



**REQUEST FOR PROPOSAL (RFP)
MUNICIPAL PUBLIC AREA/FLOWERPOT MAINTENANCE
AND CARE**

ISSUE DATE: FEBRUARY 26, 2020

**PROPOSALS MUST BE SUBMITTED IN A SEALED
ENVELOPE MARKED:**

MONDAY, MARCH 23, 2020

10:00 AM

**TOWN OF NORTH BEACH
ATTN: STACY MILOR, TOWN CLERK
PO BOX 99
8916 CHESAPEAKE AVENUE
NORTH BEACH, MD 20714**

**Municipal Public Areas/Flowerpot
Maintenance and Care**

**TOWN OF NORTH BEACH
KEY INFORMATION SUMMARY SHEET**

Request for Proposal	Municipal Public Areas/Flowerpot Maintenance and Care
RFP Issue Date:	February 26, 2020
RFP Issuer/ Contact for Clarifications:	Stacy Milor, Town Clerk
RFP Issuer Contact Information:	northbeach@northbeachmd.org Town Hall: 8916 Chesapeake Avenue, North Beach, MD 20714
Proposal information available at:	Town Hall 8916 Chesapeake Avenue, North Beach MD 207314 From 8:30-4:30pm Website: northbeachmd.org
SEALED Proposals are to be sent to:	<i>ATTENTION Stacy Milor, Town Clerk</i> 8916 Chesapeake Avenue, North Beach, MD 20732
Mandatory Pre-Bid Conference:	March 10, 2020 – 10:00 a.m. 8916 Chesapeake Avenue, North Beach MD 20714.
Questions Due Date and Time	March 12, 2020 by 9:00 a.m. to northbeach@northbeachmd.org
SEALED Proposal Due (Closing) Date and Time:	March 23, 2020 10:00 AM
SEALED Proposal Public Opening	March 23, 2020 10:15 AM in Town Hall Chambers
Contract Type:	Fixed Lump Sum Annual Rate
Contract Duration:	Three (3) years with the option to renew one (1) year
Bid Pricing:	All bids received will be valid 90 – 120 days from bid opening day

1 Minimum Qualifications

1.1 Minimum Qualifications

1. To be considered reasonably qualified and as part of the submittal the bidder must document that, within the last (5) years the following minimum qualifications have been met:
 - a) Please provide three (3) references from the past five years that collectively can attest to the bidders required years of experience in the maintenance of proper grounds care.

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2 Contractor Requirements: Scope of Work

2.1 Summary Statement

- 2.1.1 The Town of North Beach is issuing this Request for Proposal (RFP) in order to obtain and contract the flower bed/pot maintenance throughout the municipality.
- 2.1.2 It is the Town's intention to obtain goods and services, as specified in this RFP, from a Contract between the selected Offeror and the Town.
- 2.1.3 The Town intends to make a single award as a result of this RFP.

2.2 Background and Purpose

On the Western Shore of the Chesapeake Bay, the Town of North Beach epitomizes "land of pleasant living." Its seven-block waterfront has a public fishing pier and a half-mile long boardwalk with accompanying bike path. The boardwalk is dotted with benches, on which residents and visitors may linger and watch the bay. The town encompasses a wildlife refuge in its tidal marshlands where native species make their homes and seasonal migrants find a welcome place to rest.

The Town currently has 63 flowerpots and 29 public areas to maintain.

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2.2.1 Project Goals and Waste Management Philosophy

The Town of North Beach is seeking a qualified company to provide flower bed/pot care and maintenance for our community. The Town strives to create and maintain quality neighborhoods and encourages neighbor-to-neighbor assistance and preserving clean, healthy and safe communities.

2.2.2 Town Staff and Roles

A. **Mayor**

Provides oversight of contract terms, conditions, performance and approves all invoices.

B. **Town Treasurer**

Receives Contractors invoices and ensures costs are within the budget.

C. **Town Public Works Director**

Provides in the field review of services to ensure conditions of the contract are met.

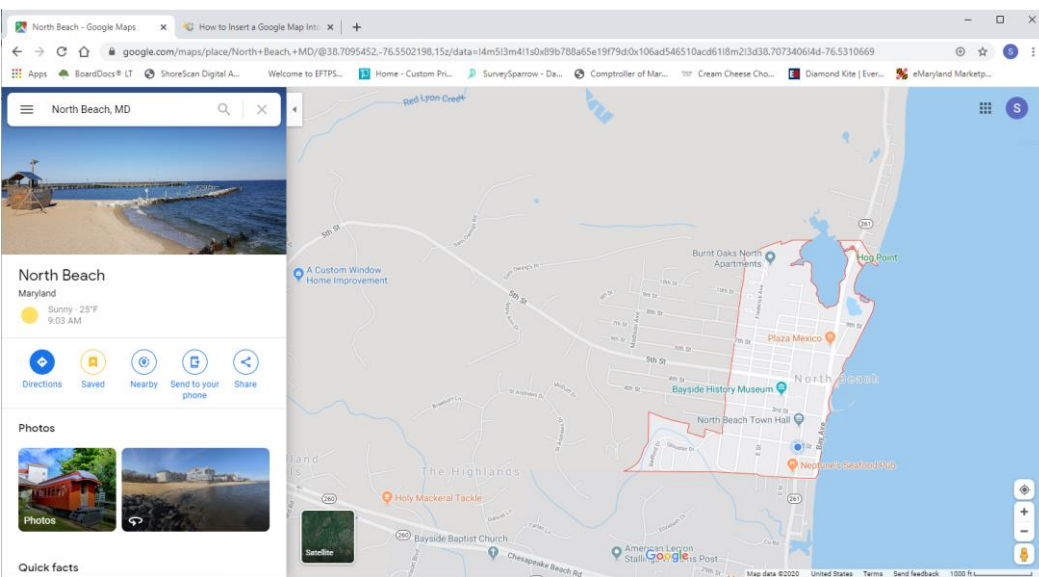
E. **Town Clerk**

Receives contract bid and responsible for this RFP.

Municipal Public Areas/Flowerpot Maintenance and Care

2.3 Responsibilities, Tasks, Scope of Work:

A viewable Municipal boundary map can be found here <https://goo.gl/maps/xQHUEVvrtm8fLT06>. Small scale images of the maps are also available below.



A. SCOPE OF WORK

The Contractor shall furnish all labor, materials, equipment, and supervision necessary to provide Flower Bed/Pot Maintenance as provided with these specifications. The primary facilities are identified on this RFP, but it is not exclusionary of other possible work sites. Base Map and number sections shows facility locations. The Town of North Beach reserves the right to add or delete facilities during the Contract period as needed. Deletions will be based on contract price for that facility and additions will be negotiated based on contract bid prices.

All Bidders are encouraged to visit and become familiar with each location prior to the pre-bid meeting.

Failure of the Contractor to provide professional services during this Contract shall be cause for termination of this Contract.

**Municipal Public Areas/Flowerpot
Maintenance and Care**

The Town of North Beach reserves the right to check the Contractor's supplies and equipment and perform such investigations as may be deemed necessary to ensure competent personnel and management are utilized in the performance of the Contract.

B. PUBLIC AREAS/FLOWERPOT MAINTENANCE AND CARE

- A. Pick up and dispose of litter.
- B. Remove weeds from asphalt area adjoining all flower beds and remove weeds from in between paver bump outs along Bay Avenue (this is not limited to raised flower beds on Bay Avenue). All areas should be sprayed weekly with weed inhibitor that is environmentally safe and Chesapeake Bay friendly.
- C. Use of weed eater, or other equipment, where necessary for trimming around all objects and within the designated areas.
- D. Maintenance of all public areas (as noted on map) to include the removal of weeds, dead plants, leaves and brush from flower beds.
- E. Walkways and parking lots will be swept or blown clear of any and all grass clippings.
- F. Pruning of shrubs, trees or perennials, but not limited to Crepe Myrtles, Dogwoods, etc. (Crepe Myrtles and roses pruned each season).
- G. Planting of summer and fall annuals.
- H. Separation of Daylilies, Irises, etc. throughout planting beds.
- I. Preparation of flower beds for spring and fall, including removal of dead perennials and replace with perennial of equal size and value. Removal of annuals at end of season (October) in preparation of next season.
- J. Contractor must use environmentally and/or Chesapeake Bay friendly pesticides, herbicides and other fertilizers, weed inhibitors, etc.

C. CONTRACT TERMS

The Contractor shall perform the services herein specified for a three (3) year term beginning on April 15, 2020 and ending on October 15, 2024. At the sole option of the Town of North Beach, the contract can be extended for an additional one (1) year term at the option of the Town. The Town will notify the Contractor a minimum of 90 days prior to the expiration of the initial one (1) year term if it intends to cancel. A minimum yearly review of the services between the Contractor and the Town will be conducted.

Payment for the work under this Contract shall be made on a monthly basis in response to the contractors' billings which shall be 1/12 of the yearly **LUMP SUM PRICE**. Payment for services will be made by the Town approximately 30 days after the receipt of invoice.

**Municipal Public Areas/Flowerpot
Maintenance and Care**

D. CONTRACTOR'S PERSONNEL

The Contractor shall assign a qualified person or persons to oversee this operation in the Town and identification of this individual or individuals will be filed with the Town.

- Information regarding experience shall be furnished and reviewed by the Town, if requested.
- The Town has the right to require that the Contractor's employees wear clean uniforms or appropriate clothing.
- The Town may require the dismissal of any employee of the Contractor who violates any provision of common behavior or who is negligent, or discourteous in the performance of his duties.
- The Town has the right to request information related to employees operating vehicles while conducting service in Town to include, but not limited to, their licensure and any screenings that are required to provide they are fit for the job.

E. EQUIPMENT, MATERIALS AND SUPPLIES

The Contractor shall furnish and maintain all grounds care equipment, materials, and supplies required to maintain the grounds of the facilities under this Contract. Equipment to be furnished by the Contractor shall include, but may not be limited to, mowers (riding and push), baggers, weed eaters, and blowers

F. INTERRUPTION OF SERVICE

After an interruption caused by inclement weather, the Contractor must be prepared to complete the work without unnecessary delays.

G. TIME FOR PERFORMANCE OF WORK

The Contractor will be required to perform work during days of week and times of day to create the least disturbance to daily operations of the facility and reduce risks of personal and property damage. The Contractor shall indicate on proposal the estimated time of day each facility will be mowed based upon the restrictions.

H. MAINTERNANCE SCHEDULE

The Parks and Flowers Beds must be in tip top shape prior to the weekends and special events. The contractor would be responsible for coordinating his maintenance so as not to interfere with our event schedule. The beds must be cleared in the fall in preparation for Spring flowers, which will include the removal of all summer flowers.

I. HOLIDAYS/SPECIAL EVENTS

Services may be conducted on regularly scheduled Town of North Beach holidays. Below is a list of Town of North Beach holidays that may fall within the Contract schedule:

Good Friday	Columbus Day
Memorial Day	Election Day
Independence Day	Veteran's Day
Labor Day	Thanksgiving and Day After Thanksgiving

**Municipal Public Areas/Flowerpot
Maintenance and Care**

After award, the Contractor will be furnished with the latest list of Town of North Beach holidays/special events, complete with the date of the month and day of the week the holidays/special event will be in effect. The Town of North Beach may adjust the holiday/special event list to reflect changes in Town of North Beach policy. Each year the Contractor shall provide to the Contract Manager a list of their normal and holiday/special event dates and hours.

J. USE OF PREMISES

- A. On or about the premises and adjacent areas, the Contractor shall cause all apparatus storage of materials and activities of workmen to be confined to the limits indicated by the Contract Administrator or duly-authorized representative, and shall not encumber or permit the premises or adjacent areas to be encumbered with such materials or apparatus. The work site shall be kept in such orderly fashion as will not duly interfere with the progress of the work or programs operated by the Town of North Beach.
- B. The Contractor shall be responsible for repairing or replacing any work damaged by his operation within twenty (20) days after notification by the Contract Administrator or duly authorized representative that damage has occurred.
- C. It will be the responsibility of the Contractor to report to the Contract Administrator or duly authorized representative any damages found prior to any work at a site.

K. PRICES

Prices must be submitted based on a firm, fixed unit price basis not subject to escalation during the initial contract term. Pricing shall include all costs including, but may not be limited to, labor, materials, equipment, supervision, overhead, vehicle fuel, and mileage.

L. SUBCONTRACTING

There shall be no subcontracting under this Contract. Subcontracting under this Contract shall be cause for termination of the Contract.

Municipal Public Areas/Flowerpot
Maintenance and Care