

**TOWN OF NEWTON**  
**LANDSCAPING MAINTENANCE BID PROPOSAL 2013 & 2014**

**Greenie Park Field Maintenance**

**1.0 Overview**

Greenie Park baseball and softball playing fields as well as other facilities are in need of an overall maintenance program to satisfy the town's programs. It is important that one organization have responsibility for all activities so that they are coordinated, efficient and effective. One measure to insure that the interests of the town and program participants are met is to solicit bids from qualified vendors to carry out necessary Greenie Park and Town Beach facility maintenance.

**2.0 Qualifications**

**2.1 Experience** – At least 5 years of athletic field maintenance

**2.2 Licenses and Training** – All required licenses necessary for fertilization, pest and weed control including, but not limited to Licensed Certified Pesticide Applicator status for all materials and methods required to carry out the contracted work under these requirements.

**2.3 Insurance** – Industry standard insurance coverage as required by the State of NH and the Town of Newton for the contracted work under these requirements.

**3.0 Work Requirements**

**3.1 Irrigation** **Total Annual Cost \$**\_\_\_\_\_

**3.1.1** Irrigation system maintenance for the control electronics, piping and sprinklers including spring start-up and fall shutdown procedures. Fall shutdown procedures to include Concession/Equipment building to protect piping from freezing conditions.

**3.1.2** Open irrigation system for the season

**3.1.3** Test operation and adjust the irrigation timer/controller

**3.1.4** Test and adjust (if applicable) all irrigation heads

**3.1.5** Winterize irrigation system

**3.1.6** Winterize concession stand with non-toxic antifreeze.

**3.1.7** Price does not include any repairs, if needed unless damaged by contractor

**3.1.8** Device or procedure for limiting watering during periods of significant rain

**3.1.9** Document watering protocol (semi-monthly adjustments) under varied conditions

**3.2 Fertilizing/Weed Control** **Total Annual Cost \$**\_\_\_\_\_

**3.2.1** Fertilizing according to written schedule

**3.2.2** Apply fertilizer every six weeks starting in April

**3.2.3** Pest and weed control in grass areas according to written schedule

**3.2.4** Weed control for infield dirt sections of baseball fields

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- 3.2.5 Weed prevention throughout grounds including, but not limited to fence lines
- 3.2.6 Alteration of the fertilizer program for seeding when necessary
- 3.2.7 MSDS Material Safety Data Sheets must be submitted to the Town of Newton per the Written Safety Policy. Safety Policy Contractor Notification Form must be signed and returned to the Selectmen's Office prior to any work performed.

**3.3 Mowing and Trimming at Greenie Park Total Annual Cost \$ \_\_\_\_\_**

- 3.3.1 Cut all fields on Monday and Thursday during playing season, May through July 15<sup>th</sup>, and then 8 times after July 15<sup>th</sup> – **Price per cut \$ \_\_\_\_\_**
- 3.3.2 Adhere to minimum 2.0 to maximum 2.5" cut height during playing season
- 3.3.3 Adjust cut height after July 15<sup>th</sup> as needed
- 3.3.4 Trim weeds as needed in all areas. For example around dugouts, fences, concession stand, basketball court, tennis court and skateboard park
- 3.3.5 All clippings to be bagged and removed from site

**3.4 Management**

Manage all aspects of fields and grounds maintenance as sole responsible party reporting to the Board of Selectmen. Provide timely adjustments to all phases of cutting, trimming, fertilization and weed/pest control treatments due to environmental conditions. Provide recommendations for changes to standard operating procedures. Provide prescribed treatment notice as required. Document program activities at standard intervals (treatment applications)

**Total Annual Cost for Greenie Park \$ \_\_\_\_\_**

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**Town Buildings**

COMPANY NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ CONTACT NAME: \_\_\_\_\_

**LOCATIONS: TOWN HALL 2 Town Hall Road .66 Acres, FIRE DEPARTMENT 35 South Main Street .86 Acres, MUSEUM 5 Wallace Street 5.12 Acres and the GALE LIBRARY 16 South Main Street .48 Acres.**

**MAINTENANCE PARAMETERS:**

1. **Spring Clean Up to include Trimming of Bushes:** Completed in early spring, but no later than May 1<sup>st</sup> each year
2. **Fall Clean Up to include Trimming of Bushes:** After leaves have fallen.
3. **Mowing:** Weekly or as-needed mowing of lawn and all lawn areas and bagging as needed, remove clippings from walkways. This schedule is subject to change on short notice due to weather conditions and/or budgetary constraints.
4. **Trimming:** To be done on the same basis as the mowing.

**BID PROTOCOL:**

1. All bidders must maintain a minimum \$1,000,000 General Liability insurance coverage.  
(A copy of said policy must be provided, with the Town of Newton listed as “Certificate Holder”)
2. A contract will be signed by both parties.
3. Sealed Bids must be returned to the Selectmen’s Office no later than **4 PM on NOVEMBER 6, 2012.**
4. Your bid must be entered in the structure requested on the bid proposal or they will not be considered.

**BILLING PROCEDURE**

1. No payments will be made in advance of services performed.
2. Billing to be submitted after each service. Invoices should be delivered to the Town Hall Selectmen’s Office or mailed to the address shown above.

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**Town Buildings**

COMPANY NAME: \_\_\_\_\_ CONTACT: \_\_\_\_\_ TEL.: \_\_\_\_\_

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

**FOR THE YEAR 2013**

**PRICE EACH INDIVIDUAL SERVICE**

| <u>SERVICE</u>     | <u>FIRE DEPT</u> | <u>TOWN HALL</u> |
|--------------------|------------------|------------------|
| Spring Clean Up:   | \$ _____         | \$ _____         |
| Fall Clean Up:     | \$ _____         | \$ _____         |
| 1-Mowing/Trimming: | \$ _____         | \$ _____         |

| <u>SERVICE</u>     | <u>MUSEUM</u> | <u>GALE LIBRARY</u> |
|--------------------|---------------|---------------------|
| Spring Clean Up:   | \$ _____      | \$ _____            |
| Fall Clean Up:     | \$ _____      | \$ _____            |
| 1-Mowing/Trimming: | \$ _____      | \$ _____            |

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**FOR THE YEAR 2014**

**PRICE EACH INDIVIDUAL SERVICE**

| <u>SERVICE</u>     | <u>FIRE DEPT</u> | <u>TOWN HALL</u> |
|--------------------|------------------|------------------|
| Spring Clean Up:   | \$ _____         | \$ _____         |
| Fall Clean Up:     | \$ _____         | \$ _____         |
| 1-Mowing/Trimming: | \$ _____         | \$ _____         |

| <u>SERVICE</u>      | <u>MUSEUM</u> | <u>GALE LIBRARY</u> |
|---------------------|---------------|---------------------|
| Spring Clean Up:    | \$ _____      | \$ _____            |
| Fall Clean Up:      | \$ _____      | \$ _____            |
| 1- Mowing/Trimming: | \$ _____      | \$ _____            |

AUTHORIZED SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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**Town Buildings**

- BID PROPOSAL MUST BE SUBMITTED NO LATER THAN **4PM on NOVEMBER 6, 2012.**
- PLEASE SUBMIT ORIGINAL PAGES OF PROPOSAL.

SUBMIT SEALED BIDS MARKED "LANDSCAPING MAINTENANCE" TO:

TOWN OF NEWTON  
SELECTMEN'S OFFICE  
P.O. BOX 378 - 2 TOWN HALL ROAD  
NEWTON, NH 03858  
TEL.: 603-382-4405 EXT. 10