

Request for Proposal (RFP) for Grounds Maintenance Services

Issued by:

Berthoud Historical Society
P.O. Box 225
Berthoud, CO 80513
Phone: 970-532-2147

Issue Date: January 8, 2025

Proposal Due Date: February 9, 2025

Contact Email: treasurer@berthoudhistoricalsociety.org

Introduction:

The Berthoud Historical Society (BHS) is dedicated to preserving the rich history of Berthoud, Colorado, and its surrounding areas. We maintain several historic properties, including the McCarty-Fickel Home Museum and the Little Thompson Valley Pioneer Museum. To ensure these sites remain welcoming and well-preserved, we are seeking proposals from qualified contractors for comprehensive grounds maintenance services.

Scope of Work:

The selected contractor will provide grounds maintenance services for the following properties:

1. **McCarty-Fickel Home Museum (645 7th St., Berthoud, CO 80513):**
 - **Lawn Care:**
 - Mowing and edging every two weeks during the growing season.
 - Fertilization and aeration as needed to maintain healthy turf.
 - Overseeding bare or thin areas to ensure full grass coverage.
 - **Irrigation System:**
 - Regular monitoring and adjustment of the sprinkler system to ensure proper coverage and operation.
 - Seasonal startup and shutdown of the irrigation system.
 - Prompt repair of any leaks or malfunctions.
 - **Plant Maintenance:**
 - Pruning and trimming of hedges, shrubs, and trees to maintain a neat appearance and promote healthy growth.
 - Weeding and mulching of flower and rose garden beds to suppress weeds and retain moisture.
 - Planting of annuals and perennials as directed by BHS.
 - **General Maintenance:**
 - Removal of debris, including leaves, branches, and litter, to keep the grounds clean and presentable.

- Monitoring for pests and diseases, with appropriate environmentally-friendly treatment, as necessary. Organic options are our first choice.
2. **Little Thompson Valley Pioneer Museum Courtyard (224 Mountain Ave., Berthoud, CO 80513):**
- **Courtyard Maintenance:**
 - Weeding and clearing of pavers and border beds twice monthly.
 - Application of wildlife-friendly weed control measures to prevent regrowth.
 - **Plant Maintenance:**
 - Pruning and trimming of hedges, ornamental grasses, and trees to maintain a tidy appearance.
 - Mulching of plant beds to suppress weeds and retain moisture.
 - **General Maintenance:**
 - Removal of debris, including leaves, branches, and litter.
 - Monitoring for pests and diseases, with appropriate environmentally-friendly treatment, as necessary. Organic options are our first choice.
3. **Additional Services:**
- **Seasonal Cleanup:**
 - Spring cleanup to prepare the grounds for the growing season, including removal of winter debris and preparation of planting beds.
 - Fall cleanup to prepare the grounds for winter, including leaf removal and pruning as appropriate.
 - **Snow Removal (Optional Quote Requested):**
 - Clearing of walkways, sidewalks and entrances for both properties during winter months to ensure safe access for visitors.
 - **Partner with BHS to host educational community volunteer events (Optional, Ideas welcome)**
 - Advertised 'seasonal clean up' events overseen by knowledgeable landscape professionals. BHS would provide advertising and promotion, volunteer sign-up, and admin duties around each event. Contractor would provide a list of tasks and instructional education to participants on the day of the event.

Proposal Requirements:

Interested contractors are requested to submit a proposal that includes the following:

1. **Company Information:**
 - Company name, address, and contact information.
 - Brief history and overview of the company.
2. **Qualifications and Experience:**

- Description of experience in grounds maintenance, particularly with historic properties or similar sites.
 - References from at least two clients for whom similar services have been provided.
3. **Personnel:**
- Information on key personnel who will be assigned to this contract, including their qualifications and experience.
4. **Equipment:**
- List of equipment that will be used to perform the services.
 - Identification of any equipment that the contractor does not possess and would need to acquire or lease.
5. **Work Plan:**
- Detailed plan outlining how the contractor intends to perform the services outlined in the Scope of Work.
 - Proposed schedule for routine maintenance tasks.
6. **Pricing:**
- Itemized pricing for the services outlined, with separate pricing for:
 - 3-month period
 - 6-month period
 - Any additional costs or fees (e.g., for seasonal cleanup or snow removal).
7. **Insurance and Licensing:**
- Proof of general liability insurance and workers' compensation coverage.
 - Copies of any relevant licenses or certifications.

Submission Instructions:

- Proposals must be submitted via email to treasurer@berthoudhistoricalsociety.org by 5:00 PM on February 9, 2025.
- Late submissions will not be considered.
- Questions regarding this RFP may be directed to the same email address.

Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

- Demonstrated experience and qualifications.
- Understanding of the Scope of Work and proposed approach.
- References and past performance.
- Pricing and value for services offered.
- Completeness and clarity of the proposal.

Contract Term:

The initial contract term will be for six months, with the possibility of extension based on performance and mutual agreement.

The Berthoud Historical Society reserves the right to reject any or all proposals, to waive any informality or irregularity in any proposal, and to select the proposal that is in the best interest of the Society.

In the case of multiple proposals, we may request you present at our March monthly Board of Director meeting to explain your proposal and answer questions prior to us rendering a final decision.

We look forward to receiving your proposal and potentially partnering with you to maintain the beauty and integrity of our historic properties.