



Town of West Rutland, VT

Bid Package

Lawn Mowing 2023 - 2025

TOWN OF WEST RUTLAND
35 MARBLE STREET, WEST RUTLAND, VT 05777

INVITATION TO BID

Sealed competitive bids for **2023-2025 Lawn Mowing Seasons** in the Town of West Rutland will be received at the office of the Town Manager, 35 Marble Street, West Rutland, VT 05777 until **12:00 PM, December 29, 2022.**

The Town of West Rutland, VT reserves the right to waive any informalities, reject any and all bids, or to accept any bid deemed to be in the best interest of the Town.

Information for Bidders, Specifications and Bid Forms may be obtained free of charge at the Town Office at 35 Marble Street or on the Town's webpage at www.westrutlandvt.org. Questions may be addressed to Mary Ann Goulette via email at mgoulette@westrutlandvt.org or by phone at (802) 438-2263.



Mary Ann Goulette
Town Manager

TOWN OF WEST RUTLAND, VT
LAWN MOWING BID 2023 – 2025

GENERAL SPECIFICATIONS

This request for contains TWO (2) bids. Contractors may bid on one or both of the bids. However, the contractor shall bid on all sites in each section. The Town may award different bids to different contractors. The contractor is encouraged to attend to the **pre bid meeting on December 14th at 10:00am** (snow date December 19th at 10:00am) to include a visit each site prior to submitting a bid.

The Contractor **shall** take all reasonable precautions for the protection of property, personnel, other workmen, and the general public during the execution of the contracted service.

The Contractor **shall** be liable for any and all damages occasioned by the contractor's neglect or that of his agents during the performance of all contracted services. The bidder agrees to acquire and maintain, at his/her own expense, General Liability, Automobile Liability and Workman's Compensation Insurance naming the Town of West Rutland as an additional insured affording the following minimum coverages:

<u>General Liability</u>		<u>Automobile Liability</u>	
Bodily Injury, per occurrence	\$ 1,000,000	Bodily Injury, per occurrence	\$ 1,000,000
Bodily Injury, annual aggregate	\$ 2,000,000	Bodily Injury, annual aggregate	\$ 2,000,000
Property Damage	\$ 1,000,000	Property Damage	\$ 1,000,000
<u>Workers' Compensation & Employer's Liability</u>			
Statutory Coverage	\$ 1,000,000		

Before commencement of work, the Bidder shall give the Town Manager a certificate from the insuring companies indicating such policies have been issued and are in force, and that said insurance companies agree to notify the Town Manager at least ten (10) days prior to the date of termination of or change in said policies.

The Contractor **shall** conform to all applicable Federal, State, and Local Laws and Ordinances.

Payment will be made on a monthly basis after the receipt of an itemized invoice. Monthly invoices shall include cost of services performed. Invoices must be submitted to the Town Hall Office on or before the fifth (5th) day of each month in order to be processed within said month.

TOWN OF WEST RUTLAND, VT
LAWN MOWING BID 2023 – 2025

GENERAL SPECIFICATIONS – CONTINUED

The Town of West Rutland reserves the right to increase or decrease the service requirements at any time during the contract period and to exclude some of the smaller sites from the contract award.

No work shall be scheduled or undertaken on Sundays or legal holidays without prior approval of the Town Manager.

Prices are to remain **firm** during the contract period. The contract period will run from the date the contract is awarded by the Town of West Rutland through November 2025.

OTHER REQUIREMENTS

1. All work shall be done in a professional manner. All areas will be properly maintained so that a good appearance is prevalent at all times
2. Sidewalk areas, paved roadways, etc. shall be swept or blown clean of grass clippings.
3. Accumulated grass clippings or clumps of grass shall be removed from the areas.
4. It is important that high visibility areas such as the Town Hall and old jughandle, receive special attention. The Recreation fields require special attention and coordination with the Department Superintendent so fields are ready for use. Fall leaf cleanup may be required in select areas as noted in bid packets.
5. It is the intent of these specifications to have the various locations mowed to a height of two inches.
6. Areas along fences, posts, trees and other structures shall be trimmed (string trimmer). Trees shall not be damaged by trimmer.
7. All Bidders shall submit a list of the mowing equipment that will be used in performing the work called for in this contract.

TOWN OF WEST RUTLAND, VT
LAWN MOWING BID 2023 – 2025
December 2022
BID FORM

SITE LOCATION	EST. ANNUAL MOWINGS	PRICE PER MOWING
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BID #1

SECTION: TOWN GENERAL - These sites under the supervision of the **Town Manager**

1. TOWN HALL GREEN w/ fall leaf cleanup Marble & Main	20	_____
2. PLEASANT ST WELCOME & SIDEWALK Pleasant & Rt 4	20	_____
3. PLEASANT ST CEMETERY	15	_____
4. INDUSTRIAL PARK SIGN Sheldon & Pleasant	15	_____
5. OLD JUGHANDLE	20	_____
6. CLARENDON AVENUE TWIN BRIDGES	15	_____
7. DEWEY AVENUE CORNER & BRIDGE Clarendon & Dewey	20	_____
8. CRESCENT STREET CORNER & SIDEWALK Marble & Crescent	20	_____
9. PARK AND RIDE Thrall Ave.	15	_____
10. MARBLE ST POCKET PARK Across from Red's Bar	20	_____
11. MARBLE ST DEPOT PARK Marble & Barnes	20	_____
12. FIRE STATION Marble Street	15	_____
13. WHIPPLE HOLLOW CEMETERY	15	_____
14. MARSH BOARWALK	15	_____

SITE LOCATION	EST. ANNUAL MOWINGS	PRICE PER MOWING
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SECTION: WATER - These sites under the supervision of the **Water/Wastewater Superintendent**

1. WELL HOUSE Fairview Avenue	20	_____
2. CLARK HILL WATER TANK Pleasant & Rt 4	20	_____
3. PLEASANT ST WATER TOWER Hand trim inside gate	2	_____

SECTION: WASTEWATER - These sites under the supervision of the **Water/Wastewater Superintendent**

1. MAIN STREET PUMP STATION	20	_____
2. BARNES STREET PUMP STATION	20	_____
3. CLARENDON AVE PUMP STATION	20	_____
4. ELM STREET PUMP STATION	20	_____
5. THRALL AVENUE PUMP STATION	20	_____
6. HARRISON AVENUE PUMP STATION plus Hand trim inside gate	20	_____
7. BAXTER STREET PUMP STATION	20	_____

SITE LOCATION EST. ANNUAL MOWINGS PRICE PER MOWING

BID #2

SECTION: RECREATION - These sites under the supervision of the **Recreation Director**
(Coordinate for special events and ballfield use)

1. RECREATION PARK	20	_____
Fairview Avenue: to include ball fields and perimeter		
2. DOG PARK	20	_____
Boardman Hill Access		
3. PAVED PEDESTRIAN PATH 10' wide	20	_____
Boardman Hill to Clarendon Avenue		
4. PEDESTRIAN PATH PARKING AREA	20	_____
Clarendon Avenue		
5. SOUTH LOOP: 10' wide path to bride & along river	20	_____
to Clarendon Avenue. 10' wide		
6. SOCCER FIELD	20	_____

**TOWN OF WEST RUTLAND, VT
LAWN MOWING BID 2023 - 2025**

BID GUARANTEE

By submitting this proposal, the Contractor agrees to do and perform all the necessary work and labor and to furnish all equipment and appurtenance to comply and conform to the Contract Documents.

The contractor is hereby notified that some of the locations MAY NOT have to be mowed as frequently as other locations. The Town of West Rutland reserves the right to determine the frequency and so inform the Contractor.

The undersigned further declares that he/she (they) have inspected all locations and completely understands this Contract and hereby agrees to perform said work at the above Bid Price **per location, per mowing.**

The Contractor understands that the Town of West Rutland, Vermont reserves the right to waive any informalities in, or reject any and all bids, to make a partial bid award, or accept any bid deemed to be in the best interest of the Town of West Rutland.

This Proposal is submitted by: _____

Title: _____ Signature: _____

Company: _____ Phone: _____

Address: _____

Please provide three references for your work

1. _____ Telephone # _____

2. _____ Telephone # _____

3. _____ Telephone # _____