

# Request for Proposal

## **INTRODUCTION:**

The Town of Cornish ("Town") is soliciting proposals from qualified vendors ("Vendor") for Seasonal mowing of Buildings and Grounds and Cemeteries.

This request for proposal has two (2) sections under "Scope of Work". Vendor is not required to submit a bid for both items.

## **FUNDS AVAILABILITY:**

Any proposal submitted in regards to this RFP shall be subject to funds becoming available. Funding shall come from monies appropriated at the 2024 Annual Town Meeting.

All bids shall be considered valid until: 5/13/2024 5:00 PM, 2024.

## **INFORMATIONAL:**

Proposal packages must be received by May 13th, 2024.

Proposal packages must be received at 488 Town House Road Cornish, NH (Attn: Cornish Selectmen) no later than the date/time listed above. Postmarks are not accepted. Late proposals will be returned unopened.

Submit a complete hard copy of the proposal in a sealed envelope. Mark the outside of the envelope "RFP-Cemetery Mowing."

Questions and/or additional information concerning this RFP must be submitted in writing or via email to:

Town of Cornish  
488 Townhouse Road  
Cornish, NH 03745  
Email: townbos@comcast.net

Please do not contact any other personnel about this RFP unless authorized by the Selectmen prior to contact.

The Town of Cornish reserves the right to reject any or all Proposals, to waive any informalities in any Proposal, and to qualify the firms that best meet the Town's needs.

## **PROPOSAL INFORMATION:**

# Request for Proposal

## Key Action Dates & Times

Event	Date
Publication of RFP	4/29/2024
Deadline for Proposal Submission	5/13/2024 5:00 PM
Sealed Proposal Opening	5/13/2024 7:00 PM
Award of bid (If bid is Awarded)	5/13/2024
Date of first mowing	Week of 5/19/2024

RFP opening will coincide with a scheduled Selectmen's Meeting. Following opening, quotes shall be reviewed by the Board of Selectmen.

### **SUBMISSION OF PROPOSAL:**

All proposals must be submitted under sealed cover and sent to the Town of Cornish, Attention Board of Selectmen, by dates and times shown.

Proposals may be hand delivered or mailed to Cornish Town Office, 488 Town House Road, Cornish, NH 03745. All proposals must be received by May 13<sup>th</sup>, 2024.

1. A minimum of one (1) original hard copy must be submitted.
2. A proposal may be rejected if it is conditional or incomplete, or if it contains any alterations of form or other irregularities of any kind. The Town may in its sole discretion reject any or all proposals and it may waive an immaterial deviation in a proposal. The Town's waiver of an immaterial deviation shall in no way modify the RFP document or excuse the Vendor from full compliance with all requirements if awarded the bid.
3. Costs incurred for developing proposals and in anticipation of award of the Vendor Agreement are entirely the responsibility and risk of the Vendor and shall not be charged to the Town.
4. A Vendor may modify a proposal after its submission by withdrawing its original proposal and resubmitting a new proposal, but only if this is accomplished prior to the proposal submission deadline. Vendor modifications offered in any other manner, oral or written, will not be considered.
5. The Town does reserve the right to negotiate the submitted prices with the submitting Vendors or to request clarifications and subsequent price alterations after the submission deadline, at the sole discretion of the Town.

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6. The Town may modify the RFP prior to the date fixed for submission of proposals by the issuance of an addendum to all parties who received a proposal package. All addenda will be sent via electronic mail.
7. Before submitting a response to this solicitation, Vendors should review, correct all errors, and confirm compliance with the RFP requirements.
8. No oral understanding or agreement shall be binding on either party.
9. Each proposal shall be accompanied by a set of contractor's specifications consisting of a detailed description of the work being proposed for each of the item(s) they are bidding on.
10. The Town reserves the right to reject all proposals in its sole discretion.

## **EVALUATION & SELECTION:**

At the time of proposal opening, each proposal will be checked for the presence or absence of required information in conformance with the submission requirements of this RFP.

The Town will evaluate each proposal to determine its responsiveness to the published requirements.

Proposals that contain false or misleading statements, or which provide references which do not support an attribute or condition claimed by the Vendor, may be rejected.

Award, if made, will be to the lowest responsible Vendor, as determined by the Town through its evaluation of submitted Proposals and modifications, if any. Award is not dependent on total cost of the Proposal, although cost is a factor in the evaluation of the Proposals.

## **DISPOSITION OF PROPOSALS (PUBLIC RECORD):**

Proposing Vendors understand that, as a general rule, all documents received by the Town are considered public records. Upon proposal opening, all documents submitted in response to this RFP will become the property of the Town of Cornish and will be regarded as public records and subject to production to and review by the public on request. Per NH RSA 91-A, Right to Know.

If a proposing Vendor considers any portion of its submittal proprietary and/or otherwise exempt from disclosure, it must clearly label such information or documentation and submit it, together with a written request for a determination of whether the documents can be withheld from public disclosure, no later than ten (10) business days prior to the due date of the submittal. The Town's attorney shall make a determination of confidentiality.

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## SCOPE OF WORK:

This RFP Contains two (2) Sections: **Buildings and Grounds** and **Cemeteries**.

Bidders may bid on one or both sections.

### Summer mowing/trimming

Mowing and trimming will be completed weekly, unless otherwise noted. Properties should look their best for the weekend.

- Key dates: Memorial Day, Independence Day, Labor Day
- Grass shall be cut to an appropriate and consistent height and shall be aesthetically pleasing.
- Clippings **cannot** contact stones, markers, or memorials. Rear discharge equipment or baggers shall be used
- String from trimmers **cannot** contact stones, markers, memorials, or trees.
- Clippings shall be removed from site unless noted.

### Leaf Removal

Leaves and debris shall be removed from properties as necessary.

### Fall Cleanup

Fall cleanup shall serve as the final work performed. Properties should be mowed and trimmed and be free from trash, debris, leaves, etc. Vendor shall notify BOS of any necessary maintenance work needed.

<b>BUILDINGS AND GROUNDS</b>		
<b>PROPERTY</b>	<b>LOCATION</b>	<b>NOTES</b>
Highway Department	255 Parsonage Road	
Town Hall	294 Townhouse Road	
Townhouse Police & Fire	283 Townhouse Road	
Town Office	488 Townhouse Road	
Trinity Church	833 NH RT 12-A	
Town Welcome signs		
Library	24 School Street	
Old Selectmen's Office	26 School Street	

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Fire Pond/Swimming hole	29 Leavitt Hill Road	
Cornish Flat Fire	187 NH RT 120	
Rescue Squad Building	Center Road and NH RT 120	
Cornish Meetinghouse	Cornish Flat	

<b>CEMETERIES</b>		
Chase	Platt Road and NH RT 12-A	
Comings	Root Hill Road	
Trinity	833 NH RT 12-A	
Parsonage	North	
Edminster	Edminster Road	
Huggins	Huggins Cemetery Road	
Cornish Center	Center Road	
Childs	NH RT 120	
Flat	School Street	

**PROOF OF INSURANCE:**

The Town is asking all Vendors to provide a copy of their insurance. This shall include what is currently held for liability and/or Workers Compensation, if applicable. This information shall be used during the time of bid evaluations and recommendations to the Selectmen.

**CLEAN-UP & DISPOSAL:**

Debris from cleanup and bagged clippings should be removed from sites.

**QUALITY & WORKMANSHIP:**

Clippings **cannot** contact stones, markers, or memorials. Rear discharge equipment or baggers shall be used in Cemeteries. String from trimmers **cannot** contact stones, markers, memorials, or trees. Clippings shall be removed from site unless noted.