

# Portsmouth Water and Fire District

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1944 East Main Road  
P. O. Box 99  
Portsmouth, RI 02871-0099

(401) 683-2090  
Fax: (401) 682-1550  
Email: [info@portsmouthwater.org](mailto:info@portsmouthwater.org)

## REQUEST FOR BIDS

for

## LAWN MOWING SERVICE

November 27, 2018

### ADVERTISEMENT FOR BIDS:

The Portsmouth Water and Fire District will be accepting bids for Lawn Mowing Service for the period April 1, 2019 to December 1, 2019.

Bids will be received by the Portsmouth Water and Fire District, 1944 East Main Road, P.O. Box 99, Portsmouth, Rhode Island until 2:00 PM, Wednesday, December 12, 2018.

Bid Forms are available for pick up at the Portsmouth Water and Fire District weekdays between 9:00 AM and 4:00 PM or at [portsmouthwater.org](http://portsmouthwater.org)

**Request for Bids for Lawn Mowing Service, November 27, 2018**

**BID FORM**

Bid of

\_\_\_\_\_ ,  
*(print legal name of company)*

organized and existing under the laws of the State of \_\_\_\_\_ ,

doing business as \_\_\_\_\_ .  
*(print operating name of company)*

To the Portsmouth Water and Fire District acting herein through its Chairman.

In compliance with your Request for Bids dated November 27, 2018, which is attached hereto and incorporated herein by reference as part of this Bid Form, we hereby propose to provide Lawn Mowing Service at the prices stated below, for the period April 1, 2019 to December 1, 2019.

Upon acceptance by the Portsmouth Water and Fire District, this bid shall be binding upon both parties and their heirs, executors, administrators, successors and assigns.

The undersigned declares that the only person or parties interested as principals in this bid, or in the contract proposed to be taken, are those named herein; that this bid in all respects is fair and made without collusion with any other person, firm or corporation making a bid for this work; and if this bid is accepted by the Portsmouth Water and Fire District that this bid shall bind the Contractor to the Portsmouth Water and Fire District to provide labor, machinery, tools, apparatus, and other means necessary to perform all work requested under the terms and conditions, and at the rates specified herein. As further consideration for the awarding of any work, the undersigned agrees to provide all necessary bonds and insurance, and to pay all Social Security Taxes, Employment Security Taxes, Worker's Compensation, and to comply with all other applicable rules or regulations required by local, State and Federal law.

**BIDDING CONDITIONS:**

The Portsmouth Water and Fire District will be accepting bids for Lawn Mowing Service for the period April 1, 2019 to December 1, 2019.

Bids will be received by the Portsmouth Water and Fire District, 1944 East Main Road, P.O. Box 99, Portsmouth, Rhode Island until 2:00 PM, Wednesday, December 12, 2018.

Bid Forms are available for pick up at the Portsmouth Water and Fire District weekdays between 9:00 a.m. and 4:00 p.m.

Each bid must be submitted on the required Bid Form. Each bid must be submitted in a sealed envelope, addressed to the Portsmouth Water and Fire District, 1944 East Main Road, and shall be clearly marked on the outside as "Bid for Lawn Mowing Service".

## Request for Bids for Lawn Mowing Service, November 27, 2018

The District reserves the right to waive any informality or to reject any or all bids. The bid shall be awarded to the lowest responsive, qualified bidder.

### GENERAL CONDITIONS:

The work will be assigned at the discretion of the District.

Acceptance of a bid by the District is not to be construed as a guarantee to place a minimum order with any individual Contractor submitting a bid.

All Subcontractors employed by the Contractor must receive prior approval from the District.

If the District shall, at any time during the performance of this agreement, deem it expedient or it shall become necessary for the District to abandon or involuntarily defer any work under this agreement or any part thereof before completion of any work to be rendered hereunder, the Contractor shall be entitled to compensation for any uncompensated work performed prior to such time.

### SERVICES REQUIRED

1. District's Main Office, 1994 East Main Road - Lawn mowing and trimming of all property.
  - a. Note: The grass has been removed inside the fence for the large tank and replaced with stone dust. No work will be required inside the fence line.
2. Union Street Pumping Station Lawn - Mowing and trimming of all property at the Union Street Pumping Station.
3. Turkey Hill Pumping Station - Lawn mowing and trimming of all property.
4. Butts Hill Small Tank, Butts Street - Lawn mowing and trimming of all property.
  - a. Mow the front of the property between Butts Street and the west face of the tank fence line. From the neighboring property on the north to the cement fence post line (perpendicular to Butts Street) on the south.
  - b. In addition to the above, mow a twenty (20') foot perimeter width around the tank fence or to the bottom of the slope, whichever is longer.
  - c. The grass has been removed inside the fence and replaced with stone dust. No work will be required inside the fence line.
5. Butts Hill Large Tank, Hall Street
  - a. Lawn mowing and trimming of the entrance area.
  - b. Tank area and a twenty (20') foot perimeter width around the tank fence or to the bottom of the slope, whichever is longer.
6. Trimming shall be performed around all buildings, water tanks, oil tanks, driveways, parking lots, sidewalks, curbs, flowerbeds, fences, posts, poles, and other such obstructions. **Weeding shall be performed between parking lot and curb at main office and/or spraying with Round Up, as necessary.**
7. Mowing services shall be provided at the specified sites on an as needed basis as determined by the District during the growing season. It is anticipated that the main office will be mowed once each week and the other sites will be mowed once each week or every other week depending on need. The main office shall be mowed on a day of the week approved by the District.
8. Collect and dispose of all litter in mowed area prior to and after mowing.
9. Clear grass clippings from walkways and parking lot.

## Request for Bids for Lawn Mowing Service, November 27, 2018

10. Collect or disburse large clumps of grass after mowing at main office.

### INDEMNIFICATION:

The Contractor agrees to indemnify, defend and hold harmless the Portsmouth Water and Fire District, its officers, directors, board members and any and all agents, employees and contractors from any liability, cost or expense, in connection with or growing out of any claims whatsoever for injury, death, loss or damage to any person or to the property of any person occurring in the course of, as a result of, or in connection with the work performed by the Contractor.

### INSURANCE:

The Contractor shall procure and shall maintain, during the life of the contract period, Contractor's General Public Liability (CGL) Insurance, as well as products and completed operations coverage. Insurance coverage shall have a limit of liability of not less than \$500,000 for all damages arising out of bodily injury and/or property damage, including death, at any time resulting therefrom, sustained by any one person in any one accident; and a limit of liability of not less than \$1,000,000 aggregate for any such damage sustained by two or more persons in any one accident. The General Liability aggregate shall apply on a "per project" basis.

- **The Portsmouth Water and Fire District shall be named as Additional Insured, for the duration of this contract. Included on the General Liability should be ISO Additional Insured Endorsement CG 2010 (07 04) AND CG 20 37 (04 13) or CG2038 (04 13) AND CG2037 (04 13) or an endorsement providing equivalent coverage to the additional insureds. This insurance for the additional insureds shall be as broad as the coverage provided for the named insured Contractor. It shall apply as primary and non-contributing insurance before any other insurance or self-insurance, including any deductible, maintained by, or provided to, the additional insured.**

The Contractor shall maintain during the life of the contract period, vehicle liability coverage with a limit of liability of not less than \$100,000.

If required by law, the Contractor shall carry Worker's Compensation insurance. If the Contractor is not required to carry Worker's Compensation insurance by law, the Contractor shall provide the District with form "Notice of Designation as Independent Contractor" prior to starting work.

The "other insurance" clause for each policy shall be deleted or modified so as to make it clear that the coverage of such policy is primary and any coverage available to the District under its own policy(ies) is secondary.

Each policy shall be non-cancelable with respect to the District without thirty (30) days prior written notice to the District. If any policy is cancelled the Contractor must immediately obtain and provide the District evidence of equivalent or better insurance coverage.

### STANDARDS AND INSPECTION:

All work shall be subject to inspection and approval of the Portsmouth Water and Fire District.

### SAFETY:

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The Contractor shall be responsible for providing a safe work environment for his employees and the employees of the District in accordance with all requirements of the Occupational Safety and Health Act (OSHA), including latest amendments.

### **PAYMENT:**

A service order shall be delivered to the District's main office on the day that lawn mowing service is provided at any site. The service order shall indicate the site location of each cutting, the date of cutting and be signed by the Contractor's employee.

Invoices for work performed by the Contractor and reviewed by the District's General Manager shall be submitted for approval to the Administrative Board. Payment by check for approved invoices shall be made within seven days following Board approval. Invoices shall be submitted by the close of business at least five business days prior to the next regularly scheduled Board meeting to be considered for payment at that meeting.

**Request for Bids for Lawn Mowing Service, November 27, 2018**

The undersigned submits the following unit prices for lawn mowing and trimming at the designated sites. Estimated quantities for the season are based on historical lawn mowing services. Contractor shall be paid at the unit price bid for each cut at each site.

	Unit	Est. Quantity	Unit Price	=	Total Price
1. Main Office at 1944 East Main Rd.	each	26 x	\$_____	=	\$_____
2. Union Street Pumping Station	each	13 x	\$_____	=	\$_____
3. Turkey Hill Pumping Station	each	13 x	\$_____	=	\$_____
4. Butts Street Tank Site	each	13 x	\$_____	=	\$_____
5. Hall Street Tank Site	each	13 x	\$_____	=	\$_____
<b>TOTAL</b>					<b>\$_____</b>

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Total in Written Words

**CONTRACTOR INFORMATION**

**EXPERIENCE:**

Number of years Contractor has been in business doing lawn mowing work: \_\_\_\_\_ .

**Request for Bids for Lawn Mowing Service, November 27, 2018**

**REFERENCES:**

List names and phone numbers of other governmental and commercial customers for which you have worked for at least one year. If you do not have three governmental or commercial customers, then list largest residential customers.

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

**OTHER CONSIDERATIONS:**

Contractor may list other special services and considerations not specified or stipulated herein.

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**Request for Bids for Lawn Mowing Service, November 27, 2018**

Date \_\_\_\_\_

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Corporation/Partnership/Sole Proprietorship

The only individuals interested as principals in the bid are as follows:

Name \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

(SEAL)

By \_\_\_\_\_  
Proposer

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Position with Company Proposing

(If a corporation, give the State of Incorporation, stockholders, officers and registered agent)

(DISTRICT SEAL)

By Portsmouth Water and Fire District

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Moderator