

# Town of Madison, ME

## Specifications for General Municipal Properties Lawn Care 2017

No bid shall be withdrawn for a period of thirty (30) days subsequent to the opening of bids without the written consent of the Town. All bidders shall provide three (3) letters of reference.

1. Scope of Work: This is a general lawn care and property maintenance contract for six (6) municipal properties listed below and located throughout the Town of Madison. The following municipal properties require two different levels of lawn care and maintenance in accordance with the specifications set forth below:

### A. Spring and Fall Cleanup and Maintenance

The following municipal properties will receive a spring and fall cleanup:

1. 26 Weston Avenue - Town Office Building area including parking area and perimeter outside fence at Basketball courts. Weed and mulch Town office
2. 55 Weston Avenue (Ice Rink/Volleyball)
3. Main Street Parking Lot, green space and playground
4. Boat Landing – Nathan Street
5. Old Point Avenue School and Playground
6. Thomas Street Field

### B. Regular Lawn Care and Maintenance

The following municipal properties will receive regular lawn care and maintenance:

1. 26 Weston Avenue - Town Office Building area including parking area and perimeter outside fence at Basketball courts. Weed and mulch Town office
2. 55 Weston Avenue (Ice Rink/Volleyball)
3. Main Street Parking Lot, green space and playground
4. Boat Landing – Nathan Street
5. Old Point Avenue School and Playground
6. Thomas Street Field

### C. Additional work

Additional work may be available during the maintenance season on an as needed basis. The Contractor shall have first option on this work and the cost of performing this work shall be agreed to in writing prior to work being commenced.

2. Definitions that apply to these specifications

### A. Spring, Fall and Cleanup and Maintenance

Spring cleanup will provide for the removal of leaves, stones, branches, damage from winter plowing and any other material not consistent with good lawn care and shall include the property interior to the stone walls and fences and exterior along stone walls and fences and along roadways. Spring cleanup shall also include removal and disposal of all trash, de-thatch and removal of thatch, maintaining a minimum distance of five feet cleared of all brush, vines, etc., from the edges of all described property. Spring cleanup for all municipal properties, shall be completed ASAP after snow melt. Fall cleanup for all municipal properties shall be completed no later than November 15<sup>th</sup> of each year, and started no sooner than October 15<sup>th</sup> of each year. Fall cleanup shall consist of the removal of leaves, stones, branches, and any other material not consistent with good lawn care.

B. Regular mowing  
“Regular mowing” shall be the reduction of the grass height to 2½ to 3 inches. Regular mowing shall occur with a frequency so that the height of the grass does not exceed 4 inches. All properties typically end up being mowed 25 +/- times per year. Mowing shall encompass the entire property as well as any sections between and along the fence and the road outside the yard. Grass under and around the fences, guard rails, and any other building/monument must be maintained. All mowing in a particular Municipal Property must be done completely once started. If not completed that same day, it must be finished the following day, weather permitting.

C. Brush and hedge maintenance  
Brush, bushes and hedges growing next to walls and fences, shall be cut and/or trimmed in accord with best landscaping practices. Suckers or shoots from the base of established trees shall be neatly cut back and not be broken off.

D. Removal of debris  
Any and all lawn care and maintenance debris shall be removed from the site of the maintenance and disposed of properly.

3. Contract Term

The term of this contract shall be from April 1, 2017 until November 30, 2020.

4. General Maintenance Obligation All areas will be kept free of fallen limbs, trash or other materials inconsistent with the area being maintained. This obligation shall also include along the outside of the municipal properties.

5. Use and Maintenance of Tools All hand tools and equipment employed shall be maintained and operated in a safe condition as provided for by the manufacturer and as required by good safety practices and as specified by state and federal requirements. It is understood that the Town shall not be responsible for supplying any hand tools or equipment for the performance of this Contract.

6. Insurance Contractor shall be insured with personal and liability coverage according to the following minimum schedule and limits, and worker’s compensation as required by the laws of the state of Maine. A Certificate of Insurance, naming the Town of Madison as an “additional Insured”, shall be filed with the Town Office demonstrating insurance coverage meeting the minimum requirements described below for at least the period of time covered under the contract.

A. Workers' Compensation Insurance With respect to all operations, the Contractor performs and all those performed for him by subcontractors, worker's compensation insurance shall be in force, per Maine State law. **Or**, obtain approved “Application for Predetermination of Independent Contractor Status to Establish a Rebuttable Presumption. See [www.maine.gov/wcb/](http://www.maine.gov/wcb/) for more information.

B. General Liability Insurance Contractor shall maintain a policy of general liability, comprehensive form also containing broad form property damage and coverage for independent contractors and products and completed operations, with general liability limits \$1,000,000 aggregate, \$500,000 per occurrence.

C. Vehicle Liability Contractor shall maintain a policy of comprehensive liability coverage for owned, hired and non-owned vehicles. The combined limits of coverage shall not be less than \$500,000.

7. Indemnity The Contractor shall be responsible for all property damage, accidents, injury,

death, and other liabilities that in any way relate to the performance of this Contract. The Contractor agrees to indemnify and hold the Town harmless for all damages, costs and attorney's fees. This duty of indemnification shall include the right of the Town to select its legal counsel.

8. If the Contractor fails to meet the conditions of this Agreement per satisfaction of the Town Manager of the Town, the Town Manager will have the authority to employ another contractor chosen by the Town to perform the work under this Agreement according to its specifications and to deduct all such expenses so incurred from the Contractor's monthly payments.
9. The contract period will be for three (3) growing seasons. Upon the recommendation of the Town Manager that the Contractor has failed to perform the agreement terms in a satisfactory manner, the Board of Selectmen reserves the right to terminate this Agreement at any time, upon giving a 10-day notice in writing by certified mail, return receipt requested, to the Contractor.