

THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE FOR HEALTH AND HUMAN SERVICES



167 Lyman Street
Westborough, Massachusetts 01581

**REQUEST FOR RESPONSE (RFR) FOR
LANDSCAPING & SNOW REMOVAL SERVICES
HADLEY BUILDING
167 LYMAN STREET
WESTBOROUGH, MA. 01581**

**Document Number: 2021-008
RFR Issue Date: Thursday June 17, 2020**

Contract Term: 7/1/20 – 6/30/21

**FAC103 Landscaping Services, Snow Removal, Tree Care and related Services
UNSPC Commodity Code for this RFR: (30-12-00 Roads and Landscaping)**

This is a single document associated with a complete RFR (also referred to as Solicitation) that can be found on [COMMBUYS](http://www.COMMBUYS.com) (www.COMMBUYS.com). All Contractors are responsible for reviewing and adhering to all information, forms and requirements for the entire RFR, which are all incorporated into the RFR. Responses received after the deadline shall be disqualified. All Contractors should plan advance lead time for uploading proposals in a timely manner prior to the deadline. Last date for all Questions and Answers and Bid Responses must be submitted electronically through COMMBUYS. Contractors must be registered in COMMBUYS to bid on this Solicitation. Contractors requiring assistance in the registration and use of COMMBUYS should contact the COMMBUYS Helpdesk at COMMBUYS@state.ma.us or the COMMBUYS Helpline at 1-888-MA-STATE or 617-720-3197. The Helpline is staffed from 8:00 AM to 5:00 PM Monday through Friday Eastern Standard or Daylight time, as applicable, except on federal, state and Suffolk county holidays. Additionally, the Contractor support link is located at: <https://www.mass.gov/service-details/job-aids-for-vendors-using-commbuys>

1.0 EXECUTIVE SUMMARY

This Request for Response (RFR) is issued to pre-qualified TRADESPERSONS under *FAC103 Landscaping Services, Snow Removal, Tree Care and Related Services Contract*. All requirements and conditions of the Statewide Contract are applicable.

The Massachusetts Department of Mental Health (DMH) is requesting proposals from vendors to provide landscaping and snow removal services for the Hadley Building at 167 Lyman Street, Westborough, MA 01581 (the SITE).

Landscaping Services are to include:

Lawn mowing, appropriate lawn treatments, weeding along foundation and beds, seeding, maintain annuals and perennials, hazard pruning, tree branch cutting and removal of dead or dangerous tree/branches. During the spring, summer, and fall the grass will be cut once every other week. On an average grass cutting, keep the grass between 3" to 3.5".

Snow Removal Services are to include:

Snow plowing, de-icing of roadway and parking lots. De-icing of premises will be performed to all areas from which snow has been removed immediately after each plowing and/or if snowfall is less than two inches and during periods of black ice. Snow plowing and de-icing must be completed by 7 a.m. an hour before building opens.

Storm Preparedness:

1. Vendor will pretreat salt and sand mixture 4 hours prior to the storm
2. Monday thru Friday parking lots cleared and treated by 7:00am
3. Saturday and Sunday work done at contractor/vendor's own discretion but must be ready for the following Monday morning one hour prior to building opening at 8:00AM
4. Material salt and sand are provided by vendor
5. Salt and sand mixture will be applied/dispersed by vendor

Any emergency work needs to be pre-approved by DMH management.

2.0 MASSACHUSETTS DEPARTMENT OF MENTAL HEALTH CONTACT:

Fran Marchand — Project Manager
Department of Mental Health
Office of Engineering and Facilities Management
167 Lyman St.
Westborough, MA 01581
Cell: (508) 992-9581

3.0 ESTIMATED COST

The estimated cost for this project is \$35,000 for a one (1) year period.

4.0 PROCUREMENT SCHEDULE

Scope of Services posted on COMMBUYS:	Wednesday	June 17, 2020
*Mandatory Site Visit:	Monday	June 22, 2020
Bid Opens:	Wednesday	July 1, 2020 3:00PM

*Call Fran Marchand to schedule a site visit at (508) 922-9581.

5.0 SCOPE OF WORK DESCRIPTION

- A. Deviations from this Specification must be approved in writing by DMH's Project Manager prior to the Contractor beginning work.
- B. A general description of the work to be performed shall include but not be limited to:
 - 1. Pre-bid inspection to be held at the date and time specified above. It is **mandatory** that the potential Bidders visit the site prior to bidding in order to determine the actual field conditions including access, evaluation of the work areas; and protection requirements.
 - 2. If applicable, apply for, paying for, and securing any and all permits required from local, state, and federal agencies, and other authorities having jurisdiction over the work activities on the site.
 - 3. If applicable, copies of all applicable Safety Data Sheets (SDS) for materials brought to the site shall be reviewed and approved in advance by the DMH Project Engineer.
 - 4. If applicable, installation and maintenance of all protective measures for the duration of the Work to isolate the work area. Protective measures shall include, but not be limited to barriers, signage, and caution tape, as required by the DMH Project Manager.
- C. It is the Contractor's responsibility to determine the most efficient method to legally perform this Work. Unless expressly noted, this Specification does not dictate specific methods to be implemented in the performance of the Work. **Personal Protective Equipment (PPE) is required due to Covid-19.**

6.0 INVOICING/BILLING

Contractor must invoice monthly. Please note that the Commonwealth is tax-exempt and that the applicable information will be provided upon award. Invoices must only be submitted at the end of each month for work performed during that month.

7.0 BID FORM

All bidders are to use the attached bid form for submitting their bid on COMMBUYS.

8.0 SCHEDULE

This Contract will be effective **July 1, 2020** and will terminate **June 30, 2021** unless otherwise extended by the Department of Mental Health. Following the written authorization from DMH to proceed, the Contractor will commence work.

9.0 EVALUATION CRITERIA

DMH will evaluate responses to this RFR and select Respondent(s) based the Contractor's cost, ability to meet DMH's schedule, and a determination that the Respondent(s) selected will provide best value and are highly advantageous to the Commonwealth. The Department reserves the right to waive any informality in or reject any or all Bids if it is in the public interest to do so.