REQUEST FOR PROPOSALS (RFP)

Grounds Maintenance, Lawn Mowing, and Landscaping Services

New Hartford Public Schools (New Hartford, Connecticut)

RFP Issue Date: 07/19/2026

Proposal Due Date: 08/17/2026

Contract Period: August 2026 – June 30, 2027 (with optional annual renewals)

INVITATION TO BID

The New Hartford Board of Education is soliciting sealed proposals from qualified contractors to provide lawn mowing, grounds maintenance, landscaping, trimming, edging, seasonal cleanup, and related services for New Hartford Public Schools. Services shall be provided at the following locations:

1. **Ann Antolini School** – 30 Antolini Road, New Hartford, CT 06057
2. **Bakerville Consolidated School** – 51 Cedar Lane, New Hartford, CT 06057
3. **New Hartford Elementary School** – 40 Wickett Street, New Hartford, CT 06057

The Board of Education seeks a contractor capable of maintaining all school grounds in a safe, attractive, and professional manner throughout the growing season.

SCOPE OF SERVICES

The successful contractor shall furnish all labor, supervision, equipment, materials, fuel, transportation, and incidentals necessary to perform the following services:

Lawn Mowing

- Mow all maintained turf areas at each school campus.
- Maintain grass height between 2.5 and 4 inches.
- Remove grass clippings from sidewalks, parking lots, entrances, playgrounds, and athletic areas.
- Mowing frequency shall be as needed to maintain a neat appearance, generally once per week during the growing season.

Trimming and Edging

- Trim around trees, fences, signs, buildings, playgrounds, utility structures, and landscape beds.
- Edge sidewalks, curbs, and landscape beds following each mowing cycle.
- Weedwacking as needed.

Landscape Bed Maintenance

- Weed all mulch and planting beds.
- Remove invasive vegetation (inclusive of poison ivy, etc.)
- Prune shrubs and ornamental plantings as needed.

- Maintain a clean and professional appearance.

Seasonal Cleanup

Spring Cleanup

- Removal of winter debris, fallen branches, litter, and leaves.
- Preparation of grounds for the growing season.

Fall Cleanup

- Removal of leaves from lawns, parking areas, sidewalks, and landscaped areas.
- Multiple visits as necessary to maintain safe and clean grounds.

Trash and Debris Removal

- Remove visible litter and debris encountered during routine grounds maintenance activities.

Additional Services (Optional Pricing)

Provide separate hourly or unit pricing for:

- Mulch installation
- Shrub replacement
- Tree trimming (under 15 feet)
- Emergency storm cleanup
- Athletic field restoration
- Additional landscaping projects

PERFORMANCE REQUIREMENTS

The contractor shall:

- Conduct work outside of the arrival and dismissal window so as not to interfere with school operations.
- Comply with all federal, state, and local regulations.
- Follow OSHA safety requirements.
- Ensure employees wear company identification.
- Repair any damage caused by contractor operations.
- Maintain adequate staffing to ensure timely completion of services.
- Communicate maintenance schedule and any changes to schedule with Lead Custodian and Central Office.

INSURANCE REQUIREMENTS

The successful contractor shall provide certificates of insurance evidencing:

General Liability

- $1,000,000 per occurrence
- $2,000,000 aggregate

Automobile Liability

- $1,000,000 combined single limit

Workers' Compensation

- Statutory limits

Excess/Umbrella Liability (w/ all liability coverages as underlyers)

$5,000,000 with all liability coverages as underlyers

The New Hartford Board of Education and Town of New Hartford shall be named as Additional Insureds.

SITE VISIT

A pre-bid site visit will be held:

Date: Monday, August 3, 2026 **Time:** 8:30 am

Location: Ann Antolini School
30 Antolini Road
New Hartford, CT 06057

Contractors will have the opportunity to visit all three school campuses. If you will be attending please contact the Central Office at 860-379-8546.

PROPOSAL REQUIREMENTS

Proposals shall include:

- Company name and address
- Contact person
- Years in business
- Number of employees
- Ensure that all personnel assigned to our account have completed a background check that meets our corporate compliance standards.
- Certificate of insurance

References

Provide at least three municipal or school district references of similar size and scope.

Experience

Describe experience providing grounds maintenance services for schools, municipalities, or public facilities.

Pricing

Provide:

Service	Annual Price
Ann Antolini School	$_____
Bakerville Consolidated School	$_____
New Hartford Elementary School	$_____
Total Annual Contract Price	$_____

Optional services shall be listed separately.

EVALUATION CRITERIA

Proposals will be evaluated based on:

- Cost
- Experience and qualifications
- References
- Ability to meet scheduling requirements
- Quality of equipment and staffing
- Responsiveness to the RFP

The Board of Education reserves the right to reject any or all proposals and to accept the proposal deemed in the best interest of the district.

SUBMISSION OF PROPOSALS

Submit sealed proposals to:

Jeffrey F. Sousa, Superintendent of Schools
New Hartford Public Schools
530 Main Street, P.O. Box 315
New Hartford, CT 06057

Envelope shall be clearly marked: "RFP – Grounds Maintenance and Landscaping Services"

Proposals must be received no later than:
Date: August 17, 2026 **Time:** 3:30pm
Late submissions will not be accepted.

CONTRACT AWARD

The anticipated award date is **August 21, 2026**. The Board of Education reserves the right to negotiate with the selected contractor and to award all services to one contractor or multiple contractors as deemed appropriate.

NEW HARTFORD BOARD OF EDUCATION
New Hartford, Connecticut

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