



City of Westbrook, Maine

Arty Ledoux
Public Services Deputy Director

Public Services Department
371 Saco Street
Westbrook, ME 04092
(207) 854-0660
(207) 854-0672 FAX

March 9, 2012

Dear vendors,

Enclosed, please find an invitation for a bid proposal for mowing, trimming, landscaping, grounds maintenance, mulching, weed control, and shrub trim/prune services at the Westbrook High School and William Clarke Drive.

The attached, is a request for bid pricing 2012 season and a three year bid option. We will do a site visit on Tuesday March 20, 2012 at 8 am **weather permitting**. We will meet at Westbrook High School. Please feel free to contact Public Services prior to that if you should have any questions.

ALL BIDS MUST BE RECEIVED BY THE WESTBROOK CITY CLERKS OFFICE BY 10:30 AM ON FRIDAY MARCH 23, 2012. Any bids received after that will be rejected. The City of Westbrook reserves the right to reject any and all bids at the City's discretion.

If you have any questions, please contact me at 207-854-0660 ext 26 Monday through Friday 7am to 3pm.

Thank you,

Arty Ledoux
Westbrook Public Services
Deputy Director



City of Westbrook, Maine

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March 9, 2012

Reference: Request for proposals for Westbrook High School and William Clarke Drive mowing, trimming, landscaping, grounds maintenance, mulching, weed control, and shrub trim/prune services for the City of Westbrook.

Attached, is a copy of the scope of services to be provided.

We have three options that you may submit a proposal for.

Option A is for mowing, trimming, landscaping, grounds maintenance, mulching, weed control and shrub trim/prune services at Westbrook High School located at 117 Stroudwater Street Westbrook, Maine 04092.

Option B is for mowing, trimming, landscaping, grounds maintenance, mulching, weed control, and shrub trim/prune services at William Clarke Drive, Westbrook, Maine 04092.

Option C is for mowing, trimming, landscaping, grounds maintenance, mulching, weed control and shrub trim/prune services for both options A & B.

Note: The scope of services is to provide once a week mowing, trimming, as well as landscaping, grounds maintenance, mulching, weed control, and shrub trim/prune services from May 1, 2012 thru December 1, 2012 including spring prep and fall cleanup. Organic or manual weed control is preferred. Please include method of weed control on your bid.

Request for 1 year and 3 year contract pricing will be considered.

Please return proposals by March 23, 2012 @ 10:30am to:
City of Westbrook
Attn: City Clerk's Office
(Westbrook High School, William Clarke Drive Mowing Bid)
2 York St
Westbrook, ME 04092

Successful bidders must provide proof of coverage for certificate of liability insurance, general liability insurance of \$1,000,000 and workers compensation/employer's liability coverage.

Please call with questions or to visit locations.

Arty Ledoux 854-0660 ext. 26 or 329-2767 cell OR
Doug Eaton 854-0660 ext. 29 or 838-3856 cell

Thank you in advance for your interest.
The city will consider a three year contract proposals for all options.

Please provide bid pricing on an annual basis as follows:

Option A 1 year option /2012 season

Option B _____

Option C _____

3 year option pricing per year

	2012 season	2013 season	2014 season
Option A	_____	_____	_____
Option B	_____	_____	_____
Option C	_____	_____	_____

Please include equipment list to perform this service with the proposal. Also include references for similar properties that you already maintain.



City of Westbrook

DEPARTMENT OF PUBLIC SERVICES

371 Saco Street

Westbrook, Maine 04092

(207) 854-0660

Fax: (207) 854-0672

Request For Proposals-Option A

Lawn care maintenance, landscaping, grounds maintenance, mulching, weed control, and shrub trim/prune services for Westbrook High School 117 Stroudwater Street Westbrook, ME 04092.

1. Litter and debris will be picked up prior to mowing
2. The property will be mowed once per week beginning May 1st thru December 1st of each year (seven (7) day intervals) including spring cleanup, fall cleanup and final mowing/trimming as well as fall leaf cleanup. Leaf cleanup consists of removing leaves from the entire property as well as along the fence lines. Mulching of leaves is approved if mulched properly.
3. The property will be mowed at a frequency that ensures grass height of no greater than two (2) inches.
4. All clippings and grass will be cleaned up and removed from asphalt.
5. Lawn or grounds damage caused by mowing and trimming operations will be repaired by the mowing contractor.
6. Spring clean up of winter/plow damage will be repaired by the mowing contractor.
7. Trimming of shrubs/hedges/bushes two (2) times per year (late spring and fall) will be completed by contractor. All clippings will be cleaned up and removed by the contractor. It is requested that spring clean up/prep be completed by May 15 or as early as possible weather permitting in anticipation of high school graduation.
8. Weeding control and mulching in the spring (removal of old mulch and re-apply fresh 1-2 inches). Do not mound mulch up against trunk when mulching. Organic or manual weed control is preferred. Please include method of weed control on your bid
9. All interior and exterior fence lines will be trimmed as part of each mowing.
10. Clipping and thatch will be raked or bagged as a part of each mowing.

Please submit proposals specific to each option by March 23, 2012 @ 10:30am.



City of Westbrook

DEPARTMENT OF PUBLIC SERVICES

371 Saco Street

Westbrook, Maine 04092

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Request For Proposals-Option B

Lawn care maintenance, landscaping, grounds maintenance, mulching, weed control, and shrub trim/prune services for William Clarke Drive Westbrook, ME 04092.

1. Litter and debris will be picked up prior to mowing
2. The property will be mowed once per week beginning May 1st thru December 1st of each year (seven (7) day intervals) including spring cleanup, fall cleanup and final mowing/trimming as well as fall leaf cleanup. Leaf cleanup consists of removing leaves from the entire property as well as along the fence lines. Mulching of leaves is approved if mulched properly.
3. The property will be mowed at a frequency that ensures grass height of no greater than two (2) inches.
4. All clippings and grass will be cleaned up and removed from asphalt.
5. Lawn or grounds damage caused by mowing and trimming operations will be repaired by the mowing contractor.
6. Spring clean up of winter/plow damage will be repaired by the mowing contractor.
7. Trimming of shrubs/hedges/bushes two (2) times per year (late spring and fall) will be completed by contractor. All clippings will be cleaned up and removed by the contractor. It is requested that spring clean up/prep be completed by May 15 or as early as possible weather permitting.
8. Weeding control and mulching in the spring (removal of old mulch and re-apply fresh 1-2 inches). Do not mound mulch up against trunk when mulching. Organic or manual weed control is preferred. Please include method of weed control on your bid
9. All interior and exterior fence lines will be trimmed as part of each mowing.
10. Clipping and thatch will be raked or bagged as a part of each mowing.

Please submit proposals specific to each option by March 23, 2012 @ 10:30am.



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371 Saco Street Westbrook, Maine 04092 (207) 854-0660 Fax: (207) 854-0672

Request For Proposals-Option C

Lawn care maintenance, landscaping, grounds maintenance, mulching, weed control, and shrub trim/prune services for Westbrook High School 117 Stroudwater Street Westbrook, ME and William Clarke Drive, Westbrook, ME.

1. Litter and debris will be picked up prior to mowing
2. The property will be mowed once per week beginning May 1st thru December 1st of each year (seven (7) day intervals) including spring cleanup, fall cleanup and final mowing/trimming as well as fall leaf cleanup. Leaf cleanup consists of removing leaves from the entire property as well as along the fence lines. Mulching of leaves is approved if mulched properly.
3. The property will be mowed at a frequency that ensures grass height of no greater than two (2) inches.
4. All clippings and grass will be cleaned up and removed from asphalt.
5. Lawn or grounds damage caused by mowing and trimming operations will be repaired by the mowing contractor.
6. Spring clean up of winter/plow damage will be repaired by the mowing contractor.
7. Trimming of shrubs/hedges/bushes two (2) times per year (late spring and fall) will be completed by contractor. All clippings will be cleaned up and removed by the contractor. It is requested that spring clean up/prep be completed by May 15 or as early as possible weather permitting especially at the high school in anticipation of graduation.
8. Weeding control and mulching in the spring (removal of old mulch and re-apply fresh 1-2 inches). Do not mound mulch up against trunk when mulching. Organic or manual weed control is preferred. Please include method of weed control on your bid.
9. All interior and exterior fence lines will be trimmed as part of each mowing.
10. Clipping and thatch will be raked or bagged as a part of each mowing.

Please submit proposals specific to each option by March 23, 2012 @ 10:30am.