

Request for Proposals Groundskeeping Services for Town of Johnson

The Town of Johnson requests proposals from qualified mowing and landscaping contractors to provide mowing and groundskeeping services for the Town of Johnson for the upcoming summer season extending from May to October.

Contractors submitting a proposal will be expected to be able to:

- Mow and trim all listed sites to the standard of approval by the Town, and on a regular fixed schedule of not more than 10-day intervals without the approval of the Town Administrator.
- Maintain General Liability Insurance, Workers Compensation Insurance, and business equipment insurance, and furnish proof of such policies to the Town of Johnson;

Current Municipal sites:

Municipal Offices

Johnson Public Works Facilities

Mill House

Old Mill Park

Historical Society / Holcomb House

Low Lecture Hall / Old Town Hall

Former Johnson Public Library Lot

Legion Field

Johnson Arboretum (Duba Field)

Skatepark

Evergreen Ledge Cemetery

Whiting-Hill Cemetery

Plot Cemetery

Grow Cemetery

Any contractor who submits a proposal must be willing and able to fulfill the assigned requirements of this contract and shall follow all Town of Johnson standards for equal-opportunity employment and non-discrimination practices.

Please contact the Town Administrator, John Sutherland, at tojadministrator@townofjohnson.com or by calling 802-635-2611 with any questions regarding the Request for Proposal, please bring all questions regarding the work to be performed to the **Site Visit on Wednesday, May 6, 2026 at 1:00 p.m. at the Municipal Building**

Proposal Submittal

If the submitting contractor has not already been employed by the Town of Johnson, the proposal must include a minimum of three professional references.

Please direct any questions regarding proposal submission to the Johnson Town Administrator, John Sutherland, at tojadministrator@townofjohnson.com or 802-635-2611.

Completed proposals must be received no later than Wednesday, May 13th, 2026, at 2:00 p.m. and delivered by email or in person to:

John Sutherland
293 Lower Main West
Johnson, VT 05656, or
tojadministrator@townofjohnson.com

Responses must be marked “Lawn Mowing and Landscaping Services”

NOTE: The Town reserves the right to reject any and all proposals. Proposals received after this deadline may be refused and deemed ineligible for consideration.

Selection of Contractor

The Town of Johnson reserves the right to accept a proposal and enter into an agreement as a result of the initial proposals received, or alternatively, it may elect to conduct negotiations with those Bidders as determined by the Town, to be within an acceptable competitive range, or alternatively, to negotiate separately with any Bidders when it is determined to be in the best interest of the Town. In addition, the Town may request that Bidders provide a best and final offer. The Town may negotiate any proposal or best and final offer at any time after the deadline for the submission of proposals.

Proposal Requirements and Examination of Work to be Performed

The contractor is required to thoroughly examine the request for proposal requirements and the work contemplated, and it will be assumed that the contractor has investigated and is satisfied as to the requirements. It is mutually agreed that submission of a request for proposal shall be considered evidence that the contractor has made such examination.

Before submitting the request for proposal, the contractor shall examine the scope of work and visit the site of the work to become familiar with the working conditions and the exact nature and extent of the work proposed.

Site Visit

Contractors are encouraged to attend a site visit to understand the work proposed by the Town of Johnson. The site visit is not mandatory, however strongly encouraged.

The Town Administrator will be hosting a site visit on: Wednesday, May 6, 2026, at 1:00 p.m. beginning at the Municipal Building. Please bring your own vehicle and be prepared to travel to each site.

Alternate visits may be possible by scheduling with the Town Administrator, it is strongly encouraged to attend the scheduled visit above.

Scope of Work

1. GENERAL PRACTICE GUIDELINES FOR MATERIALS AND EXECUTION

- a. Contractor shall furnish all labor, equipment, and materials necessary to complete the maintenance of sites, as specified herein. It is the intent of the Town that these sites be maintained in a resource-efficient, sustainable, and cost-effective manner.
- b. Maintenance shall consist of spring turf clean-up, pruning, mowing, weed-control, and any other procedures consistent with good mowing landscaping practice necessary to ensure normal, vigorous, and healthy growth of turf and plantings.
- c. All turf shall be mowed with professional quality turf-mowing equipment.
- d. Contractor shall visually inspect all landscape areas monthly from April through September to identify potential area problems, including pests, rot, re-seeding, and mulching and will provide a record to the Town of any site management recommendations.

2. MATERIALS AND EXECUTION – TURF MAINTENANCE

- a. All turf will be mowed with professional quality turf mower equipment. Pricing assumes that the reasonable removal of clippings and debris is included in the bid estimate.
- b. Prior to each mowing, remove all litter and debris, from lawn areas. Formal turf areas shall be mowed per the schedule agreed upon with contract acceptance.
- c. Alternate mowing direction, where feasible, every mowing. Maintain a uniform lawn height free from scalping.
- d. The Town and the Contractor will evaluate and determine any areas that require excessive removal of clippings or debris on a regular year-round basis.
- e. Contractor is responsible for any damage incurred as a result of mower damage to trees and shrubs and must repair or replace any such damage at no cost to the Town.
- f. Athletic Fields shall be mowed weekly and all damage, scuffs and scalps shall be repaired immediately.

3. TURF EDGING AND TRIMMING

- a. Mechanically trim all landscape edges as needed. Edges include all fencing perimeters, stone walls, cemetery stones, and tree wells in lawn areas.

b. Trim all formal lawn areas that cannot be reached by a mower after each mowing. Areas to be trimmed include any lawn adjacent to poles, signs, bollards, trees, walls and all other obstacles. Perform trimming to the same height as mowing. Clean debris from hardscapes and non-turf landscape areas, remove larger debris.

c. Contractor is responsible for any damage incurred as a result of trimmer or edger damage to trees and shrubs and must repair or replace any such damage at no cost to the Town

| Current Municipal sites: | Seasonal Price per Site |
|------------------------------------|-------------------------|
| Municipal Offices | \$ _____ |
| Johnson Public Works Facilities | \$ _____ |
| Mill House | \$ _____ |
| Old Mill Park | \$ _____ |
| Historical Society / Holcomb House | \$ _____ |
| Lowe Lecture Hall / Old Town Hall | \$ _____ |
| Former Johnson Public Library Lot | \$ _____ |
| Legion Field | \$ _____ |
| Johnson Arboretum (Duba Field) | \$ _____ |
| Skatepark | \$ _____ |
| Evergreen Ledge Cemetery | \$ _____ |
| Whiting-Hill Cemetery | \$ _____ |
| Plot Cemetery | \$ _____ |
| Grow Cemetery | \$ _____ |
| Total Seasonal Price | \$ _____ |

Name of Bidder _____

Bid Price: _____

Initial:

_____ I have read the RFP and understand the work required

_____ I have General Liability Insurance

_____ I have Worker's Compensation Insurance

_____ I have all required licenses to perform the work