

REQUEST FOR PROPOSALS
Williston Landscaping Contract
Vermont State Colleges System d/b/a Vermont State University

ISSUED BY

Vermont State University

APPLICATION DEADLINE

June 1, 2026, 5:00 pm Eastern Time

APPLICATION INSTRUCTIONS

Email PDF versions of all documents to stephanie.nault@vermontstate.edu by the deadline, using the following naming convention:

- **Email Subject Line:** Williston Landscaping Contract
- **Bid Form:** Williston Landscaping Contract Bid Form

QUESTIONS REGARDING THE RFP

Questions regarding this RFP may be directed to Stephanie Nault Stephanie.Nault@Vermontstate.edu. For fastest response please enter Williston Landscaping Contract ***RFP Question*** in the subject line of your message. All questions must be submitted by May 22, 2026, 4:00pm ET. Answers will be provided by May 26, 2026, 4:00pm ET, and will be available on www.vsc.edu/rfps.

SITE VISIT

The site will be available for pre bid viewing at 201 Lawrence Pl, Williston, VT 05495 on the date specified below. Please call 1 (802) 760-9352 once you have arrived and we will assist you in the viewing. Please submit any questions in writing prior to the end of the Question and Answer period described above.

Site Visits for Review of Grounds	
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Date	Time
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May 19th	9:00AM-12:00PM
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VERMONT STATE COLLEGES SYSTEM OVERVIEW

The VSCS is currently undergoing a significant transformation, with the guidance of the Governor, Legislature, the Board of Trustees, and the State’s Select Committee on the Future of Public Higher Education in Vermont. The VSCS began working on internal transformation in summer 2020 with the VSCS Forward Task Force and several institutional tasks forces including NVU Strong and VTC’s Transformation Advisory Team.

The [Vermont State Colleges System](#) (VSCS) is comprised of two member institutions – [Community College of Vermont](#) (CCV) and Vermont State University (VTSU). The system educates over ten thousand Vermonters and non-Vermonters each year, employs over three thousand Vermonters, and in Spring 2020, graduated over eighteen hundred Vermonters and out-of-state students into the workforce with certificates and degrees.¹

SCOPE OF SERVICES

The Vermont State Colleges System seeks interested parties to submit competitive bids to carry out the property maintenance needs for the Williston Campus of Vermont State University. The anticipated start date of this contract is July 1, 2026 with a 2 year contract.

Specific information can be found after the Submission Requirements section of this RFP.

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¹[VSCS Sourcebooks](#) as well as [Board & Committee Meeting Materials and Minutes](#) are available on the System’s website.

EVALUATION

After proposals are received, they will be evaluated and compared based on the criteria and matrix listed below. The objective is to award the best overall fit and value for the university.

- Overall cost of contract
- Services provided and included
- Experience/ References

Criteria	Weight	Maximum Points	Weighted total
Cost	5	10	50
Services provided	3	10	30
Experience	2	10	20
Total			100

Method of Award

The contract will be awarded to the best overall fit and value based on services and products provided. The bidders will be contacted by June 8, 2026. The VSCS, in its best interests, reserves the right to accept or reject any or all proposals, to accept or reject any item or combination of items therein, to waive any irregularities or informalities in any proposal or items therein, and/or to negotiate with bidders following the evaluation of proposals without right of recourse by other bidders. A top proposal would be assessed in the judgment of VSCS as best complying with all considerations set forth in this RFP. When VSCS has tentatively selected a successful proposal, VSC may engage in discussions with the bidder to formulate plans in greater detail, to clarify unclear items for either party, and to otherwise complete negotiations prior to formal selection.

GENERAL CONDITIONS

1. This RFP does not commit the Vermont State Colleges System to award a contract.
2. This RFP and the process it describes are proprietary to the VSCS and are for the sole and exclusive benefit of the corporation. No other party, including any Applicant, is granted any rights hereunder. Any response, including written documents and verbal communication, by any Applicant to this RFP, shall become the property of the VSCS and may be subject to public disclosure as described in the Confidentiality section, below.
3. Submission of a bid indicates acceptance by the party of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between Vermont State Colleges System and the chosen party selected.
4. Responses shall be binding upon the chosen party and irrevocable for up to 60 days following the close of applications.
5. From the release date of this request for proposal until award of the contract, no contact with Vermont State Colleges System personnel or board members related to this solicitation is permitted. Direct all communications to the designated contact on the first page of this request.

6. The Vermont State Colleges System reserves the right to:
 - a. Request clarification and additional information from any party during the evaluation process.
 - b. Re-advertise with either an identical or a revised scope of work or cancel requirements in their entirety.
 - c. Issue subsequent RFPs based on refinement of concepts proposed in response to this request.
 - d. Conduct investigations of the qualifications of the Applicant as deemed appropriate.
 - e. Request the Applicant modify the submitted proposal to more fully meet the needs of the Vermont State Colleges System.
7. Any contract awarded will be governed by the laws of the State of Vermont and adjudicated in the exclusive jurisdiction of the courts of the State of Vermont.

CONFIDENTIALITY

The Vermont State Colleges System complies with the Vermont Public Records Act, 1 VSA § 315 *et seq.* which requires public agencies to allow any person to inspect or copy any public record upon request. Accordingly, applicants for this RFP are hereby advised that any communications, data or other information received by the Vermont State Colleges System during the RFP process could be subject to a public records request. However, certain public records are exempt from public inspection and copying, as set forth in 1 VSA § 317(c), including, for example, those portions of a record which meet the statutory definition of a trade secret. Accordingly, applicant must submit a second redacted copy of their proposal, if the applicant reasonably believes any portion of the proposal is exempt from disclosure under the Public Records Act. . **By submitting a proposal, you indicate that you understand the requirements of this section and the potential applicability of Vermont's Public Records Act to your proposal.**

SUBMISSION REQUIREMENTS

All submissions are due no later than June 1, 2026, 5:00 pm Eastern Time. Please use the attached bid form when submitting a bid. In addition to the bid form please include references as well as any supporting documents to support the cost and scope of services.

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BID FORM

	Monthly Bid Price Submitted	Name of Business	Email/ Phone Number	Annual Contract Increase
Snow removal				
Lawn Care				
Spring Cleanup				
Fall Cleanup				
Pruning				
Weeding				
Mulching				
Total Monthly Contract Price				
Monthly cost reduction if awarded all components of bid				

The University reserves the right to award different parts of the contract based on the best overall fit and value to the University. Ex: Lawn Care to one applicant and snow plowing to another.

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Specification of services required:

A) Main Campus Grounds (Buildings 100, 200, 300, 400) Parcel 1

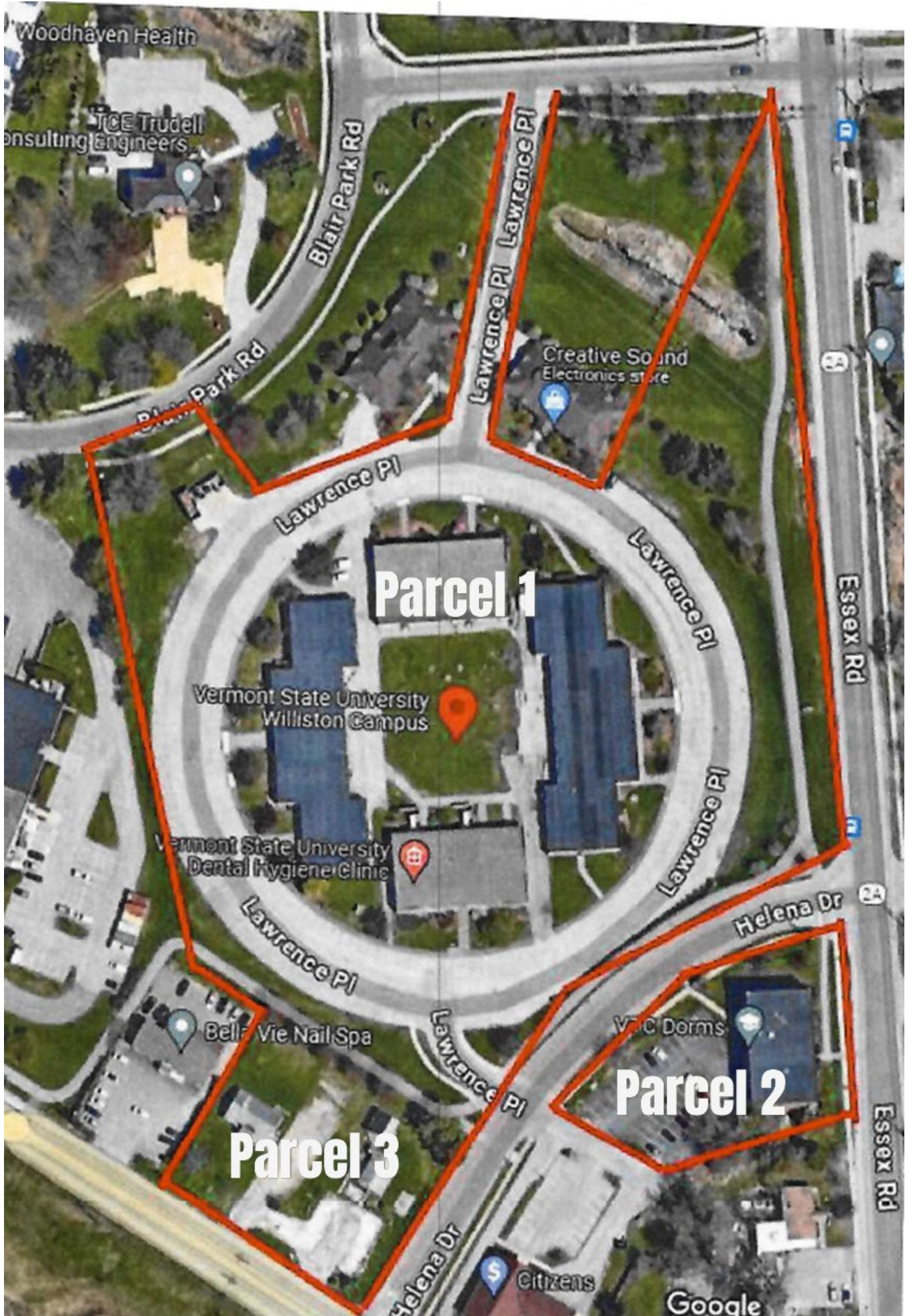
- 1) Spring Cleanup
 - a. Clean/edge all flower beds and trees
 - b. Mulch all beds and trees with hemlock mulch
- 2) Routine Lawn Maintenance
 - a. Mow all lawn areas
 - b. Trim lawn areas
 - c. Remove grass clippings from beds, sidewalks, and parking lots
- 3) Weeding
 - a. Weeding of beds as required
 - b. Herbicides/Pesticides not to be used
- 4) Pruning
 - a. All shrubs and bushes
- 5) Fall Cleanup
 - a. Removal of all leaves/debris
- 6) Snow Removal
 - a. Removal of snow/ice from parking areas and sidewalks
 - b. Completed prior to 7:00am
 - c. Spread salt as needed

B) Williston Hall (Building 700) Parcel 2

- 1) Spring Cleanup
 - a. Clean/edge all flower beds and trees
 - b. Mulch all beds and trees with hemlock mulch
- 2) Routine Lawn Maintenance
 - a. Mow all lawn areas
 - b. Trim lawn areas
 - c. Remove grass clippings from beds, sidewalks, and parking lots
- 3) Weeding
 - a. Weeding of beds as required
 - b. Herbicides/Pesticides not to be used
- 4) Pruning
 - a. All shrubs and bushes
- 5) Fall Cleanup
 - a. Removal of all leaves/debris
- 6) Snow Removal
 - a. Removal of snow/ice from parking areas and sidewalks
 - b. Snow removal completed prior to 7:00am
 - c. Spread salt as needed

5667/5689 Williston Road (Parcel 3)

- 1) Spring Cleanup of Lawn area
- 2) Lawn Mowing – Mow and trim lawn areas, remove grass clippings from walks and parking lot
- 3) Fall Clean up – Removal of leaves



Parcel 1

Parcel 2

Parcel 3

Vermont State University
Williston Campus

Vermont State University
Dental Hygiene Clinic

Bellvue Nail Spa

VSC Dorms

Citizens

Google

Woodhaven Health

TCE Trudell
Consulting Engineers

Creative Sound
Electronics store

Lawrence Pl

Lawrence Pl

Lawrence Pl

Lawrence Pl

Lawrence Pl

Helena Dr

Helena Dr

Essex Rd

Essex Rd