



REQUEST FOR BIDS BID #34-22

LAWN CARE SERVICES FOR BAY VIEW CEMETERY

Sealed bids for providing Lawn Care Services for Bay View Cemetery for the City of South Portland as specified below and in the attached General Specifications will be received by the City Purchasing Agent, 25 Cottage Road, South Portland, Maine until **2:00 PM, Friday, April 29, 2022** at which time they will be publicly opened.

Bids shall be submitted on the attached form, along with any additional information, either electronically to cselberg@southportland.org, or in sealed envelopes plainly marked "Bid #34-22 Lawn care Services" and mailed to the Purchasing Agent, 25 Cottage Street, South Portland, Maine, 04106.

Bids from vendors not registered with the Purchasing Office may be rejected; receipt of this document directly from the City indicates registration. Should a vendor receive this Invitation from a source other than the City, please contact cselberg@southportland.org to ensure that your firm is listed as a vendor for this bid. All bids shall be submitted on the attached form and are to remain open for sixty (60) days after their opening. Bids received after the specified time will not be considered.

Questions regarding the specifications should be directed to Colleen Selberg via e-mail: cselberg@southportland.org, **no later than 12:00 noon on Friday April 22, 2022**. All questions are to be submitted to in writing. Responses that substantially alter this bid will be issued in the form of a written addendum to all registered bid holders. Oral explanations or interpretations given before the award of the contract will not be binding. *Vendors should visit the site prior to submitting a bid, and will certify with their submission that they have seen the site and understand the required services.*

Background

The City acquired the Bay View Cemetery, an active cemetery, in 2021 and has the responsibility to maintain it. City staff is limited in its ability to maintain this resource and is soliciting a company to provide grounds maintenance including spring and fall cleanup, mowing and trimming and minor turf repairs. This work does not include any stone restoration, resetting or replacement. The cemetery is located between 781 Sawyer Street and 130 Parrot Street, South Portland.

Information

The term of the contract resulting from this bid shall be for three years, with an option to renew for an additional two (2) years upon mutual agreement and terms. Services will begin as soon as possible for the 2022 year.

The City of South Portland is exempt from Maine state sales and use taxes on all materials to be incorporated in the work. Said taxes shall not be included in the bid.

The selected vendor will be required to execute a contract with the City. The vendor shall agree to save the City of South Portland harmless from all losses, costs or damages caused by his acts or those of his agents, and, before signing the contract, will produce evidence of Automobile and General Public Liability insurance coverage in the amount of not less than five hundred thousand dollars (\$400,000) per person, one million Dollars (\$500,000) per occurrence for bodily injury, death and property damage, naming the City as an additional insured thereon, and shall also proof of Worker's Compensation Insurance coverage. The

City disclaims any and all responsibility for injury to vendors, their agents, their subcontractors, if any, or to others while examining the job sites or at any other time.

Bidders shall submit at least three references with names and telephone numbers of clients that can speak to the bidder's ability and quality of work.

Invoicing shall be submitted to the City monthly and shall be itemized to document date and services invoiced. It is customary of the City of South Portland to pay its bills within 30 days following delivery of and receipt of invoices.

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 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
City of South Portland

Scope of Work

Contractor shall perform the maintenance, furnish all labor, equipment, and supplies for the grounds maintenance at Bay View Cemetery as specified below. Bid basis is estimated at 22 weekly mowings during summer season, but may vary due to weather conditions. Vendor will invoice the City based on actual work. Award of this bid does not guarantee payment for 22 mowings.

1. Spring cleanup, all debris will be collected, removed, and disposed of from all turf area and around gravesites.
2. In preparation for the Memorial Day holiday, the cemetery will be mowed and trimmed according to the following requirements.
3. The contractor will rake and remove leaves and debris from designated cemeteries and properties beginning the last week of September. Fall clean-up shall be complete prior to Veteran's Day.
4. Grass next to trees, cemetery markers, and any permanent objects, etc., shall be mechanically trimmed to the same height as the mown grass. All grass clippings and debris shall be removed from the streets at the time the cutting takes place. Lawn mower blades shall be clean and kept sharp and well-adjusted to provide a clean cut.
5. Cutting grass too closely (scalping) shall be avoided. Mowing shall be done optimally when the grass is dry, however, mowing wet turf is acceptable. Bagging is not required, and grass clippings may be left on the grass providing no readily visible clumps remain on the grass surface after mowing. A second mowing may be required to recycle the clippings at no cost to the City if they become unsightly.
6. The contractor shall notify the Parks and Recreation Director at the completion of each mowing.
7. String trimming should be done during each mowing. Areas to be trimmed include around each monument and up to the inside of walls and fences.
8. String trimmers with plastic heads and light string are to be used to prevent stone damage.
9. Grass must be blown from all monuments, stones, benches, etc., following mowing/trimming.
10. Fallen monuments shall be left unmoved.
11. Mower shall not be run over the top of fallen monuments.
12. Newly fallen monuments, damage to stones by mowers or discovered vandalism shall be reported to the Parks and Recreation Director immediately.
13. All marker stakes hit by mowers must be reset immediately.

Frequency and Scheduling

Weather permitting, the contractor should try to schedule the lawn mowing and trimming on the same day each week. Contractor must notify the Parks and Recreation Director of their work schedule, to allow for inspection of work, as needed. Frequency of mowing may increase or decrease in dry or wet periods by direction of the Parks and Recreation Director. During the dry period, it may become necessary to skip weekly mowing and/or landscape maintenance in specific areas. It is the responsibility of the contractor to contact the Parks and Recreation Director no later than the Thursday prior to the mowing week to get approval to continue to work. If the contractor deviates from the established mowing schedule, the contractor is required to contact the Parks and Recreation Director at least 24 hours before each day's work begins. The contractor will be notified of special events throughout the year and adjustments may need to be made to accommodate the schedule.

**COMPLETE AND RETURN THIS PAGE
PROPOSAL**

LAWNCARE SERVICES FOR BAY VIEW CEMETERY

The UNDERSIGNED hereby declares that he, she or they are the only person(s), firm or corporation interested in this proposal as principal; that it is made without any connection with any other person(s), firm or corporation submitting a bid for the same.

The UNDERSIGNED hereby declares that they have read and understand all conditions as outlined herein, and that the proposal is made in accordance with same.

The UNDERSIGNED hereby declares that any person(s) employed by the City of South Portland, Maine, who has direct or indirect personal or financial interest in this proposal, or in any profits which may be derived therefrom has been identified and the interest disclosed by separate attachment. Please include in your disclosure any interest which you know of.

This Proposal acknowledges receipt of Addenda #: _____

COMPANY NAME: _____
(Individual, Partnership, Corporation, Joint Venture)

AUTHORIZED SIGNATURE: _____ DATE: _____
(Officer, Auth. Individual, Owner)

PRINT NAME & TITLE:

ADDRESS: _____

TELEPHONE: _____ FAX: _____

FEDERAL TAX I.D. NUMBER:

NOTE: All proposals must bear the handwritten signature of a duly authorized member or employee of the organization making the proposal.

COMPLETE AND RETURN THIS PAGE
Price Proposal

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 of South Portland, in accordance with the attached invitation to bid, general specifications, and at following time and price specified on this page:

Year 1

Annual Spring Clean-Up	\$ _____
Annual Fall Clean-Up	\$ _____
22 Mowings at \$ _____ each,	\$ _____
 Total Year 1	 \$ _____

Year 2

Annual Spring Clean-Up	\$ _____
Annual Fall Clean-Up	\$ _____
22 Mowings at \$ _____ each,	\$ _____
 Total Year 2	 \$ _____

Year 3

Annual Spring Clean-Up	\$ _____
Annual Fall Clean-Up	\$ _____
22 Mowings at \$ _____ each,	\$ _____
 Total Year 3	 \$ _____

GRAND TOTAL FOR ALL THREE YEARS (Award Basis)	\$ _____
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In Words: _____

ATTACH A LIST OF AT LEAST THREE REFERENCES WITH NAMES & TELEPHONE NUMBERS