



TOWN OF SUNAPEE
Buildings and Grounds
621 RT 11 | Sunapee, NH 03782
Phone: (603) 763-5060

INVITATION TO BID: 2024 Town & School District Landscape Maintenance Program

The Town of Sunapee, NH is soliciting a competitive bid for:

1. BID: 2024 Town & School District Landscape Maintenance Program
2. Mandatory Pre-bid Meeting Location, Date & Time:
Veterans Field on Route 11, February 29th at 11am
3. BID Submission Options: Hardcopy or Electronically:
 - a) Submit Hardcopy via USPS, FEDEX, UPS, or in person: Town of Sunapee, 23 Edgemont Rd, Sunapee NH 03782; Attention: Finance Department – Town & School District Landscape Maintenance RFP
 - b) Submit Electronically by email to accountclerk@town.sunapee.nh.us with Subject: “2024 Town & School District Landscape Maintenance Program.”
4. Bid Receipt Date & Time: on or before **March 11th at 11 am**
5. Bid Opening Date & Time: **March 11th at 11:15am**
6. Bid Results: Results of bids can be obtained at: <https://www.town.sunapee.nh.us/>

SCOPE OF WORK

The Town of Sunapee is inviting bids from eligible vendors for the 2024 Town of Sunapee & School District Landscape Maintenance Program.

This work will include but is not limited to:

MOWING

Unless otherwise noted, mowing at all locations, grass shall be maintained at a height of 2.75” during the growing season and mowed to a height of 2” at the last fall mowing just prior to dormancy. All playing fields shall be maintained at a height of 2” during the duration of the contract. All playing fields shall be mowed two times per week (Tuesdays & Fridays, prior to 830am). Clippings from the playing fields are to be bagged and hauled off site to the Sunapee Transfer Station. If overall health and growth of grass declines due to weather, such as drought conditions, the Director of Buildings and Grounds retains the authority to advise the contractor to temporarily suspend services at no cost for a specified period. The total expenses for the anticipated 26-week season (spanning from the week ending April 21 to October 20) will be determined as conditions dictate, but not limited to.

TRIMMING AND EDGING

All curbs, sidewalks, ditches, buildings, poles, and transformers will be edged or trimmed at the time of the cutting. This should include expansion joints in the sidewalks and concrete curbing/gutter along the roads. Precautions shall be taken to maintain blades on edging equipment in a sharp condition to provide a clean, even cut and to prevent uneven edging. Trimming with string trimmers will be done in ditches, around trees, foundations, walls, and other structures to insure a neat appearance. The contractor shall replace all items that have been damaged during mowing and trimming operations. This is to include fencing, gates, or any other damage to Town of Sunapee property.

GRASS CLIPPINGS & DEBRIS

The contractor will remove all grass clippings that blow onto sidewalks, parking lots and roads. In the event of adverse weather causing trees or limbs to fall in the specified areas the Contractor will coordinate with The Buildings and Grounds Foreman representative on the extent of their responsibilities. Small sticks and branches along with trash will be removed by the Contractor during mowing. All clippings will be brought to the Sunapee Transfer Station for disposal.

MULCHING: The contractor shall mulch all flower beds for the SAU. The flower beds shall be spot checked for dead flowers. Dead flowers shall be dead headed and removed for disposal. The contractor should also recommend preventative maintenance for the flower beds so expenses can be reduced.

RECORD KEEPING

The Contractor shall keep and maintain records which will enable The Buildings and Grounds Director, as well as the Contractor, to ascertain and determine clearly and accurately the sites that have been mowed. The record-keeping method shall be provided by the Contractor and approved by the Director of Buildings and Grounds before starting the contract. Records shall conform to all applicable federal, state, and local regulations. The work shall be performed in accordance with all federal, state, and local requirements. The Contractor shall obtain all necessary permits and shall monitor and perform required regulatory agency reporting associated with the work. Due to access limitations at each site electricity and sanitary facilities shall be provided by the Contractor and working hours are limited to weekday daylight hours, excluding holidays.

The contractor selected for this work will be responsible for furnishing the necessary landscape maintenance and mowing equipment and labor that can mow lawns and playing fields, trimming sidewalk edges, trimming, and pruning of miscellaneous shrubs and/or trees, removal/replacement of bark mulch in

landscape beds, blowing and removal of grass clipping and miscellaneous trimming and pruning materials. In general, all grass clippings, trimming/pruning waste 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- Soonipi Circle
3. Town Offices / Hydro Plant- 23 Edgemont Road
4. Coffin Park – 23 Edgemont Road
5. Dewey Field- Route 11
6. Dewey Beach- Garnet Street
7. Veterans Field- Route 11
8. Hames Park- Main Street
9. Tilton Park- Route 103B
10. Harbor/ Gazebo Areas- Main Street Sunapee Harbor
11. Sunapee Welcome Center- Intersection of Route 103B & Route 11
12. Transfer Station-Avery Road
13. Lawn Areas on Sargent Road
14. Georges Mills Beach- Cooper Street
15. Approximately 8.5 acres at Sunapee Middle High School to include the ball fields.
16. Approximately 2 acres of playground area to mow, plus the steep hill between the Elementary School and the Sherburne Gym.
17. The Blodgett House, the Admin office building on Lower Main St, (approximately .5 acres)
18. All garden beds to be maintained and mulched for SAU.

Note: PDF aerial photos 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.

Bidders should be aware that the town might not award to the lowest bidder. The Town of Sunapee reserves the right, in its own judgement, to make an award it feels will be in its best interest over the proposed project. The Town of Sunapee retains this discretionary right based on its experience with similar projects. Bidders are encouraged to provide a list of local municipal references (within 50 miles of Sunapee, NH). The Town of Sunapee intends to check local references to verify successful performance.

Pages **8-11** are a checklist of the required minimum specifications and bid form that must be included and submitted to the Town of Sunapee.

INSTRUCTION TO BIDDERS

PREPARATION OF BID PROPOSAL

1. The Bidder shall submit their proposal upon the form(s) furnished by the town (attached). The bidder shall specify a unit price for each pay item. All figures shall be in ink or typed.
2. If a unit price or lump sum bid already entered by the bidder on the proposal form is to be altered it should be crossed out with ink, the new unit price or lump sum bid entered above or below it, and initialed by the bidder, also with ink. In case of discrepancy between the prices written in words and those written in figures, the prices written in words shall govern.
3. The bidder's proposal must be signed with ink by the individual, by one or more members of the partnership, by one or more members or officers of each firm representing a joint venture, by one or more officers of a corporation, or by an agent of the contractor legally qualified and acceptable to the owner. If the proposal is made by an individual, their name and post office address must be shown, by a partnership the name and post office address of each partnership member must be shown; as a joint venture, the name and post office address of each must be shown; by a corporation, the name of the corporation and its business address must be shown, together with the name of the state in which it is incorporated, and the names, titles, and business addresses of the President, Secretary, and Treasurer.

IRREGULAR PROPOSALS

Bid proposals will be considered irregular and may be rejected for any of the following reasons:

1. If the proposal is on a form other than that furnished by the Town or if the form is altered or any part thereof is detached.
2. If there are unauthorized additions, conditional or alternate bids, or irregularities of any kind which may tend to make the proposal incomplete, indefinite, or ambiguous as to its meaning.
3. If the bidder adds any provisions reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.
4. If the proposal does not contain a unit price for each pay item listed, except in the case of authorized alternate pay items.

DELIVERY OF BID PROPOSALS

When sent by mail, the sealed proposal shall be addressed to the Town of Sunapee, Attn: Finance Department – Town & School District Landscape Maintenance RFP, 23 Edgemont Rd, Sunapee NH 03782. All proposals shall be filed prior to the time and at the place specified in the invitation for bids. Proposals received after the bid opening time will be returned to the bidder, unopened.

WITHDRAWAL OF BID PROPOSALS

A bidder can withdraw their proposal unopened after it has been deposited if such request is received in writing prior to the time specified for opening the proposals.

PUBLIC OPENING OF BID PROPOSALS

Proposals will be opened and read publicly at the time and place indicated in the invitation for bids. Bidders, their authorized agents, and other interested parties are invited to be present.

DISQUALIFICATION OF BIDDERS

Either of the following reasons may be considered as being sufficient for the disqualification of a bidder and the rejection of their bid proposal(s):

1. Evidence of collusion among bidders.
2. Failure to supply complete information as requested by the bid specifications.

CONSIDERATION OF PROPOSALS

1. Bids will be made public at the time of opening and may be reviewed only after they have been properly recorded. In case of discrepancy between the prices written in words and those written figures, the prices written in words shall govern. In case of a discrepancy between the total shown in the proposal and that obtained by adding the products of the quantities of items and unit bid prices, the latter shall govern.
2. The right is reserved to reject any or all proposals, to waive technicalities or to advertise for new proposals, if in the judgment of the town, the best interest of the Town of Sunapee will be promoted thereby.
3. Bid results will be available at <https://www.town.sunapee.nh.us/> within **2 weeks** of the bid opening.

AWARD OF CONTRACT

The town holds the right, in its judgment, to award the contract to the bidder, which it feels is in the best interest of the town. If a contract is to be awarded, the Contractor/Vendor selection shall be based in part on possession of the necessary experience, organization, technical and professional qualifications, skills and facilities, reference checks, project understanding, approach, ability to comply with proposed or required time to completion or performance, licensing or certification, in good standing with Federal, State and Local agencies, possession of satisfactory record of performance, cost and to a responsible and qualified bidder whose proposal complies with all the requirements prescribed as soon as practical after the bid opening. No bid shall be withdrawn for a period of (60) sixty days subsequent to the opening of bids without the consent of the Town of Sunapee. The successful bidder will be notified, by email and by letter mailed to the address on their proposal, that their bid has been accepted and that they have been awarded the contract.

CANCELLATION OF AWARD

The town reserves the right to cancel the award of any contract at any time before the execution of such contract by all parties without any liability against the town.

BID EVALUATION

In addition to the bid amount, additional factors will be considered as an integral part of the bid

evaluation process, including, but not limited to:

1. The bidder's ability, capacity, and skill to perform within the specified time limits.
2. The bidder's experience, reputation, efficiency, judgment, and integrity.
3. The quality, availability and adaptability of the supplies and materials sold.
4. The bidder's past performance.
5. The sufficiency of bidder's financial resources to fulfill the contract.
6. The bidder's ability to provide future maintenance and/or services.
7. Any other applicable factors as the town determines necessary and appropriate (such as compatibility with existing equipment).

STANDARDS

1. Materials specified by reference to the number, symbol or title of a specific standard, such as a Commercial Standard, a Federal Specification, Department's Standard Specifications, a trade association standard or other similar standard. Shall comply with requirements in the latest revision thereof and any amendment or supplement thereto in effect on the date of advertisement, except as limited to type, class or grade or modified in such reference.
2. Reference in the Specifications to any article, device, product, material, fixture, form or type of construction by name, make or catalog number shall be interpreted as establishing a standard of quality and shall not be construed as limiting competition. In such cases the Contractor may, at their option, use any articles, device, product, material fixture, form or type of construction that, in the judgment of the town expressed in writing to all Bidders before opening of bids as an addendum, is an acceptable substitute to the specified.
3. Substitution During Bid Time: Whenever any particular brand or make of material or apparatus is called for in the Specifications, a Bidder's Proposal must be based upon such material or apparatus, or upon a brand or make which has been specifically approved as a substitution in an Addendum issued to all Bidders during the bidding time.
4. The intent is that the brand or make of material or apparatus that is called for herein establishes a standard of excellence that, in the opinion of the Town Consultant and Engineer, is necessary for this particular Project.
5. Substitution After Bid Opening: No substitutions will be considered after bids have been opened unless necessary due to strikes, lockouts, bankruptcy, or discontinuance of manufacture, etcetera. In such cases, the Contractor shall apply to the town, in writing, within ten (10) days of their realizing their inability to furnish the article specified, describing completely the substitution they desire to make.

EXTRAS

Except as otherwise herein provided, no charge for any extra work or material will be allowed unless the Buildings and Grounds Director has ordered the same, in writing.

GUARANTEE OF WORK

1. Except as otherwise specified, all work shall be guaranteed by the Contractor against defects resulting from the use of inferior materials, equipment or workmanship for one (1) year from the Date of Final Acceptance.

2. In any case, wherein fulfilling the requirements of the Contract or of any guarantee, should the Contractor disturb any work guaranteed under another contract, the Contractor shall restore such disturbed work to a condition satisfactory to the Buildings and Grounds Director and/or Town Manager. And guarantee such restored work to the same extent as it was guaranteed under such other contracts.
3. If the Contractor, after notice, fails to proceed promptly to comply with the terms of the guarantee, the Town of Sunapee may have the defects corrected and the Contractor shall be liable for all expenses incurred.
4. All special guarantees applicable to definite parts of the work that may be stipulated in the Specifications or other papers forming a part of the Contract shall be subject to the terms of this paragraph during the first year of the life of such special guarantee.

DEFAULT AND TERMINATION OF CONTRACT

If the Contractor:

1. Fails to begin work under Contract within the time specified in the notice to proceed; or
2. Performs the work unsuitably or neglects or refuses to remove materials or to perform anew such work as may be rejected as unacceptable and unsuitable; or
3. Becomes insolvent or has declared bankruptcy, or commits any act of bankruptcy or insolvency; or
4. Makes an assignment for the benefit of creditors; or
5. For any other cause, fails to carry on the work acceptably, the Town of Sunapee will give notice, in writing, to the Contractor for such delay, neglect, and default.

If the Contractor does not proceed in accordance with the Notice, the Town of Sunapee will have full power and authority without violating the Contract to take the prosecution of the work out of the Contractor's hands. The Town of Sunapee may enter into an agreement for the completion of said Contract according to the terms and conditions thereof or use such other methods as in the Town's opinion will be required for the completion of said Contract in an acceptable manner.

All extra costs and charges incurred by the Town of Sunapee because of such delay, neglect, or default, together with the cost of completing the work under the Contract will be deducted from any monies due or which may become due to said Contractor. If such expenses exceed the sum payable under the contract, the Contractor shall be liable and pay the Town of Sunapee the amount of such excess.

OBTAINING BID RESULTS

Bid results will be available on the town website <https://www.town.sunapee.nh.us/> within 2 weeks of the bid opening.

PAYMENT TERMS

The successful bidder will be paid in installments, based upon a mutually agreed upon schedule.

Minimum Specifications

Any exceptions must be specifically noted.

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:

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.

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.

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).

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.

The contractor shall provide a monthly rate with the estimated number of hours required per month for each project location. All costs associated with each project location shall be all-inclusive, covering all related equipment and labor expenses.

Project Schedule

In your bid attachment, please provide a proposed schedule (assume duration after the contract's award). A detailed schedule is not required for the bid phase of this project.

Insurance

1. Worker's Compensation Insurance: The contractor shall purchase and maintain such insurance as necessary to protect them from claims under worker's compensation acts, and for any claims for damages for personal injury, including death, which may arise from operations under this contract and in case any such work is sublet, the contractor shall require the subcontractor similarly to provide like insurance for all of the latter's employees to be engaged in such work.
2. Public Liability and Property Damage Insurance: The contractor shall purchase and maintain such public liability and property damage insurance as shall protect them and any subcontractor performing work covered by this bid from claims for damage for personal injury, including accidental death, as well as from claims for property damage, real or personal, to property owned or in the custody of private individuals, firms, or corporations, or associations and to property owned by, or in

the custody of the State, which may arise from operations under this bid by themselves or any subcontractor or by anyone directly or indirectly employed by the contractor.

3. The contractor must carry at least one million dollars (\$1,000,000) of insurance coverage throughout the project. The Town shall be named as additionally insured on the contractor's insurance certificate.
4. Certificates: The contractor shall file preliminary certificates with the bid submission showing that the above insurance has been purchased.

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, on **February 29th at 11am**. Contractors should be prepared to ask questions, if they have any, and be prepared to drive to each project location listed above.

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.

Bid Form: 2024 Town& School District Landscape Maintenance Program

Vendor Name: _____

Address: _____

Phone: _____

Fax# _____

E-mail: _____

Contact Person: _____

Authorized Signature: _____

DESCRIPTION OF SERVICES AND ESTIMATED COSTS			
<u>TIME</u>	<u>DESCRIPTION</u>	<u>NUMBER OF HOURS</u>	<u>ESTIMATED COST</u>
<u>HOURLY RATE</u>	Landscape maintenance services: Includes mowing, edging, trimming, pruning, mulching & disposal of material.		
<u>MONTHLY RATE</u>			
<u>SEASONAL COST</u>			
ADDITIONAL MAINTENANCE RECOMMENDATIONS & EASTIMATED COSTS			
<u>DESCRIPTION</u>			<u>ESTIMATED COST</u>

Project Locations	Number of hours/Month	Est. Cost/Month
Safety Services Building- Sargent Road		
Abbott Library- Soonipi Circle		
Town Offices / Hydro Plant- 23 Edgemont Road		
Coffin Park – 23 Edgemont Road		
Dewey Field- Route 11		
Dewey Beach- Garnet Street		
Veterans Field- Route 11		
Hames Park- Main Street		
Tilton Park- Route 103B		
Harbor/ Gazebo Areas- Main Street Sunapee Harbor		
Sunapee Welcome Center- Intersection of Route 103B & Route 11		
Transfer Station-Avery Road		
Lawn Areas on Sargent Road		
Georges Mills Beach- Cooper Street Georges Mills		
Approximately 8.5 acres at Sunapee Middle High School to include the ball fields		
Approximately 2 acres of playground area to mow, plus the steep hill between the Elementary School and the Sherburne Gym		
The Blodgett House, the Admin office building on Lower Main St, (approximately .5 acres)		
All garden beds to be maintained and mulched for SAU.		

All descriptions, methods, alternatives, and options requested by the owner or proposed by the contractor in this document, shall be itemized in an attachment submitted with bid form.

#1 – Safety Services Building – Sargent Rd



#2 – Abbott Library – Soonipi Circle



#3 – Town Offices / Hydro Plant – 23 Edgemont Rd



#4 – Coffin Park – 23 Edgemont Road



#5 – Dewey Field – Route 11



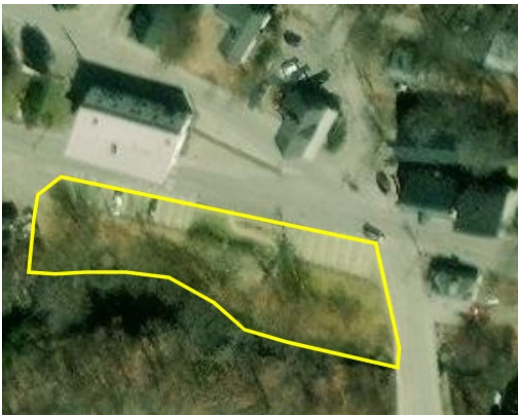
#6 – Dewey Beach – Garnet Street



#7 – Veterans Field – Route 11



#8 Hames Park – Main Street



#9 – Tilton Park – Route 103B



#10 – Harbor/ Gazebo Areas – Main Street Sunapee Harbor



#11 – Sunapee Welcome Center – Intersection of Route 103B & Route 11



#12 – Transfer Station – Avery Road



#13 – Lawn Areas on Sargent Road



#14 – Georges Mills Beach – Cooper Street, Georges Mills



Sunapee School District
* Athletic fields and all other mowed/maintained lawn areas

