

**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 April 1, 2022 – December 31, 2024. 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 110

There will be a **pre-bid conference** to include a tour of all town properties included in the scope of this contract on **Thursday, September 2, 2021 at 9am** beginning at the Brentwood Town Office located at 1 Dalton Road, Brentwood NH.

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 September 14, 2021.** Ten (10) 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 September 14, 2021. 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- Only Lindon Field**

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. Mowing and trimming to be done every 7-10 days from April to July; every 10-14 days July to November, or as needed.
6. Remove weeds from garden to be done every 7-10 days from April to July; every 10-14 days July to November, or as needed.
7. Pick up all debris, rubbish and yard waste; remove from property and dispose of properly.

### **SPRING CLEAN-UP**

Clean-up all properties of branches and leaves. Clean-up to begin April 15<sup>th</sup> 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 15<sup>th</sup> to November 15<sup>th</sup>.

### **ADDITIONAL WORK:**

Must be approved by Town prior to performing additional work as needed.

## **Scope of Services Recreation Area**

**Services to be performed at Lindon Field and 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**

1. Fertilize with broadleaf control once a year and lime, as needed.
2. Infield mix
3. Turning and raking field as needed

### **SPRING CLEAN-UP**

Clean-up all properties of branches and leaves. Clean-up to begin April 15<sup>th</sup> 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 15<sup>th</sup> to November 15<sup>th</sup>.

### **ADDITIONAL WORK**

Must be approved by Town prior to performing 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  
Wight  
Sanborn

### **MOWING/TRIMMING**

1. Mow all lawn areas with mulching mowers where accessible, only push mowers permitted in the smaller cemeteries. Grass to be cut between 2 and 3 inches, or in accordance with Superintendent's specifications.
2. Trim with string trimmers around all trees, monuments, and any areas 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 requested by the Superintendent.

### **SPRING CLEAN-UP**

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

### **FALL CLEAN-UP**

Fall clean-up of all properties to be done on a weekly basis beginning October 15<sup>th</sup> to November 15<sup>th</sup>.

### **ADDITIONAL WORK:**

Must be approved by Town prior to performing additional work as needed.

**Scope of Services**  
**General Information: Town Cemeteries**

Contractor shall have at least one pre-season meeting with the Superintendent of Cemeteries. Superintendent of Cemeteries shall be responsible to notify the Contractor of the time and date of the meeting.

All reasonable precautions shall be taken with mowing equipment to avoid obstructions such as grave markers, trees, shrubs, utility boxes, signage, irrigation systems, buildings, etc. Fallen monuments shall be left unmoved. Newly fallen monuments, damage to stones by mowers, discovered vandalism, and all marker stakes hit by mowers shall be reported to the Superintendent immediately.

Mowers shall not be run over the top of fallen monuments.

Frequency of mowing may increase or decrease in dry or wet periods by direction of the Superintendent of Cemeteries.

Cutting grass too closely (scalping) shall be avoided.

In order to avoid conflict with noise and activity that may disrupt the solemnity of a burial ceremony, the Superintendent of Cemeteries shall contact the Contractor as far in advance as possible as to the date, time and location of any burials within the cemetery to allow for schedule adjustments. Contractor shall be notified of any special events throughout the year to allow for adjustments to the mowing schedule

The Contractor shall notify the Superintendent of Cemeteries at the commencement and completion of each mowing.

## **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.
5. Provide a list of all equipment to be used to fulfill the terms of this contract.

### **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.

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

**Cost Proposal 2022**

General Town Properties = \$ \_\_\_\_\_  
Cul de sacs / Triangles = \$ \_\_\_\_\_  
Recreation Area Mowing = \$ \_\_\_\_\_  
Recreation Area Infield Mix/Turning and Raking = \$ \_\_\_\_\_  
Cemeteries = \$ \_\_\_\_\_  
**SUBTOTAL for 2022** = \$ \_\_\_\_\_  
Additional work requested above services outlined = \$ \_\_\_\_\_ per hr.

**TOTAL proposed cost for 2022** = \$ \_\_\_\_\_

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: \_\_\_\_\_

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_

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

**Cost Proposal 2023**

General Town Properties	=	\$ _____
Cul de sacs / Triangles	=	\$ _____
Recreation Area Mowing	=	\$ _____
Recreation Area Infield Mix/Turning and Raking	=	\$ _____
Cemeteries	=	\$ _____
<b>SUBTOTAL for 2023</b>	=	\$ _____
Additional work requested above services outlined =		\$ _____ per hr.
<b>TOTAL proposed cost for 2023</b>	=	\$ _____

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: \_\_\_\_\_

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_



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

**Cost Proposal 2024**

General Town Properties	=	\$ _____
Cul de sacs / Triangles	=	\$ _____
Recreation Area Mowing	=	\$ _____
Recreation Area Infield Mix/Turning and Raking	=	\$ _____
Cemeteries	=	\$ _____
<b>SUBTOTAL for 2024</b>	=	\$ _____
Additional work requested above services outlined	=	\$ _____ per hr.

**TOTAL proposed cost for 2024** = \$ \_\_\_\_\_

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: \_\_\_\_\_

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_