

TOWN of SHARON, Vermont

69 Vermont Route 132

PO Box 250

Sharon, VT 05065

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REQUEST FOR BIDS

Grounds Maintenance

Sharon, VT

April 13, 2017

Proposed Contract Period:

Proposers must be available to provide said services **beginning May 1, 2017 and through November 30, 2020. This is a 3 year period.**

Who is Eligible to Bid?

Proposers must be a minimum of 18 years of age and be able to provide, transport, operate, and maintain the equipment necessary to perform the required services. Proposers must have and maintain a valid driver's license during the contract period. Proposers must acquire and maintain the insurance coverage as required in this document. Proposers must be able to work in extreme weather conditions.

Scope of Services being Requested

- Spring and fall cleanup of Town grounds
- Weekly or as-needed mowing and lawn maintenance
- Planting, cultivation, and maintenance of garden beds – as noted.

Grounds shall include the land around the following buildings:

- Old School House – 79 VT Rte 132 across from the Exit 2 Park & Ride
- Town Offices – 69 VT Rte 132 (next door to OSH)
- Baxter Memorial Library – 5114 VT Rte 14 North
- Roadside parcel on Rte 14 north across from Baxter Library

Bid Deadline: Monday, April 24, 2017 3PM

How to Bid Successfully: A complete bid shall include the following items:

- a) Submittal of Bid Form with signature and contact information of bidder;
- b) Evidence of insurance indicating limits of insurance and with the Town of Sharon as a named insured,
- c) Evidence of valid drivers license;
- d) Bids must be in a sealed envelope that is clearly marked "2017 Grounds Maintenance".

Sealed bids may be hand-delivered or mailed to the Town of Sharon Selectmen's Office at the address noted below. Please do not fax or email your bid. Questions about the bid process may be addressed to Margy Becker, Sharon Selectboard Office, 802-763-8268 (Monday – Thursday 8:30 – 4:30PM).

Submit Bids to:

Sharon Selectboard, Sharon Town Offices, 69 VT Rte 132, P.O. Box 250, Sharon, VT 05065

Bid Opening, Review, and Award:

Bids will be opened and read aloud to the public at 3:00pm Monday, April 24, 2017.

After bids are opened they will be reviewed for completeness and conformance with the bid specifications. An award of contract, if one is made, is expected to be made during a Selectboard meeting on May 1, 2017 or soon thereafter. However, bids must be valid for thirty (30) days from the date of opening.

The Sharon Selectboard reserves the right to reject any and all bids or to waive any informality when it deems to be in the best interest of the Town. The Sharon Selectboard further reserves the right to award the bid based on a number of factors, inclusive of price, experience, reputation, and availability.

Insurance Requirements: The Contractor shall provide the Town of Sharon with evidence of insurance as follows:

Commercial General Liability Coverage:

Commercial General Liability Insurance including but not limited to Bodily Injury, Personal/Advertising Injury, Broad Form Property Damage, Products and Completed Operations Liability and Contractual Liability with limits of, at minimum, \$1,000,000 Combined Single Limit for each occurrence. *The Contractor must list the Town of Sharon, its officers and employees, as Additional Insureds on their Commercial General Liability Policy.*

Commercial Auto Coverage:

Commercial Auto Liability Insurance covering all Owned & Hired and Non-Owned vehicles, with limits of, at minimum, \$1,000,000 Combined Single Limit for each occurrence.

Workers' Compensation & Employers Liability Insurance:

Statutory Worker's Compensation Insurance and Employers Liability with limits of, at minimum, \$1,000,000 any one occurrence.

Property Insurance

All risk property insurance on a full replacement cost basis for all of the Contractor's real and personal property and personal property of others in the Contractor's care custody or control located on or in any of the Named Members premises.

*****BID FORM ATTACHED*****

The Sharon Selectboard reserves the right to select the most responsive bid, which may not be the lowest bid. The Sharon Selectboard reserves the right to reject any and all proposals if it deems it is in the public's interest to do so.