

TOWN OF
EAST MONTPELIER, VERMONT
SELECTBOARD

Amy Willis (2020 – 2021)

Jon Jewett (2020 – 2022)

Casey Northrup (2020 – 2023)

Carl Etnier (2019 – 2022)

Chair, Seth Gardner (2018 – 2021)

April 13, 2020

Tim Frazier
Creative Visions, LLC
1425 VT Rte. 14 South
East Montpelier, VT 05651

Re: 2020 – 2022 Town Lawn & Grounds Maintenance Contract

Dear Mr. Frazier:

On behalf of the East Montpelier Selectboard, I'm happy to offer you the contract to provide lawn care and grounds maintenance services for the town in 2020, 2021 & 2022.

The town agrees to pay you annually a total of \$10,200 in six equal installments on the schedule listed in the enclosed agreement. The town requires invoices for services rendered prior to payment.

To complete the contract for lawn mowing we need 3 items:

1. A current Certificate of Liability Insurance with the town listed as certificate holder. We have a certificate that expires May 2, 2020. Please ensure that we always have a current certificate throughout the term of this contract.
2. Completion of the enclosed Non-Employee Work Agreement/Liability Hold-Harmless Agreement. Your current certificate of insurance includes workers compensation coverage. This coverage should be maintained for the term of this contract
3. Completion of the enclosed mowing agreement.

We appreciate your continued service to East Montpelier. Please feel free to contact me with any questions or concerns.

Sincerely,

C. Bruce Johnson
East Montpelier Town Administrator

Agreement for 2020, 2021 & 2022 Lawn Care & Grounds Maintenance Services

The **Town of East Montpelier (Town)** agrees to hire **Tim Frazier, d.b.a. Creative Visions, LLC**, to provide the following lawn care and grounds maintenance services for the 2020, 2021 & 2022 seasons:

1. Weekly mowing, trimming, and general clean-up of the Town office building lawn.
2. Weekly mowing, trimming, and general clean-up of the pocket park in front of the Old Brick Church, including trimming around the plantings and structures.
3. Weekly mowing, trimming, and general clean-up of the lawn in front of the Old LaPerle Farm property farmhouse.
4. Weekly mowing, trimming, and general clear-up of the Park 'n Ride Facility and adjacent ground on the Old LaPerle Farm Property.
5. Occasional mowing, trimming, and general clean-up of US Route 2 sidewalk zones.
6. Weekly mowing and trimming of the Town recreation field, including entrance area, understanding that scheduling needs coordination with the Town's Recreation Board.
7. Annual grounds maintenance:
 - a. Spring clean-up: sweeping Church Street parking lots & sidewalks;
 - b. Pressure washing of town office building;
 - c. Planting of flowers in town office building planters (flower value \$100/side);
 - d. Mulch around flower and shrub beds at town office building as well as around trees and shrubs on the Church Street green.

The Town agrees to pay Creative Visions, LLC the amount of \$10,200 in six equal payments of \$1,700 payable on or before the 1st of six consecutive months beginning with May and ending with October for 2020, 2021, & 2022. Creative Visions, LLC agrees to provide an invoice for the correct installment amount with a list of services rendered for the relevant time period no later than 15 days prior to the payment due date. Should the Town agree to engage Creative Visions, LLC for other services on occasion, payment shall be from invoice with a due date of no less than 15 days from date of invoice delivery.

This Agreement may be terminated at any time by either party with the understanding that proportional payment is due to Creative Visions, LLC for services rendered prior to termination.

This Agreement may be amended as necessary to reflect alterations in the recreation field's management, lawn care needs for the Old LaPerle Farm property, and any other changes to the Town's lawn care & grounds maintenance needs.

Date: _____

Date: _____

Tim Frazier, d.b.a.
Creative Visions, LLC

C. Bruce Johnson
East Montpelier Town Administrator