



# TOWN OF WAITSFIELD

## PROPERTY MAINTENANCE SERVICES WAITSFIELD TOWN OFFICE

The Town of Waitsfield is seeking one or more contractors to provide property maintenance services at the new Town Office at 4144 Main Street. Services include mowing, building maintenance, interior cleaning services, sidewalk plowing/shoveling, landscape maintenance, and other services as may be negotiated. The scope of work outlined below is subject to change over time. A goal is for the Town to have one point of contact for the range of maintenance needs of the new facility; however, contractors interested in only specific components are also invited to submit a cost proposal.

The Town Office is open from 8:00am to 4:30pm, Monday through Friday and meetings are held some evenings during the week.

### **I. Mowing**

The front, side, and rear grassed areas are to be mowed once a week. When mowing near the rain gardens, either use a mulching blade or point the mower away from the rain gardens to keep fresh grass clippings from being directed there.

### **II. Snow Removal**

Snow is to be removed from the front and rear concrete sidewalks before 8:00am during the week. Snow removal is not expected to occur over the weekends unless necessary to prevent ice buildup.

The Road Department will be responsible for plowing the parking lot.

### **III. General Building Maintenance**

The contractor would serve as the point of contact for any number of maintenance matters that may arise and would arrange for the appropriate service (plumber, electrician, etc.) or address the matter directly.

### **IV. Landscape Maintenance**

Landscape maintenance will be conducted by the Town Office subcontractor for the first year through June 2017.

Activities will include trimming, pruning, weeding

### **V. Maintenance of the Rain Gardens**

Five rain gardens are on the site to capture rain and stormwater and filter sediment and pollutants. The information below was adapted from a Maryland Rain Garden Maintenance manual.

## TRIMMING, PRUNING, AND THINNING

Trimming and pruning of excess vegetation will occasionally be necessary. Dead, dying, diseased, or hazardous branches should be trimmed and removed as they occur. Trees, shrubs, and flowers may be pinched, pruned, thinned or dead-headed during the growing season to encourage more flowering, a bushier plant, or a fresh set of leaves. Pruning of trees should occur over the winter, but before bud-break. Pruning of flowering shrubs should be performed immediately after the plants have finished blooming.

## MOWING

When mowing near rain gardens, either use a mulching blade, or point the mower away from the rain gardens. Fresh grass clippings are high in nitrogen and should not be applied to rain gardens, as they will compromise the facility's pollutant reduction effectiveness.

## WEEDING

The rain gardens will require more frequent and aggressive weeding during the first few years, until the desired plants become fully established. Weeding should be limited to invasive and exotic species, which can overwhelm the desired plant community. Weeding should occur once a week during the summer and at least once a month during the remainder of the growing season. Non-chemical methods (hand pulling and hoeing) are preferable. Chemical herbicides should be avoided. For updated information on invasive species consult the Vermont Invasive Species at <http://www.vtinvasives.org/>.

## WATERING

Regular watering is most critical during the first few weeks after planting and very important during hot, dry spells in the first two years after planting. During the first two years, plants should be watered whenever the top four inches of soil is dry. After the first two years, once plants are established, watering should only be necessary during drought conditions. When irrigating, water deeply, ensuring that water reached below the mulch layer and into the soil a minimum of every three to six days. To conserve water, reduce the potential for immediate evaporation, disease and fungal infestation, and improve the potential for infiltration, watering should be performed from in the early morning. A general rule of thumb when monitoring plant success is: if plants wilt during the day but recover in the evening, watering is not necessary. If plants do not recover in the evening, then watering is likely to be necessary. Another rule of thumb is to stick a pencil or screwdriver about four inches into the soil. If the soil is moist at that depth, watering is not needed. In addition, although plantings have been selected for their ability to withstand both dry and wet conditions, care should be taken to not over-water. Signs of stress associated with over-watering include: wilting of leaves or petals, yellowing of leaves, ringed spots on leaves, and soft or rotting plant base.

## PONDING AND DRAINAGE PROBLEMS

Rain gardens are designed to have water standing for up to 24 hours at a time. If this water period is routinely exceeded, the facility may not be functioning properly.

## TRASH AND DEBRIS REMOVAL

Runoff flowing into rain gardens may carry trash and debris, which should be removed weekly to ensure that inlets do not become blocked and to keep the area from becoming unsightly. Inspect rain garden area

after rainstorms to ensure drainage paths are free from blockages. When appropriate, curb cuts in parking areas will need to periodically be cleared of accumulated sediment and debris.

## COMPOSTING

Composted material should NOT be applied to rain garden.

## VI. Interior Cleaning Specifications

- Twice weekly cleaning.
- Cleaning is to occur during days and times when the facility is not open to the public.
- The facility is to be cleaned for the start of the week and mid-week.
- The Town will be responsible for providing its own paper goods.
- Trash collection involves emptying waste baskets and consolidating the material to a larger container for removal by others.
- Consolidate individual recycling material into container for removal by others.
- Contractor is to furnish all equipment, non-toxic cleaners, materials, and labor to carry out the scope.
- The upstairs flooring is a combination of carpet and wood. The downstairs floor is sealed concrete.
- Two unisex bathrooms and a small lunch/meeting room are on the first floor.
- Cleaning of interior glass elements (excluding windows). Window cleaning will be explored through a separate contract.
- Cleaning of table and counter surfaces.
- Contractor should notify representatives of the Town Office of issues of concern that may affect cleaning and maintenance operations.
- Contractor must either provide evidence of Workers Comp insurance coverage or sign a Hold Harmless form provided by the Town.

### **Insurance**

Evidence of workers' compensation coverage insurance will be required unless the contractor is exempt and will need to sign a Hold Harmless form provided by the Town.

### **Term of Contract**

The term of the contract will begin upon notice to proceed and will renew annually automatically unless amended upon notice and written agreement or terminated by either party.

### **Pre-Bid Meeting**

The new Town Office is currently not occupied. A pre-bid meeting will be held **Tuesday, August 2, 2016, 9:00am** at 4144 Main Street in Waitsfield to review the grounds and interior building.

**Bid**

Please submit a cost proposal for one or more or all of items I-VI above and at least two references by **12:00 p.m., Thursday, August 11, 2016**, by mail to the Town of Waitsfield, **9 Bridge Street**, Waitsfield, Vermont 05673, Attn. Valerie Capels, or by e-mail to [townadmin@gmavt.net](mailto:townadmin@gmavt.net). The envelope or e-mail subject line should include "Town Office Cleaning Service." Contact Town Clerk Jennifer Peterson at 496-2218 ext. 11 or [WaitsfieldClerk@gmavt.net](mailto:WaitsfieldClerk@gmavt.net) for more information.

The Selectboard reserves the right to accept or reject any and all proposals. Waitsfield is an equal opportunity employer.