

**LEGAL NOTICE
REQUEST FOR PROPOSALS**

**TOWN OF VERNON, CT
CONTRACT #2114 - LANDSCAPING SERVICES FOR TREE PLANTING
AT WINDERMERE FIELDS**

The Town of Vernon, Connecticut is seeking proposals from a qualified contractor for the delivery and installation of trees for the Windermere Fields Soccer Complex located at 60 Windermere Road, Ellington, Connecticut. To selected contractor shall provide all labor, materials, equipment, needed to install sixty-three (63) various trees. The trees shall have a one-year warranty.

Questions about this RFP should be directed to Marty Sitler, Director of Parks and Recreation, by email only to msitler@vernon-ct.gov, no later than **Wednesday, April 12, 2023** at 3:30 PM. Answers to questions received will be posted by **Tuesday, April 18, 2023** on the Town's website at www.vernon-ct.gov/legal-notices and at the Connecticut State Department of Administrative Services (DAS) at <https://portal.ct.gov/DAS/CTSource/CTSource> by referencing Contract #2114. It is the sole responsibility of the respondent to review any or all addendum or question responses related to this RFP.

Two (2) copies of the proposal should be submitted in a sealed envelope marked "**BID DOCUMENT- DO NOT OPEN - CONTRACT #2114**" clearly marked on the outside of the envelope to Michael J. Purcaro, Town Administrator, Town of Vernon, Town Hall Memorial Building, 14 Park Place, 3rd Floor, Vernon, Connecticut 06066 no later than **Wednesday, April 26, 2023** at **10:00 AM**. Emailed, faxed, or late bids will not be accepted.

Proposals shall be opened and read aloud publicly on **Wednesday, April 26, 2023** at **10:00 AM**. Bid results will be posted on the Town website.

The selected firm must meet all municipal, state, and federal AA and EEO practices and requirements. MBE's, WBE's, SBE's are encouraged to apply. The Town reserves the right to reject any or all proposals in whole or part, to award any one service or group of services or all services, to negotiate with any or all companies submitting proposals, and to enter into an agreement with any contractor for any services mentioned in this RFP; if it is deemed to be in the best interest of the Town.

Confidentiality - If Respondent believes that any information in its proposal should be treated as confidential that material shall be clearly marked. The Town shall endeavor to protect confidential material from disclosure to non-Town employees to the extent permitted by State or Federal law. In no event will the Town be responsible for the inadvertent disclosure of your response to this RFP.

Michael J. Purcaro, Town Administrator