

# Town of Canandaigua

## Request for Proposals for Landscaping Services

(RFP/RFQ)

**Released: October 17, 2018**

**Due: November 16, 2018**

### **Notice to Bidders**

NOTICE IS HEREBY GIVEN that the Town of Canandaigua will receive sealed bids for seasonal landscaping services on certain Town-owned properties for calendar year 2019. Such sealed bids must be filed with the Director of Parks and Recreation, Town Clerks Office, 5440 State Routes 5 & 20 West, Canandaigua, New York 14424, **PRIOR TO 2:00 PM prevailing time, November 16, 2018** at which time said bids will be publicly opened and read.

### **RFP Schedule**

<b>RFP Released</b>	<b>October 17</b>
<b>Q &amp; A Session</b>	<b>October 29</b>
<b>Questions Due</b>	<b>November 2</b>
<b>Proposals Due</b>	<b>November 16</b>

### **Introduction and Background Information**

The Town of Canandaigua is seeking seasonal mowing (approximately 26 trips) for the following Town properties:

#### **Parks**

- Blue Heron Park: Approximately 20 acres at the corner of Firehall Road and Parkside Drive.
- Leonard R. Pierce Park: Approximately 7 acres on Goodale Road.
- Richard P. Outhouse Memorial Park: Approximately 24 acres on Outhouse Road between Buffalo Street Extension and County Road 30.
- Onanda Park: 4965 County Road 16. Both lakeside and uplands. Approximately 20 acres.
- McJannett Park: Approximately 3 acres. Located on Route 21 south of Cheshire.
- West Lake Schoolhouse and Beach: Located on Butler Road and West Lake Road.
- Miller Park: Located on the corner of County Road 32 and State Route 21 South and an area off Bliss Road. Approximately 23 acres. Mowing around parking area and trail.
- Town Hall: Located at 5440 Routes 5 & 20 including an area around the highway building.
- Old Brookside: Approximately 7 acres.
- Peanut Line: This is a trail connecting County Road 30 to Cooley Road.

## **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:**

- Required maintenance includes grass mowing and trimming at a frequency to maintain a grass height of no more than 3 inches.
- Blowing of clippings off all parking surfaces, equipment, courts, picnic areas and cemetery stones.
- Approximately 26 mowings per year
- Work closely with the Town of Canandaigua Parks and Recreation Director and staff.
- 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

- 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 will apply.

## **Submission Procedures**

One copy of the proposal should be addressed to:

**Town of Canandaigua Town Clerk  
Attn: Dennis Brewer, Director Parks and Recreation  
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 **2:00 PM, November 16, 2018.**

### **Q & A Session**

The Director of Parks and Recreation will hold a question and answer session on **Monday, October 29, 2018 from 9:00 AM to 10:00 AM** in the lower level of Town Hall.

Questions may also be emailed to Dennis Brewer, Director of Parks and Recreation, at [dbrewer@townofcanandaigua.org](mailto:dbrewer@townofcanandaigua.org). **Questions are due no later than November 2, 2018.** Answers will be posted on the Town of Canandaigua Website's Bids and Proposals page: <http://townofcanandaigua.org/page.asp?id=167>

### **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.