

BOARD OF FIRE COMMISSIONERS

NEW CASTLE FIRE DISTRICT NO.1

P.O. BOX 64

CHAPPAQUA, NEW YORK 10514

REQUEST FOR PROPOSAL

LANDSCAPING

Calendar Year 2024 and 2025

A. Overview:

New Castle Fire District No. 1 (the “District”) is seeking proposals from experienced and professional vendors to perform Landscaping and Lawn/Grounds maintenance for the District’s properties (four) in Chappaqua, New York. The District anticipates a minimum two year contract for this work.

The District owns four* properties. The main Fire Station is located at 491 King Street, which is at the junction of Routes 117 and 120 in Chappaqua. The District owns a parking area across the street from the main fire station at the junction of Route 120 and Elm Street. The District has a secondary Fire Station located at 11 Senter Street in Chappaqua, which is approximately ½ mile away from the main station.

Maintenance is required throughout the Spring, Summer and Fall at each property as listed above.

The District owns property at 495 King Street* which is approximately a one acre vacant lot. This property will not be included in the RFP requirements mandated for the first three properties. The property located at 495 King Street will be maintained on an “as needed” basis. It is anticipated only mowing may be required once a month until construction begins on that site. Submit separate pricing for this property when returning your proposal.

B. Basic Requirements:

All vendors that perform work for the District must be fully bonded and must add the New Castle Fire District No. 1 as additional insured for any work performed. The District requires that all vendors carry a policy of commercial general liability insurance in an amount no less than \$1,000,000.00. Proof of insurance coverage, as well as proof of workman’s compensation insurance, must be provided to the District at contract signing. Certificate of Insurance evidencing the foregoing coverages and naming the New Castle Fire District No. 1 as an additional insured and stating that said policy cannot be canceled upon no less than 10 days notice to the District. Further, the District is a municipality, and does not permit or contract with any vendor that utilizes labor that is “off the books,” paid at rates below state or federal requirements – including Article 8 of New York Labor Law where applicable or that utilizes undocumented workers. Nor does

the District contract with vendors that fail to comply with all local, state and federal law or regulations regarding workplace safety (OSHA) or generally accepted industry standards concerning the nature of the work to be performed. Finally, the District does not tolerate discrimination or harassment of any kind, be it based on race, religion, gender, sexual orientation or for any other reason.

The District is subject to New York State Labor Law Section 220 regarding the payment of prevailing wages applicable to the services covered under that statute.

All vendors, by submitting proposals, explicitly agree that the purpose and general use of the Firehouse is fully understood and that the project is expected to provide lasting coverage of a commercial/industrial nature which exists for the provision of emergency services. Each vendor is expected to include in their proposal a reasonable guarantee for their work.

(1) Please see the following for compliance:

<https://dol.ny.gov/public-work-and-prevailing-wage>

Each vendor is expected to include in their proposal an estimate of the time at which the vendor will be able to commence provision of services, effective from the date of the District's acceptance of the vendor's proposal.

All work to be done by any vendor pursuant to this proposal must be compliant with the Town Code of New Castle and all applicable rules, codes and laws of the County of Westchester and the State of New York.

C. Bidding Process:

Vendors interested in this project must submit their proposals in writing no later than **March 22, 2024 by 5:00 pm**. Proposals must be clearly marked – **“Do Not Open – Request for Proposal”** and either mailed to the address listed below by USPS or hand delivered to the drop box located at:

Commissioner's Charles Rauch & Nancy Zezze
Board of Fire Commissioners
New Castle Fire District No. 1
PO Box 64
Chappaqua, NY 10514

Request for Proposals will be opened on March 29, 2024, 10:00 am at the Bedford Road Firehouse, 491 King Street, Chappaqua, New York 10514.

To schedule an inspection of the existing conditions at the site, vendors should contact Commissioner Charles Rauch (914) 450-6553 or Commissioner Nancy Zezze (914) 424-4227.

Interested parties are expected to be familiar with the site(s) and are encouraged to schedule a site inspection prior to submitting a proposal.

The District has an obligation to protect public funds and must, generally, award contracts for work or services to the lowest bidder in order to conserve taxpayer dollars. However, the District may also take into consideration the reputations, prior work, experience, and general competence of the vendor awarded the contract. Therefore, vendors are encouraged to provide references, list of prior work performed, and any other material that the vendor believes would be relevant to the District in making a determination in awarding the contract.

D. Project Requirements:

The vendor must be licensed as required by Westchester County and the State of New York.

The vendor will obtain any and all local or state permits necessary to perform the work required.

The vendor shall also supply a list of at least three (3) references, preferably in the tri-state area of New York, Connecticut and New Jersey. Each reference should include the date of service and a contact number and name.

E. General Terms:

All proposals received will be valid for 30 days from the date of the deadline for submission.

As noted above, proof of insurance and a rider listing the New Castle Fire District No. 1 as an additional insured will be provided to the District at signing of contract.

Proposals shall not include sales tax calculations.

The District will not permit reimbursement for fuel surcharges.

District property shall not be treated with any pesticides or allow for other similar treatments.

Payment will be as follows: Monthly upon submission of a satisfactory invoice for work performed and expenses incurred. The Board of Fire Commissioner's generally meets on the third Thursday of each month, at which time bills are reviewed and checks are signed for payment of services.

F. Services Required:

Spring: Installation of Geraniums at the Fire Department's memorial located at the King Street Fire Station.

Mulching and pruning of all shrub areas at the King Street Fire Station.

Trimming bushes (once yearly) at the King Street Fire Station.

General Spring/ Summer/Fall:

Weekly lawn mowing and trimming at the King Street Fire Station.

Weekly lawn mowing and trimming at the Elm Street parking area, both inside and outside the fencing.

Weekly clearing of the parking areas and pedestrian walks (via blower) at the King and Senter Street Fire Stations and Elm Street parking area.

Fall: Cleanup and leaf removal at all three District properties.

Additional: The Fire District requires pricing to include Spring and Fall Clean-ups, Lawn Maintenance & Blowing prior to specific Fire Department events which shall include Memorial Day, Department Inspection and Department Open House. Contact Commissioner Charles Rauch or Commissioner Nancy Zezze for Department event dates.

The Board of Fire Commissioners reserves the right to:

(1) examine and investigate any bidder as to the bidder's capacity to perform in accordance with the terms of the Request for Proposal;

(2) reject any and all proposals;

(3) waive any informalities;

(4) award the contract to the lowest bidder, however, in the instance where two (2) or more responsible bidders submit identical proposals as to price, complying with the Request for Proposal, the Board of Fire Commissioners may award the contract to any or either of such bidders;

(5) examine and consider the proposals received for a period of thirty (30) days after the opening thereof; and

(6) in case a bidder proposes to furnish any other accessory or item in substitution for a component named in this Request for Proposal, to consider whether, in its judgment, such substitute or substitution shall meet its requirement and the judgment of the Board of Fire Commissioners shall be considered final.

Dated: March 8, 2024
Board of Fire Commissioners
New Castle Fire District No. 1