

TOWN OF DOVER

102 Route 100
Dover, VT 05356

REQUEST FOR PROPOSAL – FLOWER BARREL PROGRAM (2019, 2020, 2021)

The Town of Dover requests bids for the planting and maintenance of the Dover Flower Barrel and Garden Program for three years (2019, 2020, 2021). The program includes:

- 80 flower barrels located along Rt. 100 corridor in West Dover, Dover Hill Road and Town Common in East Dover.
- Barrel placement to be determined by contractor and approved by EDD and the Beautification Work Group.
- Contractor can recommend alternate plant types with the approval by EDD.
- Spring and Fall: Cleaning town beds and park (around the gazebo)

Sample Locations of Flowers include:

- East Dover: Various
- Welcome Signs (4): Hayracks
- Tannery Bridge: Planters
- Holland Road: Planter
- Town Office: Flower Beds
- Police Department: Window Boxes
- Fire Department: Barrels and Hanging Baskets

The contractor selected will, at their expense, be responsible for:

- Coordinate the siting, placement, leveling, etc. of barrels in the spring.
- Pick-up of barrels in the fall with the Town of Dover Highway Department.
- Ensure all barrels and planters will be in place and be prepared with necessary amount of fresh planting medium/loam between the last weekend in May and the first weekend in June, depending on weather.
- Ensure all barrels/planters/beds will be cleaned up and removed ASAP after Columbus Day weekend.

Bid will include separate costs for each of the following:

- Costs for applicable plants/flowers. (A list from a previous year is provided below. Final plant choices to be approved by the Economic Development Department.)
- Time and Labor for preparation, fresh soil and amendments, placement and clean-up of barrels and planting flowers according to plan.
- Cost for weekly watering, fertilizing and maintenance for all barrels and planters (Each barrel or planter will require a suitable amount of moisture retaining planting media added at the time of planting.)
- Price for 6 new barrels.

Please include in your proposal any relevant experience you have with similar projects.

The Town of Dover reserves the right to award the contract based on considerations beyond the bid price. Contract is dependent on the Dover Select Board approval.

Insurance Requirements (Upon Contract Approval):

- Certificate of Liability Insurance in the minimum amount of \$1,000,000
- Certificate of Workers' Compensation Insurance OR a waiver form (Hold Harmless Agreement) is required. The certificate should name the Town of Dover as an additional insured for the work the contractor will be doing.
- Federal W-9 Form will be completed and returned to Town.

Please submit your proposal on or before 5 P.M. on April 1, 2019 to the address below or via e-mail to dovereds@sover.net. Economic Development Department P.O. Box 428 West Dover, Vermont 05356

Questions may be directed to Steve Neratko at dovereds@sover.net or (802)464-5100 ext. 4.

