



Town of Exeter

Swasey Parkway Landscape Maintenance

Bid Specifications

The Town of Exeter is accepting sealed bids for 2024 Landscape Maintenance of Swasey Parkway. Bid specifications can be viewed online at exeternh.gov/rfps. Bids will be accepted until November 15, 2023 at 4:00 pm at the Town Managers Office located at 10 Front Street, Exeter, NH 03833. Envelopes should be sealed and clearly marked "Swasey Parkway Landscape Maintenance Bid".

1. Description

Work under this contract shall consist of the Contractor furnishing all labor, equipment, fuel and other materials required to perform the obligations of the bid specifications.

2. Insurance

The Contractor shall purchase liability and worker's compensation insurance throughout the contract period. The Town requires a minimum of one million dollars and a copy of the insurance certificates must be provided before any work shall begin.

3. Mowing

The Contractor shall mow all turf areas weekly as needed. Mowing shall commence by the end of the fourth week in April if needed, and continue through the second full week of November. Weather permitting, mowing shall be completed the same day each week (Wednesday, Thursday or Friday). The Trustees shall reserve the right to adjust the designated day of the week based on seasonal programming schedule changes, with advance notice to the contractor. The Trustees shall reserve the right to direct the Contractor to postpone a scheduled mowing due to weather or other uncontrollable conditions. **Extra caution is required when mowing in the area of park patrons.**

All litter, sticks and other debris shall be removed from turf areas prior to mowing. Care shall be taken to avoid skips, clumping, scaling, or damage to trees, shrubs and other park accessories. The mowing height shall be 3 inches throughout the growing season, unless otherwise directed by the Trustees. It is not mandatory that the grass be collected during mowing of the turf areas. The Contractor shall ensure that the mower blades are sharpened at least once weekly. The Contractor shall not fuel equipment on any turf areas. In addition, the Contractor shall ensure all spills are cleaned up immediately and reported to the Trustees and as required by state regulations. In large open areas, mowing patterns shall vary each time mowing occurs. Mowing 360 degrees around trees with high speed mowers is not permitted.

3.1 Mowing Adjacent to Buffer along Norris Brook: All mowing and trimming shall not encroach the shoreline buffer and existing buffer along Norris Brook.

4. Trimming

The Contractor shall trim as needed on the same day that mowing takes place. Areas to be trimmed shall include around benches, trees, signs, along all curb and fence lines (including both sides of the fence along river as well as the fence along Water Street) and any other areas within the property where tall grass and/or weeds are present. The Contractor shall insure that lawn areas are not scalped and that trees, shrubs, groundcovers, flowers, etc. are not damaged. Under no circumstance shall any litter or debris be blown, swept or raked onto an adjacent street, gutter or into a catch basin.

5. Spring Clean Up

Spring cleanup has historically been done by Earth Day volunteers; however, any work not done by volunteers, the Contractor shall give a separate price after a site visit with the Trustees. The Contractor may use the Town of Exeter's disposal facility on Cross Road for leaves, sticks and grass clippings.

6. Fall Clean-up and Leaf Collection

Fall leaf collection shall be done no later than the Second week of December. All leaves, sticks and debris shall be removed from all turf areas and disposed of off-site. The Contractor may use the Town of Exeter's disposal facility on Cross road for leaves, sticks and grass clippings. The Contractor may, with the permission of the Trustees and the Town of Exeter, close the road to perform fall clean-up. Under no circumstances shall any litter or debris be blown, swept or raked into a catch basin.

7. Pruning

The Contractor shall prune shrubs as directed by the Trustees. Pruning shall be done in a manner that promotes growth in a form characteristic of the species. Under no circumstances shall shrubs be sheared unless a formal appearance is desired as directed by the Trustees. At the time of pruning all undesirable brush, saplings, vines and weeds shall be removed as well. The Contractor must be able to identify and properly prune all shrubs in the park. The contractor shall contact the Trustees to arrange a site visit before commencing any pruning.

8. Equipment and Materials

The Contractor shall furnish new or adequate and sufficient equipment that is built specifically for the purpose intended. Such equipment shall be efficient, appropriate and large enough to ensure completion of the work within the contract time. No equipment, oil, gasoline, fertilizer, lime or other chemicals shall be stored in the park. All safety equipment shall be used when operating any equipment in the park. The Contractor shall report to the Parkway Trustees in writing any damage of Parkway property.

9. Method and Terms of Payment

Upon completion of work, the Contractor will invoice the Town of Exeter monthly beginning in May. Payment will typically be made 14 days after receipt of invoice, but not to exceed 30 days after receipt of invoice.

10. References

The Contractor shall provide three references with regard to work of a similar scope in the sealed bid envelope.



Town of Exeter

Swasey Parkway 2024 Landscape Maintenance Bid

Business Name: _____

Contact Person: _____

Address: _____

Phone: _____

E-Mail Address: _____

Bid Item 1: Mowing and Trimming \$_____ per visit

Bid Item 2: Spring Cleanup \$_____ Total

Bid Item 3: Fall Cleanup \$_____ Total

Bid Item 4: Pruning \$_____ Total