

TOWN OF SUNAPEE
REQUEST FOR PROPOSAL
2023 TOWN LANDSCAPE MAINTENANCE PROGRAM

The Town of Sunapee, New Hampshire is accepting Bid Proposals for their annual 2023 landscape maintenance program.

PROJECT DESCRIPTION & REQUIREMENTS: The contractor selected for this work will be responsible for furnishing the necessary landscape maintenance and mowing equipment and labor that is capable of mowing lawns and playing fields, trimming sidewalk edges, trimming/pruning of miscellaneous shrubs and/or trees, removal/replacement of bark mulch in landscape beds, blowing and removal of grass clippings and miscellaneous trimming/pruning materials. In general, all grass clippings, trimming/pruning materials shall be disposed of at the Transfer Station on Avery Road in Sunapee, NH.

PROJECT LOCATIONS:

1. Safety Services Building – Sargent Road
2. Abbott Library – Sargent Road
3. Town Office – 23 Edgemont Road
4. Dewey Field – Route 11
5. Dewey Beach – Garnet Street
6. Veterans Field – Route 11,
7. Tilton Park – Route 103B
8. Hames Park – Main Street,
9. Harbor/Gazebo Areas – Main Street Sunapee Harbor
10. Sunapee Welcome Center – Intersection of Route 103B & Route 11
11. Transfer Station – Avery Road
12. Lawn Area on Sargent Road
13. Georges Mills Beach – Cooper Street Georges Mills

Note: There are approximately 19-acres of lawn/playing field area included in this landscape maintenance program. PDF orthophoto maps of each area are provided with this RFP for use in preparing the proposal. Contractors shall visit each location to familiarize themselves with the challenges of performing the requested work.

PROPOSAL SUBMISSION REQUIREMENTS: The following information shall be provided with each contractor's bid proposal on the Bid Proposal Form included with this RFP in order to be considered for the project:

1. The contractor shall provide the name of his/her company, the company's mailing address, physical address, the name of the individual that will be responsible for overseeing the completion of the project, the telephone and cell phone number of the individual that will oversee the project, and e-mail addresses for all project contacts and/or persons directly in charge of the project.
2. The contractor shall provide one all-inclusive hourly rate (to include all associated equipment and labor costs) for mowing all lawn areas, for trimming/pruning landscape beds and various trees, for edging along all landscape beds and walkways, and for removing and disposing of grass clippings and miscellaneous trimming/pruning materials at the Transfer Station.
3. The contractor shall provide one all-inclusive monthly rate with the estimated number of hours that will be necessary for each month, and the total estimated seasonal cost with the estimated start and stop dates for the season. All costs shall be all-inclusive and include all associated equipment and labor costs).

4. The contractor shall provide additional recommendations that the Town should consider for its lawns and/or playing fields. The additional recommendations may include fertilizing, aerating, watering, etc., and the contractor shall provide the estimated costs for the additional maintenance in the Bid Proposal Form.

ADDITIONAL INFORMATION & PROJECT REQUIREMENTS:

1. A **mandatory pre-bid meeting** will be conducted for this project. Contractors shall meet at the Veterans Field, which is adjacent to Route 11 and Bar Harbor Bank, at **9:00AM on April 26th, 2023**. Contractors should be prepared to ask questions, if they have any, and be prepared to drive to each project location listed above.
2. The contractor is required to carry a minimum of one million dollars (\$1,000,000) of insurance coverage throughout the duration of the project. The Town shall be named as additionally insured on the contractor's insurance certificate.
3. The contractor shall **sign and date** his/her proposal. By doing so, he/she acknowledges that they have visited each project location and that they have the equipment and labor that is capable and qualified to provide the services for the completion of the project, and that they can complete the services within the estimated season.
4. Proposals must be mailed, or hand delivered to the Town Offices, Attn: Buildings & Grounds Foreman 23 Edgemont Road Sunapee, NH 03782. All proposals must be **sealed** in an envelope clearly marked "**2023 Landscape Maintenance Program**", and **they must be received by 11:00AM. May 4th, 2023**.
5. A **public bid opening** will be conducted at 11:15AM on May 4th, 2023, in the meeting room that is located downstairs in the Town Offices. At that time, all proposals will be opened and read aloud by the Town Manager and/or the Buildings & Grounds Foreman to anyone who wishes to attend the bid opening.
6. The Town will review all bid proposals following the public bid opening. The Town reserves the right to select the proposal that is determined to be in its best interest.
7. Any proposal that is not submitted in accordance with the requirements of this Request for Proposal may be disqualified by the Town.
8. The Town reserves the right to accept or reject any or all proposals, either in whole or in part; to waive any defects, informalities, and/or minor irregularities in proposal responses.
9. Any questions should be directed to Craig Heino, Building & Grounds Maintenance Foreman, in writing at: CraigH@town.sunapee.nh.us . Questions must be received on or before 3:30PM on May 1st, 2023. Response to questions will be provided in writing to all bidders via e-mail on or before 3:30PM on May 2nd, 2023.

BID PROPOSAL FORM

LANDSCAPE MAINTENANCE PROGRAM DESCRIPTION OF SERVICES & ESTIMATED COSTS			
TIME	DESCRIPTION	NUMBER OF HOURS	ESTIMATED COST
HOURLY RATE	Landscape maintenance services: Includes mowing, edging, bark mulching, trimming, pruning & disposal of material	1	
MONTHLY RATE	Landscape maintenance services: Includes mowing, edging, bark mulching, trimming, pruning & disposal of material		
SEASONAL COST	Landscape maintenance services: Includes mowing, edging, bark mulching, trimming, pruning & disposal of material		
ADDITION MAINTENANCE RECOMMENDATIONS & ESTIMATED COSTS			
DESCRIPTION			ESTIMATED COST

CONTRACTOR'S INFORMATION & AUTHORIZED SIGNATURE

Contractor/Company's Name	
Mailing Address	
Physical Address	
Project Manager (Name & Cell Phone Number)	
Authorized Signature of Contractor	Date

TOWN MANAGER'S SIGNATURE & AUTHORIZATION TO PROCEED

Authorized Signature of Town Manager	Date
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