

## REQUEST FOR PROPOSAL FOR LANDSCAPING SERVICES

Town of Vernon, Vermont

July 2018

**PROPOSALS DUE: AUGUST 17, 2018**

### INTRODUCTION:

The Town of Vernon is soliciting proposals for a three (3) year contract for mowing, landscaping, lawn maintenance and leaf removal services for the properties of the Town Office Building. The duties are to be carried out beginning August 27, 2018 and commencing until all fall foliage has been removed from the grounds. Subsequent years will begin work by April 1 or when snow has melted from the property.

Vendors are required to submit written proposals that present the vendor's qualifications and understanding of the work to be performed. The vendor's proposal should be prepared simply and economically and should provide all the information it considers pertinent to its qualifications for the Specifications listed herein. Emphasis should be placed on completeness of services offered and clarity of content. The proposal must be submitted no later than 5pm on August 17, 2018 directly to the Town Office at the following address:

Town of Vernon  
Town Administrator  
567 Governor Hunt Road  
Vernon, VT 05354

Or email to the Town Administrator at: [VernonTA@VernonVT.org](mailto:VernonTA@VernonVT.org)

### GENERAL INSTRUCTIONS FOR PROPOSAL:

A) Proposal Content – A completed proposal must contain the following:

B)

- Proposal Form & Signature Page – the proposal form and signature page must be completed and signed by an individual authorized to bind the vendor. All proposals submitted without such proposal form and signature page may be deemed non-responsive.
- References – Proposals shall include a list of three (3) references including name, address, phone number and contact person. It is preferred that references are those of area contacts. The Town of Vernon reserves the right to contact references other than, and/or in addition to, those furnished by a vendor.
- Insurance – The Contractor shall agree to provide and maintain the following types and limits of insurance for the term of the contract. This insurance shall be obtained from an insurer having an A.M. Best Insurance Rating of at least A- in a financial size category of VII or greater.
  - Commercial General Liability Insurance                      \$1,000,000

- Commercial Auto Liability Insurance \$1,000,000
- Workers' Compensation and Liability Insurance \$1,000,000/occurrence

Before signing a contract and before work begins, the Contractor shall provide the municipality with one or more Certificate(s) of Insurance showing evidence of all coverages required above and naming the municipality as an Additional Insured.

All Certificates shall contain a provision stating that the coverages afforded under said policies will not be cancelled, materially changed, or not renewed without thirty (30) days written prior notice to the municipality, except ten (10) days for non-payment of premium.

All Subcontractors must comply with the same insurance requirements as the Contractor.

C) Proposal Period – Proposal prices are to be firm for ninety (90) days.

D) Proposal Award – It is the intent of the Town of Vernon to accept the lowest responsible proposal, provided it has been submitted in accordance with the proposal documents. If a proposal is selected it will be the most advantageous regarding price, quality of service, the Vendors qualifications and capabilities to provide the specified service, and other factors which the Town of Vernon may consider. The Town reserves the right to accept or reject any or all proposals and the waive irregularities therein.

E) Term and Renewal – The term of the Contract shall be for three (3) years unless earlier terminated. The Contract may be terminated by either party with a sixty (60) day written notice. The Contract may be terminated by either party with or without cause in less than sixty (60) days by mutual agreement or in the event of substantial failure to perform in accordance with the terms set forth in the Contract. The term of the Contract shall be automatically renewed as long as all parties mutually agree upon all terms.

F) Basis of Payment – Payment will be made to the contractor every month based on the Contract. If additional or special services are to be provided, those services shall be billed via a separate invoice and described by the service provided and the date it was provided. Any additional or special services shall be approved in advance before those duties are provided.

G) Specifications – The specifications outline the requirements for landscaping services for the Town Office Building in Vernon, Vermont.

A walkthrough may be scheduled, by appointment only, to view the property beforehand if so desired.

## RESPONSIBILITIES OF THE CONTRACTOR

Vernon Town Office Building – 567 Governor Hunt Road, Vernon, VT 05354

Adjacent property to the south – Gazebo and Monument

Adjacent property to the north – storage buildings

General Duties – The general duties for landscaping at the Town Office Building are as follows;

Town Office Building and adjacent properties –

**Summer**

Maintain lawn in neat condition throughout the growing season

Apply treatments as necessary to maintain continued lawn and plant health

Treatments in the Gazebo area must be organic

Trim and weed as necessary or as directed by Town officials

Plant and mulch areas as directed (specifically in area of Gazebo and Monument)

Weed or trim areas as necessary

Other duties as directed by local officials

**Autumn and Spring**

Rake all leaves

Remove leaves and clippings from property

Remove fallen branches

Apply necessary treatments to maintain lawn health

Other duties as directed by local officials

**SUPPLIES AND EQUIPMENT**

The Vendor will supply all equipment and supplies necessary to complete the scope of work.

**DAMAGE**

The contractor shall report to the Town Administrator after every visit any damage to facilities and/or broken items that need to be replaced so as not to be held accountable.

**PROPOSAL INSTRUCTIONS**

1. Based on the requirements and provider qualifications please provide a copy of the proposal to:

Town Administrator

Town of Vernon

567 Governor Hunt Road

Vernon, VT 05354

Or

Email to: [VernonTA@VernonVT.org](mailto:VernonTA@VernonVT.org)

2. Completed Proposal Form and Signature Page
3. Insurance Documentation

4. Completed Independent Contractor Statement
5. 3 References

Proposals must be received by August 17, 2018 at 5pm.

PROPOSAL FORM  
Request for Proposals for Landscaping Services

The undersigned hereby submits the following proposal for the monthly cost of landscaping services for the Town of Vernon Office Building located at 567 Governor Hunt Road, Vernon, Vermont. It is understood that this proposal is dependent upon an average growing season. Additional costs may be incurred in the event of additional landscaping requirements due to weather.

\$ \_\_\_\_\_ /month

\_\_\_\_\_  
Vendor Representative

\_\_\_\_\_  
Business Name

SIGNATURE PAGE

Request for Proposal for Landscaping Services

By: Name and Title (please print) \_\_\_\_\_

Signature: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

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

\_\_\_\_\_

Contact (please print): \_\_\_\_\_

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

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

## INDEPENDENT CONTRACTOR STATEMENT

It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the Contractor as the agent, representative or employee of the Town of Vernon for any purpose or in any manner whatsoever. The Contractor is to be and shall remain an independent contractor with respect to all services performed under this Agreement. The Contractor represents that it has, or will secure at its own expense, all personnel required in performing services under the Agreement. Any and all personnel of the contractor or other persons, while engaged in the performance of any work or services required under the Agreement, shall have no contractual relationship with the Town of Vernon, shall not be considered employees of the Town of Vernon and any and all claims that may or might arise on behalf of said personnel arising out of employment or alleged employment including, without limitations, claims of discrimination against the Contractor, its officers, agents, contractors or employees, shall in no way be the responsibility of the Town of Vernon; and the Contractor shall defend, indemnify and hold the Town, its officers, agents and employees harmless from any and all such claims irrespective of any pertinent tribunal, agency, board, commission or court. Such personnel or other persons shall neither require nor be entitled to any compensation, rights or benefits of any kind whatsoever from the Town of Vernon, including without limitation, tenure rights, medical and hospital care, sick and vacation leave, Workers' Compensation, Unemployment Insurance, disability and severance pay.

Company Name: \_\_\_\_\_

Company Representative: \_\_\_\_\_

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

\_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## PUBLIC NOTICE

The Town of Vernon, Vermont is seeking proposals from qualified individuals to secure a three-year contract for landscaping services for the Town of Vernon Town Office Building located at 567 Governor Hunt Road, Vernon, Vermont. Copies of the Proposal Forms are available the Town Office Building or via email at [VernonTA@VernonVT.org](mailto:VernonTA@VernonVT.org).

Proposals must be submitted to the Town Administrator no later than 5pm on August 17, 2018. Late proposals will not be considered.

The Town reserves the right to reject any proposal.