



MONTGOMERY
FOUNDED 1780

Town of Montgomery - P.O. Box 356
Montgomery Center, VT 05471
802-326-4719
www.montgomeryvt.us

REQUEST FOR PROPOSAL

The Town of Montgomery requests proposals from qualified groundskeeping contractors to provide mowing and groundskeeping services for the town properties. In an effort to consolidate contracts, we request a bid for regular scheduled maintenance of the below listed properties. The result of this Request for Proposal will be a contract with the town for the services as described.

Contractors submitting a proposal should review the procurement requirements as follows:

- Mowing and weed-trimming of all listed sites on a regular fixed schedule to the standard of approval by the Town;
- Maintain General Liability Insurance, Workers Compensation Insurance, and business equipment insurance, and furnish proof of such policies to the Town of Montgomery;

Current municipal groundskeeping sites:

Public Service Building
Village Green
Grange Hall
Town Garage
Water Department field
Village Cemetery
Center Cemetery
Clapp Cemetery [must be maintained with push mower and weed whacker]
Montgomery Riverwalk Park
Community Garden
Montgomery Rec Center Field and Grounds

Any contractor who submits a proposal shall be willing and able to fulfill the assigned requirements of this contract, and shall follow all Town of Montgomery standards for equal-opportunity employment and non-discrimination practices.

Proposal Submittal

All costs listed on the submitted proposal are to be final.

If the submitting contractor has not already been employed by the Town of Montgomery, the proposal must include a minimum of three professional references. These references should be attached to the Proposal Submission Form and include current contact information including name, address, telephone number and email address.

Please direct any questions regarding proposal submission to the Montgomery Town Clerk's Office.

Completed proposals must be received no later than **April 16th at 5pm** and delivered by email or in person to:

Town of Montgomery Vermont, 86 Mountain Road, Montgomery Center, VT 05471, or

Montgomeryselectboard@gmail.com and be clearly marked "Lawn Mowing and Landscaping Services"

NOTE: The Town reserves the right to reject any and all proposals. Proposals received after this deadline may be

refused and deemed ineligible for consideration.

Selection of Contractor

The Town of Montgomery reserves the right to accept a proposal and enter into an agreement as a result of the initial proposals received, or alternatively, it may elect to conduct negotiations with those Bidders as determined by the Town, to be within an acceptable competitive range, or alternatively, to negotiate separately with any Bidders when it is determined to be in the best interest of the Town. In addition, the Town may request that Bidders provide a best and final offer. The Town may negotiate any proposal or best and final offer at any time after the deadline for the submission of proposals.

The contractor will be required to complete all forms and certifications required by the Town.

Proposal Requirements and Examination of Work to be Performed

The contractor is required to thoroughly examine the request for proposal requirements and the work contemplated, and it will be assumed that the contractor has investigated and is satisfied as to the requirements. It is mutually agreed that submission of a request for proposal shall be considered evidence that the contractor has made such examination.

Before submitting the request for proposal, the contractor shall examine the scope of work and visit the site of the work to become familiar with the working conditions and the exact nature and extent of the work taking into account any special or unusual features peculiar to this project. By submitting a proposal, the contractor, if selected for award, shall be deemed to have accepted the terms of this RFP.

SCOPE OF WORK

1. GENERAL PRACTICE GUIDELINES FOR MATERIALS AND EXECUTION

- a. This document is intended as a benchmark of the Town’s minimum standards for maintenance and services. However, the Town respects the Contractor as a professional and as such, will take under consideration, any and all recommendations made by the Contractor.
- b. Contractor shall furnish all labor, equipment, and materials necessary to complete the maintenance of sites, as specified herein. It is the intent of the Town that these sites be maintained in a resource-efficient, sustainable, and cost-effective manner.
- c. Maintenance shall consist of spring turf clean-up, pruning, mowing, weed-control, and any other procedures consistent with good mowing landscaping practice necessary to ensure normal, vigorous, and healthy growth of turf and plantings.
- d. All turf shall be mowed with professional quality turf-mowing equipment.
- e. Contractor shall visually inspect all landscape areas monthly from April through September to identify potential area problems, including pests, rot, re-seeding, and mulching and will provide a record to the Town of any site management recommendations.

2. MATERIALS AND EXECUTION – TURF MAINTENANCE

- a. All turf will be mowed with professional quality turf mower equipment. Pricing assumes that the reasonable removal of clippings and debris is included in the bid estimate.
- b. Prior to each mowing, remove all litter and debris from lawn areas. Formal turf areas shall be mowed per the schedule agreed upon with contract acceptance.
- c. Alternate mowing direction where feasible every mowing. Maintain a uniform lawn height free from scalping.
- d. The Town and the Contractor will evaluate and determine any areas that require excessive removal of clippings or debris on a regular year-round basis.
- e. Contractor is responsible for any damage incurred as a result of mower damage to trees and shrubs and must repair or replace any such damage at no cost to the Town.

3. TURF EDGING AND TRIMMING

- a. Mechanically trim all landscape edges as needed. Edges include all fencing perimeters, stone walls, cemetery stones, and tree wells in lawn areas.
- b. Trim all formal lawn areas that cannot be reached by a mower after each mowing. Areas to be trimmed include any lawn adjacent to poles, signs, bollards, trees, walls and all other obstacles. Perform trimming to the same height as mowing. Clean debris from hardscapes and non-turf landscape areas, remove larger debris.
- c. Contractor is responsible for any damage incurred as a result of trimmer or edger damage to trees and shrubs and must repair or replace any such damage at no cost to the Town.