

Town of Greenville, New Hampshire
Request for Proposals for Mowing and Maintenance of Municipal Grounds

Due: March 1, 2022

Deliver in person or by USPS/UPS/FedEx to:

Town of Greenville
Attn: Town Administrator
P.O. Box 343
46 Main Street
Greenville, NH 03048

Or email proposal to Town Administrator Tara Sousa:

administrator@greenvillenh.org

Introduction

The Town of Greenville, New Hampshire, is accepting proposals from qualified contractors for mowing and trimming of municipal grounds. All proposals must be submitted in accordance with the requirements and all requested information must be supplied. Failure to comply will be reflected in the evaluation process. These specifications are available on the Town of Greenville's website, www.greenvillenh.org, as well as at the Greenville Town Hall, 46 Main Street, Greenville, NH, 03048. Copies of this request form may be obtained free of charge at the Town Hall.

Proposals will be received until March 1, 2022.

Outdoor facilities are available for view. Please contact Road Agent Scott Leard via email at highway@greenvillenh.org, or call (603)878-9981, with any questions, or to schedule an appointment to review the service locations. Based on submitted proposals, the Road Agent and/or Town Administrator will check references and ask for additional information as needed.

The Town of Greenville reserves the right to accept or reject any or all proposals and/or to limit the project to a portion, based on the availability of funds and/or as deemed in the best interest of the Town.

Scope of Services

- A. The duration of the prospective services shall be for the 2022 mowing season, with the Town of Greenville's right and option to renew annually for up to two (2) additional years under the same terms and conditions.
- B. Every prospective contractor shall be expected to examine all locations where services will be performed.

- C. The selected contractor shall furnish all equipment and necessary supplies to complete services as outlined in this document. The selected contractor shall be responsible for all fees, costs, and expenses associated with equipment and vehicles used in connection with the services identified in this document.
- D. The selected contractor's services shall apply to all of the following areas:
- Town Cemetery (upper area), Route 31 (Fitchburg Road)
 - Town Cemetery (lower area), Route 123 (Pleasant Street)
 - Mill Pond Fishing Area, River Street (across from Adams Street)
 - Taft Memorial Field, Adams Street, (all areas, including field, pool, playground, and hill along driveway)
 - Monument area at River/Main/Columbian and adjacent islands
 - Town Hall/Chamberlin Library lawn
 - Small common at Main and Temple Street (across from library)
 - 23 Main Street (sloped lot)

Total square footage of locations is estimated to be 270,000 sq ft.

- E. The selected contractor shall be required to employ all measures and procedures of safety for their employees as well as employees of the Town and the general public, in performing the services contemplated by this document. The selected contractor will complete services in a workmanlike manner and will use care to ensure that no damage occurs to any Town of Greenville or third-party property, including but not limited to headstones, markers, monuments, shrubs, trees, and fencing. The contractor shall be responsible for all costs associated with services performed.
- F. The selected contractor shall provide mowing and trimming services for areas identified in this document, consistent with the below:
- Frequency of mowing/trimming of locations will be approximately every 7-14 days, depending on grass growth
 - Selected contractor shall remove all grass clippings and debris from parking areas, sidewalks, walkways and garden/landscape beds.
 - Mowing shall not occur on Saturdays and Sundays unless the contractor receives permission from the Road Agent.
- G. The selected contractor shall perform a final mowing and clean-up of areas between October 15th and November 1st.

Proposal Requirements

- Provide a clear breakdown of the cost per mow of each location and lump sum bid (if any) on the attached bid specification form.
 - Complete and sign the Company Identity and Authorization
 - Provide Proof of Insurance (General liability, auto/equipment, Workers Comp, etc.).
 - A list of machinery, equipment, and tools that will be used by the contractor.
 - Provide a proposed schedule. The final schedule will be negotiated in the contract.
 - A description of the contractor's qualifications and experience.
- A list of three (3) current references for which comparable work has been performed, including name, address, and telephone number.

**TOWN OF GREENVILLE SPECIFICATIONS
2022 Lawn Care Bid**

Qty	Description	Rate	Total For Each
	Town Cemetery (upper area), Route 31 (Fitchburg Road)		
	Town Cemetery (lower area), Route 123 (Pleasant Street)		
	Mill Pond Fishing Area, River Street (across from Adams Street)		
	Taft Memorial Field, Adams Street, (all areas, including field, pool, playground, and hill along driveway)		
	Monument area at River/Main/Columbian and adjacent islands		
	Town Hall/Chamberlin Library lawn		
	Small common at Main and Temple Street (across from library)		
	23 Main Street (sloped lot)		

LUMP SUM BID \$ _____

BID AMOUNT IN WORDS _____

Company Name _____

Mailing Address _____

City _____ State _____ Zip _____

Principal Place of Business (if different than above) _____

Phone _____ E-Mail _____

Contact Name _____

Contact Title _____

Authorization

(Person signing must be authorized to sign a contract with the Town of Greenville)

The undersigned, and authorized agent of his/her company, hereby certifies:

I am familiar with all terms, conditions, and specifications herein state;

My organization is qualified to perform work and services as included;

Signature: _____ Date _____