

# **REQUEST FOR PROPOSALS (RFP)**

Seasonal Watering Services – 2026

Swanton Enhancement Project (SEP) – Beautification Committee

Watering Season: May 18 – September 12, 2026

## **1. Overview**

The Swanton Enhancement Project (SEP) Beautification Committee is seeking proposals from qualified individuals or contractors to provide seasonal watering services for designated flower beds, pots, boxes, and baskets located within the Village and Town of Swanton. All sites are located within a compact area and fall under the operational authority of the Beautification Committee Chair.

This contract covers manual watering only. Several gardens have soaker hoses or are watered by others and are therefore excluded.

## **2. Scope of Work**

### **A. Beds Requiring Watering (8 total)**

The following in-ground beds require manual watering:

1. Library Garden
2. Doughboy Garden (Veteran's Park)
3. Monument Garden (Veteran's Park)
4. VFW Mural Garden
5. Creative heArt Garden (Grand Ave)
6. Town Clerk's Bed (Academy Street)
7. Spring Street Garden
8. RR Museum Triangle (South River Street)

### **Beds NOT requiring watering**

These beds have soaker hoses and are excluded:

Village Green Park

- Totem Garden
- Fountain Garden
- Bandstand Garden
- Civil War Garden

### **B. Containers Requiring Watering (approximately 64 total)**

This includes pots, boxes, and baskets located throughout the Village core.

First Street:

120 First: 10 boxes

22 First St: 1 pot

12 First St: 1 pot, 7 boxes

1 First St: 2 pots, 2 urns, 1 large pot

Grand Ave:

23 Grand Ave: 1 pot

21 Grand Ave: 2 pots

17 Grand Ave: 2 pots

9 Grand Ave: 1 pot

Corner of Grand & Canada: Large Pot

Village Green Park: 12 hanging baskets 2 pots

Merchants Row:

Chamber Swan

20 Merchants Row: 3 pots

Veterans Memorial Bridge: 10 boxes see specifications above.

South River Street:

58 S. River St: 1 pot

Academy Street:

1 Academy St: 2 pots 2 boxes

7 Academy St: 2 pots

Grand Ave:

Veteran's Park: 3 pots

Containers NOT requiring watering

These locations are watered by others and are excluded:

- Missing Piece
- The Bistro
- Bees
- Parts Store

Bridge Boxes – Special Instructions

The bridge boxes have a gravity-fed watering system.

Only the two boxes on the Foundry Street side require manual watering.

All other bridge boxes are system-fed and must not be watered.

### **3. Service Area**

All watering locations are situated within the Village and Town of Swanton. The full route is compact and contained within the following key points:

- Village Complex (start of route)
- Village Green
- Creative heArt
- Spring Street Triangle
- RR Museum Triangle

Approximate distances:

- 1.3 miles from the Village Complex to the RR Museum Triangle
- 0.3 miles from the Village Green to Creative heArt
- 0.3 miles from the Village Green to the Spring Street Triangle

All locations fall within approximately 1.3 miles end-to-end, ensuring efficient travel between sites.

### **4. Watering Frequency**

#### **May 18 – June 30**

Containers: 3–4 times per week, adjusted for weather.

Beds: 3 times per week

#### **July 1 – August 31**

Containers: 6 times per week (daily except Sunday), with supplemental watering during extreme heat if needed.

Beds: 3 times per week

#### **September 1 – September 12**

Containers: 3–4 times per week, weather dependent.

Beds: 3 times per week

Contractor must increase frequency as needed to prevent drought stress. Containers should not exhibit repeat or prolonged daytime wilting. Contractor must adjust for weather conditions (e.g., skip watering during heavy rain, increase during heat waves).

### **5. Season Dates**

Watering services will begin May 18, 2026 (the Monday following planting) and continue through September 12, 2026.

## **6. Contractor Responsibilities**

The following must be provided by the Contractor:

- Provide all labor and transportation.
- Supply hoses/nozzles if needed (SEP can provide access where available).
- Maintain a consistent watering schedule.
- Monitor plant health and notify the Beautification Committee Chair of concerns.
- Contractor is not responsible for weeding any beds.
- Notification of areas needing weeding is appreciated but not required.
- Communicate promptly regarding weather adjustments or issues.
- Invoice monthly or at the end of the season.

## **7. Watering Log Requirements**

The contractor must maintain a daily watering log including:

- Date watered
- Start and end time
- Locations watered
- Weather conditions
- Notes on plant condition (wilting, stress, damage, etc.)

Logs may be digital or handwritten and must be submitted weekly via email or text photo.

## **8. Immediate Condition Alerts**

The contractor must notify the Beautification Committee Chair within 24 hours if any of the following are observed:

- Pest infestations
- Disease symptoms
- Severe drought stress
- Broken or damaged plants
- Vandalism or theft
- Irrigation system issues (including bridge boxes)

## **9. Fertilizer & Treatment Policy**

- The Beautification Committee will supply Jax fertilizer and any approved pest-control products.
- Contractor must not apply outside fertilizers or treatments without approval.
- Contractor should notify the Chair if fertilizer appears needed.

## **10. Mid-Season Check-In**

A brief mid-season check-in will be held on Saturday, July 18, 2026, at the Village Green. This meeting is an opportunity to:

- Touch base on how the season is going
- Review any plant health concerns
- Confirm watering patterns and weather adjustments
- Discuss any needs for fertilizer or supplies
- Address questions from either party

## **11. Minimum Bid**

Based on the scope of work, bids below \$3,000 will not be considered responsible. Contractors may submit a seasonal lump-sum bid or a weekly rate multiplied by the season length.

## **12. Optional Site Visits**

Prospective bidders may request a site visit to review all beds and containers. Site visits are strongly encouraged.

To schedule, contact:

Beautification Committee Chair: Suzie Kelleher

Call or text: 802-782-7037

Email: swantonbeautification@gmail.com

## **13. Submission Instructions**

Submit sealed proposals to:

Swanton Village

ATTN: Suzie Kelleher, Swanton Beautification Committee Chair

120 First Street

Swanton, VT 05488

Proposals may be hand-delivered to the Village Complex and placed in the Beautification Committee Chair's mailbox.

## **14. Deadline**

Proposals must be received by **April 3, 2026**.

## **15. Evaluation Criteria**

Proposals will be evaluated based on:

- Experience with garden or landscape maintenance
- Reliability and communication
- Thoroughness of proposal
- Cost
- Ability to meet schedule and reporting requirements