



## INVITATION TO BID

**BID # 09 - 19**

### FINANCE DEPARTMENT

GREGORY N. L'HEUREUX  
Finance Director

COLLEEN C. SELBERG  
Purchasing Agent

### **LAWNCARE/LANDSCAPE SERVICES FOR WATER RESOURCE PROTECTION**

Sealed bids for furnishing Lawncare Services for Water Resource Protection wastewater treatment plant and wastewater pumping stations as specified below, in the attached General Specifications will be received by the City Purchasing Agent, 25 Cottage Road, South Portland, Maine until 10:00 am, Thursday, July 19th, 2018 at which time they will be publicly opened and read aloud. Proposals received after the above stated date and time will not be considered.

Bids shall be submitted on the attached form in sealed envelopes, plainly marked "Bid #09-19 Lawncare/Landscape Services for Water Resource Protection" and shall be addressed to the Purchasing Agent at the above address.

Questions regarding the specifications should be directed to Paul Collins at 767-7675 or via e-mail: [pcollins@southportland.org](mailto:pcollins@southportland.org). A site visit is recommended.

The term of the contract resulting from this bid shall be for two (2) full seasons (2019, 2020) plus the remainder of the 2018 season (2018 mowing shall be bid as per mowing cost for the remainder of the year). By mutual consent of the City and the contractor, the contract may be extended for an additional 2 seasons at the city's discretion for the same contractual prices, terms, and conditions as well as satisfactory performance of the services provided.

Bidders shall submit at least 3 references with names and telephone numbers of accounts which would demonstrate the bidder's ability to handle a contract of this type. Billing shall be submitted to the City in a timely fashion, once per month, during the lawncare season.

Invoices shall be itemized to document date and services invoiced. Chosen contractor shall be required to provide proof of all necessary insurance including liability and unemployment.

It is the custom of the City of South Portland to pay its bills within 20 to 30 days following delivery of and receipt of bills for all work covered by the contract. All bidders should quote prices exclusive of all Federal Excise Taxes.

The City of South Portland 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 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 City's purchasing ordinance.

Colleen Selberg  
Purchasing Agent  
25 Cottage Road  
South Portland, Maine 04106

**Mailing address: P.O. Box 9422, South Portland, ME. 04116-9422**  
**Telephone (207) 767-3201 Fax (207) 767-7620**

## GENERAL SPECIFICATIONS

### Spring Cleanup:

- 1) Starting in mid-April each season, all lawn damage along pavement within the treatment plant grounds from winter plowing shall be raked out removing stripped sod, stone, and tar debris. Repaired areas shall then be overspread with clean soil and seeded down. Seeding shall be covered for protection and watered at least twice per week until germination following application (weather dependent).
- 2) Contractor will remove all leaves, sticks, and other debris from all agreed upon lawn areas, entrance sign area, all planting beds, and designated tree beds. Hand weed, cultivate, and edge all of the planting beds around the lobby/office area and designated tree beds in preparation for compost application (Approximately 788 sf). Apply an appropriate amount of compost (2" of Earthlife Nutri-mulch or equal) to all planting/tree beds and entrance sign area. Prune plant material as necessary.

### Mowing / Grounds Maintenance:

- 1) Contractor will provide a single yearly service during which they shall remove excessive thatch build-up on all designated lawn areas. The thatching can occur during the month of May or October.
- 2) Provide weekly lawn mowing, trimming, and blowing to maintain a well-kept, consistent appearance of grass height of agreed upon lawn areas (Approximately 2.01 acres). All lawn clippings shall be removed from site and disposed of in full compliance of local, state and federal requirements. Mowing frequency may be influenced by rainfall amounts and growth rate. The contract allows for approximately 20 mowing's per season (May - Oct). (Additional mowing's requested by the City shall be priced at a cost per mowing.)

Mowing shall be conducted to minimize disturbance to mulch beds. Weekly mowing will include cleaning clippings from sidewalks and parking areas and removal of the grass clippings from the site (including incidental removal of light volumes of litter if present on all landscaped areas).

There are periods in the year when grass at the site becomes dormant due to lack of rain. Owner shall be allowed to cancel any week or weeks mowing / trimming / clean-up if owner decides that appearance and condition of lawn do not merit mowing. The owner shall give 24 hour notice of cancellation. Cancelled mowing's will NOT count against total mowing's per year.

Any damage to the grounds at any site (including lawn scalping and rutting from mowers) caused by the contractor shall be restored to owners satisfaction.

- 3) Provide weeding and compost bed refreshing. At least once per month during the mowing season, the contractor will hand weed and freshen compost in planting beds (including entrance sign bed) to maintain a well-kept and visually attractive appearance. This will include the removal of small amounts of trash and debris that may have blown into the beds.

Fall Cleanup:

- 1) To be done in October (weather dependent). Contractor will cut back and/or prune, any perennials/shrubs located within the planting beds as required by species. All plant waste and clippings shall be removed as part of the planting bed cleaning. Contractor will remove leaves, sticks and debris from planting beds as part of the fall cleanup.

Pumping Stations:

The WRP maintains a number of wastewater pumping stations and wishes to include the following locations to the yearly lawn care work. The Pump stations will be mowed as needed to maintain a well-kept appearance. Quote should be for 12 mowings per season.

Gannett Drive Pump Station	310 Gannett Drive
Long Creek Pump Station	463 Westbrook Street
Pearl Street Pump Station	1 Pearl Street
Mechanic Street Pump Station	16 Mechanic Street
West High Pump Station	301 West High
Front Street Pump Station	152 Front Street

**City of South Portland  
WRP Lawncare Services Bid  
Contractor Bid Form**

The UNDERSIGNED having examined the job site, hereby proposes to perform the work, including all labor, materials and equipment necessary to complete the work in a manner satisfactory to the City, in accordance with the attached Invitation to Bid and General Specifications, and at the following completion time and price specified on this page:

Spring Clean-up \$ \_\_\_\_\_

Mowing / Grounds Maintenance Thatching \$ \_\_\_\_\_

Mowing per specs \$ \_\_\_\_\_

Mulch Bed weeding and refreshing \$ \_\_\_\_\_

Fall Clean-up \$ \_\_\_\_\_

Pumping Stations per specs \$ \_\_\_\_\_

Total per season  
(DO NOT include additional mowing(s) in seasonal total)

\$ \_\_\_\_\_

Additional Mowing - Plant (per mowing)

\$ \_\_\_\_\_

Additional Mowing - Pump Stations (per mowing)

\$ \_\_\_\_\_

**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 (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

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