

PURCHASING DIVISION
CITY OF WORCESTER
MASSACHUSETTS 01608-1895
ROOM 201 - CITY HALL, 455 MAIN ST.
PHONE (508) 799-1220

SEALED BID INVITATION
(Supplies, Material, Equipment, Services)

SEALED BID NO. CR-8167-M4

DATE: March 11, 2024

CITY OF WORCESTER
Christopher J. Gagliastro, MCPPO
Purchasing Agent

BUYER: Stephen R. McDonald

AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

NOTICE TO BIDDERS
TERMS AND CONDITIONS

All bids are subject to the terms and conditions and specificity herein set forth except where specifically deleted by the City of Worcester in Section No. 6 below.

COMPLETE ORIGINAL COPY (including ALL pages) OF THIS BID MUST BE SUBMITTED IN A SEALED ENVELOPE:

DATE: April 3, 2024

TIME: 10:00 A.M. LOCAL TIME

PLACE: Purchasing Division, Room 201, City Hall, Worcester, Massachusetts

MARK SEALED ENVELOPE "Sealed Bid No. CR-8167-M4, Landscape Maintenance Services / DPF"

The name and address of the bidder must appear in the upper left hand corner of the envelope. The City of Worcester is not responsible for bids not properly marked.

GENERAL

1. This Bid Invitation covers: provide landscape management services for the period of one year from the signed contract date as per requirements and specifications contained herein. The contract may be renewed for a second and third year, at the sole discretion of the City, the option of which will be determined at the end of the current contract period (refer to page 10).
2. A certified check or bid bond made payable to the "City Treasurer, City of Worcester" in the Amount of \$ N/A must accompany this bid.
3. All bids received will be publicly opened and read in the Bid Room at City Hall at date and time shown above. **NO BID WILL BE ACCEPTED AFTER TIME AND DATE SPECIFIED**
4. A performance bond in the amount of \$ N/A of the total dollar award is required.
5. A payment bond in the amount of \$ N/A of the total dollar award is required.
6. All terms and conditions are applicable to this proposal except the following section numbers which are hereby deleted from this invitation:
7. **Other:** Please go to www.worcesterma.gov to obtain bid results.

8. The following meanings are attached to the defined words when used in this bid form.
 - (a) The word “City” means The City of Worcester, Massachusetts.
 - (b) The word “Bidder” means the person, firm or corporation submitting a bid on these specifications or any part thereof.
 - (c) The word “Contractor” means the person, firm or corporation with whom the contract is made by carrying out the provisions of these specifications and the contract.
 - (d) The words “Firm Price” shall mean a guarantee against price increases during the life of the contract.
9. Any prospective bidder requesting a change in or interpretation of existing specifications of terms and conditions must do so within five (5) days (Saturdays, Sundays and Holidays excluded) BEFORE scheduled bid opening date. All requests are to be in writing to the Purchasing Division (e-mail to: mcdonalds@worcesterma.gov). No changes will be considered or any interpretation issued unless the request is in our hands within five (5) days (Saturdays, Sundays and Holidays excluded) BEFORE scheduled bid opening date.
10. The contractor will be required to indemnify and save harmless the City of Worcester, for all damages to life and property that may occur due to his negligence or that of his employees, subcontractors, etc., during this contract.
11. The Contract Agreement will be in the form customarily employed by the City of Worcester and is on file in the Purchasing Division at City Hall.
12. Bids which are incomplete, not properly endorsed, or signed, or otherwise contrary to these instructions will be rejected as informal by the Purchasing Agent. **Conditional bids will not be accepted.**
13. The Bidder must certify that no official or employee of the City of Worcester, Massachusetts is pecuniarily interested in this proposal or in the contract which the bidder offers to execute or in expected profits to arise therefrom, unless there has been compliance with provisions of G.L. c. 43, Sec. 27, and that this bid is made in good faith without fraud or collusion or connection with any other person submitting a proposal.
14. As the City of Worcester is exempt from the payment of Federal Excise Taxes and Massachusetts Sales Tax, prices quoted herein are not to include these taxes.
15. All prices are to be firm F.O.B. Destination, City of Worcester, Massachusetts, unless otherwise indicated by the City. **Time reserved for award is ninety days.**
16. In case of error in the extension prices quoted herein, the unit price will govern.
17. It is understood and agreed that should any price reductions occur between the opening of this bid and delivery of any order, the benefit of all such reductions will be extended to the City.
18. The City of Worcester reserves the right to reject any and all bids, wholly or in part, and to make awards in a manner deemed in the best interest of the City.
19. Awards will be made to the bidder quoting the lowest net price in accordance with the specifications.
20. The supplier will be bound by all applicable statutory provisions of law of the Federal Government, the Commonwealth of Massachusetts, the City of Worcester, and the Department of Public Safety of the Commonwealth of Massachusetts.
21. Any bid withdrawn after time and date specified, the bidder shall forfeit deposit on bid as liquidated damages.
22. The contractor will not be permitted to either assign or underlet the contract, not assign either legally or equitably any monies hereunder, or its claim thereto without the previous written consent of the City Treasurer and of the Purchasing Agent of the City of Worcester.
23. If this bid shall be accepted by the City, and the bidder shall fail to contract as aforesaid and to give a bond in the amount as specified in Section 4, within ten (10) days, (not including Sunday or a legal Holiday) from the date of the mailing of a notice from the City to him/her, according to the address given herewith, that the contract is ready for signature, the City may by option determine that the bidder has abandoned the contract and thereupon the proposal and

signature, the City may by option determine that the bidder has abandoned the contract and thereupon the proposal and acceptance shall be null and void and the bid security accompanying this proposal shall become the property of the City as liquidated damages.

24. When quoting, the bidder shall submit a signed copy of this bid form, and if the bid accepted by the City, it shall constitute part of the contract of purchase. Bidder must sign and return complete form 30B (Sealed Bid Goods & Services).
25. If in the judgment of the Purchasing Agent any property is needlessly damaged by an act or omission of the contractor or his/her employees, servants or agent, the amount of such damages shall be determined by the Purchasing Agent of the City of Worcester and such amount shall be deducted from any money due the contractor or may be recovered from said contractor in actions at law.
26. It is agreed that deliveries and/or completion are subject to strikes, lockouts, accidents and/or Acts of God.

INSURANCE AND WORKER'S COMPENSATION

27. **PUBLIC LIABILITY INSURANCE:** Contractor to supply the City of Worcester with certificates of insurance evidencing general liability coverage of not less than \$1 million per occurrence / \$2 million aggregate.
28. **AUTOMOBILE LIABILITY INSURANCE:** Contractor to supply the City of Worcester with certificates of insurance evidencing automobile liability coverage, bodily injury, and property damaged combined single limit of \$1 million (all owned, hired and non- owned vehicles).
29. **COMPENSATION INSURANCE:** The contractor shall furnish the City of Worcester with certificates showing that all of his/her employees who shall be connected with this work are protected under Massachusetts worker's compensation insurance policies.
30. The Contractor shall carry public liability insurance with an insurance company satisfactory to the City so as to save the City harmless from any and all claims for damages arising out of bodily injury to or death of any person or persons, and for all claims for damages arising out of injury to or destruction of property caused by accident resulting from the use of implements, equipment or labor used in the performance of the contractor or from any neglect, default or omission, or want of proper care, or misconduct on the part of the Contractor or for anyone of his employ during the execution of the contract.
31. Prior to starting on this contract, the Contractor shall deposit with the Contracting Officer certificates from the insurer to the effect that the insurance policies required in the above paragraphs have been issued to the Contractor. The certificates must be on a form satisfactory to the Purchasing Agent.
32. Except as may otherwise be stated herein, the Contractor shall also carry bodily injury and property damage insurance in an amount not less than those set forth above covering the operation of all motor powered vehicles owned or operated by the Contractor and engaged in this contract.

DISCOUNT

33. Prompt pay discounts will be considered when determining the low bid except when discounts are for a period of less than 30 days. In this event discounts will not be taken into consideration when determining low bid.
34. Time, in connection with discount offered, will be computed from date of completion and/or delivery and acceptance at destination, or from date correct bill or voucher properly certified by the contract is received if the latter date is later than the date of completion and acceptance and/or delivery and acceptance.

GUARANTEE

35. The bidder to who a contract is awarded guarantees to the City of Worcester all equipment, materials and or workmanship for a period of one (1) year after final inspection and acceptance and shall replace promptly any defective equipment, materials and/or workmanship required without additional cost to the City.

DELIVERIES AND COMPLETION

36. It is understood and agreed that in the event of failure on the part of the bidder to indicate date of delivery and/or completion, delivery and/or completion will be made within twelve (12) days from date of notification. Should the successful bidder fail to make delivery or complete contract within time specified, the City reserves the right to make the purchase on such orders at the open market and charge any excess over contract price to the account of the successful bidder, who shall pay the same.
37. The contractor shall familiarize himself with the location and facilities for storage.
38. The City through its Purchasing Division reserves the right to divert delivery from one location to another, and to allow for any change in operating conditions or for any other cause not now foreseen and to proportion deliveries according to available storage facilities.

SAMPLING AND ANALYSIS

39. Each bidder must state the commercial name of the product quoted, name, and address of operator or agent from whom the product will be purchased and in addition shall furnish an analysis of the product, date of analysis, by whom made and their address.
40. Samples of the product to be delivered may be taken by a representative of the City, either prior to delivery or while it is being delivered in the storage facilities at destination, or will be taken from the storage facilities to which the product has been delivered as determined from time to time by the Purchasing Agent. Bidder agrees to furnish the necessary manual labor, without additional cost required to assemble the physical samples, which is to be performed under the direction of the City representative.
41. The representative of the City taking the samples shall be given the opportunity, while sampling, to affix his or her signature to the delivery slip each item represented in his/her sample.
42. Any product after the sampling and analysis, not found meeting the requirements of the contract shall be sufficient cause for the cancellation of the contract at the option of the Purchasing Agent.
43. If any product is found that does not meet the analysis submitted by the bidder in his/her proposal, the Purchasing Agent may, at his or her option, exercise his/her right to reject the product and require that all or any part thereof shall be removed promptly by and at the expense of the contractor and replace it forthwith with a product satisfactory to the Purchasing Agent, or to retain the product and compensate the contractor in an amount as determined by the Purchasing Agent and the City Manager.
44. It is understood and agreed that it shall be a material breach of any contract resulting from this bid for the Contractor to engage in any practice which shall violate any provisions of Massachusetts General Laws, Chapter 151B, relative to discrimination in hiring, discharge, compensation, or terms, conditions or privileges of employment because of race, color, religious creed, national origin, sex, age or ancestry.
45. The undersigned as bidder, declares that the only parties interested in this proposal as principals are named herein; that this proposal is made without collusion with any other person, firm or corporation, that no officer or agent of the City is directly or indirectly interested in this bid; and he/she proposes and agrees that if this proposal is accepted he/she will contract with the City in accordance with the specifications, also the terms and conditions as spelled out in this bid form.
46. No Person, including but not limited to corporations, partnerships, limited partnerships or limited liability corporations, shall be eligible to receive a contract under this invitation to bid and/or request for proposal if that person has been convicted of any felony offense involving the distribution of controlled substances as that term is defined under Chapter 94C of the General Laws and, for contracts to be performed for on-site services to the Worcester Public Schools, if that person or any person to be employed by that person in the performance of such on-site services has been convicted of a "sex offense" or a "sex offense involving a child" or a "sexually violent offense" or would meet the definition of "sexually violent predator" as those terms are defined in Section 178C of the General Laws and who must register with the sex offender registry board.

47. The Contractor shall at all times enforce strict discipline and good order among his employees and shall not employ for work or services relating to this contract any unfit person or anyone not skilled in the task assigned to him. In light of the fact that the performance of this contract requires the Contractor and its employees to have significant interaction with the public, the Contractor shall require all employees who may perform services under this contract to conduct themselves in a courteous, professional manner. If the Contractor is notified by the Contract Officer that any person engaged upon the work is incompetent, unfaithful, disorderly, discourteous, or otherwise unsatisfactory, then such person shall be discharged from providing services or work pursuant to this contract. Without limiting the generality of the foregoing, intimidation, threats and/or violent conduct of any kind or nature directed to members of the public are absolutely prohibited. Failure to comply with this requirement shall be grounds for termination of the contract.
48. The Contractor's performance may be evaluated on an ongoing basis including but not limited to consideration of complaints received from members of the public. In order to facilitate this evaluation, the Contractor shall provide the City with documents and records upon request. The Contractor shall further obtain from its employees authorization that appropriate City personnel may obtain all available criminal offender information ("CORI") from the Criminal History Systems Board. A high number of unresolved complaints, any number of complaints that are particularly severe, or employment of individuals who have been convicted of assault or other violent crimes shall be grounds for the early termination or non-renewal of the contract by the City.
49. The procurement officer shall award the contract to the lowest responsible and responsive bidder. The term "responsible bidder" means "a person who has the capability to perform fully the contract requirements, and the integrity and reliability which assures good faith performance." Consistent with its duty to maintain public order and promote public safety, the City has determined that this contract is of a type and nature so as to be particularly sensitive due, at least in part, to the contractor's inherent access and dealings with the members of the general public. Therefore, the City has concluded that additional scrutiny is justified as it determines whether a particular bidder is responsible, having the integrity and reliability to properly perform the requested services. This may entail consideration of the contractor's system of oversight, training and supervision of its employees, including but not limited to its requirement of a high standard of customer service and courtesy in its dealings with the public. The bidder's care and diligence in hiring and assigning its employees will also be considered. In making its determination, the City reserves the right to examine any and all information at its disposal, including but not limited to prior City contracts, the experiences and information obtained from current and former customers (whether identified by the bidder as references or not), as well as other sources available to the City, including but not limited to court documents, newspapers, financial reports (such as DUNS), and certain police data and reports.
50. The Contractor, acting through its owner(s) or any of its employees, or its agents or sub-contractors and any of their employees, shall not engage in any behavior, whether during the course of its duties under this contract or at any other time, that is illegal, criminal or otherwise shocking or offensive to the general public. The determination whether any particular behavior is illegal, criminal or shocking to the general public shall rest in the sound judgment of the Contracting Officer or the City Manager. In making such determination, the Contracting Officer or the City Manager shall apply the general standards of the community. No criminal conviction or formal charges shall be required to make such determination. Such behavior need be something more than trivial and something which would cause the general public to have concerns either about the safety of individuals coming in contact with the Contractor or about the character and integrity of the individuals with which the City does business. Violation of this provision shall be grounds for immediate and unilateral termination of this contract by the City upon five days notice as otherwise provided herein.

GIVE FULL NAMES AND RESIDENCES OF ALL PERSONS INTERESTED IN THE FOREGOING PROPOSAL.

(NOTICE: Give first and last name in full; in case of corporations, give corporate name and names of President, Treasurer, and Manager; and in case of firms give names of the individual members)

Name	Address	Zip Code
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

KINDLY FURNISH THE FOLLOWING INFORMATION REGARDING BIDDER:

(1) If a Proprietorship

Name of Owner _____

Business Address _____

Zip Code _____ Telephone No. _____

Home Address _____

Zip Code _____ Telephone No. _____

(2) If a Partnership
Full names and addresses of all partners

<u>Name</u>	<u>Address</u>	<u>Zip Code</u>
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_____	_____	_____
_____	_____	_____
_____	_____	_____

Business Address _____ Zip Code _____

Tel. No. _____

(3) If a Corporation

Full Legal Name _____

State of Incorporation _____ Qualified in Massachusetts ? Yes _____ No _____

Principal Place of Business _____

Street _____ P.O. Box _____

City/Town _____ State _____ Zip _____

Telephone No. _____

Place of Business in Massachusetts _____

Street _____ P.O. Box _____

City/Town _____ State _____ Zip _____

Telephone No. _____

GIVE THE FOLLOWING INFORMATION REGARDING SURETY COMPANY

Full Legal Name of Surety Company _____

State of Incorporation _____ Admitted in Massachusetts ? Yes _____ No _____

Principal Place of Business _____

Street _____ P.O. Box _____

City/Town _____ State _____ Zip _____

Place of Business in Massachusetts _____

Street _____ P.O. Box _____

City/Town _____ State _____ Zip _____

Telephone No. _____

NOTE

The Office of the Attorney General, Washington, D.C. requires the following information on all bid proposals amounting to \$1,000.00 or more.

F.I.D. Number of bidder _____

This number is regularly used by companies when filing their "EMPLOYER'S FEDERAL TAX RETURN, U.S." Treasury Department Form 941.

AUTHORIZED SIGNATURE OF BIDDER _____ TITLE _____
PLEASE SIGN

DATE _____ BID SECURITY \$ _____

The name of Customer Service Representative and the Contract Administrator responsible for servicing this account in the event of contract award are:

NAME (PLEASE PRINT) *Customer Service Rep.* _____ TEL. NO. _____

NAME (PLEASE PRINT) *Contract Administrator* _____ TEL. NO. _____

FAX NUMBER _____ FAX # _____

E-MAIL (Customer Service Rep.): _____

E-MAIL (Contract Administrator): _____

UNDER MASSACHUSETTS GENERAL LAWS, CHAPTER 30B: SECTION 10, THE FOLLOWING CERTIFICATION MUST BE PROVIDED WITH BID SUBMISSION:

Section 10. A person submitting a bid or a proposal for the procurement or disposal of supplies, or services to any governmental body shall certify in writing, on the bid or proposal, as follows:

"The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals."

(Please Print) _____
Name of Person Signing Bid

Signature of Person Signing Bid

Company

No award will be made without vendor certification of the above.

Bidders must state and identify the product offered, such as manufacturer's name, trade name, brand name and quality next to each item. WE MUST KNOW WHAT HAS BEEN OFFERED.

The quantities shown herein are estimated only and the Contractor will be required to furnish all quantities ordered by the City during the period of the contract.

YES XX NO

Delivery to be made to: as required

This Bid includes addenda numbered _____

NO PRICE ADJUSTMENTS ALLOWED. PRICES QUOTED ARE FINAL. CHECK BEFORE SIGNING!

BIDDER TO COMPLETE ITEMS BELOW

Item No.	Quantity	Description	Mfg	Model No.	Unit Price	Total Amount
		Provide landscaping maintenance services as per the requirements and specifications contained herein for a period of one year from contract date. Options to renew, at the sole discretion of the City, for two additional one year periods (see page 10). Bidders must bid all locations. Award to be made in the aggregate (all locations) for each individual service. Questions may be directed to Stephen McDonald, Assistant Purchasing Director via e-mail at mcdonalds@worcesterma.gov				See Attached Pricing Page

TERMS, PROMPT PAY DISCOUNT _____% 30 DAYS, NET 45 DAYS.

DELIVERY AND/OR COMPLETION TO BE MADE WITHIN As required by the City DAYS FROM DATE OF NOTIFICATION BY THE CITY.

NAME OF BIDDER _____

DISCLOSURE OF CONTRACT RENEWAL

This contract may be renewed for a second and third year at the sole discretion of the City of Worcester, the option of which will be determined at the end of the current contract year.

In no event will increase exceed _____ % for the second contract year.
(TO BE COMPLETED BY BIDDER)

In no event will increase exceed _____ % for the third contract year.
(TO BE COMPLETED BY BIDDER)

Name

Date

Title

IF VENDOR DOES NOT WISH TO BE CONSIDERED FOR A SECOND OR THIRD YEAR OPTION,
PLEASE INDICATE BY CHECKING THIS BOX: ☐

IMPORTANT

It is understood and agreed, that failure by the bidder to complete the above increase statement, it is the bidders intent to accept a second and third year option at zero (0) percent increase.

All other Terms and Conditions to remain the same.

**DEPARTMENT OF PUBLIC FACILITIES
LANDSCAPING SPECIFICATIONS**

1. These specifications are for the lawn care and landscape maintenance at the DPF locations. This work includes three seasons of landscaping activities (Spring, Summer, & Fall).
2. The locations included are:
 - SENIOR CENTER - 128 Providence Street, Worcester MA 01604
 - OFFICE BUILDING - 25 Meade Street, Worcester MA 01610
 - OFFICE BUILDING - 51 Sever Street, Worcester MA 01609
 - OFFICE BUILDING - 61 Sever Street, Worcester MA 01609
 - REGIONAL COMM. CENTER - 2 Coppage Drive, Worcester MA 01608
3. Spring Cleaning - includes trash and debris removal. raking, weeding, mulching all existing beds and lawn dethatching. Replacement of mulch to match existing.
4. Fall Cleaning - include raking all existing beds and lawns. Remove all debris and dispose of offsite.
5. Mowing - include all lawns. Remove all grass clippings and debris created as part of the mowing process.

The Contractor shall furnish all equipment, labor and materials necessary to complete the maintenance of grass, perennials, groundcovers, shrubs and trees from April through October.

Maintenance shall consist of weeding, mulching, pruning/cutting back, plant replacement/re-seeding (as needed), mowing/trimming and other tasks as described in Landscape Maintenance Specifications.

It is the intent of the Owner for this site to be maintained in a sustainable, cost effective and resource efficient manner.

PRE-BID CONFERENCE

1. A pre-bid conference will not be held but prospective bidders are encouraged to visit the sites and to familiarize themselves with the locations and scope of work.
2. These are very active and important facilities for the City of Worcester. People come and go from them frequently. Contractor must be always diligent and courteous with all patrons.

I. GENERAL

1.01 DESCRIPTION OF WORK

- A. The Contractor shall furnish all labor, equipment and materials necessary to complete the maintenance of grasses, groundcovers, perennials, shrubs and trees.
- B. Maintenance shall consist of weeding, mulching, re-seeding, mowing/trimming as needed and other tasks described herein.
- C. It is the intent of the Owner for this site to be maintained in a sustainable, cost effective and resource efficient manner.
- D. At various times, the Owner may request work that is outside of the scope of this specification. The Owner and the Contractor will meet and discuss the work and develop the scope of work. The Contractor will submit a proposal to the Owner in writing for approval. No work shall commence without approval.

1.02 CONTRACTOR STAFF TRAINING AND EXPERIENCE

- A. All work shall be performed under the direct on-site supervision of a qualified landscape professional with a minimum of five years horticultural education and experience.

1.03 LANDSCAPE SERVICE, SCHEDULING AND RECORD KEEPING

- A. The Contractor shall develop a written schedule for regular maintenance activities by area and submit to the Owner for review prior to beginning maintenance work.
- B. The Contractor shall maintain a log of activities performed by site and shall provide a printed copy monthly to the Owner.

1.04 GUARANTEE AND REPLACEMENT

- A. The Contractor shall replace any grass or plant materials damaged as a result of improper maintenance or neglect at no additional cost to the Owner; and any grass area or plant that is dead or dying according to the schedule described in this document. Replacement material shall be of the same size, species and variety and same seed mix as the dead, dying or damaged material.
- B. The Contractor is not responsible for repair or replacement of damaged

work or plant material resulting from vandalism, theft, extreme weather conditions or the acts of others over whom they have no reasonable control. The Contractor shall make note of such areas and inform the Owner.

- C. The Contractor shall inform the Owner monthly of plant losses, the cause of such loss and shall provide pricing for plant replacement due to loss or damages that are not the Contractor's fault.

2. WEEDING

2.01 GENERAL

- A. All weeds, clippings, seedlings, and pruned material shall be disposed of off-site.

2.02 WEEDING LANDSCAPE AREAS

- A. Once a month from April through October of each year the Contractor shall inspect all plant areas and remove all weeds by hand or mechanical methods, taking care to remove the entire plant including roots.
- B. The Contractor shall be able to distinguish between weeds and perennials that were originally planted and seeded to avoid removing the wrong plants. The Contractor shall keep a field guide of plant available for help with identification when necessary.
- C. During these monthly inspections/weeding activities the contractor shall also remove any tree seedlings including roots.

3. MULCHING

3.01 BIORETENTION AREAS @ THE SENIOR CENTER (128 Providence Street)

- A. The mulch on the side slopes and the bases of swales and basins shall be checked in June of each year and any mulch that has decomposed to the point of being densely matted shall be removed and replaced with two (2) inches of new double shredded hardwood mulch (non-dyed). Any of these areas that no longer have mulch shall also be re-mulched. This work shall take place after perennial growth has emerged from the soil and after weeding has been completed for that month.
- B. Areas that cannot be accessed due to dense perennial (non-weed) or shrub growth do not need to be re-mulched.

3.02 MULCHING ALL OTHER BEDS

- A. All remaining plant beds shall be re-mulched as needed. They shall receive three (3) inches of new mulch after old mulch removal.

- B. Where shrubs and groundcovers have low growth that covers the ground, mulch does not need to be replaced.
- C. At the bases of all trees mulch shall be pulled back so there is a bare soil area surrounding the entire trunk, six (6) inches from the edge of the trunk.

4. CUTTING BACK

4.01 GENERAL

- A. All overgrown vegetation as well as all other plant-based cuttings shall be disposed of off-site.

4.02 CUTTING BACK IN SPRING

- A. The Contractor shall trim down all overgrown vegetation in April or early May of each year.

5. PLANT REPLACEMENT AND RE-SEEDING

5.01 GENERAL

- A. Any replacement planting and seeding work shall be coordinated with the Owner and prior approval from the Owner is required prior to the commencement of the work.

5.02 EVALUATING PERENNIALS

- A. During the months of May and September of each year the Contractor shall evaluate all dead, dying and damaged plants. The contractor will submit a proposed replacement plan to the Owner in writing for approval. No work shall commence without approval.
- B. The Contractor may divide existing healthy perennials on the site to use as replacements for dead, dying, and damaged plants of the same species if approved by the Owner. Dividing shall be done in accordance with established horticultural practices.

5.03 REPLACING TREES, SHRUBS AND GROUNDCOVERS

- A. During the months of May and October of each year the Contractor shall evaluate all dead, dying and severely damaged trees, shrubs and groundcovers. The Contractor will submit a proposed replacement plan to the Owner in writing for approval. No work shall commence without approval.

5.03 RESEEDING GRASS

- A. During the first half of September of each year dead and dying grass areas shall be evaluated. The Contractor will submit a proposed replacement plan to the Owner in writing for approval. No work shall commence without approval.

6. MOWING AND TRIMMING

6.01 GENERAL

- A. The Contractor is responsible for any mower and trimmer damage to trees, shrubs, groundcovers, and perennials and shall repair or replace any such damaged materials at no cost to the Owner as directed by the Owner.

6.02 GRASS MOWING

- A. All turfgrass shall be mowed as needed during the growing season.
- B. The grass swale that enters the basin at the southeast end of the site at the Senior Center shall not be mowed or trimmed.
- C. Prior to each mowing the Contractor shall remove all litter and debris from lawn areas. Grass areas shall be maintained at a height of no less than 2 1/2 inches and no more than 3 inches.
- D. Grass clippings shall be swept or blown from all surfaces after each mowing in order to minimize obstructions that may reduce accessibility of visitors. Grass clippings shall be mulched or bagged and removed from the site.

6.03 GRASS TRIMMING

- A. The Contractor shall mechanically trim all grass edges at guardrails and other vertical edges with every mowing.

7. GENERAL AREA MAINTENANCE

7.01 LEAF REMOVAL

- A. In Autumn of each, year fallen leaves shall only be removed from turf areas and woody groundcover beds.

7.02 LANDSCAPE TRASH REMOVAL

- A. The Contractor shall remove all trash from plant beds and grass areas once every two (2) weeks. Trash is to be disposed of offsite.

7.03 SEDIMENT REMOVAL FROM SWALES AND BASINS

- A. In October of each year, the Contractor shall remove sediment which has accumulated in swales and basins with a flat shovel taking care not to disturb the perennials and shrubs. Sediment shall be disposed of offsite.

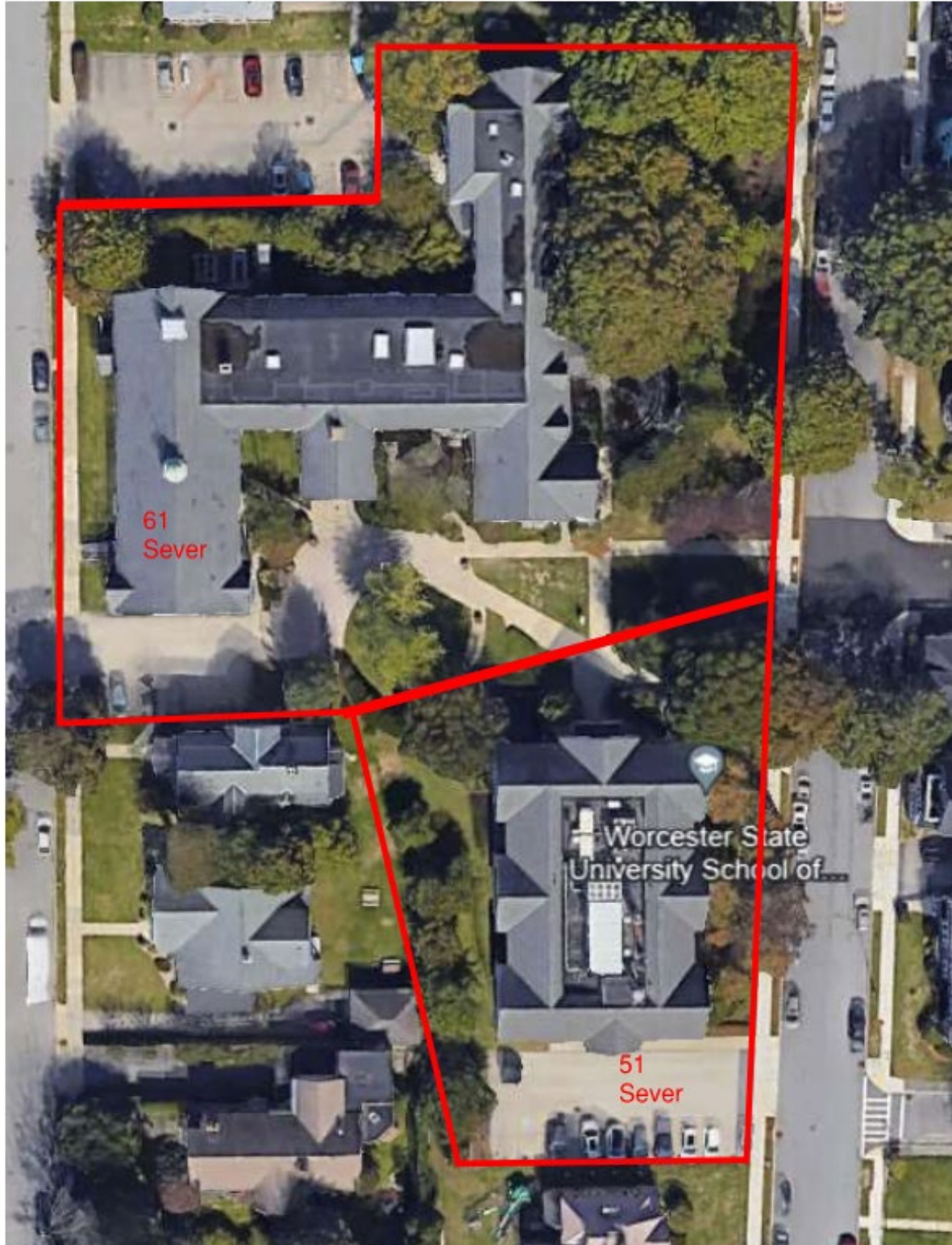
7.04 REPAIR OF ERODED AREAS

- A. The Contractor shall perform monthly inspections of the site to identify eroded soil and mulch areas which shall be promptly repaired. Areas of concern shall be brought to the Owner for review and approval. No work shall be performed with prior authorization from the Owner.

SENIOR CENTER – 128 Providence Street



OFFICE BUILDINGS – 51 & 61 Sever Street



OFFICE BUILDING - 25 Meade Street



REGIONAL EMERGENCY COMMUNICATIONS CENTER – 2 Coppage Drive



PRICING SHEET

BIDDER TO COMPLETE ITEMS BELOW

SITE NAME & ADDRESS	MONTHLY PRICE	ANNUAL SITE PRICE
SENIOR CENTER 128 Providence Street	April \$ _____ May \$ _____ June \$ _____ July \$ _____ August \$ _____ September \$ _____ October \$ _____	\$ _____
OFFICE BUILDING 25 Meade Street	April \$ _____ May \$ _____ June \$ _____ July \$ _____ August \$ _____ September \$ _____ October \$ _____	\$ _____
OFFICE BUILDING 51 Sever Street	April \$ _____ May \$ _____ June \$ _____ July \$ _____ August \$ _____ September \$ _____ October \$ _____	\$ _____
OFFICE BUILDING 61 Sever Street	April \$ _____ May \$ _____ June \$ _____ July \$ _____ August \$ _____ September \$ _____ October \$ _____	\$ _____
COMMUNICATIONS CENTER 2 Coppage Drive	April \$ _____ May \$ _____ June \$ _____ July \$ _____ August \$ _____ September \$ _____ October \$ _____	\$ _____
TOTAL ANNUAL BID *Must bid all locations. Award to be made in the aggregate.	(Sum of all items above)	\$ _____