INVITATION TO BID
BID Title: Mowing of Alburgh Municipally Owned Properties

Description:

Sealed Bids for the **Mowing of Alburgh Municipally Owned Properties** shall be received and accepted until **1:00PM on Monday, November 23, 2026, local time at the Town of Alburgh 1 North Main St Suite 1 Alburgh, VT 05440.** Bids may be sent electronically to Amanda Costello, Town Administrator at acostello@alburghvt.org, or dropped by hand or mailed to **1 North Main St Suite 1 Alburgh, VT 05440.** All questions must be submitted in writing by **Monday, November 16, 2026 by 9:00AM.** Bids will be opened, scanned, and the results email back to all bidders after review. There will be no in-person opening of bids. Bid documents will be posted on the Town's website at https://alburghvt.org/

Publication Date/Time:

11/03/2026 10:00AM

Closing Date/Time:

11/23/2026 1:00PM

Submittal Information:

Mailed or Hand Delivered bids shall be sealed bid documents and shall be marked: **"Alburgh Mowing BID"**

For bids submitted electronically, they shall clearly be marked with a subject line including **"Bid Documents: Alburgh Mowing"**

BID Opening Information:

None

Contact Person:

Amanda Costello
acostello@alburghvt.org
(802) 796-3468 ext. 2

TOWN OF ALBURGH, VERMONT

REQUEST FOR BIDS – Mowing of Alburgh Municipally Owned Properties

RFP for Contracting Services

Issued: November 3, 2026 10:00 AM Due: November 23, 2026, at 1:00 PM.

I. GENERAL INFORMATION

The Town of Alburgh is requesting proposals from qualified professional contractors for the mowing and lawn care of the Alburgh Town Municipally owned properties.
No pre-bid meeting is scheduled; interested contractors are encouraged to visit the site(s) listed in this RFP and become familiar with the needs of each.

II. PROJECT BACKGROUND

The Town of Alburgh is seeking bids for commercial mowing/landscaping services for a **(3) three-year contract starting FY28 July 1st, 2027, through June 30th, 2030.** Mowing and weed-trimming of all listed sites on a regular fixed schedule to the standard of approval by the Town. Contractor shall maintain General Liability Insurance, Workers Compensation Insurance (if necessary), and business equipment insurance, and furnish proof of such policies to the Town of Alburgh. Lawncare equipment, maintenance, tools, transportation and other necessities required to perform the work shall be furnished by the bidder.

III. SCOPE OF WORK

The Scope of Work for this project include the following tasks, but is not limited to:

MATERIALS AND EXECUTION – GROUND MAINTENANCE
a. All grounds will be mowed with professional quality mower equipment. Pricing assumes that the reasonable removal of clippings and debris is included in the bid estimate.
b. Prior to each mowing, remove all litter and debris from lawn areas. Formal ground areas shall be mowed per the schedule agreed upon with contract acceptance.
c. Maintain a uniform lawn height free from scalping.
d. The Town and the Contractor will evaluate and determine any areas that require excessive removal of clippings or debris on a regular year-round basis.
e. Contractor is responsible for any damage incurred as a result of mower damage to trees and shrubs and must repair or replace any such damage at no cost to the Town.

EDGING AND TRIMMING
a. Trim all formal lawn areas that cannot be reached by a mower after each mowing. Areas to be trimmed include any lawn adjacent to poles, signs, trees, walls and all other

obstacles. Perform trimming to the same height as mowing. Clean debris from hardscapes and non-turf landscape areas, remove larger debris.
b. Contractor is responsible for any damage incurred as a result of trimmer or edger damage to trees and shrubs and must repair or replace any such damage at no cost to the Town.

Specifications will be required for work to the following location(s):

1. **Alburgh Public Library – 128 South Main St**
2. **Alburgh Springs Community Hall -**
3. **East Alburgh Lakeshore Park**
4. **Industrial Roadway & Trail Head**
5. **Municipal Office & Historical Society – 1 North main St**
6. **North of Village near Town Highway 54 Green Space**
7. **Senior Center -**
8. **Town Garage - 409 Industrial Park Rd**
9. **Terry Tatro Bicentinneal Park**
10. **West Shore/Route 2 Green Space**
11. **317 South Main Street**

Schedule: The mowing services are preferred to be conducted weekly for a 26 week care rotation. An initial spring clean up should be included in the bid form amount(s).

IV. SUBMISSIONS

The Town of Alburgh will receive proposals for the **mowing and lawn care of the Alburgh Town Municipally owned properties** by electronic or mail submittal. There will be no in-person opening of bids. Proposals are due by **Monday, November 23, 2026, at 1:00 PM**. All submittals received via email will be acknowledged by email, and a bid tab provided to all proposers after the proposals are received & reviewed, via email. Late proposals will not be accepted.

Bids shall be submitted to:
Amanda Costello
Town Administrator
acostello@alburghvt.org
802-796-3468 ext. 2
802-330-7642

Questions about the bid documents should be submitted in writing and directed to Amanda Costello at the above email address. All questions must be submitted in writing by **Monday, November 16, 2026, by 9:00 AM**. A response to questions will be provided as an Addendum and will be found on the Town's website. All proposals must acknowledge the receipt of any addenda issued for this project.

All bids upon submission become the property of the Town of Alburgh. The expense of preparing and submitting a proposal is the sole responsibility of the Contractor. The Town reserves the right to reject any or all proposals received, to negotiate with any qualified contractors or individuals, or to cancel in part or in its entirety this RFP if it is in the best interest of the Town. This solicitation in no way obligates the Town to award a contract.

V. BID AWARD

The contractor selection will be made by the Town of Alburgh Selectboard. The municipality will evaluate bids in response to this solicitation without discussions and will award a contract to the lowest responsive and responsible bidder whose bid, conforming to the solicitation, will be most advantageous to the municipality considering only price and any price related factors specified in the solicitation. The Selectboard may elect to interview contractors prior to the final selection. The Selectboard will select the contractor on or about November 23, 2026.

VI. CONTRACT

The Contractor, prior to being awarded a contract, shall apply for registration with the Vermont Secretary of State's Office to do business in the State of Vermont, if not already so registered. The registration form may be obtained from the Vermont Secretary of State. The contract will not be executed until the Contractor is registered with the Secretary of State's Office. The successful Contractor will be expected to execute sub-agreements for each sub-contractor named in the proposal upon award of this contract.

The entity to which the Contract has been awarded shall sign the contract documents and return them to the Municipality within 30 calendar days from the date of the Notice of Award. No contract shall be considered effective until it has been fully executed by all parties.

If the award or the contract is annulled, the Municipality may award the contract to the next lowest responsible bidder that has submitted a bid that complies with all the provisions required to make it formal or advertise a new request for bids for the contract(s).

VII. TAXES & INSURANCE REQUIREMENTS

Before commencing work on this Contract, the Contractor must provide certificates of insurance to show that the following minimum coverages are in effect. Contractor agrees that it will provide and maintain during the entire term of this Contract the following insurances with at least the indicated amounts of coverage and provide Municipality a certificate of insurance showing such coverages before providing any services under this

Contract: (1) Commercial General Liability insurance coverage with a policy limit of at least $1,000,000 per occurrence and $2,000,000 in aggregate; (2) Business Automobile Liability coverage with total liability limits of at least $1,000,000; and (3) Statutory Workers' Compensation insurance. If Contractor is not required by law to carry workers' compensation insurance, in place of proof of workers' compensation insurance Contractor may provide a fully executed Non-Employee Work Agreement specifying the particular provision of 21 V.S.A §601(14)(F) that exempts Contractor from having to carry such coverage.

The Contractors policies shall name the Municipality as an additional insured as listed below.

Town of Alburgh
1 North Main St Suite #1
Alburgh, VT 05440

BID FORM

Mowing of Alburgh Municipally Owned Properties

Company Name: _____

Address: _____

Contact Person: _____

Phone: _____ **Email:** _____

Alburgh Public Library - Price per Mow**: $** _____

Alburgh Springs Community Hall - Price per Mow**: $** _____

East Alburgh Lakeshore Park - Price per Mow**: $** _____

Industrial Roadway & Trail Head - Price per Mow**: $** _____

Municipal Office & Historical Society - Price per Mow**: $**_____

North of Village near Town Highway 54 - Price per Mow**: $** _____

Senior Center - Price per Mow**: $** _____

Town Garage - Price per Mow**: $** _____

Terry Tatro Bicentinneal Park – Price per Mow**: $** _____

West Shore/Route 2 Green Space- Price per Mow**: $** _____

317 South Main Street - Price per Mow**: $** _____

Total Annual Price: $_____

Acknowledgement of Addenda

The undersigned acknowledges receipt of the following addenda, if issued:

Addendum No.	Date Received

The undersigned certifies that:

1. This bid has been prepared independently, without collusion.
2. The contractor has reviewed the RFP and fully understands the scope of work.
3. The contractor will comply with all applicable laws, licensing, and insurance requirements.

Authorized Signature: _____ **Date:** _____

Name & Title: _____