

Town of Shaftsbury Mowing Invitation to Bid

Bid Deadline: Thursday, March 27th, 2025

Introduction:

The Town of Shaftsbury is seeking a qualified contractor with experience in maintaining town parks and town owned grounds, to mow, clean up, and maintain 4 locations. Howard Park, Cleveland Ave Park, Cole Hall properties and New Town Office. This will be a 3-year contract.

Descriptions/Locations:

Howard Park – Buck Hill Rd

Cleveland Ave Park – Cleveland Ave

Cole Hall – 61 Buck Hill Rd.

New Town Offices – 677 VT Rt 7a Shaftsbury Vermont

Scope of Work: (May through November) 2025, 2026, 2027,

- a. Mow and trim all locations each week. Estimated around 26 weeks each season.
- b. Perform spring cleanup of debris.
- c. Perform fall clean up, including but not limited to, removal of leaves and rubbish.

How to Bid

- Bidders shall submit a fixed price bid for each season.
- Each Mowing season will be paid out separately during the current season,
- Pricing for the following seasons is for budgeting purposes.

Bids must be submitted on the enclosed Bid Form.

Bids must be accompanied by an **insurance certificate** indicating Contractor's business auto, workmen's comp, and general liability insurance coverage meets the following minimum requirements:

General Liability Insurance: \$1,000,000 per occurrence; \$2,000,000 aggregate limits

Automobile: \$1,000,000 combined single limit

Worker's Compensation: per state statutory requirement. Note WC is mandatory – no exceptions.

The Town of Shaftsbury must be an additional named insured on Contractor's insurance certificate.

Bids must be accompanied by **proof of a valid driver's license**.

Bids shall be submitted in a sealed envelope labeled "**Town of Shaftsbury Mowing**". Please submit bids to Paula Iken, Town Administrator, delivered to Cole Hall, 61 Buck Hill Road Shaftsbury. Bids must be received by **11:00 AM, Thursday, March 27th, 2025. DO NOT** FAX or email your bids. Those will be considered invalid bids.

Questions:

Questions regarding this bid opportunity should be directed to **Mike Yannotti, Town DPW Foreman** at **(802)-681-7240** or via email at **DPW@shaftsburyvt.gov**

Bid Award:

Bids will be opened on April 7th at the Select Board Meeting. The bid award is expected to take place at the following Selectboard meeting.

Selection Criteria:

The selection of a Contractor will not be based solely on price (low bid). The Town is committed to the "***lowest, best qualified and most responsible vendor.***"

Selection of Contractor will be based upon the following standards:

1. Bid Responsiveness: Whether the bid seems realistic, thoughtful, and fully addresses the scope of work.
2. Reputation and professional qualifications of Contractor and individuals assigned to complete this work detail.
3. Demonstrated experience with mowing and maintenance or equivalent work. Professional references will be contacted.
4. Cost of work to be done.
5. Proposal that best meets the overall needs of the Town of Shaftsbury.

Town's Rights:

The Town of Shaftsbury reserves the right to reject any or all bids/proposals received, to negotiate with any qualified source, or to cancel in part or in its entirety this bid/proposal as in the best interest of the Town of Shaftsbury. This solicitation in no way obligates the Town of Shaftsbury to award a contract.

Independent Contractor Status

The successful bidder will be considered to be an ‘Independent Contractor’ for tax purposes. He or she will be in charge of scheduling his or her own hours to accomplish the work tasks listed in the Scope of Work. The contractor will report to and be supervised by DPW Superintendent.

Payment:

The Town will pay approved invoices within 30 days of receipt. Invoices will be accepted for delivered products or services. Other charges not disclosed on bid form will be used to break ties.

Contract Period:

The contract period is for one season between the months of *May 1st and November 30th*. Bidders shall guarantee the bid price throughout the contract period. If Contractor is meeting expectations for quality of work, the Town reserves the right to renew the contract for 2 years.

IRS Form W-9:

The successful bidder will also be required to submit a completed IRS Form W-9 to the Town Administrator prior to commencement of work.

Attachments below:

- a. Bid Form

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Town of Shaftsbury, VT
Maintenance Mowing 2025

Bid Form

Bid Price:

I. Shaftsbury Mowing Season Contract.

2025, \$ _____

2026, \$ _____

2027, \$ _____

Type of Equipment (make, model, year):

- 1. _____
- 2. _____
- 3. _____

Personnel to be used (Name, Years of Experience):

- 1. _____
- 2. _____
- 3. _____

Professional References (Name, Contact Info.):

- 1. _____
- 2. _____
- 3. _____

Date: _____

Company: _____

Mailing Address: _____

Name of Signer: _____

Title: _____

Signature: _____

Tel. No.: _____

Fax No.: _____