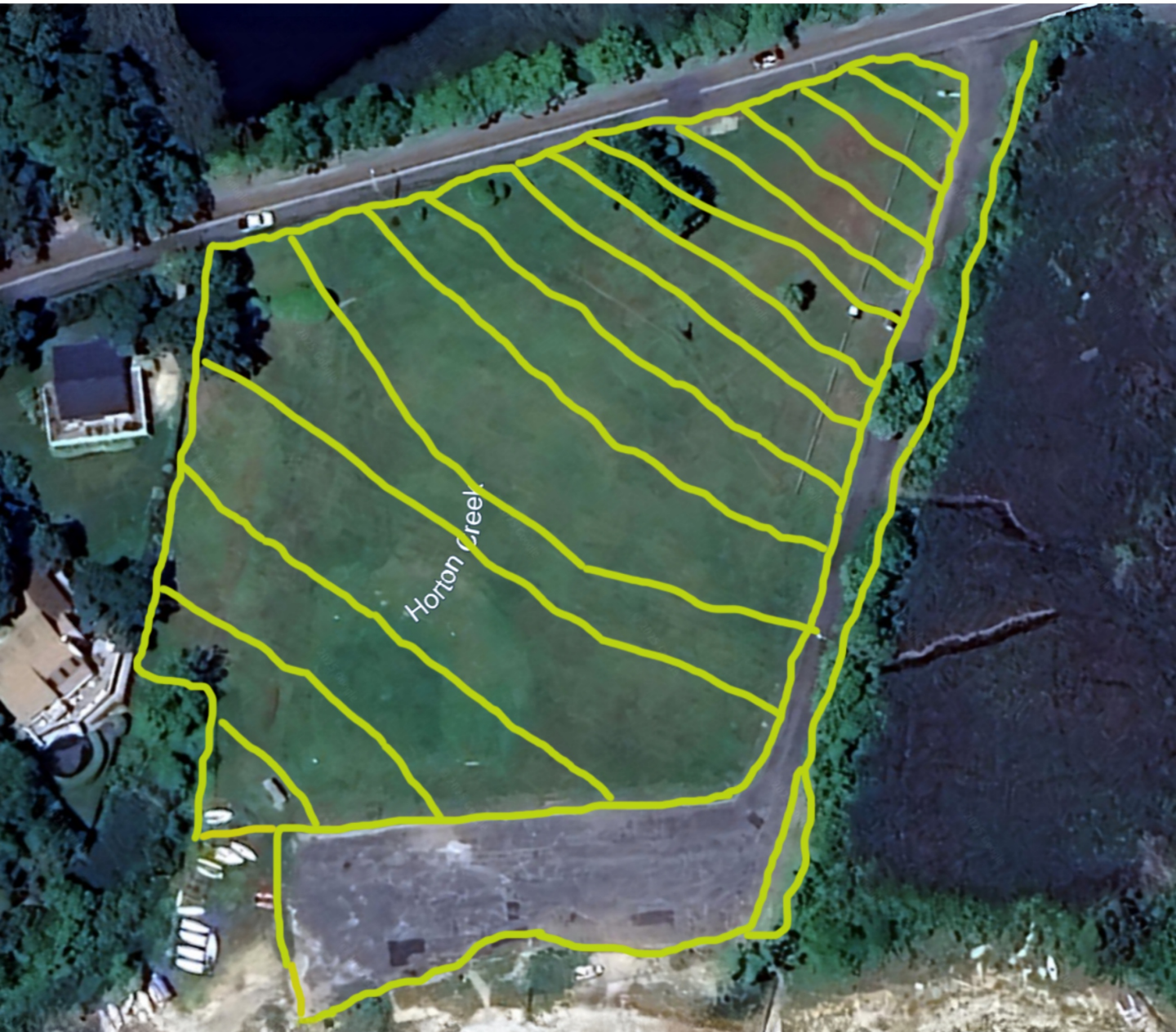


Docks at Love Lane

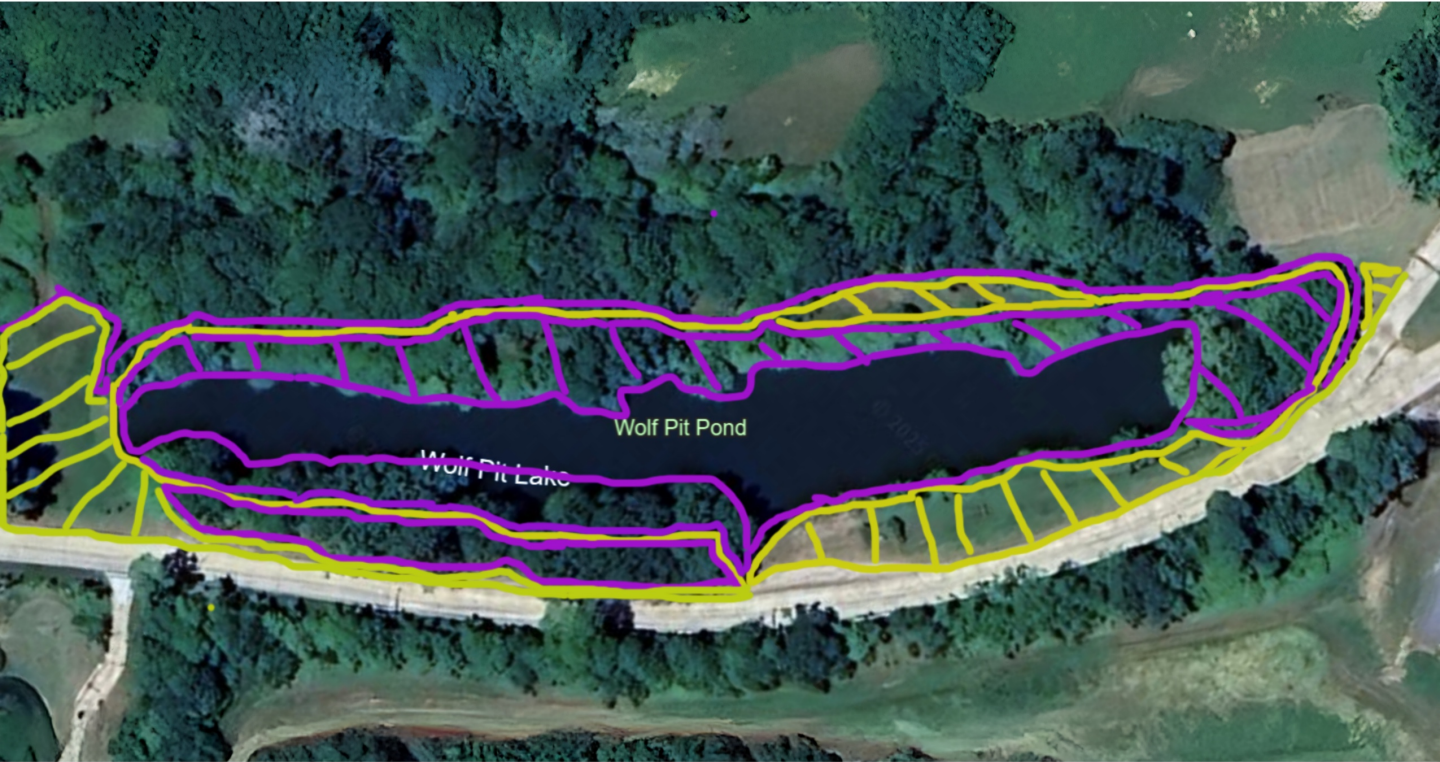




Peconic Bay Beach



Wolf Pit West



Wolf Pit East



Mattituck Park District

2026 Landscape RFP Worksheets

Aldrich

Activity	Quantity	Cost Each	Total
Weekly mowing/trimming of fields/dog park	28		
Bi-weekly mowing of other areas	12		
Spring clean up	1		
Fall clean up	1		
Thatching	2		

Bailie Beach

Activity	Quantity	Cost Each	Total
Bi-weekly mowing/trimming	12		
Spring Clean up	1		
Fall clean up	1		

Bay Ave.

Activity	Quantity	Cost Each	Total
Bi-weekly mowing/trimming	12		

Breakwater:

Activity	Quantity	Cost Each	Total
Bi-weekly mowing/trimming	12		
Hand weeding	3		
Parking lot cleaning	5		

Love Ln.

Activity	Quantity	Cost Each	Total
Bi-weekly mowing/trimming	12		

Peconic Bay Park:

Activity	Quantity	Cost Each	Total
Bi-weekly mow/trim	12		
Parking lot cleaning	5		

Wolf Pit:

Activity	Quantity	Cost Each	Total
Bi-weekly mow/trim	12		

Veterans Beach:

Activity	Quantity	Cost Each	Total
Weekly mowing/trimming	24		
Bi-weekly mowing/trimming	12		
Parking lot/ramp cleaning	5		
Spring clean up	1		
Fall clean up	1		