

TOWN OF CANADICE

5949 County Road 37
Springwater, NY 14560
585-367-2050

BID SPECIFICATIONS AND BID FORM FOR PROPERTY MAINTENANCE

All four (4) pages stapled together must be returned to the Town Clerk's office prior to the time specified.

All blanks are to be filled in and all information must be clear and legible.

Failure to comply with all aspects of this packet may lead to the bidder being disqualified by the Town.

Bids must be filed at the Canadice Town Hall, 5949 County Road 37, Springwater, NY 14560 on or before April 5, 2023, at 12:00 noon.

Bids may be mailed, dropped off in person or by a carrier (ie USPS, FedEx, UPS).
Town office hours: Tuesday, Wednesday, Thursday 8:30-4:30pm, Thursday 5-7pm and Saturday 9-11am.

If an electronic copy is submitted, a hard copy original must be post marked no later than April 5, 2023. Electronic copies can be submitted to the Town Clerk at: townclerk@canadice.org

Bids will be opened and reviewed Saturday April 8, 2023 at 10:00 am.

Bids will also be reviewed at the Town Board meeting following the bid opening, with a bid being approved and awarded by the Board based on the Town's Procurement Policy.

Within one week of notification of bid award, winning bidder must supply the Town with the following:

1. Proof of Liability Insurance, naming the Town of Canadice as additional insured; and
2. Proof of Workers Compensation Insurance OR a completed statement from the Workers Compensation Board stating that the business does not require Workers Compensation Coverage.

Upon receipt of the above requirements, winning bidder must enter into the Town of Canadice's Contract Agreement available at the Town Hall. Work under this contract is subject to the New York State Prevailing Wage Law. Please refer to NYS Department of Labor web site for appropriate rates.

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The Town of Canadice is accepting bids for lawn mowing and power string trimming; and property maintenance, including spring cleanup, debris removal, shrub trimming and weed control at the Town Hall and at the Canadice Hollow Cemetery for the 2023 season.

Mowing Specifications:

The following specifications apply to all Town owned property as defined below and specification numbers 3 through 5 must be completed during each mowing visit.

1. Bidder is responsible for knowing the property lines.
2. Bid shall include a spring clean-up prior to first mowing.
3. Bid shall include mowing at a schedule consistent with good business practices for the health and beauty of the property.
4. Bid shall include power string trimming of all obstacles with each mowing.
5. Bid shall include the removal of cut or trimmed grass from all sidewalks, walkways, landscape beds, roadways, parking areas, furniture, ornaments, benches, flag area and the like, by power vacuuming or blowing with each mowing and trimming.
6. Mowing and trimming of cemetery will be done on a monthly basis.
7. Bid shall include a fall clean-up to be completed by November 1, 2023.

Property Maintenance Specifications:

1. Bid shall include the removal of all debris from site at Contractor's expense with each trip to the property. Debris shall include, but not be limited to, bunched or heavy grass clippings, weeds, sticks, twigs, branches, shrubbery, or the like; as well as food, food wrappers, containers, bottles, cans, glass, plastics or any items inappropriately left on the property.

Contractor is responsible for understanding the above specifications. Questions may be directed to: Councilmember Mark Statt at 585-509-4842.

Sites where above work is to be completed:

Canadice Town Hall, 5949 County Road 37

Canadice Hollow Cemetery, Canadice Hollow Road

MOWING - Contractor's price per trip:

Canadice Town Hall \$ _____

Canadice Hollow Cemetery \$ _____

TOTAL \$ _____

All invoicing for services provided, must be delivered to the Town Hall, no later than November 30th in the year the service was performed. Any invoices received after that date will not be honored.

If the winning bidder does not execute the contract to the specifications herein and to the satisfaction of the Town Board, the Contractor will receive one verbal and one written notice that the requirements are not being met. If Contractor continues to fail in his/her obligations, the Town Board will give verbal and written notification that the contract is terminated immediately.

The Town reserves the right to accept or reject any and all bids.

Individual or legal name of Firm or Corporation

Printed name of Owner or President of Firm or Corporation

Address of Firm or Corporation

Office telephone number

Cellular phone number of Owner

Printed authorized signature

Authorized signature

Date