

**ADDENDUM 1 to REQUEST FOR BIDS — Property Maintenance Services, Town of Vernon, Vermont**

Sealed Bids are due by March 31, 2021 at 4:00 to:

Wendy Harrison  
Interim Town Administrator, Town of Vernon  
Vernon Town Offices  
567 Governor Hunt Rd., Vernon, VT 05354  
(802) 257-0292, Ext. 12  
Email: [vernonta@vernonvt.org](mailto:vernonta@vernonvt.org)

Bids received after this deadline will not be considered. Faxed or E-mailed bids will not be considered.

**Landscape Services**

**What areas need to be mulched?**

The Gazebo, Monument and base of trees in the adjacent area require mulch. If mulching is required elsewhere, it will be done through a separate agreement or on an hourly basis.

**Does the Contractor supply the mulch?** Yes

**Was a Fall Cleanup done in 2020?** Yes

**Snow Removal Services**

**Do all of the walkways on the west side of Town Hall need to be cleared?** Yes

**Additional Detail on the Work:**

“Associated outbuildings” includes the white building at the north end of the property shown on the area (North School). The Highway Department plows the entrance—the Contractor is expected to clean up after the plowing to maintain access to the building.

“Maintain egress to Town Office Building” includes all exterior doors of the building, on both levels.

## Property Management Services for the Town of Vernon

### Bid Sheet

To be returned to the Town of Vernon by 4pm on March 31, 2021

Vernon Town Hall	service	frequency	Price per unit
2nd floor Offices (Clerk, Listers, Treasurer, Break Room, Town Admin. office, Restrooms)	routine cleaning (dusting, vacuuming, trash removal)	1 X Week	\$_____/ week
	Floor cleaning/waxing/carpet cleaning	2 X year	\$_____/service
Library, including office	same as 2nd floor		\$_____/week
1st Floor Meeting Rooms (after back in use)	routine cleaning (dusting, vacuuming, trash removal)	1 X Week	\$_____/week
	Floor cleaning/waxing/carpet cleaning	2 X year	\$_____/service
Window cleaning and maintenance		1 X year	\$_____/service
Sidewalks and Building Entrances	snow plowing and snow/ice prevention and clearing	sufficient to keep building open during office hours	\$_____/service
Grounds, Town Hall	mowing, landscape maintenance	mow 2 X month in summer, landscape maintenance 3X year	\$_____/ mowing
			\$_____/maint.
Systems Maintenance	Maintain electrical, plumbing, HVAC, mechanical systems, septic, stormwater. Subcontract for repairs as necessary.		\$_____/year
Annually Report on facility conditions and update capital plan			\$_____/year

Signed: \_\_\_\_\_

Date: \_\_\_\_\_