



**TOWN OF GILFORD**  
**Request for Proposals**  
**Landscape Management Services**

The Town of Gilford is soliciting proposals for professional landscape management services for the Gilford Public Library, Town Cemeteries and Village Fields. A detailed package with information on scope of services, schedule, and conditions thereof, is available at [www.gilfordnh.org](http://www.gilfordnh.org) (Find It Fast - RFPs) or at the DPW office during normal business hours. Proposals will be received no later than March 17<sup>th</sup> 2023 (12:30 pm).

The Town of Gilford reserves the right to accept or reject any and/or all proposals or any part thereof, to waive any formality in the proposal process and to accept the proposal considered to be in the best interest of the Town. Failure to submit all information called for may be sufficient grounds for disqualification.

Please direct all questions concerning this proposal to:

Gilford Public Library: Katherine Dormody, Library Director [katherine@gilfordlibrary.org](mailto:katherine@gilfordlibrary.org)

Cemeteries: Meghan Theriault P.E., Director of Public Works [dpwdirector@gilfordnh.org](mailto:dpwdirector@gilfordnh.org)

Village Field Pavilion: Herb Greene, Director of Parks & Recreation [hgreene@gilfordnh.org](mailto:hgreene@gilfordnh.org)



## TOWN OF GILFORD

### Request for Proposals Landscape Management Services for Gilford Public Library, Cemeteries & Village Field

The Town of Gilford is soliciting proposals for professional landscape management services for several Town-owned properties as noted below.

More specifically, the Town is requesting the following maintenance services to be performed:

#### **Gilford Public Library**

31 Potter Hill Road

Map/Lot 226-078 (2.65 acres)

#### ***Scope of Services***

- 1) Spring Clean-up – Removal of all debris deposited on patios, walkways, lawns, planting beds, and ground surfaces immediately around building to be completed by 5/31 each year
- 2) Fall Cleanup – Removal of all debris deposited on patios, walkways, lawns, planting beds, and ground surfaces immediately around building to be completed by 10/31 each year
- 3) Edging – Clean edging of all mulched areas bordered by turf, to include weed removal as needed
- 4) Bark Mulch - Topdressing of (brown) bark mulch in existing mulch beds (to be completed before Memorial Day)
- 5) Pest Management – Monitor property throughout the spring-summer-fall seasons and apply control measures as needed to prevent and eradicate insects
- 6) Disease Management - Monitor property throughout the spring-summer-fall seasons and apply control measures to prevent and eradicate plant and turf diseases
- 7) Pruning – Prune all ornamental trees and shrubs during the late-spring and early-fall seasons as needed to promote the health of the plant(s) and improve appearance
- 8) Weed Control – Perform hand weeding and/or chemical applications as needed to control unwanted weeds in patios, walkways, lawns, planting beds, and ground surfaces immediately around building

- 9) Tree and Shrub Fertilizer – Apply fertilizers to plants, shrubs and trees to promote seasonal healthy growth as needed
- 10) Deer Fencing & Removal – Install protective fencing around trees and shrubs in the fall to prevent deer consumption and/or snow damage over winter; remove in spring
- 11) Antidesiccant Spray – Apply liquid treatment in late fall (when temperatures are above freezing) to broadleaf and needled evergreens to coat the leaf surfaces to help slow winter water loss through leaves/needles
- 12) Turf (Lawn) Health:
  - a. Spring Fertilization – Apply slow release fertilizer with a pre-emergent crabgrass control and broadleaf weed control as needed
  - b. Grub Control – Apply slow release fertilizer and broadleaf weed control. Apply insecticide in late spring/early summer to prevent grubs and problem surface insects
  - c. Late Summer Fertilization – Apply slow release fertilizer and broadleaf weed control
  - d. Fall Fertilization – Apply slow release fertilizer and broadleaf weed control
  - e. Lime Application - as needed based upon pH
  - f. Aeration – as needed to reduce soil compaction
  - g. Overseeding – broadcast seeding of grass seed to promote denser drought tolerant and disease resistant turf
- 13) Perennial Bed Maintenance – Weeding of planting beds and deadheading of perennials as needed; Cut back perennial foliage to soil surface and remove from property as needed
- 14) Irrigation Start Up – Turn on irrigation system in spring after danger of freezing, inspect system for defects, recommend repairs as needed
- 15) Irrigation Monitoring – Monitor irrigation system and heads for performance and working order, check clock and watering times/duration and adjust as needed
- 16) Irrigation Blowout – Blow out irrigation system before late fall freezing and turn off clocks

## **Gilford Town Cemeteries**

Pine Grove Cemetery  
100 Belknap Mountain Road  
Map/Lot 227-133 (8.8 acres)

### ***Scope of Services***

- 1) Turf Health:
  - a. Early Summer with Grub Control – Apply slow release fertilizer and broadleaf weed control as needed; Apply insecticide in late spring/early summer to prevent grubs and problem surface insects as needed
  - b. Fall – Apply slow release fertilizer and broadleaf weed control as needed
- 2) Pest Management – Monitor property throughout the spring-summer-fall seasons and apply control measures as needed to prevent and eradicate insects
- 3) Pruning – Prune all ornamental trees, shrubs and hedges during the late-spring and early-fall seasons as needed to promote the health of the plant(s) and improve appearance
- 4) Tree and Shrub Fertilizer – Apply fertilizers to plants, shrubs, hedges and trees to promote seasonal healthy growth as needed
- 5) Horticultural oil – Apply oil in spring to spruce trees to help control over-wintering insects and insect eggs
- 6) Tree Biostimulant – Apply liquid soil injected drench application (9 spruce trees) in the fall
- 7) Antidesiccant Spray – Apply liquid application of antidesiccant to broadleaf and needled evergreens to coat the leaf surfaces to help slow winter water loss through leaves / needles in late fall when temperatures are above freezing

McCoy Cemetery  
120 Old Lake Shore Road  
Map/Lot 213-044 (1.7 acres)

and

Hoyt Cemetery  
363 Hoyt Road  
Map/Lot 228-079 (0.72 acres)

### ***Scope of Services***

- 1) Turf Health:
  - a. Early Summer with Grub Control – Apply slow release fertilizer and broadleaf weed control as needed; Apply insecticide in late spring/early summer to prevent grubs and problem surface insects as needed
  - b. Fall – Apply slow release fertilizer and broadleaf weed control as needed

## **Village Field Pavilion**

25 Belknap Mountain Road

Map/Lot 227-126 (27 acres total – work site is approximately 1 acre)

### ***Scope of Services***

- 1) Weed Control - Hand weeding or chemical applications to control unwanted weeds in planting beds and hard surfaces.
- 2) Edging – Edging of all mulched areas bordered by turf / minor weeding
- 3) Bark Mulch - Topdressing of (brown) bark mulch in existing mulch beds (Prior to Old Home Day in late August)
- 4) Pest Management – Monitor property throughout the spring-summer-fall seasons and apply control measures as needed to prevent and eradicate insects
- 5) Pruning – Prune all ornamental trees and shrubs during the late-spring and early-fall seasons as needed to promote the health of the plant(s) and improve appearance

### **GENERAL INFORMATION:**

A. The contractor selected shall be required to sign a contractual agreement that consists of (1) this Request for Proposals, (2) the contractor's proposal as submitted, and (3) the Town's notice of award. These three documents shall be the entire basis of the agreement between the parties, notwithstanding any additional change orders as may be executed at a later date by both parties in writing.

B. The work to be performed under this contract consists of the Contractor furnishing all labor, equipment, materials, expertise, tools, supplies, insurance, licenses and permits; and performing all tasks necessary to accomplish the work items concerning landscape management to Town property and land as described herein. Prior to commencing work or performing any phase of the work, the Contractor shall obtain such permits or licenses as may be required by State or Federal law. Failure to obtain permits or licenses in a timely manner shall not be grounds to exclude performance or to extend contract time.

C. The Contractor shall diligently undertake and perform all work required by the Town as noted in this RFP. The Contractor shall at all times devote the number of persons and level of effort necessary to perform and complete the work in a timely manner. All work shall be performed to the highest standards with thoroughness, attention to detail, and the application of the specific knowledge and skills required of a professional landscaping contractor. All work shall be performed as safely as possible in accordance with all applicable safety laws for the protection of the Contractor's employees, agents, subcontractors (as well as the Town's agents and property) and with great care taken to prevent the illegal release or disposal of any hazardous substances.

D. The Contractor shall at all times, at their expense, carefully protect from injury or damages, people, vehicles, trees, shrubs, buildings, fences, utilities, structures, pipes, conduits, sprinkler heads and all other personal property, public or private, which may be affected by the work. The Contractor shall be liable for any damage done through its fault or that of its employees, agents, or subcontractors and shall restore any damaged property to the same or

better condition as it was prior to Contractor's interference.

E. It shall be expressly understood that the Contractor is not an employee of the Town of Gilford and no employer-employee relationship exists between the Contractor and/or any agents of the Contractor and the Town.

F. The Town reserves the right to require changes in the work within the general scope of the project. Changes shall be requested in writing by the Town's Project Manager, subject to the mutual acceptance of the parties in writing, with regards to changes in fees that may be otherwise due to the Contractor.

G. In the event that the Contractor encounters circumstances which it believes warrants a change in the price, quality, quantity or method of performing work it shall notify the Town's Project Manager of the circumstances in writing. No change in work shall be undertaken until authorized in writing by the Town's Project Manager. The Contractor shall obtain the written consent of the Town's Project Manager in advance for any work that it considers to be changed or extra. Failure to do so, and to provide and to receive written approval before processing, shall waive any claim for additional payment.

H. Prior to commencing work or performing any phase of the work, the contractor shall furnish the Town with a completed W-9 form and a certificate(s) of insurance as proof of liability and worker's compensation coverages that lists the Town of Gilford as "additional insured". The minimum insurance amounts shall be as follows: general liability - \$2 million; automotive liability - \$1 million; worker's compensation – per NH law. NOTE: The expiration of insurance coverage without proof of renewal shall be deemed a breach of contract and may result in the immediate termination of this agreement upon notification by the Town.

I. The Contractor, for itself and its heirs, agents and assigns, does hereby agree to indemnify, hold harmless and release the Town of Gilford and its agents from any claims, liability, injuries and damages that may result from the Contractor's performance of the work contemplated herein, to include any claim that may result from being on Town property by all persons in the employ of the contractor.

J. The term of this contract shall be for two seasons beginning May 1, 2023 and ending November 30, 2024. Thereafter, the parties may extend this contract on a year-by-year basis by mutual agreement in writing upon approval of the Board of Selectmen of the Town.

K. In the event that the Contractor fails to make satisfactory progress or fails to abide by the terms of the contract, or fails to obtain, furnish or keep in force any required permit, license or insurance, the Town shall have the right to terminate the contract for default. Written notice of termination shall be mailed to the Contractor at its address listed with the Town of Gilford. Notice shall be effective upon receipt. Upon receipt of notice, the Contractor shall immediately stop performing all work contemplated under this contract.

L. Nothing herein shall prevent the Contractor from using the services of its employees and/or subcontractors as it deems necessary (and lawful) to perform the services as set forth in this contract.

M. The Contractor shall designate a Project Manager from its staff who is knowledgeable concerning this project and who has authority to act for the Contractor upon all matters pertaining to this agreement. The overall Project Coordinator for the Town shall be the DPW Director, but each work site has a designated Project Manager as follows: Library Director for the Library, Parks & Recreation Director for the Village Field and DPW Director for the Cemeteries.

N. The Contractor shall not permit any lien or claim to be filed or prosecuted against the Town on account of any labor or materials furnished.

O. Both parties shall have the right to terminate this contract for convenience at any time prior to completion upon a thirty (30) day written notice of such termination mailed to the other party. Termination shall be effective thirty (30) days from the date notice is received, during which time both parties shall fulfill all of their respective obligations for services and payments due as otherwise set forth in the contract. However, the thirty (30) day timeframe shall not apply in the event the Contractor fails to perform the required landscaping services or breaches its obligations to provide and maintain required permits, licenses or insurances, or is found to have violated any applicable laws pertaining to employee safety or the use of hazardous substances, in which case the Town may notify the Contractor in writing of its intent to immediately terminate the contract.

P. Payment by the Town for services rendered shall be made on a monthly basis within thirty (30) days upon invoice by the Contractor submitted to each Town Project Manager. Thereafter, the Contractor may charge interest not to exceed two percent (2%) of the outstanding amount due. Invoices shall be pro-rated in seven (7) equal increments (for the period May-November) applied towards the annual agreed upon fee. Invoices shall include a description of all services performed during the billing period.

Q. The Contractor is responsible for the removal and lawful disposal (at its expense) for all items associated with landscaping clean-up projects as set forth in this contract, including, but not limited to weeds, trimmings, debris, dead plants, tools, equipment, vehicles, and any surplus or excess substances used to perform the landscaping services. On-site disposal shall require the pre-approval of the Town's Project Manager.

R. The Town intends to engage the services of one Contractor to perform all the landscaping services as contemplated herein. This process is not intended to result in separate contracts or Contractors for each of the work sites.

## **PROPOSAL REQUIREMENTS:**

I. Proposals must be submitted in a sealed envelope clearly marked “*2023 Landscape Management Services Proposal for Town of Gilford*” addressed to Gilford Department of Public Works, 55 Cherry Valley Road, Gilford, NH 03249. No faxed or emailed proposals will be accepted. The deadline to submit a proposal will be 12:30pm on Friday, March 17th, at which time they shall be publicly opened at the DPW Offices. Any proposal not received prior to the deadline shall be disqualified.

II. This is not a sealed bid or low bid solicitation process. Proposals will be evaluated based upon cost, references, qualifications and previous experiences, quality of the proposal, contractor dependability, record of accomplishments and any other criteria the Town may deem to be relevant. The Town reserves the right to request additional information from prospective Contractors as part of the evaluation process. Failure to submit any required data may be cause for rejection. Proposers may submit such other information as they deem appropriate.

III. The Town reserves the right to reject any and all proposals. It also reserves the right to waive any informalities in connection with proposals. Proposals should clearly indicate any requested deviations, exceptions or limitations to the Town’s requirements as set forth in the RFP. Any such notations may not necessarily result in automatic disqualification but instead, may be considered by the Town as part of the evaluation process.

IV. All proposals received shall be deemed to be public documents under the New Hampshire Right to Know Law, (RSA 91-A), and thereby subject to public disclosure. There should be no expectation of privacy or privileged information whatsoever regarding this process.

V. The Town of Gilford is not responsible for any costs associated with the submission of proposals, nor will the Town pay and fees towards the costs incurred by any Contractor that submits a proposal.

VI. Each prospective Contractor is strongly urged to inspect each of the proposed work sites for a thorough determination of the resources that will be required to perform the services required by the Town.

VII. It is anticipated that the Town shall render a decision on the selection process during a public meeting of the Gilford Board of Selectmen on March 22, 2023, to be followed by the issuance of a notice of award promptly thereafter.

VIII. Proposals must include the following information at a minimum:

- (a) The name of the Contractor, company address, telephone number, website, email address, the name and contact information for the Project Manager, a list of tentative employees and/or subcontractors, a tentative list of currently available vehicles and equipment to be allocated to the Town projects;



- (b) A statement of qualifications with a list of previous/current clients & five commercial and/or municipal references;
- (c) An all-inclusive fee proposal broken down per work site per year

Any questions about this RFP must be submitted in writing. Questions of a general nature regarding this RFP should be directed to the Town's Project Coordinator – the DPW Director. More specific questions about a work site should be directed to the appropriate representative for each location:

Gilford Public Library: Katherine Dormody, Library Director [katherine@gilfordlibrary.org](mailto:katherine@gilfordlibrary.org)

Cemeteries: Meghan Theriault P.E., Director of Public Works [dpwdirector@gilfordnh.org](mailto:dpwdirector@gilfordnh.org)

Village Field Pavilion: Herb Greene, Director of Parks & Recreation [hgreene@gilfordnh.org](mailto:hgreene@gilfordnh.org)