

**REQUEST FOR PROPOSAL  
For**

**Town Property Lawn Care**

Town of Northwood  
New Hampshire



Prepared by:

Town Administrators Office  
818 First New Hampshire Turnpike  
Northwood, NH 03261

Date Issued: January 18, 2023

Bid Due Date: February 23, 2023, by 1:00PM

Company Name: \_\_\_\_\_

Total Bid: \$ \_\_\_\_\_

## **Responsibilities**

The contractor will use his/her own labor, tools, equipment, etc. to perform cleanup once in the spring and once in the fall. Mowing and trimming will occur once every ten days beginning April 15<sup>th</sup> through October 31<sup>st</sup> at the following properties:

1. Town Hall, 818 First NH Turnpike
2. Narrows Fire Station, 85 Main Street
3. Bryant Library, 76 School Street
4. Community Hall, 135 Main Street
5. Chesley Memorial Library, 8 Mountain Avenue
6. Park & Ride
7. Northwood Beach, Mary Waldron Beach and Bennett Bridge Beach areas
8. The Transfer Station, Town Works Way
9. Police Station
10. All Town Cemeteries per attached list with specific instructions

Mowing and trimming will occur once every seven days from April 15<sup>th</sup> to October 31<sup>st</sup>. at the following properties:

1. Soccer Fields, Bow Lake Road
2. Athletic Fields including Baseball diamond, First NH Turnpike

## **Scope of Work**

### **Spring Cleanup**

All lawns and grassed areas shall be raked; all lawn edges shall be raked free of sand; and all leaves, branches, rocks, and debris shall be removed. The Town will accept the sand, yard waste, and debris at the Transfer Station at no cost to the contractor.

### **Fall Cleanup**

All leaves shall be picked up and removed; all dead flowers shall be removed; and all sticks, branches, rocks and debris shall be removed. The Town will accept the yard waste and debris at the Transfer Station at no cost to the contractor.

### **Mowing**

Trash and branches shall be picked up before each mowing and all trimmings shall be removed at the same time that the properties and cemeteries are mowed. The ball fields and soccer fields shall be mowed to the appropriate length of approximately 2 inches.

### **Trimming (Weed Whacking)**

Trimming should be done as needed around all edges of town buildings, fences, bushes, sports equipment, picnic tables, seating, and slopes where mowers cannot reach, etc. to keep the appearance of town property clean and well maintained.

## **References**

Contractors submitting bids must provide the names and telephone numbers of at least three (3) clients.

## **Insurance**

The successful bidder shall submit a certificate of insurance, naming the Town of Northwood as additional insured, covering "\$1million per occurrence and \$1million aggregate, including business auto"; and workers comp at "NH statutory limits."

## **Term of contract**

The contract will be valid for one (1) year, with an option to renew for one (1) additional year, contingent upon approval of funding each fiscal year at the Annual Town Meeting. The contract can be terminated with a thirty (30) day written notice from either party. Notice of termination must be sent by certified mail.

## **Payment Schedule and Report of Work Performed**

For the purpose of monitoring of work performed, the contractor shall submit a weekly work report to the Public Works Department Foreman or the Town Administrator's office, on the Monday following each week of work. Reports of cuttings or cleanings will be spot checked, and the contractor will be promptly notified of any potential discrepancy, and it is expected to be remedied immediately. The contractor shall also report any damage to any monument or grounds during the reported cutting that is caused by the contractor.

For the purpose of payment invoices should be submitted monthly and payment will be processed during the town's normal bi-weekly accounts payable check run. The last payment in each year will be held until successful completion of fall cleanup.

## **General Information**

**Award of Contract** – The Board of Selectmen will review proposals and make a final selection. The Town of Northwood reserves the right to reject any, all, or portions of proposals or accept the proposal the Town deems to be in its best interest, regardless of the lowest proposal amount. The Town reserves the right to request additional data or information or a presentation in support of written proposals, however, the Town may award a contract based on the offers received, without additional submissions. The proposal should be submitted on the most favorable terms, from all aspects, which the contractor can submit. The Town reserves all rights to negotiate with the contractor of its choice based not solely upon cost alone but on the qualifications and ability of the contractor to perform, consistent with the Town's intent, requirements, time schedule, and funds availability.

The Town further reserves the right to:

- Not award a contract for the requested services;
- Waive any irregularities or informalities in any proposals;
- Accept the proposal deemed to be the most beneficial to the public and the Town;
- Negotiate and accept, without advertising, the proposal of any other company in the event a contract cannot be successfully negotiated with the selected firm; and
- Retain products submitted by companies for its own use at its sole discretion.
- Hold companies to the estimate they provide to the Town. Estimates submitted should be accurate and on the most favorable terms.

**Liquidated Damages Clause:** If the contractor shall neglect, fail, or refuse to complete the work within the time specified for substantial completion of the contract, then the contractor does hereby agree, as a part consideration for the awarding of this contract, to pay to the owner, as liquidated damages and not as a penalty, the sum of \$500 per day for each calendar day beyond the dates set forth in the agreement that the contractor fails to achieve substantial completion of the project. Said amount is agreed to be a reasonable estimate of the amount of damages which the owner will sustain and said amount shall be deducted from any monies due or that may become due to the contractor, and if said monies are insufficient to cover said damages, then the contractor shall pay the amount of the difference.

**Tied Proposal:** When identical low proposals are received with respect to price, delivery, and quality, preference may be given to the local proponent. Any proponent having a local agent who is a bona fide resident of the town is considered to be local.

**Governing law:** All contracts entered into by the town shall be governed by the laws of the State of New Hampshire.

By signing below, you certify the rates proposed and you have a full understanding of the project as proposed and outlined in the summary of work and the project's timeline.

Name and Title of Authorized Signatory:

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Sealed Proposals should be mailed to:**

**Town Administrators Office  
818 First New Hampshire Turnpike  
Northwood, NH 03261**

**The deadline to submit a proposal is Thursday, February 23, 2023, at 1:00 p.m.** All proposal submittals will be considered public documents under NH RSA 91-A. The criteria for selection will be primarily based on experience, cost, and the quality of the proposal in the multiple engineering disciplines encompassed in the scope of service.

The Town of Northwood assumes no responsibility for any costs associated with the preparation of proposals or participation in the selection process in response to this RFP.

A pre-bid meeting will be held on Monday February 6<sup>th</sup>, 2023, at 9:00am at the Public Works garage adjacent to the transfer station on Town Works Way.

Questions or concerns about this Request for Proposals should be addressed in writing to Walter Johnson, Town Administrator at the address above or by e-mail at: [wjohnson@northwoodnh.org](mailto:wjohnson@northwoodnh.org) .

TOWN OF NORTHWOOD, NEW HAMPSHIRE  
LAWN CARE & GROUNDS MAINTENANCE PROPOSAL

Name of Contractor / Vendor:

\_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Per Hour Rate for care and maintenance of Town-owned land and parks for the 2023 season:

\_\_\_\_\_

Per Mow / Per Clean-up Cost (Attach Sheet if necessary):

Cemeteries \$ \_\_\_\_\_, Town Properties \$ \_\_\_\_\_

Rt 4 Athletic Fields \$ \_\_\_\_\_, Bow Lake Rd Athletic Field \$ \_\_\_\_\_

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Lump Sum, Seasonal Cost:

Cemeteries \$ \_\_\_\_\_, Town Properties \$ \_\_\_\_\_

Rt 4 Athletic Fields \$ \_\_\_\_\_, Bow Lake Rd Athletic Field \$ \_\_\_\_\_

Properties the Contractor / Vendor IS NOT including in this proposal:

\_\_\_\_\_

Equipment to be used for this project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A certificate of the required insurances must be attached to all proposals.

# Town of Northwood

## Mowing RFP 2023 Attachment

### Cemetery List

The following Town cemeteries are to be included in the bid proposal along with all other Town properties.

Ridge Cemetery

Harvey Lake Cemetery

Canterbury Cemetery

Fairview Cemetery

East Northwood Cemetery

Pine Grove Cemetery

Special Maintenance:

- Pathways and public ways will be mowed as part of the general mowing of the cemeteries.
- The field area in Pine Grove will be mowed 5 times per season.
- Spring cleanup to include raking all grass areas between the cemetery and the road. All lawn edges will be raked or swept free of sand and debris.
- Fall cleanup will be done after trees have shed their leaves.

**Town use only**

Committee Acceptance of Proposal

Selectmen Acceptance of Proposal

\_\_\_\_\_  
Hal Kreider Date

\_\_\_\_\_  
Beth Boudreau Date

\_\_\_\_\_  
Matt Frye Date

\_\_\_\_\_  
Pam Sanderson Date

\_\_\_\_\_  
Tim Colby Date