

CITY OF CALAIS  
SEALED BID – MOWING & TRIMMING

The City of Calais is accepting sealed bids for mowing and trimming services at various City-owned locations. Bidders must be able to provide proof of insurance and their own equipment. The locations have been combined into three (3) blocks, each of which may be bid separately. For full detail and bid sheets, please contact Robert Seelye, Public Works Director at (207) 454-2763 or [pwdirector@calaismaine.org](mailto:pwdirector@calaismaine.org). or Brad Phillips, City Clerk, at (207) 454-2521, Ext 1000, or [cityclerk@calaismaine.org](mailto:cityclerk@calaismaine.org). Bid sheets may also be found on the City's web site [www.calaismaine.org](http://www.calaismaine.org). Bids must be received in the office of the City Clerk by 12:00 noon on Thursday, May 22, 2025. The Calais City Council may reject any or all bids. The City of Calais is an Equal Opportunity Employer.

**THE CITY OF CALAIS  
11 CHURCH ST  
CALAIS, ME 04619  
PHONE: (207) 454-2521, EXT 1000, FAX: (207) 454-2757**

**I. GENERAL INFORMATION:**

The City of Calais requests proposals to provide mowing and trimming services for various City-owned properties for the 2025 season.

**II. SUBMISSION REQUIREMENTS:**

**A. Bid Opening:** Bids will be opened at City Hall, 11 Church St., Calais, ME 04619

**Closing Date/Time: May 22, 2025, 12:00 NOON.** Bids received after this date and time will not be accepted.

**B. Identification of Bid Envelope:** The bid must be submitted on the Bid Form provided. If additional space is required, please attach a separate sheet. The form must be signed and returned in an envelope that is sealed and clearly identified as **"MOWING/TRIMMING BID"**

**OR BIDS MAY BE FAXED TO:** (207) 454-2757, Attn: Brad Philips, City Clerk. Faxed bids must be completely received by the deadline specified above. You may also send bid via e-mail at [cityclerk@calaismaine.org](mailto:cityclerk@calaismaine.org).

**III. CONTRACT TERMS:**

**A. General terms and conditions:**

- 1. Contract Period:** The term of this contract shall be from June 25, 2025, through October 28, 2025.
- 2. Assignment:** Neither party of the contract shall assign the contract without the written consent of the other, nor shall the Contractor assign any money due or to become due him/her without the previous written consent of the City of Calais.
- 3. Cancellation of Contract:** THE CITY OF CALAIS reserves the right to cancel the contract immediately if the contractor does not conform to the terms and conditions of the bid.
- 4. Method of Award:** THE CITY OF CALAIS reserves the right to reject any or all bids and is not necessarily bound to accept the lowest bid if that bid is contrary to the best interests of THE CITY OF CALAIS. In the case of tie bids, that bid which has been received **first** will be awarded the bid.
- 5. CITY OF CALAIS policies:** All employees, agents, or subcontractors of vendor who enter the CITY OF CALAIS grounds for any reason relating to this contract shall at all times abide by and adhere to all THE CITY OF CALAIS policies relating to sexual harassment and discrimination of all types.

6. **Insurance:** The contractor will be required to provide THE CITY OF CALAIS, prior to beginning services, certificate of insurance evidencing coverage liability insurance. The certificate of insurance must include coverage for property damage and personal injury.
7. **Determination of Most Favorable Bid:** The following factors will be considered in determining the most favorable bid for the participants:
  - A. Bidder's prices
  - B. Ability to meet the requirements of the bid specifications
  - C. Past performance of the bidder
8. **Options:** Awards will be made on a block-by-block basis.
9. **Extension Clause:** THE CITY OF CALAIS may, with the consent of the contractor, extend the contract period beyond the indicated expiration date.

**B. Requirements:**

1. Bidders must be able to work their awarded block(s) on an as needed basis, so as to maintain a neat and tidy appearance.
2. Bidders must provide their own equipment and supplies.

City of Calais  
Mowing

BLOCK 1

Waterfront walkway and Park  
Library  
Flat Iron Park (formally Triangle Park)

After mowing trimming around all signs, rocks and trees is required. Trim along curb line on Union St in front of library. All sidewalks and parking areas must be blown off of grass after mowing and trimming. All branches, sticks and litter must be picked up before mowing. The waterfront area is from the wooden bridge on the walkway behind the Library to Todd Street.

BLOCK 2

Union Street playground (corner Of Union and Carver Streets)  
North Street Public Safety Building  
Milltown Park, Basketball Court, Playground  
Grass Island located at the intersection of North and Baring Streets.  
Rotary

All areas require mowing, trimming around trees, fences inside and out, around rocks and signs. Any branches or sticks as well as litter must be picked up prior to mowing. Sidewalks and parking lots must be blown off after mowing and trimming.

BLOCK 3

Fountain Park (Main Street)  
Union Street Parking lot (beside EMEC)  
City Building area

## Memorial Park

Calais Ave grass strips (between Main St and Washington St.)

Islands in the Lowell St parking lot

Old Kwong Wah lot on North St.

Vacant lot beside exit of City Building onto North Street

After mowing trimming is required around all trees, signs, playground areas, curb lines, block walls, stages, shrubs. Sticks, branches and litter must be picked up prior to mowing. All sidewalks and roadways must be blown off after mowing and trimming.