Town of Hartford, Vermont
Request for Proposal
Athletic Field Herbicide Application & Grub Control

Contact: Dylan Kreis
Superintendent of Parks & Facilities
Town of Hartford
171 Bridge Street
White River Junction, Vermont 05001
Phone: 802-295-5036
E-mail: dkreis@hartford-vt.org

RFP Issuance: March 2, 2020
RFP Response Deadline: 2:00pm March 27, 2020

INTRODUCTION
The Town of Hartford, Vermont (VT) Parks and Recreation Department requests proposals for the spring 2020 application of liquid herbicides to control crabgrass and broadleaf weed species and a grub control of a collection of athletic fields within our park system. Site details are listed in section 6.

1. SCOPE OF SERVICES
Prices must be itemized and individually identified for each of the sites (1-6) listed below. The Town reserves the right to select (ala-cart) specific parks/fields to be treated if so determined. Dates of expected service must be included in proposals. Pricing must include shipping and all transportation costs. A copy of all State of Vermont Applicators Licenses and a Certificate of Insurance must be included. A list of products to be used must be included as well. NOTE: The Town of Hartford does not allow the use of herbicides containing Glyphosate. Quotes must be sealed and received no later than 2:00pm on March 27, 2020.

2. SCHEDULE OF BIDDING
03/02/20 Request for Proposals Distributed
03/13/20 Questions to Request for Proposals deadline
03/17/20 Town reply to questions (Addendum to be issued to Contractor)
03/27/20 Bid Due date (2:00pm)
04/03/20 Contractor Selected and Bid Award
3. GENERAL INFORMATION
All products and applications must meet and follow Vermont State Regulations for applying fertilizer, grub control and herbicides.

Proposals shall be submitted in a sealed envelope with the contractor’s name, address and phone number. Proposals received after the stated deadline shall not be accepted. Proposal packages are to be delivered to:

Town of Hartford
Attn: Brannon Godfrey – Town Manager
Town of Hartford
171 Bridge Street
White River Junction, VT 05001

Clearly marked and sealed envelope “Athletic Field Herbicide Application & Grub Control”

___________________________  ___________________________
(Signature of Contractor & Date)  (Title)

___________________________  ___________________________
(Print Full Name)  (Street/P.O. Box)

___________________________  ___________________________
(Town, State, Zip)  (Phone # / fax#)

AVAILABLE START DATE: ________________________________

NOTE:

All proposals must be received no later than 2:00pm on March 27, 2020. Proposals and/or modifications received after this time will not be accepted or reviewed. Facsimile-machine produced proposals will NOT be accepted.

Questions about the project should be directed to Dylan Kreis, Superintendent of Parks & Facilities at:
Telephone:  (802) 295-5036 ex. 230
E-mail:  dkreis@hartford-vt.org

All proposals become the property of the Town of Hartford upon submission. The expense of preparing and submitting a proposal is the sole responsibility of the Contractor. The Town reserves the right to reject any or all proposals received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP as in the best interest of Town of Hartford. This solicitation in no way obligates the Town to award a contract.

By submission of the proposal, vendor certifies that the proposal has been arrived at independently, without consultation, commitment or agreement as to any matter relating to proposal with any other BIDDER or with any competition.

The Scope of Work by the Contractor for each item shall include furnishing all supervision, technical personnel, layout, labor, materials, tools, appurtenances, equipment, traffic control, erosion control, staging, disposal sites and services, mobilization/demobilization, sweeping, insurances, and services required to perform the work as described in this Request for Bids.
4. INSURANCE REQUIREMENTS

WORKERS COMPENSATION:
The CONTRACTOR is required to carry full and complete Workers’ Compensation insurance for all employees engaged in work on this project. The same requirements for Workers’ Compensation insurance shall apply to any subcontractor engaged on this project. The Chosen Contractor shall, prior to a Purchase Order being issued, produce a certificate of insurance demonstrating same to the Town. The Chosen Contractor shall keep said insurance, and the Town’s additional insured status, in full force throughout the course of the project. This Certificate of Insurance does not have to be provided at the time bids are submitted.

*The Contractor must show evidence of Workers Compensation and Employers Liability Insurance Coverage.*

GENERAL LIABILITY:
The Chosen Contractor shall supply the Town with a Certificate of Insurance showing liability coverage no less than $1,000,000. The Chosen Contractor shall cause the Town to be made an additional insured on the Chosen Contractor’s liability insurance, on a primary and non-contributing basis. The Chosen Contractor shall, prior to a Purchase Order being issued, produce a certificate of insurance demonstrating same to the Town. The Chosen Contractor shall keep said insurance, and the Town’s additional insured status, in full force throughout the course of the project. This Certificate of Insurance does not have to be provided at the time bids are submitted.

*The Contractor must list the Named Member as Additional Insured’s on their Commercial General Liability Policy.*

5. CONTRACTOR SELECTION & EVALUATION CRITERIA

The Town reserves the right:
1. to accept or reject any or all Bids in whole or in part and to accept other than the lowest price proposal;
2. to amend, modify, or withdraw this Request for Bids;
3. to require supplemental statements or information from bidders;
4. to extend the deadline for responses to this Request for Bids;
5. to waive or correct any irregularities in Bids received;
6. to negotiate separately with one or more competing bidders, and
7. to award the bid deemed in the best interest of the Town.

All bids upon submission become the property of the Town.

The following criteria, as a minimum, will be used to evaluate qualifications:

<table>
<thead>
<tr>
<th>Item</th>
<th>Criteria</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Total Maximum Fee</td>
<td>25%</td>
</tr>
<tr>
<td>2</td>
<td>Licenses and certifications to perform the work</td>
<td>15%</td>
</tr>
<tr>
<td>3</td>
<td>Description of qualifying experience to perform turf treatment</td>
<td>15%</td>
</tr>
<tr>
<td>4</td>
<td>List and contact information for a minimum of 3 references</td>
<td>10%</td>
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<tr>
<td>5</td>
<td>Availability and proposed timeline to complete the work</td>
<td>10%</td>
</tr>
<tr>
<td>6</td>
<td>Product and work performance guarantee</td>
<td>25%</td>
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6. DESCRIPTION OF PAY ITEMS

<table>
<thead>
<tr>
<th>Item#</th>
<th>Description of Deliverable</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Kilowatt South Field, Wilder VT: 90,000 sq ft of flat, open athletic field adjacent to the Connecticut River. Entire field requires pre-emergent crabgrass and broadleaf weed control, as well as spring grub control.</td>
</tr>
<tr>
<td>2</td>
<td>Watson Park, Rte 14 Hartford Village: 70,000 sq ft of flat, open athletic field adjacent to the White River. Entire field requires pre-emergent crabgrass and broadleaf weed control, as well as spring grub control.</td>
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<tr>
<td>3</td>
<td>Ratcliffe Park, White River Jct. 135,000 sq ft flat, open athletic field adjacent to the Connecticut River. Field requires pre-emergent crabgrass and broadleaf weed control, as well as spring grub control.</td>
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<tr>
<td>4</td>
<td>Municipal Building Lawns (front and back): 47,000 total sq ft flat. The site has many trees, flower beds and a play structure. Entire site needs pre-emergent crabgrass and broadleaf weed control, as well as spring grub control.</td>
</tr>
<tr>
<td>5</td>
<td>Veterans Memorial Park (next to VT State Court House): 20,000 total sq ft. The site has many trees and flower beds. Entire site needs pre-emergent crabgrass and broadleaf weed control, as well as spring grub control.</td>
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<tr>
<td>6</td>
<td>Maxfield Sports and Recreation Complex: 700,000 sq. ft. of athletic fields. All fields require pre-emergent crabgrass and broadleaf weed control, as well as spring grub control.</td>
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