

Request for Proposal
Town of Dewey Beach

SUBJECT: Request for Proposal (RFP) From Qualified and Experienced Companies/Organizations to Provide Landscape Maintenance.

The Town of Dewey Beach invites you to submit an original unbound proposal (clearly marked) and seven (7) bound copies in response to our Request for Proposal ("RFP"). All submissions and inquiries must be addressed as outlined in the RFP which can be found on the town's website at www.townofdeweybeach.com or at Town Hall 105 Rodney Avenue, Dewey Beach, DE 19971.

The proposals are to be submitted in a sealed envelope clearly marked Important, Bid Enclosed bearing the name of the Proposer, and the address as well as the title of the RFP, no later than 2pm, Friday June 4, 2010. Mail or hand deliver your proposal to:

Town of Dewey Beach
Town Manager
105 Rodney Avenue
Dewey Beach, Delaware 19971

The Town's tentative schedule for this Request for Proposal is as follows:

Opening of Proposals: June 4, 2010 (Friday) @ 2pm
Proposals Evaluations: June 8, 2010
Commission Award: June 11, 2010

The Town reserves the right to delay or modify scheduled dates. The Town will notify Proposers of all changes in scheduled dates.

We look forward to your active participation in this solicitation.

Sincerely,

Diana Smith
Town Manager



TOWN OF DEWEY BEACH

LANDSCAPE MAINTENANCE SPECIFICATION

REQUEST FOR PROPOSAL

LANDSCAPE MAINTENANCE AREAS

Route 1 Median – From Anchor Way (South End Town Limits) to the vicinity of Andrew Avenue (North End Town Limits)

Qualifications: The individual/firm that maintains the above listed maintenance areas for the Town of Dewey Beach must have a horticultural/arboricultural education and experience. They must be certified in the use of herbicides and pesticides. A copy of said certification must be submitted with the bid application. Proof of State and City business licenses, liability insurance and workman's compensation insurance are to be submitted with the bid.

Responsibilities: The individual/firm awarded the landscaping maintenance contract will be in effect through the end of the current fiscal year, March 31, 2011. They must perform the required tasks specified in this document. If problems are found on the properties being maintained they are to report these problems to the Maintenance Supervisor Alvin Huffman or the Town Manager.

Indemnification: The individual/firm contracted shall defend, indemnify, and hold harmless the Town of Dewey Beach against claims, damages, loss and expenses including, but not limited to, attorneys' fees arising out of or resulting from the performance of the contract. The contractor will supply a copy of Town of Dewey Beach and State of Delaware Business License and Certificate of Liability Insurance which reflects General Liability and Workman's Compensation Insurance.

Payments: Can be arranged within the details of the final contract with the individual/firm.

Bidding for Contract: Proposals should include separate costing for each of the three landscape maintenance areas listed above. The primary maintenance focus of this bid should be around the Route 1 median. With respect to the Route 1 median, proposals should discuss the current condition of the 75 – 5' x 5' islands, including condition of soil, tree and other vegetation present. The total cost of the project is to be on a "not to exceed" basis.

For specific details of these three landscape maintenance areas, please contact Alvin Huffman, Town of Dewey Beach at 302-227-6363.

Sealed bids must be submitted to Diana Smith, Town Manager, Dewey Beach Town Hall, 105 Rodney Avenue, Dewey Beach, DE 19971 by **2:00 pm EST Friday, June 4, 2010.** All bids will be opened at 2:01 pm or as soon thereafter on the same date at Dewey Beach Town Hall. Bids must be clearly identified on envelope "Bid for Landscape Maintenance"

Selection Criteria: Responding individual/firms will be rated on the following criteria:

1. Professional background of the firm and the experience each person in your firm has that will be assigned to this project.
2. Your proposed performance plan and the role each person will have in accomplishing the work.
3. Recent experience on similar projects and how those similarities might relate to this project. Please provide examples and references.
4. Unique or other relevant experience.
5. Individual/Firm's familiarity with the Town of Dewey Beach.
6. Capability of the firm to perform the work on schedule and within budget. Overall project cost.

LANDSCAPE MAINTENANCE REQUIREMENTS

November – March

Apply pre-emergence weed control to beds as needed.
Prune small trees, perennials, ornamental grasses and ground cover.
Apply fertilizer to all shrubs and trees as needed.

April – May

Plant annuals as requested by Town Manager
Clean out winter season impact upon trees, grasses and other plants, specifically sand deposits.
Mulch all beds/trees with hardwood shredded mulch.
Apply pre-emergence weed control to beds as needed.
Prune small trees, perennials, ornamental grasses and ground cover.
Apply fertilizer to all shrubs and trees as needed.

June – October

Remove summer annuals as requested by Town Manager
Plant fall annuals as requested by Town Manager
Prune fall growth from ornamental trees and shrubs.
Apply pre-emergence weed control to beds.

GENERAL REQUIREMENTS:

- During the height of the season (May-October) conduct a general cleanup and manual weed removal of all beds every one to two weeks.
- During the spring and fall planting seasons, plant annuals and perennials as requested by Dewey Beach Town Manager. Material costs should be bid as part of this specification.
- Keep Dewey Beach Town Manager informed in a timely manner of all work completed.
- Inspect trees, shrubs and flowers for pests and disease on a monthly basis and if problems are discovered, treat in a timely manner.