



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

September 18, 2013

Dear Vendors,

Enclosed, please find an invitation for a bid proposal for mowing, trimming, landscaping, grounds maintenance, and shrub trim/prune services at the Walker Memorial Library, Public Safety building, and Westbrook City Hall

The attached, is a request for bid pricing 2014-2015-2016 seasons along with a 2 year mutual option. We will do a site visit to discuss the scope of services on Wednesday October 9, 2013 @ 9:00am with a rain date of Thursday October 10, 2013 (both these dates are weather permitting). **We will meet at the Public Safety Building located at 570 Main Street.** Please try to be available on this date for a site visit if interested.

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



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Reference: Request for proposals for Walker Memorial Library and Public Safety building mowing, trimming, landscaping, grounds maintenance, and shrub trim/prune services for the City of Westbrook.

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

We have two options for you to bid on.

Option A is for mowing, trimming, landscaping, grounds maintenance, and shrub trim/prune services at Westbrook City Hall, Walker Memorial Library and Westbrook Public Safety building. **(2014-2016)**

Option B (2 year mutual extension option) is for mowing, trimming, landscaping, grounds maintenance, and shrub trim/prune services at Westbrook City Hall, Walker Memorial Library and Westbrook Public Safety building. **(2017-2018)**

Note: The scope of services is to provide once a week mowing, trimming, as well as landscaping, grounds maintenance, and shrub trim/prune services from May 1, 2014 thru December 1, 2016 including spring prep and fall leaf cleanup, and weed control throughout the entire season. Organic or manual weed control is required. Please include method of weed control on your bid.

Request for 3 year contract pricing will be considered (with 2 year mutual extension option).

Please return proposals by October 24, 2013, by 10:00am to:

City of Westbrook
Attn: City Clerk's Office
(City Hall, Library and Public Safety Mowing Bid)
2 York St
Westbrook, ME 04092

****NO PROPOSALS WILL BE ACCEPTED AFTER 10:00 am OCTOBER 24, 2013****

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 319-6063 cell OR
Doug Eaton 854-0660 ext. 29 or 838-3856 cell

Thank you in advance for considering this proposal.
The city will consider a 3 year contract proposals with 2 year optional mutual extension.

Please provide bid pricing on an annual basis as follows:

3 year pricing per year

	2014 season	2015 season	2016 season
Option A	_____	_____	_____

2 year mutual option extension per year

	2017 season	2018 season
Option B	_____	_____

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

**Vendor distribution list for City Hall, Library, & Public Safety RFP's
2014-2016 mowing season (with 2 year option)**

ProCut Property Maintenance
P.O. Box 273
Gorham, Maine 04038

Coastal Lawn Care 12/10/2010 RETURN TO SENDER MOVED-LEFT NO ADDRESS
15 Portland North Business Park
Falmouth, Maine 04105

The Great Outdoors Inc.
14 Anthony Avenue
Portland, Maine 04101

Steve's Lawn and Garden
56 Elmwood Avenue
Scarborough, Maine 04074-9585

Outdoor Service Company – address corrected 12/7/2010
219 Roosevelt Trail
Windham, ME 04062

H & N Lawncare
88 Middlebranch Drive
Alfred, ME 04002

The Grounds Crew
177 Gray Road
Falmouth, Maine 04105

Sunrise Landscaping, Inc.
PO Box 1341
Westbrook, ME 04098

Nature's Design Landscaping
73 Huston Rd
Gorham, ME 04038

Seabreeze Property Svc, Inc.
PO Box 617
Portland, ME 04104

Handyman Services
13 Gray Street
Westbrook, ME 04092

Woods Excavating, LLC
21 Jackie's Way
Gorham, ME 04038
Cell 615-3663 (Chris Woods)

Please add as of 3/2/2011
AW Cessario Lawncare Services
30 Lucier Ln.
Limerick, ME 04048
459-4465

Added 4/4/2012
Attn: Joe Lydon
Defining Lines Landscaping
211 Payne Rd
Scarborough, ME 04074
650-1358

Pro-Com Property Services
357 Longhill Road
Sebago, Maine 04029



City of Westbrook

DEPARTMENT OF PUBLIC SERVICES

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

Request For Proposals

Lawn care maintenance, landscaping, grounds maintenance, and shrub trim/prune services for **Walker Memorial Library** located at 800 Main Street Westbrook, ME, **Westbrook Public Safety building** located at 570 Main Street Westbrook, ME, and **Westbrook City Hall** located at 2 York Street 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.
3. The property will be mowed at a frequency that ensures grass height of no greater than two (2) inches.
4. Special precautions will be used when mowing raised lots or lots that are not level. Push mowing or hand trimming of these areas will be employed to minimize damage. 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). Organic or manual weed control is required. 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 by October 24, 2013 @ 10:00am.