

PUBLIC NOTICE
REQUEST FOR PROPOSALS

THE TOWN OF GUTTENBERG IN THE COUNTY OF HUDSON, STATE OF NEW JERSEY is requesting proposals for the providing of landscaping services to the Town of Guttenberg from March 1, 2010 to February 28, 2011. Copies of the documents setting forth the scope of services, contract terms and conditions, proposal requirements, criteria for evaluation of proposals, and proposal submission requirements may be obtained from the Municipal Clerk of the Town of Guttenberg by telephoning the Clerk at 201-868-2315 or by visiting his offices at 6808 Park Avenue, Guttenberg, New Jersey, Monday through Friday between the hours of 9:00 a.m. and 4:00 p.m. Proposals will be accepted up to 2:00 p.m. (prevailing time) on Friday, February 19, 2010.

Alberto Cabrera
Town Clerk

REQUEST FOR PROPOSALS

THE TOWN OF GUTTENBERG is accepting Proposals from providers of landscaping services to furnish landscaping services to the Town of Guttenberg with all the necessary labor and equipment for a period from March 1, 2010 to February 28, 2011. The approved vendor must provide the following:

SCOPE OF WORK

The work to be performed under this Contract shall include the landscaping for the Little League Field and Memorial Park Field for the Town of Guttenberg.

The Contractor shall furnish all materials, equipment, transportation and labor necessary therefore and incidental thereto to complete the work.

The landscaping for the Little League Field and Memorial Park Field shall include but not be limited to the following:

1. Spring cleanup and ground reconditioning.
2. On a weekly basis, the landscaper shall perform the following:
 - (a) Both fields shall be mowed to a height of 2 ½ to 3 inches.
 - (b) Maintain clean edge between plant beds and lawn.
 - (c) Cultivate soil as needed.
 - (d) Power edge all sidewalks and turf edges as needed.
 - (e) Trim around trees and shrub beds as needed.

- (f) Keep sidewalks, curbs and promenade areas clean.
- (g) All grass clippings shall be removed from sight.

COST

Payments for landscaping services will be based upon the contract. Said cost shall include all cost of the equipment plus all labor utilized by the Contractor for landscaping with the use of the equipment.

INSURANCE

The successful bidder shall provide insurance as follows:

- A. The Contractor shall not commence work under the Contract or under any special conditions until he has provided verification that he has obtained all insurance as required under the following sub-paragraphs and until such insurance has been approved by the Town. The Contractor shall not allow any subcontractor to commence work until all similar insurance has been obtained by the subcontractor and approved by the Town.
- B. The Contractor shall take out and maintain during the life of the Contract Workmen's Compensation Insurance for all his employees working in the Town and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workmen's Compensation Insurance for all the latter's employees, unless such employees are covered by the protection afforded by the Contractor. If a subcontractor is not protected under the Workmen's Compensation Statutes, the Contractor shall provide and shall cause each subcontractor to provide compensation insurance with a private company in an amount equivalent to that required by the Workmen's Compensation Statute for the protection of employees not otherwise protected.
- C. The Contractor shall obtain and keep in force during the term of the Contract, public liability and property damage insurance from insurance companies and in a form approved by the Town. Said Insurance shall provide coverage to the Contractor, subcontractors performing work provided by this Contractor, and

the Town. The Town of Guttenberg, its officers, and agents shall be named as additional insured on said policy, insofar as the work and obligations performed under the Contract are concerned. The coverage, so provided, shall protect against claims for personal injuries, including accidental death, as well as claims for property damages which may arise from any act or omission of the Town, the Contractor, any subcontractor or by anyone directly employed by either of them.

The minimum policy limits of such insurance shall be as follows:

- A. Bodily injury liability coverage with limits of not less than \$500,000 for bodily injury, including accidental death, to any one person, and subject to that limit for each person, in an amount not less than \$1,000,000 for each accident; and property damage coverage in an amount of not less than \$500,000 for each accident.
- B. A copy of the insurance policy, together with a copy of the endorsement naming the Town of Guttenberg, its officers, agents, servants and employees as their interest may appear as an additional insured, shall be provided by the Town within a reasonable time after receiving notice of award of Contract and before commencing any work.
- C. The Contractor agrees to save the Town of Guttenberg, its officers, agents, servants, and employees, as their interest may appear, harmless from any and all loss or damage occasioned to it or to any third person or property by reason of any carelessness or negligence on the part of the Town, the Contractor, subcontractor, agents and employees in the performance of the Contract and will, after reasonable notice thereof, defend and pay the expense of defending any suit which may be commenced against the Town of Guttenberg, its officers, agents, servants and employees, as their interest may appear, by the third person alleging injury by reasons of such carelessness or negligence and will pay any judgment which may be obtained against the Town of Guttenberg, its officers, agents, servants, and employees as their interest may appear in such suit. The Contractor shall furnish the insurance required.

Automobile equipment and Truck insurance covering vehicles owned and/or operated by the Contractor, vehicles operated for the Contractor, and vehicles owned and/or operated by subcontractors including those of employees when so operated shall be provided as follows:

- A. One person in any one accident, amount of Five Hundred Thousand

Dollars (\$500,000).

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- B. Two or more persons in any one accident, amount of One Million Dollars (\$1,000,000).
- C. Property damage in any one accident, amount of Five Hundred Thousand Dollars (\$500,000) with aggregate property damage policy limit of One Million Dollars (\$1,000,000).

PROPOSAL SUBMISSIONS:

All persons interested in submitting a proposal for the providing of landscaping services shall submit a Proposal for the cost for landscaping services. Proposals shall be delivered to the Municipal Clerk at his office at the Town Hall of Guttenberg, New Jersey located at 6808 Park Avenue, Guttenberg, New Jersey on or about 2:00 p.m. (prevailing time) on Friday, February 19, 2010. All persons submitting a Proposal are encouraged to contact Alberto Cabrera, Municipal Clerk, in an effort to personally be advised of the necessary requirements to provide the products requested.

PROPOSAL FORMAT:

1. Must include a completed and signed Proposal outlining all costs.
2. Must include Certificates of Insurance.
3. Must include copies of relevant licenses necessary to provide said services.
4. Must provide a New Jersey Business Registration Certificate.
5. Fully executed Non-Collusion Affidavit which is attached.
6. Fully executed Disclosure of Ownership form which is attached.
7. From the mandatory Equal Employment Opportunity Language (which is attached) one of the three documents requested in the attachment. Also, the interested firm, if awarded the contract, must include the mandatory Equal Employment Opportunity Language from the form.

CONTRACT AWARD:

It is the intent of the Town of Guttenberg to award a Contract for the service required hereunder in accordance with competitive proposal procedures based on cost, experience and ability to provide the services and provided that the vendor meets all of the other cited requirements.

The Town of Guttenberg retains the right to reject any and all proposals or to award a Contract to the respondent whose proposal is deemed to be most advantageous to the Municipality, taking into consideration the factors cited above. Each unsuccessful offeror will be notified in writing promptly if a Contract award is made under this Request for Proposals, such notice will identify the successful contractor, and provide an opportunity for a debriefing meeting with the Municipality's Municipal Clerk to discuss any questions.

SUBMISSION OF PROPOSALS:

Proposals (original + 2) shall be delivered to the Municipal Clerk at his office located at 6808 Park Avenue, Guttenberg, New Jersey no later than 2:00 p.m. (prevailing time) on Friday, February 19, 2010. Same shall be addressed as follow:

Alberto Cabrera, Municipal Clerk
Town of Guttenberg
6808 Park Avenue
Guttenberg, New Jersey 07093

All proposals shall be submitted in sealed envelopes with the wording:

LANDSCAPING SERVICES

Alberto Cabrera
Municipal Clerk

