



NOTICE OF PRICE QUOTE REQUEST

**TOWN OF BLANDFORD
1 RUSSELL STAGE ROAD**

Town Property Mowing and Landscaping

The Select Board of the Town of Blandford ("The Town" hereafter), invites price quotes for landscaping services at several town properties located in the center of Blandford, MA. Detailed project plans and specifications are provided in the scope of work included as Attachment D to this request. The Town will not be responsible for any costs incurred by a proposer in preparing and submitting a proposal in response to this Notice of Price Quote Request.

All preliminary work must be completed by July 31, 2022.

The qualified responsible contractor offering the lowest price shall be awarded the contract subject to availability of funds. The Town as the Awarding and Contracting Authority, may cancel this solicitation, in whole or in part, at any time that such an act is deemed in its best interest, reserves the right to waive any informality or to reject any and all quotes in total or in part as may be deemed to serve the best interest of the Town, and will not be responsible for any costs incurred by a contractor in preparing and submitting a quote in response to this solicitation.

Questions regarding the project specifications and general questions about the project should be directed to Christopher Dunne, Town Administrator, at 413-848-4279 x502, or administrator@townofblandford.com.

Contact the Town Administrator to schedule a date and time to review and inspect the properties to assist in the development of an accurate bid proposal. Photographs of the town property's existing conditions are available in Attachment F. Total acreages of the properties are available in Attachment G.

Price Quote Submission Procedure

All quotes must be received by Christopher Dunne at the Blandford Town Hall no later than 3:00PM on June 24, 2022.

Hard copy materials will be accepted at the Town Hall, 1 Russell Stage Road, Blandford, MA 01008.

Electronic quotes will also be accepted. Electronic materials must be sent to administrator@townofblandford.com.

Price Quote Contents

All submissions must include:

1. A fully completed Price Quotation Form (Attachment A).
2. Compliance Certifications, provided in Attachment B, signed by an authorized official of the firm.

Successful Submission Requirements

- The submission and review of price quotations must comply with M.G.L. 30B, s39M, and other laws and regulations of the Commonwealth. Acceptance of any bid is subject to the continued availability of funds through appropriation. Quotes and contracts are subject to all laws governing Equal Opportunities and Non-Discrimination.
- All employees must provide proof of completion of no less than 10 hours of OSHA approved safety and health training.
- The successful proposer must furnish Worker's Compensation Insurance, evidence of Auto Liability, and evidence of Contractor's Liability Insurance in a minimum amount of \$1,000,000.
- The successful proposer must furnish a Payment Bond in the amount of 50% of the contract price if the contract is more than \$25,000. The dates on the bond must coincide with the contract date, and a current Power-of-Attorney must be attached.
- The successful proposer must be able to complete all preliminary work by June 1, 2022.
- The proposer must not be presently debarred from providing goods and/or services to the Commonwealth of Massachusetts and/or U.S. Government.
- **The project will be awarded to the lowest eligible and responsible proposer based upon the lowest accepted prices submitted in the Price Quotation Form.**

Questions

All questions should be directed to Christopher Dunne, Town Administrator, at (413) 848-4279 x502 or administrator@townofblandford.com.

Disclosure

The bidder by making a bid represents that the bidder has read and understands the bidding documents, and that the bid is made in accordance therewith. By submitting a bid, the bidder further represents that he or she has visited the site and connected with the Town Administrator, become familiar with local conditions under which the work is to be performed, and has correlated the bidder's personal observation with the scope listed herein. In addition, the bidder represents that what he or she is proposing is sufficient in scope and detail to indicate and convey understanding of all terms and conditions for performance of the work.

The Town of Blandford retains the right to cancel this Notice of Price Quote Request, or to reject in whole or in part any and all bids, and to waive any informalities in bidding, if the Town determines that cancellation or rejection serves the best interests of the Town.

All bid prices submitted in response to this request for price quotes must remain firm for seventy-five (75) days following the bid review.

The Town will not be responsible for any costs incurred by a proposer in preparing and submitting a proposal in response to this Notice of Price Quote Request.

Attachment A

**TOWN OF BLANDFORD
1 RUSSELL STAGE ROAD**

TOWN PROPERTY MOWING AND LANDSCAPING

Price Quotation Form

PRICE SUBMISSION FORM – review Scope of Work (Attachment D) for breakdown of tasks.

TOWN COMMON		Cost
Task 1	Year 1 Mowing, Landscaping and Maintenance	
Task 2	Year 2 Annual Maintenance	
Task 3	Year 3 Annual Maintenance	
<i>Total Price</i>		

TOWN OFFICES		Cost
Task 1	Year 1 Mowing, Landscaping and Maintenance	
Task 2	Year 2 Annual Maintenance	
Task 3	Year 3 Annual Maintenance	
<i>Total Price</i>		

POST OFFICE (excluding Bicentennial Park)		Cost
Task 1	Year 1 Mowing, Landscaping and Maintenance	
Task 2	Year 2 Annual Maintenance	
Task 3	Year 3 Annual Maintenance	
<i>Total Price</i>		

PORTER MEMORIAL LIBRARY		Cost
Task 1	Year 1 Mowing, Landscaping and Maintenance	
Task 2	Year 2 Annual Maintenance	
Task 3	Year 3 Annual Maintenance	
<i>Total Price</i>		

The above prices are the total price for the work specified, including labor, materials, supplies, equipment, and any other costs involved in the work.

Name of Firm:

Address of Firm:

Authorized Signature:

Typed or Printed Name:

Date:

Attachment B

**TOWN OF BLANDFORD
1 RUSSELL STAGE ROAD**

TOWN PROPERTY MOWING AND LANDSCAPING

Compliance Certifications

Certificate of Non Collusion: The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Non Discrimination and Affirmative Action: The Contractor agrees to comply with all applicable Federal and State statutes, rules and regulations prohibiting discrimination in employment, including but not limited to, the Americans with Disabilities Act 42 USC 12101, 28 CFR Part 35, or as amended; 29 USC S.791 et. seq.; Executive Orders 227, 237, 246; MGL C. 151B; and MGL C. 272, S. 92A, S98 et.seq., or any amendments to these provisions. Pursuant to Executive Orders 227 and 246, the Contractor is required to take affirmative actions designed to eliminate the patterns and practices of discrimination including providing written notice of its commitment to non-discrimination to any labor association with which it has an employment agreement, and to certified minority and women-owned businesses and organizations or businesses owned by individuals with disabilities. The Town shall not be liable for any costs associated with the consultant's defense of claims of discrimination.

Public Contracts Debarment: The respondent certifies that neither the company nor its principals are suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from the award of contracts, procurement or non-procurement programs from the Commonwealth of Massachusetts, United States Federal Government, and/or the Town of Blandford. "Principals" means officers, directors, owners, partners and persons having primary interest, management or supervisory responsibilities with the business entity. The Contractor shall provide immediate written notification to the town at any time during the period of the contract or prior to the contract award if the Contractor learns of any changed condition with regards to the debarment of the company or its officers. This certification is a material representation of fact upon which reliance will be placed when making the business award. If at any time it is determined that the vendor knowingly misrepresented this certification, in addition to other legal remedies available to the municipalities, the contract will be cancelled and the award revoked.

Qualifications: The Contractor represents that it is qualified to perform the services required under this contract and possesses or shall obtain all requisite licenses and permits.

Tax Compliance Certification: Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Employment Security Contributions and Compulsory Workers' Compensation Insurance: Pursuant to MGL C.151A, S.19 and MGL C.152, the Contractor certifies with all laws of the Commonwealth relating to payments to the Employment Security System and all Commonwealth laws relating to required worker's compensation insurance policies.

Labor Harmony & OSHA Training Certification: The undersigned certifies that s/he is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed in the work, and certifies that all employees to be employed at the worksite will have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration (OSHA) that is at least 10 hours in duration.

Signature

Name of Person Signing Proposal

Name of Business

Date

Attachment C

**TOWN OF BLANDFORD
1 RUSSELL STAGE ROAD**

TOWN PROPERTY MOWING AND LANDSCAPING

Prevailing Wage Rates

Provided in separately from this document

Attachment D

TOWN OF BLANDFORD 1 RUSSELL STAGE ROAD

TOWN PROPERTY MOWING AND LANDSCAPING

Scope of Work

TOWN COMMON

- Task 1 – Year 1 Mowing, Landscaping and Maintenance
 - Mow lawns at Veterans’ Memorial Park and surrounding Historical Society Building
 - Maintain paths through the Town Common woods to Veterans’ Memorial Park and the cemetery
- Task 2 – Annual Maintenance
- Task 3 – Annual Maintenance

TOWN OFFICES

- Task 1 – Year 1 Mowing, Landscaping and Maintenance
 - Mow lawn surrounding Town Offices
 - Remove unwanted juvenile trees in hedges around building
 - Seed grasses as seasonally appropriate at edges of parking lot where needed
- Task 2 – Annual Maintenance
- Task 3 – Annual Maintenance

POST OFFICE (excludes Bicentennial Park)

- Task 1 – Year 1 Mowing, Landscaping and Maintenance
 - Mow lawn on either side of Post Office
 - Seed grasses as seasonally appropriate where needed
 - Remove unwanted juvenile trees on lawn behind Bicentennial Park
- Task 2 – Annual Maintenance
- Task 3 – Annual Maintenance

PORTER MEMORIAL LIBRARY

- Task 1 – Year 1 Mowing, Landscaping and Maintenance
 - Mow lawn surrounding Porter Memorial Library
 - Clean up fallen branches, twigs, and other debris at least once a year
 - Trim forsythia bush
- Task 2 – Annual Maintenance
- Task 3 – Annual Maintenance

Attachment E

LEGAL NOTICE

REQUEST FOR PROPOSALS

Town of Blandford

TOWN PROPERTY MOWING

The Select Board of the Town of Blandford ("TOWN" hereafter), invites price quotes for landscaping, mowing and maintenance at several properties located at the center of town. A more detailed RFQ is available at the Town Offices, 1 Russell Stage Road, Blandford, MA 01008 (413) 848-4279 x502, from 9:00 AM to 5:00 PM Monday through Friday. Electronic copies may be requested as well by emailing administrator@townofblandford.com. The RFQ will be available from the time of this notice until the due date specified below. The TOWN will be the awarding and contracting authority and reserves the right to reject any and all proposals if it is deemed in the best interests of the Town to do so.

Completed proposals are to be submitted by no later than 3:00PM on June 24, 2022.

Attachment F

Site Photos

TOWN COMMON AND VETERANS MEMORIAL PARK



TOWN OFFICES



POST OFFICE



PORTER MEMORIAL LIBRARY





Attachment G

Parcel Acreages (includes buildings and other surfaces that will not be landscaped or mowed)

Sites	Acreage
Town Common (near old meetinghouse)	1.3
Town Common (Historical Society)	3.8
Town Common (Veterans Park)	0.63
Town Offices	2.8
Porter Memorial Library	0.48
<i>Total</i>	9.38