

Town of Pomfret, Vermont



REQUEST FOR PROPOSALS Grounds Maintenance April 20, 2017

Proposals due by Noon, May 03, 2017

**Mail responses to:
Town of Pomfret
Attn: Assistant, Pomfret Selectboard
5218 Pomfret Road
North Pomfret, VT 05053**

**Contact Information:
Jonathan Williams, Assistant, Pomfret Selectboard
jonathan.williams@pomfretvt.us
(802) 457-3861**

Introduction

The Town of Pomfret, Vermont, (“Town”) is accepting proposals for written quotes for grounds maintenance and lawn care services for the entirety of the municipal property surrounding the Pomfret Town Hall and Town municipal offices “the municipal complex.” This work shall include: ‘spring cleanup’ i.e. raking and removal of all leaves and debris to an offsite location, mowing at regular intervals all summer, and ‘fall cleanup’ i.e. removal of all leaves, and cutting the flowerbeds in the front of the municipal offices.

The Town is exempt from the Vermont State Sales Tax.

All pricing shall be good through the 2017 season.

Proposal Schedule

Activity	Date
RFP Issue & Publication	04/20/17
Proposals Due	05/03/17, noon
Selectboard Bid Opening	05/03/17
Anticipated Selectboard Decision	05/17/17

Instructions to Bidders

A. Delivery of Bids

As required by the Town of Pomfret Purchasing Policy (see attached), *all bids must be submitted in sealed envelopes, addressed to the Town in care of the Selectboard, and plainly marked with the name of the bid and the time of the bid opening. Bid proposals will be dated stamped on the outside of the envelope immediately upon receipt. Any bid may be withdrawn in writing prior to the schedule time for the opening of bids. Any bids received after the time and date specified shall not be considered and shall be returned. Bidders shall bid to specifications and any exceptions must be noted. A bidder 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 any kind with any other bidder for the same work, and that the bidder is competing solely on his/her/its behalf without connection with or obligation to any undisclosed person or firm.*

Sealed proposals, clearly marked “Grounds Maintenance Proposal” on the outside, **must be received no later than Noon, May 03, 2017** at the following address: Pomfret Town Offices, attn.: Assistant, Pomfret Selectboard, 5218 Pomfret Rd., North Pomfret, Vermont 05053. Proposals shall be opened at the subsequent Selectboard meeting.

B. Evaluation of Bids

As provided by the Town's Purchasing, *in evaluating bids, the selectboard will consider the following criteria:*

1. Price;
2. Bidder's ability to perform within the specified time limits;
3. Bidder's experience and reputation, including past performance for the Town;
4. Quality of the materials and services specified in the bid;
5. Bidder's ability to meet other terms and conditions, including insurance and bond requirements;
6. Bidder's financial responsibility;
7. Bidder's availability to provide future service, maintenance, and support;
8. Nature and size of bidder; and
9. The degree to which the proposals respond to all requirements of the requested specifications.

The selectboard reserves the right at its sole discretion to reject any and all bids, wholly or in part, to waive any informalities or any irregularities therein, to accept any bid even though it may not be the lowest bid, to call for rebids, to negotiate with any bidder, and to make a n award which in its sole and absolute judgment will best serve the Town's interest. The selectboard reserves the right to investigate the financial responsibility of any bidder to determine its ability to assure service throughout the term of the contract.

C. Change Orders

As provided in the Town's Purchasing Policy, if specification changes are made prior to the close of the bid process, the Request for Bids will be amended and notice shall be sent to any bidder who already submitted a bid and a new bid process will be initiated. Once a bid has been accepted, if changes to the specifications become necessary, the selectboard will prepare a change order specifying the scope of the change. Once approved, the contractor and an authorized agent of the Town must sign the change order.

D. Delivery

A regular grounds maintenance/lawn care schedule shall be devised in consultation with the Pomfret Selectboard and/or the Pomfret Town Clerk.

E. Specifications

- Bidders must provide their own grounds maintenance/lawn care equipment and tools.
- Bidders must be able to provide a certificate of liability insurance.
- Bidders must be able to provide a certificate of workers' compensation insurance.

F. Compliance with Instructions

I have read the above Instructions it its entirety and fully understand all the requirements requested by the Town of Pomfret, Vermont.

Signature _____ Date _____
 Print Name & Company _____