



TOWN OF NEWTON, NH
INVITATION TO BID
Year 2017 & 2018
TOWN BUILDINGS AND GREENIE PARK
GROUNDS MAINTENANCE

The Board of Selectmen is soliciting bids for the grounds maintenance of Town Buildings and Greenie Park for Year 2017 & 2018. Proof of license and insurance required. Bid requirements are available on-line at www.newton-nh.gov, under News & Announcements or contact the Selectmen Office at (603) 382-4405 ext.10.

Sealed bids marked "Landscaping Bids" must be submitted to the Selectmen's Office, Newton Town Hall, 2 Town Hall Road, Newton, NH 03858, by 4pm on November 14, 2016. The Selectmen reserve the right to reject any or all bids; also the right to negotiate for the best arrangement for the Town of Newton.

BOARD OF SELECTMEN

TOWN OF NEWTON, NH
TOWN BUILDINGS
GROUNDS MAINTENANCE BID PROPOSAL 2017 & 2018

COMPANY NAME: _____ ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____ TELEPHONE: _____
EMAIL: _____ CONTACT NAME: _____

LOCATIONS: TOWN HALL 2 Town Hall Road .66 Acres, MARSHALL MUSEUM 5 Wallace Street 5.12 Acres, GALE LIBRARY 16 South Main Street .48 Acres, Police Department 8 Merrimac Road 5.5 Acres.

MAINTENANCE PARAMETERS: Each location requires different applications.

1. **Spring Clean Up:** Completed in early spring, but no later than May 1st each year. Fertilizer application, leaf clean-up and mulching. Pruning or tree trimming to be completed according to best management practices.
2. **Fall Clean Up:** After leaves have fallen complete leaf clean-up. Fertilizer application, pruning or tree trimming according to best management practices.
3. **Mowing:** Weekly or as-needed mowing of lawn and all lawn areas and bagging as needed, remove clippings from walkways. This schedule is subject to change on short notice due to weather conditions and/or budgetary constraints.
4. **Trimming:** To be done on the same basis as the mowing.

BID PROTOCOL:

1. All bidders must maintain a minimum \$1,000,000 General Liability insurance coverage. (A copy of said policy must be provided, with the Town of Newton listed as “Certificate Holder” with an addendum showing the Town of Newton as additionally insured)
2. A contract will be signed by both parties.
3. Sealed Bids must be returned to the Selectmen’s Office no later than *4pm on November 14, 2016.*
4. Your bid must be entered in the structure requested on the bid proposal or they will not be considered.
5. MSDS Material Safety Data Sheets must be submitted to the Town of Newton per the Written Safety Policy. Safety Policy Contractor Notification Form, IRS Form W-9 and Newton’s Contractor Form must be signed and returned to the Selectmen’s Office prior to any work performed.

BILLING PROCEDURE

1. No payments will be made in advance of services performed.
2. Billing to be submitted monthly and invoices mailed to the Town Hall Selectmen’s Office 2 Town Hall Road, Newton, NH 03858.
3. Any additional work outside this contract must first receive approval from the Selectmen’s Office

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TOWN HALL – no mulching, pruning or trimming of the garden area at the front of Town Hall.

| | <u>YEAR 2017</u> | <u>Year 2018</u> |
|--------------------|-------------------------|-------------------------|
| Spring Clean Up: | \$ _____ | \$ _____ |
| Fall Clean Up: | \$ _____ | \$ _____ |
| 1-Mowing/Trimming: | \$ _____ | \$ _____ |

GALE LIBRARY – Thursdays work best, please contact the Gale Library Director 603-382-4691 for details on mulching and weeding.

| | <u>YEAR 2017</u> | <u>Year 2018</u> |
|--------------------|-------------------------|-------------------------|
| Spring Clean Up: | \$ _____ | \$ _____ |
| Fall Clean Up: | \$ _____ | \$ _____ |
| 1-Mowing/Trimming: | \$ _____ | \$ _____ |

POLICE DEPARTMENT – Weed control in front of the building

| | <u>YEAR 2017</u> | <u>Year 2018</u> |
|--------------------|-------------------------|-------------------------|
| Spring Clean Up: | \$ _____ | \$ _____ |
| Fall Clean Up: | \$ _____ | \$ _____ |
| 1-Mowing/Trimming: | \$ _____ | \$ _____ |
| 1-Landing Zone | \$ _____ | \$ _____ |

100 x 100 Area (Mowing to maintain a height of 12” and remove clippings. Contractor will determine the number of times to maintain the landing zone.) Number of mowing’s projected per year _____

MARSHALL MUSEUM - Cut back the Bamboo away from the house in the spring and fall. Include cost in the spring and fall clean up.

| | <u>YEAR 2017</u> | <u>Year 2018</u> |
|--------------------|-------------------------|-------------------------|
| Spring Clean Up: | \$ _____ | \$ _____ |
| Fall Clean Up: | \$ _____ | \$ _____ |
| 1-Mowing/Trimming: | \$ _____ | \$ _____ |

AUTHORIZED SIGNATURE: _____

DATE: _____

TOWN OF NEWTON
GROUNDS MAINTENANCE BID PROPOSAL 2017 & 2018
for Greenie Park Field

Company Name: _____

Address: _____

Telephone: _____ **Email:** _____

Contact Name: _____

Greenie Park located at 32 Heath Street, Newton, NH

1.0 Overview

Greenie Park baseball and softball playing fields are in need of an overall maintenance program to satisfy the town's programs. It is important that one organization have responsibility for all activities so that they are coordinated, efficient and effective. One measure to insure that the interests of the town and program participants are met is to solicit bids from qualified vendors to carry out necessary Greenie Park landscaping maintenance.

2.0 Qualifications

2.1 Experience – At least 5 years of athletic field maintenance

2.2 Licenses and Training – All required licenses necessary for fertilization, pest and weed control including, but not limited to, Licensed Certified Pesticide Applicator status for all materials and methods required to carry out the contracted work under these requirements.

2.3 Insurance – Industry standard insurance coverage as required by the State of NH and the Town of Newton for the contracted work under these requirements.

3.0 Work Requirements

3.1 Irrigation **Total Annual Cost \$**_____

3.1.1 Irrigation system maintenance for the control electronics, piping and sprinklers including spring start-up and fall shutdown procedures. Open irrigation system for the season

3.1.2 Test operation and adjust the irrigation timer/controller

3.1.3 Test and adjust (if applicable) all irrigation heads

3.1.4 Winterize irrigation system

3.1.5 Rate for any maintenance or repair not included within scope of maintenance program
\$ _____

3.1.6 Device or procedure for limiting watering during periods of significant rain

3.1.7 Document watering protocol (semi-monthly adjustments) under varied conditions.

3.1.8 Additional repairs to sprinkler system

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for Greenie Park Field

3.2 Fertilizing/Weed Control **Total Annual Cost \$**_____

- 3.2.1 Recommended list of fertilizer to be applied
- 3.2.2 Apply fertilizer every six weeks starting in April
- 3.2.3 Pest and weed control in grass areas according to written schedule
- 3.2.4 Weed control for infield dirt sections of baseball fields
- 3.2.5 Weed prevention throughout grounds including, but not limited to fence lines
- 3.2.6 Alteration of the fertilizer program for seeding when necessary
- 3.2.7 Repairs to fields and seeding when necessary
- 3.2.8 MSDS Material Safety Data Sheets must be submitted to the Town of Newton per the Written Safety Policy. Safety Policy Contractor Notification Form, IRS Form W-9 and Newton's Contractor Form must be signed and returned to the Selectmen's Office prior to any work performed.

3.3 Mowing and Trimming at Greenie Park **Total Annual Cost \$**_____

Playing season: Monday-Friday 4pm until dark; dawn to dusk Saturday & Sunday

- 3.3.1 Cut all fields on Monday and Thursday during playing season, May through July 15th, and then once per week or as needed after July 15th – **Price per cut \$**_____
- 3.3.2 Adhere to minimum 2.0 to maximum 2.5" cut height during playing season
- 3.3.3 Adjust cut height after July 15th as needed
- 3.3.4 Trim weeds as needed in all areas. For example, around dugouts, fences, concession stand, basketball court, tennis court and skateboard park
- 3.3.5 All clippings to be bagged and removed from site

3.4 Management

Manage all aspects of fields and grounds maintenance as sole responsible party reporting to the Board of Selectmen. Provide timely adjustments to all phases of cutting, trimming, fertilization and weed/pest control treatments due to environmental conditions. Provide recommendations for changes to standard operating procedures. Provide prescribed treatment notice as required. Document program activities at standard intervals (treatment applications)

Total Annual Cost for Greenie Park \$_____

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Contractor Signature: _____