

Town of Pelham

2009-2011 Landscaping Specifications

General Requirements / Notes

- The Town of Pelham is seeking a single turnkey bid for a period of (3) years, April 1st 2009 thru November 30th, 2011. All vendors need to be specific in identifying the cost for each year of the contract as the Town operates on an annual budget.
- Vendor shall supply all necessary equipment and materials to perform the proper grounds keeping in all aspects of this contract.
- A list of the vendor's equipment shall be furnished with the bid proposal.
- Vendor shall include preliminary insurance certificate showing that workers compensation, public liability, property damage, related licensing, is secured. The vendor shall require their subcontractor(s) similarly to provide like insurance letter for employees to be engaged in such work. *The adequacy of protection shall be subject to the approval of the Board of Selectman*
- Vendor shall supply the Town Administrator and Parks and Recreation Dept. with MSDS sheets prior to fertilization program.
- Interested bidders will be invited to conduct a site walk of all areas prior to submitting bid.
- All bid proposals shall include a detailed listing of Vendors prior experience and at least (3) references of related work. Minimum of 2 commercial / municipal contracts where vendor supervised project.
- Special attention must be given to monuments in public areas prior to holidays and special events. The vendor shall ensure that all areas are mowed, trimmed, cleaned, pruned etc. two days prior to any holidays, memorials, etc. occurring during the season. Proper notice of events will be given to the vendor.

The evaluation process will include each bid being reviewed by the Town Administrator and Parks and Recreation Director. The final recommendations will be submitted to the Board of Selectman for their approval.

The Town reserves the right to reject any and all bids, either in whole or part; to waive any defects, informalities and/or irregularities in bid response; to accept substitutions or exceptions to these requirements; to negotiate with the successful vendor; and to otherwise act as shall be determined by the Board of Selectman to be in the best interest of the Town.

If any additional areas are to be added to the site list during the contract period the Town Administrator or Parks and Recreation Director reserves the right to negotiate any additional charge with the contractor.

Vendors' bids will be evaluated against specifications as presented in this document. No award will be made to any vendor who can not satisfy the Board of Selectmen that they have sufficient ability and experience in this class work and sufficient capital and plan to

enable them to prosecute and complete delivery of the services successfully within the time frame defined herein. The Board's decision or judgment on these matters shall be final, conclusive, and binding.

Town of Pelham
2009 - 2011 landscaping specifications

Town Facilities

Town Offices – Police Station – Library – 6 Village Green

Areas to be maintained – All grass areas surrounding buildings – both sides of stone wall along Marsh Rd at the front of the village green – Foundation at Village Green entrance.

Spring

* As soon as weather permits but no later than May 15th.

- All trash, dead thatch, leaves; branches are to be removed from lawn areas and mulch beds.
- Sand from winter needs to be removed from grass areas. (does not include sand removal from parking lots)
- Repair lawns from snow plow damage including preparation, loam, and seed.
- Complete edging of all plant and mulch beds to establish contours.
- New hemlock mulch is to be brought in and flowers planted for impact.

Lawn Mowing and Maintenance

- Trash is to be picked up before lawn is cut
- Grass is to be cut and not allowed to grow longer than 3". Clippings are to be removed offsite. No Dumping on site.
- Walkways are to be blown off and kept clear of debris.
- All areas around fence lines, walls, mulch beds, shrubbery, etc are to be weed whacked.
- Mulch beds are to be kept weed free.
- Trees (under 20ft) are to be pruned twice per season or as needed to maintain shapes.
- Bushes are to be trimmed as needed to maintain shapes.
- Vendor shall provide on going site clean up.

Fall

- Leaves and fallen debris are to be removed from lawn areas and mulch beds.
- Irrigation winterized.
- Seasonal flowers planted for impact.

Fire Station – 65 Old Bridge Street North

Areas to be maintained – Grass areas surrounding station and mulch beds.

Spring

* As soon as weather permits but no later than May 15th

- All trash, dead thatch, leaves; branches are to be removed from lawn areas and mulch beds.
- Sand from winter needs to be removed from grass areas. (does not include sand removal from parking lots)
- Repair lawns from snow plow damage including preparation, loam, and seed.
- Complete edging of all plant and mulch beds to establish contours.
- New hemlock mulch is to be brought in and seasonal flowers planted for impact.

Lawn Mowing and Maintenance

- Trash is to be picked up before lawn is cut
- Grass is to be cut and not allowed to grow longer than 3". Clippings are to be removed offsite. No Dumping on site.
- Mulch beds are to be kept weed free.
- Trees (under 20ft) are to be pruned twice per season or as needed to maintain shapes.
- Walkways are to be blown off and kept clear of debris.
- Bushes are to be trimmed as needed to maintain shapes.
- Vendor shall provide on going site clean up.

Fall

- Leaves and fallen debris are to be removed from lawn areas and mulch beds.
- Seasonal flowers planted for impact.

Town Common – Main Street

Areas to be maintained – Grass areas and mulch beds.

Spring

* As soon as weather permits but no later than May 15th

- All trash, dead thatch, leaves; branches are to be removed from lawn areas and mulch beds.
- Sand from winter needs to be removed from grass areas. (does not include sand removal from parking lots)
- Repair lawns from snow plow damage including preparation, loam, and seed.
- Complete edging of all plant and mulch beds to establish contours.
- New hemlock mulch is to be brought in and seasonal flowers planted for impact.

Lawn Mowing and Maintenance

- Trash is to be picked up before lawn is cut
- Grass is to be cut and not allowed to grow longer than 3". Clippings are to be removed offsite. No Dumping on site.
- Fence lines are to be weed whacked.
- Mulch beds are to be kept weed free.
- Trees (under 20ft) are to be pruned twice per season or as needed to maintain shapes.
- Bushes are to be trimmed as needed to maintain shapes.
- Vendor shall provide on going site clean up.

Fall

- Leaves and fallen debris are to be removed from lawn areas and mulch beds.
- Irrigation winterized.
- Seasonal flowers planted for impact.

Historical Society – 5 Main Street

Areas to be maintained – Grass areas surrounding building and mulch beds.

Spring

- As soon as weather permits but no later than May 15th
- All trash, dead thatch, leaves; branches are to be removed from lawn areas and mulch beds.
- Sand from winter needs to be removed from grass areas. (does not include sand removal from parking lots)
- Repair lawns from snow plow damage including preparation, loam, and seed.
- Complete edging of all plant and mulch beds to establish contours.
- New hemlock mulch is to be brought in and seasonal flowers planted for impact.

Lawn Mowing and Maintenance

- Trash is to be picked up before lawn is cut
- Grass is to be cut and not allowed to grow longer than 3". Clippings are to be removed offsite. No Dumping on site.
- Walkways are to be blown off and kept clear of debris.
- Fence lines are to be weed whacked.
- Mulch beds are to be kept weed free.
- Trees (under 20ft) are to be pruned twice per season or as needed to maintain shapes.
- Bushes are to be trimmed as needed to maintain shapes.
- Vendor shall provide on going site clean up.

Fall

- Leaves and fallen debris are to be removed from lawn areas and mulch beds.
- Irrigation winterized.
- Seasonal flowers planted for impact.

Senior Center – 8 Nashua Road

Areas to be maintained – Grass areas around facility and mulch beds.

Spring

- As soon as weather permits but no later than May 15th
- All trash, dead thatch, leaves; branches are to be removed from lawn areas and mulch beds.
- Sand from winter needs to be removed from grass areas. (does not include sand removal from parking lots)
- Repair lawns from snow plow damage including preparation, loam, and seed.
- Complete edging of all plant and mulch beds to establish contours.
- New hemlock mulch is to be brought in and seasonal flowers planted for impact.

Lawn Mowing and Maintenance

- Trash is to be picked up before lawn is cut
- Grass is to be cut and not allowed to grow longer than 3". Clippings are to be removed offsite. No Dumping on site.
- Fence lines are to be weed whacked.
- Mulch beds are to be kept weed free.
- Walkways are to be blown off and kept clear of debris.
- Trees (under 20ft) are to be pruned twice per season or as needed to maintain shapes.
- Bushes are to be trimmed as needed to maintain shapes.
- Vendor shall provide on going site clean up.

Fall

- Leaves and fallen debris are to be removed from lawn areas and mulch beds.
- Irrigation winterized.
- Seasonal flowers planted for impact.

Town Hall Annex (PTV) – 60 Old Bridge Street North

Areas to be maintained – Grass areas around building.

Spring

* As soon as weather permits but no later than May 15th

- All trash, dead thatch, leaves; branches are to be removed from lawn areas and mulch beds.
- Sand from winter needs to be removed from grass areas. (does not include sand removal from parking lots)
- Repair lawns from snow plow damage including preparation, loam, and seed.
- Complete edging of all plant and mulch beds to establish contours.
- New hemlock mulch is to be brought in and seasonal flowers planted for impact.

Lawn Mowing and Maintenance

- Trash is to be picked up before lawn is cut
- Grass is to be cut and not allowed to grow longer than 3". Clippings are to be removed offsite. No Dumping on site.
- Fence lines are to be weed whacked.
- Walkways are to be blown off and kept clear of debris.
- Mulch beds are to be kept weed free.
- Trees (under 20ft) are to be pruned twice per season or as needed to maintain shapes.
- Bushes are to be trimmed as needed to maintain shapes.
- Vendor shall provide on going site clean up.

Fall

- Leaves and fallen debris are to be removed from lawn areas and mulch beds.
- Irrigation winterized.
- Seasonal flowers planted for impact.

Recreational Facilities

NOTE: Cutting and maintenance times of sports fields need to be coordinated with Parks and Recreation Dept.

Dennis P. Lyons Park

Areas to be maintained – Fence lines to tree lines to stone wall.

Spring

* As soon as weather permits but no later than May 15th.

- All trash, dead thatch, leaves; branches are to be removed from lawn areas and mulch beds.
- Repair lawns from snow plow damage including preparation, loam, and seed.
- Complete edging of all plant and mulch beds to establish contours.
- New hemlock mulch is to be brought in and seasonal flowers planted for impact.
- Infield of ball field edged to create seamless and definitive transition to grass.

Lawn Mowing and Maintenance

- Trash is to be picked up before lawn is cut
- Grass is to be cut and not allowed to grow longer than 3". Clippings are to be removed offsite. No Dumping on site.
- Basketball courts and Skate Park are to be blown off and trash and debris removed.
- Walkways are to be blown off and kept clear of debris.
- Picnic areas and fence lines are to be weed whacked.
- Ground monuments are to be kept weed free and readable.
- Mulch beds are to be kept weed free.
- Infield of ball field is to be dragged weekly and kept weed free and in playable condition.
- Trees (under 20ft) are to be pruned twice per season or as needed to maintain shapes.
- Bushes along fence line are to be trimmed as needed to maintain shapes.
- Vendor shall provide on going site clean up.

Fall

- Leaves and fallen debris are to be removed from lawn areas and mulch beds.
- Seasonal flowers planted for impact.

Newcomb Field / Golden Brook Park

Areas to be maintained – Ball field and surrounding grass areas.

Spring

* As soon as weather permits but no later than May 15th.

- All trash, dead thatch, leaves; branches are to be removed from lawn areas and mulch beds.
- Repair lawns from snow plow damage including preparation, loam, and seed.
- Complete edging of all plant and mulch beds to establish contours.
- New hemlock mulch is to be brought in and seasonal flowers planted around monument.
- Infield of ball field edged to create seamless and definitive transition to grass.

Lawn Mowing and Maintenance

- Trash is to be picked up before lawn is cut
- Grass is to be cut and not allowed to grow longer than 3". Clippings are to be removed offsite. No Dumping on site.
- Fence lines are to be weed whacked.
- Seating areas are to be weed whacked.
- Mulch beds are to be kept weed free.
- Infield of ball field is to be dragged weekly and kept weed free and in playable condition.
- Vendor shall provide on going site clean up.

Fall

- Leaves and fallen debris are to be removed from lawn areas and mulch beds.
- Irrigation winterized.
- Seasonal flowers planted for impact.

Veterans Memorial Park

Areas to be maintained – Grass area around monument – both sides of stone wall along roadway - Grass areas at beginning of road - ball field - tennis courts and surrounding area - grass surrounding lodge area - grass area around life guard building, restrooms, and picnic area.

Spring

* As soon as weather permits but no later than May 15th

- All trash, dead thatch, leaves; branches are to be removed from lawn areas, tennis courts and area surrounding tennis courts and mulch beds.
- Repair lawns from snow plow damage including preparation, loam, and seed.
- Complete edging of all plant and mulch beds to establish contours.
- New hemlock mulch is to be brought in and flowers planted around monument.
- Infield of ball field edged to create seamless and definitive transition to grass.

Lawn Mowing and Maintenance

- Trash is to be picked up before lawn is cut
- Grass is to be cut and not allowed to grow longer than 3". Clippings are to be removed offsite. No Dumping on site.
- Fence lines at tennis courts and ball field are to be weed whacked.
- Mulch beds are to be kept weed free.
- Infield of ball field is to be dragged weekly and kept weed free and in playable condition.
- Tennis courts are to be blown off weekly.
- Vendor shall provide on going site clean up.

Fall

- Leaves and fallen debris are to be removed from lawn areas and mulch beds.
- Seasonal flowers planted around monument.

Elmer G. Raymond Park

Areas to be maintained – (3) separate fields – area around scout lodge – grass island in parking lot

Spring

- As soon as weather permits but no later than May 15th
- All trash, dead thatch, leaves; branches are to be removed from lawn areas, tennis courts and area surrounding tennis courts and mulch beds.
- Sand from winter needs to be removed from grass areas. (does not include sand removal from parking lots)
- Repair lawns from snow plow damage including preparation, loam, and seed.

Lawn Mowing and Maintenance

- Trash is to be picked up before lawn is cut
- Grass is to be cut and not allowed to grow longer than 3". Clippings are to be removed offsite. No Dumping on site.
- Fence lines are to be weed whacked.
- Seating areas are to be weed whacked.
- Walkways are to be blown off and kept clear of debris.
- Grass hill around Parade Field needs to be mowed and trimmed.
- Vendor shall provide on going site clean up.

Fall

- Leaves and fallen debris are to be removed from lawn areas.
- Irrigation winterized.

George M. Muldoon Park

Areas to be maintained – All athletic fields and grass areas between fields – walking path – fence line of playground – Stone wall along roadway – grass island on Mammoth Road where P & R sign is located.

Spring

* As soon as weather permits but no later than May 15th

- All trash, dead thatch, leaves; branches are to be removed from lawn areas, walking path, and mulch beds.
- Repair lawns from snow plow damage including preparation, loam, and seed.
- Complete edging of all plant and mulch beds to establish contours.
- New hemlock mulch is to be brought in and flowers planted.
- Infields of ball fields edged to create seamless and definitive transition to grass.
- Infields are to be dragged and all weeds removed.

Lawn Mowing and Maintenance

- Trash is to be picked up before lawn is cut
- Grass is to be cut and not allowed to grow longer than 3". Clippings are to be removed offsite. No Dumping on site.
- Picnic areas, stone wall, and fence lines are to be weed whacked.
- Mulch beds are to be kept weed free.
- Walking path is to be blown off and kept clear of debris including branches and tree growth.
- Trees (under 20ft) are to be pruned twice per season or as needed to maintain shapes.
- Vendor shall provide on going site clean up.

Fall

- Leaves and fallen debris are to be removed from lawn areas.
- Irrigation winterized.
- Seasonal flowers planted for impact at entrance to park.

FERTILIZATION

* Fertilization pricing shall be a separate line item quote with a cost per unit per application price. The Town has the option to choose appropriate applications.

- Vendor shall use granular fertilizer for all rounds of treatment versus liquid products. Liquid products may be used for spot treatment.
- Vendor shall notify Parks and Recreation 2 days prior to fertilization taking place.
- Vendor shall be licensed with the State of New Hampshire to apply pesticides and herbicides. MSDS sheets shall be provided on all products.
- All areas are to be fertilized. Vendors shall recommend a program for each property based on their findings.

IRRIGATION SYSTEMS

- Vendor shall supply all necessary equipment to perform proper maintenance of all irrigation systems in place.
- Vendor shall perform on going checks of sprinkler systems in all zones by running test cycles (no less than 2x per month). All control boxes should be clear of foreign material. Any problems or defects shall be reported to Parks and Recreation Department.
- All repairs to irrigation systems shall be done on a cost plus percentage basis for materials. The vendor shall supply the labor rate based on work required.
- All systems shall be blown out at the end of the season and prepared for winter.

Pricing

Associated Costs:

Year 2009 Bid Price _____

Year 2010 Bid Price _____

Year 2011 Bid Price _____

Unit Prices:

De-thatching – cost per sqft _____

Over seeding – cost per sqft _____

Sod repairs - cost per sqft _____

Labor rate - cost per man _____

Dump truck - cost per machine w/ operator _____

Back hoe - cost per machine w/ operator _____

Bobcat - cost per machine w/ operator _____