

2021 Mowing Season - Request for Bids

Town of Westford
1713 Vermont Route 128
Westford, VT 05494

Introduction

The Town of Westford is accepting bids for mowing and some landscaping of town properties for the 2021 season:

Scope of Work

1. Mowing and Trimming

All properties require weekly mowing. Trimming is not required weekly however the maximum amount of time between trimmings shall not exceed two weeks. With regard to the Town Common, the mowing schedule shall take into consideration the 4th of July and concerts held on Sunday evenings, and shall be done in a manner that allows sufficient time for grass clippings to dry unless weather conditions make this impossible.

2. Spring Clean-up

Spring clean-up of the town common, town office and library are to be done at the beginning of the mowing season. Spring clean-up consists of removing residual gravel from the lawn, large sticks/branches that have fallen during the winter and litter.

3. Perennial Garden and Trees

The perennial garden in front of the town office shall be weeded as needed. The trees on the common shall be pruned of suckers coming up from the ground and weeded as needed. The garden and trees shall be mulched at the beginning of the season, if needed.

Time Frame

Work shall commence no earlier than April 25, 2021 and be completed by October 31, 2021.

Insurance Requirements

The Contractor shall at their own expense provide, and maintain in force, the following insurance coverages:

1. Statutory Workers Compensation Insurance including Occupational Disease and Employers Liability with limits of at least \$1,000,000 for each occurrence.
2. Commercial General Liability, 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 least \$1,000,000 Combined Single Limit for each occurrence. Completed operations liability shall be kept in force for one year.
3. Commercial Auto Liability Insurance including coverage for owned, non-owned, and hired vehicles with limits of at least \$1,000,000 Combined Single Limit for each occurrence.
4. The Contractor must list the Town as Additional Insured on their Commercial General Liability Policy and Commercial Auto Liability Insurance Policy.

5. The Contractor shall provide the Town with Certificates of Insurance, as required above, prior to signing a contract. All Certificates shall contain a provision stating that the coverage's afforded under said policies will not be cancelled, materially changed or not renewed without 30 days written prior notice and 10 days for non-payment of premium.

Indemnification

The Contractor agrees to defend and save harmless the Town of Westford, its officers, agents and employees against all claims, demands, payments, suits, actions, recovery, and judgment of every kind and description arising out of the performance of the Agreement, including personal injury or property damage brought or recovered against it by reason of any negligent action or omission of the consultant, its agents, or employees with respect to the degree to which the Town is free from negligence on the part of itself, its employees and agents.

Additional Conditions

1. The Contractor shall provide the appropriate documentation and non-employee work agreement to the Town of Westford Town Administrator prior to starting any work.
2. The Contractor agrees to not sub-contract or assign any portion of the work without written consent of the Town.

Bid Submission Instructions

Bids shall be made on the attached form and shall be signed by the individual or an authorized representative submitting the bid. Bids addressed to the Town of Westford shall be submitted using one of the following methods:

1. Electronically - townclerk@westfordvt.us (please identify the bid by putting *Town Mowing Bid* in the subject line); or
2. USPS - Town of Westford, 1713 VT Route 128, Westford, VT 05494; or
3. Drop box at the Westford Town Office (located to the left of the front door)

Receipt of Bids & Contractor Selection

Bids will be received by the Westford Town Administrator at the Westford Town Office until **3:00 p.m.** on **April 15, 2021**. The Selectboard plans to review the bids received and select the Contractor at their April 22, 2021 meeting. Bid amount will be the primary factor in the selection process; however, other factors (e.g., reference checks, etc.) will also be considered. The Town reserves the right to make the selection based on all factors and may not necessarily choose the lowest bid. The Town reserves the right to reject any and all bids deemed not to be in the best interest of the Town.

Questions

Question regarding bids may be directed to Nanette Rogers, Town Administrator at (802)878-4587 or townclerk@westfordvt.us.

Town of Westford, Vermont
Request for Bids for Mowing Services for 2021 Season
Bid Response Form 1 of 2
Due: 3:00 p.m., April 15, 2021

Contractor Name: _____
Contact Name: _____
Contact Phone #: _____
Email Address: _____
Address: _____

Provide names and phone numbers of references for similar work performed by Contractor (attach separate sheet if necessary).

List equipment that will be used (type, make, year, model, etc.)

Continued on next page.

Town of Westford, Vermont
Request for Bids for Mowing Services for 2021 Season
Bid Response Form 2 of 2

<u>Map Number*</u>	<u>Property</u>	<u>Bid Amount</u>
1	Town Common	\$ _____
2	Town Office & Library	Included above
3	Area surrounding statue	Included above
4	KP Lot	Included above
5	24' x 150' strip (in front of 4 Common Road)	Included above
6	Covered Bridge (both ends)	Included above
7	Town Garage	\$ _____

*See attached map

The bid amount shall include mowing, spring clean up and care of the perennial garden and trees as outlined in the Request for Bids.

(Note: No mobilization charges will be permitted.)

The undersigned, having familiarized himself/herself with the properties shown above, hereby proposes to furnish all labor, equipment and ancillary services required to perform the mowing work according to the Request for Bids.

Signature of Bidder

Date

Printed Name

Title

