

# Landscape Maintenance For All Municipal Properties



## Contract

July 01, 2016 - June 30, 2021

**LANDSCAPE MAINTENANCE**  
**CONTRACT**

**WHEREAS**, the Town of Elsmere (“Elsmere”) has issued its Request for Proposal No. 16-02 (the “RFP”) and in response Paoli Services Inc. (“Paoli Services”) submitted its Proposal on May 16, 2016 (the “Proposal”) which Elsmere accepted on June 04, 2016.

**NOW THEREFORE**, this \_\_\_\_\_ day of June, 2016, Elsmere and Paoli Services, in exchange for good and valuable consideration do hereby agree as follows;

**1. The Services To Be Provided**

Paoli Services shall provide the services set forth in its Proposal for the landscape maintenance services at all municipal properties.

**2. Service Charges**

Elsmere shall pay Paoli Services for its services \$45,750.00 per year in equal monthly payments of \$3,812.50 provided that Paoli Services provides Elsmere with proper voucher for payment.

**3. Term of This Agreement**

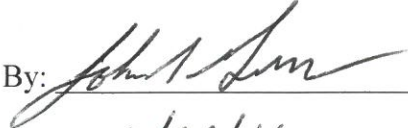
Paoli Services shall provide the services for a term of two years ending on June 30, 2021.

**4. Other Terms And Conditions**

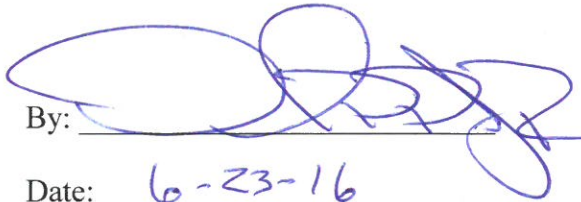
The terms and conditions of RFP 16-02 and the Paoli Services proposal are incorporated into this Agreement as if they were set out in this Agreement.

In acknowledgement of this Agreement, the parties hereby execute this Agreement as of the date previously entered.

Town of Elsmere

By:   
Date: 6/28/16

Paoli Services, Inc.

By:   
Date: 6-23-16





TOWN OF ELSMERE  
11 POPLAR AVENUE  
ELSMERE, DELAWARE

Phone (302) 998-2215

Fax (302) 998-9920

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## REQUEST FOR PROPOSALS

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### PROPOSAL NUMBER 16 - 02

#### LANDSCAPE MAINTENANCE FOR ALL MUNICIPAL PROPERTIES

**PROPOSALS MUST BE RECEIVED ON OR BEFORE:  
Monday, May 16, 2016 – 12:00 Noon**

#### **PURPOSE:**

The sole purpose for which the Town of Elsmere is requesting proposals is to provide the Town of Elsmere with the information needed to allow the Town to evaluate and determine the feasibility of continuing to outsource the services requested in the Request For Proposal. Should the Town of Elsmere determine after reviewing all proposals that it is not feasible or advisable for the Town of Elsmere to outsource these duties, all proposals will be disregarded and no award will be granted.

#### **SUBMISSION:**

**DEADLINE:** Proposals must be received in the Town of Elsmere, Finance Department, located at # 11 Poplar Avenue, Elsmere Delaware 19805, by no later than **Monday, May 16, 2016 at 12:00 Noon.**

**METHODS:** Sealed Proposals may be hand-delivered or mailed to the Town of Elsmere, 11 Poplar Avenue, Elsmere Delaware 19805: Attention: Mr. Joe Schulcz, Finance Director.

**FAX/EMAIL:** Facsimile and electronic mail transmittals are **NOT** acceptable and will not be considered.

#### **REQUIREMENTS:**

**SUBMITTAL:** An original Proposal must be submitted. The Proposal consists of the **COMPLETED AND SIGNED Proposal Form** and any other required documentation.

**SEALED:**

All Proposals must be returned in a sealed envelope with the Proposal Number clearly marked on the outside. If an overnight delivery service is used, the proposal number clearly marked on the outside of the delivery service envelope.

**REFERENCES:**

The Town of Elsmere will require all who submit a proposal to supply with this Proposal, a list of at least three (3) references where like services have been supplied by their firm. Include name of firm, address, telephone number and name of representative.

**LEGIBILITY:**

Proposals must be legible and of a quality that can be reproduced.

**LATE PROPOSAL:**

Proposals received after submission deadline will not be opened and will be considered void and unacceptable. The Town of Elsmere is not responsible for lateness of mail, courier service, etc.

**RESPONSIBILITY:**

Those providing a proposal must affirmatively demonstrate their ability to meet the following requirements:

- a) Have adequate financial resources, or the ability to obtain such resources as required;
- b) Be able to comply with the required or proposed delivery schedule;
- c) Have a satisfactory record of performance;
- d) Be otherwise qualified and eligible to receive an award.
- e) Possess and maintain throughout the term of the contract should one be awarded, a valid State of Delaware, New Castle County and Town of Elsmere, Business License.
- f) All services shall be provided during the normal work week (Monday through Friday) between the hours of 7:00am and 5:00pm. Prior approval of the Town Manager must be obtained prior to any work being performed after 5:00pm or on a Saturday or Sunday.

The Town may request representation and other information sufficient to determine proposer's ability to meet these minimum standards listed above.

**Award and Funding Out**

The awarding or continuation of any contract which may ultimately be awarded is contingent upon funding being appropriated by the Mayor and Council.

**REJECTION OR ACCEPTANCE:**

No more than one Proposal will be awarded for the services requested. Proposals may be rejected for some items or areas, even though awards are made for others. The convenience of having a single source for all service is desired and will be taken into consideration together with price in determining the lowest and best Proposal.

The Town of Elsmere, reserves the right to accept or reject any and/or all Proposals for any or all materials and/or services covered in this Request For Proposal, and to waive informalities or defects in the Proposal or to accept such Proposal it shall deem to be in the best interest of the Town of Elsmere.

**PERFORMANCE BOND:**

Should a contract be awarded the proposer shall be required to post a performance bond in an amount equal to one-half of the amount of their proposal.

**PROPOSAL:** This Proposal, if and when properly accepted by the Town of Elsmere, shall constitute a contract equally binding between the successful Proposer and the Town of Elsmere.

The successful Proposer may be required to sign an additional agreement containing terms necessary to ensure compliance with the Proposal.

**PROPOSAL ADMINISTRATION:**

Under this Proposal, the Town Manager of the Town of Elsmere, shall be the proposal administrator with designated responsibility to ensure compliance with Proposal requirements, such as but not limited to, acceptance, inspection and delivery. The Proposal administrator will serve as liaison between Town of Elsmere and the successful Proposer.

**PROPOSAL PERIOD(S):**

The Proposal Period is the date of award through June 30, 2021.

**MISCELLANEOUS**

**PAYMENT:**

Payment shall be made by check from the Town of Elsmere upon satisfactory completion and acceptance of items and submission of the Invoice to the Town for work specified by this Proposal Document. All payments owed will be paid no later than thirty (30) days after the goods or services are received OR the date that the invoice is received by the Town whichever is later.

At a minimum, invoices shall include:

- (1) Name, address, and telephone number of Vendor and similar information in the event the payment is to be made to a different address
- (2) Town of Elsmere Proposal Number, Purchase Order, and/or delivery order number
- (3) Identification of items or service as outlined in the Proposal
- (4) Quantity or quantities, applicable unit prices, total prices, and total amount
- (5) Any additional payment information which may be called for by the PROPOSAL

Payment inquiries should be directed to the Town of Elsmere Finance Department: Attention; Finance Director at 998-2215.

**ETHICS:**

The Proposer shall not accept or offer gifts or anything of value nor enter into any business arrangement with any employee, official or agent of the Town of Elsmere.

**DOCUMENTATION:**

Proposer shall provide with this Proposal response, all documentation required by this Proposal. Failure to provide this information may result in rejection of the Proposal.

**TERMINATION FOR DEFAULT:**

The Town of Elsmere reserves the right to enforce the performance of this Proposal in any manner prescribed by law or deemed to be in the best interest of the Town in the event of breach or default of this Proposal. Non-Performance of the Proposer in terms of specifications shall be a basis for the termination of the Proposal by the Town. The Town shall not pay for commodities/services which are unsatisfactory. Proposers will be given a reasonable opportunity before termination to correct the deficiencies. This, however, shall in no way be construed as negating the basis for termination for non or unacceptable performance.

**SILENCE OF SPECIFICATIONS:**

The apparent silence of these specifications as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

**COMPLIANCE WITH LAWS:**

The successful Proposer shall comply with all applicable federal, state and local laws and regulations pertaining to the practice of the profession and the execution of duties under this Proposal. Proposer must execute an affidavit stating that all of the employees of the Proposer and any Sub-Proposer or Sub-Contractor performing work within the Town of Elsmere in accordance with this proposal are lawfully permitted to be employed in the United States under both federal and state law.

**INSURANCE:**

Should a contract be awarded proposer shall obtain at its own cost and expense and keep in force and effect throughout the term of any contract period including all extensions the following minimum insurance coverage's.

**Workers' Compensation Insurance Coverage:**

Should a contract be awarded, the Proposer shall provide proof of workers' compensation insurance coverage for the person's or entity's employees providing services on detailed in this proposal, for the duration of the contract period.

- A. Persons providing services on the project ("Sub-Proposer" "Sub-Contractors") - includes all persons or entities performing all or part of the services the Proposer has undertaken to perform under this proposal, regardless of whether that person Proposed directly with the Proposer and regardless of whether that person has employees. This includes, without limitation, independent Proposers, Sub-Proposers, leasing companies, motor carriers, owner-operators, employees of any such entity, or employees of any entity which furnishes persons to provide services under this proposal. "Services" include, without limitation, providing, hauling, or delivering equipment or materials, or providing labor, transportation, or other service related to this proposal. "Services" does not include activities unrelated to the proposal, such as food/beverage vendors, office supply deliveries, and delivery of portable toilets.
- B. The Proposer shall provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, which meets the statutory requirements of Delaware Code.
- C. The Proposer must provide a certificate of coverage to the Town prior to being awarded the Proposal.
- D. If the coverage period shown on the Proposers current certificate of coverage ends during the duration of the project, the Proposer must, prior to the end of the coverage period, file a new certificate of coverage with the Town showing that coverage has been extended.
- E. The Proposer shall obtain from each person providing services related to this proposal, and provide to the Town:
  - (1) A certificate of coverage, prior to that person beginning work related to this proposal, so the Town will have on file certificates of coverage showing coverage for all persons providing services related to this proposal;



- (2) No later than seven (7) days after receipt by the Proposer, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project.
- F. The Proposer shall retain all required certificates of coverage for the duration of the project and for one year thereafter.
- G. The Proposer shall notify the Town in writing by certified mail or personal delivery, within ten (10) days after the Proposer knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project.
- H. By signing this Proposal or providing or causing to be provided a certificate of coverage, the Proposer is representing to the Town of Elsmere that all employees of the Proposer who will provide services on the project will be covered by workers' compensation coverage for the duration of the project, which the coverage will be based on proper reporting of classification codes and payroll amounts, and that all coverage agreements will be filed with the appropriate insurance carrier. Providing false or misleading information may subject the Proposer to administrative penalties, criminal penalties, civil penalties, or other civil actions.
- I. The Proposer's failure to comply with any of these provisions is a breach of Proposal by the Proposer which entitles the Town of Elsmere to declare the Proposal void if the Proposer does not remedy the breach within ten (10) days after receipt of notice of breach from the governmental entity.

**Comprehensive General Liability Insurance:**

In an amount of \$1,000,000.00 per person / \$3,000,000.00 per occurrence.

Before any work could begin the Proposer shall provide to the Town a Certificate of Insurance and or copies of insurance policies. The certificate holder shall be as follows.

The Town of Elsmere  
11 Poplar Avenue  
Elsmere, Delaware 19805

**HOLD HARMLESS:**

The Proposer shall indemnify and hold the Town of Elsmere and all of its departments and employees harmless from and against any and all claims for injury, loss of life, or damage to or loss of use of property caused or alleged to be caused by acts or omissions of the Proposer or any sub-contractor utilized by the Proposer, their employees, invitees on or about the premises and which arise out of the Proposer's performance, or failure to perform as specified in this proposal.

**EXCEPTIONS:**

Proposers may elect to take minor exceptions to the terms and conditions to this RFP. The Town of Elsmere will evaluate each exception according to the intent of the terms and conditions contained herein, but the Town of Elsmere shall reject exceptions which create inequity in the treatment of Proposers. Exceptions shall only be considered if they are submitted on a separate form entitled exceptions and are submitted in the same envelope as the proposal.

**SUBCONTRACTS:**

Subcontracting is permitted under this RFP. However, every subcontractor shall be identified in the proposal and agreed to in writing by the Town during the performance the contract should one be awarded. Any substitution in or addition to such subcontractor, associates, or consultants will be subject to the prior written approval of the Town of Elsmere.

The contractor awarded any potential contract by the Town of Elsmere, shall be responsible for the compliance of any subcontractor with all terms, conditions and requirements of this RFP and all Local, State or Federal Laws. The contractor chosen by the Town shall be liable for any non-compliance by any sub-contractor. Further, nothing contained herein or in any subcontractor agreement, shall be construed as creating any contractual relationship between the subcontractor and the Town of Elsmere.

# PROPOSAL SPECIFICATIONS

## GENERAL INSTRUCTIONS:

All Proposals submitted must be valid for a period of ninety (90) days after Proposal Deadline.

The successful proposal if awarded will become a part of the contract between the Town of Elsmere and the successful Vendor.

Prior to submitting Proposal, Proposers are required to examine the Proposer instructions, specifications and Proposal forms carefully. Failure to do so will be at the Proposers risk.

All costs directly or indirectly related to the preparation of a response to this Proposal or any oral presentation required by the Town of Elsmere to supplement and/or clarify a Proposal shall be the sole responsibility of the Proposer.

All certificates of insurance coverage must be provided to the following individual prior to beginning work:

John S. Giles Jr.  
Town Manager  
Town of Elsmere  
11 Poplar Avenue  
Elsmere, Delaware 19805

Proposers must provide a list of at least three (3) entities where landscape maintenance has been provided that is similar in size and scope.

It shall be the sole responsibility of the Proposer to visit the sites where the grounds are to be maintained and ask any questions they may have request clarification as to the specific requirements of this request for proposal with the Town Manager or his designated representative prior to submitting a proposal.

The successful Proposer must supply all of the mowing, edging and trimming equipment, materials and labor. The Town of Elsmere will not provide storage space for the Proposers equipment.

The Proposer must submit a status report of jobs completed to the Town Manager on a weekly basis. This report will list completed job duties during the reporting period. Duties to be reported include regular mowing, edging, and trimming as well as shrub and tree trimming. Problem conditions that are encountered during the normal duties of the Proposer shall be reported as well. Conditions may include, but are not limited to turf grass diseases, fire ant or other pest problems, and necessary irrigation system maintenance. This report may also contain any other comments or suggestions. A representative of the Town of Elsmere will periodically throughout the year conduct site evaluations and compliance reports will be completed and turned into the Town Manger on the performance of the Proposer based on the landscape maintenance schedule and specifications.

If at any time the Proposers performance fails to meet expectations the Proposer will be provided an opportunity to correct any deficiencies which will not exceed a period of thirty (30) days. If performance does not improve the contract will be cancelled.

EXAMPLE OF STATUS REPORT:

**Weekly Landscape Maintenance Checklist**

Place a check mark by each item completed during the past week.

1. Mow and edge lawns if needed
2. Prune back any shrubs or groundcover overhanging curbs & sidewalks
3. Remove litter and leaves from plants, planters, and parking lots
4. Remove any broken or fallen branches from trees
5. Remove any weeds larger than 2 inches high or wide from flowerbeds mulch etc. Weeds 2 inches and larger must be removed, not just killed
6. Replace bark mulch which has been knocked or washed out of planters
7. Check plants for signs of stress or disease. Request authorization to replace other dead or missing plants
8. Sweep or blow clean all walkways, paving and curbs
9. Check any existing irrigation systems. Make emergency repairs as needed or request authorization to make major repairs
10. Irrigate for current water needs of plants as needed

Checked by: \_\_\_\_\_ (Print Name)

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

EXAMPLE OF AN INSPECTION REPORT:

**Score scale 1-4:**

- 1- Unacceptable
- 2- Needs Improvement
- 3- Good
- 4- Superior

<b>MAINTENANCE PROCEDURE:</b>	<b><u>SCORE</u></b>
Turf Areas Mowed	_____
Walks Edged	_____
Line Trimming	_____
Tree Trimming	_____
Shrub Trimming	_____
Beds Weed-free	_____
Tree wells weed free	_____
Debris, trash removal	_____
Hard surface weeds removed	_____

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Checked by: \_\_\_\_\_ (Print Name)

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

## I. SPECIFICATIONS FOR CLASS "A" LOCATIONS:

### Turf Area Maintenance

#### A. Mowing

All turf areas shall be inspected and policed for litter and debris prior to each mowing, and disposed of. Mowing shall occur as often as necessary to keep all turf areas looking crisp, clean and well-groomed. Mow grass at height of 1.5 to 2.0 inch height.

#### B. Edging

All sidewalks, curb lines, concrete slabs, bed edges and the immediate high visual areas shall be mechanically edged as needed to maintain a neat, clean appearance approximately twice per month. Mechanical edgers will be used at all possible locations.

#### C. Trimming or Weed Eating

Trimming shall be performed around all road signs, guard posts, trees, shrubs, utility poles and other obstacles paying special care not to damage trees and shrubs. The grass to be trimmed shall not be trimmed to less than the desired height of cut determined by the mowing operation.

#### D. Debris Removal

Proposer shall remove grass clippings from walk, curbs and paving. Grass clippings are to be removed from lawns if in wind rows or if unsightly clumps are left on the lawn (normally created by the inability to mow on schedule because of rain).

### Tree and Shrub Care

Maintain trees and shrubs in a healthy, growing condition by following accepted horticultural practices and performing all necessary operations including, but not limited to, the following:

#### A. Pruning Of Trees & Shrubs

Minimal pruning shall be done only to enhance natural growth or to keep the intended appearance of being neat and well maintained. Dead, damaged and diseased portions of the plant will be removed. All cuts shall be flush and clean, leaving no stubs or tearing of bark. All major pruning shall be done following flowering or during plant's dormant season. Emergency or minor pruning shall be done when needed. Prune shrubbery to maintain proper size in relationship to adjacent plantings and intended function. Prune trees as required removing weak branching patterns and maintaining balance of head growth development. Prune groundcover plantings as required to restrain perimeter growth to within planting bed areas where adjacent to walks and curbs. Tip prune selected branches of low growing shrub or groundcover masses to maintain even overall heights and promote fullness.

#### B. Clearance And Visibility

Trees and shrubs shall be pruned in such a way to avoid blocking the clear view of signs, illumination by light fixtures, the flow of air vents and air conditioner compressors as well as pedestrian and vehicular traffic. Remove lower limbs when obstructing vehicular or pedestrian clearances.

C. Weed Control

Keep basins and shrub beds free of weeds. Avoid excessive soil cultivation which destroys shallow roots and contributes to soil erosion. Bed edges are to be kept clean and weed defined. Control of weed and undesirable grasses shall occur through mechanical means and post-emergence chemicals. Weed control will be maintained to ensure that no individual weed or undesirable grass remains more than **two weeks**, no weed may remain that is taller than six inches (6") and weed density shall never exceed an average of over two (2) weeds per square foot, averaged over the worst half of the given area.

D. Mulch

Maintain a 3-inch layer of mulch in all plant beds. All planter beds in high traffic areas will be raked through once per quarter to remove debris and promote an attractive appearance.

The mulch area of all playgrounds shall be maintained so as to be free of weeds or other vegetation at all times. Mulch located under all playground equipment shall be replaced as needed to ensure that it is equal in height with all other mulched areas.

Mulched areas shall be raked when needed to insure that the mulch remains in the area it was initially intended for and to provide an attractive, neat and landscaped appearance.

The type of mulch used shall be approved by the Town prior to being used.

E. Litter & Trash

Litter will be removed from landscape areas on each visit. All debris, litter and trash will be disposed of by the use of dumpsters on site, when available. If dumpsters are not available all trash and litter shall be removed and properly disposed of by the Proposer.

### **Parking Lot And Hard Surface Weed Control**

Building maintenance strips, concrete expansion joints, curbs, gutters, and paved areas will be kept weed and grass free with the use of herbicides which inhibit or eradicate growth. Any foliage protruding more than one (1") above the plane of the parking lot is to be removed by mechanical means, after the chemicals have killed the plant. This will be performed on the next scheduled visit.

**LANDSCAPE MAINTENANCE SCHEDULE**

FUNCTION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Mowing Turf Areas	As Needed		Weekly at a Minimum									As Needed
Edge Walks	As Needed		Bi-weekly at a Minimum									As Needed
Line Trim	As Needed		Weekly at a Minimum									As Needed
Tree Trimming	Major pruning in dormant season; as Necessary to maintain a manicured appearance											
Shrub Trimming	Major pruning in dormant season; as Necessary to maintain a manicured appearance											
Manual Weed Beds	As Necessary											
Hedge Type Shrubbery	As necessary to maintain a manicured appearance											
Weed/Grass around tree wells/ signs/ etc.	As Necessary											
Pre-emergent	N/A											
Annual Color	N/A											
Irrigation Checks & Adjustments	As Necessary											

**CLASS- A PROPERTIES INCLUDED FOR ABOVE SPECIFICATIONS:**

1. The Town Hall Complex, 11 Poplar Avenue.
2. Vilone Park, Olga Road and Marvillo Avenue.
3. Junction Street Park, Casapulla Avenue and Junction Street.
4. Fairgrounds Park, Dover Avenue and Filbert Avenue. As well as the grass area along both sides of the walking path which begins in the parking compound at Dover and Filbert Avenues and ends at its intersection with Forest Avenue.
5. Joseph Whaling Park, Linden Avenue between Dover Avenue and Baltimore Avenue.
6. Brian Martin Park, Tamarack Avenue between Carolyn Drive and Sycamore Avenue.
7. Maple Avenue Park, Maple Avenue.
8. Municipal Park, Kirkwood Highway and DuPont Road.
9. Elsmere Bark Park, 400 Baltimore Avenue.
10. Dick Moore Park, New Road & Alvil Road.
11. The median at South Cleveland & North DuPont Road



## II. SPECIFICATIONS FOR CLASS “B” LOCATIONS:

### Grass Areas:

Mowing and edging must be done once a week at a minimum, March through October. Mowing height should be determined by type of grass and adjusted accordingly to maintain a healthy turf especially during hot, dry weather conditions. Mowing and edging from November through February will be done on an “as needed” basis to maintain a manicured look.

### Shrubs and Ground Cover Beds:

Flowerbeds and ground cover beds are to be maintained weed-free, using manual weeding. Herbicides are to be used **ONLY** with written approval from the Town Manager.

Hedge type shrubbery must be trimmed and pruned as necessary to maintain a manicured appearance.

All other types of shrubs must be trimmed and pruned as necessary in accordance with the best horticultural practice and the desired manicured look.

### Trees:

Trees shall be maintained in a healthy, vigorous growing condition, free from disease and large concentrations of pests. Prune trees to remove dead, diseased, dangerous, or crossing branches. Must be pruned and shaped during January maintaining an eight-foot clearance above ground level. Tree wells should be maintained weed-free of competing grass and broadleaved weeds.

### Debris, Trash and Litter:

Debris, trash, and litter must be removed from all lawns, flowerbeds and landscape areas prior to mowing. Proposer shall remove grass clippings from walk, curbs and paving. Grass clippings are to be removed from lawns if in wind rows or if unsightly clumps are left on the lawn (normally created by the inability to mow on schedule because of rain).

### Parking Lot and Hard Surface Weed Control:

Building maintenance strips, concrete expansion joints, curbs, gutters, and paved areas will be kept weed and grass free with the use of herbicides which inhibit or eradicate growth.

### Miscellaneous:

Ditches and grass areas between the property lines and streets must be maintained as if they are part of the property.

### Emergencies:

In the event of severe storm damage on properties such as broken or fallen tree limbs, the Vendor must be available as needed to assist Town Maintenance Workers to cut and remove the debris and the Vendor shall supply the Town Manager with a schedule of additional fees which the Proposer will charge should their services be needed in such an emergency.

**CLASS-B PROPERTIES INCLUDED FOR ABOVE SPECIFICATIONS:**

1. DuPont Road and Kirkwood Highway, the South East and North East corners. The grass area.
2. Elsmere Boulevard and Rodman Road, the grass area from the fence along the rear of Elsmere Boulevard continuing south to Grant Avenue.
3. Walnut Avenue, from Kirkwood Highway North to the end of the fence line. The grass area along side of the fence to the V.A. Hospital.
4. North DuPont Road, from Boulevard Road North to S. Cleveland Avenue. The grass median area on the East side of the North Bound Lanes.
5. North DuPont Road, from the Town Limits to first residence. The grass area on the West side of the South Bound Lanes.
6. Olga Road and Sanders Road. The grass area between Baltz School and Olga Road.
7. Vilone Road and Vilone Place. The grass median area.
8. Rosemont Drive, from Taylor Road to the end of Rosemont Drive. The grass area along the Silverbrook Run Creek.
9. Junction Street at North DuPont Road. The grass area at the end of Junction Street.
10. Baltimore Avenue, from Northern Avenue to the end of Baltimore Avenue at Kirkwood Highway. The grass area on both sides of the roadway.
11. Kirkwood Highway and Rodman Road, the grass areas along side of the Kirkwood Highway Bridge on the Wilmington side of the bridge.
12. R – Street, from Filbert Avenue to its end. The grass area across from the residences.
13. Fairgrounds Park, from the end of Tamarack Avenue Easterly to the wooded area and Westerly to the Little Mill Creek. Including the area bordering the drainage ditch. All Town property.
14. The easement areas along Kirkwood Highway throughout the entire Town.
15. The Town owned grass area between Forrest Avenue and Maple Avenue.

TOWN OF ELSMERE PROPOSAL FORM

RFP 16-02 LANDSCAPE MAINTENANCE

Name of Proposer: Paoli Services Inc

Mailing Address: 405 Old DuPont Rd.

City: Wilmington State: Dc Zip: 19804

Email Address: TCampbell@PaoliservicesInc.com

Telephone: ( 302 ) 998-7031 Fax: ( 302 ) 998-2882

TOTAL AMOUNT OF PROPOSAL \$ 45,750.00

The undersigned, by his/her signature, represents that he/she is authorized to bind the Proposer to fully comply with the terms and conditions of the attached Request for Proposal, Specifications, and Special Provisions for the amount(s) shown on the accompanying Proposal sheet(s). By signing below, you have read the entire document and agreed to the terms therein.

[Signature] Tim Campbell Date of PROPOSAL: 5/17/16  
Signature of Person Authorized to Sign PROPOSAL

Printed Name and Title of Signer: Timothy Campbell, General Manager

**DO NOT SIGN OR SUBMIT WITHOUT READING ENTIRE DOCUMENT**

**THIS FORM MUST BE COMPLETED, SIGNED, AND RETURNED WITH PROPOSAL**