

REQUEST FOR BIDS — Landscape Services, Cleaning, Snow Removal and Property Maintenance, Town of Vernon, Vermont

The Town of Vernon, Vermont, (“Town”) is soliciting proposals from qualified companies or individuals for Town Hall property landscape services, snow and ice removal, cleaning services and annual maintenance services for Town Hall and the surrounding property. The services are expected to be initiated as soon as possible after bid award, in consultation with the chosen proposer(s) with a contract term of up to three (3) years.

Sealed Bids are due by March 31, 2021 at 4:00 pm to:

Vernon Selectboard, c/o:

Wendy Harrison
Interim Town Administrator, Town of Vernon
Vernon Town Offices
567 Governor Hunt Rd., Vernon, VT 05354
(802) 257-0292, Ext. 12
Email: vernonta@vernonvt.org

The Town reserves the right to reject any or all bids submitted. Bids will be evaluated by the Town based on experience and reputation, understanding of Town requirements, clarity, completeness and price. During the evaluation process, the Town reserves the right, where it may serve in the Town's best interest, to request additional information or clarification from bidders. At the discretion of the Town, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

Please direct all questions regarding this request for proposals to Wendy Harrison, Interim Town Administrator, 802-257- 0292 ext. 12. or vernonta@vernonvt.org

The Town would prefer to have a single company or individual provide these services but will receive proposals to provide any or all of the four services.

Contact the Interim Town Administrator to schedule a walkthrough of the Town Hall facilities.

Response requirements

- **Cover Letter** - A letter of interest for the project, outlining the firm’s qualifications and the number of years in business and location.
- **Completed Bid Sheet**
- **List of References** (2-3) with contact information

All information submitted becomes property of the Town upon submission. The Town of Vernon reserves the right to issue supplemental information or guidelines relating to the bid as well as

make modifications to the request for bid. The Town reserves the right to withdraw this request to accept or reject any or all bids, to advertise for new bids if it is in the best interest of the Town to do so, and to award a contract as deemed to be in the best interest of the Town.

Upon award of contract, the successful bidder will be required to supply:

- An executed contract
- proof of Contractors' general liability insurance in the amount of \$1,000,000, and naming the Town of Vernon as an additional insured, commercial auto liability insurance in the amount of \$1,000,000 and Workers Compensation and Liability Insurance in the amount of \$1,000,000/occurrence.
- A non-employee work agreement.

2. Description of Services

a. Landscape Services

Town Office Building and adjacent properties (areas within red border on attached map)
Summer

Maintain lawn in neat condition throughout the growing season, keep sidewalks clear.
Mow weekly May through October (or as conditions permit)
Apply treatments as necessary to maintain continued lawn and plant health
Treatments in the Gazebo area must be organic
Trim and weed as necessary or as directed by Town officials
Plant and mulch areas as directed (specifically in area of Gazebo and Monument)
Additional services per hourly rate

Autumn and Spring Maintenance

Rake all leaves
Remove leaves and clippings from property
Remove fallen branches
Apply necessary treatments to maintain lawn health
Other duties as directed by local officials

Supplies and Equipment supplied by Vendor

b. Snow and Ice Removal Services

Town Office Building and Associated Out Buildings –

Maintain egress to Town Office Building, keeping outside stairs and fire escapes clear of accumulation of snow and ice at all times that the building is occupied.

Deice walkways and stairways during snow events

The Town of Vernon will supply deicing chemicals. The Contractor will supply shovels and other implements as needed. Restocking of supplies will be coordinated with the Town

Administrator. Use of other equipment will be at the discretion of the vendor and provided and maintained by the vendor if they so choose. A snow blower is not required for this proposal. Driveway plowing is done by others.

c. Cleaning Services

Offices -

- Sweep/vacuum and/or mop floors
- Dust & wash walls, doors, heaters, and windows as needed
- Wash windows as needed
- Empty paper shredders

Lobby –

- Sweep/vacuum and/or mop floors
- Dust & wash walls, doors, heaters, and windows as needed
- Wash windows as needed

Kitchen –

- Remove trash, sweep and mop floors
- Dust off Microwave and wash inside of the microwave
- Dust off top and wipe down front of the refrigerator
- Dust & wash walls, doors, heaters and windows as needed
- Wash sink
- Wash windows as needed

Restrooms –

- Remove trash, sweep and mop floors
- Dust and wash walls, doors, heaters and mirrors as needed
- Restock paper products, hand soap and air fresheners as needed
- Wash toilets and sinks

Lower Level Open Space -

- Remove trash, sweep/vacuum and mop floors
- Return all tables and chairs to meeting configuration
- Wash walls, doors and heaters as needed

Lower Level Elmhurst Room –

- Remove trash and vacuum

Selectboard Room –

- Remove trash and vacuum
- Wash/wipe down tables
- Return all tables and chairs to meeting configuration

The Vendor will supply all cleaning equipment and chemicals. The Town of Vernon will supply trash bags, paper towels, hand soaps and toilet paper. Restocking of supplies will be coordinated with the Town Administrator.

d. Town Hall Systems Maintenance

The **Systems Maintenance** item is intended to provide oversight of the systems and a basic level of routine maintenance of the building systems. Major repairs and/or replacements (more than \$500) would be reviewed by the contractor and the Town and, if approved by the Town, contracted and paid for by the Town separate from this agreement.

The Town Offices and Library is a one story building with brick and vinyl siding on the exterior walls and an asphalt shingle roof surfacing, with a basement used for offices under all of the building.

The Town contracted in 2020 for an engineering review of facilities, and the report is available for potential bidders. The report indicated that “the site parking and drainage appear to be adequate at this time.”

Systems include:

Two oil-fired, forced hot water heating units connected in parallel, consisting of a burner, a boiler and six circulating pumps. There are at least four zones, each with its own thermostat. Heat distribution is by baseboard convectors, radiators installed in the lobby and heating coils installed in the air handling units, which appear to be in good condition. The engineer report recommended that the heating units be cleaned and serviced at least once each year.

Three or four air handling units in the attic area, which should be cleaned and serviced annually. Air filters should be cleaned or replaced once a month.

Cooling is provided by four split system air conditioning systems that include compressor/condensing units located at the rear of the building and evaporator coils located in the air handling units.

Additional heating and cooling is provided by a mini split system heat pump located in the police department office in the basement.

The building is served by its own well. The visible equipment (tank, controls) is in good order.

Septic pumping station and a leach field with a tank alert system. According to the 2020 engineer’s report, the septic system apparently includes a pump to carry “gray water” from the septic tank to the drainage bed and the pump appeared to be operational at the time of inspection. The tank alert system includes an audible and visual high water alarm to signal a malfunction of the pump.

Domestic hot water is provided as an integral part of the heating system and the water storage appeared to be in good condition and its size adequate for normal needs of this building.

The electrical system, consisting of a four-wire, three phase, 120/208 volt service with 800 amperes available, seems overall in good condition.

Bid Sheet

To be returned to the Town of Vernon by 4pm on March 31, 2021

Vernon Town Hall	Description of service and frequency	Price per unit
<p>2. a. Landscape Services, Town Hall, North School House lot and Gazebo/ Veterans' Memorial lot (see map)</p>	<p>Mowing paid per mowing service. Treatment expected twice per year Spring and fall Cleanup per event.</p>	<p>\$_____ per mowing \$_____ per treatment \$_____ per Spring clean \$_____ per Fall clean \$_____ per hour per person for additional services requested</p>
<p>2. b. Snow/Ice removal. Sidewalks and Building Entrances</p>	<p>snow clearing, and snow/ice prevention, sufficient to keep building accessible to the public per state regulations</p>	<p>\$_____ per service</p>
<p>2. c. Cleaning. Main Floor Offices and Lobby (Clerk, Listers, Treasurer, Break Room, Town Admin. office, Restrooms)</p>	<p>routine cleaning (dusting, vacuuming, trash removal), weekly Floor cleaning/waxing/carpet cleaning, 2 times per year</p>	<p>\$_____ per week \$_____ per service</p>
<p>Library, including office</p>	<p>same as main floor (routine) weekly Floor cleaning/waxing/carpet cleaning, 2 times per year</p>	<p>\$_____ per week \$_____ per service</p>
<p>Basement Meeting Rooms, Offices and Open space</p>	<p>Same as main floor (routine) weekly Floor cleaning/waxing/carpet cleaning 2 times per year.</p>	<p>\$_____ per week \$_____ per service</p>
<p>2 d. Systems Maintenance</p>	<p>Maintain electrical, plumbing, HVAC, mechanical systems, septic, stormwater. Recommend repairs as necessary. Report annually on facility conditions</p>	<p>\$_____ per year</p>

If you are not bidding on all services, enter N/A for the unit price for a no-bid.

Signed: _____ Date: _____