

## Specifications:

The Town of Raymond is seeking bids for municipal facility lawn mowing and trimming to be performed on a weekly basis. All mowing will include Spring clean-up, excluding sidewalks. This is a three (3) year, three (3) month contract beginning April 1, 2024, through June 30, 2024, and then three (3) years starting July 1, 2024, through June 30, 2027, to align with the Town's fiscal year schedule.

## Facilities include:

- Weekly Mowing and Trimming of:
  - Raymond Town Office – 401 Webbs Mills Rd
  - Raymond Cemeteries (Mill St; Plains Rd; North Raymond Rd; Raymond Hill Rd; Mountain Rd)
  - Raymond Veteran's Memorial Park – 1298 Roosevelt Trl
  - Raymond Public Works – 47 Main St and 389 Webbs Mills Rd
  - Raymond Village Library – 3 Meadow Rd
  
- Twice a week during baseball season and weekly during off season:
  - Sheri Gagnon Memorial Park Ball Field- 63 Mill St

\*Submitted bid shall give the yearly cost for each of the above locations.

## Requirements:

- All mowing equipment will be of commercial grade, subject to approval from the Public Works Director.
- All equipment will be owned at the time of bid.
- All mowing equipment and safety equipment shall be in good working order at the time the bid is submitted and before work is started.
- All equipment operated on Town/State roads will have current/valid registration, inspection sticker (if applicable), and insurance at the time of bid and before work is started.
- A comprehensive general liability insurance policy with the following limits of coverage:
  - Town of Raymond will be listed as an additional insured on the general liability insurance.
  - 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:
  - Combined Single Limit insurance policy of \$1,000,000 per each incident.
- Proof of Worker's Compensation insurance (if applicable)
- All insurance must be issued by an insurer licensed, authorized, and maintaining an office to do business in Maine.

Submission:

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

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 this 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.