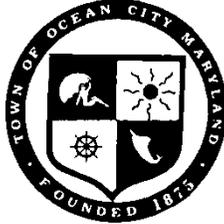


TOWN OF OCEAN CITY
Ocean City, Maryland



PROCUREMENT DEPARTMENT

QUOTE DOCUMENTS
FOR THE

2015 Grass Mowing Services

DEPARTMENT USE ONLY
Date of Award:
Awarded To:
Chargeable to Account :
Pre-Proposal Meeting: N/A
Last Day for Questions: N/A
Proposal Opening Date: Thursday, February 12th at 1:00 p.m.
Opening Location: 204 65th St., Bldg. A Ocean City, MD 21842
Ad Run: N/A

SECTION I: INTRODUCTION

1. PURPOSE
 - 1.1. The purpose of this Request for Quote is for the Town of Ocean City ("Town") to contract for Grass Mowing Services as described in the attached documents ("Quote Documents").
2. CLARIFICATION OF TERMS
 - 2.1. Professional firms or individuals that submit a proposal for award of a contract ("Contract") are referred to as ("Vendors") in this document. The Vendor that is awarded the Contract is herein referred to as the ("Successful Vendor").
 - 2.2. Quote Documents include Introduction, Specifications, Work Locations, Request for Quote, and the Town's Purchase Order Terms & Conditions.
 - 2.3. Grass Mowing Services is herein referred to as ("Work").
3. QUESTIONS AND INQUIRIES
 - 3.1. For information regarding Quote Documents and requirements, please contact Nicholas Rice at nrice@oceancitymd.gov or call 410-723-6643.
4. SUBMISSION OF QUOTE DOCUMENTS
 - 4.1. Quote Documents should be addressed to: Town of Ocean City, Attn: Procurement Department, 204 65th Street, Bldg. A, Ocean City, MD 21842
 - 4.2. Quotes are due and will be opened at 1:00 p.m. on Thursday, February 12th, 2015 at the Procurement Department located at 204 65th Street, Bldg. A, Ocean City, MD 21842.
 - 4.3. Electronic Quote Documents are being accepted.
 - 4.4. All Quotes must be made on the required Quote forms. All blank spaces for Quote prices must be completed in ink or typewritten, and the Quote form must be fully completed and executed when submitted. Only one copy of the Quote form is required.
5. NOTICE TO VENDORS
 - 5.1. The Town may waive any informalities or minor defects or reject any and all Quotes. Any Quote may be withdrawn prior to the above scheduled time for the opening of Quotes or authorized postponement thereof. Any Quote received after the time and date specified will not be considered.
 - 5.2. After Quotes have been submitted, the Vendor shall not assert that there was a misunderstanding concerning the quantities or the nature of the SCOPE OF WORK to be performed.
 - 5.3. The QUOTE DOCUMENTS contain the provisions required for the completion of the Work. Information obtained from an officer, agent, or employee of the Town or any other person will not affect the risks or obligations assumed by the Vendor or relieve them from fulfilling any of the conditions of the Contract.
 - 5.4. The Town may make such investigations as it deems necessary to determine the ability of the Vendor to perform the Work and the Vendor will furnish to the Town all such information and date for this purpose as the Town may request.
 - 5.5. The Town reserves the right to reject any Quote if the evidence submitted by, or investigation of, such Vendor fails to satisfy the Town that such Vendor is properly qualified to carry out the obligations of the Contract and to complete the Work contemplated therein.
 - 5.6. Each Vendor is responsible for inspecting the site and for reading and being thoroughly familiar with the Specifications requested. The failure or omission of any Vendor to do any of the foregoing will in no way relieve any Vendor from any obligation in respect to its Quote.
 - 5.7. These Quote Documents, Vendor's response to this solicitation, and subsequent purchase order(s) to the Successful Vendor contain the entire understanding between the parties and any additions or modifications hereto may be made in writing executed by both parties.

6. METHOD OF AWARD

6.1. The Town of Ocean City intends to make award to the lowest responsive and responsible Vendor meeting Specifications for the Quote.

7. BILLING AND PAYMENT

7.1. The Vendor will be paid monthly.

7.2. Each invoice must include the Purchase Order number, the date of Work performed, and an itemized list of locations and Work provided.

7.2.1. Invoices can be sent electronically to apfinance@oceancitymd.gov or hard copy to:

Town of Ocean City

Accounts Payable

P.O. Box 158

Ocean City, MD 21842

7.3. Payment will be made only after performance of Work and upon receipt of proper invoice from Vendor and acceptance by the Town.

8. TERMINATION

8.1. Termination for Default: When the Vendor has not performed or has unsatisfactorily performed the Contract, the Town may terminate the Contract for default. Upon termination for default, payment may be withheld at the discretion of the Town. Failure on the part of the Vendor to fulfill the contractual obligations will be considered just cause for termination of the Contract. The Vendor will be paid for Work satisfactorily performed prior to termination less any excess costs incurred by the Town in reprocurring and completing the Work.

END OF SECTION

SECTION II: SPECIFICATIONS

1. SCOPE
 - 1.1. Furnish necessary tools, labor, equipment and material to provide Work as called for in the Quote Documents.
2. VENDOR QUALIFICATIONS
 - 2.1. All Vendors must be primarily engaged in the lawn care business and must have been actively engaged in this field for at least the last two years.
 - 2.2. Vendor must provide an experienced supervisor who is conversant in the English language and must be present at all times on each and every site while crews are performing their Work in the execution of the Contract.
 - 2.3. No Contract will be awarded except to responsible Vendor capable of performing the class of Work specified.
3. CONTRACT PRICING
 - 3.1. Contract pricing will be valid from April 13th, 2015 through October 31st, 2015 ("Contract Period").
 - 3.2. Pricing will not change during the Contract Period.
4. CONTRACT PERIOD RENEWAL OPTION
 - 4.1. The Town reserves the right to extend the Contract Period for two additional one-year terms, provided the Successful Vendor agrees there will be no increase in price for the additional Contract Period(s). The Successful Vendor will notify the Town's Procurement Department in writing by June 30th of each subsequent year regarding the Successful Vendor's decision to hold prices firm for an additional year. The Town will then have the option to either extend the Contract Period or re-bid.
5. QUANTITIES
 - 5.1. Actual areas to be mowed may be more or less than those estimated herein.
 - 5.2. In the event of temporary interruption of the Successful Vendor's Work, the Town reserves the right to secure Work from other sources to meet immediate needs without prejudice of the Contract.
 - 5.3. The Successful Vendor will only be paid for Work completed.
6. PROJECT MANAGER
 - 6.1. All Vendors must provide, with their Quote, the name and telephone number of their Project Manager. Failure to do so may be cause for rejection of Quote Documents.
7. WORK SCHEDULE
 - 7.1. The Successful Vendor will submit a proposed schedule for the Work, subject to Town approval, which will include: Location and Approximate times.
 - 7.2. Normal working hours will be considered as Monday through Friday, 7:30 a.m. until dark.
 - 7.3. In the event of inclement weather, the schedule will be updated as necessary. The schedule will be due on the first of each month to the Superintendent of Parks.
 - 7.4. At the end of each workday, the Successful Vendor must submit by e-mail to cginnavan@oceancitymd.gov or fax (410) 250-4028 a complete list of sites maintained that day.
8. GRASS MOWING
 - 8.1. The Successful Vendor will furnish all tools, labor, and material to provide Work.
 - 8.2. Preparation of grounds before mowing will include the removal of all trash (papers, bottles, debris, etc.) on turf areas.

- 8.3. The Successful Vendor will provide their own disposal site for debris resulting from the operation of this contract requirement.
- 8.4. Any damage to the landscape or the irrigation system caused by the Successful Vendor will be immediately repaired by Successful Vendor without charge to the Town.
9. **LAWN AREAS – MOWING AND EDGING**
- 9.1. All lawn areas will be cut at each location at the direction of the Department of Recreation and Parks. In general, lawns will be mowed weekly.
- 9.2. All grass will be cut to an average height of not lower than 2.5” and not taller than 3”. All mowing machinery will be adjusted on a daily basis. When mowing next to curbs, sidewalks, landscape areas and roads, mow as to throw clippings inward toward the lawn areas.
- 9.3. All close trimming will be with the utmost care so as to protect adjacent plant material. Weed eaters will NOT be used around trees because of potential damage to the bark.
- 9.4. All concrete surfaces to include sidewalks, curbs, pads, etc. at each location are to be edged at the beginning of the Contract Period and in 8-week intervals thereafter. Time to be determined by the Town. The operation will be performed with a machine utilizing a vertical steel blade. Line trimmers are not acceptable for this task. All edges will be straight and neat and not exceed one quarter (1/4) inch in width.
- 9.5. Mowing operations will be done in such a manner so as to prevent mowers, blowers, line trimmers, and other equipment from propelling grass, stones, and other debris onto automobiles. Any and all damage resulting from such operations will be the responsibility of the Successful Vendor.
10. **CLEAN UP REQUIREMENTS**
- 10.1. Grass clippings, trash, debris, glass, etc. is to be swept or blown from sidewalks, curbs and parking lots, and otherwise paved areas. No trash or debris of any type is to be left on site at the completion of the operation so as to leave the entire site in a neat, clean and safe condition. The Successful Vendor will provide their own disposal site for grass clippings. Care will be taken so as not to allow clippings to get into shrubs and tree beds or vehicles.
- 10.2. Clean up at each location will be done before crews leave that location (i.e., end of each working day). This includes all trash and debris from all planting beds and walkways. Failure to comply will be cause for funds to be withheld for this phase of work. Furthermore, if Town employees are utilized to accomplish clean up, that cost will be deducted from the Successful Vendor’s next billing.

END OF SECTION

SECTION III: WORK LOCATIONS

<u>Item</u>	<u>Name and Address</u>
1	146 th Street medians
2	145 th Street medians
3	Caine Stable Road lot – Caine Stable Road and Laurel Road
4	Light House Avenue medians
5	Seaweed Lane bulk head – Seaweed and Laurel off 142 nd Street
6	Tunnel Avenue bulk head – Tunnel and Seaweed between 141 st and 142 nd Street
7	144 th Street medians
8	143 rd Street medians
9	142 nd Street medians
10	136 th Street medians
11	Twin Tree bulk head – 136 th and Twin Tree Road
12	Sinepuxent Avenue bulk head – bulk head on Sinepuxent between 136 th St. and 135 th St. Peach Tree Road
13	Gorman Avenue water plant – 136 th Street and Sinepuxent Avenue
14	130 th Street medians
15	Montego Bay Street Ends 20 x 1,750 = S. Ocean – 2 small sections on end of street and the center median on the East end of Pine Tree Road
16	Montego Bay well lot
17	Montego Bay bulk head
18	120 th Street medians North and South side median between the curb and sidewalk
19	Old Landing Road bulk heads – Old Landing and Coastal Highway plus 3' strip on south side from bulkhead East to sidewalk near Coastal Highway
20	100 th Street water tank – 100 th Street and Coastal Highway
21	94 th Street medians and side medians between the curb and sidewalk West of Rusty Anchor Road
22	Salt Spray Road medians
23	Dory Road median
24	Chesapeake Road bulk heads – Chesapeake Road and 94 th Street
25	Artic Avenue pumping station – Artic Avenue and Chesapeake Road
26	74 th Street Firehouse
27	44 th Street water plant – 44 th Street and Coastal Highway
28	41 st Street water tower
29	Robin Drive bulk head – Robin Drive and Coastal Highway
30	Bayshore Drive bulk head and side strips from Gullway to Osprey Road – Bayshore Drive and Coastal Highway
31	15 th Street Firehouse, Pumping Station and Parking Lot – 15 th Street and Philadelphia Avenue
32	Philadelphia Avenue – grass strip on the East side of Philadelphia Avenue between 6 th and 7 th Street
33	1 st Street wastewater pumping station – 1 st Street and St. Louis Avenue
34	Philadelphia Avenue – grass strip on the East side of Philadelphia Avenue between 6 th and 7 th Streets

- 35 1st Street wastewater pumping station – 1st Street and St. Louis Avenue
- 36 Worcester Street bulk head – Worcester Street and the bay Worcester Street parking lot – Worcester Street between Baltimore Avenue and Philadelphia Avenue
- 37 Wicomico Street – grass strip on the South side of Wicomico Street between Baltimore and Philadelphia Avenues
- 38 Rt. 50 Bridge at North Division (Bayside) and Philadelphia Ave.
- 39 West Ocean City Park and Ride
- 40 Keyser Point Road public work storage yard
- 41 Keyser Point Road Firehouse

In the event a different Quote form is used, the completed Quote Documents will not be considered.

The undersigned understands that the Town has the right to reject any and all completed Quote Documents for any reason.

NOTE: THIS QUOTE FORM MUST BE SIGNED BY AN OFFICER OF THE VENDOR OR AN AUTHORIZED AGENT FOR THESE QUOTE DOCUMENTS TO BE CONSIDERED BY THE TOWN.

Printed Name

Signature

Title

Date



TOWN OF OCEAN CITY, MARYLAND Request for Quote

THIS IS NOT AN ORDER

Date: January 22, 2015

Return Quote To: Nicholas Rice Company: _____
(contact name) _____
(contact name)

Phone: 410-723-6643 Phone: _____
Fax: 410-524-1482 Fax: _____
E-mail: nrice@oceancitymd.gov E-mail: _____

Quotes Must Be Received By: 1 P.M. on Thursday, February 12, 2015
(month/day/year)

<u>Quantity</u>	<u>Description</u>	<u>Weekly Cost</u>	<u>Total Cost</u>
29 weeks total from 04/13/2015 – 10/31/2015	Grass Mowing Services (“Work”) as detailed in the attached Quote Documents and Specifications		

Payment Terms: Monthly

QUOTES WILL BE VALID FOR A MINIMUM OF THIRTY (30) DAYS

Signature: _____

Dated: _____

Purchase Order Terms & Conditions

1. General
 - 1.1. The following terms and conditions, together with such terms as are set forth in the Contract, with such plans, specifications or other documents as are incorporated by reference, as amended in any subsequent authorized writing from Buyer, will constitute the entire contract (the "Purchase Order") between the Town of Ocean City ("Buyer") and Supplier. If bid documents, performance specifications, technical product descriptions or other similar descriptive materials submitted by Supplier in connection with the Purchase Order, or Supplier's proposal, have been incorporated by reference, these will not be deemed to supersede any contrary requirements of Buyer, but to the extent that such materials are not inconsistent with Buyer's requirements, they will constitute a part of the basis of this agreement. If this Purchase Order is construed as an offer, this offer expressly limits acceptance to the terms of this offer and notice of objection to any different or additional terms in any response to this offer is hereby given. If this Purchase Order is construed as an acceptance of an offer, this acceptance is expressly conditioned upon the offeror's assent to any different or additional terms contained or referenced in this Purchase Order. If this Purchase Order is construed as a confirmation of an existing contract, the parties agree that this confirmation states the exclusive terms of any contract between the parties. This Purchase Order will be deemed to have been accepted by the Supplier upon receipt by the Buyer of any writing, including a writing transmitted by fax or other means of electronic transmission, indicating acceptance, or by any of the following: (i) shipment of the goods or any portion thereof, (ii) commencement of any work on site or (iii) performance of any services hereunder.
2. Electronic/Facsimile Transmission
 - 2.1. If this Purchase Order is transmitted by fax or by other means of electronic transmission, such transmission will have the legal significance of a duly executed original delivered to the Supplier.
3. Payment
 - 3.1. If no other terms are specified, the net amount will be payable within 30 days after the later of (i) delivery and acceptance of goods or other performance conforming with the terms of this Purchase Order and (ii) invoicing. Buyer is exempt from sales and use tax in the State of Maryland. Supplier assigns to Buyer all rights to refunds of sales and use taxes paid in connection with this Purchase Order and agree to co-operate with Buyer in the processing of any refund claims. Unless expressly provided in the Purchase Order Buyer will not be liable for any shipping, handling, fuel surcharges or similar fees. **Invoices are to be sent electronically, with the Purchase Order number on them to, AFFINANCE@OCEANCITYMD.GOV.**
4. Time
 - 4.1. If delivery or completion dates cannot be met, Supplier will inform Buyer immediately. Such notice will not, however, constitute a change to the delivery or completion terms of this Purchase Order unless Buyer modifies this Purchase Order in writing. If any item is not received or if any element of the work is not completed by the date specified, the Buyer, at Buyer's option and without prior notice to Supplier, may either approve a revised date or may cancel this Purchase Order and may obtain such goods or work elsewhere and in either event the Supplier will be liable to the Buyer for any resulting loss incurred by the Buyer. Supplier's sole remedy for a delay caused by Buyer will be an extension in the time for Supplier's performance equal to the duration of Buyer's delay. Supplier will not be liable for damages resulting from Supplier's failure to deliver or complete, or for delays in delivery or completion, caused solely by strikes not caused by or within the control of Supplier, lock-outs not caused by or within the control of Supplier, fires, war or acts of God. **TIMING OF DELIVERY AND/OR PERFORMANCE OF THE WORK IS OF THE ESSENCE OF THIS PURCHASE ORDER.**
5. Improper Performance and Disputes
 - 5.1. In addition to other remedies provided by law, Buyer reserves the right to reject any goods or to revoke any previous acceptance and to cancel all or any part of the Purchase Order if Supplier fails to deliver all or any part of the goods or perform any of the work in accordance with the terms and conditions of this Purchase Order. Acceptance of any part of the Purchase Order will not bind the Buyer to accept any future shipments or work, nor deprive it of the right to return goods already accepted. At Buyer's option, if Buyer so elects in its sole discretion with regard to any particular dispute, any dispute arising in connection with this Purchase Order will be resolved by arbitration in Ocean City, MD in accordance with the rules of the American Arbitration Association; and all disputes will otherwise be resolved in and only in the Worcester County, MD as the exclusive judicial forum.
6. Warranty
 - 6.1. Supplier expressly warrants all (i) goods delivered under this Purchase Order to be free from defects in material and workmanship and to be of the quality, size and dimensions ordered and (ii) work performed under this Purchase Order to be in conformity with all plans, specifications and other data incorporated as part of this Purchase Order. These express warranties will not be waived by reason of acceptance or payment by the Buyer. This Purchase Order incorporates by reference all terms of the Uniform Commercial Code as adopted in the State of Maryland (the "UCC") providing any protection to Buyer for goods, including but not limited to all warranty protection (express or implied) and all of Buyer's remedies under the UCC. All goods and work will also be subject to any stricter warranties specified in the Purchase Order or in other materials incorporated by reference.
7. Risk of Loss
 - 7.1. Unless the Purchase Order expressly states otherwise, all goods will be shipped FOB: the "Destination" location designated in the Form. Risk of loss will not pass to Buyer until goods called for in this Purchase Order actually have been received and accepted by the Buyer at the destination specified herein. Supplier assumes full responsibility for packing, crating, marking, transportation and liability for loss and/or damage even if Buyer has agreed to pay freight, express or other transportation charges.
8. Indemnity and Hold Harmless
 - 8.1. Supplier will indemnify, defend and hold Buyer harmless from and against any and all cost (including reasonable attorneys' fees), expense, liability or damage on account of, related to, or resulting from any and all demands, claims or causes of actions asserted against Buyer by any person or persons for injury or damages to persons, including death or property resulting from, arising out of, or related to the negligent, intentional or wrongful acts or omissions, or breaches of this Purchase Order by Supplier or its respective agents, employees or subcontractors in connection with the use of the Goods or the performance of subject matter under this Purchase Order.
9. Assignment/Subcontracting
 - 9.1. Neither party will have any right to assign this Purchase Order or any benefits arising from this Purchase Order without prior written consent of the other and, unless otherwise agreed upon in writing, the rights of any assignee will be subject to all set-offs, counterclaims, and other comparable rights arising hereunder. Supplier will not, except in the case of raw materials, castings, forgings or rough welded structures, or standard commercial goods, or except as otherwise agreed in writing by the Buyer, delegate or subcontract the work on any item of material or service to be delivered or performed under this Purchase Order.
10. Insurance

- 10.1. Insurance: Vendor will at all times, at its own cost and expense, carry and maintain the insurance coverage listed in this paragraph, in the specified minimum amounts. Vendor will provide a certificate of insurance that certifies that the policies below are in full force and effect. Vendor agrees that such policies will not be cancelled or materially altered without TOC's prior written consent. Vendor will name the TOC as an additional insured on the insurance accord.
- 10.2. Vendor will maintain excess catastrophe coverage at a minimum of one million dollars (\$1,000,000).
- 10.3. Vendor will maintain worker's compensation insurance and employer's liability insurance in compliance with the state and/or federal authority having jurisdiction over each of the Vendor's employees, with minimum coverage of at least one million dollars (\$1,000,000) for employer's liability, and statutory coverage for workman's compensation. Coverage may be self-insured.
- 10.4. Maintain comprehensive public liability, bodily injury and property damage insurance against any claim(s) which might occur in carrying out the Contract. Minimum coverage will be at least one million dollars (\$1,000,000) liability for bodily injury and property damage including product liability and completed operations.
- 10.5. Provide motor vehicle insurance for all owned, non-owned and hired vehicles that are used in carrying out the Contract. Minimum coverage will be at least one million dollars (\$1,000,000) per occurrence combined single limit for liability and property damage.
11. Examination of Records
 - 11.1. The Supplier agrees that Buyer, and any Federal agency providing funding for this Purchase Order and the Comptroller General of the United States or any of their duly authorized representatives, will have access to and the right to examine any pertinent books, documents, papers and records of the Supplier involving transactions related to this Purchase Order to the extent necessary to verify the nature and extent of costs incurred under this Purchase Order until the expiration of four (4) years after final payment under this Purchase Order. Nothing in this Purchase Order will be deemed to preclude an audit by the U.S. General Accounting Office of any transaction under this Purchase Order. The preceding two sentences will not apply if this Purchase Order does not involve a sum in excess of One Thousand Dollars (\$1,000), or if this is an agreement for public utility services at rates established for uniform applicability to the general public, or if this is an agreement for general inventory goods not specifically identifiable with work under the Buyer's contract with the government.
12. Compliance with Laws and Regulations
 - 12.1. The Supplier agrees to comply with all applicable federal, state, and local laws and regulations.
13. Termination Without Cause
 - 13.1. Buyer, in its sole discretion and without cause, may terminate this Purchase Order, in whole or in part, at any time without incurring liability to Supplier for lost profits, or any other costs or damages, other than the proportionate value of the purchase price for work completed on site or goods delivered. Payment due will be a percentage of the purchase price equal to the percentage of the work completed and/or any unit prices in the purchase price specified for goods delivered. Supplier's warranties, and Supplier's liability for defective or non-conforming work or goods, as well as sections 5, 6, 8, 10, 11 and 17 of these Terms and Conditions, will survive termination and remain in full force and effect.
14. Additional Provisions for Work Performed on Site
 - 14.1. The Supplier will maintain on the Site at all times a sufficient work force to carry out its obligations in an efficient and timely manner. The Supplier will employ only competent, skilled, reliable and honest workmen who will work in harmony with other workmen on the Site. All persons furnished by Supplier will be deemed Supplier's employees or agents, and Supplier will comply with all applicable statutes regarding worker's compensation, employer's liability, unemployment compensation, and/or old age benefits and all other applicable laws relating to or affecting the employment of labor. At the Buyer's instruction, the Supplier will promptly remove from the Site any employee who, in the Buyer's opinion, represents a threat to the safety or progress of the Project or persons on the Site, or who has engaged in any improper conduct, specifically including (without limitation) conduct which the Buyer perceives as constituting harassment of other persons.
 - 14.2. Supplier will secure all materials and the site where Work is performed, and will leave all areas broom clean (unless a more stringent cleanliness standard is set forth in documents that are incorporated in this Purchase Order by reference) and in a safe condition at the end of each work day and upon completion of the Work. In case of dispute, Buyer may remove waste at Supplier's expense.
 - 14.3. In the event of an emergency threatening health, life or property, the Supplier will take such action as may be necessary to save lives and protect persons from injury and, this being done, to protect and preserve property. The Supplier will notify the Buyer of any such emergency as promptly as is practicable under the circumstances.
15. Confidentiality and Privacy Requirements
 - 15.1. The Parties agree during and for a period of three (3) years after the term of this Contract to safeguard the confidentiality of any information obtained in the performance of this Contract regarding the products, designs or developments, specifications, and pricing of the other Party. It is agreed that each Party remains the owner of its information and documents, and that such information and documents can be used by the other party only for the purpose of performing under the terms of this Contract. The disclosure of any such information or documents to any third party requires prior written approval of the owner of such information and requires the prior written Contract of such third party to safeguard the confidentiality. Any publicity by Vendor regarding the order (picture, descriptions, notice of award, or samples thereof) is prohibited except with TOC's written approval. Notwithstanding anything stated herein to the contrary, the parties understand and agree that the Town of Ocean City must comply with the Maryland Public Information Act upon request of a third party.