

PORTSMOUTH SCHOOL DEPARTMENT
&
TOWN OF PORTSMOUTH



Request for Bids

Grounds Maintenance Services
PS-18-21

Issue Date: March 30, 2018

Portsmouth School Department
29 Middle Road
Portsmouth, RI 02871

General Information

Intent:

The Portsmouth School Department and the Town of Portsmouth (referred to as the “Owners”) are seeking proposals from qualified firms to provide Grounds Maintenance for the Portsmouth Public Schools, the Portsmouth Free Public Library, and certain Town locations (see “Location Listing”). The selected firm should apply the industry’s best practices and techniques, utilize the latest technologies, and possess the highest standards for quality and performance. All proposals must comply with all the regulations, terms, conditions, and specifications set forth in this proposal document. The winning proposer will execute a contract with The Portsmouth School Department and The Town of Portsmouth that states the terms and conditions of the service agreement for the terms specified.

Scope of Work:

The services include furnishing labor, equipment, materials, supplies, and supervision to provide grounds maintenance as described in this document.

Duration:

The Owners are seeking ground maintenance services for three years starting July 1, 2018 and ending June 30, 2021. The Owners, at their discretion, may negotiate up to two additional one year annual increments of this contract with the successful bidder.

Pricing

- Bidders shall submit the proposed contract pricing using Attachment D (Pricing Response Sheet). This is a firm-fixed price contract. The schedule of prices shall be enforced for the entire term of the contract, except as otherwise specified.
- In accordance with Rhode Island General Laws, prevailing wage does not apply to the services outlined in this request for bids.
- All bidders must comply with all federal and state labor laws. Local labor should be utilized to the greatest extent possible.
- The Owners shall make partial payments to the successful bidder on the following basis:
 - 1/3 of annual contract cost by September 15th
 - 1/3 of annual contract cost by November 30th
 - 1/3 of annual contract cost by June 30th
- Billing for Item 1 (on the Bid Form) shall be submitted to the Portsmouth School Department, Attention: Facilities Director, 29 Middle Road, Portsmouth, R.I. 02871

- Billing for Item 2 shall be submitted to Portsmouth Free Public Library, 2658 East Main Road, Portsmouth, R.I. 02871.
- Billing for Item 3 shall be submitted to the Finance Director, Town of Portsmouth, 2200 East Main Road, Portsmouth, R.I. 02871.

Rhode Island Sales Tax:

The Owners are exempt from the payment of Rhode Island sales tax. All invoices should exclude any sales tax.

Awarding Rights:

The bid award will be made based on the lowest evaluated bid price. Cost will be a factor but not the only factor considered when evaluating the bids. The criteria for evaluation of the bids is specified in the Evaluation Criteria section of this document. The Owners reserve the right to reject any or all bids, in part or in total, and to accept any bids deemed to be in the best interest of the Portsmouth School Department and/or Town of Portsmouth. The Owners shall also have the right to waive any minor informality or irregularity in any bid received.

Pre-Bid Conference

A Mandatory Pre-Bid conference, including a comprehensive site visit, is scheduled for April 5, 2018, at 9:00 A.M., at the Brown House, 121 Linden Lane, Portsmouth R.I. No proposals will be accepted from firms that do not attend this pre-bid conference. Copies of the bid documents may be accessed from the Portsmouth School Department website: <https://www.portsmouthschoolsri.org/Page/1617>, as well as the Town of Portsmouth's website: <https://www.portsmouthri.com/Bids.aspx> and the City of Newport's Online Bidding System: <http://eprocurement.cityofnewport.com/>.

Technical Point of Contact

Matt Murphy, Facilities Director for the Portsmouth School Department and Town of Portsmouth, is the Technical Point of Contact for this RFP. His email address is: murphym@portsmouthschoolsri.org.

Indemnification:

The Bidder will indemnify and hold harmless the Owners, and its agents and employees from and against all claims, damages, losses, and expenses including attorney's fees arising out of or resulting from the negligent acts, errors, or omissions in the performance of the Grounds Maintenance Services described in this document by the Bidder, its officials, employees, agents, and subcontractors.

Non Collusion:

All proposers shall submit a Non-Collusion Affidavit with their proposals (Attachment C). Failure to submit this form shall render the proposal as non-responsive and will result in the rejection of the bid. If the Owners have reason to believe that collusion exists among proposers, the Owners reserve the right to refuse to consider proposals from participants in such collusion.

Safety Requirements:

All work shall be performed in a safe manner and all current applicable OSHA regulations apply. The bidder shall keep the premises free of any hazardous materials or equipment.

Damage Reports:

- In all events where the Owner's property and/or equipment is damaged by bidder's employees, a full report of the facts and extent of damage shall be submitted to the Facilities Director within twenty-four (24) hours via email, stating the full facts of the incident and extent of the damage. The Bidder agrees to repair or replace any damaged property within 30 days. Should the Bidder be unable to complete the repairs or replacement, the Bidder agrees to reimburse the Department for the repairs or replacements for the damaged property within 30 days of receipt of invoicing.

Responsibility of Bidder

- The bidder is responsible for his own quality control. The Facilities Manager shall provide oversight but not a quality control program.
- The bidder shall be responsible for all damages to persons, and/or property that occur as a result of their fault or negligence in connection with carrying out their work. The bidder is responsible for all material delivered and work performed until completion and acceptance of the work by the Facilities Director.
- The bidder shall use safety shielded equipment common to the grass cutting industry.
- The Bidder shall furnish and cause to be delivered all the materials which are to be new and of the best quality of their several kinds, and labor which is to be performed in the most thorough and workmanlike manner.
- **The successful bidder shall not subcontract the whole or a portion of this work without the written consent of the Owners. Subcontracting the grass cutting portion will not be authorized.** Subcontracting of specialty areas such as fertilization and over seeding may be permitted at the Owners' discretion. No subcontracted work may be performed without prior written approval of the Owners.
- The bidder shall obtain and pay for all permits and licenses, pay all taxes, and comply with all laws, regulations, and ordinances bearing on the conduct of the work.
- It will be the bidder's responsibility to inspect all locations and remove all rubbish and debris before performing any mowing activity. Rubbish and debris are to be removed from the site by the bidder.

Rights of The Portsmouth School Department and The Town of Portsmouth

- The School Department and the Town reserve the right to use quantities of loam, seed, and fertilizer within any area, at any time, during the period covered by this contract. Such work is not to alter the bid price in any way provided that the area treated is an improvement of existing conditions and not an appreciable addition to the total area considered in the original contract.
- The School Department and the Town reserve the right to negotiate with the successful bidder for any incremental work on the grounds, lawns, trees and playing fields that they deem necessary and incremental to the services included in this contract.

Notice of Consequences of Bidders Failure to Perform:

Bidders are advised that this contract includes provisions in the event the bidder fails to perform.

- The Owners shall deduct from bidder’s request for payments its best estimate of the cost of all non-performed work and the Owner may, at its option, perform the services with Owner’s personnel or other means.
- The Owners, at their discretion, may afford to bidder an opportunity to perform the non-performed work within one (1) days’ notice of non-performance to the bidder.
- It shall be specifically understood between the bidder and the Owners that this contract may be terminated by the Owners whenever the contractual services are not provided to the satisfaction of the Owners

Time and Schedule Requirements

- Work shall be scheduled so it will not interfere with the school activities. Some specific restrictions are included in the specification.
- Working hours are 7:00 A.M. to 7:00 P.M., Monday through Friday.
- The Owners reserve the right to make changes in the procedural rules and regulations which guide the bidder. These include scheduling grounds care for specific events, halting work where interference with school activities exists, and similar changes.

Non Discrimination Statement

The Owners do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, sexual orientation, gender identity or expression, citizenship, or status as a disabled veteran, or past or present honorable military service with respect to access to, the provision of, or employment in its educational services, programs and activities, including admissions, athletics and other programs.

Proposal Submission Requirements and Instructions

Proposal Submission Requirements:

All proposals must include:

1. Company Profile & Key Personnel (Attachment A)
2. Relevant Experience and References (Attachment B)*
3. Non Collusion Form (Attachment C)
4. Pricing Response Sheet (Attachment D)
5. Proof of Insurance Coverage

*** Include three client references where the Grounds Maintenance contract value with the bidder is in excess of \$50,000 per year.**

Proposal Instructions:

- Proposals must be submitted in sealed envelopes and should be clearly marked with the proposal name (Grounds Maintenance Services Bid) and number (PS-18-21) as well as the company name of the bidder.
- Proposals must include all items listed in the Proposal Submission Requirements section.
- A total of three (3) copies of the proposal must be submitted to the Portsmouth School Department, at 29 Middle Road, Portsmouth, RI, by 2:00 PM EST on April 25, 2018. Proposals received after that time will be returned unopened.
- All Bidders must have previous experience in the maintenance of athletic fields, and large commercial or municipal properties as demonstrated via the Relevant Experience and References form (Attachment B).
- Bidders' organization must be of sufficient size and must have sufficient equipment and personnel to maintain the acreage included within this bid. Proper maintenance of the Owners grounds is vital to the health and safety of the students and residents of the Town of Portsmouth and its Public Schools.
- All questions as to interpretation of the specifications should be submitted in writing via email to the Facilities Director at: murphym@portsmouthschoolsri.org, by 2:00 pm April 13, 2018. Responses to all questions will be posted as an addendum to this RFP on the School Department website at <http://www.portsmouthschoolsri.org/page/1617>. Questions received after the stipulated time and date will not be answered.
- Incomplete proposals or proposals not adhering to the instructions herein may be rejected by the Owners. Proposals which are late, illegible, or not original will be rejected. Proposals must be signed, in the space provided, in ink, by an authorized officer or designee of the

submitting company. Any unsigned proposal will be declared invalid.

Evaluation Criteria

Proposals will be scored based on the following criteria and weights:

1. **Relevant Experience and References:** The bidder must have experience providing grounds maintenance services to clients similar in size and scope to the services requested by the Owners. The bidder will receive 5 points for each client (listed on Attachment B) that has an annual grounds maintenance expenditure with the bidder in excess of \$50,000 and who's reference check is considered positive (maximum of 15 points for 3 clients). A positive reference will be one that verifies that the bidder provides satisfactory services to the client on a consistent basis. No points will be awarded for clients that have an annual expenditure with the bidder of \$50,000 or less. **The bidder must have at least one client with annual grounds maintenance expenditures greater than \$50,000 in order to be considered responsive. Unresponsive bidders will not be awarded the contract.**
2. **Price Proposal (combined cost for all three years):** The Price Proposal Score = (lowest bid/bid for firm being evaluated) X 30 points (maximum of 30 points for the lowest Price Proposal).

Requirements and Specifications

Bidder Requirements:

- Bidders must be licensed to do business in the State of Rhode Island and must be able to provide the services as requested.
- The Bidder shall not discriminate against employees or applicants for employment because of race, color, national origin, ancestry, age, sex, religion, disability, or sexual orientation. The Bidder agrees to comply with all Federal and State statutes, rules, regulations prohibiting discrimination in employment including but not limited to: Title VII of the Civil Rights Act of 1964, Age Discrimination Act of 1967; Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.
- By submitting a proposal, the Bidder represents that their proposal is in full compliance with all applicable regulations and requirements of law. Bidder further certifies that pursuant to the General Laws of the State of Rhode Island, that the Bidder has filed all state tax returns, paid all taxes and complied with all the laws relating to taxes; relating to contributions and payments in lieu of contributions to the Employment Security System; and with all laws of the State of Rhode Island relating to Workers' Compensation. The Bidder also represents that (s)he/it is qualified to perform the services and has obtained all requisite licenses and permits to perform the services as may be required by law.

Insurance Requirements:

The Bidders shall include proof of the following insurance specifications with their proposals:

- a. Workers' Compensation:
 - 1. State – Statutory Limit
 - 2. Employer's Liability – \$500,000

- b. Comprehensive General Liability – All Risk, No Deductible
 - 1. Bodily Injury:
 - i. \$1,000,000 Each Occurrence
 - ii. \$1,000,000 Annual Aggregate
 - 2. Property Damage:
 - i. \$1,000,000 Each Occurrence
 - ii. \$1,000,000 Annual Aggregate

- c. Automobile Liability
 - 1. Bodily Injury
 - i. \$500,000 Each Person
 - ii. \$1,000,000 Each Occurrence
 - 2. Property Damage
 - i. \$500,000 Each Occurrence

- The successful bidder will be required to add The Portsmouth School Department, the Portsmouth Free Library and the Town of Portsmouth as Additional Insured on all Certificates of Insurance. Bidders shall include all subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverage for subcontractors shall be subject to all requirements stated herein.

- Each insurance policy required by this clause shall be endorsed to state that the coverage shall not be suspended, voided or canceled by either party, reduced in coverage or in limits except 30 days' prior written notice by certified mail, return receipt requested, has been given to the Portsmouth School Department.

- Bidders who are self-employed and independent contractors must be approved by the Department of Labor and Training as independent contractors and shall keep on file with the school district proof of this approval throughout the life of this contract.

Specifications:

Item 1 - School Department Grounds

- 1) General: It is the purpose and intent of this specification to obtain grounds care including grass cutting, weed control, rolling, fertilization, pruning and trimming of hedges, trees, and shrubs, grass planting, grooming of playing fields, edging, removal of leaves and debris and maintenance of playground mulch areas. The work is located at various sites within the Town of Portsmouth. The bidder shall furnish all labor, materials, transportation equipment, supplies, and supervision to perform the grounds care.

- 2) The bidder shall become thoroughly familiar with the areas, boundaries, and facilities and shall develop a personal pride in the proper appearance and operational excellence of the areas and facilities under his supervision. Failure to

properly acquaint himself with the conditions will not relieve him of the necessity of supplying all materials and doing all work necessary for a complete job. All work will be done under the supervision of the Facilities Manager, Portsmouth School Department.

- 3) Contractual operations shall include the following locations:

Portsmouth High School
120 Education Lane
(Inner court shall not be cut while school is in session)

Middle School
125 Jepson Lane

Hathaway School
53 Tallman Avenue

Melville School
1351 West Main Road

Administration Building
29 Middle Road

- 4) 4.1) Spring Cleanup: March 1st to April 30th, all grass areas cleaned of debris and leaves. All leaves and other debris shall be removed. All tree pits shall be relieved of leaves, rubbish, etc. All lawns and playing fields upon completion and removal of debris shall be rolled to remove frost heaves, utilizing a roller of 2,000 lb. minimum. All damaged lawn areas on roadside edges caused by winter traffic are to be regraded and reseeded. All waste material as a result of the spring cleanup shall be disposed of by the bidder.

4.2) Fall Cleanup: October 1st to November 30th, all leaves and other debris to be removed at an appropriate date at three locations only: Hathaway Elementary School, Glen Park, and Portsmouth Free Public Library (see Items 2 and 3).

4.3) Elementary Schools shall have Certified Playground Chips (natural engineered wood fiber-EWF) maintained in the playgrounds according to the Handbook for Public Safety, US Consumer Product Safety Commission. The chips should meet both ASTM F1292 Standard Specifications for impact attenuation and ASTM F2075-04 Specifications for wood fiber used as a safety surface under and around playground equipment.

- 5) Grass Mowing - General Grounds: The work includes the mowing of grass at all schools weekly, to a height of 2 inches. Mowing equipment is to be kept sharp and in proper adjustment at all times in order to assure smooth and even mowing without skips or scalping. Limited or total lack of growth of predominant grass species caused by seasonal drought or for any other reasons will not relieve the bidder from performing all the work necessary for the cutting of concentrated or isolated weed growth to a height of 2 inches. All normal ground litter and debris will be collected weekly in bidder's equipment and will be removed from area prior to standard mowing operations. Steep slopes, between rocks, out croppings, around guard rail

posts, along curbing and fence lines, around tree and sign posts, etc. are to be kept trimmed. The use of chemical growth retarders, herbicides, soil sterilants, etc. will not be permitted without prior approval of the Facilities Manager. Fence Line weed control to be accomplished with a wick type applicator.

- 5.1) High School Varsity Baseball Field (Field # 4): All turfed areas surrounding the pitchers' mound and enclosed by the base path are to be considered as "infield" April 15th thru July 15th. This area is to be cut twice weekly at alternating intervals of three and four days. Mowing pattern is to alternate north-south; east-west; and at diagonal compass points. Cutting height is to be set at 1-1/2 inches. Outfield area is to be cut twice weekly April 15th thru July 15th to a height of 1-1/2 inches. After season cutting of this field to be per Item 1, Section 5.
- 5.2) High School Varsity Field (Field # 1): Turfed area inside the fencing should be maintained per Item 1, Section 5.
- 5.3) High School Soccer Field (Field # 3): This field to be cut per Item 1, Section 5.
- 5.4) High School Practice Field (Field # 5): This field to be cut per Item 1, Section 5.
- 5.5) High School Varsity Softball Field (Field # 8): Turfed area enclosed by fence to be cut twice weekly April 15th thru July 1st to a height of 1-1/2 inches. After season cutting of this field to be per Item 1, Section 5.
- 5.6) High School Softball Field (Field # 6): Turfed area to be cut twice weekly April 15th thru June 15th to a height of 1-1/2 inches. After season cutting of this field to be per Item 1, Section 5.
- 5.7) High School Soccer/Football Fields (Field # 7): These fields are to cut per Item 1, Section 5.
- 5.8) Portsmouth Middle School Fields (Fields # 10, 11, & 12): These fields to be cut per Item 1, Section 5.
- 6) Baseball/Softball Field Skinned Areas (Fields # 4, 6, 8, 10, & 11): Pitchers' mound, base paths, catcher's circle, next batters' circle and coaches boxes at first and third are considered to be "skinned areas" and are to receive attention in accordance with the following specifications. Official dimensions are to be used for determining the square footage involved in various "skinned" areas applying as the case may be to the type of field existing at the location being bid upon (Little League 60' diamond; regulation hardball 90' diamond). All dimensions and grades are to be carefully checked, weed growth is to be removed and edges are to be sharply defined. The use of chemical weed control is permitted. After all growth has been removed, the surface is to be brought to smooth plane by means of a hand working with iron, wood, and/or fantail rake, steel drag mat or other leveling device. The surface is then to be compacted with a roller weighing not less than 250 lbs. Any hollows or depressions appearing after rolling will necessitate the reworking of the surface with as many repetitions as necessary until a smooth, compacted, rolled surface is obtained. This process is required to be completed twice during each season covered by this contract, first during the period of March 15th through March 30th and again on or about May 15th through June 1st.

6.1) All Infield Turfed Areas (Fields # 4, 6, 8, 10, & 11):

Areas to be yearly inspected and resodded after the end of each baseball season: Early October, infield turf areas are to be resodded to repair only those areas worked out or damaged during the previous playing season. The areas to be resodded will and shall be limited to the turf areas enclosed by the base paths, and for a distance of one foot outside the base paths, considered the infield. The

intention of this process is to have the infield restored to its original playing dimensions. Sod is to be supplied by the bidder and should meet the acceptable turf grass standards.

Baseball/Softball infields to receive such attention are:

Portsmouth High School

Softball Field (# 6)
Varsity Softball Field (# 8)
Varsity Baseball Field (# 4)

Portsmouth Middle School

Major League Field (# 11)
Softball Field (# 10)

- 7) Shrub & Flower Bed Maintenance: At the beginning of this contract, all weeds and foreign growth is to be uprooted and removed from school property by the bidder. Twice per year throughout the period covered by this contract, all beds are to be hand cultivated for the removal of objectionable growth. Caution is to be exercised in the vicinity of shallow rooted plants. Any plant material damaged or destroyed by the bidder caused by careless workmanship is to be replaced at the bidder's expense with healthy material of similar type and size. All beds are to be fully mulched with premium grade pine bark mulch (not manufactured) to a three inch minimum depth.
- 8) Trimming and Pruning: All flowering shrubs, evergreens, and hedge material plants are to be trimmed or pruned. The attention given to any plant unit is to occur not less than once during the period covered by this contract. The use of hand operated or electric equipment is permitted providing such equipment is sharp, in proper adjustment, and is the accepted tool designed for the operation being performed. The bidder will be required to remove from flowering shrubs all dead wood, damaged growth, and approximately 25% of old wood as required for the revitalizing of the unit receiving attention. All evergreens are to be trimmed as required for the preservation of existing shape and size (as directed). All waste material resulting from such work is to be removed by the bidder.
- 9) Weed Control: Once yearly, during the term of this contract, all undesirable vegetation shall be removed from the curbing, cracks in asphalt lots, roadways, basketball courts, tennis courts, and all walkways, so as to leave all maintained grounds in a clean and neat appearance. Existing growth is to be extracted and removed. This is to be immediately followed by an application of EPA registered accepted herbicide, applied by a certified applicator to prevent future vegetation growth. The bidder accepts full responsibility for damages, in the event there is herbicide run-off and drift. Weed control shall be exercised at Middle School Sewerage

Treatment Plant so that a clear area of 10 ft. exists around the plant. The interior area shall be treated for poison ivy. The interior shall be cut bi-monthly to maintain a maximum plant growth height of 6-8".

- 10) Portsmouth High School Athletic Track: The bidder shall be responsible to protect all track surfaces when moving equipment across such surfaces to reach areas to be cut. Bidder is to put plywood across track when crossing with other than normal mowing equipment. No cut grass is to be left on the track surface.
- 11) Litter: It will be the bidder's responsibility to police all locations, and remove all rubbish and debris, before performing any mowing activity. Rubbish and debris are to be removed from the site by the bidder.
- 12) Over seeding (Fields # 1, 3, 4, 5, 6, 7, 8, 10, 11 & 12): The bidder is to furnish a minimum of 175 lbs. /acre of grass seed for each of the specified fields. Turf at these locations is to be over seeded so as to aerate and promote new growth. Seed mixture is to be a 50/50 mix of Kentucky Bluegrass and Perennial Ryegrass. Seed mix to be delivered to site in manufacturer's containers. Over seeding is to be done in two directions, perpendicular to each other with a Jacobsen Overseeder or equivalent. Over seeding to be immediately followed by an application of a seed starter fertilizer applied at the manufacturer's recommended rate. Over seeding to be done approximately April 1st as directed by the Facilities Manager.
- 13) Fertilization (PHS Fields # 1, 3, 4, 5, 6, 7, 8, 10, 11, and 12): Fertilization shall consist of two applications during mid-June and mid-August. The bidder is to furnish all materials and labor. Fertilizer to be 25-5-10 applied at the manufacturer's recommended rates. As an alternative, the bidder may provide an equivalent liquid fertilizer provided by an established firm and approved in advance by the Facilities Manager, as a sub-bidder.

Item 2 - Portsmouth Free Public Library Grounds

The grounds of the Portsmouth Free Public Library shall be cared for as described by the specifications for the School Department (Item 1) listed above, specification sections numbered 1, 2, 4, 4.1, 5, 7, and 8. All "General Conditions" apply to the Portsmouth Free Public Library portion of the bid. In addition, specification Section 7 (Shrub & Flower Bed Maintenance) is modified to include "monthly cleaning of all shrub beds" for this Item 2 only.

Item 3 - Town of Portsmouth Grounds

The grounds of the Town of Portsmouth shall be cared for as described the specifications for the School Department (Item 1) listed above. All "General Conditions" apply to the Town of Portsmouth portion of the bid.

Item 3A - Specification sections numbered 1, 2, 5, and 11 only apply to the following locations:

- a) Aquidneck Island Christian Academy
East Main Road
- b) Sandy Point Beach

Sandy Point Road

- c) Glen Park Recreation Area
Areas Maintained by Public Works:
 - 1) Below the soccer fields
 - 2) Amphitheatre / sloping hillside
 - 3) Glen Manor Park Field
 - 4) Barker Drive
- d) Multi-Purpose Senior Center
Bristol Ferry Road
- e) Redwood Farms Playground
Redwood Avenue
- f) Island Park Playground
Omerod Avenue
- g) Glen Manor House (North Elmhurst Park)
Frank Coelho Drive
- h) New Town Park/Playground
Turnpike Avenue
- i) Glen Farm Special Event Fields
 - (including front and rear yards at “Brown” House)
 - Area maintained by Public Works:
 - 1. Utility field (parking)
East Main Road
- j) Gardner Seveney Sports Complex

Item 3B – Specifications sections numbered 1, 2, 4, 5, 7, 8, and 11 only apply to the following locations:

- a) Town Hall and Squares
East Main Road
- b) Police Station
East Main Road
- c) Kennedy Park (Monument)
Turnpike Avenue & Freeborn Street
- d) Portsmouth Dog Park
Smith Road

Item 3C - Specifications sections numbered 4 and 4.1 only apply to the following location:

- a.) Glen Manor House

Location Listing

Portsmouth High School
120 Education Lane, Portsmouth, RI 02871

Portsmouth Middle School
125 Jepson Lane, Portsmouth, RI 02871

Hathaway Elementary School
53 Tallman Avenue, Portsmouth, RI 02871

Melville Elementary School
1350 West Main Road, Portsmouth, RI 02871

Portsmouth Free Public Library
2658 East Main Road, Portsmouth, RI 02871

Aquidneck Island Christian Academy
321 E Main Rd, Portsmouth, RI 02871

Sandy Point Beach
Sandy Point Road

Glen Park Recreation Area
Areas Maintained by Public Works:

- Below the soccer fields
- Amphitheatre / sloping hillside
- Glen Manor Park Field
- Barker Drive

Portsmouth Multi-Purpose Senior Center
110 Bristol Ferry Rd, Portsmouth, RI 02871

Redwood Farms Playground
Redwood Avenue

Island Park Playground
Omerod Avenue

Glen Manor House (North Elmhurst Park)
3 Frank Coelho Dr, Portsmouth, RI 02871

New Town Park/Playground
Turnpike Avenue

Glen Farm Special Event Fields

Area maintained by Public Works:

- Utility field (parking)
- East Main Road

Gardner Seveney Sports Complex

715 E Main Rd, Middletown, RI 02842

Town Hall and Squares

East Main Road

Police Station

2270 E Main Rd, Portsmouth, RI 02871

Kennedy Park (Monument)

Turnpike Avenue & Freeborn Street

Portsmouth Dog Park

77 Bradford Ave, Portsmouth, RI 02871

Fields Listing:

High School Varsity Field (Field # 1)

High School Soccer Field (Field # 3)

High School Varsity Baseball Field (Field # 4)

High School Practice Field (Field # 5)

High School Softball Field (Field # 6)

High School Soccer/Football Fields (Field # 7)

High School Varsity Softball Field (Field # 8)

Portsmouth Middle School Fields (Fields # 10, 11, & 12)

Attachment A

Company Profile

Name of Business: _____

Physical Address of Business: _____

Mailing Address (if different): _____

Owner: _____
First Name Last Name

Years in Business: _____

Key Personnel *(please include 24 hour on call personnel)*

1. _____
Name Title Contact Number Yrs. Experience

2. _____
Name Title Contact Number Yrs. Experience

3. _____
Name Title Contact Number Yrs. Experience

Attachment B

Relevant Experience and References

List three clients for which your firm currently provides grounds maintenance services similar in size and scope to the services requested by the Owners in this bid document. List only clients that spend at least \$50,000 per year on grounds maintenance services with your firm:

1. Client Name: _____

Annual Client Contract Cost: _____

Years Serviced: _____

Square Footage Managed: _____

Types of Services Provided: _____

Reference Check Contact Information: _____
Name Phone No. Email

2. Client Name: _____

Annual Client Contract Cost: _____

Years Serviced: _____

Square Footage Managed: _____

Types of Services Provided: _____

Reference Check Contact Information: _____
Name Phone No. Email

3. Client Name: _____

Annual Client Contract Cost: _____

Years Serviced: _____

Square Footage Managed: _____

Types of Services Provided: _____

Reference Check Contact Information: _____
Name Phone No. Email

Attachment D

Pricing Response Sheet

Pursuant and in compliance with all of the requirements contained in the bid document entitled "Ground Maintenance Services" issued by the Portsmouth School Department and Town of Portsmouth on March 30, 2018, the undersigned hereby offers to furnish all labor, equipment, materials, supplies, supervision and other facilities and things necessary or proper for or incidental to the performance of the requested Grounds Maintenance Services for the fixed prices submitted on this Pricing Response Sheet.

The undersigned further attests that they are fully informed in regard to all conditions pertaining to the work and in regard to the sites where it is to be done, made their own examination and estimates and from them, makes this proposal.

The proposal is valid and cannot be withdrawn for sixty (60) calendar days after the bid opening date.

Proposed Pricing

	Year 18-19	Year 19-20	Year 20-21	All Years Total
<u>Item 1.</u> Grounds Care Portsmouth School	\$	\$	\$	\$
<u>Item 2.</u> Grounds Care Portsmouth Free Public Library	\$	\$	\$	\$
<u>Item 3.</u> Grounds Care Town of Portsmouth Grounds	\$	\$	\$	\$
Total:	\$	\$	\$	\$

Bidder Name _____

Signature _____

Address _____

City/Town _____ State _____ Zip _____

Telephone No. _____

The bidder is a (an) _____
Individual/Partnership/Corporation