

Borough of Butler
1 ACE ROAD, BUTLER NJ 07405
TEL 973-838-7200 EXT. 222 FAX 973-838-3762

REQUEST FOR PROPOSALS
Municipal Landscaping Services

The Borough of Butler requests proposals for grass cutting and related landscaping services on ten (10) municipal properties.

These proposals are being solicited through a fair and open process in accordance with N.J.S.A.19:44A-20.5.

Sealed Proposals should be in writing as described below and submitted to Borough Administrator Jim Lampmann, 1 Ace Road, Butler, NJ 07405, no later than 10:00 am on Wednesday, April 9, 2014, at which time all proposals received will be publicly opened.

GENERAL

Payment:

Payment will be made within 30 days of submission of an invoice for the work performed, based on the price bid in the proposal. Said price shall include the cost of labor, all tools, equipment and materials, signage, and all else necessary therefore and incidental thereto. Payment shall be made beginning in May, at the rate of one-seventh the full bid amount each month with the exception of November. The seventh (7th)/final payment will be made in December after the fall cleanup has been completed.

Regulatory requirements:

The vendor must have and supply with the proposal a current New Jersey Business Registration Certificate issued by the New Jersey Treasury Department. See www.state.nj.us/treasury/revenue/busregcert.shtml

Term of contract:

The contract(s) awarded pursuant to this RFP will be for the period beginning on or about April 15, 2014 through December 1, 2014. The Borough reserves the right to renew the contract with the same terms for 2015 at its sole discretion.

Insurance:

The Contractor shall maintain the following insurance coverage in companies acceptable to the Borough of Butler, which will protect him from claims for damages which may arise from operations under this Contract whether such operations be by himself or by any subcontractor or anyone directly or indirectly employed by either of them:

Workers Compensation -- statutory limit; an Employer's Liability Insurance limit shall be as determined by NJ State Statute for your business. The policy to include a provision that the insurer agrees to waive all rights of subrogation against the Borough of Butler, its employees or agents;

Comprehensive automobile liability coverage for protection against all claims for injury to any and all persons and damage to property of others arising from the use of each automobile, truck, vehicle, or other equipment used in the performance of the within Contract. The liability limits shall not be less than the following: 1) Bodily Injury-- \$1,000,000.00 Per Person; 2) Property Damage- \$1,000,000.00 Each Occurrence; or 3) A Combined Single Limit of \$1,000,000.00.

Comprehensive General Liability (Occurrence Form) Coverage for protection against all claims arising from injuries to any or all persons (including death resulting (there from) and damage to property (including loss of use thereof) arising out of any act or omission of the Contractor, his agents and employees. The limits of liability shall not be less than \$1,000,000 each occurrence and aggregate where applicable.

All of the aforementioned policies with the exception of Workers Compensation shall name Borough as an additional insured and copies of such policies or certificates of insurance shall be delivered to the Borough as a pre-condition to commencement of the furnishing of work, labor or services hereunder.

Site Visitation:

It is recommended that all Vendors schedule a site visit to review the properties to be maintained. To arrange for a visit, please contact Joe Niosi at 973-838-7200 ext. 410 or Jim Lampmann at 973-838-7200 ext. 222. ALL site visits must be conducted prior to April 4th, 2014.

TECHNICAL SPECIFICATIONS

DESCRIPTION OF WORK:

The contractor awarded this contract will perform the services described below for each property:

Municipal Building- 1 Ace Road

- 7-1/2 months service April 15th through December 1st;
- Fertilize and apply weed treatment per schedule listed below.
- Mow grass weekly to 2 inch height during growing season;
- Edge and trim lawn areas weekly during the growing season;
- Power blow and remove debris from lawns, beds, sidewalks, weekly;
- Trim shrubs once per year;
- Perform Spring cleanup by May 15th;
- Perform fall cleanup and leaf removal by December 1st each year;
- Weed mulched landscape beds by May 15th each year and as needed throughout the contract year.

Downtown Park and Police Station – 10 High Street [Block 14, Lots 1 and 30]

- 7-1/2 months service April 15th through December 1st;
- Fertilize and apply weed treatment per schedule listed below.
- Mow grass weekly to 2 inch height during growing season;
- Edge and trim lawn areas weekly during the growing season;
- Power blow and remove debris from lawns, beds, sidewalks, weekly;
- Trim shrubs once per year;
- Perform Spring cleanup by May 15th;
- Perform fall cleanup and leaf removal by December 1st each year;
- Weed mulched landscape beds by May 15th each year and as needed throughout the contract year.
- This property **MUST** be cut and cleaned on the Friday or Saturday prior to Memorial Day in preparation for Memorial Day services.

Museum – 221 Main Street [Block 113, Lot 1]

- 7-1/2 months service April 15th through December 1st;
- Fertilize and apply weed treatment per schedule listed below.
- Mow grass weekly to 2 inch height during growing season;
- Edge and trim lawn areas weekly during the growing season;
- Power blow and remove debris from lawns, beds, sidewalks, weekly;
- Trim shrubs once per year;
- Perform Spring cleanup by May 15th;
- Perform fall cleanup and leaf removal by December 1st each year;

- Weed mulched landscape beds by May 15th each year and as needed throughout the contract year.

Fireman's Memorial Park [Block 21, Lot 1.03] (Corner of Carey Ave. and Robert St.)

- 7-1/2 months service April 15th through December 1st;
- Fertilize and apply weed treatment per schedule listed below.
- Mow grass weekly to 2 inch height during growing season;
- Edge and trim lawn areas weekly during the growing season;
- Power blow and remove debris from lawns, beds, sidewalks, weekly;
- Trim shrubs once per year;
- Perform Spring cleanup by May 20th;
- Perform fall cleanup and leave removal by December 1st each year;
- Weed mulched landscape beds by May 15th each year and as needed throughout the contract year.

Fire Department – 26-28 Carey Ave. [Block 21, Lot 3]

- Trim shrubs once per year;
- Power blow and remove debris from lawns, beds, sidewalks, weekly;
- Perform Spring cleanup by May 20th;
- Perform fall cleanup and leave removal by December 1st each year;
- Weed mulched landscape beds by May 15th each year and as needed throughout the contract year.

Harmon Parking Lot 23 – 29 Boonton Ave [Block 40, Lot 34]

- 7-1/2 months service April 15th through December 1st;
- Fertilize and apply weed treatment per schedule listed below.
- Mow grass weekly to 2 inch height during growing season;
- Edge and trim lawn areas weekly during the growing season;
- Power blow and remove debris from lawns, beds, sidewalks, weekly;
- Trim shrubs once per year;
- Perform Spring cleanup by May 20th;
- Perform fall cleanup and leave removal by December 1st each year;

Dean Avenue Traffic Island from Boonton Ave to Siek Road

- Mow grass monthly during the growing season. If the grass is of short enough length, it can be mulched in place;
- Edge and trim lawn areas weekly during the growing season;
- Power blow and remove debris from roadway after each cutting;
- Perform Spring cleanup by May 20th;
- Perform fall cleanup and leave removal by December 1st each year;

High Street Right of Way Southerly Side from Fairview Ave to 122 High Street

- Mow grass monthly during the growing season. If the grass is of short enough length, it can be mulched in place;
- Power blow and remove debris from roadway after each cutting;

Lower Main Street Right of Way Across from Arch Street

- Mow grass weekly during the growing season. If the grass is of short enough length, it can be mulched in place;
- Power blow and remove debris from roadway after each cutting;

Manning Ave. Cemetery [Block 23, Lot 51] (next to 27 Manning Ave.)

Entire Cemetery including grass access road that goes around the cemetery.

- 7-1/2 months service April 15th through December 1st;
- Mow grass monthly during the growing season. If the grass is of short enough length, it can be mulched in place;
- Perform Spring cleanup by May 20th;
- Perform fall cleanup and leave removal by December 15th each year;

Fertilization and Weed Control:

In addition to what has been specified above, fertilization and weed control for the Municipal Building, Downtown Park and Police Station, Museum and the Harmon Parking Lot shall be as follows:

- Application of crabgrass control and fertilizer in the Spring.
- Appropriate Weed and feed during the summer
- Fall fertilizing

General:

A bidder should confirm with the Department of Public Works the limits of the areas to be maintained.

The contractor shall provide all manpower and equipment necessary to perform the described work.

The contractor shall be responsible for removal of all of the grass cuttings and trimmings performed in conjunction with this contract for Municipal Building, Downtown Park and Police Station, Museum, Fireman's Memorial Park and the Harmon Lot. All other locations can be mulched in place.

The contractor shall be responsible for the cost of repairing any damage done to municipal property.

Unless otherwise directed by the Borough, work shall be performed between the hours of 7:00 am and 6:00pm, Monday through Saturday.

All work sites should be left in a safe and clean condition at the end of every workday.

Should the contract be delayed and work commences one or more full weeks after April 15th, then the contractor shall receive only a prorated share of the first monthly payment.

The Borough expects to award this contract to the entity proposing the lowest price, provided that all of the listed requirements are met. The Borough reserves the right to a waive requirements at its discretion, or not to award the contract.

CONTENTS OF PROPOSAL

Signed Proposal Price Summary (attached) including:

- Name and address of company, and contact information for company representative.
- Proposed price.
- Copy of current NJ Business Registration.
- No fewer than three (3) references, with organization name, contact name, address and telephone number, for whom similar work has been performed in the past twelve (12) months.
- Signed Ownership Disclosure Statement form (attached)
- Signed Non-collusion affidavit (attached)
- Itemization of any terms, conditions, limitations or exceptions to the above-stated requirements under which the work will be undertaken.

All of the above items shall be placed together in a sealed envelope with the words "Landscaping Services" and the name of the company making the proposal on the outside thereof, and delivered to the Borough of Butler, 1 Ace Road, Butler NJ 07405 no later than the date listed on page 1 of this RFP.

BASIS OF AWARD

The Borough expects to award this contract to the entity proposing the lowest price, provided that all of the listed requirements are met. The Borough reserves the right to waive requirements at its discretion, or not to award the contract.

PROPOSAL PRICE SUMMARY
Borough of Butler Municipal Landscaping Services

We, the undersigned company, agree to furnish to the Borough of Butler, County of Morris, New Jersey, Municipal Landscaping Services in accordance with the attached Request for Proposal.

In addition, the undersigned has read the technical specifications which are attached and made a part hereof, and agrees to furnish such service at the price(s), as shown below, in the manner as indicated in the technical specifications. It is understood that the award of the bid will be based upon the lowest price bid, after analysis for compliance of the bids submitted has been completed.

Proposal: \$_____per year.

Bid Amount in Words:_____per year.

Legal Name of Bidder:_____

Address:_____

Telephone: _____

Fax:_____

Authorized Signature of Bidder:_____

Name of Signatory:_____

Title:_____

Date:_____

Include with proposal:

- ___ Copy of NJ Business Registration Certificate;
- ___ Minimum of three (3) references
- ___ Completed Statement of Ownership
- ___ Completed and Notarized Non-Collusion Affidavit

If you are taking exception to any terms or conditions or placing any limitations or exceptions to the requirements included in this Request for Proposal, they must be included as part of your bid and noted

OWNERSHIP DISCLOSURE STATEMENT

Pursuant to P.L. 1977, c. 33 (N.J.S.A. 52:25-24.2), the corporation or partnership bidding on a public project shall furnish a statement setting forth the names and addresses of all stockholders in the corporation or the partnership who own ten percent (10%) or more of the stock in any class or of individual partners in the partnership who **own ten percent (10%) or greater** interest therein.

BIDS WILL BE REJECTED IF THEY DO NOT CONTAIN THIS DISCLOSURE STATEMENT.

Date: _____

Legal Name of Bidder: _____

Incorporated: _____

Business Address:

Street: _____

City: _____ State & Zip Code _____

Telephone: _____

Name of Stockholder or Partner

Address

[] We have no one person who owns ten (10%) percent or more of the corporation or partnership.

By: _____

Title: _____

Note: This Corporation or Partnership Statement is made part of the contract and must be returned with the bid.

IMPORTANT: THIS FORM MUST BE COMPLETED AND SUBMITTED WITH THE BID

NON-COLLUSION AFFIDAVIT

STATE OF _____)

COUNTY OF _____)

_____ being first duly sworn, deposes and says that he is _____ (sole owner, a partner, president, secretary, etc.) _____ of _____

_____ the party making the foregoing proposal or bid; that such bid is genuine and not collusive or a sham; that said bidder has not colluded, conspired, connived, or agreed, directly or indirectly, sought by agreement or collusion or communication or conference, with any person, to fix the bid price of affiant or any other bidder, or to fix any overhead, profit, or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the Borough, or any other person interested in the proposed Contract; and that all statements contained in said proposal or bid are true; and further, that such bidder has not, directly or indirectly, submitted this bid, or the contents thereof, or divulged information or data relative thereto, to any association or to any member of agent thereof, or to any person whatsoever.

(Affiant)

SWORN AND SUBSCRIBED TO
BEFORE ME THIS DAY
OF _____, 2014.

Notary Public in and for

_____ County,

My Commission Expires:
