

Town of Orford

Request for bids Spring & Fall Clean-Up, Mowing and Trimming of Town Properties for 2023, 2024 and 2025

Locations:

1. Town mall/Commons: East
2. Town mall/commons: West
3. Triangle at Huckins Hill Road/Route 25A
4. Brookside Park
5. Indian Pond park, entrance along driveway, swimming area, parking area and boat launch.
6. Upper Baker Pond park
7. Town Playground on Boat Landing Road
8. Fire Department & adjoining ball field
9. Town Office Building
10. Heritage center
11. Free Library

Separate bids for:

1. Community Field
2. Brush hog field behind the Town Office

Contractor requirements:

Certificate of insurance of up to \$1,000,000 in liability
Proof of Workmen's Compensation
W-9 on file with Town

Please submit your bid with itemized costs per location (using the attached form) per the following mowing requirements to:

Town of Orford – Mowing Bid
2529 Route 25A, Orford, NH 03777

All sealed bids must be received at the Town Office by 4:00 pm Oct. 26, 2022

Bids will be opened at the October 26, 2022 Selectboard Meeting

General Mowing bids for locations 1-11 will be awarded to one bidder. The Community Field mowing bid and Town Office brush hogging may be awarded separately or in combination with the general mowing bid.

Town of Orford Selectmen reserve the right to accept or reject any or all bids and determine the viability of contractor to perform the required tasks.

General Mowing Requirements:

- Doing Spring and Fall Clean-ups on all 11 properties, to include cleaning up all waste/debris and hauling it away for disposal, if needed.
- Spring and fall cleanup of the aforementioned areas will include but not limited to removing fallen tree limbs, power sweeping to remove sand and gravel, leaf removal, and other activities required to ensure these areas are in a neat condition at the beginning and end of the growing season.
- Fixing/Replacing any damaged areas where needed with topsoil, grass seed and hay mulch, price discussed at that time, if needed.
- Mowing and trimming of all 11 town properties once a week or as needed, during the mowing season approximately Mid-April through October
- All mowing and trimming conducted under this contract will be in accordance with the standards of performance of the Lawn Care and Landscaping Industry. Results are expected to be clump free, neat, tidy and aesthetically pleasing.
- Turf height will be 3” - Special care to follow appropriate lawn care and mowing during periods of drought. The Selectboard Office (603) 353-4889 should be contacted before cutting during drought conditions.
- Trimming of all grass around trees, fences, structures and other objects will be done each time the grass is mowed.
- No mowed grass or trimmings shall remain on roadways, walks, buildings or flower beds.
- Mowing and Trimming Community field per separate Mowing and Trimming guidelines as identified in Attachment I - Approximately Mid-April to early November
- Brush hog field behind Town Office: once in mid-summer.
- Any concerns or issues at the town properties should be reported to the Selectboard’s Administrative Assistant at (603) 353-4889

Bid specifics: (Please list cost for each and total bid)

2023/ 2024/ 2025

Spring Cleanup, one time (April) for:

1. Town mall/Commons: East
2. Town mall/commons: West
3. Triangle at Huckins Hill Rd/RT25A
4. Brookside Park
5. Indian pond access: entrance, swimming area, boat launch
6. Upper Baker Pond access
7. Town Playground
8. Fire Department & adjoining ball field
9. Town Office Building
10. Heritage center
11. Free Library

• Spring Clean Up Bid: \$_____/_____/_____

Mowing and Trimming: once per week during the mowing season:

1. Town mall/Commons: East
2. Town mall/commons: West
3. Triangle at Huckins Hill Rd/RT25A
4. Brookside Park
5. Indian pond park, entrance, swimming area and boat launch.
6. Upper Baker Pond park
7. Town Playground
8. Fire Department & adjoining ball field
9. Town Office Building
10. Heritage center
11. Free Library

• Mowing/Trimming Bid: \$_____/_____/_____

Fall clean-up: one time (October) for:

1. Town mall/Commons: East
2. Town mall/commons: West
3. Triangle at Huckins Hill Rd/RT25A
4. Brookside Park
5. Indian pond park, entrance, swimming area and boat launch
6. Upper Baker Pond park
7. Town Playground
8. Fire Department & adjoining ball field
9. Town Office Building
10. Heritage center
11. Free Library

• Clean Up Bid: \$_____/_____/_____

Total bid for Town Locations #1-11 \$_____/_____/_____

One-time (end of September)

2023/ 2024/ 2025

Brush hog Town Office field

Total bid Brush Hogging: \$ _____/_____/_____

Community Field including playing fields
refer to Attachment I for mowing guidelines

2023/ 2024/ 2025

Spring Cleanup, one time (April)

Mowing & Trimming per schedule as required in Community Field Mowing Guidelines

Fall cleanup: One time (October)

Total bid for Community Field \$ _____/_____/_____

Submitted by: (name): _____

Company: _____

Address: _____

Phone# _____

e-mail: _____

Failure to meet contract obligations, schedules or requirements that result in the Town having to obtain them from alternate service providers may result in deductions from payments made to the contractor.

Payment for mowing and trimming services will be in monthly instalments.

The Chair of the Parks & Playgrounds will have the authority to determine when and in what manner the locations will be mowed, trimmed and maintained.

Attachment I - Mowing & Trimming Guidelines for Community Field

Mowing of Community Field athletic fields will consist of 3 separate mowing time frames (Beginning of mowing season thru June 20), (June 21 thru August 1), (August 2 thru end of mowing season). Multiple mowing's per week may be required at Community Field to keep the surfaces at the required and desired mowing guidelines. Fields need to be maintained through the end of soccer season (Early November).

Trimming will be done around every fence and fixture/structure every week.

Portable/moveable items (i.e. goals, benches) may be relocated temporarily for ease of mowing/trimming. They should be returned to original position after work is completed.

After every mowing & trimming is completed, the person mowing/trimming will ensure the base paths, batter boxes, pitcher's mounds and other hard surfaces of the baseball & softball fields along with the basketball court will be free of any grass clippings, leaves or other natural organic materials.

The company/person mowing & trimming will ensure the fields are free of clumped, heavy or excessive grass clippings to ensure an even level mowing every time that will not impede the process of placing athletic field lines on the grass.

The company/person mowing & trimming Community field will be responsible for any damage(s) done to fixtures or structures caused by negligence of machine operator(s). (Possible examples: cut soccer nets, damages to pitcher's mounds or damage to fences by mowers)

Failure to meet the requirements of this Mowing/trimming guideline will automatically trigger a loss in contracted payments.

MOWING TIME FRAME # 1) Beginning of Mowing Season THRU JUNE 20TH -

Mowing height will be 2-1/2" with a maximum grass height before mowing never to exceed 3-1/2".

MOWING TIME FRAME # 2) JUNE 21ST THRU AUGUST 1ST - Mowing height will be 3" with a maximum grass height before mowing never to exceed 4"

MOWING TIME FRAME #3) AUGUST 2ND THRU End of Mowing/Soccer Season** - Mowing height will be 2" with a maximum grass height before mowing never to exceed 2-1/2".

** This mowing time frame requires a 3-week mower height reduction by no more than 1/3 of total grass height in any single cutting (no more than 1/2" per week preferred) so as not to shock or do harm/damage to the grass surface with the maximum grass height also being reduced each week by the same amount.

The side embankments (East of baseball & boys' soccer fields and West/Northwest of softball and girls' soccer fields) and parking lot area of Community field will be mowed at a 3" grass height on a weekly basis from the beginning of mowing season thru the end of the mowing/soccer season.