Town of Raymond, Maine
Public Works Department

NOTICE
Mowing/ Snow Removal Bid
(Three Year Contract)

Sealed bids for furnishing the Town with annual mowing and snow removal services as specified, will be received by Nathan White, Public Works Director, 401 Webbs Mills Road, Raymond, Maine 04071, until 2:00pm, May 3, 2012 and they will be publicly opened May 4, 2012 at 10:00am. For more information and required forms see www.raymondmaine.org for details.

Specifications:

The Town of Raymond is seeking bids for facility lawn mowing and sidewalk snow removal. All mowing will include spring clean-up with the exception of sidewalks. All snow removal will be completed within 24 hours after snow fall has ended and per the Public Works Director's instructions. This is a three (3) year contract starting July 1, 2012 and ending June 30, 2015 with an annual review. Annual cost to be constant over the term of the contract.

Facilities include:

- Weekly mowing and Trimming of Raymond Town Office
- Weekly mowing and trimming of all Raymond Cemeteries (Mill Street; Plains Road; North Raymond Road; Raymond Hill)
- Weekly mowing and trimming of all Rte 302 sidewalks and Raymond Beach (grass border areas)
- Weekly mowing and trimming of Raymond Veterans' Memorial Park (Rte 302).
- Annual roadside mowing for all 37 miles of Town road (74 lane miles)
- Annual bush hog mowing of two former landfills (Patricia Avenue and Egypt Road)
- Mowing and trimming of Mill Street ball field (twice a week during baseball season and weekly during off-season)
- Winter snow removal and sanding of Rte 302 sidewalks (sand supplied by Town) from Raymond Beach to Windham town line

*Submitted bid shall give the annual cost for each of the above items

Requirements:

- All mowing equipment will be of commercial grade, subject to approval of the Public Works Director
- All equipment will be owned at the time of bid
- All mowing equipment will be in good working order and with all required safety equipment in good working order at the time bid is submitted and before work is started.
- Roadside mowing equipment will have a minimum of seven foot (7') sickle-bar type mower and be a minimum of 1800 pound, 25 horsepower, 4x4 tractor
- Snow removal equipment will be a minimum of four foot (4'), two (2) stage snow blower with hydraulic controlled chute and attached to a minimum of an 1800 pound, 25 horsepower, 4x4 tractor with the ability to spread sand
- All equipment operated on Town/State roads will have current registration and insurance and current Maine State Inspection sticker (if applicable) at the time of bid and before work is started.
- A comprehensive general liability insurance policy with the following limits of coverage:
  - Bodily Injury: $1,000,000 each occurrence
  - Property Damage: $400,000 each occurrence
  - $1,000,000 aggregate of all claims per occurrence
- A comprehensive automobile insurance policy with the following limits
  - Bodily Injury: $1,000,000
  - Property Damage: $500,000 per each occurrence
- All insurance must be issued by an insurer licensed, authorized and maintaining an office to do business in Maine

Submission:

- Bid showing annual cost and break down for each facility (attached to Proposal Form) in sealed envelope
- Proof of vehicle and liability insurances with appropriate limits
- List of equipment, condition and specifications
- Company information and list of employees

It is the responsibility of the bidder to make sure that all bid material is complete and no addenda will be allowed to any bid.

Pre-bid Meeting:

There will be a pre-bid meeting held on Tuesday, May 1, 2012 at 10:00 am at the Broadcast Studio, where any questions should be addressed to the Public Works Director. Written minutes of this meeting will be kept and all known bidders will be provided with a copy. No other questions should be addressed to any other staff member.

Timing of Bids:

No extensions or exceptions will be made with respect to the date and time for receipt of the bid which is May 3, 2012 at 2:00pm.

Reservation of Rights:

The Town reserves the right to reject any or all proposals, waive any irregularities, and to accept the proposal judged by the Board of Selectmen to be in the best interest of the Town. The Town reserves the right to substantiate any proposer's qualifications, capability to perform, availability, past performance records and to verify that the bidder is current in its financial obligations to the Town. The Town also reserves the right to negotiate with the selected firm regarding fee structure. All information included in a proposal may be incorporated, at the sole discretion of the Town, into the contract to be entered into between the Town and the selected firm.

MOWING/SNOW REMOVAL BID PROPOSAL
(Three year contract)
This Page Must Be Included in a Sealed Envelope*

Company/Individual's Name:_____

Authorized Representative:_____
Title:_____

Address:_____
Phone:_____ Email:_____
Fax:_____Federal Taxpayer (FID-EIN):_____

CERTIFICATE OF NON-COLLUSION

The undersigned certifies that 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 business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

_____ _____
Authorized Official Signature Date

Facility	***Annual (3 year) Cost***
Weekly mowing and Trimming of Raymond Town Office	
Weekly mowing and trimming of all Raymond Cemeteries (Mill Street; Plains Road; North Raymond Road; Raymond Hill Road)	
Weekly mowing and trimming of all Rte 302 sidewalks and Raymond Beach (grass border areas)	
Weekly mowing and trimming of Raymond Veterans' Memorial Park (Rte 302)	
Annual roadside mowing for all 37 miles of Town road (74 lane miles)	
Annual bush hog mowing of two former landfills (Patricia Avenue and Egypt Road)	
Mowing for Mill Street ball field (twice a week during baseball season and weekly during off-season)	
Winter snow removal of Rte 302 sidewalks from Raymond Beach to Windham town line	
TOTAL	

Note: All bids must bear the handwritten signature of a duly authorized member or employee of the organization making the bid. This sheet must be signed and returned with the bid package.