TOWN OF NEWTON, NH
GROUNDS MAINTENANCE BID PROPOSAL 2021 - 2023

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, SAFETY COMPLEX 8 Merrimac Road 5.5 Acres, TOWN BEACH 13 Wenmarks Road 9.94 Acres (spring and fall cleanup only), GREENIE PARK 32 Heath Street (Specifications at the end of this document)

MAINTENANCE PARAMETERS: **Each location requires different applications.**

1. **Spring Clean Up:** Completed in early spring, but no later than May 1st each year. Initial mowing, fertilizer application, and leaf clean-up. Pruning or tree trimming to be completed according to best management practices. Removal of all debris and where appropriate any remaining sand/salt from walkways and driveways. The Library and Building A at the Safety Complex has areas where bark mulch is needed. Each year provide a cost estimate to repair lawn damage from plowing as needed.

2. **Fall Clean Up:** After leaves have fallen complete leaf clean-up to include final mowing and removal of all debris. Fertilizer application, pruning or tree trimming according to best management practices.

3. **Mowing & Trimming:** Weekly or as-needed mowing of lawn and all lawn areas and bagging as needed, remove clippings from walkways, and trim around all buildings, fences, and obstacles. Weeding of mulch beds / flower beds as needed. This schedule is subject to change on short notice due to weather conditions and/or budgetary constraints. Please base your cost on 24 mowings per site.

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 and must include an escape clause.**

3. **Sealed Bids must be returned to the Selectmen's Office via postal mail no later than *4pm on September 14, 2020*.**

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.**

TOWN BUILDINGS
GROUNDS MAINTENANCE BID PROPOSAL 2021 - 2023

***TOWN HALL* – no mulching, pruning, or trimming in the garden areas located in front and right side of building.**

Spring Clean Up: $_____

Fall Clean Up: $_____

24-Mowing/Trimming: $_____

Total Annual Cost $_____

***GALE LIBRARY* – Thursdays work best. Trimming bushes in front of building and weeding flower beds as needed. Bark mulch needed in 2 small areas as part of spring cleanup.**

Spring Clean Up: $_____

Fall Clean Up: $_____

24-Mowing/Trimming: $_____

Total Annual Cost $_____

***SAFETY COMPLEX* –Includes the area behind the Fire Station. Weeding as needed. Bark mulch in front of Bldg. A.**

Spring Clean Up: $_____

Fall Clean Up: $_____

24-Mowing/Trimming: $_____

Total Annual Cost $_____

***MARSHALL MUSEUM* - Cut back the Bamboo away from the house and barn once a month June, July, August & September.**

Spring Clean Up: $_____

Fall Clean Up: $_____

24-Mowing/Trimming: $_____

Cut bamboo: $_____

Total Annual Cost $_____

***TOWN BEACH* – Spring and Fall clean up. Trimming area once a month June, July, August, & September.**

Spring Clean Up: $_____

Fall Clean Up: $_____

Trimming : $_____

Total Annual Cost $_____

GREENIE PARK
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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 ensure 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 consists of 18 zones 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

3.2 Fertilizing/Weed Control Total Annual Cost $_____

3.2.1 Recommended list of fertilizer, weed and pest control to be applied
3.2.2 Apply fertilizer, weed and pest control per manufacturer's recommendation
3.2.3 Weed control throughout entire grounds
3.2.4 Alteration of the fertilizer program for seeding when necessary
3.2.5 Repairs to fields and seeding when necessary
3.2.6 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 Spring Cleanups Total Annual Cost $_____

3.4.1 Initial mowing and trimming

3.4.2 Removal of all sticks/leaves/debris

3.4.3 Perform de-thatching of all grass areas

3.5 Fall Cleanups Total Annual Cost $_____

3.5.1 Final mowing and trimming

3.5.2 Removal of all sticks/leaves/debris

3.6 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 $_____

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

Contractor Signature: _____ Date: _____