

## 2022 Mowing Season - Request for Bids

Brick Meeting House Society  
P.O. Box 63  
Westford, VT 05494

### Introduction

The Brick Meeting House Society (BMHS) is accepting bids for mowing the property located at 1685 Vermont Route 128 for the 2022 season.

### Scope of Work

1. Mowing and Trimming

Property requires weekly mowing. Trimming is not required weekly however the maximum amount of time between trimmings shall not exceed two weeks. The mowing schedule shall take into consideration the 4<sup>th</sup> of July 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 shall be done at the beginning of the mowing season. Spring clean-up consists of removing residual gravel from the lawn areas, large sticks/branches that have fallen during the winter and litter.

### Time Frame

Work shall commence no earlier than May 1, 2022 and be completed by October 31, 2022.

### 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 BMHS as Additional Insured on their Commercial General Liability Policy and Commercial Auto Liability Insurance Policy.
5. The Contractor shall provide the BMHS 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 BMHS, its officers and agents 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 BMHS 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 BMHS 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 BMHS.

### **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 - [townadmin@westfordvt.us](mailto:townadmin@westfordvt.us) (please identify the bid by putting *BMHS Mowing Bid* in the subject line); or
2. USPS – BMHS, c/o 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 7, 2021**. The BMHS plans to review the bids received and select the Contractor by April 23, 2022. Bid amount will be the primary factor in the selection process; however, other factors (e.g., reference checks, etc.) will also be considered. The BMHS reserves the right to make the selection based on all factors, and may not necessarily choose the lowest bid. The BMHS reserves the right to reject any and all bids deemed not to be in the best interest of the BMHS.

### **Questions**

For additional information, please contact the Westford Town Office at 808-878-4587 or [townadmin@westfordvt.us](mailto:townadmin@westfordvt.us). Questions will be forwarded to the BMHS.

**Brick Meeting House Society**  
**Request for Bids for Mowing Services for 2022 Season**  
**Bid Response Form**  
**Due: 3:00 p.m., April 7, 2022**

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.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The cost for the proposed work will be: \$ \_\_\_\_\_

(Note: No mobilization charges will be permitted.)

The undersigned, having familiarized himself/herself with the existing conditions of the roads in Westford, Vermont, hereby proposes to furnish all labor, equipment and ancillary services required to perform mowing services according to the Request for Bids.

\_\_\_\_\_  
Signature of Bidder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title