

Hampton School District
BID PROPOSAL FORM

2024 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 2024 growing season.

These properties include:

Hampton Academy
29 Academy Avenue
Hampton, NH

Centre School
53 Winnacunnet Rd.
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 Tuesday, March 26, 2024 at 1:00 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 by email at 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 and send to:

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

Hampton School District
2024 MOWING SPECIFICATIONS

CLOSING DATE:

11:00AM – Tuesday, April 9, 2024

PUBLIC BID OPENING:

Sealed bids will be opened in public immediately following the closing (April 9 at 11:00 AM) in the meeting room at the SAU 90 Office, 6 Marston Way, Hampton, NH.

Grass Cutting and Trimming for the 2024 Growing Season

PART 1: Work at the Three School Buildings

1. Cutting and Trimming Schedule

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

Week Of

April	29	Weekly Cuttings
May	6	
"	13	
"	27	
June	3	
"	10	
"	17	
"	24	
July	8	Bi-Weekly Cuttings
"	22	
Aug	5	
"	19	
"	26	
Sept	2	
"	9	Weekly Cuttings
"	16	
"	23	
"	30	
Oct	7	
"	14	
"	21	
"	<u>22</u>	

22 Total Cuttings

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B. Extra six (6) cuttings at Hampton Academy:

Week Of

July	1
"	15
"	29
Aug	12
"	16
Oct	25

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 any of 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 1½ 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.

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- 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 Hampton Academy will be cut and trimmed according to the scheduled dates. Areas shall be cut and trimmed by the scheduled dates also. This will total 28 cuttings at the Hampton Academy. The additional 6 cuttings shall be bid as a separate line item on the attached bid document.

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 provided 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.

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C. Insurance

1. General Liability and Automobile. The Contractor shall provide a Certificate of Insurance in the sum of not less than \$1,000,000.00
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 90 Office an invoice at the end of each month for services provided. The invoice must indicate dates of service and service performed.

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BID PROPOSAL FORM
2024 Mowing Contract

CLOSING DATE: 11:00AM – April 9, 2024

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. Late/Fall raking and clean up at the 3 buildings (one time) \$ _____
 2. Cutting and trimming at the 3 buildings (22 cuttings)
(Price per cutting \$ _____) \$ _____
 3. Cutting and cleanup at Coffin Pond (throughout summer) \$ _____
 4. Additional Hampton Academy cutting and trimming, (6 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.

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2024 Mowing Contract Extension

Contractor -- vvvvvvvvvvvv

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 (22 cuttings)
(Price per cutting \$ _____) \$ _____
3. Cutting and clean up at Coffin Pond (throughout summer)
4. Additional athletic field cutting and trimming, (6 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 Contractor understands they must furnish certificates of insurance for Workers' Compensation.

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March 2024
Hampton Lawn Mowing

Interested bidders attend the walk-through with Mr. Keith Lessard, Facilities Manager on Tuesday, March 26, 2024 at 1:00 PM. Meeting at Centre School 53 Winnacunnet Road, Hampton, NH, 03842.

Name (Contact)	Company	Email	Phone
1. _____/_____	_____/_____	_____/_____	_____
2. _____/_____	_____/_____	_____/_____	_____
3. _____/_____	_____/_____	_____/_____	_____
4. _____/_____	_____/_____	_____/_____	_____
5. _____/_____	_____/_____	_____/_____	_____
6. _____/_____	_____/_____	_____/_____	_____
7. _____/_____	_____/_____	_____/_____	_____
8. _____/_____	_____/_____	_____/_____	_____
9. _____/_____	_____/_____	_____/_____	_____
10. _____/_____	_____/_____	_____/_____	_____

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11. _____/_____/_____/_____

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12. _____/_____/_____/_____

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13. _____/_____/_____/_____

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14. _____/_____/_____/_____

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