Westbrook, Maine
ENGINEERING & PUBLIC SERVICES

Arty Ledoux
Public Services Operations Manager
371 Saco Street
Westbrook, Maine 04092
Phone: 207-854-0660
Fax: 207-854-0672

To: Lawn care vendors
From: Arty Ledoux
Date: October 5, 2020
Re: Invitation to Bid

Dear Vendors,

Enclosed, please find bid documents for clean-up, mowing, trimming, landscaping, grounds maintenance, mulching, weed control, and shrub trim/prune services at the Westbrook High School, Superintendent's Office, Vocational Center and Westbrook Middle School complexes for the 2021-2023 seasons with a 2 year mutual option.

Please submit your sealed bid to the Westbrook City Clerk's Office by Thursday October 29, 2020 at 10:00 am. No bids will be accepted after that time. Electronic submission of bid will not be accepted.

Please return sealed proposals by Thursday October 29, 2020 by 10:00am to:

City of Westbrook
Attn: City Clerk's Office
(High School, Vocational Center and Middle School mowing bid)
2 York St
Westbrook, ME 04092

A bid opening will take place after 10:00 am on Thursday October 29, 2020 in the Clerk's office. 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 Monday through Friday, 7am to 3pm or at aledoux@westbrook.me.us

Westbrook, Maine
ENGINEERING & PUBLIC SERVICES

Arty Ledoux
Public Services Operations Manager
371 Saco Street
Westbrook, Maine 04092
Phone: 207-854-0660
Fax: 207-854-0672

Scope of Services

Lawn care maintenance, landscaping, grounds maintenance, mulching, weed control, and shrub trim/prune services for: **Westbrook High School**, **Vocational Center, Credit Union lot islands, Superintendent's Office, Vocational Daycare yard** 125 Stroudwater Street, and **Westbrook Middle School** 471 Stroudwater Street, Westbrook, ME.

1. Litter and debris will be picked up prior to mowing

2. Winter and plow damage to the lawns, mulch beds, etc. will be repaired by the mowing contractor, either by placing displaced turf or loaming and seeding. All areas including but not limited to grass areas and walkways where winter sand has been deposited will be swept up and disposed of. Spring clean-up will be coordinated with Public Services supervision whereby the City will perform annual spring sweeping of parking areas after vendor has blown/swept off all of the sidewalks, doorways, islands, mulch beds and grass areas etc.

3. The property will be mowed and trimmed once per week beginning May 1st thru December 1st of each year (seven (7) day intervals) at a frequency that ensures grass height of no less than 2 inches, and no greater than 3.5 inches depending on the season.

4. Service includes 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 and building perimeters. Mulching of leaves is approved if mulched properly.

5. All trimmings clippings and grass will be cleaned up and removed from the property after each mowing.

6. Lawn or grounds damage caused by mowing and trimming operations will be repaired by the mowing contractor.

7. Trimming of shrubs/hedges/bushes two (2) times per year (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 1, or as early as possible weather permitting especially at the high school in preparation for graduation.

8. Mulching of all beds and mulched areas will be done twice per year, once in the spring and again in August in anticipation of the new school year. Contractor will remove old mulch and re-apply fresh 2 inches. Do not mound mulch up against tree trunk when mulching.

9. Organic or manual weed control is required. Please include method of weed control on your bid. Communication with Public Services and the Westbrook School Department is required prior to any herbicide application. Weed control will be performed by the contractor on an as needed basis (weekly if need be) to ensure the entire property remains in a presentable condition. Weeding will be expected of the entire property including but not limited to, mulch beds, islands, fence lines, building perimeters, around sign and light poles, walkways, entryways and curb lines.

10. All interior and exterior fence lines, building perimeters and around sign and light poles will be trimmed as part of each mowing.

11. Weeds along the building foundations may be trimmed or removed manually and all trimmings will be cleaned up and removed prior to leaving the site.

12. Clipping and thatch will be raked or bagged as a part of each mowing.

13. Edging of appropriate areas will be required.

14. Contractor will communicate with the City representative on a monthly basis regarding the services being provided and additionally on an as needed basis.

Enclosure:

Enclosed you will find two maps, one of the high school property and one of the middle school property. On the map these areas are marked with "no mowing" as these areas are maintained by Athletic Fields personnel.

If you have any questions about the mowing or if you would like to visit the site to gain a clearer understanding of the areas to be maintained, please feel free to contact me and we can make arrangements to meet.

Arty Ledoux
207-854-0660 O 207-317-2988 C
aledoux@westbrook.me.us

Westbrook, Maine
ENGINEERING & PUBLIC SERVICES

Arty Ledoux
Public Services Operations Manager
371 Saco Street
Westbrook, Maine 04092
Phone: 207-854-0660
Fax: 207-854-0672

Dear Vendors,

The **High School complex, Superintendent's office and Vocational Center including daycare play area** property encompasses large areas that are not contained within the scope of this bid. Those areas are depicted on the map marked "no mowing." On the map the majority of the High School property to be maintained is located in the upper left on the map adjacent to Stroudwater Street. There is another smaller school on the map, Canal School that is not part of this bid.

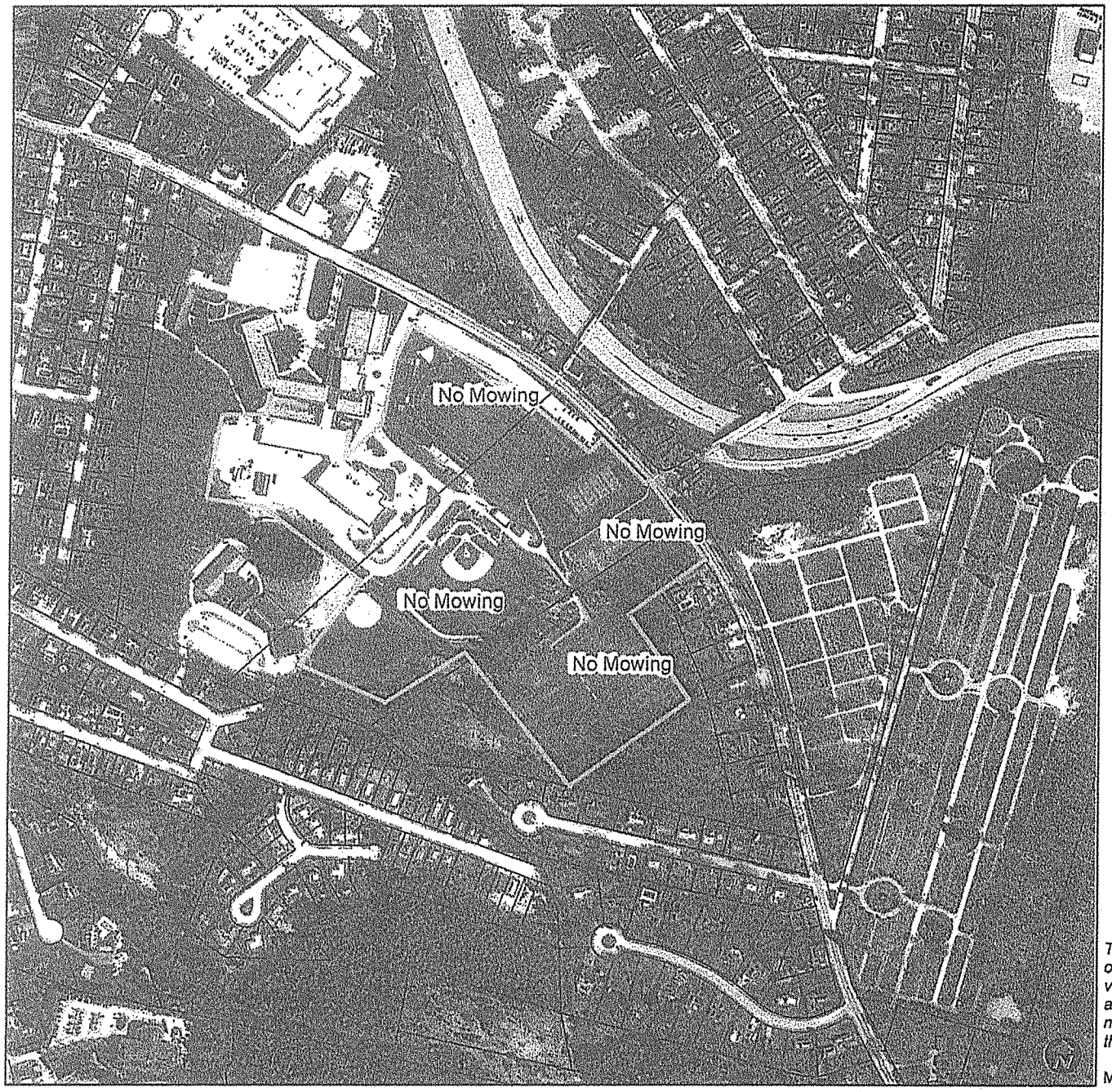
For this property basically the mowing will be primarily around the school, Superintendent's office and the parking lots, including the islands in the parking lot and the entire area around the vocational center, front and back. There is also an area on the back side of the vocational parking lot to be maintained. There is some mowing and trimming along the parking lot adjacent to the football field and up to a point beyond the tennis courts to the edge of the football practice field. Additionally, mowing and trimming will be required in the esplanade from vocational drive to the practice football field including the tree beds. Also, mowing and trimming will be required on the entire outside fence line around the football field from the tennis courts to the athletic fields maintenance shed near the snack shack/announcers booth.

Please let me know if you have any questions. I can be reached at 854-0660 office, or 317-2988 cell, or via email aledoux@westbrook.me.us.

Thank you

Westbrook, Maine

High School Mowing



Legend

- Parcels
- Buildings

0 255 510 1,020

Feet

This map was generated by the City of Westbrook's online GIS. This information has been compiled from various public and private sources. While every attempt has been made to provide accurate information, neither the municipality nor the service host guarantee the accuracy of information provided herein.

Map generated on: 1/15/2015

Westbrook, Maine
ENGINEERING & PUBLIC SERVICES

Arty Ledoux
Public Services Operations Manager
371 Saco Street
Westbrook, Maine 04092
Phone: 207-854-0660
Fax: 207-854-0672

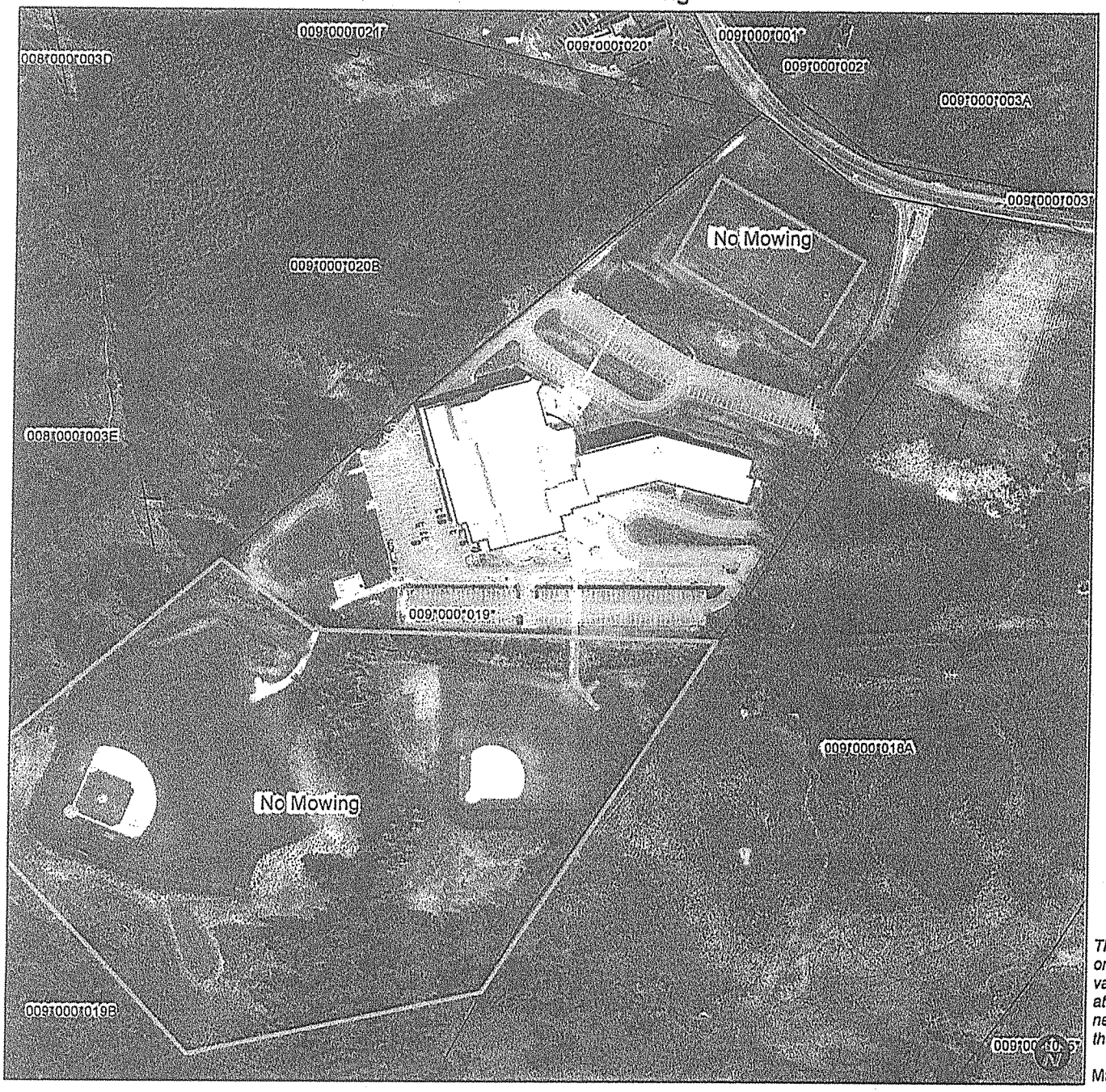
Dear Vendors,

The **Middle School** property has a large athletic field on the front of the property adjacent to Stroudwater Street This field along with the baseball and softball fields behind the school are exempt from this bid. If you look at the map, at the rear of the school on the left side there is a detention pond. There is some work around the pond however the mowing responsibilities stop at the pathway leading to the large baseball field.
For this property basically the mowing will be around the field on the front, around all of the parking lots and school.

Please let me know if you have any questions. I can be reached at 854-0660 office, or 317-2988 cell, or via email aledoux@westbrook.me.us.

Westbrook, Maine

Middle School Mowing



Legend

- Parcels
- Buildings

0 130 260 520

Feet

This map was generated by the City of Westbrook's online GIS. This information has been compiled from various public and private sources. While every attempt has been made to provide accurate information, neither the municipality nor the service host guarantee the accuracy of information provided herein.

Map generated on: 1/15/2015

Westbrook, Maine
ENGINEERING & PUBLIC SERVICES

Arty Ledoux
Public Services Operations Manager
371 Saco Street
Westbrook, Maine 04092
Phone: 207-854-0660
Fax: 207-854-0672

Request for proposals

For lawn care and maintenance for **Westbrook High School complex, Vocational Center complex, Superintendent's Office & Credit Union islands and Westbrook Middle School as described in the Scope of Services**

(2021-2023) with a two year mutual option extension for 2024-2025.

Note: Contractors are expected to provide services from May 1, thru December 1 each year for 2021 thru 2023 (3 years).

Please return sealed proposals by Thursday October 29, 2020 by 10:00am to:
City of Westbrook
Attn: City Clerk's Office
(High School, Vocational Center and Middle School mowing bid)
2 York St
Westbrook, ME 04092

****NO PROPOSALS WILL BE ACCEPTED AFTER 10:00 am on October 29, 2020****
Electronic submission of bids will not be accepted. The City of Westbrook reserves the right to reject any and all bids and to re-bid if so desired.

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. 3002 or 317-2988 cell

Bid Proposal Form

Please provide bid pricing on an annual basis as follows:

3 year pricing per year

2021 season	2022 season	2023 season
_____	_____	_____

2 year mutual option extension per year

2024 season	2025 season
_____	_____

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

Name of Business: _____
Contact: _____
Address: _____
_____
Phone: _____Cell:_____

_____ _____
Signature Date