



**NORTH READING PUBLIC SCHOOLS
OFFICE OF THE SUPERINTENDENT OF SCHOOLS**

189 Park Street
North Reading, Massachusetts 01864
Telephone 978-664-7810
FAX 978-664-0252

INVITATION FOR BIDS

The School Department for the Town of North Reading, Massachusetts requests sealed bids for landscaping services at their Middle/High School campus as well as other school locations as needed.

The North Reading Public Schools are seeking bids for a 1-year contract with the option of up to two 1-year extensions. Sealed bids will be received in the Business Office, 189 Park Street, North Reading, MA 01864, until 11:00 a.m. on Thursday, February 28, 2019. All bids will be publicly opened and read at that time.

A site tour and pre-bid conference will be conducted of the Middle School / High School campus and all other locations including the three elementary schools. The site tour and pre-bid conference will be held on Wednesday, January 30, 2019 at 1:00 p.m. Prospective bidders should meet at the District Administration Office, located near the tennis courts (Door 5) at 189 Park Street, North Reading, MA 01864.

Complete information for bidders may be obtained at the North Reading Public Schools Business Office, 189 Park Street, North Reading, MA 01864, Monday through Friday from 8:00 AM until 4:00 PM beginning Monday, January 14, 2019. Bids submitted by mail should be addressed to the North Reading Public Schools Business Office, at 189 Park Street, North Reading, MA 01864 or dropped off at the above address.

The North Reading Public Schools reserves the right to reject any or all bids, or to accept any parts thereof which it considers most advantageous to the Town of North Reading.

**NORTH READING PUBLIC SCHOOLS
INVITATION FOR BIDS
LANDSCAPING MAINTENANCE**

The North Reading Public Schools, through its School Committee, invites qualified bidders to submit bids for Landscaping Services. The contract term for this bid is for one year beginning July 1, 2019 and expiring on June 30, 2020, with the option of up to two 1-year extensions to renew the contract at the North Reading Public Schools discretion for an additional two years.

I. GENERAL INFORMATION AND BID SUBMISSION REQUIREMENTS.

- 1) Bids will be accepted by the North Reading Public Schools, District Administration, 189 Park Street, North Reading, MA 01864, until Thursday, February 28, 2019 at 1:00 p.m. and publicly opened forthwith for this Invitation for Bids which is made in accordance with M.G.L. c 30B. Two copies of the bid are required. The bid envelope must be sealed and clearly marked: ***Bid for Landscaping Maintenance.***
- 2) Award date. Award will be made within sixty (60) days after bid opening unless otherwise stated in the specifications or the time for award is extended by mutual consent of all parties. All bids submitted shall be valid for a minimum period of sixty (60) calendar days following the date established for acceptance.
- 3) If any changes are made to this IFB, an addendum will be issued. Addenda will be emailed or faxed to all bidders on record as having requested the IFB.
- 4) Questions concerning this IFB must be submitted in writing to: Michael Connelly, Director of Finance and Operations, North Reading Public Schools, North Reading, MA 01864. All questions received at least three (3) or more days prior to the submittal deadline will be considered. Questions may be emailed to Mr. Michael Connelly, at mconnelly@nrpsk12.org. Written responses will be emailed and/or faxed to all applicants on record as having received the IFB.
- 5) Bids may be modified, corrected or withdrawn only by written correspondence received by the North Reading Public Schools prior to the time and date set for the bid opening. Bid modifications must be submitted in a sealed envelope clearly labeled "Modification No. ____" and must reference the original IFB.
- 6) After the bid opening, a bidder may not change any provision of the bid in a manner prejudicial to the interests of the North Reading Public Schools or fair competition. Minor informalities will be waived or the bidder will be allowed to correct them. If a mistake and the intended bid are clearly evident on the face of the bid document, the mistake will be corrected to reflect the intended bid, and the bidder will be notified in writing; the bidder may not withdraw the bid. A bidder may withdraw a bid if a mistake is clearly evident on the face of the bid, but the intended correct bid is not similarly evident.
- 7) The North Reading Public Schools reserves the right to reject any and all bids and to waive any informality in bids received whenever such rejection or waiver is in its best interest.
- 8) The North Reading Public Schools will not be responsible for any expenses incurred in preparing and submitting bids. All bids shall become the property of the North Reading Public Schools.

- 9) The bid, and any subsequent contract for the services, is hereby issued in accordance with applicable Massachusetts General Laws. The selected bidder shall be expected to comply with all applicable state and federal laws in performance of service.
- 10) Bids received prior to the date of opening will be securely kept, unopened. No responsibility will attach to an officer or person for the premature opening of a bid not properly addressed and identified.
- 11) Any bids received after the advertised date and time for opening will be returned to the responder unopened.
- 12) Purchases by the North Reading Public Schools are exempt from federal, state and municipal sales and/or excise taxes.
- 13) The Tax Compliance Certification and the Certificate of Non-Collusion must be included with the bid response. The bid must be signed by the authorized individual(s).
- 14) Unexpected closures. If, at the time of the scheduled bid opening, the North Reading Public Schools is closed due to uncontrolled events such as fire, snow, ice, wind or building evacuation, the bid opening will be postponed until 3:00 PM on the next normal business day. Bids will be accepted until that date and time.
- 15) The North Reading Public Schools is an Affirmative Action/Equal Opportunity Employer. The North Reading Public Schools encourages bids from qualified MBE/DBE/WBE firms.
- 16) Bidders should be aware that many overnight mailing services do not guarantee service to the North Reading Public Schools.
- 17) The North Reading Public Schools will conduct CORI background checks on the successful contractor's staff that will be working on school premises prior to work commencing. The CORI forms will be provide by the North Reading Public Schools.
- 18) A site tour and pre-bid conference will be conducted of the Middle School / High School campus and all other locations including the three elementary schools. The site tour and pre-bid conference will be held on Wednesday, January 30, 2019 at 1:00 p.m. Prospective bidders are strongly encouraged to attend and should meet at the District Administration Office, located near the tennis courts (Door 5) at 189 Park Street, North Reading, MA 01864. Mr. Wayne Hardacker, Supervisor of Buildings and Grounds will conduct the site tours, he may be reached at 978-360-1687.

II. SCOPE OF SERVICES.

The properties needing landscaping are divided into two areas. Bidders are asked to provide pricing for Area A, as that is the guaranteed work as part of this contract. Bidders may provide an hourly rate for landscaping services and related work for other areas, but there is no guarantee this work will be needed as part of this contract and will not be considered as part of the rule for award.

AREA A:

Middle School/High School Campus: 189 Park Street, North Reading, MA 01864

- Cutting and trimming the grass of the campus excluding all athletic fields four times per year, between April and October as requested by Administration. The agreed upon four dates will be determined jointly by the Contractor and School Administration. The District reserves the right to adjust the lawn cut schedule and quantity of cuts as needed.
- Deep edging, weeding as necessary, but at least twice seasonally;
- Mulching: mulch beds once annually between April 1st and June 1st. Mulch type and color must be pre-approved by Administration.
- Keeping shrubs and plants pruned as needed to maintain neat appearance;
- Fertilizing the grounds, shrubbery and plantings around the entire campus as needed, excluding the lower campus athletic fields (softball field, baseball field, all-purpose field, and adjacent areas) but at least as follows: fertilize shrubs and plants at least once, in early spring; fertilize grass areas three times (early spring, June and early fall). All fertilizing products must meet mandated Integrated Pest Management (IPM) state regulations.
- Start of Year Clean-Up: Tree and Shrub Pruning / Hedge Trimming / Weeding prior to the start of school between August 15th and September 1st.
- Leaf Clean-Up: Rake/blow and remove leaves around entire campus (including tennis courts and lower athletic fields and adjacent areas) as needed in the fall between October 15th and November 30th.

OTHER AREAS THAT MAY BE NEEDED:

Batchelder Elementary School: 175 Park Street, North Reading, MA 01864

- Maintenance only, including weeding, mulching, pruning, trimming for overall continuous neat appearance.

Hood Elementary School: 298 Haverhill Street, North Reading, MA 01864

- Maintenance only, including weeding, mulching, pruning, trimming for overall continuous neat appearance.

Little Elementary School: 7 Barberry Road, North Reading, MA 01864

- Maintenance only, including weeding, mulching, pruning, trimming for overall continuous neat appearance.

NOTE:

- contractor must be able to supply their own landscaping supplies, tools and equipment necessary for the work described and this should be included in the price of their bid.
- Bidder should also indicate an hourly rate at which other landscaping services, in addition to what is described herein may be provided.

Insurance Required:

- a. General Liability: \$1,000,000 Aggregate coverage, \$500,000 per person, or a combined \$1,000,000 bodily injury coverage.
- b. Property Liability: \$1,000,000 Aggregate coverage, \$500,000 per person, or a combined \$1,000,000 property damage coverage.
- c. Worker's Compensation: In amounts and as required by the Commonwealth of Massachusetts.

III. QUALITY REQUIREMENT.

1. Bidders must provide all of the items described in Section II and comply with all of the bid submission requirements listed in Section I.
2. Bidder must have been in the business providing landscape services for a minimum of five (5) years.

IV. REFERENCES.

1. Bidders must provide information on at least three customers serviced within the last three years. Reference information must include Company Name, Contact Person, Phone Number, and Email Address.

Poor references may be a basis for determining that a bidder is not responsible. Reference questions will include but may not be limited to landscape maintenance quality and general customer satisfaction.

V. RULE FOR AWARD.

One contract will be awarded for each category to the most responsive and responsible bidder offering the lowest price per hour for the required area A.

**BID RESPONSE FORM
LANDSCAPING SERVICES**

The undersigned proposes to the North Reading Public Schools the contract price specified below for the specifications contained herein. **Bid Price must include all labor costs, all material costs and all other expenses. There will be no reimbursable expenses allowed in the contract.**

Category	Area A Item	*Hourly Rate (A)	Annual Quantity	Estimated # Hours (B)	Total Estimated Cost (A X B) (C)
1a	Cutting/Trimming Grass	\$	4 times annually		
2a	Deep edging, weeding	\$	Twice annually		
3a	Mulching	\$	Once annually		
4a	Shrubs and plants pruned	\$	As needed		
5a	Fertilizing specified areas	\$	1-3 times as needed		
6a	Pruning / Hedge Trimming / Weeding (Start of Year Clean-Up)	\$	Once annually		
7a	Leaf Clean-Up	\$	As needed		
		Total:			\$
Other	Other Landscaping Services	\$	N/A	N/A	N/A

Name of bidder:		Email Address:	
FEIN or SSN:		Telephone Number:	
Address, City, State and Zip Code:			
Bidder's signature:	Date:		

NOTE: If the bidder is a corporation, indicate state of incorporation under signature and affix corporate seal; if a partnership, give full names and residential addresses of all partners; if an individual, give residential address if different from business address.

**Hourly rates provided will be the basis for determining the awarding bidder.*

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature of person signing bid or proposal

Date

Please Print Name

Name of Business

TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Federal Employer ID Number

Name of Corporation

President's Signature

Date

Please Print Name

REFERENCE LIST FORM

NAME:	
ADDRESS:	
TELEPHONE:	
EMAIL:	
CONTACTS:	

NAME:	
ADDRESS:	
TELEPHONE:	
EMAIL:	
CONTACTS:	

NAME:	
ADDRESS:	
TELEPHONE:	
EMAIL:	
CONTACTS:	

BIDDER'S CHECKLIST

Required for bid submittals:

- ☐ Bid response form
- ☐ Non-collusion form
- ☐ Tax compliance certificate
- ☐ Reference list
- ☐ Proof of Insurance