

**REQUEST FOR PROPOSALS
GROUNDS KEEPING / LANDSCAPING
INTER-LAKES SCHOOL DISTRICT**

The Inter-Lakes School District is requesting contract proposals for the maintenance of the grounds for the following locations:

- Inter-Lakes High School, 1 Laker Lane, Meredith, NH 03253
- Inter-Lakes Elementary School, 21 Laker Lane, Meredith, NH 03253
- Sandwich Central School, 28 Squam Lake Road, Center Sandwich, NH 03227
- Humiston Building, 103 Main Street, Meredith, NH 03253

The term of the awarded contract will be July 1, 2025 through June 30, 2028.

The scope of work required at all facilities is as follows:

1. Weekly, inspect landscape/vegetated areas, weed and remove moss and mold; remove new or dead growth so sidewalks and bark mulch areas are kept clean and look well-cared for. Trimming and weeding during the growing season shall occur as needed to ensure the following standards are met:
 - a. Remove damaged and diseased portions of plants.
 - b. Prune trees and shrubs to maintain their natural shape.
 - c. Trees will be kept pruned to allow at least 2 feet of unobstructed space between the ground and the lowest limb.
 - d. Trees will be pruned to avoid conflict with vehicular or pedestrian traffic and will not be allowed to interfere with sight lighting.
 - e. Shrubs and trees adjacent to the buildings will be kept pruned to no higher than the building windowsills and not touching building walls.
 - f. Trees, shrubs and ground cover must be kept off fire hydrants, signs, fences, walls, sitting areas, walkways and driveways.
2. Sidewalks shall be kept weed-free and debris blown off.
3. Bark mulch as required for each site, to be applied and finished by the Mother's Day holiday in May.
4. Sweep or blow clean the running track surface and all sidewalks, asphalt, and/or concrete areas affected by work. All debris shall be removed from the site.
5. Prune trees in the fall after the typical growing season. Prune shrubbery as needed to maintain a neat appearance. Complete fall cleanup following growing season.
6. Lawns are to be mowed as needed during the growing season to keep grass neat in appearance. Clippings shall be removed if unable to mulch into a fine unseen state.
7. Weed whacking shall be done in conjunction with mowing to keep areas around trees, fences, signs, banks, etc. to the height level or less than adjacent mowed areas.
8. Mowing times and days are to be coordinated with school hours as to not interfere with the school populations. At NO TIME shall students or any other person be exposed to any hazardous situation, i.e. mowing while someone is in the area exposing them to a potential flying object from a mower, leaving power equipment unsecured, etc.
9. Successful bidder will also be responsible for the paint lining of the playing fields at the high school and putting up and taking down the associated track and field equipment (i.e. soccer nets, shot put cage, discus cage, safety netting, etc.) The turf field and track area will not require lining or mowing.
10. Spring cleanup shall be coordinated with the Facilities Director to ensure all winter disturbance is cleaned up and dressed to promote spring grass growth.

11. Flower Planting arrangements in pots located on the Meredith campus shall have seasonal arrangements planted and replaced starting in May for Spring, July for Summer, September for Fall, and November for Winter.

All bidders shall be responsible for examining all existing conditions and thoroughly acquainting themselves with the conditions before submitting a bid. Anyone wishing to view the work areas should call Brian Swanker, Facilities Director, at 603-279-5307 to schedule an appointment.

If the Facilities Director determines that any portion of this contract has not been successfully completed, such work will be redone by the contractor and at the contractor's expense. If the contractor does not fully comply with the requirements of the contract, the contract may be terminated immediately and the contractor will be responsible for any additional costs associated with having the required work performed. The contractor shall not assign this contract to any other party without the express written consent of the District.

The successful bidder shall, throughout the term of this agreement, maintain, at the bidder's sole cost and expense, the following insurance:

- General Liability Insurance for a minimum limit of \$1,000,000 per occurrence, subject to a \$2,000,000 aggregate.
- Automobile liability insurance for a minimum limit of liability of \$1,000,000 combined single limit for bodily injury and property damage.
- The School District shall be named as an Additional Insured on the above policies.
- Worker's Compensation insurance as required by law.

The bidder will submit, within five working days after the bid is awarded and accepted, an insurance certificate evidencing the above insurance requirements.

To the fullest extent permitted by law, the successful bidder shall protect, indemnify, save, defend and hold harmless the District, including its officials, agents, volunteers and employees ("Indemnified Parties"), from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs, interest and expenses, including but not limited to reasonable attorney and paralegal fees, which Indemnified Parties may become obligated or suffer by reason of any accident, bodily injury, personal injury, death of person, or loss of or damage to property, arising indirectly or directly under, out of, in connection with, or as a result of this Agreement or the activities of successful bidder or its agents, employees, and contractors, and even if allegedly caused in whole or in part by any negligent or intentional act or omission of Indemnified Parties.

The successful bidder's obligations to defend, indemnify and hold harmless the Indemnified Parties hereunder shall survive the term of this Agreement.

The District shall not be required to insure, defend or indemnify the successful bidder.

Bidders will invoice the school district once a month on company billing letterhead.

Bids must be clearly marked "Grounds Keeping/Landscaping Bid" and delivered in a sealed envelope to:

Mr. Brian Swanker
Director of Facilities
Inter-Lakes School District
103 Main Street, Suite 2
Meredith, NH 03253

The bid form should be accompanied by a bid price, lump sum, for work as outline above. Bids must be received no later than 3:00 pm on Friday, May 02, 2025, in order to be considered.

The Inter-Lakes School District reserves the right to accept or reject any and all bids and to accept the bid(s) which, in their opinion, will be in the best interest of the District. Bids will be reviewed based on cost, references, and meeting the needs of the District. The Inter-Lakes School District retains the right to waive any informalities.

**Inter-Lakes School District Proposal Form
Grounds Keeping / Landscaping**

Please print legibly or type. This form must be completed and included with your bid response (pricing.)

General Information

Company Name: _____

Contact Person: _____

Phone #: _____ Fax #: _____

Cellular Phone #: _____

Mailing Address: _____

Insurance Information:

Insurance Company: _____

Policy Period: From: _____ To: _____

Policy Number: _____

Agent: _____

Policy Coverage: _____

List of Equipment *(attach additional sheets if required)*

_____ Year Make Model

- 1.
- 2.
- 3.
- 4.

References

_____ Company Name Phone # Contact Person

- 1.
- 2.
- 3.

Authorized Signature:

_____ Date: _____