

INVITATION TO BID

February 23, 2024

The Town of Pownal is hereby inviting bids for the mowing, trimming and upkeep of the following locations.

1. TERM: This is a 3-year bid period. All fields and lawns will be maintained in a neat and presentable appearance at all times during the following periods:
 - April 15, 2024 through October 31, 2024
 - April 15, 2025 through October 31, 2025
 - April 15, 2026 through October 31, 2026

2. PRIMARY WORK SITES AND LOCATION SPECIFIC DETAIL:
 - Pownal Center
 - Town Office and north end of tennis court area
 - Pownal Center Community Church
 - Center Street Cemetery
 - N. Pownal Cemetery Indian Massacre Road
 - N. Pownal Little League Field Rte. 346 and pump station NP4
 - The North Pownal ballfield requires mowing and trimming preferably on Fridays for Saturday morning usage effective:
 - This includes the lawn area around wastewater pump station NP4. The ballfield is to be mowed to a maximum height of 1 1/2" to 2 1/2". There afterwards, mowed to a maximum height of 3" at least once per week except if not required during very dry periods.
 - Cemetery at Race Track
 - Cemetery Jackson Crossing Rd.
 - Gardner Cemetery North Pownal Rd.
 - Cemetery at Carpenter Hill Rd.
 - Cemetery on Orchard St.
 - Oak Hill Cemetery
 - Former Tannery Mill Bld site; Stohbridge Recreation Area
 - NPI - 82 Dean Road
 - NP2 - 2651 Route 346
 - NP3 - 3927 Route 346
 - PV1 - 275 Sunflower St. (Pownal Estates M.H.P.)
 - PV2 - 61 Palmer Drive
 - PV3 - 450 Lincoln Street
 - PC1 - 70 School House Road
 - Pump Station PC1 does not have a lawn area, but inside and outside of the fenced area will need to be kept trimmed and neat.
 - PC2- 215 West Meadow Road
 - PC3 - 353 Jackson Cross Road
 - PC4 - 223 Jackson Cross Road

- Fire Pond - School House Road
- The fire pond on School House Rd. requires mowing and trimming of the berm four (4) times during each mowing year (June 1st, July 1st, August 1st, and September 1st)

3. PLANTING:

Vendor will be responsible to plant flowers, provided by the town, at the locations specified below by May 20 of each year:

"Welcome to Pownal" sign on RT 7 (MA/VT border)
 Town Office - planters, flag pole, & headstone
 Center Street Cemetery - base of tree
 N. Pownal Cemetery Rte. 346 - lower flagpole, closer to road
 Cemetery at Race Track - flagpole
 Cemetery Jackson Crossing Rd. - flagpole
 Gardner Cemetery North Pownal Rd. - flagpole
 Cemetery on Orchard St. - monument marker
 Oak Hill Cemetery – Flagpole

4. GENERAL STANDARDS

- At all sites, any damage resulting from the winter's plowing/shoveling activities must be repaired (lawn cleared of rocks/debris and re-seeded where necessary) prior to the first mowing.
- Unless stated otherwise above, sites will be mowed to a maximum height of 3" and trimmed at least once per week except if not required during very dry periods.
- American flags are to be checked and/or replaced at sites 1a, 2,5,6,7, & 10 during the first mowing. Replacement flags will be provided by the municipality.
- Cemeteries will be free of debris from trees, cut grass. Any incidental damage to cemetery plot or headstone will be the responsibility of the awardee.
- All areas around the pump stations buildings, fence areas, etc., shall be kept neatly trimmed.
- Any grass/debris accidentally thrown onto the buildings, vehicles or headstones by the mower shall be wiped off prior to leaving the site.

5. BID FORMAT:

Please include in your response the following specific price information relating to the above requirements:

- Provide a price per week for mowing and trimming the sites above.
- The total cost necessary to perform a one-time spring cleanup each year. This amount should be broken out.
- Total cost necessary to perform plantings each year.
- The Selectboard of the Town of Pownal reserves the right to accept or reject any or all bids. And if awarded to vendor, Selectboard reserves the right to terminate the

contract due to unsatisfactory performance.

6. INSURANCE:

- Bidders must include a valid Certificate of Insurance with the bid showing that the following minimum coverages are in effect. It is the responsibility of the vendor to maintain current certificates of insurance on file with the town through the term of the contract. No warranty is made that the coverages and limits listed herein are adequate to cover and protect the interests of the vendor for the vendor's operations. These are solely minimums that have been established to protect the interests of the Town of Pownal.
- Workers Compensation: With respect to all operations performed, the vendor shall carry workers' compensation insurance in accordance with the laws of the State of Vermont.
- General Liability and Property Damage: With respect to all operations performed under this Agreement, the Party shall carry general liability insurance having all major divisions of coverage including, but not limited to: Premises - Operations Products and Completed Operations Personal Injury Liability Contractual Liability The policy shall be on an occurrence form and limits shall not be less than:
\$1,000,000 Each Occurrence
\$2,000,000 General Aggregate
\$1,000,000 Products/Completed Operations Aggregate
\$1,000,000 Personal & Advertising Injury
- Automotive Liability: Vendor shall carry automotive liability insurance covering all motor vehicles, including hired and non-owned coverage, used in connection with the contract. Limits of coverage shall not be less than \$1,000,000 combined single limit.

**Sealed bids should be marked on the outside of envelope indicating mowing bid.
Sealed proposals may be dropped off at Town Offices or mailed to:**

**Town of Pownal
511 Center Street
Pownal, VT 05261
ATTN: Tara Parks - Mowing Bid**

**Proposals are due by noon on Thursday March 28, 2024.
Proposals will be opened and awarded at a duly warned Select Board meeting.
Questions regarding this bid should be directed to the Executive Assistant to the Board,
Tara Parks 802-823-0116, ext. 11**

