



Town of Sharon

Request for Proposals

Seasonal Groundskeeping
April 15th, 2024 – November 29th, 2025

ISSUANCE DATE March 14th, 2024
DEADLINE TO SUBMIT QUESTIONS March 18th, 2024
DEADLINE FOR ADDENDA..... March 21st, 2024
DEADLINE FOR SUBMITTAL **March 28th, 2024**

RFP Contact:

Nicola Shipman, Selectboard Assistant
selectboard@sharonvt.net
(802) 763-8268 ext. 4

Prepared by the Town of Sharon

TABLE OF CONTENTS

Eligibility	2
Description.....	2
Type of Services Required	2
Pre-Bid Meeting.....	3
Scope of Work.....	3
Contractor Requirements.....	4
General Information.....	4
Bids and Pricing.....	4
Submission Instructions.....	5
General Provisions	5
Evaluation and Contract Award	7
GROUNDSKEEPING BID FORM	8
BACKGROUND - BID FORM 2	9
SCHEDULE - BID FORM 3.....	10
Attachment A – Maps/Photos.....	11

Eligibility

This request for proposals is open to those bidders who satisfy the minimum qualifications stated herein and are legally available for work in the State of Vermont.

Description

The Town of Sharon seeks groundskeeping services at four municipal locations in Sharon, Vermont. Please see *Attachment A – Maps and Photos* for service areas.

- a. Town Offices located at 15 School Street
- b. Old School House (The Sharon Academy Middle School) located at 20 School Street
- c. Baxter Memorial Library located at 5114 VT_Route 14
- d. Wallace-Doubleday Cemetery (also known as Babcock Cemetery) located on Kenyon Hill Road (accessed through the Town of Pomfret)

Type of Services Required

The Town of Sharon is seeking professional groundskeeping services to keep outdoor spaces well-maintained, aesthetically pleasing, and safe throughout the spring, summer and fall. This proactive approach helps address the challenges that each season presents and ensures that public areas remain inviting and functional for residents and visitors alike.

The Town of Sharon recognizes that mowing services may not be appropriate at times due to extenuating conditions such as drought or excessive rain. We ask that the contractor be willing to provide alternative groundskeeping services if mowing would otherwise be damaging to the health of the grassy areas.

The Town seeks groundskeeping services including:

Spring Cleanup:

- a. Remove winter debris from municipal grounds (vegetative debris, litter, limbs etc.)
- b. Soil aeration and non-chemical fertilization as needed
- c. Pruning and trimming of shrubs and trees appropriate to the species, particularly those growing close to buildings
- d. Reseeding of grassy areas to resolve bare spots
- e. Mulch delivery. Mulch shall be brown shredded hardwood or equivalent. Red mulch is not acceptable.

Summer Maintenance:

- a. Vegetative debris/litter clean up as needed, conducted prior to mowing
- a. Regular lawn mowing and edging to maintain a 2 1/2" **minimum** grass height and a 3" maximum height.
- b. Grass clippings will be swept from hardscapes around building entrances after mowing
- c. Contractor will take care to minimize damage and will be responsible for repairing any damage to the property

Fall Cleanup:

- a. Vegetative debris removal as needed
- b. Clean up of any obvious garbage
- c. Tree/hedge trimming in preparation for winter
- d. Overseeding if needed

Winter Preparation:

- a. Protection of plants and shrubs from winter weather if needed
- b. Winterization of outdoor equipment/structures as needed
- c. Disconnect any garden hoses

Pre-Bid Meeting

There will be no pre-bid meeting. Contractors submitting a bid are expected to visit all sites in advance of bid submittal. Information for identifying sites is included. (See Attachment A – Maps/Photos)

Scope of Work

SITE 1: Old School House (The Sharon Academy Middle School) – 20 School Street:

- a. For seeding, mowing and trimming, focus on the areas between the Old School House building and I-89 and the strip of grass in front of the building along Rte. 132. See Attachment A.
- b. Vegetative debris and litter clean up from grassy areas as needed
- c. No other services requested

SITE 2: Sharon Town Offices – 15 School Street:

- a. Seeding, mowing and trimming of grassy areas to the front, sides and rear of the Town Office building. See Attachment A.
- b. 2024 ONLY - Deliver sufficient mulch between May 1st – June 1st for garden beds at Town Offices and Park and Ride. Mulch will be delivered in a way that does not block the handicapped-accessible parking space. Mulch shall be brown shredded hardwood or equivalent; red mulch is not permitted
- c. Vegetative debris and litter clean up from grassy areas as needed
- d. Pruning vegetation between the Town Offices building and the Lighthouse building each spring and periodically over the summer and fall. Any cuttings shall be removed from the area and composted or otherwise disposed of in accordance with State law.

SITE 3: Baxter Memorial Library – 5114 VT Rte. 14 North:

- a. Seeding, mowing and trimming of grassy areas at the site. (Caution: wellhead located here). See Attachment A.
- b. 2024 ONLY - Deliver sufficient mulch sometime between May 1st – June 1st for garden beds. Mulch will be delivered in a way that does not block the handicapped-accessible parking space. Mulch shall be brown shredded hardwood or equivalent; red mulch is not permitted
- c. Mowing and trimming grassy roadside parcel across Rte. 14 from Baxter Library.

NOTE: Mowing at Baxter Memorial Library site is limited to hours when the building is closed.

As of March 2024, the Library Hours are as follows:

Monday-Wednesday 2-6pm

Thursday 11am-7pm

Saturday 10am-12pm

For up-to-date hours, visit www.sharonvtlibrary.com or call (802) 763-2875

BID ALTERNATE SITE 4: Wallace Doubleday Cemetery off Kenyon Hill Road via N. Pomfret:
Mowing and weed whacking around headstones and along fence lines. **Push mower required.** Specialty whips are needed for weed whackers to prevent injury to stones. See Attachment A.

Contractor Requirements

Bidders must:

- a. be a minimum of 18 years of age
- b. demonstrate proven experience in municipal or commercial grounds maintenance, mowing, and/or landscaping
- c. provide, operate, and maintain all equipment necessary to perform the required services
- d. establish a schedule/chart for regular maintenance activities by area and submit with their proposal
- e. maintain a valid driver's license during the contract period
- f. maintain required insurance coverage for the duration of the contract period
- g. abide by all federal and federal labor laws

General Information

1. **Right to Accept or Reject Proposals:** The Town reserves the right to accept or reject any proposal, at their sole discretion, and to award a contract based solely on their determination of the best proposal considering all circumstances and conditions applicable to this project.
2. **Right to Cancel or Postpone the Project:** The Town reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFP.
3. **Right to Retain:** Proposals submitted become the property of the Town of Sharon.

Bids and Pricing

1. Bidder will provide a weekly cost for services provided and a maximum contract amount based on proposed schedule and materials.
2. The Town will provide grass seed and/or non-chemical fertilizer to the Contractor.
3. The contractor will estimate the amount of mulch required and provide a cost for materials and delivery in the proposal.
4. The Town will not make advance, incremental or partial payments. All work must be satisfactorily completed before being invoiced.

5. There is no expressed or implied obligation on the part of the Town to reimburse bidders for any expenses incurred in preparing or presenting proposals in response to this request.

Submission Instructions

1. **Bids must be submitted on or before the due date of THURSDAY, March 28th, 2024 at 1:00PM.**
2. Bids may be submitted by mail, in person or electronically.
 - a. Email proposals must be provided in PDF format and sent to the attention of Nicola Shipman, Selectboard Assistant. The subject line shall include:
SHARON_GROUNDSKEEPING_2024
Email: selectboard@sharonvt.net.
 - b. For mailed or hand-delivered proposals, provide two (2) sealed proposals. Sealed bids shall be clearly marked in the lower left-hand corner:
TOWN OF SHARON SELECTBOARD ASSISTANT
SHARON_GROUNDSKEEPING_2024
CONTRACTOR NAME
DUE DATE AND TIME
Mail to: Town of Sharon Selectboard, PO Box 250, Sharon, VT 05065
Deliver to: Town of Sharon Selectboard, 15 School Street, Sharon, VT 05065
3. Respondents are required to use the Bid Forms provided. Failure to use the enclosed form shall be deemed as non-responsive and shall invalidate any submittal. Additional materials which clarify and/or supplement the response form may be attached to the Bid Proposal Forms.
4. Any bid may be withdrawn in writing prior to the scheduled time for the opening of bids. Any bids received after the time and date specified shall not be considered. Bidders shall bid to specifications and any exceptions must be noted. A bidder submitting a bid thereby certifies that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work, and that the bidder is competing solely on his/her behalf without connection with or obligation to any undisclosed person or firm.
5. Bid opening shall take place immediately following the submittal deadline
6. Bids will be reviewed at a public meeting of the Selectboard soon after the submission deadline.

General Provisions

1. **RFP Coordinator Contact Information**
All communication between the bidder and the Town upon release of this RFP shall be with the Selectboard Assistant. Any other communication will be considered unofficial and non-binding on the Town.

Bidders are to rely on written statements issued by the Selectboard Assistant.

Nicola Shipman, Selectboard Assistant
15 School Street, Sharon VT 05065
Phone: 802-763-8268, ext. 4
Email: selectboard@sharonvt.net

2. Commitment of Funds

The Town of Sharon Selectboard is the only entity that may legally commit the Town to the expenditure of funds for a contract resulting from this RFP. No costs chargeable to the proposed contract may be incurred before receipt of a properly executed contract.

3. Insurance Requirements

- a. The Contractor will furnish the Town with a certificate(s) of insurance executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth below.
- b. The Contractor shall, at its own expense, obtain and keep in force insurance coverage during the full term of the contract. Upon the Town's acceptance of the Contractor's proposal, a Certificate of Insurance shall be provided to the Town by the Contractor or the Contractor's insurance company before any work is performed. The Contractor's policies shall name the "Town of Sharon, Vermont" as an additional insured.
- c. By submitting a bid, Bidder warrants and promises that it will comply with all State of Vermont and federal requirements for the transportation, storage and handling of any product or materials to be provided under this bid. The awarded Contractor shall indemnify the Town and its representatives against any claim, loss, damage, or liability arising from any such law or regulation related to any activity of Contractor or its agents or employees. The awarded Contractor shall be responsible for all damage to property, or injury to persons, arising out of any act or failure to act on the part of its agents or employees. They shall indemnify and hold harmless the Town from any and all demands, suits, or judgments arising in conjunction with or as a result of the Contractor's performance of this contract.
- d. Liability Insurance -- Contractor shall maintain Commercial General Liability Insurance with a limit of not less than \$1,000,000 per each occurrence and General Aggregate coverage of at least \$2,000,000.
- e. Automobile Liability Insurance -- Contractor shall maintain automobile liability coverage with a Combined Single Limit of at least \$1,000,000.
- f. Workers' Compensation -- The Contractor will, at all times during its service to the Town, comply with all applicable workers' compensation, occupational disease, and occupational health and safety laws, statutes, and regulations to the full extent applicable. The Town will not be held responsible in any way for claims filed by the Contractor or their employees for services performed under the terms of this contract. Additionally, the Contractor is responsible for ensuring that any subcontractors provide adequate insurance coverage for the activities arising out of subcontracts.

Evaluation and Contract Award

A. Evaluation Procedure

1. Proposals will be evaluated in accordance with the requirements stated in this request and the Town of Sharon Procurement Policy.
2. The Selectboard Assistant may contact the bidder for clarification of any portion of the bidder's proposal.
3. Responsive bids must include:
 - ☐ Proof of insurance
 - ☐ Copy of Valid Driver's License
 - ☐ Proposed schedule of services
 - ☐ List of equipment available
 - ☐ Two (2) references
 - ☐ A completed bid form signed by authorized agent

B. Evaluation and Selection Criteria

The Town will consider the following criteria when evaluating and selecting proposals:

- a. Price
- b. Clarity and completeness of the submitted proposal.
- c. Bidder's ability to perform within the specified time limits.
- d. Bidder's experience and reputation, including past performance for the Town of Sharon
- e. Quality of the materials and services specified in the bid.
- f. Bidder's ability to meet other terms and conditions, including insurance and bond requirements, if any
- g. Any other factors that the Town determines are relevant and appropriate in connection with a given project or service.

C. Notification to Bidders

The RFP Coordinator will notify the apparently successful Contractor of the Town's selection as soon as possible following the Selectboard's acceptance of the bid and awarding of a contract.

D. Start of Work

BIDDERS must be available to provide services **beginning April 15th, 2024 through November 29th, 2025. This is a two-year period.**

Work will commence on a date and time mutually agreed to by the Town and the Contractor, following the execution of an approved and signed contract.

-continue to Bid Form-

GROUNDSKEEPING BID FORM
Town of Sharon 2024 - 2025

Primary Contact: _____

Name of Business: _____

Physical Address: _____

Mailing Address: _____

Daytime Phone: _____ Cell Phone: _____

Email: _____

The undersigned proposes to provide all services necessary to perform all work outlined in the attached RFP.

The undersigned's proposal for the maximum contract amount as follows:

2024-2025 Groundskeeping Bid Amount:

Cost for Services (hourly rate)	\$ /hour
# Hours/Week of Services Provided:	hours/week
Number of Contracted Weeks/Year	April 15 th – November 30 th , 2024 – 33 weeks April 14 th – November 29 th , 2025 – 33 weeks
Total Number of Contracted Weeks:	Sixty-six (66) weeks
2024 Mulch Delivery	\$
TOTAL Cost of MATERIALS & SERVICES – Two Seasons: = (hourly rate x # of hours per week x 66 weeks) + materials	\$

Wallace-Doubleday Cemetery - Bid Alternate

Cost for Services (per Occurrence)	\$ /occurrence
TOTAL cost of SERVICES – Two Seasons <i>including mow/trim prior to Memorial Day, July 4, and Labor Day weekends</i>	\$

DELIVERY DATE AND ACCEPTANCE If awarded this contract within thirty (30) days after the time set for the opening of bids, Contractor agrees to provide work and materials as proposed without escalation of prices, and to complete installation as outlined in the aforementioned request for proposals.

Respectfully Submitted,

Signature: _____

Name: _____

Company: _____

Title: _____ Date: _____

BACKGROUND - BID FORM 2
Town of Sharon 2024 - 2025

Equipment Available:

Proof of Insurance included? YES / NO

Professional References (2 required):

1) Name: _____

Phone: _____

2) Name: _____

Phone: _____

3) Name: _____

Phone: _____

Add'l Information?

SCHEDULE - BID FORM 3
Town of Sharon 2024 - 2025

Proposed Seasonal Schedule for Groundskeeping

[illegible]

Attachment A – Maps/Photos



Wallace-Doubleday Cemetery (Shows as Babcock Cemetery)

