

## **TOWN OF NORTH COLLINS**

### **NOTICE TO BIDDERS**

The Town Board of the Town of North Collins will receive sealed bids pursuant to General Municipal Law Article 5-A for the following municipal contract until 4:00 p.m. on September 8, 2021 at the office of the Town Clerk, PO Box 2, North Collins Town Hall, 10569 Main Street, North Collins, New York 14111. Proposals may be mailed or hand delivered to the aforesaid office.

This municipal contract is for Town Parks Landscaping & Maintenance in the Town of North Collins, New York as further described in the Request for Proposals (RFP) provided by the Town. All bids will be publicly opened and read at a regular meeting of the Town Board to be held on September 8, 2021 at 7:30 p.m. at 10569 Main Street, North Collins, NY 14111.

Contract Specifications may be obtained free of charge at the office of the Town Clerk, 10569 Main Street, North Collins, New York 14111 (716) 337-3391 during regular business hours.

All bids must be accompanied by a certificate executed pursuant to Section 103d of the General Municipal Law of the State of New York.

The Town Board of the Town of North Collins reserves the right to reject any or all bids submitted.

Lynn DiVincenzo, Town Clerk  
TOWN OF NORTH COLLINS  
(716) 337-3391

**TOWN OF NORTH COLLINS, NY**

**REQUEST FOR PROPOSALS**

**Re: Town Parks Landscaping & Maintenance**

**Dated: August 16, 2021**

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*Town of North Collins  
PO Box 2  
10569 Main Street, North Collins, NY 14111  
(716) 337-3391*

Dated: August 16, 2021

Re: Request for Proposals (RFP)  
Town of North Collins, NY

To Whom It May Concern:

The Town of North Collins is seeking proposals for contract landscape & maintenance services at three municipal parks: 1) Mary Ann Fricano Town Park on Route 62; 2) Langford Town Park located on Langford Road; and 3) New Oregon Town Park located at New Oregon & Langford Roads. All three parks are located in the Town of North Collins, NY.

The landscape and maintenance services at these three parks as referred to in this Request for Proposals (RFP) shall be a five year term commencing April 15, 2022 and shall include the years 2022 through 2026 inclusive (5 years). The landscape and maintenance services to be rendered shall be rendered from April 15 to November 15 of each year (7 months per year).

Proposals from interested contractors must be received by the Town no later than 4:00 p.m. on September 8, 2021 (the "Submission Date."). The attached document outlines the background, scope, format and other relevant information required for preparation and submission of the proposal.

Your proposal should be submitted along with supporting documentation to Town Clerk, North Collins Town Hall, PO Box # 2, 10569 Main Street, North Collins, New York 14111 no later than the above submission date. All submitted proposals will be opened at a public town board meeting.

Please note that a 5% Proposed Security Deposit (of the first year's quoted amount) is required with each bid. A Performance Bond will also be required from the successful bidder after the contract is awarded.

If you have questions regarding this request for proposal, please contact Ellen Mathis by calling her at (716) 359-5189.

Sincerely,

North Collins Town Board

**REQUEST FOR PROPOSALS (RFP)**  
**for**  
**LANDSCAPING & MAINTENANCE OF**  
**NORTH COLLINS TOWN PARKS**

The Town of North Collins is seeking proposals from qualified landscaping maintenance service providers (hereafter “Vendor”) for the landscaping and maintenance of three town parks. Proposals will be evaluated for their thoroughness, total cost and value, experience and demonstrated history and record of services including favorable references submitted by the Vendor. The following town parks are included in this scope of work:

1. Mary Ann Fricano Town Park, Route 62
2. Langford Town Park, Langford Road (West of Route 75)
3. New Oregon Town Park, N/E corner of New Oregon & Langford Roads

All three parks are located within the Town of North Collins, New York. The primary contact for the Town is Ellen Mathis, Town Councilperson. She can be reached by phone at (716) 359-5189. Interested Vendors should visit the respective parks in order to familiarize themselves with the parks.

**The RFP time line is as follows:**

<u>Target Date</u>	<u>Event</u>
September 8, 2021	Submittals due to Town by 4:00 pm
September 8, 2021	Opening of Proposals
October 13, 2021	Town Action on Proposals
April 15, 2022	Landscaping & Maintenance Begins

### **RFP Submittal Requirements:**

All RFP Proposals shall be submitted by 4:00 p.m. on September 8, 2021 in a sealed envelope carrying the following information on the face of the envelope: Vendor's name, address and subject matter of the proposal: "Town Parks Landscape & Maintenance Proposal". Proposals shall be submitted in person or by mail to the Town Clerk, PO Box 2, 10569 North Collins, New York 14111. Each Proposal shall include:

1. Information about the history of the Vendor including size, duration of company, ownership history, including names and addressees of company officers and principal owners. Include any awards, certifications or professional affiliations.
2. List a minimum of five (5) references including commercial and/or municipal experience and type of services provided starting from most recent date. Provide an overview statement of how your firm intends to perform the work and monitor the quality of the work in progress and any reporting system used.
3. List all equipment and materials which the Vendor intends to use to deliver the services. The equipment list should earmark any power equipment which the Vendor intends to use and whether Vendor intends to store equipment at the job site as opposed to equipment that shall be removed from the job sites between occasions of use.
4. Include copies of any Quality Assurance type materials or plans your firm uses.
5. State whether your firm has in the past 5 years been involved in any litigation or arbitration with any customer/client and/or with any third party. If so, describe in detail.
6. Provide adequate statement demonstrating that your firm is qualified and sufficiently staffed and capable to perform the required services. Also demonstrate your firm's ability to undertake these services.
7. Each Vendor shall provide satisfactory evidence of its ability to provide the services specified including detail on the number of years the firm has conducted business; the locations thereof; the total number of employees of the firm; the number of employees that will be used to provide the services required herein.
8. Each proposal must contain the Non Collusive Bid Certification, a copy of which is included in this RFP.

**Description of Scope of Services Required:**

The Vendor will be required to perform the following services from April 15<sup>th</sup> to November 15<sup>th</sup> of each calendar year for a five (5) year term commencing April 15, 2022:

- Mow all grass in each park at least once per week
- Weed wack all appropriate areas (along all fences, posts, walls, etc.)
- Empty and clean all garbage recepticals and dispose of trash therein
- Keep all garbage recepticals supplied with appropriate garbage bags
- Pick up any trash or garbage found in the parks
- Notify the Town of any maintenance issues, problems or damage
- Pick up and dispose of all garbage, clippings, debris, etc.
- Raking of fields and lining of athletic fields is NOT required

1. It is the intent of this RFP to outline the professional landscaping & maintenance services required by the Town of North Collins to professionally maintain the three municipal parks located within the town.

2. The Contract Period is from April 15<sup>th</sup> to November 15<sup>th</sup> for a five year period commencing April 15, 2022.

3. The successful bidder shall deposit with the Town a 5% deposit of the proposal amount (for the amount of the first year of the contract) is required.

4. To ensure quality performance, the successful vendor will be required to post a performance bond within 10 days after being awarded the contract. The amount of the performance bond shall be equal to the total annual cost of the bid amount.

5. The Town will issue monthly payments for services within thirty (30) days after receipt of the vendor's invoice and voucher requesting payment, subsequent to the services being rendered for that month.

6. The successful bidder will be required to provide appropriate general liability, worker's compensation certificates and auto liability insurance certificates naming the Town of North Collins as an additional insured and in an amount of not less than \$3,000,000.

7. The successful bidder shall provide a designated working Supervisor who will make himself/herself available during the contract term to be contacted by the town's representative (by cell phone and/or email) and to handle all communications with the town.

8. All employees of the successful bidder shall be neat and clean in appearance and exhibit appropriate professional appearance and demeanor while on the job.

9. The Town of North Collins reserves the right to reject any and all bids.

10. The Town of North Collins reserves the right to terminate the contract at any point in time with or without cause, upon thirty (30) days written notice.

11. The successful bidder shall be required to comply with all applicable federal, state and local laws and regulations governing the services to be provided. The Vendor shall comply with all New York statutes and laws pertaining to the selection and employment of labor.

12. During the contract term, the Town and the Vendor shall perform routine periodic joint inspections of all town parks in order to identify any deficiencies, to ensure quality of work, to identify damage to town property and to identify any preexisting conditions that may exist.

13. The Vendor will hold the Town of North Collins harmless and indemnify the Town from any loss, claim or damage arising from the Vendor's performance of required services under the contract.

14. The Vendor's performance will be evaluated and gauged by physical inspections of the parks and the Vendor's ability to minimize service complaints. The quality of the service will also be evaluated by the Vendor's ability to complete service requests in a timely manner.



**Requirements & Specifications:**

1. The Vendors proposal should be submitted in person or by mail or overnight delivery to:

Town Clerk  
PO Box 2  
10569 Main Street  
North Collins, NY 14111.

2. All Submittals are to be received no later than March 9, 2016 at 4:00 p.m. The Town of North Collins reserves the right to reject any and all proposals as well as the right to waive any technical or procedural deficiencies or omissions and to accept that proposal which the Town deems most favorable to the residents of the Town of North Collins after all proposals have been examined and canvassed. All proposals become the property of the Town of North Collins.

3. Any questions regarding this RFP are to be directed to Town Councilperson Ellen Mathis at (716) 359-5189.

4. All proposals shall include a security deposit in the form of a Cashier's Check or Certified Check or Official Bank Check equal to five percent (5%) of the amount quoted for the first year of the five year contract.

5. Prior to execution of the final Contract, the successful Vendor shall furnish a surety bond ensuring the faithful performance of the Contract and the payment of all obligations arising thereunder equal to the total amount of the RFP Award.

6. All proposals will be evaluated and reviewed according to, but not limited to, reasonableness of bid amount, neatness, conformance with the RFP requirements, previous experience, references, geographic location of vendor, ability to provide required services in a timely, efficient and professional manor, employment history of Vendor, minority status of the Vendor, approach to the project and references. The Town reserves the right to reject any or all bids.

**STATEMENT OF NON-COLLUSION IN BID PROPOSAL**  
**General Municipal law §103-d**

By submission of this bid, the undersigned hereby certifies, under penalty of perjury, that to the best of our knowledge and belief:

(1) The prices in this bid have been arrived at independently without collusion, consultations, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

(2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor;

(3) No attempt has been made or will be made by the bidder to induce any other person, partnership, corporation or entity to submit or not to submit a bid for the purpose of restricting competition;

(4) This bid complies in all respects with Article 5-A of the New York General Municipal Law.

Name of Bidder: \_\_\_\_\_

Signature By: \_\_\_\_\_

Title of Signor: \_\_\_\_\_

Address of Bidder: \_\_\_\_\_  
\_\_\_\_\_

**TOWN OF NORTH COLLINS - BID PROPOSAL**

The Undersigned hereby proposes to perform the requested landscape and maintenance services at all town parks for the Town of North Collins for the following sums:

Year 1 (April 15 - November 15, 2022):	\$ _____
Year 2 (April 15 - November 15, 2023):	\$ _____
Year 3 (April 15 - November 15, 2024):	\$ _____
Year 4 (April 15 - November 15, 2025):	\$ _____
Year 5 (April 15 - November 15, 2026):	\$ _____
Total	\$ _____