

## **Request for Proposal (RFP)**

**Project Title:** Landscaping, Flower Bed Maintenance, and Snow Removal Services

**Issued By:** Corporation of Shepherdstown

**Date Issued:** 05/20/2025.

**Proposal Due Date:** 06/09/2025

### **1. Introduction**

The Corporation of Shepherdstown is seeking proposals from qualified contractors to provide: 1) flower bed maintenance; 2) snow removal services; or both 1 and 2, for the Shepherdstown Commercial District located from the intersection of West German and Duke Streets to the intersection of East German and Princess Streets, then along Princess Street to the corner of Princess and Washington Streets, and also along the west side of North King Street from the intersection of German Street to High Street.

The successful bidder for the flower bed maintenance component of the contract will demonstrate expertise in plant health and horticultural practices, particularly in environments where tree health must be protected.

The purpose of this RFP is to solicit proposals from candidates, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who offers the best service at a reasonable price for the Corporation of Shepherdstown. No work outside these designated areas is included in this contract.

### **2. Scope of Work**

The contract(s) will include either or both of 1) flower bed maintenance; and 2) snow removal from sidewalks.

The contractor must provide a clear statement including which category or categories of services it offers to provide.

The contract applies only to the following locations:

- German Street, between Church Street and Princess Street.
- Princess Street, between German Street and Washington Street.
- King Street (West side only), between German Street and High Street.

### **A. Flowerbed Maintenance Services**

- Bi-weekly (2x per month) service from April 1 through December 1.
- Planting and caring for seasonal flowering plants.

- Care for existing plants including lirioppe, daffodils, and others, including cutting back lirioppe old growth in early spring before new growth emerges; proper care and timing around daffodil dieback; and maintaining native perennials as needed.
- Soil preparation, fertilization and weed control and maintaining mulch according to specified guidelines.
- Curbline Maintenance, sidewalk and curb areas around the project areas must be kept free of weeds, trash, and debris as part of each visit.
- Mulching and soil conditioning,

#### Tree Health Requirements

The successful bidder must abide by the following flower bed maintenance guidelines:

- Do not mulch over the previous mulch cover. Remove the prior mulch as needed before adding new mulch.
- Mulch must be applied so as not to contact the trunk or root collar/root flare of any tree located in the flowerbeds. Maintain at least a 1-inch bare ground separation around every tree trunk.
- Mulch shall be non-dyed, aged hardwood only, and applied no more than 3 inches deep.
- No landscape fabric may be used.

## **B. Snow Removal Services**

- Plowing, shoveling, and sweeping all sidewalks within 24 hours of snow and ice, and additional secondary shoveling, sweeping, and de-icing as needed.
- Application of environmentally friendly salt or other de-icing agents in preparation for snow and ice storms.
- Provide town residents (within the historic district only) with services for clearing snow and ice from their sidewalks at a discounted price to the residents.

## **3. Proposal Requirements**

Proposals should include the following:

- **Company Information:** Name, address, and contact information.
- **Experience and Qualifications:** Detailed description of experience in landscaping, flower bed maintenance, and snow removal, preferably for towns and communities.
- **References:** At least three references from clients with similar service requirements.
- **Pricing:** Detailed pricing for each service category, including any seasonal or annual contracts.
- **Insurance:** Proof of liability insurance and workers' compensation coverage.

- **Timeline:** Proposed schedule for regular maintenance and snow removal services.

#### 4. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Experience and qualifications.
- Quality of references,
- Pricing and value for money,
- Ability to meet the service requirements and timeline,
- Understanding of the flower bed maintenance guidelines.
- Overall proposal quality and completeness.

#### 5. Submission Instructions

Please submit your proposal by 06/09/2025 to:

[Your Name]

[Your Title]

[Your Company Name]

[Your Address]

[Your Email Address]

[Your Phone Number]

#### 6. Terms and Conditions

- The Corporation of Shepherdstown reserves the right to reject any or all proposals.
- All proposals must be valid for a period of 60 days from the proposal's due date.
- Any questions regarding this RFP should be directed to:

**Gino E. Sisco**

Town Administrator

Corporation of Shepherdstown

104 North King Street

P.O. Box 248

Shepherdstown, WV 25443

Mobile: (304) 283-0528

gsisco@shepherdstown.gov