

**Town of Scarborough**  
Request for Proposal

**Bid # 0062006/MOWING SERVICES**

Sealed bids for furnishing Roadside Mowing Services as specified below, in the attached General Specifications, Work Specifications, and Proposal will be received by the Town Purchasing Agent, Town Hall, 259 US Route One, Scarborough, Maine until 11:00 A.M., Thursday, March 16<sup>th</sup>, 2006 at which time they will be publicly opened.

Bids shall be submitted on the attached form in sealed envelopes, plainly marked "Bid #0062006 for Roadside Mowing Services" and shall be addressed to the Purchasing Agent at the above address.

Questions regarding the work specifications may be directed to Keith Matherne, Purchasing Agent.

With your bid, you must submit proof from the Secretary of State's office that your foreign corporation, limited liability Company, limited partnership and or limited liability partnership is qualified (to do business) in the State of Maine.

The term of the contract resulting from this bid shall be for one season. By mutual consent of the Town and the contractor, it may be extended for additional seasons up to a total of three seasons at the same prices, terms, and conditions.

Bidders shall submit with their bid a list of equipment to be used by them for this contract. Bidders shall also submit references with names and telephone numbers of accounts which would demonstrate the bidder's ability to handle a contract of this type. Mowing is to be performed on a today cycle or less. Spring time mowing to be performed as needed.

The Town reserves the right to choose more than one contractor or to accept a "Lump Sum Bid".

It is the custom of the Town of Scarborough to pay its bills within 30 days following delivery of and receipt of bills for all work covered by the contract. In submitting bids under attached specifications bidders should take into consideration all discounts, both trade and time, allowed in accordance with the above payment policy. All bidders should quote net prices, therefore, exclusive of all Federal Excise Taxes.

The Town of Scarborough reserves the right to waive all informalities in bids, to accept any bid or any portion thereof, or to reject any or all bids should it be deemed in its best interest to do so. Except as otherwise required by law or as specifically

provided to the contrary herein, the award of this bid shall be governed by the Town of Scarborough's purchasing ordinance.

All waste material shall be removed from the site prior to mowing and the area left clean upon completion of work. Any equipment or building structure damaged by successful bidder shall be repaired or replaced to the satisfaction of the owner.

Any item of material, equipment or labor not mentioned in these specifications, but which is required to complete specified project, must be included in the bid by the bidder.

All work to be furnished to the Town shall be performed with equipment, methods, and use of personnel in conformance with the pertinent Occupational Safety and Health Act Requirements of the State of Maine.

All permits and licenses necessary for the prosecution of the work shall be secured and paid by the bidder.

The Town reserves the right to schedule mowing either more or less frequently as provided herein depending on growing condition.

All mowing will be done in accordance with the State and local regulations – (i.e. hour's operation, noise, etc.)

Repeated violation of any of these specifications will constitute grounds for termination of the contract.

The Town reserves the right to add or subtract areas to the contract. If additions are made, the price will be negotiated between the Town and the successful bidder.

Keith L. Matherne  
Purchasing Agent  
(207)730-4089  
kmathern@ci.scarborough.me.us

### **GENERAL SPECIFICATIONS**

1. Any bid may be withdrawn prior to the scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered. No bidder may withdraw a bid within sixty days after the actual date of the opening thereof.
2. The successful bidder will be required to sign a standard Town contract.
3. The successful bidder shall agree to save the Town harmless from all losses, costs or damages caused by his acts or those of his agents and will provide a certificate of insurance for Public Liability and Automobile Liability coverage in the amount of not less than \$1,000,000.00 combined single limit for personal or bodily injury, death and property damage, protecting the contractor and the Town from all such claims, and Worker's Compensation Insurance. The Town disclaims any and all responsibility for injury to contractors, their agents or others while examining the job site or at any other time.
4. Before submitting proposals, bidders are required to visit the job site, and review the aerial photographs provided for the purpose of familiarizing themselves with all existing conditions and take their own measurements, etc.
5. The successful bidder shall furnish all labor, materials, and equipment necessary to do this work as specified in a workmanlike and orderly manner and all work shall be performed in accordance with the best trade practice.
6. All waste material shall be removed from the site and area left clean upon completion of work. Any equipment or building structure damaged by successful bidder shall be repaired or replaced to the satisfaction of the owner.
7. Any item of material, equipment or labor not mentioned in these specifications, but which is required to complete specified project, must be included in the bid by the bidder.
8. All work to be furnished to the Town shall be performed with equipment, methods, and use of personnel in conformance with the pertinent Occupational Safety and Health Act Requirements of the State of Maine.
9. Bidders must submit their bid on the attached proposal form and all information must be filled in before bid can be considered for award.
10. All permits and licenses necessary for the prosecution of the work shall be secured and paid by the bidder.

## Town of Scarborough

Public Works Department  
20 Washington Avenue  
Scarborough, ME 04074

SPECIFICATIONS FOR  
CONTRACT MOWING SERVICES

It is the intent of the Town of Scarborough to purchase Contract Services for mowing of small Town parcels. Services include removal of litter, mowing and trimming contracted locations according to the schedule attached.

## 1. General Mowing

All locations will be mowed at intervals determined by the Town. (See area list) Mowing intervals may vary due to weather conditions or special events. The mowing season is schedules from approximately April through October.

- a. Grass shall be mowed to a height of 2 ½”.
- b. With each mowing, all edges will be left neat and trim. Use of herbicides to facilitate trimming may be allowed, but only with the Town's prior approval.
- c. Care shall be taken to avoid marring of trees, shrubbery and other vegetation by equipment.
- d. Removal of all litter and debris is required prior to each mowing. Bagging of such debris during mowing operations is acceptable. Under no circumstances will mowing debris be left on the property.
- e. All clippings must be cleared off all sidewalks, driveways, streets, etc. Clippings on lawn areas must be adequately dispersed so as to leave a neat appearance.
- f. The Town requires that on a weekly basis the contractor deliver a completed work schedule to the Public Works Department, 20 Washington Avenue.
- g. The Town reserves the right to schedule mowing for special events in addition to normal scheduling – i.e. Memorial Day, July 4<sup>th</sup>, and on special events.
- h. The Town reserves the right to schedule mowing either more or less frequently as provided herein depending on growing conditions.
- i. All mowing will be done in accordance with the State and local regulations – (i.e. hours of operation, noise, etc.)
- j. Repeated violations of any of these specifications will constitute grounds for termination of the contract.
- k. The Town reserves the right to add or subtract areas to the contract. If additions are made, the price will be negotiated between the Town and the successful bidder.

**PROPOSAL SHEET FOR  
CONTRACT MOWING SERVICES**

The UNDERSIGNED hereby proposes to furnish Mowing Services to the Town of Scarborough, Maine, in accordance with the attached Request for Proposal and General Specifications and Mowing Specifications, all dated March 3<sup>rd</sup>, 2006 and at the following price. Aerial Photographs of each site have also been provided:

	Location	Site Description	Location Specifics	Estimated number of mowings	Cost per mowing	Total Cost of Mowing
1	Dunstan Cemetery	Cemetery Lawn	Route One	20		
2	Harlow Street	Traffic Island	Harlow St. @ Route One	20		
3	Dunstan Landing Rd @ Pine Point Road	Traffic Island	Dunstan Landing	20		
4	Dunstan Landing Road	Roadside	Head of Dunstan Landing Road	20		
5	Eastern Trail	Area around Parking Lot	Pine Point Road	20		
6	Seavey Landing Road	Park	End of Seavey Landing Road	20		
7	Blue Point Tennis Courts	Area around Courts & Parking Lot	Pine Point Road	20		
8	Pine Point Road	Traffic Islands	Pine Point Road @ East Grand Av	20		
9	Hurd Park	Area around Parking Lot	King Street @ Avenue 5 EXT	20		
10	Hurd Park	Over Flow Parking Lot	King Street @ Avenue 5	20		
11	Pine Point Co-Op	Islands	@ The End of Street	20		
12	Old Info Center	Roadside	Rt. 1 across from Anjon's Restaurant	20		
13	Route One	Roadside Islands	Rt. 1 @ Perry's Gulf	20		
14	Route One and Lincoln Road	Roadside & Guard rails	Across from Irving, down Lincoln Rd to 1 <sup>st</sup> building on rt.	20		
15	Haigis Parkway	Roadside	Haigis Parkway @ Rt.1 North Side	20		
16	Route One	Roadside	Tim Horton's to Big 20 Lanes	20		
17	Route One	Roadside & Guard rail	Rt. 1 by Millbrook Motel	20		

18	Route One	Roadside & Guard rail	Across from Millbrook Rd	20		
19	Route One	Roadside	Rt.1 @ Maine Veterans Home	20		
20	Route One	Roadside	South of Sawyer Road	20		
21	Route One Park	Park	Bette's Park	20		
22	Route One	Roadside	Oak Hill Mobil to Hannaford Dr.	20		
23	Route One @ Green Acres Lane	Large Island	Green Acres Lane and Unknown St	20		
24	Green Acres Lane	Traffic Island	Green Acres Lane and 1 <sup>st</sup> Ave	20		
25	Pleasant Hill Road	Roadside	Pleasant Hill @ Rt.1 Southside	20		
26	Pleasant Hill Road	Roadside	Pleasant Hill @ Rt.1 North side	20		
27	Black Point Road	Park	Black Point Rd @ Old County Rd	20		
28	Clay Pits Road	Parking Lot Island	End of Clay Pits Road	20		
29	Clay Pits Road	Area across from Parking Lot	End of Clay Pits Road	20		
30	Clay Pits Road	Area behind Parking lot	End of Clay Pits Road	20		
31	Spring Street	Traffic Island	Spring St @ Rt.114	20		
32	Rt.114&Rt.22	Roadside	Rt.114 North side	20		
33	Rt.114&Rt.22	Roadside	Rt.114 South side	20		
34	Rt.114&Rt.22	Large traffic island	Rt.114&Rt.22	20		
35	Washington Circle	Lawns in complex	Public Works Garage	20		
36						
37						
38						
39						
40						

**OR, AS AN ALTERNATE BID**

The UNDERSIGNED also submits a TOTAL LUMP SUM BID for all items.

FOR THE TOTAL LUMP SUM PRICE OF \$ \_\_\_\_\_

**REFERENCE LIST**

<u>Company Name</u>	<u>Contact Name</u>	<u>Address</u>	<u>Phone Number</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Signed: \_\_\_\_\_  
(Corporation, Firm or Company)

By: \_\_\_\_\_  
(Officer, Authorized Individual or Owner)

Title: \_\_\_\_\_

Mailing \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Zip Code \_\_\_\_\_ Date \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Note: Bids must bear the handwritten signature of a duly authorized member or employee of the organization making the bid.

March 3<sup>rd</sup>, 2006

Bid#0062006

**TO:** MOWING SERVICES BIDDERS  
**FROM:** KEITH L. MATHERNE, PURCHASING AGENT  
**SUBJECT:** BID AMENDMENT #1/BID #0062006 – MOWING SERVICES  
**DATE:** 3/3/06  
**CC:** MIKE SHAW, PUBLIC WORKS DIRECTOR

---

Dear potential bidder,

As an addendum to Bid #0062006/Mowing Services, we are adding the following to the General Specifications section located on page 3 of the original bid document; Item number 2 shall include the following language:

2. The successful bidder will be required to sign a standard Town contract. The contract shall commence on July 1<sup>st</sup>, 2006 and expire on June 30<sup>th</sup>, 2007.

Please do not hesitate to contact me if you have any questions with this specification amendment.