

Hillsboro-Deering Cooperative School District
78 School Street
Hillsboro, NH 03244-2190

***REQUEST FOR PROPOSALS:
GROUNDS MAINTENANCE SERVICES
LANDSCAPING AND SNOW REMOVAL***

Mandatory Pre-Bid meeting 10:00 AM March 8th, 2023.

Sealed proposals must be submitted no later than 2:00 PM on March 15th, 2023.

Proposals will be publicly opened on March 16th, 2023 at 10:00 AM at the office at SAU #34, Hillsboro-Deering Elementary School, 78 School Street, Hillsboro, NH, 3rd Floor. The contents of all bids will be open to inspection by interested parties, either at the time of bid opening or by appointment thereafter.

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LANDSCAPING AND SNOW REMOVAL

The Hillsboro-Deering Cooperative School Board invites qualified parties to submit sealed proposals for District landscaping and snow removal services.

The Hillsboro-Deering School District, also referred to as the Owner, is a pre-K to Grade 12 public school system serving approximately 1250 students in 3 schools on a single campus, with an alternative high school program on a campus in Deering.

Bids are requested for the landscaping and snow removal of identified areas of the Hillsboro-Deering school campus located at Hillcat Drive, Hillsboro, NH. The School Board reserves the right to select the final contractor which may or may not be made solely on low bid pricing.

I. Requirements And Process

Contractors may pick up specifications at the pre-bid conference on March 8th, 2023 at 10:00 AM at the SAU #34 administration offices, 78 School St., Hillsboro, NH or by request. Contractors must inspect the jobsite and obtain proper specification interpretation.

1. Notice of Award

The contract shall be deemed as having been awarded when the formal notice of acceptance of his proposal has been duly served upon the intended awarded by an authorized officer or agent of the Owner.

2. Start Date

Contract period shall begin on April 1st, 2023, unless otherwise approved by the Owner.

3. Completion Date

The contract period shall end March 31st, 2026, unless otherwise approved by the Owner.

4. Responsibility for Measurements and Quantities

The Bidding Contractors shall be solely responsible for the accuracy of measurements for estimating the material quantities and labor required to satisfy these specifications.

5. Discrepancies and Addenda

Should a Bidder find any discrepancies in the drawings and specifications, or should he/she be in doubt as to their meaning, he/she shall notify the Owner at once who will send a written addendum to all Bidders concerned. Oral instructions or decisions, unless confirmed by Addenda, will not be considered valid, legal, or binding.

No extras will be authorized because of failure of the Contractor to include work called for in the Addenda in his bid.

6. Competency of the Bidder

To enable the Owner to evaluate the competency and financial responsibility of a Contractor, the successful Bidder shall, when requested by the Owner, furnish the following information, which shall be sworn to under oath by him/her or a properly authorized representative of the Bidder:

- a. The address and description of the Bidder's place of business.
- b. The name and/ or Articles of co-partnership or incorporation.
- c. Itemized list of equipment available for use on the project.
- d. A certified or authenticated financial statement, dated within sixty (60) days prior to the opening of bids. The Owner may require that any items of such statement be further verified.
- e. A list of present contracts, including dollar values, percentage of completion and the names of all owners involved.
- f. A list of similar snow removal contracts involving properties of 25 acres or more that have been in place at least 6 years.
- g. A statement regarding any past, present, or pending litigation with an owner.
- h. Such additional information as may be required that will satisfy the Owner that the bidder is adequately prepared in technical experience, or otherwise to fulfill the contract.
- i. Sufficient documents to ensure that the Contractor is in compliance with the Fair Labor Standard Act.

7. Disqualification of the Bidder

Any one or more of the following causes may be considered sufficient for the disqualification of a bidder and the rejection of his bid or bids:

- a. Failure to attend the pre-bid meeting.
- b. Evidence of collusion among bidders.
- c. Lack of responsibility as revealed by either financial, experience or equipment statements, as submitted.
- d. Lack of expertise as shown by past work, and judged from the standpoint of workmanship and performance history.
- e. Uncompleted work under other contracts which, in the judgment of the Owners, might hinder or prevent the prompt completion of additional work if awarded.
- f. Being in arrears on existing contracts, in litigation with an Owner, or having defaulted on a previous contract.

8. Payment

The Contractor shall submit invoices to the Owner for approval and processing of Progress payments as follows:

Monthly payments shall be made beginning May 1st, ending April 1st of the following year.

The final payment will be made after spring clean-up and all other provisions of the contract have been satisfactorily performed.

9. Acknowledgements

In submitting this proposal, the Contractor acknowledges the following:

Acceptance:

The Owner reserves the right to accept or reject any bid for any reason or no reason without recourse by the bidder and to award a contract to the bidder on any basis which the Owner, in its sole and absolute discretion, determined to be in the best interest of the Owner.

II. Timeline

February 22 nd , 2023.....	Release of RFP
March 8 th , 2023.....	Pre-Bid Meeting 10:00AM
March 13 th , 2023.....	Final Addendum (if needed)
March 15 th , 2023.....	Sealed Proposal due by 2:00 PM
March 16 th , 2023.....	Proposals opened at 10:00 AM
March 20 th , 2023.....	School Board approval of proposed contract
April 1 st , 2023.....	Contract period begins
March 31 st , 2026.....	Contract period ends

III. Terms and Conditions

1. General terms and conditions are listed in Appendix A and are considered an integral part of this "Request for Proposals". Please read these terms and conditions carefully.
2. Proposals will be evaluated on the following criteria:
 - a. Extent to which the proposals meet the specifications.
 - b. Evidence that the vendor will be able to provide the services required in a reliable and consistent way throughout the contract period.
 - c. Evidence that the vendor has provided similar services to other school districts in a satisfactory fashion.
 - d. Competitive pricing
3. The school district reserves the right to purchase some or all of the quoted services separately, or place related items into a bid group for the purpose of analyzing proposals and making awards.

IV. Submission and Opening of Proposals

1. Proposals must be submitted in sealed envelopes clearly marked “2023 Landscaping and Snow Removal” no later than 2:00 PM on March 15th, 2023.
2. Proposals may be mailed or hand-delivered to the administrative offices of the Hillsboro-Deering School District. The mailing address is 78 School Street, Hillsboro, NH 03244. The physical address is on the 3rd floor of the Hillsboro-Deering Elementary School located at 78 School Street, Hillsboro, NH. Faxed proposals will not be accepted.

V. Further Information

Requests for further information must be received in writing no later than March 10th, 2023. Such requests may be directed to the attention of James Bailey, Director of Facilities, Hillsboro-Deering Cooperative School District, via mail at 78 School Street, Hillsboro, NH 03244, or via e-mail at jbailey@hdsd.org. Requests will not be accepted orally.

A final addendum will be sent in writing to all interested parties not later than March 13th, 2023, if needed.

2023 LANDSCAPING AND SNOW REMOVAL BID FORM

All bids must conform to the intent of the Bid Specifications and General Conditions listed on the Landscaping and Snow Removal bid request documents.

The proposed contract price for the Landscaping and Snow Removal as per specifications and bid documents is

	Landscaping	Snow Removal
April 1 st , 2023 to March 31 st , 2024:	\$ _____	\$ _____
April 1 st , 2024 to March 31 st , 2025:	\$ _____	\$ _____
April 1 st , 2025 to March 31 st , 2026:	\$ _____	\$ _____

Company Name: _____

Address _____

Printed Name: _____

Signature: _____

Title: _____ Date: _____

Bid to Remain Firm:

The price in this proposal is guaranteed for 30 days or 1 month from the date hereof, and if authorized to proceed within that period, we will agree to complete the work covered by the proposal at said prices.

GOOD FAITH STATEMENT

TO: Hillsboro-Deering Cooperative School Board
78 School Street
Hillsboro, NH 03244-2190

School Board Members:

The undersigned represents that this proposal is made in good faith, without fraud, collusion or connection of any kind with any other bidder for the same work; that he/she has informed him/herself fully in regard to the Specifications for the Landscaping and Snow Removal for the Hillsboro-Deering Cooperative School District, Hillsboro, New Hampshire, and has made his/her own examination and estimates and from them makes this proposal.

The undersigned understands that the Hillsboro-Deering School Board reserves the right to waive any formalities in, to reject any and all bids or any part thereof, and/or accept any bid or part thereof, or to select a bidder whose bid is not the lowest, which it considers to be for the best interest of the Hillsboro-Deering Cooperative School District.

With the above understanding, the undersigned proposes to furnish to the Hillsboro-Deering Cooperative School District landscaping and snow removal services and to comply in all respects with said specifications for the sum or sums stated.

Company: _____

Address: _____

Printed Name: _____

Signature: _____

Title: _____ Date: _____

Appendix A

Scope of work – Landscaping

1. Areas to be maintained are shown on attached plan “Campus Plan” as areas labeled “Athletic Fields,” “Lawn Grass,” and “Field Grass.”
2. Athletic Fields
 - a. Athletic fields are shown on the attached plan in blue.
 - b. Mow fields to include trimming around the fencing and dugouts. Clippings will be removed as needed and mulched if not unsightly. Length of grass not to exceed 3” during the summer and not to exceed 2” during the spring and fall playing seasons.
 - c. Apply herbicide to clay infields, mound(s), base lines, and warning tracks; top dress and level with infield mix as necessary.
 - d. Rake and line fields for game days.
3. Lawn Grass
 - a. Lawn grass is shown on the attached plans in green.
 - b. Mow fields to include trimming around the fencing and dugouts. Clippings will be removed as needed and mulched if not unsightly. Length of grass not to exceed 3”.
 - c. Aerate (two-way aeration) twice per year, spring and fall.
 - d. Seeded two times per year – spring and fall. Seed mix to be a 30% perennial ryegrass, 50% Kentucky bluegrass and 20% fescue. Apply 2 lbs. Seed per 1000 sq. ft. application.
 - e. Top dress with sand/loam mix twice per year and level unevenness.
4. Field Grass
 - a. Field Grass is shown on the attached plan in yellow.
 - b. Field grass should be mowed twice per year paying particular attention to the cutting of all brush and shoots along the wood line.
5. Shrub and Tree Maintenance Specifications
 - a. Azalea and Rhododendron shall be selectively pruned after the blossoms drop and the new growth hardens.
 - b. Coniferous shrubs and trees shall be pruned or sheared in the spring, before the new growth hardens.
 - c. All other shrubs and trees shall be pruned when dormant.
 - d. Azalea, Holly, and Rhododendron shall be fertilized with an acid based, balanced fertilizer once each spring, prior to the plant blooming.
 - e. All other trees and shrubs shall be fertilized with a 10-6-4 once each spring.
6. Plant Bed Maintenance
 - a. Plant beds include flowerbeds, plant beds, unplanted edging beds etc.
 - b. All beds shall be edged by cutting the sod to a depth of 5” and removing all sod and/or noxious plant growth.
 - c. All beds shall be mulched to an average depth of 4” with native softwood bark mulch. This depth is to be maintained at all edges, including curbing or pavement. Mulch shall be added as necessary to maintain this depth and shall be blended with that in place so that there is minimal difference in color.

- d. All beds shall be kept free of weed growth. Particular attention shall be paid to those weeds growing in among and/or entwined with shrubs or bedding plants.
7. Drainage Systems Maintenance Specifications
- a. Drainage systems shall be inspected, and a written report of their condition provided to the Director of Facilities at least annually.
 - b. Swales and ditches shall be cleaned and re-graded whenever they impede the free flow of water.
 - c. Swales that are shallow enough to allow mechanical mowing shall be maintained based on the specification for the area adjacent to it.
 - d. Ditches and deeper swales shall be maintained using the field grass maintenance specification.
 - e. Culverts shall be inspected and kept free of debris at all times.
 - f. Catch basin, manholes, street grates, covers, etc. shall be inspected and kept free of accumulated debris at all times.
 - g. Headwalls, outlets, duct feet, etc. shall be inspected and their condition reported to Owner's Director of Facilities.
8. Other
- a. Watering – Water all areas to ensure proper growth of fields and lawn areas. Times of watering to be adjusted to accommodate athletic practices and events and Town of Hillsboro water commissioners' water conservation requirements.
 - b. Graduation – Contractor will provide extra flowers, plants for bed areas, hanging plants and mulching of bed areas for high school graduation. Contractor may provide a plant allowance for this requirement. The contractor shall pay particular attention to the attractiveness of the grounds for June graduation ceremonies.
 - c. Spring clean-up – Contractor will rake, pick up and clean all athletic fields, lawn grass, field grass, plant beds and walkway areas including areas around dumpsters.
 - d. Clean-up – At least weekly, contractor will clean up debris from parking lots, fields and areas around dumpsters and garbage cans.
 - e. A routine inspection of all fences, poles, signs, railings is required. Documentation for these inspections is to be specifically noted in the daily work log. The contractor may be asked to provide an estimated price for repairs. The District at its sole discretion must approve and assign all repairs.
 - f. All work is to be done in a workmanlike manner presenting no hazards to students, staff, or the public. All contractor's employees and subcontractors must present a professional appearance.
 - g. Logs of daily activities and routine inspections shall be kept and available for inspection upon 1 days' notice. At a minimum, the log shall note the day and date, weather conditions, tasks performed, conditions observed, and results achieved.

Scope of work – Snow Removal

1. Areas to be maintained are shown on attached plan “Campus Plan” as areas in orange and marked “Snow Removal” in the legend.
2. Snow plowing is to start at 1-inch accumulation. All roadways and parking lots are to be kept fully open by no later than 6:00 AM, any day of the week. The contractor must respond during the school day within one (1) hour of any call. All areas are to be plowed to full width, radius of turn, full size of parking areas without noticeable dribble or wind rows of snow.
3. Sanding and salting are required to prevent icing conditions and may require multiple trips during any storm. No rocks over 1 inch are allowed. Parking lots, roadways and walkways are to be kept open and in a safe and passable condition at all times. Entrances and exits from the buildings are to be kept clear of all snow and icy conditions. Access to fuel tanks, propane tanks, flag poles, fire hydrants, and other equipment is to be kept open and clear of all snow at all times.
4. Snow removal is the responsibility of the contractor. Storage on school grounds is the responsibility of the contractor, and all repairs to grounds damaged through snow removal are the responsibility of the snow removal contractor.
5. A routine inspection of all fences, poles, signs, railings is required. Documentation for these inspections is to be specifically noted in the daily work log. The contractor may be asked to provide an estimated price for repairs. The District at its sole discretion must assign all repairs.
6. All work is to be done in a workmanlike manner presenting no hazards to students, staff, or the public. All contractor’s employees and subcontractors must be in uniforms and present a professional appearance.
7. Logs of daily activities and routine inspections shall be kept and available for inspection upon 1 days’ notice. At a minimum, the log shall note the day and date, weather conditions, tasks performed, conditions observed, and results achieved.
8. Spring clean-up – contractor will rake, pick up, clean, repair, and reseed all areas of athletic fields, lawn grass, field grass, plant beds and walkway areas including areas around dumpsters that were damaged during snow removal. All sand/ salt mix is to be removed from walkways, driveways, parking lots, drainage basins, lawns, plant beds etc. at the end of the snow season.
9. Clean-up – At least weekly, contractor will clean parking lots and areas around dumpsters and garbage cans of debris.

General Conditions

1. The Contractor shall provide all labor, materials, equipment and service for the work as specified herein. The Contractor may enter into an agreement to reimburse the district for materials purchased at NH State Contract Pricing.
2. All chemicals, aggregates, topsoil and mulches required for the completion of this contract shall be supplied by the Contractor as part of the contract and shall be stored off-campus in an area under the control of the Contractor. All materials shall meet or exceed industry standard. The Owner reserves the right to sample any materials used by the Contractor or any subcontractors.
3. Contractors shall submit a current license for the application of all chemicals and pesticides used, as required by law or regulation. If a subcontractor is to be used for chemical or pesticide application, then Contractor's name and current licensing shall be submitted to the District.
4. The Contractor shall include in his bid all premium costs necessary because of overtime work that may be necessary for safety reasons.
5. All attachments are part of this specification.
6. Prior to starting work, the Contractor must submit samples of all materials for the Owner's approval. Where the quality of materials is in doubt, the Contractor shall provide clarification for Owner's review and approval.
7. Use of the Owner's toilet facilities by the Contractor will be permitted, but the Contractor shall comply with all regulations and directions of the Owner. Use of the Owner's cafeteria facilities by the Contractor will not be permitted.
8. Electrical power will be furnished by the Owner for small tools only. The Contractor will furnish all connections to the electrical system. The Contractor shall furnish any temporary lights necessary to the work. At the completion of the work, or when the above connections are no longer required, the Contractor shall remove all connections and leave the facilities in a condition at least as satisfactory as prior to the commencement of his work.
9. All equipment shall be the responsibility of the contractor. All repairs, gas, oil, and breakdowns are the sole responsibility of the contractor. Alternative equipment must be available in case of breakdowns in order to maintain contracted services on a timely basis.
10. All bidders are required to abide by District policies including, but not limited to, the Drug Free Workplace policy and the No Smoking policy.
11. The contractor shall submit for review and record prior to the commencement of work on this contract, the name, address, and 24-hour telephone number of that person whom the contractor deems to be the prime contact person for the contract.
12. The contractor shall provide cellular telephone communications between the Supervisor of Buildings and Grounds or his designee, and the contractor's supervisor on site.
13. The contractor shall report to the Director of Facilities, or other person as designated by the Business Manager. The Director of Facilities shall direct any deviation from these specifications in writing.
14. Because other activities of the Owner will be proceeding at the same time as the work covered by this specification, the Contractor shall cooperate with the Owner's representative to ensure that all contract work progresses in such a manner which does not conflict with the other Owner activities.

