

**VILLAGE OF MALONE**

**Contractual Mowing 2020**

**Request for Proposal**

# Invitation for Bids

The purpose of the Request for Proposal (RFP) is to obtain quotes and/or bids for providing Village property, right-of-way, and mowing services for the Village of Malone for 2020. All communications regarding this RFP and for obtaining a complete RFP packet of information should be directed to the Village internet site, [www.villageofmalone-ny.com](http://www.villageofmalone-ny.com), or

Cheryl Cook  
Village Clerk  
343 West Main Street  
Malone, NY 12953  
[cdouglas@villageofmalone-ny.com](mailto:cdouglas@villageofmalone-ny.com)

To be considered, each contractor/individual must submit a completed proposal bid form, certificate of liability insurance, and any additional information requested in the RFP with their proposal packet. The proposal bid form must be signed.

Responses to this RFP will be evaluated based on a selection process consisting of:

- A review by the Village of the contractor/individual's response to the RFP, to determine if the proposal meets all criteria for consideration.
- Relevant experiences, project understanding, project requirements, strength of the proposal, and proposed fees.

Every effort will be made to adhere to the following schedule:

- |                           |                         |
|---------------------------|-------------------------|
| ● Distribute & Post RFP   | March 19, 2020          |
| ● RFP Submission Deadline | April 1, 2020 (by 2 PM) |
| ● Selection               | April 10, 2020          |

Proposals will be accepted until 2 PM on April 1, 2020, and are to be submitted to Cheryl Cook, Clerk, Village of Malone, 343 West Main Street, Malone, NY 12953

Envelopes shall be clearly marked "Request for Proposal – Mowing 2020" on the outside of the envelope.

## Instructions for Bidders

The Village of Malone is requesting bids to mow park, public Village properties, and public right-of-way as well as weeding Main Street sidewalks. The Village desires contractors/individuals to supply mowing service for this Village land and right-of-way.

The selected contractor/individual will be responsible for mowing services to the Village of Malone for the 2020 calendar year from April 15<sup>th</sup> through October 31<sup>st</sup>. Please refer to “Locations to be Mowed” for the complete list of locations to be mowed.

## Scope of Work

The work to be completed will include weekly mowing of all established grasses and vegetation within each reported area in a neat and professional manner. Vegetation in and around structures, walks, trees, parking areas, sidewalks, or other similar items shall be mowed to a neat appearance as well as string trimmed. The contractor/individual shall neatly mow grass and vegetation to a height of three (3”) inches. All trash and debris in the mowing area shall be removed from the area before and after mowing. Grass and vegetation clippings shall be blown or swept off of walkways, driveways, trails, sidewalks, etc. Vegetation clippings shall not be blown or deposited on the Village streets or walkways. Emphasis on weeding the sidewalks on Main Street is of utmost importance.

The chosen contractor/individual must be able to respond to and comply with all elements listed in this section. Failure to comply can and will result in termination of a bid proposal or service contract. Elements include:

- Mowing height is three inches (3”)
- Grass clippings will not be mowed or blown into the streets or roads
- Mowing over garbage is prohibited
- All garbage must be picked up and disposed of
- Damage to trees, light posts, signposts, etc. by mowers or string trimmers is prohibited
- Equipment operators must wear at all times high visibility reflective safety vests, jackets, or shirts while operating equipment in road ROW

## Selection Process

The Village will take into account such matters it considers appropriate in selecting the successful contractor. The Village reserves the right to contract with one or more vendors for maintenance and mowing and to reject, for any reason, any and all bids. Evaluation criteria will include:

- The contractor’s understanding of the assignment and ability to follow bidding instructions
- The contractor’s proposed fee for individual maintenance areas and one lump sum for all areas
- The experience and qualifications of the contractor
- References (provide a minimum of three account references)

# Bidder Qualifications & Proposals

Contractors interested in submitting proposals:

1. Clearly outline (on the provided bid form) the unit price for each mowing area specified as well as total lump sum for all areas under the REQUESTED SERVICES section of this document, for the season (April 15<sup>th</sup> – October 31<sup>st</sup>)
2. Submit a summary of your experience and qualifications
3. Submit three (3) account references that you currently service,
4. Submit a certificate of liability insurance and automobile/mowing equipment insurance. The contractor will need to name the Village as additional insured and meet the following liability limits if awarded a maintenance contract: \$500,000 per claimant and \$1.0 million per occurrence.
5. Worker's Compensation Certificate
6. Completed Iran Divestment Affidavit
7. Completed Non-Collusion Statement
8. Specify the staff to be involved (primary contact, mowing operators, single proprietor, clerical contact, and owner or owner's agent).
9. Submit two (2) copies of the proposal packet (failure to not submit two (2) full copies of your proposal may result in your proposal not being considered).

The contractor should be aware of the following:

1. The proposal should confirm that neither the contractor nor any employee would be in a conflict of interest with respect to the proposal if the contractor were to be selected to perform the services required.
2. All proposals will be property of the Village of Malone.
3. The lowest proposal will not necessarily be accepted. The Village reserves the right to reject all bids, award the agreement, interview contractors, negotiate specific terms of the agreement, and make other adjustments as required in consultation with the successful contractor.
4. Sealed envelopes marked "Request for Proposal – Mowing 2020" with the proponent's name and address shown on the upper left-hand corner of the envelope, must be received by the Village prior to 2 PM on April 1, 2020.

## Village of Malone

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343 West Main Street. - Malone, NY 12953  
~ Phone: 518-483-4570 ~ Fax: 518-481-6737

### Bid Form/Signature Page

### Contractual Mowing Request for Proposals 2020

#### Locations to be Mowed:

- |   |                 |
|---|-----------------|
| 1. Arsenal Green                              | \$ _____/mowing |
| 2. Police Station                             | \$ _____/mowing |
| 3. Second Street park                         | \$ _____/mowing |
| 4. Third Street park                          | \$ _____/mowing |
| 5. West Street park                           | \$ _____/mowing |
| 6. Edward Street parking lot                  | \$ _____/mowing |
| 7. Lashomb's parking lot                      | \$ _____/mowing |
| 8. Vacant lot on Duane Street                 | \$ _____/mowing |
| 9. Vacant lot on Spruce Street                | \$ _____/mowing |
| 10. Corner of Harrison Place and Duane Street | \$ _____/mowing |
| 11. Triangle on Ft. Covington Street          | \$ _____/mowing |
| 12. Triangle on Elm Street and Short Ave.     | \$ _____/mowing |
| 13. Village office                            | \$ _____/mowing |
| 14. Village garage and pond                   | \$ _____/mowing |
| 15. Village Signs                             | \$ _____/mowing |
| 16. Village hydrants                          | \$ _____/mowing |

By: Name and Title (please print) \_\_\_\_\_

Signature \_\_\_\_\_

Vendor Address \_\_\_\_\_

\_\_\_\_\_

Contact (please print) \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

## Village of Malone

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343 West Main St. - Malone, NY 12953 ~ Phone: 518-483-4570 ~ Fax: 518-481-6737

### **Contractual Mowing Request for Proposals 2020**

1. Complete Bid Form/Signature Page
2. Include Worker's Compensation Certificate
3. Include Employer's Liability Insurance
4. Include General Liability Insurance
5. Include Non-Collusion Statement
6. Include Iran Divestment Affidavit

Vendor shall include items 1-6 in a sealed envelope marked "Request for Proposal – Mowing 2020" with the proponent's name and address shown on the upper left-hand corner of the envelope; must be received by the Village prior to 2 PM on April 1, 2020.

Bids should be mailed or delivered in person to:

Village of Malone  
Attention: Cheryl Cook, Village Clerk  
343 West Main Street  
Malone, NY 12953

Bids must be received no later than 2 PM on April 1, 2020.