

**NOTTINGHAM SCHOOL DISTRICT
SAU 44
23A Mountain Drive, Greenbriar Building
Northwood, NH 03261
603-942-1290, extension 201**

Lawn and Grounds Maintenance

**REQUEST FOR BID FOR LAWN CARE SERVICES FROM QUALIFIED
CONTRACTORS**

1 General Description of the work:

1.1 The **CONTRACTOR** shall complete all work as follows:

Grass will be mowed on a regular basis and will be maintained at a level standard for the use of grounds. Clipping, trimming and raking will be done as required to assure a neat grounds appearance. The contractor will ensure all debris as a result of lawn and grounds maintenance is removed from the school department property. Shrubs shall be maintained to a standard that promotes healthy growth. The Nottingham School District shall be notified if a replacement of a shrub is necessary to keep a proper appearance. Trees identified by the principal or his/her designee will be kept mulched and the school district will provide the mulch. The contractor should notify the principal or his/her designee when a mulch delivery is necessary. Any mulch remaining should be placed in an area designated by the principal. Edging will be done around the trees. The contractor shall trim around the buildings, walkways, trees, fences, shrubs, poles, playground area and flower beds to comply with the lawn length. Mowing will not be done during normal school hours when school is in session. The new soccer field shall be mowed as necessary and may be billed separately.

If currently licenses, fertilization should be performed are; weed control, over seeding and aeration.

Raking of school grounds are to be completed and the removal of leaves by the contractor. Leaf blowing is permitted, but will not be done during school hours. Additional leaf clean up may be necessary.

Pruning at least 2 times per year and bush hogging the leach field and pump house at least one a year.

Mulching designated flower beds, shrubs, and tree beds.

A clean cut will be done around the trees.

Other Requirements:

Between 15-18 mowings per year, two of which include spring and fall clean up.

Spring and Fall clean up around the school.

Trimming hedges, bushes, ornamental trees at least 2 times per year. Can be included in the spring and fall clean up.

Weeding throughout the growing season, including the 2 major clean up times of spring and fall.

Re-edging and re-mulching beds once a year (just prior to school reopening).

Spreading and pounding of wood chips (purchased by the school district).

Notification will be provided to lawn/grounds care provider prior to delivery.

Soccer field shall be kept at a height of 3 inches in summer, during the fall the height will be kept at 1.5-2 inches.

Bagging and removal of grass clippings.

Fertilization and over-seeding, and spreading of lime to soccer field.

Ruts to be corrected in early spring.

Cross-country trail to be cleaned up and cut.

2. **Contract Time**

2.1 This is a one year contract to cover the period of July 1, 2010 through June 30, 2011.

2.2 An invoice for lawn care services will be submitted monthly to the Building Principal for approval. The Bookkeeper for Nottingham School District, Nottingham, New Hampshire will provide payment to the Contractor. Payment approval shall be made after inspection by the Nottingham School Administration.

3. **Bid Representations**

The CONTRACTOR makes the following representations:

3.1 CONTRACTOR has familiarized himself/herself with the nature and extent of the, work, locality, and with all local conditions and laws and regulations that in any manner may have an effect on cost, progress or performance or furnishing of the work.

4 **Contract Documents**

The Contract Documents which comprise the entire bid between OWNER and CONTRACTOR.

4.1. CONTRACTOR'S Bid Sheet (see attached);

4.2. The CONTRACTOR will provide a copy of their worker's compensation company name and policy number.

4.3 The Contractor will provide an insurance certificate naming the Nottingham School District as additionally insured.

5. **Bid Dates**

5.1 All bids are to be returned to SAU 44, attention: Business Administrator at 23A Mountain Drive, Northwood, NH 03261 in a sealed envelope by May 15, 2010 and no later than

one pm eastern day light time.

5.2 Bid Envelope shall be clearly marked: BID FOR Lawn Care- Nottingham School District.

5.3 Failure to properly mark the envelope will result in disqualification of the bid, if it is prematurely opened.

5.4 The Nottingham School Board reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the District. The Board reserves the right to waive any informality in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids. No bid shall be withdrawn for a period of sixty (60) days subsequent to the opening of bids without the consent of the Owner. Any bid received after the time and date specified shall not be considered. The Board also reserves the right to negotiate with a bidder when all bids exceed the budgeted appropriation.

Nottingham School District

Contractors Bid Sheet

Contractor Company's Name: _____

Contact Person: _____

Mailing Address: _____

Town, State and Zip Code: _____

Telephone Number: () - _____ Fax Number () - _____

E-Mail Address: _____

Company Representative (Signature): _____

Job Title: _____ Dated: _____

Annual 12 month Bid Amount: \$ _____ and in writing

Note: Payable in 12 equal installments.