

**Town of Campton
Request for Proposal
Mowing and Landscaping Services at Municipal Buildings**

PURPOSE OF REQUEST

The Town of Campton, NH (the “Town”) seeks proposals for lawn and yard care services for a period from May 2019 – November 2019.

The proposal must include all labor, materials, equipment, and tools necessary to perform the services described in the proposal.

INSTRUCTIONS TO CONTRACTORS

All proposals must be addressed to:

Carina Park, Town Administrator
Town of Campton
12 Gearty Way
Campton NH 03833
603-726-3223 ext. 101

All proposals must be in a sealed envelope and clearly marked “**Sealed Bid – Mowing and Landscaping Services**”. The name and address of the proposing business must be shown on the face of the envelope.

All proposals must be received by 4:00 pm on April 29, 2019. Six (6) copies of the proposal must be enclosed in the sealed envelope. All proposals will be opened at the Selectmen’s meeting at 4:45pm on April 29, 2019. No facsimile, electronic, or telephone proposals will be accepted. Proposers are cautioned that failure to comply may result in non-acceptance of the offer.

Proposals should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy requirements of the request. Special bindings, colored displays, promotional materials, etc. are not desired. Emphasis should be on clarity and completeness of information provided.

General Town Properties

Services to be performed at the following Town properties:

Town Office/Police Department, Town Clerk/Tax Collectors Office, Fire Department and Highway Shed.

MOWING/TRIMMING

1. Mow all lawn areas with mulching mowers. Grass to be cut between 2 and 3 inches.
2. Trim around trees, beds and any area not accessed by mowers with string trimmers.
3. Edge all sidewalks, driveways and curbs if applicable.
4. Blow off any resulting debris from all hard surfaces.
5. Pick up all debris, rubbish and yard waste; remove from property and dispose of properly.
6. Mowing and trimming to be done every 7-10 days from May to July; every 10-14 days July to November, or as needed.

SPRING CLEAN-UP

Clean-up all properties of branches and leaves. Remove weeds and dead vegetation from flower beds. Fertilize lawn areas. Clean-up to begin April 15th or as soon as the snow is gone.

MULCHING

Mulch all flower beds. Remove weeds as needed.

PRUNING & WEEDING

Prune all shrubs and trees to promote proper growth and shape retention, 1-3 times per season as appropriate for the type of plant. Weed all flower beds throughout the summer as needed.

FALL CLEAN-UP

Fall clean-up of all properties to be done on a weekly basis beginning October 15th to November 30th or until snow cover. Lyme all lawn areas.

ADDITIONAL WORK:

As needed.

General Information

The successful bidder shall:

1. Show evidence of familiarity with work of comparable scope and size;
2. Supply the Town with the Company's qualifications and experience, including a list of references for which it has rendered services during the last five (5) years;
3. Provide a list of all personnel who will be assigned to Campton.
4. The Contractor shall purchase liability and worker's compensation insurance throughout the Contract period. A copy of the insurance certificates must be provided before any work shall begin.

Proposals will be evaluated based on the following criteria:

- Qualifications and experience of the individuals assigned to the contract, and relevant experience in conducting similar services;
- Previous work experience with entities of similar size and region;
- How well the proposal communicates an understanding of the scope of work in the Town of Campton; and
- Cost of services.

The Town of Campton reserves the right to reject any or all proposals or accept the proposal the Town deems to be in its best interest, regardless of the lowest bid 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 consultant of its choice based not solely upon cost alone, but on the qualifications and ability of the consultant 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 respondent in the event a contract cannot be successfully negotiated with the selected firm; and
- Retain products submitted by respondents for its own use at its sole discretion.

Cost Proposal 2019

Mowing/Trimming = \$ _____

Mulch = \$ _____

Fall & Spring Clean-Up = \$ _____

Additional work requested above services outlined = \$ _____ per hr

TOTAL proposed cost for 2019 = \$ _____

By signing below, you certify the costs above and a full understanding of the project as proposed in accord with the scope of work.

Signature _____ Date: _____

