

TOWN OF SANDISFIELD
Quote/Bid Submittal Form
Mowing and Basic Lawn/Landscaping Services

The price quoted should be one fixed price to provide all the services specified in this solicitation.

Price for Services as specified above \$ 34,500 \$ 17,250 per Season

I certify by my signature below that I have read, understood, and agree to all the terms and conditions outlined in this request for quotes for Mowing, Lawn Care, and Landscaping Services, all pages inclusive. I also certify that the prices quoted are accurate and constitute the entire costs and that there are no other ("hidden") fees or charges for which the Town would be responsible.

I also agree to the following Certifications.

CERTIFICATE OF NON-COLLUSION, Pursuant to M.G.L., Chapter 30, Section 39M:

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

CERTIFICATE OF TAX COMPLIANCE

Pursuant to M.G.L. Ch. 62C, Sec. 49A, I certify under the pains and penalties of perjury that the contractor/consultant has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

PRINTED NAME OF

INDIVIDUAL SUBMITTING QUOTE

Matthew McCuin

PRINTED NAME OF

BUSINESS/OTHER ENTITY (if applicable)

McCuin Landscaping

SIGNATURE Matthew McCuin

(For Corporations, LLCs, or other similar business structures, this must be of an individual that has the full legal authority to sign for the entity; the Town may ask for proof of this.)

ADDRESS 2 Stansen Lane Sandisfield MA 01255

PHONE and FAX 413-717-2689

Email (optional) McCuinLandscaping@gmail.com



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/26/22

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Frank Consolati Insurance Agency, Inc., PO Box 286 71 Main Street Lee, MA 01238	CONTACT NAME: PHONE (A/C, No, Ext): 413-243-0105 FAX (A/C, No): 413-243-4622 E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE NAIC #	
INSURED Matthew McQuin McQuin Landscaping 2 Stansen Lane Sandisfield, MA 01256	INSURER A : UTICA First Insurance	
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X	ART 8382819	05/15/22	06/12/23	EACH OCCURRENCE	\$ 500,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:					DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 50,000
						MED EXP (Any one person)	\$ 5,000
						PERSONAL & ADV INJURY	\$ 500,000
						GENERAL AGGREGATE	\$ 1,000,000
						PRODUCTS - COMP/OP AGG	\$ 1,000,000
							\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident)	\$
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
							\$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE	\$
						AGGREGATE	\$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input type="checkbox"/> N / A				PER STATUTE OTH-ER	
						E.L. EACH ACCIDENT	\$
						E.L. DISEASE - EA EMPLOYEE	\$
						E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

Town of Sandisfield
 66 Sandisfield Rd
 Sandisfield, MA 01256

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.



The Town of Sandisfield, Massachusetts
Request for Quotes
Mowing and Basic Lawn/Landscaping Services
Quote Solicitation Instructions and Submittal Form

(Please read carefully ENTIRE document!)

The Town of Sandisfield is seeking quotes for the provision of mowing and basic lawn/grounds/landscaping services for municipal properties. We are seeking proposals for a contract period for the 2022 and 2023 seasons (approximately April 2022 through November 2023), with the Town having the option of extending the contract for two (2) consecutive one-year periods, at its discretion.

Quote proposals must be received no later than 1:00 PM Friday April 29, 2022. This entire document, with form filled out and signed, must be included. Submittals can be via email to jbeardsley@sandisfieldma.gov, or via drop off or hard mail to the Town of Sandisfield, 66 Sandisfield Road, Suite 1, Sandisfield, MA 01255

Assistance to visit sites can be arranged by appointment by calling the Road Superintendent at 413-717-7627.

The Town reserves the right to reject any or all quotes and to make any awards in a manner deemed in the best interest of the Town.

PROPERTIES TO BE SERVICED

Buildings and Grounds

1. Library/Community Center, 23 Sandisfield Road
2. Old Town Hall/Highway Garage, 3 Silverbrook Road
3. Town Hall Annex, 66 Sandisfield Road
4. Wilbur Park, Route 8.
5. Monument, intersection of Route 57 and New Hartford Road (top of hill).
6. Fire Station #1, 79 South Main Street, Route 8
7. Fire Station #2, 207 Sandisfield Road
8. Yanner Park, Town Hill Road

Cemeteries

- 1) Route 57 Cemeteries:
 - a) Center Cemetery, Approximately across from the Town Transfer Station, Sandisfield Road
 - b) West New Boston Cemetery, near Carr Field
- 2) Beech Plain Cemetery, on North Beech Plain Road
- 3) Roberts Cemetery on Roberts Road
- 4) South Sandisfield Cemetery, Route 183

SPECIFICATIONS

The primary duties include a full spring and fall clean up and standard mowing and basic lawn maintenance usually once a week in May and June, then every other week as needed. Frequency may obviously vary due to the weather. The Town reserves the right to expand the area, level, and frequency of maintenance within reason and negotiation with the chosen vendor. Additional site-specific services may be required for certain areas.

The following are the general and minimum specifications of the services expected, and are not necessarily complete. It is expected that all other customary professional practices for such services will be employed as well.

1. Mow and maintain the lawns and areas around all buildings. This includes, at a minimum, basic cleanup of sticks, small limbs, and trash.
2. Maintain any shrubbery around the buildings and nearby areas including trimming, watering, maintenance of soil and proper plant position/posture, check planting beds, pull weeds, pick up trash and debris.
3. Weed-whack around all trees, fences, posts, and similar structures, and under fence rails.
4. Fall Clean Up: Final Fall Clean Up is scheduled each fall after trees have lost their leaves. Fall clean up must be completed by the end of November, using judgment and consultation with the Town. All leaves and lawn debris are to be picked up and disposed of offsite.
5. Spring Clean Up: Spring Clean Up is scheduled each spring, prior to the first mowing. All leaves, twigs and lawn debris must be picked up and disposed of offsite. Any gravel or blacktop displaced by winter plowing shall be raked up and disposed of offsite. Mulch shall be placed where appropriate.
6. For cemeteries, trim grass around all monuments, headstones, markers, foot markers, and flowerbeds without disturbing flowers, planters/plantings, shrubs, flag holders, ornaments, etc.
7. Special care must be taken in the cemeteries around older headstones/markers that may be tilting or are otherwise in a vulnerable position/state, and around grave decorations and memorial items.
8. In the week before Memorial Day, it is vital that all services be performed with extra care and attention to detail, primarily to the cemeteries.
9. Notify Superintendent of Public Works or the Town Administrator of any necessary repairs or maintenance deemed needed.

GENERAL INFORMATION, NOTIFICATIONS, REQUIREMENTS

The chosen contractor shall comply with all Federal, State and Local laws, rules, regulations and orders in general and specifically those applicable to the work provided pursuant to this solicitation, and shall be responsible for possessing and retaining throughout this contact all necessary licenses, permits, and approvals that may be required for the performance of the services herein.

It is presumed and is the responsibility of the submitters of this quote to have familiarized themselves with the areas to be services and all other conditions and logistics that may affect their ability to perform all of the services successfully to fulfill the requirements of this RFQ.

Contractor is responsible for complying with all Prevailing Wage laws of the Commonwealth of Massachusetts that may apply and supplying earnings proofs sheets to the Town as may be required by law.

All equipment, tools, labor and other needs required to perform the services herein are to be provided by the vendor.

It is understood that the vendor awarded any contract is an independent contractor for the Town and is not in any respects an employee or agent of the Town of Sandisfield for any purpose.

The vendor shall not assign, sublet, subcontract, or otherwise transfer any award, in whole or in part, nor the monies due thereunder without the prior written consent of the Select Board, which may approve or disapprove at its discretion.

Though it is the responsibility of the chosen vendor to proactively make certain all services are performed and to work independently, communication and coordination with the Public Works Superintendent, who will be the first and primary contact for questions and any directions needed, is expected.

Any Town or third-party property damaged by the contractor in carrying out the provisions of this contract shall be restored to its original condition at the expense of the contractor.

INSURANCE REQUIREMENTS

The Contractor shall be responsible to the Town or any third party for any property damage or bodily injury caused by it, any of its subcontractors, employees or agents in the performance of, or as a result of, the work under this procurement. The chosen vendor must have a full spectrum of commercial insurance to indemnify the Town and cover any third parties for all aspects of possible liability that could arise from the services to be provided, and that covers all vehicles and other equipment/machinery used for the services required by this quote. It shall also be the responsibility of the chosen vendor to assure of the same coverage for any subcontractors, where applicable. The coverages must remain in force throughout service to the Town, and the insurance providers required to notify the Town of any impending cancellations or changes in coverage. In addition, the "Town of Sandisfield" must be listed as an "Additional Insured" on all policies. Proof of this must be given to the Town before the award is fully complete and services can begin. The following minimums are required:

General Liability for property and bodily of at least \$1,000,000 per occurrence, 2,000,000 per aggregate.

Automobile and other motorized vehicle insurance of at least \$500,000 to cover hospitalization and bodily injury and property damage.

Worker's Compensation as mandated by the Commonwealth of Massachusetts for the particular firm and its organizational structure.

Any other insurance that is deemed by the Town as standard for such services and products described as part of this solicitation.

INDEMNIFICATION AND HOLD HARMLESS REQUIREMENT

The Contractor shall indemnify and save harmless the Town of Sandisfield, all its employees, agents, and other officials from and against all losses, claims, demands, payments, suits, actions, recoveries, and judgments of every nature and description brought or recovered against them by reason of any act of omission of said contractor, his/her agents, subcontractors, or employees, in the execution of the work of this offer or in guarding the same. This is to include all legal fees that the Town may incur in relation to any such incident.

All questions about this solicitation are to be directed to Janey Beardsley, at (413) 238-4711, ext. 3, or via email to jbeardsley@sandisfieldma.gov.