

**Town of Brentwood
Request for Proposal
Mowing and Landscaping Services at Municipal Buildings**

PURPOSE OF REQUEST

The Town of Brentwood, NH (the “Town”) seeks proposals for lawn and yard care services for a period from July 1, 2017 – December 31, 2018. Such services will include maintenance of the Town’s General Town Properties, Recreation Areas, and Cemeteries.

The proposal must include all labor, materials, equipment, and tools necessary to perform the services described in the proposal.

INSTRUCTIONS TO CONTRACTORS

All proposals must be addressed to:

Karen Clement, Town Administrator
Town of Brentwood
1 Dalton Road
Brentwood NH 03833
603 642 6400 x 10

All proposals must be in a sealed envelope and clearly marked “**Sealed Bid – Mowing and Landscaping Services**”. The name and address of the proposing business must be shown on the face of the envelope.

All proposals must be received by 4:00 pm on June 5, 2017. Seven (7) copies of the proposal must be enclosed in the sealed envelope. All proposals will be opened at the Selectmen’s meeting at 6:15pm on June 6, 2017. No facsimile, electronic, or telephone proposals will be accepted. Proposers are cautioned that failure to comply may result in non-acceptance of the offer.

Proposals should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy requirements of the request. Special bindings, colored displays, promotional materials, etc. are not desired. Emphasis should be on clarity and completeness of information provided.

**Scope of Services
General Town Properties**

Services to be performed at the following Town properties:

Town Office/Police Department: 1 Dalton Road

Fire Department: 419 Middle Road

Highway Shed: 207 Middle Road

Historical Society: 140 Crawley Falls Road

Mary E. Bartlett Library: 22 Dalton Road **** NOTE- The Library shall be quoted as a separate amount from other Town Properties.**

There are also 15 cul de sacs and triangles on various streets in Town that will need maintenance.

MOWING/TRIMMING

1. Mow all lawn areas with mulching mowers. Grass to be cut between 2 and 3 inches.
2. Trim around trees, beds and any area not accessed by mowers with string trimmers.
3. Edge all sidewalks, driveways and curbs if applicable.
4. Blow off any resulting debris from all hard surfaces.
5. Pick up all debris, rubbish and yard waste; remove from property and dispose of properly.
6. Mowing and trimming to be done every 7-10 days from April to July; every 10-14 days July to November, or as needed.

SPRING CLEAN-UP

Clean-up all properties of branches and leaves. Clean-up to begin April 15th or as soon as the snow is gone.

PRUNING

Prune all shrubs and trees to promote proper growth and shape retention, 1-3 times per season as appropriate for the type of plant.

FALL CLEAN-UP

Fall clean-up of all properties to be done on a weekly basis beginning October 15th to November 30th or until snow cover.

ADDITIONAL WORK:

As needed.

Scope of Services Recreation Area

Services to be performed at the recreation area, including ball fields and around courts:

MOWING/TRIMMING

1. Mow all lawn areas with mulching mowers. Grass to be cut between 2 and 3 inches.
 - During May and June **baseball field** to be mowed twice per week. Infield to be bagged or raked when mowing.
 - During September and October **soccer field** to be mowed twice per week.
 - At times and in areas not specified above, mowing every 7-10 days from April to July; every 10-14 days July to November, or as needed.
2. Trim around trees, beds, structures on baseball field and any area not accessed by mowers with string trimmers.
3. Edge all sidewalks, driveways and curbs if applicable.
4. Blow off any resulting debris from all hard surfaces
5. Pick up all debris, rubbish and yard waste; remove from property and dispose of properly.

BASEBALL FIELD MAINTENANCE

Fertilize with broadleaf control once a year and lime, as needed.

SPRING CLEAN-UP

Clean-up all properties of branches and leaves. Clean-up to begin April 15th or as soon as the snow is gone.

PRUNING

All shrubs and trees will be pruned to promote proper growth and shape retention 2-3 times per season.

FALL CLEAN-UP

Fall clean-up to be done on a weekly basis beginning October 15th to November 30th or until snow cover.

ADDITIONAL WORK

As needed.

**Scope of Services
General Town Cemeteries**

Services to be performed at the following Town Cemeteries:

Tonry
Ladd
Dudley
Thyng
Shepard
Tuck
Veasey
White

MOWING/TRIMMING

1. Mow all lawn areas with mulching mowers. Grass to be cut between 2 and 3 inches.
2. Trim around trees, beds and any area not accessed by mowers with string trimmers.
3. Edge all stones, sidewalks, driveways and curbs if applicable.
4. Blow off any resulting debris from all hard surfaces.
5. Pick up all debris, rubbish and yard waste; remove from property and dispose of properly.
6. Mowing and trimming to be done every 7-10 days from April to July; every 10-14 days July to November, or as needed.

SPRING CLEAN-UP

Clean-up all properties of branches and leaves. Clean-up to begin April 15th or as soon as the snow is gone.

PRUNING

Prune all shrubs and trees to promote proper growth and shape retention, 1-3 times per season as appropriate for the type of plant.

FALL CLEAN-UP

Fall clean-up of all properties to be done on a weekly basis beginning October 15th to November 30th or until snow cover.

ADDITIONAL WORK:

As needed.

General Information

The successful bidder shall:

1. Show evidence of familiarity with work of comparable scope and size;
2. Supply the Town with the Company's qualifications and experience, including a list of references for which it has rendered services during the last five (5) years;
3. Provide a certificate of insurance to cover the period of the contract for Worker's Compensation, General Liability in the amount of \$1,000,000.00; and
4. Provide a list of all personnel who will be assigned to Brentwood, including their years of experience and qualifications. Before any of the Contractor's employees work in the Town, evidence of satisfactory background check will be required.

Proposals will be evaluated based on the following criteria:

- Qualifications and experience of the individuals assigned to the contract, and relevant experience in conducting similar services;
- History of the individual or firm, including years in business, and ability of the firm to perform the work described;
- Previous work experience with entities of similar size and region;
- How well the proposal communicates an understanding of the scope of work in the Town of Brentwood; and
- Cost of services.

The Town of Brentwood reserves the right to reject any or all proposals or accept the proposal the Town deems to be in its best interest, regardless of the lowest bid amount. The Town reserves the right to request additional data or information or a presentation in support of written proposals, however the Town may award a contract based on the offers received, without additional submissions. The proposal should be submitted on the most favorable terms, from all aspects, which the Contractor can submit. The Town reserves all rights to negotiate with the consultant of its choice based not solely upon cost alone, but on the qualifications and ability of the consultant to perform, consistent with the Town's intent, requirements, time schedule, and funds availability. The Town further reserves the right to:

- Not award a contract for the requested services;
- Waive any irregularities or informalities in any proposals;
- Accept the proposal deemed to be the most beneficial to the public and the Town;
- Negotiate and accept, without advertising, the proposal of any other respondent in the event a contract cannot be successfully negotiated with the selected firm; and
- Retain products submitted by respondents for its own use at its sole discretion.

Cost Proposal 2017

General Town Properties = \$ _____

Cul de sacs / Triangles = \$ _____

Library = \$ _____

Recreation Area = \$ _____

Cemeteries = \$ _____

SUBTOTAL for 2017 = \$ _____

Additional work requested above services outlined = \$ _____ per hr.

Cost Proposal 2018

General Town Properties = \$ _____

Cul de sacs / Triangles = \$ _____

Library = \$ _____

Recreation Area = \$ _____

Cemeteries = \$ _____

SUBTOTAL for 2018 = \$ _____

Additional work requested above services outlined = \$ _____ per hr.

TOTAL proposed cost for 2017 & 2018 = \$ _____

By signing below you certify the costs above and a full understanding of the project as proposed in accord with the scope of work.

Signature _____ Date: _____