



TOWN OF CAMPTON

Board of Selectmen's Office

INVITATION TO BID

Sealed bid proposals, plainly marked with the “Annual Plowing, Mowing & Landscaping Services” on the outside of the mailing envelope, addressed to the Town Administrator – 12 Gearty Way, Campton, NH 03223, will be accepted until 4:30 p.m., on November 15, 2023. The bids will be publicly opened and read aloud on Thursday November 16th at 2 p.m. The winning bid will be announced on Monday November 20th at the Select Board meeting which starts at 4:30 p.m.

Bid packages may be obtained by contacting the Town Administrator at the above address or on the Town website www.camptonnh.org. Questions may be addressed to Corey Davenport at townadministrator@camptonnh.org.

The Town reserves the right to reject any or all bids, to waive technical or legal deficiencies, and to accept any bid that the Town may deem to be in the Town's best interest.

SCOPE OF WORK

The Town of Campton, NH (the "Town") seeks proposals for snow plowing, lawn and yard care services for a period from November 2023 – November 2025.

The proposal must include all labor, materials, equipment, and tools necessary to perform the services described in the proposal.

The successful Bidder shall, upon Notice of Award, furnish a Certificate of Insurance showing general liability, automotive, and worker's compensation in the amounts required by this Bid.

Services to be performed at the following Town properties:

Landscaping: Town Office/Police Department, Town Clerk/Tax Collectors Office, Fire Department and Highway Shed.

Plowing: Town Office Parking Lot, Historical Society Parking Lot, Conservation Parking Lot (off Route 3), and Lower Fire Station Parking Lot (off Route 175).

MOWING/TRIMMING

1. Mow all lawn areas with mulching mowers. Grass to be cut between 2 and 3 inches.
2. Trim around trees, beds and any area not accessed by mowers with string trimmers.
3. Edge all sidewalks, driveways and curbs if applicable.
4. Blow off any resulting debris from all hard surfaces.
5. Pick up all debris, rubbish, and yard waste; remove from property and dispose of properly.
6. Mowing and trimming to be done every 7-10 days from May to July; every 10-14 days July to November, or as needed.

SPRING CLEAN-UP

Clean-up all properties of branches and leaves. Remove weeds and dead vegetation from flower beds. Fertilize lawn areas. Clean-up to begin by April 15th or as soon as the snow is gone in.

MULCHING

Mulch all flower beds. Remove weeds as needed.

PRUNING & WEEDING

Weed all flower beds throughout the summer a minimum of twice per month. The Town may require more frequent weeding as needed. Prune all shrubs and trees to promote proper growth and shape retention, 1-3 times per season as appropriate for the type of plant.

FALL CLEAN-UP

Fall clean-up of all properties to be done on a weekly basis beginning October 15th to November 30th or until snow cover. Lyme all lawn areas.

PARKING LOT PLOWING & SANDING

Parking lots to be plowed: Town Office Parking Lot, Historical Society Parking Lot, Conservation Parking Lot (off Route 3), and Lower Fire Station Parking Lot (off Route 175).

Plowing of all parking lots listed above should be done for any storms of 2" or more. The priority parking lot is the Town Hall Parking lot. This parking lot should be plowed and sanded/salted before 8 AM so that the lot is cleared before the offices are open for business. The remaining lots can be plowed and sanded/salted as time allows. The Town will be responsible for putting salt out on sidewalks and at entry ways.

ADDITIONAL WORK

Sidewalks and Entry Ways: Shoveling and Salt/Sanding. The Town reserves the right to exclude this item and would be responsible for doing this work with its own staff.

Beebe River Leach Field: Annual Mowing (1x). Trim/Remove any vegetation.

Deer Run Dam: Annual Mowing (1x). Trim/Remove any vegetation.

BID PROPOSAL FORM FY 2023-2025 Annual Plowing, Landscaping, & Mowing Contract

To the Town of Campton, New Hampshire, herein called the Owner, the undersigned, as Bidder, declares as follows:

1. All interested in the Bid as Principals are named herein.
2. This bid is not made jointly, or in conjunction, cooperation or collusion with any other person, firm, corporation, or other legal entity;
3. No officer, agent or employee of the Owner is directly or indirectly interested in this Bid.
4. The Bidder has carefully read and examined the bid documents and agrees to be bound by the terms and conditions set forth therein;
5. The Bidder understands that the Bidder will supply or perform all labor, services, plant, machinery, apparatus, appliances, tools, supplies and all other activities required by the bid documents in the manner and within the time therein set forth, and that the Bidder will take in full payment therefor the following item prices as set forth below.

Bids are to be submitted on this form, in a sealed envelope, plainly marked on the outside with the Bidder's name and address and the Bid Proposal name as it appears at the top of the Proposal Form.

Owner reserves the right to reject any and all bids and to use good judgment in the determination of fair value. Although price is the main factor, vendors are advised that other factors will also be considered which may result in the award of a contract to a non-lowest price bidder. In the event of a tie, the owner reserves the right to further negotiate terms after bid opening with one or more bidders to determine which vendor offers the best overall value.

**BID PROPOSAL FORM
2023-2025 Cost Proposal**

Landscaping Cost Proposal

Mowing/Trimming (Cost Per Year): \$ _____

Mulch (Cost Per Year): \$ _____

Pruning & Weeding (Cost Per Year): \$ _____

Fall & Spring Clean-Up (Cost Per Year): \$ _____

Plowing (Cost Per Year): \$ _____

Beebe River Leach Field (Cost Per Year): \$ _____

Deer Run Dam (Cost Per Year): \$ _____

Additional work requested above services outlined (per hour) \$ _____

Total Lanscaping proposed cost (per year) \$ _____

Winter Maintenance Cost Proposal

Plowing (Cost Per Storm): \$ _____

Shoveling & Sand/Salt (Cost Per Storm): \$ _____

Additional work requested above services outlined (per hour) \$ _____

Total Winter Maintenance proposed cost (per storm) \$ _____

By signing below, you certify the costs above and a full understanding of the project as proposed in accord with the scope of work.

Signature: _____ **Date:** _____

If the Town of Campton, as a municipal corporation and governmental entity, fails to appropriate or authorize the payment (by and through its legislative body) of any amounts due and owing under the terms of this Agreement, such an event will be deemed a default. However, the sole remedy for this type of default will be to declare this Agreement terminated. The successful party will not be eligible for any monetary damages in the event

of a non-appropriation by the Town of Campton's legislative body. As a result, the Town of Campton's governing body shall be required, by the terms of this Agreement, to include as well as recommend any and all sums owed from this Agreement as part of any annual budgetary process prior to the submission of this cost item before the Town of Campton's legislative body.

The undersigned certifies under penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this bid document, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals.

Submitted by: _____
(PRINT NAME AND TITLE)

Signature: _____

Date: _____

Company: _____

Address: _____

Town/State/Zip: _____

Telephone: (____) _____ email _____