

# TOWN OF ATKINSON

## SPECIFICATIONS

### 2022 Care of Grounds – Mowing

The Town of Atkinson, New Hampshire is requesting bids for care and maintenance of grounds at the Town properties listed below: approximate square footage of 663,851 feet.

#### **Town Hall, Community Center, Maple Ave. Common, and Police Station;**

- Mowing between April 1, and December 1, 2021 – (Estimate 32 mowings per season)
- Raking and removal of leaves

#### **Kimball House, Kimball Library, and Family Mediation;**

- Mowing between April 1, and December 1, 2021 – (Estimate 32 mowings per season)
- Raking and removal of leaves

#### **Woodlock Park Baseball Fields, Common Areas and Atkinson Academy baseball field;**

- Mowing between April 1, and December 1, 2021 – (Estimate 54 mowings per season)
- Raking and removal of leaves

#### **Woodlock Park Soccer Fields;**

- Mowing between April 1, and December 1, 2021 – (Estimate 54 mowings per season)
- Raking and removal of leaves

#### **Dow Common**

- Mowing between April 1, and December 1, 2021 – (Estimate 50 mowings per season)
- Raking and removal of leaves

#### **Fire Station/Town Garage Complex**

- Mowing between April 1, and December 1, 2021 – (Estimate 32 mowings per season)
- Raking and removal of leaves

#### **East Road**

- Mowing between April 1, and December 1, 2021 – (Estimate 50 mowings per season)
- Raking and removal of leaves

Bids should include provisions for mowing, raking, and trimming of all edges and boundaries. The grass will be cut when the grass is to 4 ½-inches high and cut to a height of 3 ½-inches, minimum of twice a week. All grounds are to be mowed on Mondays and all irrigated grounds to be mowed on Fridays as well, with the exception of the athletic fields during playing season. During playing season the grass will be cut on the fields when the grass is 3 ½-inches high and cut to a height of 2 ½-inches. The contract begins April 1, 2022 and will run through December 1, 2022\*. Scheduling work on the baseball and soccer fields must be coordinated with Soccer and Baseball Leagues. Payment schedule will be bimonthly (16 equal payments), upon satisfactory completion of scheduled work. Work schedule will be approved by the Highway Supervisor. Square footage for maintained areas will be provided by the bidder and approved by the Highway Supervisor.

The successful bidder is expected to provide Certificates of Insurance showing general liability and Workers' Compensation coverage.

Sealed bids must be received in the Selectmen's Office, 19 Academy Avenue, Atkinson, New Hampshire 03811 by 12 Noon on Wednesday, November 10, 2021. The envelope should be clearly labeled "**2022 Mowing Bid**". The Board of Selectmen reserves the right to reject any or all bids and to negotiate with the lowest responsible bidder in the best interest of the Town. For further information, please contact Highway Supervisor Ted Stewart at (603) 362-4010, [roadagent@atkinson-nh.gov](mailto:roadagent@atkinson-nh.gov).

\*NOTE: The Selectmen will consider a three-year contract, subject to annual funding.

Mowing Bid Response Form

To: The Town of Atkinson

The undersigned proposes to furnish all labor and materials and or services required for **2022 Mowing Town Properties** located at **Town Hall, Community Center, Maple Avenue Common, Police Station, Kimball House, Kimball Library, Family Mediation, Woodlock Park Baseball Fields, Common Areas, Atkinson Academy Baseball Field, Woodlock Park Soccer Fields, Dow Common, Fire Station, Town Garage, and Collins Park** in the Town of Atkinson in accordance with the Contract Documents and for the contract price below:

This bid includes addenda numbers \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.

The proposed Contract Price for the \_\_\_\_\_ is: \$ \_\_\_\_\_.  
\_\_\_\_\_ dollars and \_\_\_\_\_ Cents.

Unit prices (if any) are as follows:

1) \_\_\_\_\_ \$ \_\_\_\_\_

2) \_\_\_\_\_ \$ \_\_\_\_\_

Add Alternates (if any) are as follows:

1) \_\_\_\_\_ \$ \_\_\_\_\_

2) \_\_\_\_\_ \$ \_\_\_\_\_

The undersigned agrees that if, he is selected as the most responsible bidder, subject to annual funding, he will within five (5) business days excluding weekends and legal holidays after presentation thereof by the Town of Atkinson, execute a contract in accordance with the terms and conditions of this bid.

The undersigned agrees that, if he is selected as the most responsible bidder, he will by April 1, 2022, provide the service contracted for.

The undersigned agrees that all mechanics, laborers and other personnel employed by the Contractor will be paid in accordance with all applicable laws and to comply with all applicable rules and regulations stipulated under any and all such laws.

The undersigned hereby certifies that he is able to furnish any and all such labor, materials and or services required under this bid.

The undersigned further certifies under the penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this subsection the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.

The undersigned is not presently debarred from doing work or supplying any type of services to the Town of Atkinson or the State of New Hampshire.

The undersigned agrees that all areas of Town property shall be properly protected and kept "safe" at all times. The Contractor shall keep the premises clean of debris at all times and shall remove such from site on a daily basis.

The undersigned agrees that all payments shall be made to the contractor the Contract Sum in Bi-monthly progress payments based on the percentage of completion of the Work less 10% retainage provided the Contractor is in complete compliance with all provisions of the contract.

The undersigned agrees that all Applications for payment shall be on a form acceptable to Town, based on a schedule of values for the various portions of the Work approved by Town prior to submission of the first application, and accompanied by such documentation as the Town may require. Contractor shall submit each application for payment no later than the 15<sup>th</sup> and 30<sup>th</sup> day of the month unless the Town has specified otherwise.

The undersigned agrees that Certificates of Insurance must be filed with Selectmen's Office prior to any application for payment. Faxed or emailed applications will be not considered valid for payment. Only original applications will be considered.

The undersigned agrees that no payment made under or in connection with this service shall be evidence of the performance of such Work, in whole or in part, and no such payment shall be construed to be an acceptance of defective, faulty or improper work or materials nor shall it release Contractor from any of its obligations

The undersigned agrees to supply current certificates of Liability and Workers' Compensation Insurances, with umbrella policy in accordance with the Town's requirements.

The undersigned agrees that, if required, all personnel, technicians, vendors and subcontractors of the contractor who work on this project may be required to submit to a background check. Only individuals who successfully pass the background check will be permitted access to this project. The undersigned agrees that prior to starting Work, Subcontractor shall obtain and maintain insurance from a responsible insurer satisfactory to Contractor. Subcontractor's insurance shall apply to any Work furnished by or through Subcontractor for Contractor at any Project. It shall name Contractor as an additional insured on a primary and non-contributory basis to any other insurance carried by Contractor, under the subcontractor's General Liability, Auto Liability and Umbrella Liability coverages. This additional insured status shall also apply to completed operations coverage, and provide at least the following coverages and minimum limits:

**Workmen's Compensation:**

**A. Employer's Liability:**

- 1) Bodily Injury by Accident - \$500,000 each accident
- 2) Bodily Injury by Disease - \$500,000 Policy Limit
- 3) Bodily Injury by Disease - \$500,000 each Employee.

**B. Commercial General Liability Occurrence Coverage** (ISO Form CG 00 01 or equivalent) including blanket Contractual Liability; Broad Form Property Damage; Explosion, Collapse and Undermining and Damage to Underground Property (X.C.U.); Premises-Operations, Independent Contractors (Sub-Let Work); and Completed Operations for a period of not less than one year following completion of Contractor's operation:

- 1) \$ 1,000,000 each occurrence

- 2) \$ 1,000,000 products and completed operations aggregate
- 3) \$ 1,000,000 general aggregate per project
- C. **Commercial Automobile Liability** (CA 0001 or equivalent) covering all vehicles used in the course of the Work, including owned, non-owned and hired: (Subject to the following limits)
  - Bodily injury including accidental death - \$ 1,000,000 each person
    - i. Bodily injury including accidental death - \$1,000,000 each occurrence
    - ii. Property-Damage - \$1,000,000 each occurrence
  - Or
    - i. Subject to the following limit: \$1,000,000 per occurrence for bodily injury and/or property damage combined.
- D. **Excess/Umbrella Liability Coverage**, more than the Employer's Liability, General Liability and Auto Liability coverages shown above and subject to minimum limits of \$5,000,000 per occurrence and \$5,000,000 in the aggregate.
- E. **All Risk Insurance** covering all tools and equipment, whether owned or rented; and all materials, whether stored or in transit, until incorporated into the Project.

The undersigned further agrees that prior to starting Work, Contractor shall furnish to Town a current Certificate of Insurance, issued directly from the insurer, showing coverage and limits meeting or exceeding the minimum requirements and that Town or anyone else required are named as Additional-Insureds. The Certificate of Insurance shall also specify that no part of such insurance shall be modified, canceled, or allowed to expire until at least 60 days after written notice is given to Town.

Agreed to, Acknowledged and Accepted:

By: \_\_\_\_\_  
Company

\_\_\_\_\_  
Printed Name of Authorized Signer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State

\_\_\_\_\_  
**Telephone**

\_\_\_\_\_  
e-mail

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