

TOWN OF HOLLIS

Request for Bids for Mowing and Landscaping for four (4) locations within the Town of Hollis, Maine

The Town of Hollis, Maine is requesting bids for the mowing and landscaping at four (4) locations within the Town of Hollis:

1. Hollis Town Complex (34 Town Farm Road, Hollis, Maine)
2. Hollis Sports Complex (At the intersection of Plains Road and Lower Tarbox Road, Hollis)
3. Clarks Mills Ballfield (Route #35 at the end of Clarks Mills Road, Hollis)
4. Salmon Falls Library (12 Hollis Road, Hollis)

Bids are due no later than 12:00pm on November 24, 2021 at Hollis Town Hall at the address below and should be marked "MLCT Bid."

**Town of Hollis
Attn: Select Board
34 Town Farm Road
Hollis, Maine 04042**

Bid packets are available at Hollis Town Hall, 34 Town Farm Road; on the Town's website www.hollismaine.org or via e-mail at adminsecretary@hollismaine.org. Bids must be sent through U.S. Mail, Express Mail or hand-delivered. Bids are not accepted through e-mail or fax. Proposals received after the deadline will not be accepted. The Town is not liable for any cost incurred by the bidder in connection with the preparation of submission of a proposal. The Town of Hollis, Maine reserves the right to accept any proposal and to reject any and all proposals.

Bids will be opened publicly at the Hollis Select Board meeting on **Wednesday, December 1, 2021, 7:00PM** at the Hollis Community Building. Additional information or clarification can be obtained by contacting the Hollis Select Board at 207-929-8552.

1. Overview: This request seeks bids for a contract with annual renewal option for mowing and landscaping at the following locations:
 - a. Hollis Town Complex (34 Town Farm Road, Hollis, Maine).
 - b. Hollis Sports Complex (At the intersection of Plains Road and Lower Tarbox Road, Hollis).
 - c. Clarks Mills Ball Field (Route #35 at the end of Clarks Mills Road, Hollis).
 - d. Salmon Falls Library (12 Hollis Road, Hollis).

The successful bidder shall utilize contractor provided equipment.

The contract shall commence May 1, 2022 and end on October 31, 2023.

2. Duration of the Contract: This contract will cover a period becoming effective May 1, 2022 through October 31, 2023.
3. Reservation of Rights: The Town reserves the right to request clarification of and/or solicit additional information of any proposer; to have proposer(s) make presentations to the Select Board; and/or to negotiate with any proposer(s) regarding any terms of their bid, with the intent to achieve a bid that is deemed by the Town to be in its best interests. The Town reserves the right to accept any bid and to reject any and all bids, should it be deemed in the best interest of the Town. The Town reserves the right to substantiate the proposer's qualifications, capability to perform, availability, past performance record and to verify that the proposer is current in its obligations.
4. Bid Format Requirements: Bids must be presented using the attached Official Bid Response Form. The proposal shall respond to all requirements of this request. Any exceptions to the specifications of this request must be clearly stated in writing in an attached letter. The Town of Hollis reserves the right to reject any or all bids, or to accept the bid that in the opinion of the Select Board is in the best interest of the Town.
5. Insurance Requirements: The successful bidder must furnish evidence of a valid Certificate of Liability Insurance with the proposed bid. The Town of Hollis must be named as an additional insured. The successful bidder must also provide proof of Workers Compensation Insurance for all employees on the job per statutory limits.

6. Conflict of Interest Disclosure For purposes of determining any possible conflict of interest, all responders, must disclose if the Town of Hollis, or its employee(s), are owners, corporate officers, employees, etc. of their business. A Conflict of Interest Disclosure statement must be attached as part of the responders offer to the Town.

7. Contract Terms:

7.1. The contract will cover a period becoming effective May 1, 2022 through October 31, 2023. A valid Certificate of Liability of Insurance will be required annually.

7.2. Breach of any contract condition may give rise to contract cancellation at the option of the Hollis Select Board.

7.3. The Town of Hollis reserves the right to terminate this contract at any time with 30 days written notice provided by Certified Mail if the Select Board has reason to believe the contractor is not performing satisfactorily.

7.4 The Town of Hollis reserves the right to extend this contract for one (1) additional year.

7.5. The contract cannot be assigned, transferred or sublet at any time without prior approval of the Select Board.

7.6. Payment will be made by invoice on a monthly basis to the Town of Hollis, Treasurer.

7.7 All required work being performed within this contract will be under the direction and reviewed by the PARKS & RECREATION DIRECTOR OR ASSISTANT DIRECTOR, AND/OR A SELECT BOARD MEMBER.

7.8. Variances from these specifications will be considered a breach of the contract. All services shall be performed in a neat, workman-like manner, subject to the approval of the Select Board.

8. Obligations of Contractor:

8.1. All debris collected by the Contractor in the Town of Hollis shall be transported off site to an authorized dump site in accordance with current laws and statutes.

8.2 Under certain circumstances, a leaf vacuum will be requested for removal of leaves within areas the use of a leaf blower is prohibited.

8.3. All vehicles used by the Contractor in the collection of debris shall be clearly marked on the exterior with the name and telephone number of the Contractor.

8.4 The Contractor shall maintain a turf cutting height of 2.5" to 3.0" on all athletic fields. May be required to utilize a turf vacuum to remove excessive grass clippings.

8.5 The Contractor will be required to have all implements necessary to execute the obligations of work being performed under this contract.

8.6 The Contractor shall not provide any service outside this contract without the prior approval of the Select Board.

OFFICIAL BID RESPONSE FORM: The UNDERSIGNED hereby declares that he/she or they are the only person(s), firm or corporation interested in this proposal as principal, which it is made without any connection with any other person(s), firm or corporation submitting a proposal for the same. The UNDERSIGNED hereby declares that they have read and understand all conditions as outlined in the bid request mowing and landscaping responsibilities and that their proposal is made in accordance with same. The UNDERSIGNED hereby declares that any person(s) employed by the Town of Hollis, Maine, who has direct or indirect personal or financial interest in this proposal or in any portion of the profits that may be derived there from, has been identified and the interest disclosed by separate attachment. (Please include in your disclosure any interest which you know of. An example of a direct interest would be a Town employee who would be paid to perform services under this proposal. An example of indirect interest would be a Town employee who is related to any officers, employees, principal

or shareholders of your firm or to you. If in doubt as to status or interest, please disclose to the extent known).

COMPANY NAME: _____

(Individual, Partnership, Corporation, Joint Venture)

AUTHORIZED SIGNATURE: _____

DATE: _____

PRINT NAME & TITLE: _____

(Officer, Authorized Individual or Owner)

ADDRESS: _____

TELEPHONE: _____

E-MAIL: _____

FEDERAL TAX ID NUMBER: _____

NOTE: All bids must bear the handwritten signature of a duly authorized member or employee of the organization making the bid. This sheet must be signed and returned with the proposal package.

The hourly rate; estimated number of hours and frequency of services at each location of my bid for mowing and landscaping with the Town of Hollis is:

1. Hollis Town Complex (34 Town Farm Road, Hollis)
Hollis Town Complex including two (2) ballfields.
Mowing on an as needed basis
Raking as needed
Remove old sod from fields as needed

2. Hollis Sports Complex (At the intersection of Plains Road and Lower Tarbox Road, Hollis)
Mowing and Trimming
Rake areas as needed
Remove grass in walking trail and level as needed

3. Clarks Mills Ballfield (Route #35 at the end of Clarks Mills Road, Hollis)
Mowing and Trimming
Field prep and remove infield grass
Set home plate and foul poles as needed
4. Salmon Falls Library (12 Hollis Road, Hollis)
Mowing and Trimming
5. Fall clean-up of leaves and rake all areas as requested.
6. Raking and bagging of leaves as requested.
7. Weed-whacking all areas as requested.
8. Weeding of ballfields as requested.
9. Cutting back brush at tennis courts as requested.
10. Mulching as requested.
11. Tree trimming as requested.
12. Other Property Maintenance as requested.

Signed and Accepted by the Hollis Select Board this _____ day of _____, 2021.

David McCubrey, Select Board Chair

John Rogala, Select Board

Mary Hoffman, Select Board