



**Town of Lyons
Request for Proposal
For Installation, Care and Maintenance
of Landscape and Plant Materials**

Proposal Deadline – March 1, 2019

The Town of Lyons requests bids for the installation, care and maintenance of landscaping materials in several areas in Town including street islands, right of ways, planter areas and flower bowls/ planters. These areas include Main Street/Downtown including the East Corridor, High Street, Sandstone Park and Bohn Park.

The successful bidder will coordinate and implement plans for siting, placement, and plant selection for all locations in the spring and provide a full maintenance plan to care for each area's success throughout the growing season-from spring start-up/clean-up to fall cut back/clean-up. Some support may be provided by the Town of Lyons Parks and Public Works Department. All areas, including flower bowls and planters should be in place and be prepared with the necessary level or amount of fresh plantings between May 25th and not later than June 7th, depending on weather, and shall be cleaned up and removed in early to mid-October.

Please include in your proposal any relevant experience you have with similar projects. The Town of Lyons reserves the right to award the contract based on considerations other than the bid price. Contract is dependent on the approval of the Town of Lyons Board of Trustees.

Proposals Due: Please submit your proposal on or before **3 P.M. on March 1, 2019** to the address below or via e-mail to kmitchell@townoflyons.com

Kim Mitchell
Director of Community Programs and Relations
432 5th Ave.
Po Box 49
Lyons, CO 80540

I. PROPOSAL REQUIREMENTS.

- A. Proposals shall be submitted in writing (email proposals will be accepted) via www.Rockymountainbidsystem.com and must contain a cover sheet, cost information, customer list and any other detailed information as necessary.
- B. The cover sheet shall list the contractor with names, email addresses and phone numbers of persons who may be contacted to answer questions. Also, the cover sheet shall state who prepared the proposal and how they can be contacted.
- C. References from clients with similar services shall be provided. Please provide addresses, telephone numbers and individual contacts for each reference. The Town may contact these references to determine customer satisfaction with the service from the vendor.
- D. Cost proposal information shall be submitted on the **attached Cost Proposal Form**.
- E. For any questions regarding the scope of work, please contact Kim Mitchell, Director of Community Relations and Programs via email kmitchell@townoflyons.com

II. Scope of Work

Complete proposals will provide for services in the following areas:

Complete bids will include separate costs for each of the following:

1. Spring clean-up and preparation for all areas listed. Please include cost estimate as a separate line item.
2. Adding applicable plants/flowers for the areas listed. Plants which are appropriate both in terms of durability and aesthetics. New annuals and perennials should complement the current perennials while also providing for additional color. Please quantify number and type for each location.
3. Time and Labor for preparation of 18 concrete flower bowls and planting flowers according to plan. Please include cost estimate for new plantings and preparation as a separate line item.
4. Maintenance should include: providing weekly watering, fertilizing and maintenance for all gardens, beds and flower bowls. (Each area and/or flower bowl will require a suitable amount of moisture to retain the health of the plants.) Hours and cost for weekly maintenance. Please outline how many hours and the cost per week for weekly upkeep and maintenance.
5. Fall Cut Back/Clean Up

Detailed areas to include are:

- a. West End Street Island- (CDOT sign Allenspark/Estes Park Corner of 5th and Main St/ US 36)– Clean up, add annuals, perennials and maintain
- b. Corner Bed by NOW Clock (4th and Main St) Clean-up, Add Annuals and Maintain
- c. Welcome to Lyons Sign (McConnell and US 36) – Clean up, add annuals/perennials, maintain and irrigate
- d. Existing streetscape/landscape Beds on Main St (between 3rd and 5th St-both sides) – Clean

- up, add plants and maintain
- e. High Street Planters (between 4th and 5th St) – Clean up/prep, add Annuals, maintain and irrigate
 - f. Planters to West along Corridor Trail (US 36 from McConnell to Black Bear Hole) – clean up/prep, add plants, maintain and irrigate
 - g. Concrete Flower Bowls – 4 XLG and 14 LRG Bowls (along US 36 – East Main and Main St)– clean up/prep, Plant and Maintain (have irrigation currently)
 - h. Marquis Area Planters (corner of 3rd and Main St) – clean up/prep, add plants and maintain
 - i. Flower beds /around Visitor Center (350 Railroad Ave) clean up/prep, add plants, water and maintain

Weekly garden upkeep to areas specified above should include light duty routine care and maintenance, including supplemental watering and fertilization.

Prior to removal or installation of any plant and landscaping materials, the Town will review the suggested inventory lists and recommendations. Only upon approval will any work proceed. Such work would include planting annual color plants for spring/summer and fall bloom. After mutual agreement on which plants are to be removed or rehabilitated and which new plants are to be installed, Contractor will proceed with the removal, rehabilitation, and installation.

Maintenance/Care

Once the initial removal and new plant installation process has been completed within a mutually agree upon timeline, depending on weather, but before June 7th, 2019 and all work is approved and accepted by the Town, a care and maintenance schedule will commence in accordance with the following schedule:

Weekly: checked at least weekly and completed as needed

- Removing weeds. Deadheading.
- Pruning back any plant material overhanging curbs.
- Removing any litter and leaves from islands and open spaces.
- Removing sucker growth from the bottom of trees.
- Smoothing the mulch/rock layer.
- Checking plants for stress or disease. Replacing any plants that meet conditions for replacement at contractor's expense.
- Reporting any irrigation issues to Town Staff
- Reporting any maintenance or liability issues to Town of Lyons

Note: Contractor shall first seek Town authorization prior to removing or replacing any dead or missing plants for which the Town would incur additional costs.

Twice-Weekly:

- Watering-as needed, where not supplied (Town can supply water, contractor to supply ability to deliver and labor to hand water)

Monthly:

- Adding new mulch as needed (Town will order and supply as needed)
- Applying granular fertilizer as appropriate
- Weed control as appropriate-as approved by Town
- Pruning perennials

III. Service/Guarantees

Specify any warranties or guarantees associated with your service.

IV. EMPLOYMENT DISCRIMINATION BY CONTRACTOR PROHIBITED

During the performance of a contract awarded pursuant to this advertised "Request For Proposal", the Contractor agrees as follows:

- A. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- B. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
- C. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purposes of meeting the requirements of this section.
- D. Contractor shall be in compliance with the applicable provisions of the Americans with Disabilities Act of 1990 as enacted and from time to time amended and any other applicable federal, state, or local laws and regulations. A signed, written certificate stating compliance with the Americans with Disabilities Act may be requested at any time during the life of Contractor's agreement with the Town or any renewal thereof.

V. INSURANCE REQUIREMENTS

- A. Contractor shall provide at its own expense the following insurance for all employees in connection with the performance of the Services:
 1. Worker's Compensation: As required by Colorado state statutes.
 2. General Liability: \$1,000,000 each occurrence and \$2,000,000 aggregate.
 3. Auto Liability Insurance: \$1,000,000 each occurrence and \$2,000,000 aggregate.

B. The Contractor shall indemnify and hold harmless the Town against and from all liability, claims, damages, demands and cost, including attorney fees of every kind and nature and attributable to bodily injury, sickness, disease or death or to damage or destruction of property resulting from or in any manner arising out of or in connection with the project and the performance of the Services.

VI. AWARD OF CONTRACT

A. The Town of Lyons seeks the best professional service at a competitive price. Service and professionalism is important to minimize citizen complaints and Town staff administration time, which increases the overall cost of the service to the public. After receipt of proposals, the Town will utilize this philosophy plus the following factors in selecting the vendor to provide the Services.

1. Quality of service and customer service/support available. (References will be checked).
2. Proposed fee(s).
3. Demonstrated experience in providing professional service on a long-term basis. Please submit a list of client/customer references.
4. Warranty/guarantee of service, if any.
5. Demonstrated dependability, reliability and quality service for the public.

B. The Town will evaluate responsive proposals and may select the contractor most fully qualified and best suited among those submitting proposals, on the basis of the factors listed above. Costs and compensation will generally be considered, but is not the sole determining factor. In many cases, other factors, including but not limited to experience, financial and professional capacity, references, service, warranties, proposed approach, life cycle costs, etc. are important together with the quoted cost.

After the evaluation, information gathering, and further negotiation is completed, the Town shall select the contractor who, in its opinion, best meets the need of the Town and shall award the contract to that contractor.

C. The Town of Lyons reserves the right to reject any or all proposals, to waive informalities or irregularities, in the proposals received, and to reject non-conforming, non-responsive or conditional proposals, and to accept the proposal in whole or in part which in the Town's judgment best serves the interest of the Town of Lyons and its citizens.

VII. GENERAL CONDITIONS

- A. Bid proposals/information must be received at the Town Hall **by 3:00 PM, March 1, 2019**. It is the responsibility of the proposer to ensure that its proposal arrives at the Town offices prior to the time and date indicated above. email to: kmitchell@townoflyons.com or mail proposals to P.O. Box 49, Lyons, CO 80540, or deliver to the Town Hall at 432 5th Ave, Lyons, Colorado, Attention: Kim Mitchell
Late proposals will be returned unopened.
- B. Proposals shall be placed in a separate envelope clearly marked "**Installation, Care and Maintenance of Landscape and Plant Materials.**"
- C. Proposals shall be firm for a period of thirty (30) days commencing on **March 1, 2019**.
- D. For questions regarding the scope of work, please contact Kim Mitchell, Director of Community Relations and Programs via email kmitchell@townoflyons.com
- E. The Town intends to enter into a one-year, renewable contract to provide this service beginning in May 2019.
- F. Any person or agency on the U.S. Attorney General's list of ineligible contractors will not be considered
- G. The proposer certifies by signing its proposal that such proposal is in all respects bona fide, fair and not the result of any act of fraud or collusion with another person engaged in the same line of business or commerce.
- H. The proposer that is awarded a contract to perform the Services shall be required to comply with all local, state, and federal requirements related to the Services.
- I. The submitted proposal is considered an offer by the proposer and will become part of any contract or purchase order issued for the Services.
- J. Upon the Town's acceptance of proposer's proposal, the proposer agrees to sign a professional services agreement in substantially.

COST PROPOSAL FORM (2 pages)

Town of Lyons

Installation, Care and Maintenance of Landscape and Plant Materials

Areas to include

- West End Street Island- (CDOT sign Allenspark/Estes Park Corner of 5th and Main St/ US 36)– Clean up, add annuals, perennials and maintain
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COST PROPOSAL

Contractor proposes to perform the following services described above in the Request for Proposal for the amounts listed below:

Initial Spring Clean Up and Prep Work – of all areas noted
Lump sum amount \$ _____

New plantings and materials (soil amendments, plants and any other items).
Applicable plants/flowers. Plants which are appropriate both in terms of durability and aesthetics. New annuals and perennials should complement the current perennials while also providing for additional color.
Lump sum amount \$ _____

Prep and plant concrete flower bowls, include time and labor for preparation of 18 concrete flower bowls and new plantings according to plan.
Lump sum amount \$ _____

Maintenance and Care. Please outline how many hours will be provided for weekly upkeep and maintenance
Hours per week _____
Cost per week \$ _____

Fall Cut Back/Clean Up
Lump sum amount \$ _____

Please list any deposits required for plantings
\$ _____

Please list anticipated start date _____

I certify that I am authorized to submit this proposal on behalf of _____ and hereby agree that, if selected, to enter into a contract with the Town of Lyons in accordance with the terms of this proposal.

_____	_____	_____
Signature	Date	Title

1. Payment terms are Net 30, please state any accelerated terms of payment and any discounts you might offer:

2. Please note any exceptions you take to this bid and any proposed alternative (deviation statement):

VENDOR SUGGESTED OPTIONS/ADDITIONS/DELETIONS (attach documentation, if necessary)

Please indicate any deviations from the specifications:

Company Name (as listed with the Colorado Secretary of State):

Phone: _____

Address: _____

Email address:

Authorized Signature: _____