

TOWN OF VASSALBORO - REQUEST FOR BIDS MOWING BID SPECIFICATIONS - 2010

The Vassalboro Board of Selectmen is seeking mowing bids for the 2010 mowing season. The lawn mowing services will be required between May 1st and October 31st. The cemetery mowing will be required between May 1st and September 30th, with one final mowing at the end of October. Bids will be accepted until 11:00 a.m. on Friday, March 26, 2010. Bids should be mailed or delivered to the Vassalboro Town Office, PO Box 129, 682 Main Street, N. Vassalboro, ME 04962. The Selectmen reserve the right to accept or reject any or all bids. The Board also reserves the right to negotiate a price with the successful bidder for early ball field mowing in the event of an early spring. The successful bidder will be required to submit proof of Worker's Compensation Insurance (if applicable) and Liability Insurance with a minimum coverage of \$400,000/\$800,000 naming the Town of Vassalboro as the additional named insured. The insurance coverage must be in effect for the duration of the contract. The contractor will provide names and telephone numbers of business references upon request by the Town.

LAWNS AND FIELDS

The Town of Vassalboro has several properties that require lawn mowing services. Those locations are identified below with mowing specifications. Prior to the mowing season, the Town Public Works Crew will perform any required clean up of downed branches and twigs, leaves, paper, and rocks that have been plowed up onto lawns. Trimming and weed-whacking is required when necessary at all locations. The contractor is expected to provide all necessary labor, equipment, and supplies to fulfill the duties of the contract. With the exception of the recreation playing fields which require more frequent and fine mowing, the contractor should schedule the mowing frequently enough to avoid grass length longer than three inches and to avoid excessive clippings and wind rows. The contractor will be responsible for removing all excessive clippings and wind rows. In areas that allow and are reasonable, the direction of mowing pattern will be alternated on subsequent mowing. All prospective bidders are encouraged to view the locations listed below to determine the scope of the work before bid submission. For directions to any of the sites listed, call Public Works Director Gene Field at 923-3985.

Specifications for mowing locations:

1. **Recreation Fields (Bog Road)** – The Recreation Department requests that mowing be performed at least every five (5) calendar days during the peak growing season through mid-July to avoid problems with playing conditions. Most of the field activity is Monday through Thursday. Weed-trimming around the facilities (building, dugouts, fences, etc.) is required every couple of weeks, or as needed. The drainage ditches behind Waceken Field and next to Pulver Field will also require frequent weed-trimming to allow retrieval of foul balls. In the event of an extremely wet spring and poor mowing conditions, contractors are requested to mow the playing fields, and “catch up” the other mowing work when the fields drain enough to allow mowing access. Requested mowing times for the recreation fields are Monday through Friday with the front field (closest to the road) being completed by 2:30 p.m. to avoid scheduling conflicts with the school practice sessions. Mowing of the new multi-use field created in 2009 is included in this RFP. The town reserves the right to negotiate an additional price with the contractor for fertilizing areas of the fields where grass growth has not prospered.

2. **Public Works Garage (Bog Road)** – Lawns on all sides of the Public Works building requires mowing and trimming. The roadside front lawn on either side of the entrance gate also requires mowing and trimming. Also, the strip of grass on the edge of the parking lot behind the fuel tank and leading to the salt shed requires mowing.
3. **Town Office (682 Main Street)** – All of the lawn area from the Route #32 roadside, along both sides of the driveway to the back side of the Town Office parking lot to the tree line, needs to be mowed. Weed-trimming (or weed pulling if preferred) around the buildings, the back side of the town office shrub bed (to remove milkweed and weed growth), roadside sign, trees, and fixtures will be required.
4. **North Vassalboro Fire Station (Main Street)** – Mowing and trimming is required around all sides of the fire station to the roadside and all fixtures on the property.
5. **Riverside Fire Station (Rt. 201)** - Mowing and trimming is required around all sides of the fire station to the roadside and all fixtures on the property.
6. **Webber Pond boat launch and park area** – Occasional pickup of litter may be required before mowing. Mowing and trimming is required for the grass area between the dam and the boat launch. Mowing and trimming will also be required from time to time around the back end and the perimeter of the parking lot, and the sides of the boat ramp.

CEMETERIES

The Town of Vassalboro has sixteen (16) cemeteries in town that are currently maintained; not all of which require regular mowing. All locations are identified on the enclosed map and listed below with mowing frequency expectations. Prior to the mowing season, the Town Public Works Crew, along with a work party from the County Jail, will perform any required clean up of downed branches and twigs, leaves, paper, small debris, and rocks that have been plowed up onto lawns. Coordination for the location of the start of the contractor's work for cemetery mowing will need to be arranged with Public Works Director Gene Field and is directly related to the work accomplished by the jail work party that is scheduled for the weeks of April 26th-May 7th. Trimming and weed-whacking is required when necessary at all locations. Damages to the stones caused by the maintenance duties of the contractor will be the responsibility of the contractor to repair. The contractor is expected to provide all necessary labor, equipment, and supplies to fulfill the duties of the contract. The contractor should schedule the mowing to obtain pristine conditions in the cemeteries for Memorial Day Weekend (May 29th - May 31st) when families expect to find the cemeteries well cared for when they visit the graves of their loved ones. The remainder of the season, and for the cemeteries listed below that require frequent mowing, the contractor should schedule mowing frequently enough to avoid grass length longer than three inches and to avoid excessive clippings and wind rows. The contractor will be responsible for removing all excessive clippings and wind rows. In areas that allow and are reasonable, the direction of mowing pattern will be alternated on subsequent mowing. All prospective bidders are encouraged to view the locations listed below to determine the scope of the work before bid submission. For directions to any of the sites listed, call Public Works Director Gene Field at 923-3985.

Cemetery locations that require a minimum of weekly mowing:

1. **Union Cemetery** – located on Old Route #201 (Holman Day Road)
2. **Maple Grove Cemetery** – located near Riverside School on the Webber Pond Road
3. **Cross Hill Cemetery** – located on Cross Hill Road
4. **Center Vassalboro Baptist Cemeteries (2)** – located off the Cross Hill Road
5. **East Vassalboro Methodist Cemetery** – located on the Bog Road
6. **East Vassalboro Friends Cemetery** – located on the South Stanley Hill Road

7. North Vassalboro Village Cemetery – located on the Cemetery Street

Cemetery locations that require a minimum of mowing every two weeks:

1. **Nichols Cemetery** – located on the Oak Grove Road.
2. **Nelson Road Cemetery** – located on the Nelson Road.

Cemetery locations that require a minimum of monthly mowing:

1. **Oak Grove Cemetery** – located on the Oak Grove Road
2. **Whitehouse Cemetery** – located on Whitehouse Road
3. **Webber Pond Road Cemeteries (2)** – located side-by-side on Webber Pond Road
4. **Williams Cemetery** – located on Stanley Hill Road
5. **Farwell Cemetery** – located on Route #201, Riverside, bordering Brown's property
6. **Bragg Cemetery** – located on the Oak Grove Road across the stream from Ladd Mill

Cemetery locations that require a minimum of mowing or trimming three times a season (Memorial, July 4th, and September)

1. **Doe Cemetery** – located on Route #201 on the Blount property.

Contractor must provide proof of liability insurance and worker's compensation insurance that meets the requirements listed above. Contractor must be willing to sign an agreement/contract with the Town of Vassalboro, and fulfill all requirements of the contract.

If either the Contractor or the Town desires to end the contract prior to the scheduled expiration date, a ten (10) day notice shall be provided to the other party and payment will be prorated to pay the contractor for the work performed up to the date of cancellation.

Bids are to be submitted on the attached bid form provided, sealed in an envelope, and clearly marked "Mowing Bid" and should include all necessary contact information on the bid. Bids must be received no later than 11:00 a.m. on Friday, March 26, 2010 at the Vassalboro Town Office, PO Box 129, 682 Main Street, N. Vassalboro, ME 04962 when they will be opened publicly and read aloud. Bids will be evaluated based on a combination of price, experience, and references. The bid is expected to be awarded at the Selectmen's meeting to be held on April 1st at 7:00 p.m. at the Town Office. The Board of Selectmen reserves the right to reject any or all bids and/or choose the bid or bids most advantageous to the Town.

For more information, contact Town Manager Mary Sabins at 872-2826 on Monday through Thursday from 8:00 a.m. to 5:00 p.m.; Friday until noon. Alternate contact is Public Works Director Gene Field at 923-3985 from 7:00 a.m. to 3:00 p.m. on Monday through Friday.

**Town of Vassalboro, Maine
Bid Form – Lawn Mowing Bid**

Company Name: _____

Company Address: _____

Contact Person: _____

Title: _____

Telephone: _____

I have read the Request for Bid – Mowing Bid Specifications and my company submits the following bid prices for the 2010 mowing season:

Lawn mowing only \$ _____

Cemetery mowing only \$ _____

Both Lawn and Cemetery mowing \$ _____

I agree to accept payment for this contract in six equal monthly installments beginning with the month of May and ending in the month of October. These payments will be made timely with the Town's accounts payable warrants.

If my company is selected as the winning bidder, we have or can obtain the necessary personnel and equipment to perform all of the tasks specified and required in the lawn mowing bid specifications. The mowing equipment will be in good condition with blades sharpened to insure a neat, clean cut. My company can provide written proof of liability and worker's compensation insurance (if applicable) to the Town before the start of the work.

I agree to mow the lawns as specified with the following modifications (if any): _____

Our Company warranty: _____

Date: _____

Signed: _____

Printed name: _____

Title: _____

Bids must be submitted on this bid form and returned to the Vassalboro Town Office in an envelope marked "Lawn Mowing Bid" by Friday, March 26th at 11:00 a.m., when bids will be opened and read publicly. The winning bid will be awarded at a later time after evaluation of all bids received. The mailing address for the Town Office is: Vassalboro Town Office, PO Box 129, No. Vassalboro, ME 04962. The physical address to drop off a bid is 682 Main Street, North Vassalboro across the street from the North Vassalboro Fire Station.