

**TOWN OF CHESTERFIELD
BID REQUEST
LANDSCAPE MAINTENANCE SERVICES**

Landscape maintenance and mowing specifications 2021-2022

All equipment and proof of valid liability insurance are to be furnished by the Bidder. The Select Board reserves the right to waive any irregularities, reject any or all bids or to accept the bid deemed to be in the best interest of the Town of Chesterfield.

Bid deadline: Thursday, February 25, 2021 at 1:00 p.m.

Submit by mail or in leave the drop box attached to the back of the Town Offices:

**Chesterfield Select Board
Town Offices, 422 Main Road
PO Box 299
Chesterfield, MA 01012-0299
(413) 296-4771 ext. 1#**

This period begins with spring cleanup 2021 and ends with fall cleanup 2021, with a provision to extend the contract for up to another two years (spring 2022 to fall 2022 and spring 2023 to fall 2023). The Town reserves the right to award a single year, two-year, or three-year contract, subject to appropriation. *You are encouraged to bid for three years.* (See attached break out sheet)

Please clearly mark the outside of the envelope with **“Landscape Bid”**.

PROPOSAL I TOWN CEMETERIES

SCOPE OF SERVICES:

Chesterfield Center Cemetery - North Road

Ireland Street Cemetery - Ireland Street (Established portion of Cemetery)

Rear portion of Ireland Street Cemetery – newly prepared rear portion area**

Gate Cemetery - Ireland Street

Mount Cemetery - Mount Road

**The rear portion of the Ireland Street Cemetery is approximately 160' x 110'. It was newly cleared, prepared, and seeded in the fall of 2020 and will probably not need to be mowed on the regular two-week schedule for at least the first year (2021). Since the area is newly developed, there are no gravestones, trees, or other obstructions to mow around and this will be true for 2021, 2022, and 2023

Spring Clean Up for Center, Ireland Street (front and rear), Gate, and Mount Cemeteries: Rake and remove leaves, debris, brush, and limbs from cemeteries and in front of and around edge of any fencing. Work to be completed before Memorial Day on which day the Town celebrates by visiting the cemeteries.

Fall Clean Up for Center, Ireland Street (front and rear), Gate, and Mount Cemeteries: Rake and remove leaves, debris, brush and limbs from cemeteries and in front of and around edge of any fencing. Work to be completed by Thanksgiving.

Mowing and Trimming of Center, Ireland Street (front and rear), Gate, and Mount Cemetery: Pick up any litter before mowing. Mow grass to a height of 3 inches \pm 1/2 inch. String trim to maintain a neat appearance.

Mowing and trimming are not to be done more than once every other 7-day period, unless specifically directed by Cemetery Superintendent or the Chair of the Cemetery Commission. In dry weather of mid- to late summer, the Superintendent may direct less frequent mowing in some or all of the cemeteries (perhaps to once per every 3 weeks). *Mowing in the four large cemeteries should be done no earlier than two days before Memorial Day, Fourth of July, and Labor Day. Also, before Veterans Day, if directed to do so by the Cemetery Superintendent.*

Power mowers can scar and break stones. The types of stone used in older gravestones tend to be softer and more easily damaged than granite. Mow to within 6" of gravestones and tombs and then use weed whips to trim the remaining area. The use of weed whips is permissible at granite, possibly slate and brick, but not marble markers. The filament should be no larger than .065. Metal hand trimmers should not be used because they can abrade stone.

Five Small Cemeteries:

Moses Damon Cemetery, Cowper Road

Robinson Family Cemetery, Ireland Street at corner of Bend Access Road

Witherell Cemetery, Sweeney Road

Damon/Corliss/Tilden Cemetery, Damon Cemetery Road off Indian Hollow Road

Torrey/Engram Cemetery, off South Street

For the five small cemeteries, perform spring and fall clean up as above. String trim 2 times per year except Robinson Hollow Cemetery which may need to be trimmed 3 times per year. *See specifications for string trimming above.*

General Policies:

Landscape maintenance personnel will *immediately* notify the Cemetery Superintendent or Cemetery Commission Chair of any issues that may affect public safety (for example, broken or dead tree limbs) *or of*

damage to stones. Landscape maintenance company will assume responsibility for damage to gravestones from their mowers or other equipment. No stones or gravestones or footstones are to be moved. It is important that the Cemetery Commission be able to determine the original location of stones, particularly in the case of broken stones. Contracted maintenance company will make all employees working in the cemeteries aware of these policies.

BIDS SHOULD BE SUBMITTED ON A PER-MOWING BASIS

**PROPOSAL II
TOWN BUILDING LAWNS**

SCOPE OF SERVICES

- Chesterfield Public Library/ Edwards Museum/Fire Station – Corner of Main and North Roads
- Chesterfield Town Hall and Veterans’ Park – Corner of Main Road and South Street, including top of leach field to air pipe and monument area. *The leach field area should be mowed four times per year when growth reaches 6”, including once just prior to the July 4th celebration. Mow or weed-whack next to back of building.*
- Russell Memorial Park, – South Street, across from Post Office. Also includes maintenance/trimming of weeds (including bittersweet) and trees to keep off tennis court fence.
- ****Russell Memorial Park Ball Field** - Includes maintenance/trimming of weeds (including bittersweet) and undergrowth to keep off the back side of the baseball fencing. Mow or weed whack one path, 6-foot-wide, on the outside of the outfield fence only as often as necessary to keep bittersweet and brush off the fence. Do not place grass clippings behind left field fence line. *The park leach field (just beyond the fence to top of the slope) should be mowed twice a year.*
- Davenport Town Offices – 422 Main Road – Mow to 75 ft beyond parking lot. Mow septic leach field twice per year, located behind red house next to Town Office building.
- Senior Center – 400 Main Road – Mow embankment from church driveway to property line (large stone by corner of building delineates the line). Mow behind building to the backside of wellhead.
- Dunham/West Chesterfield Post Office Building: - 629 Main Road, West Chesterfield

Mow to achieve a neat appearance, however, **mowing is not to be done more than once every other 7-day period (every other week)**, unless specifically directed by the Select Board or its designee or noted differently above. It will be the contractor’s responsibility to keep an eye on the height of grass. *If grass is growing quickly and mowing is needed more often, this should be brought to the attention of the Select Board.*

****Please submit separate bid for mowing just the ball field at Russell Memorial Park.**

Spring Clean Up: (one-time charge) Rake all lawns and clean sand from grass along road sides. (Parking lot sand will be handled by the Town.) Dispose of any leaves, sand, and other materials. Do not sweep into the roadway. **SPRING CLEANUP WORK TO BE COMPLETED BEFORE MEMORIAL DAY.**

Fall Clean Up: (one-time charge) Rake and remove all leaves, limbs and landscape detritus. **FALL CLEANUP WORK TO BE COMPLETED BEFORE THANKSGIVING.**

BIDS SHOULD BE SUBMITTED ON A PER-MOWING BASIS

PROPOSAL 1		<u>Chesterfield Cemeteries</u>		
Bid Sheet				
NAME OF BIDDER				
STREET ADDRESS				
CITY, STATE, ZIP				
Contact Name				
Email and Phone #				
SCOPE OF WORK	<u>2021</u>	<u>2022</u>	<u>2023</u>	
<u>Spring Cleanup</u>				
<u>Center Cemetery</u>				
<u>Ireland St. Cemetery – established section</u>				
<u>Rear Ireland St. Cemetery – new area</u>				
<u>Gate Cemetery</u>				
<u>Mount Cemetery</u>				
<u>Five Small Cemeteries (includes string trim)</u>				
<u>Spring Cleanup Total</u>				
<u>Fall Cleanup</u>				
<u>Center Cemetery</u>				
<u>Ireland St. Cemetery – established section</u>				
<u>Rear Ireland St. Cemetery – new area</u>				
<u>Gate Cemetery</u>				
<u>Mount Cemetery</u>				
<u>Five Small Cemeteries (includes string trim)</u>				
<u>Fall Cleanup Total</u>				
<u>Mowing – per instance</u>				
<u>Center Cemetery</u>				
<u>Ireland St. Cemetery – established section</u>				
<u>Rear Ireland St. Cemetery – new area</u>				
<u>Gate Cemetery</u>				
<u>Mount Cemeteries upper/lower</u>				
<u>Total for Mowing Each Once</u>				
<u>Total All Work</u>				
* Please note basis of calculated charges (per task and/or per area)				

PROPOSAL 2		<u>Chesterfield Town Lawns</u>		
		Bid Sheet		
NAME OF BIDDER				
STREET ADDRESS				
CITY, STATE, ZIP				
Contact Name				
email and Phone #				
SCOPE OF WORK	<u>2021</u>	<u>2022</u>	<u>2023</u>	
<u>Spring Cleanup</u>				
Library/Museum/Fire Station				
Town Hall & Veterans' Park				
Old Town Office area				
Russell Memorial Park				
Davenport Town Offices				
Senior Center				
West Chesterfield Post Office				
<u>Spring Cleanup Total</u>				
<u>Fall Cleanup</u>				
Library/Museum/Fire Station				
Town Hall & Veterans' Park				
Old Town Office area				
Russell Memorial Park				
Davenport Town Offices				
Senior Center				
West Chesterfield Post Office				
<u>Fall Cleanup Total</u>				
<u>Mowing - per instance</u>				
Library/Museum/Fire Station				
Town Hall & Veterans' Park				
Old Town Office area				
Russell Memorial Park				
** Ball Field only **				
Davenport Town Offices				
Senior Center				
West Chesterfield Post Office				
<u>Total for Mowing Each Once</u>				
<u>Total All Work</u>				

Please note the basis of calculated charges (per task and/or per area).