

TOWN OF EDWARDS REQUEST FOR PROPOSALS

MOWING OF PROPERTIES (2024 -2026 Season)

The Town of Edwards is seeking professional service for mowing properties found in violation of the General Code of the Town of Edwards. Various properties will be identified throughout the season and a list generated by the local code office. Said list will be forwarded to the successful vendor for immediate action to address the issue(s).

The successful bidder shall have 1-year experience in the field and have proper insurance for this activity (see below)

SCOPE OF WORK

Upon being notified by the Town Code Office, the mowing firm is to perform the following tasks:

- Visually inspect the subject property for the purposes of identifying the code violations (debris, height of grass, weeds, tree limbs, etc.)
- Schedule and address the violation(s) within 24-hours of being notified,
 - Debris to be collected and properly disposed of
 - Grass to be mowed, weeds, tree limbs, and hedges trimmed and hauled away, if necessary
- Forward a bill within 7-days for the service provided for each property,
 - Bill shall:
 - Include the date of service
 - Include the address of service
 - be based on a flat rate per property
 - indicate the number of hours spent at each property
 - not include any federal, state or local tax
- Successful bidder shall provide proof of:
 - Commercial General Liability Insurance \$1,000,000
 - Workman's Compensation: Statutory
 - Automobile Liability: \$500,000
 - Provide Certificate of Insurance listing the Town of Edwards as a Certificate Holder

All sealed proposals are due **on the bid/qualification statement** by August 19 to: September 10 2024
Town of Edwards
PO Box 24
Edwards, NY 13635

Please indicate on the outside of the envelope "MOWING SERVICE 2024-2026".

Bid/qualification statement may be obtained at the Town of Edwards Code Enforcement Office or Town of Edwards Town Clerk, 161 Main Street, Edwards, NY 13635.

Choice of provider will be based on three factors: cost, qualifications and experience.

The Town of Edwards reserves the right to reject any or all bids. Minority and Women-Owned businesses and Section 3 Businesses are strongly encouraged to respond to this request for proposal.

By Order of the Town of Edwards Board

Date: August 15, 2024

Deborah Bullock, Edwards Town Clerk

Town of Edwards
Request for Proposal
Mowing of Properties
Bid / Qualifications Statement
(2024 - 2026 Season)

Professional Company Name: _____

Company Address: _____

Company Telephone Number: _____

Owner/Contact Name: _____

Owner Phone Number: _____ Years of experience _____

I have all required insurance as stated in description provided YES / NO (circle one)

Proposed flat rate per property \$ _____ per property

Equipment to be used while maintaining properties:

Professional Reference(s):

(Name and Phone Number)

(Name and Phone Number)

Additional comments:

I, _____ owner of _____ agree to all terms and conditions of the
(print owners name) (print company name)

Owners Signature _____

Date _____