



TOWN OF CAMPTON

Board of Selectmen's Office

INVITATION TO BID

Sealed bid proposals, plainly marked with the "Annual Mowing & Landscaping Services" on the outside of the mailing envelope, addressed to the Town Administrator – 12 Gearty Way, Campton, NH 03223, will be accepted until 4:30 p.m., on March 29, 2021. The bids will be publicly opened and read aloud that evening at the regularly scheduled Board of Selectmen's meeting at 5:30pm.

Bid packages may be obtained by contacting the Town Administrator at the above address or on the Town website www.camptonnh.org. Questions may be addressed to Carina Park at toc.cp@camptonnh.org.

The Town reserves the right to reject any or all bids, to waive technical or legal deficiencies, and to accept any bid that the Town may deem to be in the Town's best interest.

SCOPE OF WORK

The Town of Campton, NH (the "Town") seeks proposals for lawn and yard care services for a period from April 2021 – November 2021.

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

The successful Bidder shall, upon Notice of Award, furnish a Certificate of Insurance showing general liability, automotive, and worker's compensation in the amounts required by this Bid.

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. Mow all lawn areas.

ADDITIONAL WORK

Beebe River Leach Field: Annual Mowing (1x). Trim/Remove any vegetation.

Deer Run Dam: Annual Mowing (1x). Trim/Remove any vegetation.

BID PROPOSAL FORM
FY 2021 Annual Landscaping & Mowing Contract

To the Town of Campton, New Hampshire, herein called the Owner, the undersigned, as Bidder, declares as follows:

1. All interested in the Bid as Principals are named herein.
2. This bid is not made jointly, or in conjunction, cooperation or collusion with any other person, firm, corporation, or other legal entity;
3. No officer, agent or employee of the Owner is directly or indirectly interested in this Bid.
4. The Bidder has carefully read and examined the bid documents and agrees to be bound by the terms and conditions set forth therein;
5. The Bidder understands that the Bidder will supply or perform all labor, services, plant, machinery, apparatus, appliances, tools, supplies and all other activities required by the bid documents in the manner and within the time therein set forth, and that the Bidder will take in full payment therefor the following item prices as set forth below.

Bids are to be submitted on this form, in a sealed envelope, plainly marked on the outside with the Bidder's name and address and the Bid Proposal name as it appears at the top of the Proposal Form.

Owner reserves the right to reject any and all bids and to use good judgment in the determination of fair value. Although price is the main factor, vendors are advised that other factors will also be considered which may result in the award of a contract to a non-lowest price bidder. In the event of a tie, the owner reserves the right to further negotiate terms after bid opening with one or more bidders to determine which vendor offers the best overall value.

**BID PROPOSAL FORM
2021 Cost Proposal**

Mowing/Trimming: \$ _____

Mulch: \$ _____

Fall & Spring Clean-Up: \$ _____

Beebe River Leach Field: \$ _____

Deer Run Dam: \$ _____

Additional work requested above services outlined (per hour) \$ _____

TOTAL proposed cost for 2021 \$ _____

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:** _____

The undersigned certifies under penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this bid document, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals.

Submitted by: _____
(PRINT NAME AND TITLE)

Signature: _____

Date: _____

Company: _____

Address: _____

Town/State/Zip: _____

Telephone: (____) _____ email _____