

**SCARBOROUGH  
MAINE**



**INVITATION TO BID 322024**

Return this bid to  
ITB 322024 Town Parks Mowing & Maintenance  
259 US Route One  
PO Box 360  
Scarborough ME 04070-0360

**THIS IS NOT AN ORDER**

**DATE ITB ISSUED: 2/22/2024**

**Town Parks Mowing & Maintenance**

Sealed bids must be submitted to the Purchasing Agent or Town Clerk's Office and must be time and date stamped by the Purchasing Agent or his designee prior to the bid opening on March 14, 2024 at 10:00 am. This will not be a public bid opening.

**F.O.B. POINT IF MAILED: FINAL DESTINATION**

**EMAILED AND/OR FAXED BIDS WILL NOT BE ACCEPTED.**

**LATE BIDS WILL NOT BE ACCEPTED.**

**ALL QUESTIONS REGARDING THIS ITB SHOULD BE DIRECTED IN WRITING TO KIM MORRISON, PURCHASING SPECIALIST, AT (207) 730 4088 (FAX) OR [KMORRISON@SCARBOROUGHMAINE.ORG](mailto:KMORRISON@SCARBOROUGHMAINE.ORG).**

**THE PREFERRED METHOD IS VIA EMAIL.**

**IMPORTANT NOTICE:** IF YOU RECEIVED THIS SOLICITATION FROM THE TOWN'S WEB SITE, YOU MUST REGISTER WITH THE PURCHASING OFFICE TO RECEIVE SUBSEQUENT AMENDMENTS.

[Liam Gallagher](#)  
ASSISTANT TOWN MANAGER

## **INSTRUCTIONS TO BIDDERS**

**CONTRACT INTENT:** This Invitation to Bid (ITB) is intended to result in the Mowing Services and Maintenance for the Town Parks of Scarborough Maine.

**NOTICE OF INTENT TO AWARD:** After the responses to this ITB have been opened and evaluated, a tabulation of the bids will be prepared. It lists the name of each company or person that offered a bid and the price they bid. It may also provide notice of the Town's intent to award a contract(s) to the bidder(s) indicated. A copy of the Bid Tabulation will be mailed to each company or person who responded to the ITB. Bidders identified for award are not to proceed until a Purchase Order, Contract Award, Lease, or some other form of written notice is given by the Purchasing Agent. A company or person who proceeds prior to receiving a Purchase Order, Contract Award, Lease, or some other form of written notice from the Purchasing Agent does so without a contract and at their own risk.

**PAYMENT FOR TOWN PURCHASES:** Payment for agreements for the undisputed purchase of goods or services provided to the Town, will be made within 30 days of the receipt of a proper billing or the delivery of the goods or services to the location(s) specified in the agreement, whichever is later.

**FEDERAL EXCISE TAX:** The Town is exempt from all Federal Excise Tax.

**STATE SALES TAX:** The Town is exempt from all State of Maine Sales Tax.

**SHIPPING DAMAGE:** The Town will not accept or pay for damaged goods. The contractor must file all claims against the carrier(s) for damages incurred to items in transit from the point of origin to the ultimate destination within the Town of Scarborough. The Town will provide the contractor with written notice when damaged goods are received. The Town may choose to deduct the cost of the damaged goods from the invoice prior to payment. The contractor must file all claims against the carrier(s) for reimbursement of the loss.

**INDEMNIFICATION:** The contractor shall indemnify, hold harmless, and defend the Town from and against any claim of, or liability for error, omission or negligent act of the contractor under this agreement. The contractor shall not be required to indemnify the Town for a claim of, or liability for, the independent negligence of the Town. If there is a claim of, or liability for, the joint negligent error or omission of the contractor and the independent negligence of the Town, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. "Contractor" and "Town", as used within this and the following article, include the employees, agents and other contractors who are directly responsible, respectively, to each. The term "independent negligence" is negligence other than in the Town's selection, administration, monitoring, or controlling of the contractor and in approving or accepting the contractor's work.

**INSURANCE:** Without limiting contractor's indemnification, it is agreed that contractor shall purchase at its own expense and maintain in force at all times during the performance of services under this agreement the following policies of insurance. Where specific limits are

shown, it is understood that they shall be the minimum acceptable limits. If the contractor's policy contains higher limits, the Town shall be entitled to coverage to the extent of such higher limits. Certificates of Insurance and copies of the actual policies must be furnished to the Purchasing Agent prior to beginning work and must provide for a 30-day prior notice of cancellation, non-renewal or material change of conditions. Failure to furnish satisfactory evidence of insurance or lapse of the policy is a material breach of this contract and shall be grounds for termination of the contractor's services.

**Proof of insurance is required for the following:**

The contractor shall furnish proof of adequate insurance coverage of the types, and to the limits, specified below. Certificates of such insurance and copies of the actual policies shall be filed with the Purchasing Agent within five (5) days following notification of the Bid Award.

**WORKERS COMPENSATION:**

The Contractor shall purchase and maintain during the life of this Contract Workers Compensation Insurance for all employees employed in the course of performing services under this Contract as awarded pursuant to these Specifications; and in case any work is sublet, the Contractor shall require the Sub-Contractor to similarly provide Workers Compensation Insurance for all of the latter's employees, unless such employees are covered by the protection afforded the Contractor. All coverage shall be in accordance with State of Maine laws in effect and the requirements of the Workers Compensation Board.

**LIABILITY INSURANCE:**

The Contractor shall carry and maintain, until final written acceptance of the work by the town, insurance as specified below and in such form as shall protect the Town of Scarborough and its employees and officials from all claims and liability for damages and bodily injury including accidental death and for property damage which may arise from operations under this Contract. Except as otherwise stated, the amounts of such insurance shall be for each policy not less than:

1. For liability, for bodily injury, including accidental death \$400,000 on account of one occurrence and \$400,000 aggregate limit.
2. For liability for property damage \$400,000 on account of any one occurrence and \$400,000 aggregate limit.
3. All policies shall be so written that the Purchasing Agent's office of the Town of Scarborough will be notified of cancellation or restrictive amendment at least thirty (30) days prior to the effective date of such cancellation or amendment.

Certificates of Insurance and copies of actual policies from the Contractor's insurance carrier shall be filed with the Town before operations may begin. Certificates shall make no claims against the Town of Scarborough or its officers for any injury to any of his officers or employees for damage to his trucks or equipment arising out of work contemplated by this Contract.

**AUTOMOTIVE LIABILITY INSURANCE:**

Automotive Liability Insurance with a minimum limit of liability for bodily injury, property damage or death in the amount of \$400,000 for each occurrence and minimum liability for property damage in the amount of \$50,000/\$100,000 aggregate.

Failure to supply satisfactory proof of insurance within the time required will cause the Town to declare the bidder non-responsive and to reject the bid.

**BRAND AND MODEL OFFERED:** Specifications may contain certain brand names that may or may not be proprietary. Bidders are encouraged to propose their company's approved alternate to such items and list them accordingly. The Town will **not** disqualify a bid if it offers items not specific but meet minimum requirements to the Town's Bid Specifications.

**ANNOTATED LITERATURE:** Bidders must annotate their product literature to identify for the Town the location of the supporting information regarding each product specification set out in this ITB.

**SUPPORTING INFORMATION:** The Town strongly desires that bidders submit all required technical, specification, and other supporting information with their bid, so that a detailed analysis and determination can be made, by the Purchasing Agent that the product offered meets the ITB specifications and that other requirements of the ITB have been met. However, provided a bid meets the requirements for a definite, firm, unqualified, and unconditional offer, the Town reserves the right to request supplemental information from the bidder, after the bids have been opened, to ensure that the products offered completely meet the ITB requirements. The requirement for such supplemental information will be at the reasonable discretion of the Town and may include the requirement that a bidder will provide a sample product(s) so that the Town can make a first-hand examination and determination.

**FIRM, UNQUALIFIED AND UNCONDITIONAL OFFER:** Bidders must provide enough information with their bid to constitute a definite, firm, unqualified and unconditional offer. To be responsive a bid must constitute a definite, firm, unqualified and unconditional offer to meet all of the material terms of the ITB. Material terms are those that could affect the price, quantity, quality, or delivery. Also included as material terms are those which are clearly identified in the ITB and which, for reasons of policy, must be complied with at risk of bid rejection for non-responsiveness.

**ALTERATIONS:** The awarded bidder must obtain the written approval from the Purchasing Agent prior to making any alterations to the agreed upon specifications (post-award) contained in this ITB or subsequent Contract. The Town will not pay for alterations that are not approved in advance and in writing by the Town.

**CONTINUING OBLIGATION OF CONTRACTOR:** Regardless of the terms and conditions of any third-party financing agreement, the contractor agrees that none of its responsibilities under this contract are transferable and that the contractor alone will continue to be solely responsible until the expiration date of the contract. Such responsibilities include, but are not limited to, the provision of equipment, training, warranty service, maintenance, parts and the provision of consumable supplies. By signature on this ITB the bidder acknowledges this requirement and indicates unconditional acceptance of this continuing obligation clause.

**WORKMANSHIP & MATERIALS:** All work must be performed in a thorough and workmanlike manner and in accordance with current industry practices. The contractor will be held responsible for the quality of the finished item. The Town will reject any item that does not meet the agreed upon specifications of the ITB (post award). Rejected items will be returned to the contractor at the contractor's risk and expense.

**BID SUBMISSION:** At or before the appointed date and time, all bidders **must** submit a completed Specifications Form and completed Bid Form. Although not required, bidders are encouraged to submit additional supporting information that may assist the Town in evaluating the bid and compliance with the technical specifications.

**ADDITIONAL INFORMATION:** Bidders are encouraged to provide additional supplementary information with their bid if it serves to clarify the bid submission and assists the Town in the evaluation of the bids. In particular, this may assist the Town in determining the equivalency of alternative bid items.

**METHOD OF AWARD:** Award will be made to the lowest responsive and responsible bidder as noted below (**EVALUATION CRITERIA**). The Town of Scarborough reserves the right to accept or reject any or all bids should it be deemed in the best interest of the Town, waive any minor discrepancies or technicalities and the right to inspect the equipment prior to delivery.

**INVOICES:** Invoices must be sent directly to the Town address shown on the individual Purchase Order, Contract Award or Delivery Order. Payment schedule will be determined with the winning bidder. Questions concerning payment must be addressed to the Town of Scarborough's Accounts Payable Department.

**CONTRACT PERIOD:** Approximately from April to October, dependent on the weather, for the 2024 and 2025 seasons with three one year extension periods which may be executed upon mutual consent of the Town and Contractor.

**CONTRACT PRICES:** Contract prices are to remain firm through the duration the contract(s) and the extension or renewal of the contract(s).

**CONTRACT CANCELLATION:** The Town reserves the right to cancel the contract at its convenience by giving written notice to the contractor. The Town is liable only for payment in accordance with the payment provisions of this contract for services or supplies provided before the effective date of termination.

**SITE VISITS:** Prospective bidders are responsible for visiting the work sites so that they can see the conditions under which the work described in this ITB will be performed. Prospective bidders can contact Casey Cunningham, at (207)730-9962 to arrange for a visit.

**The Town of Scarborough reserves the right to accept or reject any and all bids when it is deemed in the best interest of the Town.**

**ADDITIONAL INFORMATION:**

**ALL** inquiries or requests concerning this Invitation to Bid shall be made in writing and must be received before the close of business two days prior to the bid opening to the Attention of Kim Morrison, Purchasing Specialist by fax (207 730-4088) or email to [kmorrison@scarboroughmaine.org](mailto:kmorrison@scarboroughmaine.org). The Town is not responsible for oral interpretations given by any Town employee, representative or other.

### SPECIFICATIONS FOR CONTRACT MOWING SERVICES

It is the intent of the Town of Scarborough to purchase Contract Services for mowing of Town parks parcels. Services include removal of litter, mowing and trimming contracted locations according to the schedule attached.

All locations will be mowed at intervals determined by the Town. Typical interval will be on a weekly basis during the growing season. (See area list)

Mowing intervals may vary due to weather conditions or special events. The mowing season is scheduled from approximately April through October.

- a. Grass shall be mowed to a height of 2 ½”.
- b. With each mowing, all edges will be left neat and trim.
- c. All buildings, trees, shrubs, fences will be trimmed/weed wacked on a weekly basis.
- d. Care shall be taken to avoid marring of trees, shrubbery and other vegetation by equipment.
- e. Removal of all litter and debris is required prior to each mowing. Bagging of such debris during mowing operations is acceptable. Under no circumstances will mowing debris be left on the property.
- f. All clippings must be cleared off all sidewalks, driveways, streets, etc. Clippings on lawn areas must be adequately dispersed so as to leave a neat appearance.
- g. Any movable obstructions must be moved to mow under (i.e. sideline benches, soccer goals, weighted bags for goals)
- h. The Town requires that on a weekly basis the contractor deliver a completed work schedule to the Community services Department, 20 Municipal drive.
- i. The Town reserves the right to schedule mowing for special events in addition to normal scheduling – i.e. Memorial Day, July 4<sup>th</sup>, and special events.
- j. The Town reserves the right to schedule mowing either more or less frequently as provided herein depending on growing conditions.
- k. All mowing will be done in accordance with the State and local regulations – (i.e. hours of operation, noise, etc.)
- l. Repeated violations of any of these specifications will constitute grounds for termination of the contract.
- m. The Town reserves the right to add or subtract areas to the contract. If additions are made, the price will be negotiated between the Town and the successful bidder.
- n. Please provide a detailed list of equipment to perform these services.

Equipment List:

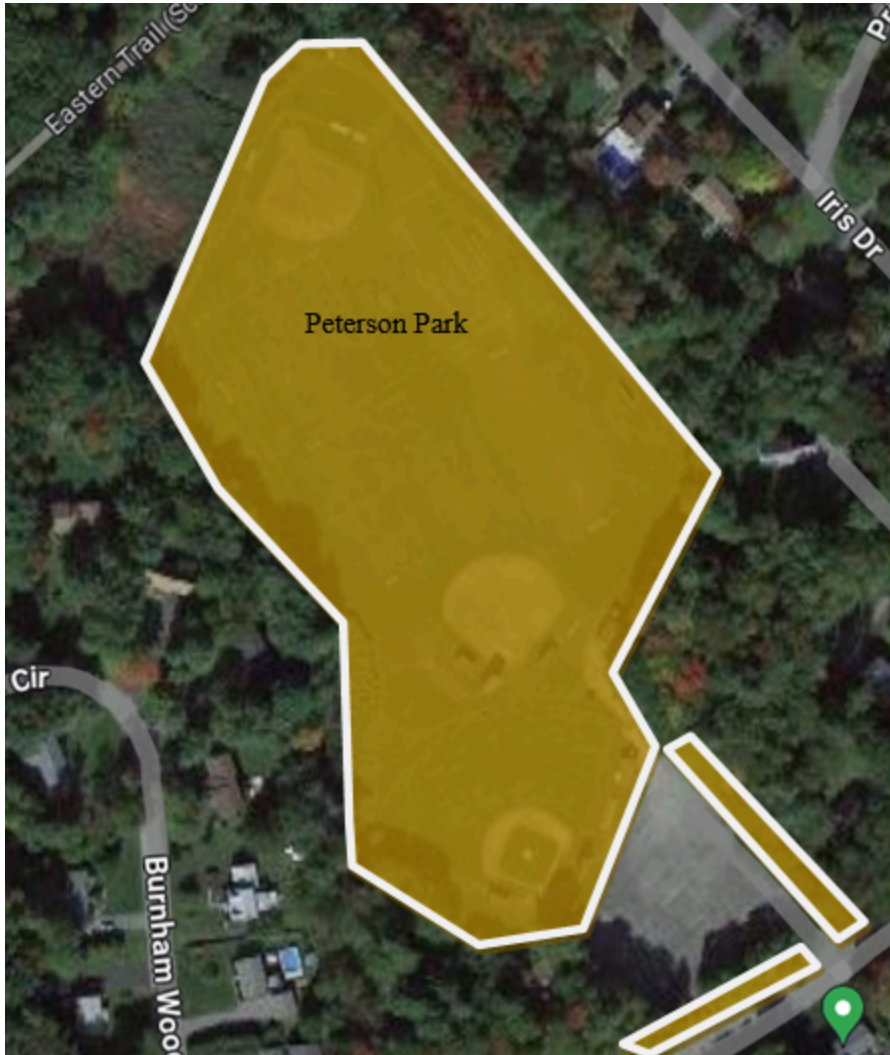
_____	_____	_____
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ITB 322024 Bidders List

Seabreeze Property Services	250 Riverside Industrial Pkwy Portland ME 04103	Lara Lee Bishop lbishop@seabreezepropertyservices.com
JAS Contracting	6 First St Scarborough ME 04074	Jeffery Sanderson jsander801.js@gmail.com
Mainely Grass	288 S River Rd Bldg A Unit 3 Bedford NH 03110	accountmanagement@mainelygrass.com
Nature's Design Landscaping	63 Harding Bridge Rd Gorham ME 04038	Dverr2@aol.com
Prime Cut Landscaping	201 US-1 PMB 223 Scarborough ME 04074	info@primecutlandscaping.net
Sullivan Landscape	39 Westwood Ave Scarborough ME 04074	Dan Sullivan sullivanlandscapes@gmail.com