

Hampton School District
BID PROPOSAL FORM
2014 Mowing Contract

Hampton School District - SAU 90
Hampton, New Hampshire 03842

REQUEST FOR BIDS

The Hampton School District is receiving bids for grass cutting and trimming on school properties for the 2014 growing season.

These properties include:

Hampton Academy
29 Academy Avenue
Hampton, NH

Centre School
53 Winnacunnet Road
Hampton, NH

Marston School & Sidewalk access to Mill Road
4 Marston Way
Hampton, NH

Coffin Pond
Towle Farm Road
Hampton, NH

Instructions to Bidders:

1. Submit bids on the bid form enclosed herein.
2. Specifications are attached.
3. It is **mandatory** that all interested bidders attend the walk-through with Mr. Keith Lessard, Facilities Manager on **Wednesday, March 26, 2014 at 3:00 PM**. Please meet at Centre School 53 Winnacunnet Road, Hampton, NH 03842.
4. If you have any questions or concerns regarding this bid, please contact Mr. Keith Lessard at (603) 926-8708 or klessard@sau90.org.
5. The Contract will, in general, be awarded to the lowest qualified bidder. The Owner, however, reserves the right to reject any and all bids, whether from responsible bidders or otherwise, and to waive any informalities or technicalities deemed to be in the best interest of the Owner.
6. Faxed bids will not be accepted.

Bid Submittal:

Bids shall be submitted on the attached bid proposal form. Please seal the envelope and mark it **HAMPTON LAWN MOWING BID**
Send to:

Hampton School District
SAU 90
6 Marston Way
Hampton, NH 03842

CLOSING DATE:

3:00PM - April 2, 2014

Hampton School District
SPECIFICATIONS

PUBLIC BID OPENING:

Sealed bids will be opened in public immediately following the closing (April 2, 2014 at 3:00 PM) in the SAU 90 conference room, 6 Marston Way, Hampton, NH.

Grass Cutting and Trimming for the 2014 Growing Season

PART 1: Work at the Three School Buildings

I. Cutting and Trimming Schedule

A. Grass shall be cut and trimmed according the following schedule:

Week Of

April	21	Initial Cutting
	28	
May	5	Weekly Cuttings
	12	
	19	
	26	
June	2	
	9	Bi-Weekly Cuttings
	16	
	23	
	30	
July	14	
	28	Weekly Cuttings
Aug.	11	
	18	
	25	
Sept.	1	
	8	Final Cutting
	15	
	22	
	29	
Oct.	6	
	<u>20</u>	Total Cuttings
	23	

B. Extra 4 Cuttings at Hampton Academy Athletic Complex:

Week Of

July	7
	21
Aug	4
Oct.	27

Hampton School District
SPECIFICATIONS

2. Hours of Cutting

Grass cutting, and other operations using powered machinery, may take place only when children are not on the school grounds.

In general, this means cutting may take place during the following periods:

- Morning before school Children 6:00 AM - 7:00 AM
- Evenings – all evening cutting shall not start before 5:00 PM at the three schools
- Saturdays – work may not start before 7:00 AM
- Cutting on Sunday is discouraged to prevent noise nuisances in the neighborhood. If, however, Sunday cutting is necessary, work may not start before 9:00 AM

The Contractor must coordinate cutting at least one day in advance with the Facilities Manager to assure cutting is scheduled when children will not be using the grounds and current weather conditions are favorable for mowing.

The grass shall be cut on approximately the same day each week for each building. In no case will grass be cut sooner than five days after the previous cutting.

3. Cutting and trimming Standards

- a. GRASS HEIGHT: Grass shall be cut to a height of 1 ½ to 2 inches, or as adjusted by the Facility Manager.
- b. If the contractor falls behind schedule and misses a cutting, payment for the missed cutting shall not be requested. Cutting and trimming dates missed shall be rescheduled between the Facilities Manager and the Contractor.
- c. WEATHER CONDITIONS: The Facilities Manager in coordination with the Contractor will review conditions affecting the normal mowing schedule. These conditions may include drought or heavy rain which may result in postponing a schedule cutting. The contractor must coordinate cutting at least one day in advance with the Facilities Manager to assure current weather conditions are favorable for mowing.
- d. All cutting, including slopes and irregular areas, at a particular school shall be accomplished in a single day.
- e. TRIMMING: The contractor shall trim as a part of each cutting. Trimming must be accomplished either same day as the cutting or the following day. Trimming shall be accomplished around all buildings, trees, shrubs, fixed objects, and along all curbs, sidewalk, steps, and places not reached by area mowers. Trimming height shall be the same as the grass cutting height. Trimming must be accomplished in conjunction with the cutting.
- f. The contractor will pick up and remove bottles, trash, sticks, debris, and other objects prior to each cutting. **These items shall not be left in place for the mower to pass over.**
- g. The contractor shall be required to remove/vacuum all grass clippings each time a cutting is accomplished, in order to leave all cut areas in a neat and clean appearance.
- h. All sidewalks and walkways adjacent to mowed areas shall be cleared of grass and debris after each mowing.

4. Areas to be cut

- a. All areas within the property boundaries except for the forested areas are to be cut and trimmed each scheduled date.
- b. The Athletic complex at Hampton Academy consisting of approximately 2.30 acres shall be cut and trimmed by the scheduled dates to total 23. Additionally, the district shall require an extra 4 cuttings of the athletic area. This will total 27 cuttings in the athletic complex at Hampton Academy. The additional 4 cuttings shall be bid as a separate line item on the bid document.

Hampton School District
SPECIFICATIONS

PART II: Work at Coffin Pond Dam

A. Cutting

The contractor shall cut all vegetation between the roadway edge and the pond as often as needed so the vegetation does not exceed four inches in height. Also, cutting shall include vegetation area on other side of pond at and near benches.

B. Periodic Cleanup

At least once each two weeks, the contractor shall pick up and remove bottles, trash, sticks, debris, and other objects from the area between the road and the pond.

PART III: Other

A. Safety

SAFETY IS PARAMOUNT The contractor shall keep equipment in proper, safe operating condition and shall use guards and shields provides with the equipment. Equipment shall be operated in a safe manner with emphasis on not causing objects to be thrown by spinning blades. Under no circumstances shall the contractor operate equipment if people are in the general area so that they could be injured by an object thrown by the equipment.

B. Equipment

It shall be the responsibility of bidding contract companies to provide a listing of grass cutting equipment owned and serviceable that demonstrates the capability of cutting, trimming, and vacuuming all serviced areas.

C. Insurance

1. General Liability and Automobile. The contractor shall provide a Certificate of Insurance in the sum of not less than \$1,000,000
2. Workers' Compensation. In the event the contractor performs services with one or more employees (other than the owner), the contractor shall provide a Certificate of Insurance showing statutory limit coverage is in place.
3. The certificates shall make the Hampton School District an additional insured.
4. Certificates shall be presented to the school district before date of initial cutting.

D. Special conditions

Qualified bidders must have an operational facility within a 30 mile radius of Hampton New Hampshire. The Hampton School Campuses are non-smoking areas.

E. Payment

The contractor **must** submit to the SAU Office an invoice at the **end of each month** for services provided. The invoice must indicate dates of service and service performed.

Hampton School District
BID PROPOSAL FORM
2014 Mowing Contract

Name of Bidder _____

TO: Hampton School District
SAU 90, 6 Marston Way
Hampton, NH 03842

I agree to perform services as per the Specifications for the following sums:

ITEM

- | | |
|--|-----------------|
| 1. Pre-season raking and clean up
At the 3 buildings (one time) | \$ _____ |
| 2. Cutting and trimming at the
3 buildings (23 cuttings)
(Price per cutting \$ _____) | \$ _____ |
| 3. Cutting and clean up at Coffin
Pond (throughout summer) | \$ _____ |
| 4. Additional athletic field cutting
and trimming, (4 cuttings)
(Price per cutting \$ _____) | \$ _____ |
| TOTAL CONTRACT PRICE | \$ _____ |

SIGN HERE:

NAME (Print or Type)

Company Name

Phone Number

Email Address

Date

Signature

Note: By signing above, the bidder understands if awarded a contract the bidder must furnish certificates of insurance for Workers' Compensation Insurance and General Liability Insurance.