



## **Request for Proposal**

### **Garden Landscaping and Seasonal Maintenance**

#### **General:**

The City of Claremont, NH (hereafter referred to as the “CITY”) invites qualified firms to submit proposals for Garden Landscaping and Seasonal Maintenance (hereafter referred to as the “CONTRACTOR”). Details of the project will be covered in the scope of work section of this document.

#### **Instructions:**

Proposals must be submitted in a sealed envelope no later than 2:00 P.M. EST on Wednesday, April 21, 2021, c/o City Manager’s Office, City Hall, 58 Opera House Square, Claremont NH 03743. Envelope must be clearly marked Garden Landscaping and Seasonal Maintenance Proposals will be opened publicly at that time. **Unsealed, late, emailed, or faxed proposals will not be accepted.**

CONTRACTORS submitting proposals are responsible for being totally familiar with the City of Claremont and maintenance of gardens within our park system.

The contact person for this project is:

Tim Hernon – Superintendent of Parks and Facilities  
152 South Street, Claremont, NH 03743  
Phone: (603) 542-7019

Proposal specifications are available on the City’s web site,  
<https://www.claremontnh.com/procurement>

#### **Guidelines:**

All Proposals become the property of the CITY and will therefore be considered a public document which will be open to public viewing, after the bid opening. This Proposal, if accepted, will become a legally binding addendum to the eventual contractual agreement with the CITY. This request for Proposal in no way commits the CITY to make an award or reimburse any CONTRACTOR for any expense incurred in responding to this request.

The successful CONTRACTOR will be required to provide proof of General Liability, Motor Vehicle, Worker’s Compensation, and Excess Liability (an “umbrella” policy) insurance, identifying the CITY as an additional insured, and must be submitted to the CITY upon signing

of a contract for services. The policy must be issued by a carrier that is duly licensed to do business in the State of New Hampshire. Any subcontractors will be subject to the same insurance requirements (which will be detailed as a part of the SCOPE OF WORK).

## **Evaluation Criteria:**

All proposals received in response to this RFP will be evaluated to determine if they are complete and meet the requirements specified in this RFP. The vendor will be chosen based on who will provide the “best value” taking into consideration the most beneficial combination of qualifications, services and cost and who has met the requirements of this RFP. Only proposals judged to be responsive to the submission requirements set forth in this RFP will be evaluated.

Staff will review, analyze and evaluate all proposals and score them in accordance with the criteria described below. If needed, additional information may be requested from one or more CONTRACTORS.

The CITY reserves the right:

- to accept or reject any or all bids in whole or in part and to accept other than the lowest price proposal;
- to waive any technical defect, qualification, omission, informality, or irregularity in any proposal received;
- to amend, modify, or withdraw this Request for Proposal;
- to require supplemental statements or information from a CONTRACTOR;
- to extend the deadline for responses to this Request for Proposal;
- to waive or correct any irregularities in proposals received;

The CITY may award a contract based upon the proposals received without discussion of such proposals with proposers. Each proposal should therefore be submitted with the most favorable terms the proposer can make to the CITY.

The Request for Proposal documents and Notice of Award shall be the agreement between the CITY and successful proposer with respect to the matters dealt with herein, and such shall supersede all other oral and written proposals, representations, understandings, and agreements previously made or existing with respect to any such matter.

## **Qualification of Bidders:**

Each CONTRACTOR must be prepared to present satisfactory proof of their capacity and ability to successfully complete the requirements of this solicitation.

Proposals shall include a brief summary of similar projects or services provided to municipalities (at least 3), including:

- The date (s) of project or service provided to municipalities
- The point of contact with name and telephone number of such clients.

The CITY reserves the right to make whatever investigations or inquiries necessary to determine the competency and ability of any CONTRACTOR to complete the requirements of this solicitation. A review may include, but not be limited to, inspection of the CONTRACTOR’s facilities and equipment, references or previous contract performance.

Award will not be made solely on the basis of the cost of services. Evaluation factors to be considered in addition to cost shall be:

- The CONTRACTOR's reputation based on past work experience with the CITY and other references.
- Quality of workmanship or service provided.
- Adequate financial resources or the ability to obtain such resources as required to complete the performance of the project.
- Adequate experience, organization, technical and professional qualifications, personnel, skill, equipment, and ability.
- The ability to comply with the time frames proposed.

## Scope of Work:

### **Garden Locations and approximate square footage:**

- Arrowhead Lodge Sign Post at Robert Easter Way and South St. – 318 square feet
- Barnes Park Sign Post and Gardens, North St.- 2,880 square feet
- Claremont Community Center Gardens, 152 South St.- 3,700 square feet
- Monadnock Park Sign Posts at Chestnut St. and Broad St. Entrances – 700 square feet
- Coach Parker Rock in Monadnock Park – 250 square feet
- Outdoor Track Garden in Monadnock Park – 1,020 square feet
- Moody Park Sign Post at Moody Park entrance. - 1,200 square feet
- Veterans Park Sign Post, 25 Veterans Park Rd.- 150 square feet
- Visitors Center Green Gardens, North St.- 800 square feet

## Scope of Services

### Spring (April-early May)

- Clean Winters debris from all gardens, sweep sidewalks and street side as applicable
- Edge all garden bed sides in preparation of mulching
- Reset all plants that are frost heaved
- Pick up trash and cigarette butts
- Mulch all gardens where necessary (city purchases mulch)
- Fertilize all gardens

### Early summer (Late June Early July)

- Mulch if not done in spring
- Deadhead plants in need
- Cut back spring growth
- Replace plants that did not survive winter with city stock
- Weed and Edge sweep walks and street sides
- Pick Up trash and cigarette butts

## Scope of Services (continued)

### Late Summer

- Deadhead plants in need
- Cut back plants done blooming

- Replace plants as needed with city perennial stock
- Weed and Edge as needed sweeping walks and street sides
- Pick Up trash and cigarette butts

Fall (late October to mid-November)

- Cut down all plants
- If possible clean out edges near sidewalks and streets and pull mulch from center of beds to edges
- Wedge as needed
- Weed as needed

Special Events and Notes:

- Be available to spruce up gardens when directed by department for special events in respective areas.
- All yard waste removal can be dumped at a location approved by the parks department
- Mulch will be purchased by city and available by early May
- Fertilizer provided by landscaper.

Comprehensive General Liability, including Completed Operations Coverage - \$1,000,000 per occurrence/ \$2,000,000 Aggregate – CITY must be named as an additional insured.

Motor Vehicle Liability - \$1,000,000 combined single limit – CITY must be named as an additional insured. Coverage must include all owned, non-owned and hired vehicles.

Worker’s Compensation on all workers providing services under this Agreement; Employer’s Liability with limits in an amount no less than statutory limits.

All Subcontractors, as agents of CONTRACTOR under this Agreement, are subject to the same insurance requirements as the CONTRACTOR.

Excess Liability in the minimum amount of \$3,000,000 each occurrence – CITY must be named as an additional insured.

**Proposals will be accepted that deviate from the Scope of Work, but all such submissions must specifically state exceptions to the Scope of Work on their own page labeled “Exceptions.”**

**Revisions:**

Any questions or inquiries must be submitted in writing and received by 2:00 P.M. on Wednesday, April 21, 2021, no later than 7 calendar days prior to the proposal due date. Answers to all questions or information given to a CONTRACTOR in response to a formal request of a substantive nature will be posted on the CITY’s Procurement Opportunities page on the City of Claremont, NH website (<https://www.claremontnh.com/procurement>) no later than five (5) days prior to the due date.

Only such amendments, when issued by the CITY, will be considered as being binding on the CITY. Verbal explanations or instructions given by a CITY employee to a CONTRACTOR in regard to this solicitation shall not be binding on the CITY, and shall be considered informal unless confirmed in writing by the CITY. CONTRACTORS should note that all clarifications

and exceptions, including those relating to the terms and conditions of the contract, are to be resolved prior to the submission of a proposal.

## **Contract:**

The final contract will involve, at a minimum, the terms and conditions set forth in this Request for Proposal including the general conditions, and may include those reflected in the specific proposal submitted. The content shall be the exclusive source of the CONTRACTOR'S rights and remedies and shall supersede any and all prior writings, negotiations or agreements of any kind.

The CITY is exempt of all taxes.

All CONTRACTORS must comply with all applicable Equal Employment Opportunity laws and regulations.

## **Deadlines:**

Copies of your proposal can be delivered or mailed in, and must be received by the CITY by no later than 2:00 P.M. EST on Wednesday, April 21, 2021. Proposals received after this deadline will not be eligible for consideration.

Proposals should be delivered to:

Claremont City Manager  
58 Opera House Square  
Claremont, NH 03743  
(603)542-7002

## **Proposal Form**

Project Title: **Garden Landscaping and Seasonal Maintenance**

Proposal from \_\_\_\_\_ (hereinafter called "CONTRACTOR") a corporation organized and existing under the laws of the State of \_\_\_\_\_, as a partnership or an individual doing business as \_\_\_\_\_.

To the: City of Claremont (hereinafter called "CITY").

Year 1 Price \$ \_\_\_\_\_

Year 2 Price \$ \_\_\_\_\_

Year 3 Price \$ \_\_\_\_\_

Total Cost: \$ \_\_\_\_\_

The CONTRACTOR understands that the cost of a two-year extension will be negotiated, and agreed to by both parties, prior to any agreement being extended.

The CONTRACTOR understands that the CITY reserves the right to reject any or all proposals and to waive any informality in the proposals.

The CONTRACTOR agrees that this proposal shall be good and may not be withdrawn for a period of thirty (30) calendar days after the scheduled closing time for receiving proposals.

Submitted by: \_\_\_\_\_ Title: \_\_\_\_\_

\_\_\_\_\_  
(Business Address)

\_\_\_\_\_  
(Phone #)

\_\_\_\_\_  
(Email Address)

***Please list any exceptions to the Bid Specifications separately.***

***Please supply three (3) references including a name, contact information, type of job completed, and date of job completion.***

Please return to:

Garden Landscaping  
City of Claremont, City Manager's Office  
58 Opera House Square  
Claremont, NH 03743

Notice: Proposals are due by 2:00 PM on Wednesday, April 21, 2021