



TOWN OF OCCOQUAN

Circa 1734 • Chartered 1804 • Incorporated 1874
314 Mill Street • PO Box 195 • Occoquan, Virginia 22125
(703) 491-1918 • Fax (571) 398-5016 • info@occoquanva.gov
www.occoquanva.gov

TOWN COUNCIL
Earnest W. Porta, Jr., Mayor
Jenn Loges, Vice Mayor
Theo Daubresse
Cindy Fithian
Nancy Freeborne-Brinton
Eliot Perkins

TOWN MANAGER
Adam C. Linn, J.D.

REQUEST FOR PROPOSAL

ISSUE DATE: **Tuesday, March 18, 2025**
TOUR REQUEST DATE: **Wednesday, April 2, 2025**
INQUIRIES DUE DATE: **Wednesday, April 2, 2025**
PROPOSAL DUE DATE: **Wednesday, April 9, 2025, at 5:00 p.m. EST**
RFP NO.: RFP2025-01R
TITLE: Landscape Maintenance Services

The Town of Occoquan, referenced hereafter as the Town, is accepting proposals from qualified contractors to provide landscape maintenance services for the town, based on the specifics in the following documentation.

All proposals are due to the Town of Occoquan [electronically to TownManager@occoquanva.gov](mailto:TownManager@occoquanva.gov), by 5:00 p.m. on Wednesday, April 9, 2025. Proposals will not be accepted by any other means. Responses must include "RFP2025-01R - Landscape Maintenance Services" in the subject line. Please refer to Section VII for the full submittal instructions.

All inquiries for information regarding Proposal submission requirements, procurement procedures, or site visits shall be directed to: TownManager@occoquanva.gov. The Town shall not be responsible for verbal clarification of information provided by any party. Offerors may not rely on any oral information provided. The Town will provide written responses to questions as the only form of clarification.

The Town of Occoquan does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against any Offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by law relating to discrimination in employment.

THIS INFORMATION, OR ANY PART THEREOF, MAY NOT BE RELEASED OR REPRODUCED IN ANY FORM WITHOUT THE PERMISSION OF THE TOWN OF OCCOQUAN, VA.

In compliance with this Request for Proposal and all the conditions imposed herein, the undersigned offers and agrees to furnish the products and/or services in accordance with the signed Proposal or as mutually agreed upon by subsequent negotiation.

Name and Address of Firm:

Signature In Ink:

Print/Type

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- I. **PURPOSE:** The Town of Occoquan is seeking price quotes from a qualified vendor to furnish all labor, equipment, and materials to provide annual landscape maintenance services within the Town.
- II. **CONTRACT TERM:** The Town will enter into a one (1) year contract with the selected vendor to provide the services listed below. The contract will commence on July 1, 2025, and terminate on June 30, 2026. The contract may be renewed annually, for up to four (4) additional years, if agreed upon by both parties. Any price increases requested by the Contractor must be justified by reference to published information showing increases in labor costs, fuel, or other costs to be paid by the Contractor, and shall not exceed 3% of the total amount of the Contract in any renewal period.
- III. **CONTRACT AWARD CRITERIA:** The resulting contract will be issued to the best value proposal, without regard to offered discounts for early payment. Price quotes should be listed for each individual location and broken down to a fixed annual cost for each. The Town intends to award a contract for all identified locations but reserves the right to delete any individual location prior to contract award; any such deletion shall result in the reduction of the "Sub-Total" line of the attached pricing page for purposes of determining accurate pricing for each bidder. Evaluation of the Contractor's proposal by the Town will include consideration of:
- Contractor's ability to meet the landscaping maintenance requirements.
 - Demonstrated capabilities of the Contractor to provide landscaping maintenance services.
 - Quoted pricing.
 - Terms and conditions of Contract and risks and liabilities to be borne by the Town.
- IV. **PRE-PROPOSAL MEETING/TOUR:** Prospective vendors should familiarize themselves with the locations prior to submitting quotes and confirm any discrepancies with the Town's representative. Vendors are invited to tour the project areas with the Town leadership upon request, if requested by April 2, 2025. Please contact Matt Whitmoyer at townmanager@occoquanva.gov or (703) 491-1918, with a specific date, if you would like to arrange a site visit.
- V. **SCOPE OF WORK:** The scope of work includes furnishing all labor, equipment and materials necessary to provide a comprehensive landscape maintenance program for all associated trees, brush and ground cover located on public property including right-of-ways, public buildings, parks and public gardens, mainly located within the Town's historic district.

1. **LOCATIONS**

- Location #1 Town Hall, 314 Mill Street
 Flower beds, mowing, trees and shrubbery, litter removal, brick sidewalks (weed removal), mulching, plant annual flowers
- Location #2 Mamie Davis Park, 205 Mill Street
 Flower beds, trees and shrubbery, litter removal, mowing, brick sidewalks (weed removal), mulching, plant annual flowers, remove weeds from rip rap as needed

- Location #3 Annex (Public Works and Public Safety), 124 Commerce Street
Pruning, aerating, seeding (grass), weeding, flower beds, mulching, mowing, plant annual flowers, cutback vegetation from wall and fence line above building
- Location #4 Cooper's Alley (Between 125 Mill St. Riverwalk Shops and 201 Mill St. Madigan's Restaurant)
Shrubbery, mulching, weeding, pruning
- Location #5 Storage Building and Town Parking Lot (EV Charger), Near 172 Mill Street
Prune shrubbery, mulching, weeding
- Location #6 Mill Cul-de-sac, 458 Mill Street
Pruning trees, brick sidewalks (weed removal); weed around historic signs on cliffside leading to footbridge; mulch and weed area at entry to foot bridge, plant annual flowers; Weed and mow portion of right-of-way within Town property
- Location #7 Entry Garden, Corner of Commerce and Washington Streets
Applies to garden bed extending from Annex entrance to around on Washington Street; Garden bed, mulching, weeding, pruning, plant annual flowers
- Location #8 River Mill Park, 460 Mill Street
Mowing, aerating, seeding (grass), tree and shrubbery maintenance, brick sidewalks (weed removal), mulching, plant annual flowers in terraced beds
- Location #9 Post Office, 202 Mill Street
Cut back weeds in rock area only along Washington Street
- Location #10 Street Rights-of-Ways (Historic District)
Plant and care for grass and trees located within medians within the historic district; Remove weeds from all brick sidewalks located within the historic district; Prune trees located within town's right-of-ways - cut back vegetation blocking/overhanging sidewalks and streets
- Location #11 Commerce Street/Route 123 (Entry Sign)
Plant annuals and maintain perennials in flower bed, mow, prune entry sign area on the corner of Commerce Street and Route 123 and cut back weeds from guardrail on Commerce Street from 123 to Washington Street; remove weeds from intersection triangles and in front of *Welcome to Occoquan* mural
- Location #12 Washington Street Flower Bed
Maintain perennials, weed, remove litter, cut back overhang on sidewalk; mulch bed

- Location #13 Parking Lot Buffer Areas
Mow, cut back vegetation, weed, remove litter from Town parking lot buffer areas. Includes three parking lots on Mill Street, and parking lot on Ellicott Street
- Location #14 Furnace Branch Park
Remove debris from debris catch in stream bed as needed, but at least twice per year; Mulch fence line along Washington Street; Cut back vegetation from fence line as needed
- Location #15 River Road Property
Mow and weed eat gravel and grass storage area at the end of River Road; Cut back vegetation overgrowth into area as needed
- Location #16 Tanyard Hill Road/Old Bridge Entry
Mow and weed eat around town sign(s); cut back vegetation overhang from signage
- Location #17 McKenzie Drive
Cutback vegetation overhang along McKenzie Drive as needed, but at least twice per year
- Location #18 Kayak Ramp
Cut back vegetation along guardrail, rip rap and along parking area as needed, but at least twice per year
- Location #19 Town-wide
Upon request from Town staff, to address specific areas on a case-by-case basis, through additional quotes for service.

(See Exhibits C and D)

2. **ANNUAL PLANTINGS:** Every spring the vendor shall work with the Town's Representative to schedule annual plantings in the various town flower beds, as described above in the Scope of Work. The vendor shall provide up to 600 annual plantings each year as part of the contract. Additional plantings will be at the discretion of the Town Representative and quoted separately.
3. **FREQUENCY:** All areas should be serviced at least once per month and the vendor shall perform the listed services. Services are to be provided 10 months per year; regular monthly maintenance shall be performed March through December. No regularly scheduled visits are required in January or February, but the vendor should be prepared to respond to specific requests from the Town in the event of damage to plants or other circumstances. The Contractor will provide firm fixed pricing for any additional services, such as visits in January or February.
4. **MOWING:** All listed turf areas will be mowed on average every 10-14 days as needed from March through November unless otherwise agreed to by the parties. Mower blades must be sharp at all times to provide a high-quality cut. Mower height will be in accordance with

grass type and as requested by the Town. Minimal clippings will be left on the grass and removed from other surfaces. Monofilament line trimmers will be used around benches, trees, shrubs, fences, posts, etc.

5. **MULCHING:** All individual trees, shrub and garden beds shall be mulched with premium quality shredded hardwood bark mulch. Bulk or bagged product is acceptable. Mulch shall be spread to a depth of 2-3 inches. Plantings shall be mulched a minimum of twice per year (spring and fall), with regular touch-ups as needed.
6. **WEEDING:** All beds, tree rings and sidewalks shall be kept substantially free of weeds at all times using manual and chemical control practices. All mulched areas shall be weed free at all times.
7. **PRUNING:** Plants shall be pruned for structural stability, form and safety as needed. Pruning must include seasonal deadheading and late winter/early spring pruning, as appropriate for each plant type. Prior to commencement of any maintenance activities, the vendor shall confer with the Town's Representative to confirm a pruning plan for each of species of trees, grasses and shrubs. This plan shall be followed throughout the duration of the contract.
8. **REMOVAL AND REPLACEMENT:** The vendor shall be responsible for removing and disposing of plant materials that have been determined by the Town's Representative as deficient or dead. The plants shall be removed and a price quote for replacement shall be provided to the Town. Replacement shall be at the sole discretion of the Town and a reimbursement request for the new plantings shall be included in the monthly invoice.
9. **LITTER/TRASH REMOVAL:** The vendor shall, during the course of their regular monthly, or otherwise scheduled visit, remove and dispose of all trash pieces greater than two square inches in size that may be found within the planting beds and park areas.
10. **BILLING:** Invoices for all work performed shall be submitted monthly to the Town Manager. Invoices should include a detailed description of all work performed.
11. **DEBRIS BLOWING:** The vendor shall use care in blowing off clippings and other debris from paved areas so that such debris does not strike parked vehicles or other private property. No debris shall be removed in such a manner that it will enter the storm sewer system, the Occoquan River, or any tributary thereof.

VI. OPTIONAL ADDITIONS TO SCOPE OF WORK: In addition to the scope of work, the Town also welcomes vendors to submit separate pricing for snow removal services. This addition is not required in order to submit a complete proposal. The awarded bidder is not required to provide such services but may include such services as part of the resulting contract.

1. **SNOW REMOVAL:** The vendor shall furnish all labor, equipment and materials necessary to provide comprehensive snow and ice removal/treatment on all town streets, parking lots, alleys and courts designated on Town provided map (see Exhibit E) when snow, frozen precipitation or slush depth reaches two (2) or more inches. In the event that a storm does not meet the minimum requirements for plowing, the Contractor will, at the

Town's discretion, clear streets of any remaining snow at the end of the storm in the standard plowing areas to help prevent snow packing and icy conditions. Plowing will be curb to curb and bumper to bumper (unless a vehicle blocks the plowing path).

VII. GENERAL CONTRACT TERMS AND CONDITIONS

1. **SUBMITTAL INSTRUCTIONS:** One (1) PDF copy of each proposal must be submitted with the documentation listed below and received by the Town of Occoquan, Town Manager, at the email address shown on the cover page of this solicitation. Proposals must be received no later than the date and time listed on the cover page of this solicitation. Proposals in the form of telephone, facsimiles or mail messages deliveries will not be accepted.

Contractors shall complete and submit as their proposal, the following documents:

- a. **The Request for Proposal cover sheet** signed and filled out as required by a representative of the Vendor authorized to bind the firm into a contract.
 - b. **All addenda acknowledgements**, if any, signed and filled out as required. Any addenda to this solicitation can be easily accessed on the Town of Occoquan website - www.occoquanva.gov. Vendors are responsible for checking the website frequently. Failure to acknowledge all addenda may result in the rejection of your proposal submission.
 - c. **A pricing page** - either the attached (see Exhibit B) or an equivalent vendor form.
 - d. **Optional snow removal quote** - the attached pricing page (see Exhibit B) or an equivalent vendor form for optional snow removal services.
 - e. **Any additional information** the vendor believes to be essential for a thorough evaluation of its proposal.
 - f. **A minimum of three (3) references** where similar work was performed (no form provided by Town). Include the dates when work was provided, the business name, address, and name and telephone number of the contract administrator. The Town shall have the option of checking discovered references in addition to references provided by the Vendor. The Town must be able to contact references without notification to the Vendor.
2. **LATE PROPOSALS:** Proposals received after the submission deadline may be disqualified.
 3. **ACCEPTANCE OR REJECTION OF PROPOSALS:** The Town reserves the right to accept or reject any or all proposals in whole or in part and to waive minor informalities in the process of awarding this contract.
 4. **COMPETITION INTENDED:** It is the Town's intent that the Request for Proposal permit competition. It shall be the offerors responsibility to advise the town Manager in writing of any language, requirements, specifications, etc. or any combinations thereof, that inadvertently restricts or limits the requirements stated in this RFP to a single source.
 5. **INQUIRIES COMMENTS CONCERNING SPECIFICATIONS:** Questions or comments concerning the specifications, contained herein must be received by the Town manager by the Inquiries Due Date listed on the cover of this document. Any interpretation deemed to be

material in nature or that alters the scope of the goods or services being requested will be expressed in the form of a written addendum. Such addendum will be posted to all prospective offerors no later than three (3) days prior to the Proposal Due Date. Verbal communications will not be binding.

6. **COSTS INCURRED IN RESPONDING:** This solicitation does not commit the Town to pay any costs incurred in the preparation and submission of proposals or in making necessary studies or designs for the preparation thereof, nor to procure or contract for services.
7. **DISPOSITION OF PROPOSALS:** All materials submitted in response to this RFP will become the property of the Town. One (1) copy of each proposal shall be retained for official files and will become a public record. These records will be available for public inspection after award of contract. It is understood that the proposal will become a part of the official file on this matter without obligation on the part of the Town except as to the disclosure restrictions contained in Section 12. "Disclosure: Trade Secrets and Proprietary Information".
8. **DISCLOSURE-TRADE SECRETES AND PROPRIETARY INFORMATION:** In compliance with the Virginia Public Procurement Act (the "VPPA"), all proposals will be available for public inspection. Trade secrets and proprietary information submitted by a vendor in connection with a procurement shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the offeror must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the specific area or scope of data or other materials to be protected and state the reasons why protection is necessary. An all-inclusive statement that the entire proposal is proprietary is unacceptable. A statement indicating that costs are to be protected is unacceptable.
9. **LAWS AND REGULATIONS:** The Offerors attention is directed to the fact that all applicable Commonwealth of Virginia laws, municipal ordinances and the rules and regulations of all authorities having jurisdiction over the contract shall apply to the contract throughout, and they will be considered to be included in the contract the same as though herein written out in full.
10. **LICENSE REQUIREMENT:** All firms doing business for the Town of Occoquan are required to be licensed in accordance with the Town's "Business, Professional, and Occupational Licensing (BPOL) Tax" Ordinance. Wholesale and retail merchants without a business location in Occoquan, VA are exempt from this requirement. Questions concerning the BPOL Tax should be directed to the Town Clerk at (703) 491-1918. The BPOL license number, if applicable, must be indicated on the pricing page of this Request for Proposal. Bidders submitting price quotes must be fully licensed to do business in Virginia.
11. **NON-ASSIGNMENT OF CONTRACT:** The contractor shall not assign the contract, or any portion thereof, without the advanced written permission of the Purchasing Officer, such permission not to be unreasonably withheld.
12. **INSURANCE REQUIREMENT:** Any vendor or contractor engaged to perform work on Town property shall not start work until they have obtained and provided at a minimum, proof of the insurance required below. Additionally, the contractor shall not allow any subcontractor to commence work until all similar insurance required of the subcontractor has been obtained.

These certificates must be forwarded to the Town Manager before the contract is signed.

The following are the minimum insurance requirements:

Workers Compensation- Statutory Workers' Compensation and Employers' Liability insurance under the Commonwealth of Virginia statutory requirements.

Bodily Injury- \$2,000,000 each person
 \$2,000,000 each occurrence

Property Damage-
 Automobile- \$2,000,000 each accident
 General Liability- \$2,000,000 each accident
 \$2,000,000 each occurrence

*Notice of cancellation must be on insurance certificate- No change, cancellation, or non-renewal shall be made in any insurance coverage without a thirty-day written notice to the Purchasing Officer. The contractor shall furnish a new certificate prior to any change or cancellation date. The failure of the contractor to deliver a new and valid certificate will result in suspension of all work and payments until the new certificate is furnished.

*The Town must be named as an additional insured. This proof must be in the form of a copy of the endorsement to your policy.

13. **CLAIMS:** The contractor shall be responsible for resolutions of any and all damage claims resulting from operations provided. Claims made to the Town as a result of operators provided under this contract will be referred to the contractor for handling. Failure to properly respond to and resolve claims constitutes unsatisfactory performance and may result in cancellation of the contract.

EXHIBIT B



REQUIRED FORM - PRICING PAGE

This is not a contract.

Submit quotation on this form.

Date:	Subject: Landscape Maintenance	Proposal Due Date: April 9, 2025, 5:00 p.m.	RFP2025-01R
Bidder Information (Name, Address, Phone, Email, Business License #)			
<p>General Landscaping Tasks for All Areas</p> <ul style="list-style-type: none"> • Mulching - spring and fall • Annual plantings - spring (locations to be provided by the Town) [Total # of annuals included in this contract: 600] • Mowing, Edging, Weed Eating • Weeding - spraying and hand pulling, as appropriate • Litter removal • Pruning/maintaining shrubbery and trees • Maintaining/planting Town-owned flower pots • Leaf/debris removal in garden beds, pedestrian footbridge • Right-of-way Maintenance in the Historic District: weed removal, cut back overhang from sidewalks, litter removal, shrubbery/tree pruning, mulching 			
<p>Instructions to Bidders: Quote lowest possible price and best delivery on items or services listed below. Advise what discount, if any, will be allowed for payment within a specified time. Complete all items. Subject to terms and conditions listed in the Request for Proposal.</p>			
Item and Description			Annual Price
<p><u>Location #1 - Town Hall, 314 Mill Street</u></p> <p>Flower beds, mowing, trees and shrubbery, litter removal, brick sidewalks (weed removal), mulching, plant annual flowers</p>			
<p><u>Location #2 - Mamie Davis Park, 205 Mill Street</u></p> <p>Flower beds, trees and shrubbery, litter removal, mowing, brick sidewalks (weed removal), mulching, plant annual flowers, remove weeds from rip rap as needed</p>			
<p><u>Location #3 - Annex (Public Works and Public Safety), 124 Commerce Street</u></p> <p>Pruning, aerating, seeding (grass), weeding, flower beds, mulching, mowing, plant annual flowers, cutback vegetation from wall and fence line above building</p>			

<p><u>Location #4 - Cooper's Alley (Between Madigan's Restaurant and Riverwalk Shops)</u></p> <p>Shrubbery, mulching, weeding, pruning</p>	
<p><u>Location #5 - Storage Building and Town Parking Lot (EV Charger), Near 172 Mill Street</u></p> <p>Prune shrubbery, mulching, weeding</p>	
<p><u>Location #6 - Mill Cul-de-sac, 458 Mill Street</u></p> <p>Pruning trees, brick sidewalks (weed removal); weed around historic signs on cliffside leading to footbridge; mulch and weed area at entry to foot bridge, plant annual flowers; Weed and mow portion of right-of-way within Town property</p>	
<p><u>Location #7 - Entry Garden, Corner of Commerce and Washington Streets</u></p> <p>Applies to garden bed extending from Annex entrance to around on Washington Street; Garden bed, mulching, weeding, pruning, plant annual flowers</p>	
<p><u>Location #8 - River Mill Park, 460 Mill Street</u></p> <p>Mowing, aerating, seeding (grass), tree and shrubbery maintenance, brick sidewalks (weed removal), mulching, plant annual flowers in terraced beds</p>	
<p><u>Location #9 - Post Office, 202 Mill Street</u></p> <p>Cut back weeds in rock area only</p>	
<p><u>Location #10 - Street Rights-of-Ways (Historic District)</u></p> <p>Plant and care for grass and trees located within medians within the historic district; Remove weeds from all brick sidewalks located within the historic district; Prune trees located within town's right-of-ways - cut back vegetation blocking/overhanging sidewalks and streets</p>	
<p><u>Location #11 - Commerce Street/Route 123 (Entry Sign)</u></p> <p>Plant annuals and maintain perennials in flower bed, mow, prune entry sign area on the corner of Commerce Street and Route 123 and cut back weeds from guardrail on Commerce Street from 123 to Washington Street; remove weeds from intersection triangles/ medians and in front of <i>Welcome to Occoquan</i> mural</p>	
<p><u>Location #12 - Washington Street Flower Bed</u></p> <p>Maintain perennials, weed, remove litter, cut back overhang on sidewalk; mulch bed</p>	
<p><u>Location #13 - Parking Lot Buffer Areas</u></p> <p>Mow, cut back vegetation, weed, remove litter from Town parking lot buffer areas. Includes three parking lots on Mill Street, and parking lot on Ellicott Street</p>	

<u>Location #14 - Furnace Branch Park</u> Remove debris from debris catch in stream bed as needed, but at least twice per year; Mulch fence line along Washington Street; Cut back vegetation from fence line as needed	
<u>Location #15 - River Road Property</u> Mow and weed eat gravel and grass storage area at the end of River Road; Cut back vegetation overgrowth into area as needed	
<u>Location #16 - Tanyard Hill Road/Old Bridge Entry</u> Mow and weed eat around town sign(s); cut back vegetation overhang from signage	
<u>Location #17 - McKenzie Drive</u> Cutback vegetation overhang along McKenzie Drive as needed, but at least twice per year	
<u>Location #18 - Kayak Ramp</u> Cut back vegetation along guardrail, rip rap and along parking area as needed, but at least twice per year	
<u>Location #19 - Town-wide</u> Upon request from Town staff, to address specific areas on a case by case basis, through additional quotes for service.	
SUB-TOTAL	
Annual Flower Planting: Up to 600 flowers per year, covering all locations listed with annual plantings	
TOTAL	
Bidder Guarantees product or services offered will meet or exceed specifications identified in this Request for Proposal, subject to all conditions stated herein and on the attached sheets.	
By _____ Date _____ Title _____	



OPTIONAL FORM - SNOW REMOVAL PRICING PAGE

*This is not a contract.
Submit quotation on this form.*

Date:	Subject: Snow Removal Services	Proposal Due Date: April 9, 2025, 5:00 p.m.	RFP2025-01R
General Snow and Ice Removal Services <ul style="list-style-type: none"> • Furnishing all labor, equipment and materials necessary to provide comprehensive snow and ice removal on all town streets, parking lots, alleys and courts <ul style="list-style-type: none"> • Salt or other ice melt materials • Sand or other traction materials • Labor • Plows • Spreaders or other modes of dispersing materials • Furnishing all labor, equipment and materials necessary for manual shoveling/snow blowing of town sidewalks and trails, if requested • Plow when snow, frozen precipitation or slush depth reaches two (2) or more inches. • In the event that a storm does not meet the minimum requirements for plowing, the Contractor will at the Town’s discretion clear streets of any remaining snow at the end of the storm in the standard plowing areas to help prevent snow packing and icy conditions • Plowing will be curb to curb and bumper to bumper (unless a vehicle blocks the plowing path) 			
Instructions to Bidders: Quote lowest possible price and best delivery on items or services listed below. Advise what discount, if any, will be allowed for payment within a specified time. Complete all items. Subject to terms and conditions listed in the Request for Proposal.			
Item and Description		Applicable Rate/Price	
Plowing Labor and Equipment (please indicate rate (i.e. hourly or event-based))		_____	
Clearing Sidewalks and Trails Labor, Equipment and Materials (please indicate rate (i.e. hourly or event-based))		_____	
Ice Melt Materials (please indicate rate (i.e. hourly or tonnage))		_____	
Traction Materials (please indicate rate (i.e. hourly or tonnage))		_____	
Clearing Sidewalks and Trails Labor, Equipment and Materials (please indicate rate (i.e. hourly or event-based))		_____	
All Other Costs		_____	
Comments:			

EXHIBIT D

Map - ALL LOCATIONS (except Tanyard Hill Entrance and Right of Ways)



Location #1



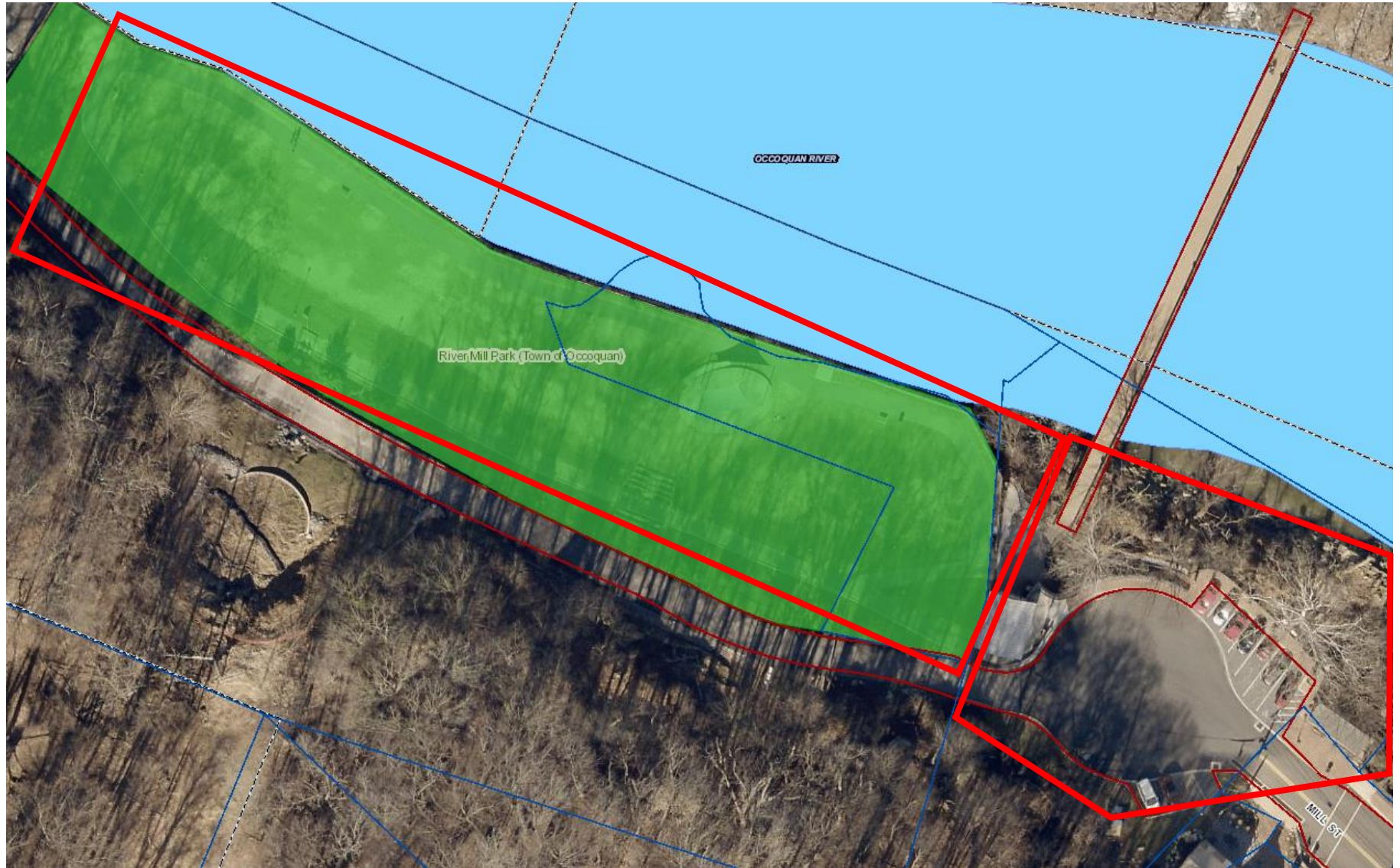
Location #2, Location #4, and Location #5



Location #3, Location #7, and Location #14



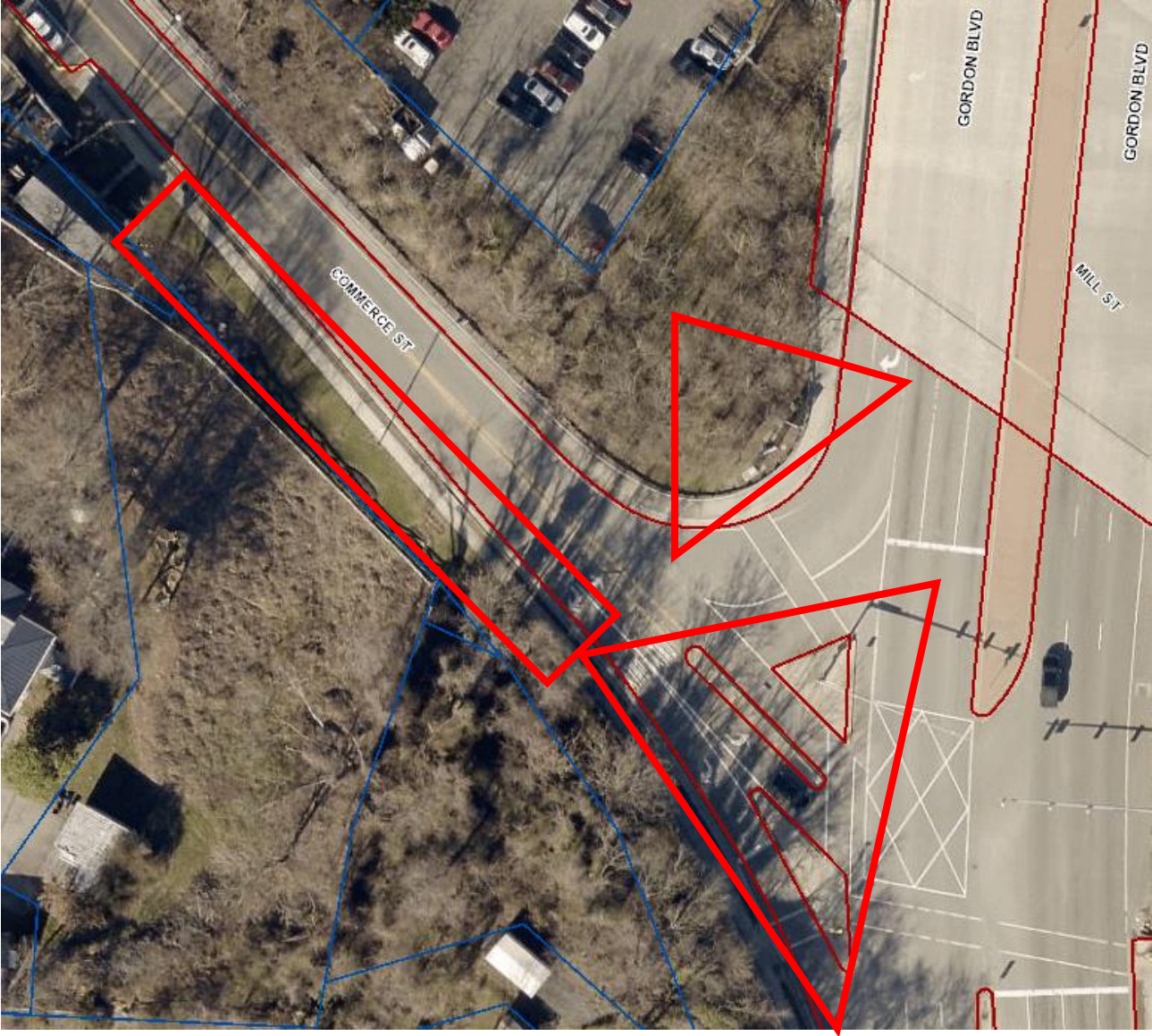
Location #6 and Location #8



Location #9



Location #11



Location #12



Location # 15



Location #16



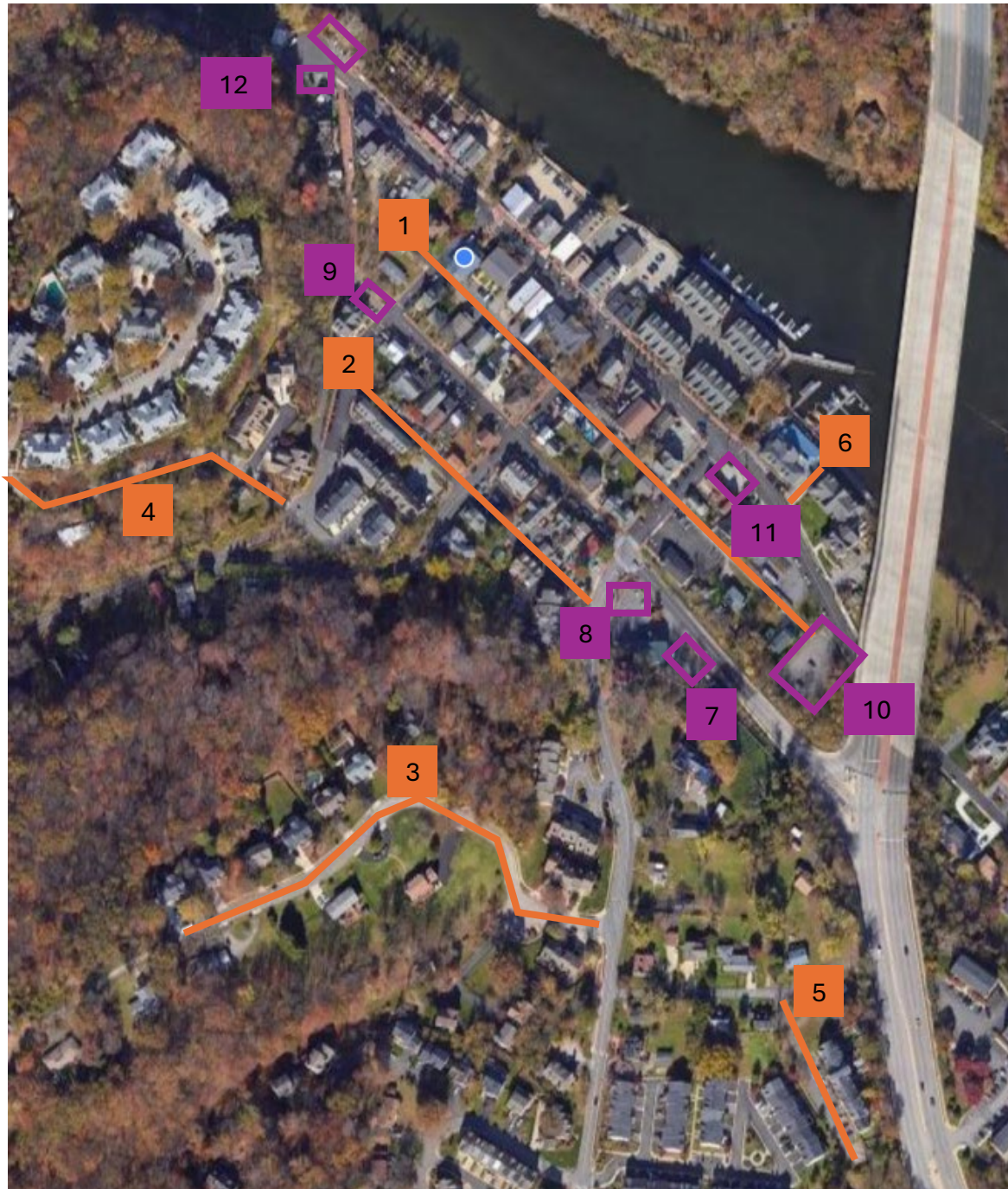
Location #17



Location #18



EXHIBIT E



LEGEND

Town-owned Streets, Alleys and Parking Lots

1. Poplar Alley

2. Center Lane

3. W. Locust Street

4. McKenzie Drive

5. River Road

6. Cooper's Alley

7. Annex Parking Lot

8. 126 Commerce Parking (Inside Triangle)

9. Town Parking Lot – End of Commerce Street, on Ellicott Street

10. Town Parking Lot – Mill Street/Poplar Lane

11. EV Charging Parking Lot (Mill Street)

12. Museum Parking (two areas in cul-de-sac)

Public Parking on VDOT Roads (Optional and by Town staff direction ONLY)