

TOWN OF GOSHEN
BID REQUEST
LANDSCAPE MAINTENANCE SERVICES

Landscape maintenance and mowing services **April 1, 2021 – December 31, 2023**.
This is a 3-year bid request.

The annual contract period is typically Jan. 1 through Dec. 31. It represents 8 to 9 months of active work starting with Spring Clean-up through the mowing season and ending with Fall Cleanup in November.

The first year contract period will run from Apr. 2021 to Dec. 31, 2021. Subsequent contracts will run from Jan. through Dec. The Town reserves the right to award a single year or a multiple year contract, subject to appropriation. You are encouraged to bid all 3 years.

If you would like to view the properties and/or receive a copy of the scope of services, e-mail Selectboard@goshen-ma.us or call 413-268-8236 ext. 301.

Bid deadline: 2:00 pm April 5, 2021
Bid Opening: 6:00 pm April 5, 2021

- . Due to the pandemic the Offices are closed to the public but public access to bid opening is provided through a telephone conference line. 1-425-436-6380 access code 521601.

Submit by e-mail (selectboard@goshen-ma.us) or US Mail or in person to:

Goshen Select Board
Landscape Maintenance Bid
Goshen Town Offices
40 Main Street
Goshen, MA 01032

All equipment and proof of valid liability insurance are to be furnished by the Bidder.
The Select Board reserves the right to accept or reject any or all bids.

INVITATION FOR BIDS LAWN CARE SERVICE

The Town of Goshen, through its Select Board, invites qualified bidders to submit bids for Landscaping Services. The bids are due April 5, 2021 by 2:00pm. The contract term for this bid begins April 15, 2021 and expires on December 31, 2023.

I. GENERAL INFORMATION AND BID SUBMISSION REQUIREMENTS.

- 1) This invitation to Bid is made in accordance with M.G.L c 30 B and will be accepted by the Town of Goshen Select Board office until 2:00 pm April 5, 2021. The bids will be publically opened at 6:00 pm April 5, 2021, 40 Main Street Goshen, MA. Due to the pandemic the Offices are closed to the public but public access is provided through a telephone conference line. 1-425-436-6380 access code 521601.
- 2) Award date. Award will be made within thirty (30) days after bid opening unless otherwise stated in the specifications or the time for award is extended by mutual consent of all parties. All bids submitted shall be valid for a minimum period of thirty (30) calendar days following the date established for acceptance.
- 3) Bids may be modified, corrected or withdrawn only by written correspondence received by the Town of Goshen prior to the time and date set for the bid opening. Bid modifications may be submitted in a sealed envelope clearly labeled "Modification No. ____" and must reference the original IFB. E-mail is acceptable to selectboard@goshen-ma.us
- 4) After the bid opening, a bidder may not change any provision of the bid in a manner prejudicial to the interests of the Town of Goshen or fair competition. Minor informalities will be waived or the bidder will be allowed to correct them. If a mistake and the intended bid are clearly evident on the face of the bid document, the mistake will be corrected to reflect the intended bid, and the bidder will be notified in writing; the bidder may not withdraw the bid. A bidder may withdraw a bid if a mistake is clearly evident on the face of the bid, but the intended correct bid is not similarly evident.
- 5) The Town of Goshen reserves the right to reject any and all bids and to waive any informality in bids received whenever such rejection or waiver is in its best interest.
- 6) The Town of Goshen will not be responsible for any expenses incurred in preparing and submitting bids. All bids shall become the property of the Town of Goshen
- 7) Responders must be willing to enter into the Town of Goshen's standard form of contract that will include the scope of services description of this IFB.
- 8) The bid, and any subsequent contract for the services, is hereby issued in accordance with applicable Massachusetts General Laws. The selected bidder shall be expected to comply with all applicable state and federal laws in performance of service.
- 9) Bids received prior to the date of opening will be securely kept, unopened. No responsibility will attach to an officer or person for the premature opening of a bid not properly addressed and identified.
- 10) Any bids received after the advertised date and time for opening will be returned to the responder unopened.

- 11) Purchases by the Town of Goshen are exempt from federal, state and municipal sales and/or excise taxes.
- 12) The Tax Compliance Certification and the Certificate of Non-Collusion must be included with the bid response. The bid must be signed by the authorized individual(s).
- 13) Unexpected closures. If, at the time of the scheduled bid opening, Town Offices is closed due to uncontrolled events such as fire, snow, ice, wind or building evacuation, the bid opening will be postponed until 2:00 PM on the next normal business day. Bids will be accepted until that date and time.
- 14) Bidders should be aware that many overnight mailing services do not guarantee service to Goshen

II. SCOPE OF SERVICES. – Spring Clean-Up; Grass Mowing; Fall Clean-up

- **Spring Clean-Up:** Rake and remove leaves, debris, brush, and limbs from all areas in and around fencing or stone walls and buildings. **Work to be completed before Memorial Day.**
- **Fall Clean-Up:** Rake and remove leaves, debris, brush, and limbs from all areas in and around fencing or stone walls and buildings. **Work to be substantially completed by Veterans Day (at least in the Cemetery and Memorial Park) and fully complete in all locations before Thanksgiving.**
- **Grass Mowing** - Typically mowing is necessary more often in the spring and early summer and less in the fall. The mowing will be done as needed to maintain a neat appearance and keep the grass at a reasonable height – approximately 3” - 4”. **It should never be cut so short that it will burn with summer heat.** Each area may differ in what is appropriate due to differences in growing pattern, rainfall, etc.

Areas to be addressed for all services:

- **Goshen Town Offices/Town Hall-** Corner of 42- 40 Main Street and East Street, including the Playground and Ball Field. Mowing and weed whacking next to the buildings, around the mailboxes, and the town sign.
- **Goshen Memorial Park-**Main Street across from the Town Offices. Mowing and weed whacking around the parking lot, including just prior to Memorial Day and Veteran’s Day. Trimming of hedges as necessary.
- **Historical Museum-**13 Main Street. Mowing and trimming of weeds around the building
- **Tilton Ball Field-**39 Wing Hill Road, including the baseball fields should be mowed to allow for recreationally activities, typically 3”. Please confirm with the Recreation Commission (Roger Culver 268-3316) or the Select Board (268-8236 x301) if any questions about height or timing.
- **Goshen Fire Department-**56 Main Street. Mowing and weed whacking around the building and parking lot.

- **Transfer Station-42 Wing Hill Road.** Mowing and weed whacking as needed for neat appearance. To include the area in front of the gate, around the building, and around the inside and outside of the fence. Mowing for the capped sloping area of the landfill is **NOT** included in this specification as it is handled by a specialized mowing service.

- **Goshen Cemetery- Mollison Hill Road**
 - **Mowing and Trimming:** Pick up any litter before mowing. Mow grass to maintain a neat appearance. Special care should be given to just before Memorial Day and Veterans Day to have it looking good for military services.

 - **Note:** Extra care should be taken around cemetery stones .Power mowers can scar and break stone. The types of stone used in older gravestones tend to be softer and more easily damaged than granite. Mow to within 6” of gravestones and tombs, and then use weed whips to trim the remaining area. The use of weed whips is permissible for granite, possibly slate and brick, but ***not*** marble markers. The filament should be no longer than 0.065”. Please do not use any trimmers they can abrade stones (e.g., *Metal hand trimmers*).

 - **Note:** Landscape maintenance personnel will notify the Cemetery Superintendent (Roger Culver) or the Select Board of any issues that may affect public safety (for example, broken or dead tree limbs). Landscape Maintenance Company will assume responsibility for damage to gravestones from their mowers or other equipment.

NOTE:

- Landscaping supplies, tools and equipment necessary for the work described is the responsibility of the bidder.

- Bidder should also indicate an hourly rate at which other landscaping services, in addition to what is described herein may be provided.

Insurance Required:

- (a) Workers' Compensation, covering the obligations of the CONTRACTOR in accordance with applicable Workers' Compensation or Benefits laws.

- (b) Commercial General Liability Insurance on an occurrence basis with a combined single limit of not less than \$1 million. Coverage is to include premises and operations, coverage for liability of subcontractors. The policy shall contain an endorsement stating that the aggregate limits will apply separately to the work being performed under this Agreement.

- (c) Automobile Liability Insurance of not less than \$1 million combined single limit covering owned, hired and non-hired vehicle use.

III. QUALITY REQUIREMENT

1. Bidders must provide all of the services described in Section II, Scope of Services, and comply with all of the bid submission requirements listed in Section I, General Information and Bid Requirements. Bidders must complete sections IV, References, VI. Bid Response Form as well as Sections VII and VIII, Non Collusion and Tax Compliance Certifications.
2. Bidder must have been in the business providing landscape services for a minimum of five (5) years.
3. Contractor agrees to abide by all child labor laws including those that relate to age, hours of employment, and wages.

IV. REFERENCES.

Bidders must provide three references of customers it provided landscaping services for in the last few years. Reference information must include Company or municipality, Contact Person, Phone Number, email and dates of service.

V. BASIS OF COMPENSATION.

Fixed price contract.

VI. BID RESPONSE FORM - LANDSCAPING SERVICES

The undersigned proposes to in the Town of Goshen the contract price specified below for the specifications contained herein.

PROPOSAL I		Goshen Lawn Care Services		Due April 5, 2021 2pm	
BID Sheet		40 Main Street Goshen MA 01032 413-268-8236 ext 302		selectboard@goshen-ma.us	
NAME OF BIDDER:				Email:	
		Calendar Year 2021 (starts April 2021)	Calendar Year (starts Jan 1, 2022)	Calendar year 2023* (starts Jan 1, 2023)	
SCOPE OF WORK:					
<u>SPRING CLEAN-UP</u>					
Museum	Must be completed in time for Memorial Day Festivities				
Town Hall/Town Office					
Fire Station					
Memorial Park					
Tilton Farm Recreation Area					
Goshen Cemetery					
Spring Clean-up Total		\$	\$	\$	
<u>FALL CLEAN-UP</u>					
Museum	Must be substantially complete in time for Veterans Day Festivities Must be Totally Complete by Thanksgiving				
Town Hall/Town Office					
Fire Station					
Memorial Park					
Tilton Farm Recreation Area					
Goshen Cemetery					
Fall Clean-up Total		\$	\$	\$	
<u>MOWING</u>					
Museum (~0.25ac)	Typically mowing is necessary more often in the spring and early summer and less in the fall. The mowing will be done as needed to maintain a neat appearance and keep the grass at a reasonable height – approximately 3” - 4”. It should never be cut so short that it will burn with summer heat.				
Town Hall/Town Office (~1.25ac)					
Fire Station (~0.5ac)					
Memorial Park (~0.17ac)					
Tilton Farm Recreation Area (~2.0ac)					
Goshen Cemetery (~2.35ac)					
MOWING TOTAL		\$	\$	\$	
Total for Proposal:		\$	\$	\$	

Section VI. Continued

Bid amount in numbers for 2021

Bid amount in words for 2021

Bid amount in numbers for 2022

Bid amount in words 2022

Bid amount in numbers for 2023

Bid amount in words 2023

Name of bidder

Telephone Number

FEIN or SSN:

Address, City, State and Zip Code

Bidder's signature:

Date

NOTE: *If the bidder is a corporation, indicate state of incorporation under signature and affix corporate seal; if a partnership, give full names and residential addresses of all partners; if an individual, give residential address if different from business address.*

VII. CERTIFICATE OF NON-COLLUSION

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

Signature of person signing bid or proposal

Date

Please Print Name

Name of Business

VIII. TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Federal Employer ID Number

Name of Corporation

Signature Date

Please Print Name