

# Town of Canandaigua

## Request for Quotes for Landscaping Services

### (RFP/RFQ)

**Released: October 10, 2019**

**Due: November 6, 2019**

#### **Introduction and Background Information**

The Town of Canandaigua is seeking seasonal mowing and landscaping services on certain Town-owned properties listed below for the calendar year 2020 (approximately 26 trips anticipated). Quotes are due to Parks and Recreation Coordinator, Samantha Pierce, 5440 State Routes 5 & 20 West, Canandaigua, New York 14424, **PRIOR TO 4:00 PM prevailing time, November 6, 2019.**

The Town will accept any combination of quotes for services at the following locations:

- Parks list only,
- Cemeteries list only, or
- Both parks and cemeteries lists.

#### **Parks**

- Blue Heron Park, Fire Hall Road. Approximately 20 acres.
- Leonard R. Pierce Park, 5655 Goodale Road. Approximately 7 acres.
- Richard P. Outhouse Memorial Park, 2550 Outhouse Road. Approximately 24 acres.
- McJannett Park, 4820 State Route 21 South. Approximately 3 acres.
- West Lake Schoolhouse and Beach, 3650 County Road 16. Approximately 0.5 acres.
- Miller Park, 3240 NY Route 21 South. Approximately 23 acres (Mowing around parking area and trails/trees only – large field area plus Bliss Road side).
- Old Brookside, Overlook Lane. Approximately 7 acres.
- Peanut Line Trail, located on Cooley Road between County Road 30 and Short Road. A trail connecting County Road 30 to Cooley Road. Approximately 1 acre.
- Town Hall Campus, 5440 Routes 5 & 20 West. Including an area around the highway building. Approximately 7 Acres.

#### **Cemeteries**

- Tilton: 2007 New Michigan Road
- Cooley: 2765 Cooley Road

- Sandhill: 4885 Emerson Road
- Hunn/Woolhouse: Corner of County Road 32 and Woolhouse Road
- Remington: 5270 Nott Road
- Lucas: 4643 Rt 21 South
- Academy: 5196 Seneca Point Road

### **Scope of Services:**

Proposers agree to provide for the following services:

- Required maintenance includes grass mowing and weed eating/trimming (around all structures, trees, poles, ditches, etc. as needed) at a frequency to maintain a grass height of no more than 3 inches.
- Blowing clippings off and away from all parking surfaces, equipment, playing courts, picnic areas, buildings, flower beds, benches, cemetery stones, signs, etc.
- Trash/garbage clean up (within reason) prior to mowing (no mowing over visible trash).
- Approximately 26 mowings per year.
- Work closely with the Town of Canandaigua Parks staff.
- An understanding that the contractor will be held liable for any damages to Town property as a result of these services including but not limited to damages to structures, signs, benches, trees, headstones, etc.
- Agree to sign the Town's Independent Contractor Supplemental Terms and Conditions upon award of the bid and prior to the start of work.

### **Proposals**

Proposals must include the following information; stated clearly:

- Locations included in proposal (parks, cemeteries, or both).
- The total cost for the season as well as a per week cost for each location.
- Professional references.
- A list of equipment that will be used to complete the work.
- The number of employees your company employs.
- A current copy of the company's Certificate of Liability Insurance and Worker's Compensation Insurance Certificate.
- The envelope shall note the name and address of the company submitting the bid.
- A signed Non-Collusive Bidding Statement.
- Prevailing wage rates requirements differ for certain properties included in this RFP:
  - Prevailing wage rates **are required** when mowing at the following Town properties: Richard P. Outhouse Memorial Park, West Lake Schoolhouse, and Town Hall.

- Prevailing wage rates **are not required** at the following Town properties: Blue Heron Park, McJannett Park, Miller Park, Old Brookside, Pierce Park, Peanut Line, and all cemeteries.
- To see the prevailing wage schedule, contact Samantha Pierce at [spierce@townofcanandaigua.org](mailto:spierce@townofcanandaigua.org) or 585-394-1120 x2229.

### **Submission Procedures**

Two hard copies and one digital copy of the proposal should be addressed to:

**Town of Canandaigua**

**Attn: Samantha Pierce, Parks and Recreation Coordinator**

**5440 Routes 5 & 20 West**

**Canandaigua, New York 14424**

Proposals may be delivered by mail, courier, or in person. Proposals should be received by the Town no later than **4:00 PM, November 6, 2019**.

### **Questions**

Questions about this RFP should be emailed to Samantha Pierce at [spierce@townofcanandaigua.org](mailto:spierce@townofcanandaigua.org). Questions are due October 30. Answers will be posted to the Town's RFP/Bids page on October 31, 2019.

### **Selection**

Any contracts, if awarded, will be to the lowest responsive/responsible bidder(s), in accordance with the Town's Best Value Policy, in part or in whole meet(s) all the terms of the specifications. Any contract(s) awarded as a result of this bid will be between the Town of Canandaigua and the successful vendor(s). The Town guarantees no minimum or maximum purchases or contracts as a result of award of this bid. The Town of Canandaigua shall not discriminate against or in favor of any bidder on the basis of race, religion, sex or sexual preference, age, national origin, disability or political affiliation. The Town of Canandaigua reserves the right to terminate the selection proceedings at its option at any time during the process.

### **Miscellaneous**

The Town reserves the right to reject any or all proposals; to negotiate any elements of a proposal; to conduct interviews at its sole discretion; and to solicit and/or select contractors for the program outside the scope of this RFP.

The Town assumes no responsibility or liability for costs incurred by respondents to the Request for

Proposals, including any requests for additional information, interviews, or negotiations.

Minority-and Women-owned Business Enterprises (M/WBE) are encouraged to respond to the RFP, either as prime or subcontractors.