



STOW RECREATION COMMISSION
TOWN BUILDING - 380 GREAT ROAD
Stow, Massachusetts 01775-2127
(978) 461-1411
FAX (978) 897-4534

INVITATION FOR BIDS

The sealed bids for landscape and maintenance services for Stow Recreational facilities in the Town of Stow, MA, bids must be received at the Stow Recreation Department by Friday, April 18, 2014 at 2:00pm at which time and place bids will be opened and read aloud by Laura Greenough, Stow Recreation Director in her office at 375 Great Road in Stow. Any bids submitted after this date will not be accepted. Bids must be submitted in a sealed envelope, plainly marked "Stow Recreation Department, Landscape and Maintenance services, IFB # 0001-2013". The contract will be awarded by April 25, 2014 by the Stow Recreation Commission. No bidder may withdraw their bid for a period of ninety (90) days following the actual bid opening.

Scope of work:

The scope of work includes grass maintenance (fertilizer, lime, weed killer, grub killer, aeration and overseeding schedules). Companies should bid on lawn care maintenance at our town fields including Stow Community Park, Pine Bluffs, Pompositticut, and Memorial Field.

It is the intent of Stow to award this bid to the lowest responsible and responsive bidder. The town reserves the right to accept or reject any or all bids and to waive any informality concerning the bids when such rejections or waiver is deemed in the best interest of the Town. The Town reserves the right to award the bid on an a la cart basis or as a whole, which ever is in the best interest of the Town. Companies may bid on the entire project scope or individual items within the project scope.

1. Project Requirements

A. **Scope of Services for Stow Facilities**

Task: Lawn Care.

- Grass maintenance (fertilizer, seeding, weed killer, and grub killer)
- Lime Applications
- Aeration
- Turf Treatment Plan required for each property.
- Soil testing for each field is required.
- Work Completion list required monthly (include dates and times of application/work, specific product details regarding what was applied and the rate at which it was applied.)
- The Contractor is required to get approval from the Stow Recreation Director before any lawn application occurs.

Evaluation Criteria

The Town is intent on engaging a company with significant experience in the lawn care, landscaping, irrigation systems, and infield maintenance industries. To be considered a responsible bidder, companies must meet the evaluation criteria:

1. A description of 3 successful similar projects experiences with client information.
2. Minimum of 5 years of experience in related field.
3. Document similar experience as listed above. 3 examples will be sufficient.
4. It is the intent of Stow to award this bid to the lowest responsible and responsive bidder.
The town reserves the right to accept or reject any or all bids and to waive any informality concerning the bids when such rejections or waiver is deemed in the best interest of the Town.

Bid Submission Requirements

- Two (2) paper copies and One (1) electronic copy of the bid are to be submitted to the Town of Stow.
- A cover letter summarizing the Company's ability to meet the Evaluation criteria above.
- History of client satisfaction based on reference checks. **Provide 3 references from similar projects.**
- Provide the town with a copy of your companies insurance
- All contractors working for the town shall provide a certificate of Insurance indicating coverage for Worker's compensation, in accordance with minimum statutory coverage pursuant to Massachusetts General Laws

- All contractors engaged in contracts in excess of \$10,000 shall provide the Town with a Certification of Comprehensive General Liability Insurance for a minimum of One Million Dollars (\$1,000,000), with complete operators coverage naming the Town of Stow as additional insured.
- Contractors engaged in work valued between \$5,000 and \$10,000 shall provide the Town with a Certification of Comprehensive General Liability Insurance for a minimum of \$500,000) naming the Town of Stow as additional insured.
- Contractors engaged in projects valued at less than \$5,000 shall carry an appropriate amount of liability coverage, which shall be determined by the department head procuring the service.
- Motor vehicle liability insurance in a minimum of \$500,000.00 per accident.
- A Firm and fixed lump sum bid.
- Accurately complete the bid schedule attachment A.
- Accurately and fully complete exhibit C, D, & E which are attached.

Notes

Contractor is direct responsibility for the timely repair or replacement of damaged equipment, fencing or other permanent or portable systems that are damaged by your company.

Submission Date

All proposals will be submitted to:

Stow Recreation Department
 Stow Town Building
 380 Great Road
 Stow, MA 01775-2127
 (978) 461-1411

No later than until 2:00 p.m., April 18, 2014.

2. **Questions**

Questions regarding this IFB should be directed in writing to:

Mrs. Laura Greenough
 Stow Recreation Director
 Recreation Department Offices
 Town Hall
 380 Great Road
 (978) 461-1411

Laura Greenough
 Recreation Director

Date _____