

REQUEST FOR PROPOSAL

**SOFTSCAPE LANDSCAPING SERVICES
FOR THE TIMBERLANE REGIONAL SCHOOL DISTRICT
WITHIN THE TOWNS OF ATKINSON, DANVILLE, PLAISTOW,
AND SANDOWN, NH**

**Revised on July 15, 2025
to reflect updates to the contract term requirements.**



**Prepared for
Alan Perry
Grounds Supervisor
30 Greenough Rd.
Plaistow, NH 03865**

REQUEST FOR PROPOSAL

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1. PURPOSE & OVERVIEW:

1.1 Introduction

The Timberlane Regional School District (referred to hereafter as the “District”) is seeking proposals from qualified landscaping service providers (hereafter the “Carrier”) to perform cleanup services on the front-facing softscapes at nine (9) district buildings. These buildings include one (1) building in Atkinson, NH, one (1) building in Danville, NH, five (5) buildings in Plaistow, NH, and two (2) buildings in Sandown, NH.

The District will receive sealed proposals for softscape landscaping services in accordance with the specifications, terms and conditions. Failure to quote on all items may disqualify the proposal. All submissions, designs, concepts, information and cost analysis presented during the selection process shall become the property of the District and shall thereafter be used at the District’s sole discretion. The District shall own all instruments of service. All proposals are governmental records under the Right-to-Know Law and are subject to public disclosure. The District will not accept proposals marked confidential in whole or in part.

1.2. Pre-Proposal Meeting

A pre-proposal meeting and site walkthrough will be held on Wednesday, July 23, 2025, at 9:00 AM, beginning at Timberlane Regional High School, 36 Greenough Road, Plaistow, NH 03865. Site visits to each service location will follow.

1.3. Direct Contact for Questions

Any questions or inquiries shall be directed to the Grounds Supervisor, Alan Perry (Alan.Perry@Timberlane.net) no later than July 28, 2025.

1.4. Submission

The submission of a proposal shall be conclusive evidence that the Proposer has read and understands the information contained in the specifications.

The RFP for Softscape Landscaping Services for the Timberlane Regional School District is located at www.timberlane.net/rfp or call 603-382-6119.

1.4.1. Submission Address

One (1) copy and one (1) signed proposal must be submitted in a sealed envelope, plainly marked:

"Softscape Landscaping Services"

Attention: Superintendent of Schools

TIMBERLANE REGIONAL SCHOOL DISTRICT, SAU 106

30 Greenough Road Plaistow, New Hampshire 03865

The District is not responsible for proposals not properly marked. Proposals submitted by fax or electronic mail will not be considered. All proposals must be typed. Handwritten proposals will not be considered.

1.4.2. Submission Deadline

Proposals must be received no later than 1:00 PM on August 8, 2025 from interested landscape service contractors, to be eligible for consideration by the District and will be opened immediately from the time prescribed herein.

Proposals received after the time so indicated shall be unopened and available to be retrieved at the Superintendent's office, 30 Greenough Rd. Plaistow, NH 03865.

Proposals may be withdrawn by written notice only provided such notice is received by the Grounds Supervisor, Alan Perry, prior to the date/time set as the closing time for receiving proposals.

2. STATEMENT OF WORK:

2.1. Project Description:

The Timberlane Regional School District is the owner of nine (9) buildings located in Atkinson, Danville, Plaistow and Sandown, NH. The main campus, located in Plaistow, NH, includes two (2) schools, a performing arts center, and an office building. There are an additional four (4) elementary schools located in each of the district's four (4) towns including an early childhood school in Sandown, NH.

The Timberlane Regional School District is soliciting softscape landscaping services at each of its locations. The initial service must be completed prior to August 27, 2025, with subsequent services occurring in late March or early April. A multi-year contract is optional, with services to be performed annually on a recurring schedule in August and again in late March or early April.

2.2. Scope of Services:

The selected landscaping contractor shall furnish all necessary labor, equipment, materials, and services, including but not limited to:

2.2.1. *Bed Preparation and Weeding*

Weed, prepare all planting beds, remove debris, as well as dead perennials and annuals.

2.2.2. *Shrub Maintenance*

Prune and shape shrubs as needed while ensuring the proper disposal of all clippings and debris.

2.2.3. *Edging*

In late March/early April, perform deep edging around all beds and walkways, including the removal of debris. This service is required during the spring service period and not required in the summer.

2.2.4. *Weed Preventer and Fertilizer Application*

Apply weed preventer and plant fertilizer to all beds to control weed growth and nourish ornamental vegetation and shrubs. Additionally, apply vegetation control products to all beds to eliminate growth of weeds and grass.

2.2.5. *Black Bark Mulch*

In spring deliver, spread and install black bark mulch in all beds, including cleanup of any miscellaneous debris. In late August, turn over the existing mulch and remove associated debris.

2.3. Locations of Buildings

For the purposes of the RFP created hereby, the location and description of the district's buildings are set forth below.

Site	Address
Atkinson Academy	17 Academy Ave. Atkinson, NH
Danville Elementary School	23 School St. Danville, NH
Performing Arts Center	40 Greenough Rd. Plaistow, NH
Pollard School	120 Main St. Plaistow, NH
Sandown Central School	295 Main St. Sandown, NH
Sandown North Elementary School	23 Stagecoach Rd. Sandown, NH
SAU Office	30 Greenough Rd. Plaistow, NH
Timberlane Regional High School	36 Greenough Rd. Plaistow, NH
Timberlane Regional Middle School	44 Greenough Rd. Plaistow, NH

2.4. Schedule of Events

Event	Date	Time (EST)
RFP Released to Proposers (Advertisement)	July 11, 2025	
Pre-proposal Meeting	July 23, 2025	9:00 AM
Proposer Inquiry Period Ends	July 28, 2025	10:00 AM
Final District Responses to Proposer Inquires	August 1, 2025	3:00 PM
Proposal Submissions Due – Bid Opening to Immediately Follow	August 8, 2025	1:00 PM
Estimated Notification of Selection	August 15, 2025	1:00 PM

3. TERMS OF CONTRACT:

- 3.1. All labor, materials, equipment, and tools necessary to perform the services are to be provided by the Carrier.
- 3.2. Payment will be made within thirty (30) days of the completion of the work based upon the payment schedule agreed upon.
- 3.3. None of the work or services covered by the contract shall be assigned in full or in part, or sub-contracted without the prior approval of the Timberlane Regional School District.
- 3.4. Unless otherwise specified all prices listed are firm for the term of the contract. All prices should include all labor, material and transportation costs, and any discounts offered. No fuel surcharges shall be allowed at any time.
- 3.5. The Carrier agrees to indemnify, hold harmless and defend the District, their School Board, and all administrators, employees, or agents of either/or the District, against all suits, actions, legal proceedings, claims and demands, and against all damages, loss, costs, expenses and attorney's fees, in any manner, caused by, arising from, incidental to, connected with or growing out of the operation of this contract.
- 3.6. The District reserves the right, at any time during the term of the contract, and after consultation with the Carrier, to cancel said contract when the terms of the contract have been violated. The District shall have the right to declare the Carrier in default if (a) the Carrier becomes insolvent; (b) the Carrier makes an assignment for the benefit of creditors; (c) a voluntary or involuntary petition of bankruptcy is filed by or against the Carrier; or (d) the Carrier is unable to provide evidence of required insurance coverage as set forth below. If the Carrier is declared in default for any reason, the District shall have the right to terminate the contract. In the event of a contractual termination, the District reserves the right to employ another carrier to complete the term of this agreement. The original Carrier shall be responsible for any extra or additional expense or damages suffered by the District. In that event, the Carrier will be required to indemnify the District for any loss that may be sustained.
- 3.7. The Carrier shall procure and maintain all applicable permits, licenses, and approval necessary for the performance of services under the contract at the Carrier's expense.

- 3.8. The Carrier and their subcontractors, as required by law, shall not discriminate against any employee or applicant for employment with them with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly relating to employment, because of race, color, religion, national origin, age, sex, disability that is unrelated to the individual's ability to perform the duties of a job or position, height, weight, or marital status. Breach of this covenant may be regarded as a material breach of the contract.
- 3.9. All payments to Carrier shall be made by the TRSD within thirty (30) days after the Carrier has submitted a proper monthly bill, submitted in the form and manner prescribed by the Business Administrator. The TRSD assumes no responsibility for late payments caused by improper billings.
- 3.10. The Carrier shall certify that each of its employees who will have contact with pupils of the District has read and understands their statutory reporting duties under RSA 169-C:29.

4. GENERAL CONDITIONS:

- 4.1. The District reserves the right to reject any or all proposals, wholly or in part, to waive any informality therein, to accept any proposal even though it may not be the lowest proposal, and to make award which in its sole and absolute judgment will best serve the District's interest.
- 4.2. The District may make such investigation as deemed necessary to determine the ability of the Proposer to discharge this contract. The Proposer shall furnish the District with all such information and data as may be required for this purpose.
- 4.3. All bids must be submitted on the forms provided and conform to all conditions contained therein. Failure to comply may result in the rejection of the proposal by the District.
- 4.4. Proposers **MAY NOT** withdraw their proposal for a period of thirty (30) days from the date of proposal opening.
- 4.5. The District reserves the right to cancel or alter this service because of budget consideration or unforeseen circumstances which require a change.
- 4.6. The successful Carrier shall, after being awarded the contract, and before doing any work, furnish Certificates of Insurance, including Automobile Property Damage Liability, Public Liability and Workers' Compensation Insurance. Copies of insurance certificates shall be required at the beginning of each school year. The Carrier shall carry insurance under which the District shall be named as an additional insured for the duration of the contract. The Carrier will immediately notify the School District if the Carrier receives any notice from the insurance company or companies providing such insurance coverage that such company or companies intend to cancel any part of such insurance; such notice shall be in addition to any obligation of the insurance company or companies to notify the Timberlane Regional School District as an additional insured.

- 4.7. All proposal respondents will be responsible for the costs associated with the preparation of the requested proposals, and the District will in no way be held liable for these costs.
- 4.8. No bid shall be accepted from any contractor, who, in the past five (5) years has had a contract terminated for cause and/or been declared in default.
- 4.9 Any resulting Contract from this RFP will be a non-exclusive Contract. The district reserves the right, at its discretion, to retain other Contractors to provide any of the services or deliverables identified under this procurement or make an award by item, part or portion of an item, group of items, or total proposal.

5. INSURANCE:

- 5.1. Certificates of any and all insurance shall be filed with the District and the adequacy of such insurance shall be subject to approval by the District.
- 5.2. Automobile and general liability insurance shall be required to be carried by the Carrier during the life of any Agreement. This insurance shall be with a company or companies satisfactory to the District and licensed to do business in the State of New Hampshire.
- 5.3. The Carrier shall maintain Workers' Compensation insurance for all employees. The Carrier will immediately notify the District if the Carrier receives any notice from the insurance company or companies providing such insurance coverage that such company or companies intend to cancel any part of such insurance; such notice shall be in addition to any obligation of the insurance company or companies to notify the District as an additional insured.

6. INDEMNITY:

The Carrier shall indemnify, defend and hold the District, the School Board, the Superintendent and their respective officials, agents and employees harmless from any and all claims, demands, actions and causes of action, damages, costs, loss of service, expenses (including legal expenses), and compensation, including but not limited to any and all claims for negligence, intentional conduct, personal injury or death and property damage which may, in any way, arise from or out of the operation of Carrier pursuant to the terms of the contract, whether such operations be performed by the Carrier itself, or anyone directly or indirectly employed by it or any other person or company retained in any way by it to carry on all or a portion of the operations necessary to abide by the terms of the contract.

7. **FORCE MAJEURE:**

Notwithstanding anything to the contrary contained herein, in the event the Carrier's performance of the contract is temporarily interrupted due to acts of nature, civil disturbances, fire, war, governmental acts or any other similar condition, the Board shall excuse the Carrier from performance, and shall have the right to take over the operation that the Carrier is prevented from running until the Carrier is able to resume operation. The Board shall also be excused from payment for the period during which the Carrier is excused from performance. The Carrier agrees to use its best efforts to provide services hereunder, including during any period covered by the Force Majeure clause.

8. **SELECTION CRITERIA**

Proposals will be evaluated based on the following criteria:

- Experience and qualifications of the contractor and team
- Demonstrated understanding of the project scope and objectives
- Cost-effectiveness and value
- References and past performance

If the District decides to make an award based on these evaluations, it will notify the selected proposer(s). If the District cannot reach an agreement with the selected proposer(s) during contract discussions, it may then begin discussions with the next preferred proposer, continue down the list, or alternatively, the District may reject all proposals, cancel this RFP, or initiate a new acquisition process with fresh proposals.

The District will use a scoring scale of 100 points, which will be distributed as set forth in the table below.

CATEGORIES	POINTS
1. Capability to Perform Required Services	20
2. Experience and Past Performance on Similar Projects	20
3. Project Understanding	20
4. Proposed Fee for Services	40
TOTAL POTENTIAL POINTS AWARDED	100

9. REQUEST FOR PROPOSAL SPECIFICATIONS:

Proposals must include the following information:

1. Firm Profile Statement
2. Proposal Form
3. Certification

FIRM PROFILE STATEMENT

1. Company Name

- Full Legal Name: _____
- Brand Name (if different): _____

2. Business Information

- Year Established: _____
- Type of Business (e.g., LLC, Corporation, Sole Proprietorship): _____
- Number of Employees: _____
- Primary Services or Products: _____
- Description of fleet and equipment (e.g. trucks, trailers, loaders, excavators, etc.):

3. Contact Information

- Main Office Address: _____
- Phone Number: _____
- Email: _____
- Website: _____

4. Litigation

- Have you, or any of the principals of your company, been involved in any litigation, arbitrations, mediations, or administrative proceedings in the past ten (10) years?
Yes____ No____
 - o If yes, please attach a letter detailing the claims and providing a thorough explanation.

5. References

List five (5) references for which your Company performed similar scope and size work for, include project description, project date, company/agency name and contact person, telephone number and email address.

Reference 1.

Description:

Date:

Company:

Contact Person:

Phone Number:

Email Address:

Reference 2.

Description:

Date:

Company:

Contact Person:

Phone Number:

Email Address:

Reference 3.

Description:

Date:

Company:

Contact Person:

Phone Number:

Email Address:

Reference 4.

Description:

Date:

Company:

Contact Person:

Phone Number:

Email Address:

Reference 5.

Description:

Date:

Company:

Contact Person:

Phone Number:

Email Address:

PROPOSAL FORM

Month	August 2025 to March/April 2026	August 2026 to March/April 2027 (OPTIONAL)	August 2027 to March/April 2028 (OPTIONAL)
Total Per Year	\$	\$	\$
Grand Total	\$		

CERTIFICATION

The undersigned certifies under penalties of perjury that this proposal is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this section, the word "person" means any natural person, joint venture, partnership, corporation or other business or legal entity.

The undersigned certifies that there is no conflict of interest in the preparation of this proposal or possible administration of a contract resulting from this proposal between employees, officers or agents of the proposing entity and employees, officers or agents of the Timberlane Regional School District, School Administrative Unit #106, either direct or indirect through family members. The undersigned further certifies that no employee, officer or agent who is in a position to affect the award of this proposal or administration of a contract is about to become, nor any family member about to become, an employee, officer or agent of the proposing entity.

ORGANIZATION SUBMITTING PROPOSAL: _____

ADDRESS: _____

TITLE: _____

NAME: _____

SIGNATURE OF AUTHORIZED INDIVIDUAL: _____

DATE: _____