

**Town of Greenfield
Department of Public Works
Building and Grounds Maintenance**

Invitation to Bid
Groundskeeper and Gardener



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Town of Greenfield
Department of Public Works
Building and Grounds Maintenance
7 Sawmill road
PO BOX 256
Greenfield, NH 03047
PHONE: (603) 547-3442 – FAX: (603) 547-3004
www.greenfield-nh.gov

Invitation to Bid Groundskeeper and Gardener

Bid for:

Groundskeeper

This bid will be for a two (2) years starting in the spring of 2019 through the fall of 2020

Bid Due Date:

Monday, November 29, 2018 by 12:00 Noon.

Bids must be in a sealed envelope marked “Groundskeeper Attn; Rick McQuade, DPW Building & Grounds Manager. There will be a pre-bid meeting, November 20, 2018, at the Meeting House, 776 Forest Road, 10:00 AM.

Bid Opening:

Tuesday, November 29, 2018 at 6:00 pm.

Bids will be open at the Selectmen’s Meeting. Your attendance is welcome, but not mandatory.

General Bidding information

The Town of Greenfield New Hampshire reserves the right to reject or accept any or all bids or parts of bids if such action is deemed in the best interest of the Town.

Omission of the attached papers from a bid submitted is not defense by a bidder in case of his failure to perform the contract in the manner described.

Bid pricing is to be held true for the duration of the contract

The bid must be submitted with the attached “Bid Worksheet” documentation and must be signed by the person duly authorized to sign on behalf of the bidder.

The successful bidder will indemnify, defend, and hold harmless against any and all claims for loss, damage, cost and injury of any kind to property and person, including death, resulting from or arising out of any occurrence in connection with the performance of the contract by the successful bidder, its officers, agents, or employees.

Failure to adhere to and comply with any of the conditions and specifications of the bid and the contract will subject the contract to cancellation forthwith upon written notice. The Town of Greenfield reserves the right to also cancel the contract at any time if performance is not to their satisfaction. In the event of cancellation of the contract, the original successful bidder will be responsible for indemnifying for cost incurred in obtaining a new contract.

The awarded bidder agrees to furnish labor, materials, equipment and tools necessary to perform the services described in the invitation to bid. The contractor shall provide proof of workers compensation insurance meeting State of NH required limits. They shall further provide a certificate of insurance general liability in the amount of \$1,000,000 and business auto liability insurance with a minimum of \$500,000. The Contractor further agrees that the Town of Greenfield and its officials, agents, volunteers and employees shall be named as an additional insured in any and all such liability insurance policies required by the Town of Greenfield.

Bidder shall state an hourly rate of pay for additional work that may be asked of them and not stated in this bid breakdown by area. There is a section for the hourly rate to be included at the end of the Bid Worksheet. The awarded contractor shall communicate additional billing issues and estimates, PRIOR to the work being done, for the approval of the Greenfield Board of Selectmen.

References and identification of similar contracts are to be included with the bid information.

All bidders are encouraged to visit each site/location that requires service. Please direct any and all questions to the Town Administrator or the Buildings and Grounds Manager.

The winning bidder is encouraged to advise the Town Administrator or the DPW Buildings and Grounds Manager of improvements that can/should be made to the town grounds in an effort to improve the aesthetics of the properties.

The DPW Building and Grounds Manager shall oversee the day-to-day operations of the Groundskeeper and Gardener. The awarded bidder shall have regular communications with the DPW Building and Grounds Manager for the purpose of updating each other on any issues or tasks that shall arise. The Town Administrator or the DPW Building and Grounds Manager shall update the Selectmen on any necessary issues.

The successful bidder will be paid in equal, monthly payments divided over the months of April through October, or other mutually agreed upon schedule. A taxpayer identification form (W-9) will be required at the time of bid award.

BID SPECIFICATIONS

The bid is broken into two categories; the Groundskeeper duties and Gardener's duties. Prices submitted should be separate from each other. Selectmen reserve the option to choose between the two categories and negotiate with bidders directly.

The bid shall address all properties, which are outlined in the attached sheet.

The grounds keeping portion of the bid shall contain multiple parts and breakdowns.

1. Submission of cost breakdown for total cemetery cost
2. Submission of total cost for all other town properties
3. Submission of hourly rate for additional costs not included in the bid for grounds upkeep. Additional expenses shall not be permitted without a formal request and approval from the Board of Selectmen.

GROUNDSKEEPER

The Groundskeeper shall keep Town properties further identified below. The Groundskeeper shall check with the Building and Grounds Manager with regular updates as to the progress and findings of the Town properties, and should be prepared to meet with the Board of Selectmen at their request if needed.

1. Old Town Office- 14 Francetown Road
2. Town Office- 7 Sawmill Road
3. Field behind the Town Office- 7 Sawmill Road
4. Greenfield Fire Department- 814 Forest Road
5. Stephenson Memorial Library- 761 Forest Road
6. Meeting House- 776 Forest Road
7. Sunset Lake Beach- 50 Crotched Mountain Road
8. Zephyr Lake Beach- Zephyr Lake Road
9. Oak Park Fairgrounds- 971 Forest Road
10. Greenfield Cemeteries
 - o Shea Cemetery
 - o Meeting House
 - o Greenvale Cemetery
 - o Whittemore Cemetery
11. Wastewater Site- 795 Forest Road
12. Town owned lot, 12 Slip Road
13. Municipal Parking lot, Forest Road, diagonal from the Harvest Market.

All Properties (General):

- The Buildings & Grounds Manager or Town Administrator shall be kept advised of lime and fertilizer needs for lawn and trees.
- The Buildings & Grounds Manager or Town Administrator shall be kept advised of pruning needs of trees.
- Shrubbery shall be kept pruned and free of debris. Shrubbery shall be pruned so shrub branches are clear of all mulched surfaces. This will promote healthy plants and prevent mold and mildew growth. If possible 8-12 should be pruned between the shrubs and mulched surfaces.
- The Buildings & Grounds Manager or Town Administrator shall be advised as to means of making improvements to the grounds.
- Lawns are to be mowed as described and more frequently if necessary between April 1 to October 15. This does not apply if there is specific mowing instruction under each property description
- If dry weather conditions exist and lawns need to be mowed less frequently, approval shall be sought of the Buildings & Grounds Manager or Town Administrator.
- All town properties shall be de-thatched and fertilized in the spring, unless other specific instructions are outlined under each property description.

**GROUNDSKEEPER BID
SPECIFICATIONS, DETAILED
BUILDING & GROUNDS INFORMATION**

TOWN OFFICE BUILDING BID SPEC WORKSHEET

(3 locations: 7 Sawmill Road, Field behind 7 sawmill & 14 Francestown Road or rt. 136)

SPRING CLEAN-UP

- All beds and lawns will be cleaned of leaves, litter and all appropriate plant materials will be cut back. Some of this should be done in the fall depending on the plant.
- Rake and dethatch the lawns each spring, remove all winter sand from the lawns and reseed all bald spots as needed. This includes dead growth and plow damage.
- Mechanical edging of all bedded areas and signage area. Crisp edging lines shall be maintained through the fall season.
- All beds shall be cleaned and mulched prior to Memorial Day weekend.
- Beds shall be mulched to a depth of 1"

LAWN MAINTENANCE

- Mowing of the property is defined as: Please see attached drawing.
- All trimming will be done with line trimmers and no chemicals (i.e. Round up or other pesticides). Line trimming will occur around all signs, building, beds, stone walls and trees.
- All walkways will be blown off after mowing/trimming.
- Weeding of all beds will be performed as needed.
- All refuse will be removed by the contractor.
- The area behind the Town Garden shall be brush hogged twice a year.

APPLICATION OF FERTILIZERS AND CARE

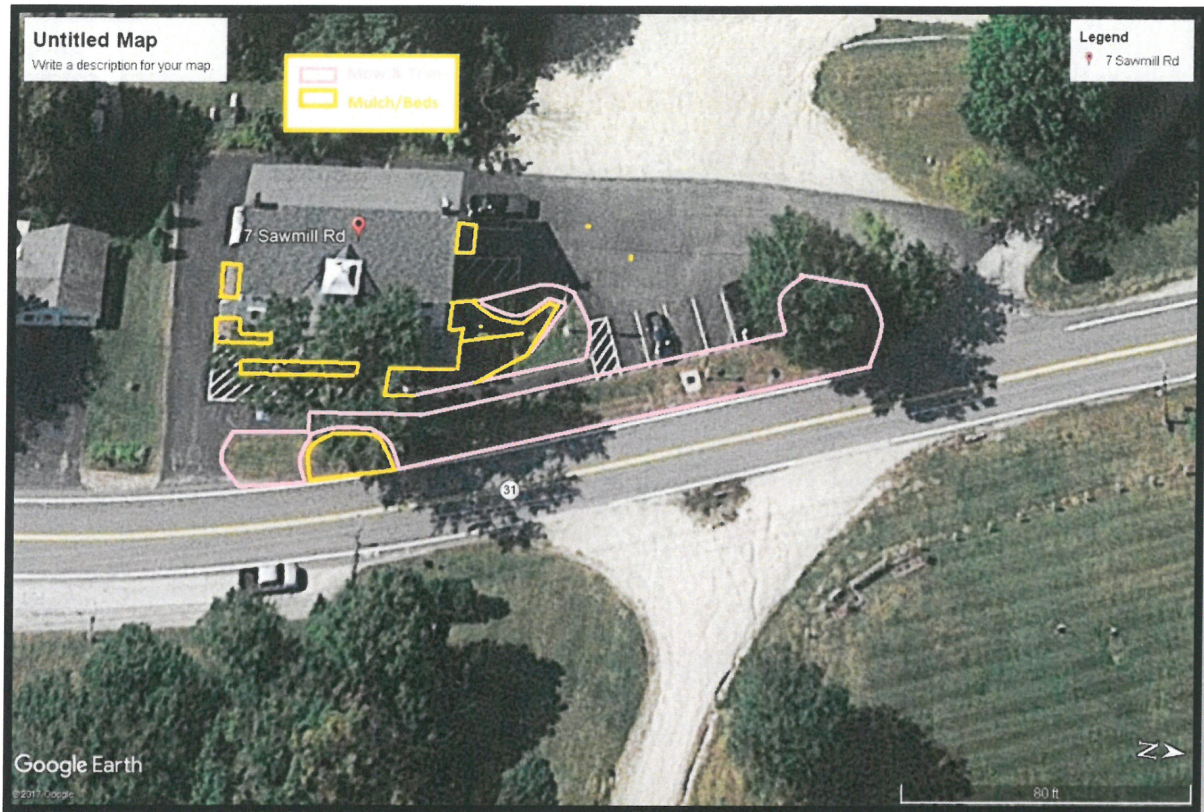
- All lawn surfaces shall be fertilized in the spring
- Grub and insect control shall be applied in the June/July.
- Lime in the fall

SHRUB MAINTENANCE

- Pruning of all shrubs will be done two times a year, early spring and mid/late fall.
- Shrubbery shall be pruned so shrub branches are clear of all mulched surfaces. If possible 8"-12" should be pruned between the shrubs and mulched surfaces.
- Any wind/storm damage shall be pruned once notice to preserve the shrub/plant.
- All perennials should be cut back at the appropriate time of the year.
- Trim trees at the Town Office by the Sawmill Road entrance to ensure safe sight distance.

FALL CLEAN-UP

- Leaf collection should take place at least three times including the beds.
- Twigs and sticks should be picked up





Fire Station
814 Forest Road

SPRING CLEAN-UP

- All beds and lawns will be cleaned of leaves, litter and all appropriate plant materials will be cut back. Some of this should be done in the fall depending on the plant.
- Rake and dethatch the lawns each spring, remove all winter sand from the lawns and reseed all bald spots as needed. This includes dead growth and plow damage.
- All beds shall be cleaned and mulched prior to Memorial Day weekend.
- Beds shall be mulched after spring clean up occurs and to a depth of 1"

LAWN MAINTENANCE

Mowing of the property is defined as: See drawing attached

- Lawns are to be mowed at least every 10 days or more frequently if necessary between April 1 to October 15.
- All trimming will be done with line trimmers and no chemicals (i.e. Round up or other pesticides). Line trimming will occur around all signs, building, beds, stone walls and trees.
- Trimming shall include around the perimeter of the foundation of the station and the area by the propane tank. This shall be done as needed.
- All walkways and sidewalks will be blown off after mowing/trimming.
- All Sidewalks in front of the Fire Station shall be trimmed as needed. This includes from the Fire Station down to the Greenfield Historical Society building.
- Weeding of all beds will be performed as needed.
- All refuse will be removed by the contractor.
- Keep brush and grass trimmed around the back of the building by the propane tank, around the well head, septic tank lid and around the perimeter of the building. Marked on the diagram as "trim as needed"

APPLICATION OF FERTILIZERS AND CARE

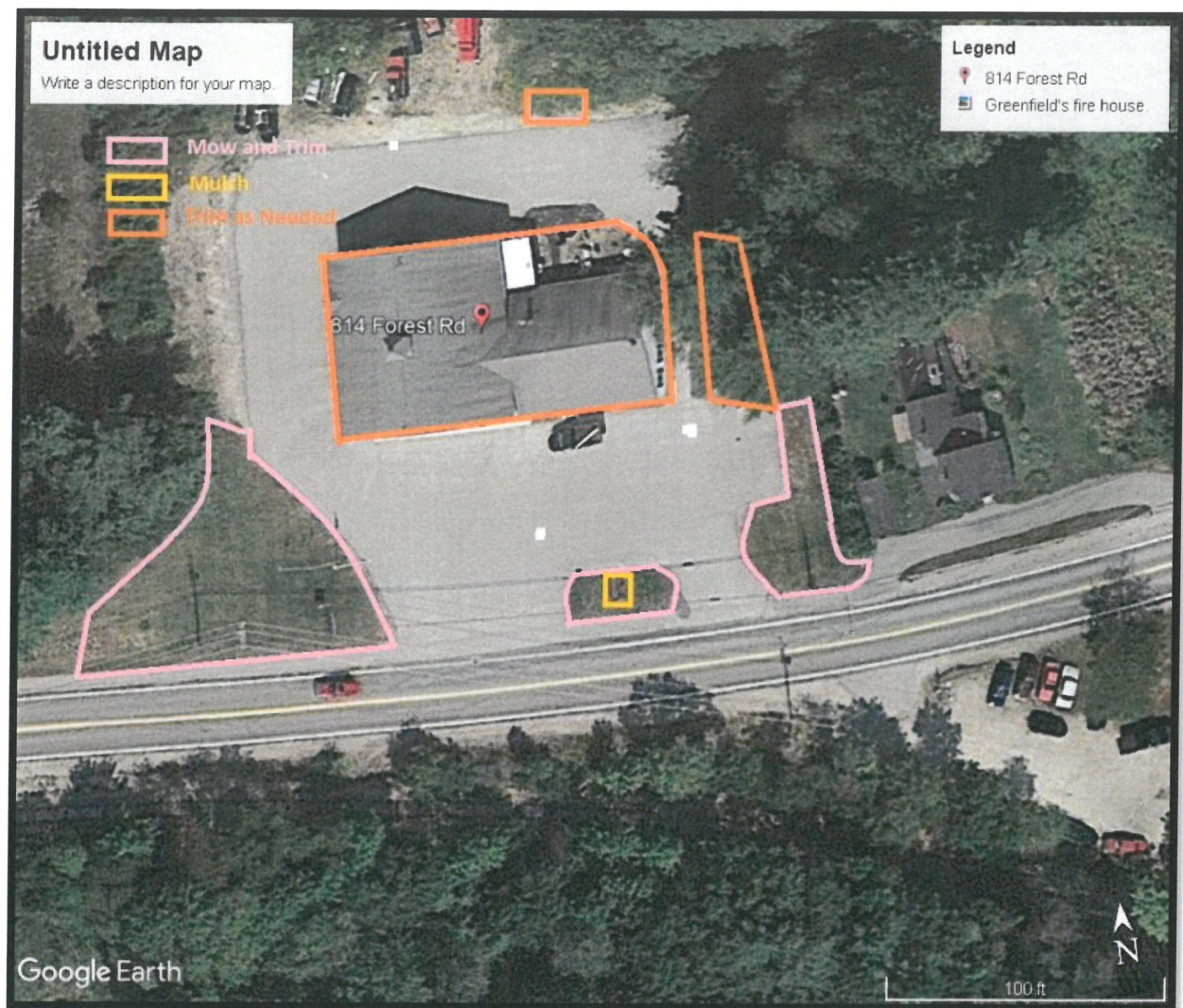
- All lawn surfaces shall be fertilized and aerated in the spring
- Grub and insect control shall be applied in June/July.
- Lime in the fall.

SHRUB MAINTENANCE

- Pruning of all shrubs will be done two times a year, early spring and mid/late fall.
- Shrubbery shall be pruned so shrub branches are clear of all mulched surfaces. If possible 8"-12" should be pruned between the shrubs and mulched surfaces.
- Any wind/storm damage shall be pruned once noticed to preserve the shrub/plant.
- All perennials should be cut back at the appropriate time of the year.

FALL CLEAN-UP

- Leaf collection should take place at least three times.
- Twigs and sticks should be picked up



LIBRARY
761 Forest Road

SPRING CLEAN-UP

- All beds and lawns will be cleaned of leaves, litter and all appropriate plant materials will be cut back. Some of this should be done in the fall depending on the plant.
- Rake and dethatch the lawns each spring, remove all winter sand from the lawns and reseed all bald spots as needed. This includes dead growth and plow damage.
- Mechanical edging of all bedded area and signage area. Crisp edging lines shall be maintained through the fall season.
- All beds shall be cleaned and mulched prior to Memorial Day weekend.
- Beds shall be mulched after spring clean up occurs and to a depth of 1"

LAWN MAINTENANCE

- Mowing of the property is defined as: See diagram attached to back page.
- Lawns are to be mowed at least every 10 days or more frequently if necessary between April 1 to October 15.
- All trimming will be done with line trimmers and no chemicals (i.e. Round up or other pesticides). Line trimming will occur around all signs, building, beds, stone walls and trees.
- All Sidewalks in front of the Library shall be trimmed as needed.
- All sidewalks, walkways and driveways will be blown off after mowing/trimming.
- Weeding of all beds will be performed as needed including the brick walkway and patio.
- All refuse will be removed by the contractor.
- During each mowing, tables, chairs and umbrellas shall be removed from the lawn and then placed back once complete. You cannot trim or mow around these items.

APPLICATION OF FERTILIZERS AND CARE

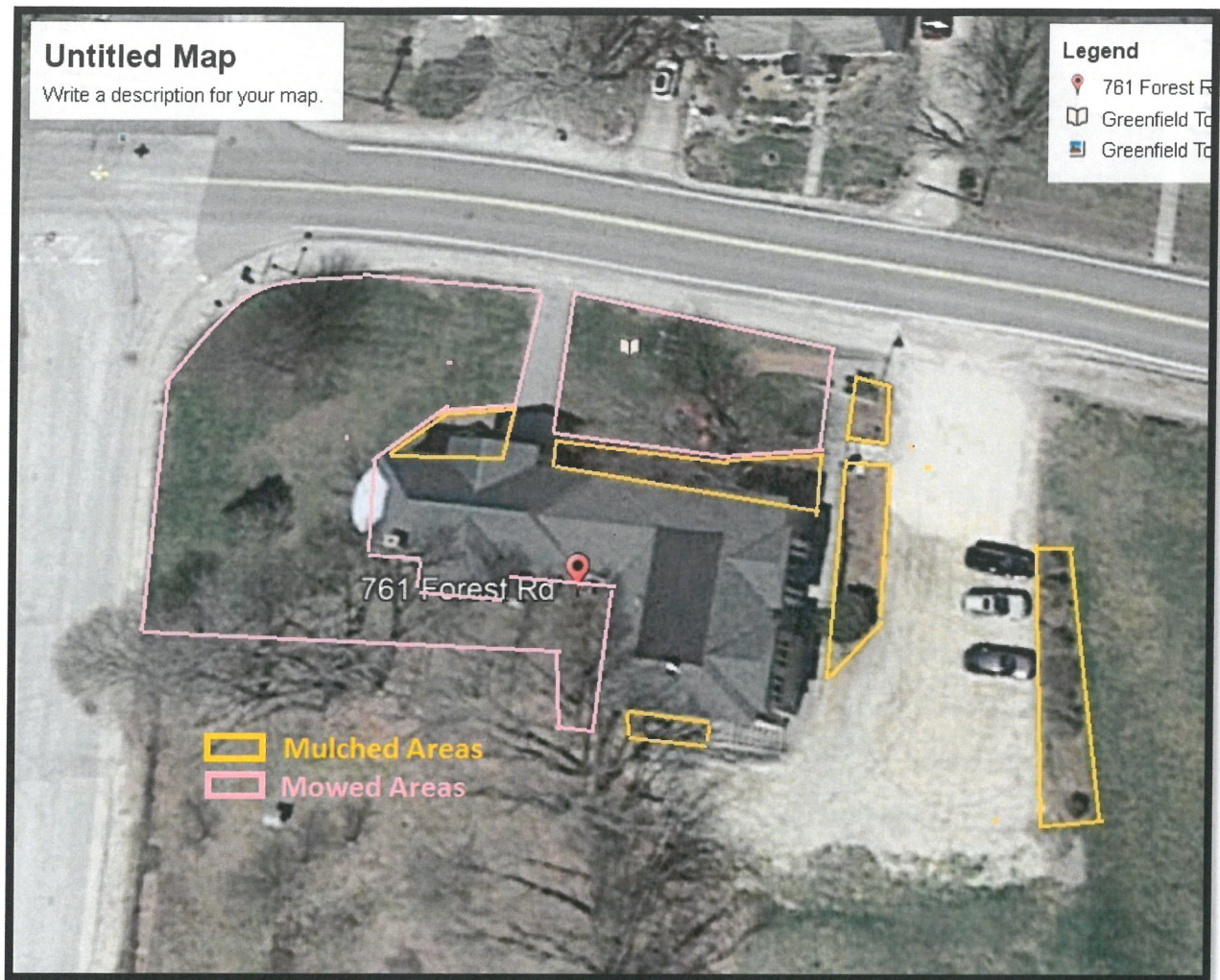
- All lawn surfaces shall be fertilized in the spring
- Grub and insect control shall be applied in June/July.
- Lime in the fall

SHRUB MAINTENANCE

- Pruning of all shrubs will be done two times a year, early spring and mid/late fall.
- Shrubbery shall be pruned so shrub branches are clear of all mulched surfaces. If possible 8"-12" should be pruned between the shrubs and mulched surfaces.
- Any wind/storm damage shall be pruned once notice to preserve the shrub/plant.
- All perennials should be cut back at the appropriate time of the year.

FALL CLEAN-UP

- Leaf collection should take place at least three times emphasis on cleaning up around the Main and emergency exit doors.
- Twigs and sticks should be picked up



Meeting House
776 Forest Road

SPRING CLEAN-UP

- All beds and lawns will be cleaned of leaves, litter and all appropriate plant materials will be cut back. Some of this should be done in the fall depending on the plant.
- Rake and dethatch the lawns each spring, remove all winter sand from the lawns and reseed all bald spots as needed. This includes dead growth and plow damage.
- Mechanical edging of all bedded area and signage area. Crisp edging lines shall be maintained through the fall season.
- All beds shall be cleaned and mulched to a depth of 1", prior to Memorial Day weekend.

LAWN MAINTENANCE

- Mowing of the property is defined as: See diagram attached to back page.
- Lawns are to be mowed at least every 10 days or more frequently if necessary between April 1 to October 15.
- All trimming will be done with line trimmers and no chemicals (i.e. Round up or other pesticides). Line trimming will occur around all signs, building, beds, portable stage, electrical panels, stone walls, granite posts and trees.
- All walkways and sidewalks will be blown off after mowing/trimming.
- All Sidewalks in front of the Meeting House shall be trimmed as needed. This starts at the intersection of forest Road/136 and loops around to in front of the Town office on Sawmill Road.
- Weeding of all beds will be performed as needed.
- All refuse will be removed by the contractor.

APPLICATION OF FERTILIZERS AND CARE

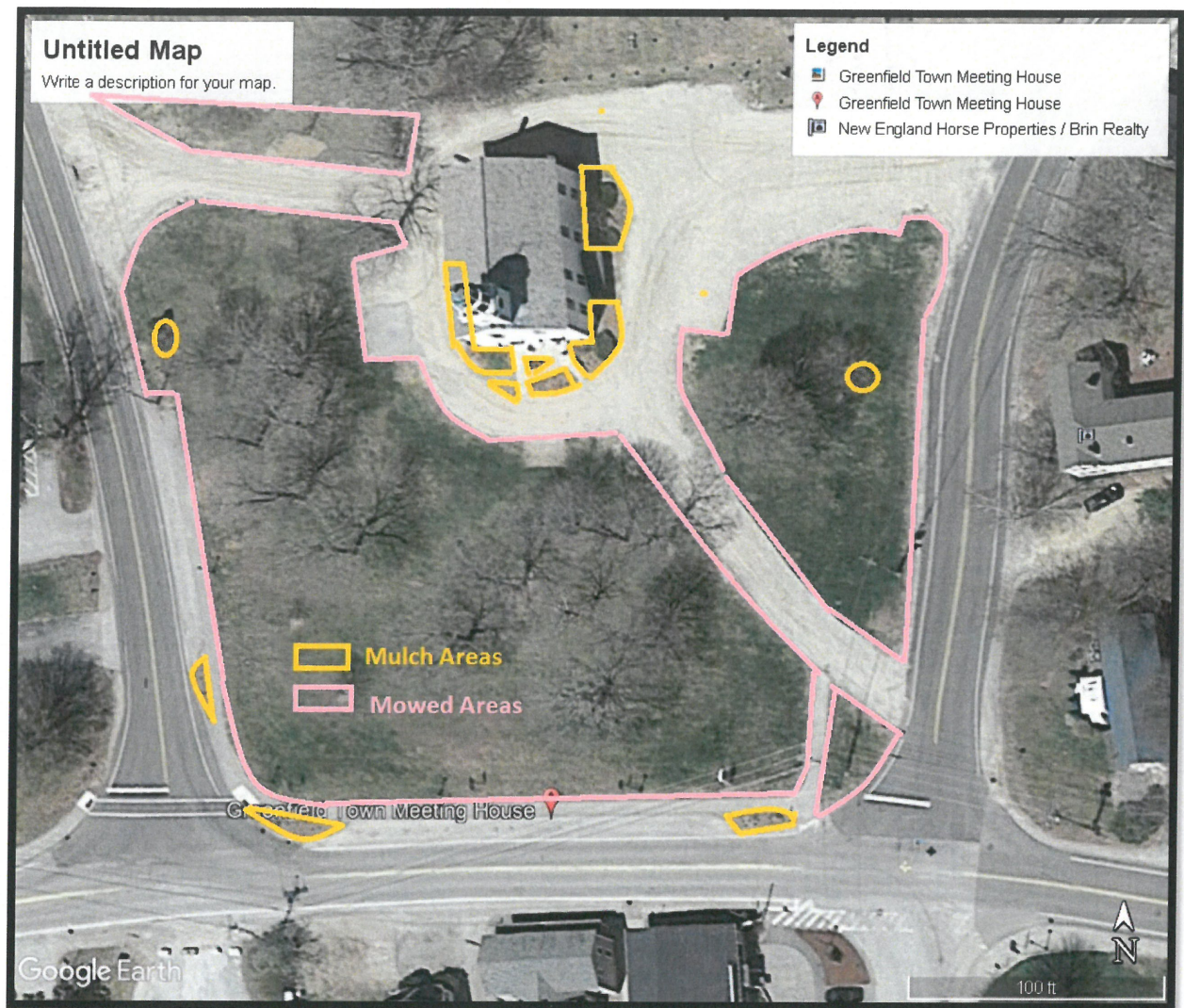
- All lawn surfaces shall be fertilized in the spring
- Grub and insect control shall be applied in June/July.
- Lime in the fall.

SHRUB MAINTENANCE

- Pruning of all shrubs will be done two times a year, early spring and mid/late fall.
- Shrubbery shall be pruned so shrub branches are clear of all mulched surfaces. If possible 8"-12" should be pruned between the shrubs and mulched surfaces.
- Any wind/storm damage shall be pruned once noticed to preserve the shrub/plant.
- All perennials should be cut back at the appropriate time of the year.

FALL CLEAN-UP

- Leaf collection should take place at least three times.
- Twigs and sticks should be picked up



Town Beaches & Parks

Sunset Lake Beach, Zephyr Lake Beach, Oak Park Fairgrounds

SPRING CLEAN-UP

Sunset Lake Beach – See drawing attached

- All beds and lawns will be cleaned of leaves, litter and all appropriate plant materials will be cut back.
- All branches from winter damage shall be removed.
- All lawns in this area shall be cleaned and trimmed for the beach opening usually around the beginning of June. Beach opening date will be determined by Buildings and Grounds Manager and Head Lifeguard.

Zephyr Lake Beach- See drawing attached

- All branches from winter damage shall be removed.
- All lawns in this area shall be cleaned and trimmed for the beach opening usually around mid June.) Beach opening date will be determined by Buildings and Grounds Manager and Head Lifeguard.

Oak Park- See drawing attached

- All beds and lawns will be cleaned of leaves, litter and all appropriate plant materials will be cut back. Some of this should be done in the fall depending on the plant.
- Remove all winter sand from the lawns and reseed all bald spots as needed. This includes dead growth and plow damage.
- Mechanical edging of all areas around shrubbery and signage area. Crisp edging lines shall be maintained through the fall season.
- The brick patio and area under the Pavilion shall be blown off after all mowing.
- All shrub areas shall be cleaned and mulched prior to Memorial Day weekend.
- Beds shall be mulched after spring clean up occurs and to a depth of 1”
- Special care shall be taken around the Concession stand and Pavilion. This area is used for large and small functions throughout the year.

LAWN MAINTENANCE

- OAK PARK: Lawns are to be mowed least every 10 days or more frequently if necessary between the months of April 1 to October 15. Monthly brush hogging of the area in red. See the diagram provided. The baseball diamond shall be mowed weekly from May 1st to the end of June.
- SUNSET BEACH: Lawns are to be mowed at twice (2) a month or more frequently if necessary between the months April 1 to October 15
- ZEPHYR LAKE BEACH: Lawns are to be mowed at twice (2) a month or more frequently if necessary between the months April 1 to October 15
- ALL LOCATIONS: (Especially around the beaches) All trimming will be done with line trimmers and no chemicals, (i.e. Round up or other pesticides) unless consulted with the Buildings and Grounds Manager. Line trimming will occur around all signs, building, beds, stone walls, fences, and trees.
- ALL LOCATIONS: All refuse will be removed by the contractor.

BASEBALL DIAMOND (OAK PARK)

- All infields (intended to mean all non grassed infield areas) shall be edged and dragged on a weekly basis and kept weed free.
- Special care shall be taken on the baseball diamond in the months of May and June.

APPLICATION OF FERTILIZERS AND CARE

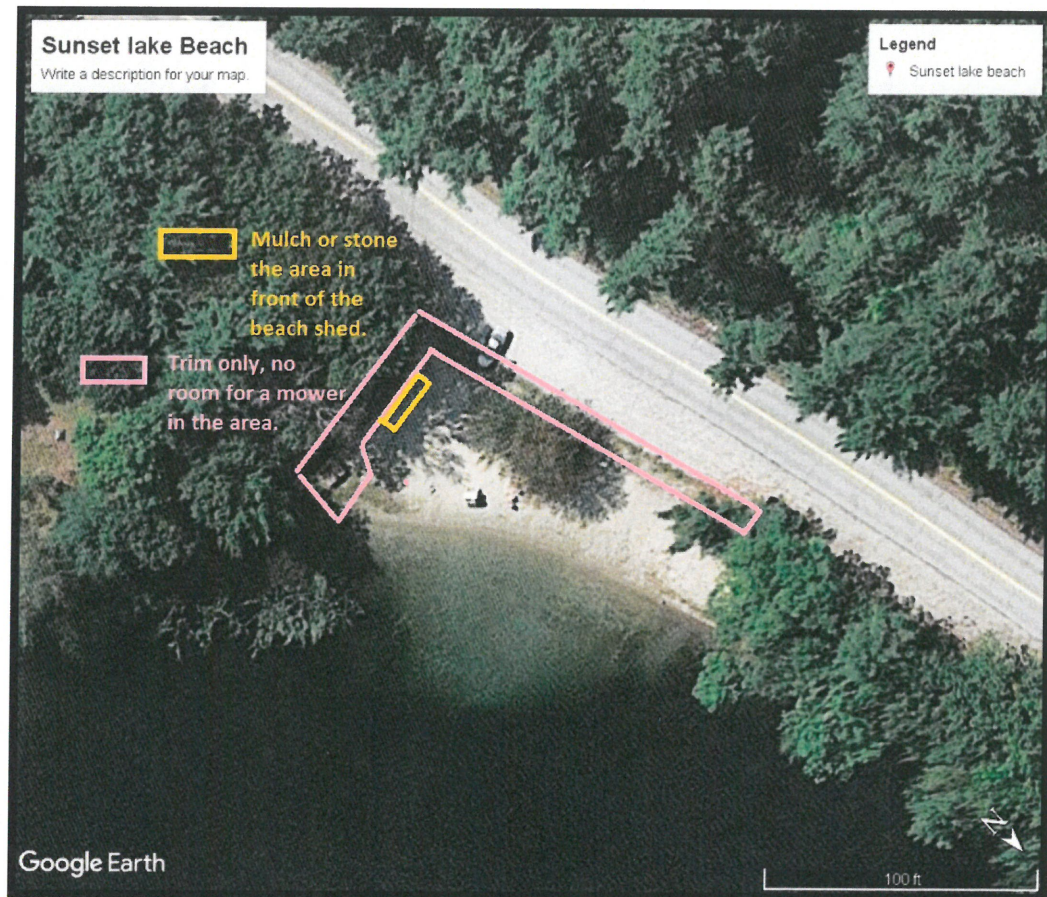
- None for this area

SHRUB MAINTENANCE

- Around the entrance of Oak Park.

FALL CLEAN-UP

- None for these areas





Town Cemeteries

Properties Include:

- **Meeting House Cemetery:** 15 Francestown Road
- **Shea Cemetery:** Off Slip Road
- **Greenvale Cemetery:** 515 Forest Road
- **Whittemore Cemetery:** New Boston Road

SPRING CLEAN-UP

- All beds and lawns will be cleaned of leaves, litter and all appropriate plant materials will be cut back. Some of this should be done in the fall depending on the plant.
- Remove all winter sand from the lawns and reseed all bald spots as needed. This includes dead growth and plow damage. This will mainly be on Greenvale and the Meeting House Cemeteries.
- All cemeteries shall be in immaculate condition prior to Memorial Day weekend including lawns and beds.
- Beds shall be mulched after spring clean up occurs and to a depth of 1”

LAWN MAINTENANCE

- Mowing of the property is defined as: See diagrams Provided
- Lawns are to be mowed:
 - **Greenvale Cemetery** – least every 10 days or more frequently if necessary
 - **Meeting House Cemetery** – least every 10 days or more frequently if necessary
 - **Shea Cemetery (behind property on Slip Road)**- Twice (2) a month or more frequently if necessary
 - **Whittemore Cemetery**- Twice (2) a month or more frequently if necessary
 - All between April 1 to October 15.
- All trimming will be done with line trimmers and no chemicals (i.e. Round up or other pesticides). Line trimming will occur around all head stones, beds, stone walls, fences and trees.
- All driveways at Greenvale will be blown off after mowing/trimming.
- Weeding of the beds at Greenvale (at the entrance) will be performed as needed.
- All refuse will be removed by the contractor.

APPLICATION OF FERTILIZERS AND CARE

- None for these locations

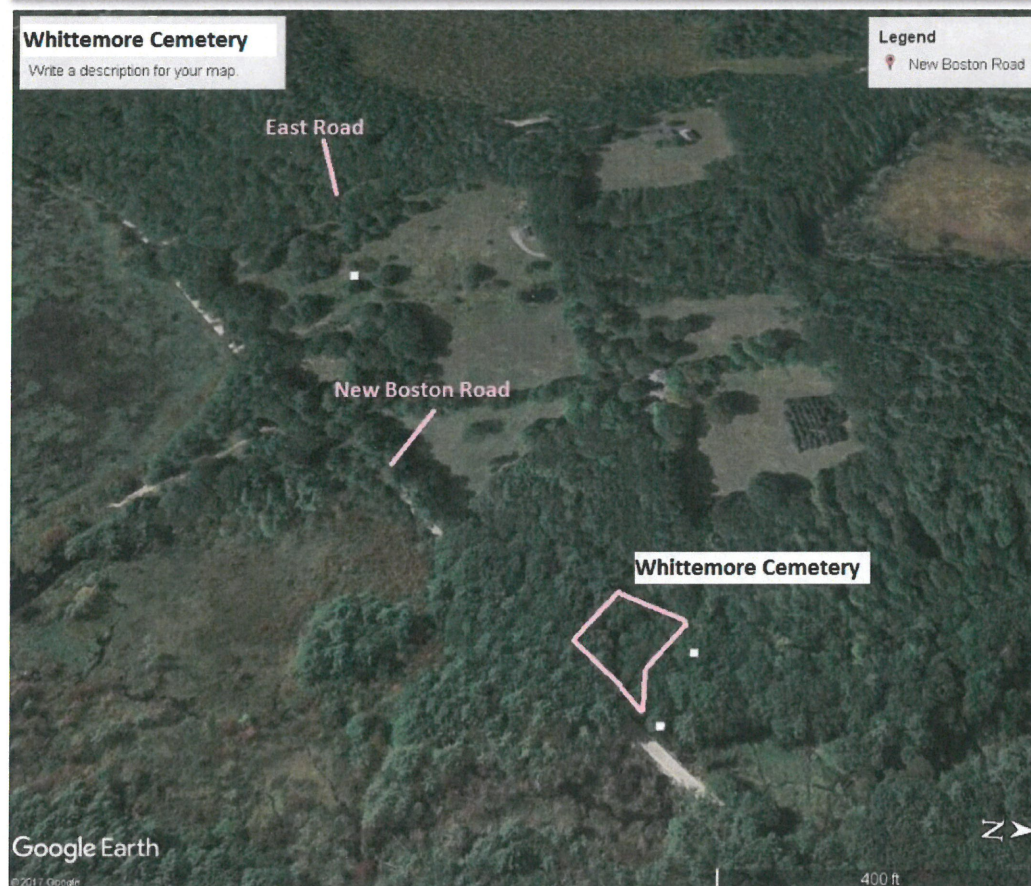
SHRUB MAINTENANCE

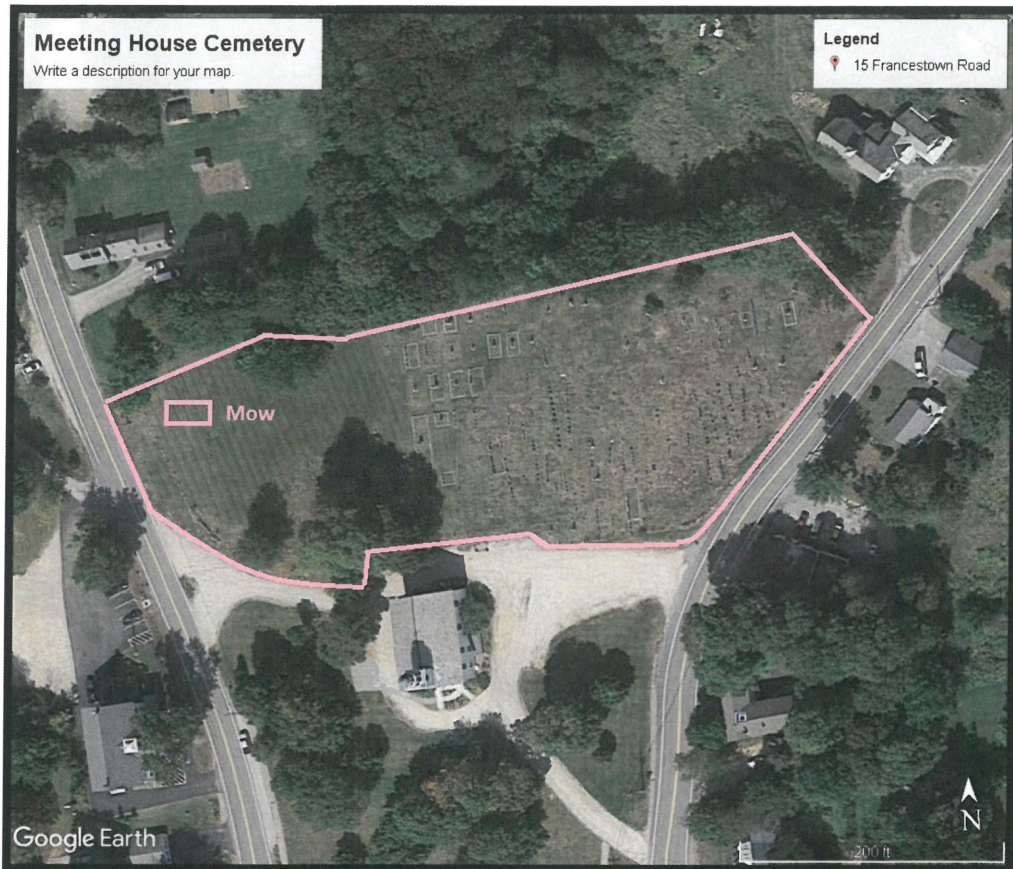
- Pruning of all shrubs will be done two times a year, early spring and mid/late fall.
- Shrubbery shall be pruned so shrub branches are clear of all mulched surfaces. If possible 8”-12” should be pruned between the shrubs and mulched surfaces.
- Any wind/storm damage shall be pruned once notice to preserve the shrub/plant.
- All perennials should be cut back at the appropriate time of the year.

FALL CLEAN-UP

- Greenvale & Meeting House: Leaf collection should take place as needed.
- Shea & Whittemore: one time at the end of the season.

Special Note: None of these instructions will include shrubs or flowers planted around grave stones or plots.





Town Properties
Waste Water Plant-Town Parking Lot- Town Building Lot (Slip Road)

Waste Water Plant: 795 Forest Road
Town Parking lot- Forest Road, Diagonal from the Harvest Market
Town Owned Lot- 12 Slip Road

SPRING CLEAN-UP

- Remove all winter sand and debris from the lawns and reseed all bald spots as needed. This includes dead growth and plow damage. The Slip Road property does not need any re-seeding.
- All lawns in this area shall be cleaned and mowed for Memorial Day weekend.

LAWN MAINTENANCE

- Mowing of the properties is defined: See diagram attached
- Lawns are to be mowed twice a month between April 1 to October 15. or more frequently if necessary
- All trimming will be done with line trimmers and no chemicals (i.e. Round up or other pesticides) unless consulted with the Buildings and Grounds Manager. Line trimming will occur around all signs, building, fences, beds, stone walls and trees.
- All refuse will be removed by the contractor.
- Report any damage to the Town Administrator or DPW Building and Grounds Manager

APPLICATION OF FERTILIZERS AND CARE

- None for these areas

SHRUB MAINTENANCE

- None for this area

FALL CLEAN-UP

- Leaf collection should take place at least once per year on the last mowing for all these areas except the Town owned lot on Slip Road.





GARDENER BID SPECIFICATIONS DETAILED BUILDING & GROUNDS INFORMATION

GARDENER SPECIFICATIONS

Gardening work is to be performed between mid May (In preparation of Memorial Day) through the end of October. The Gardener shall make decisions as to how flowers and plants shall be presented, as long as the gardens are presentable, well kept, and watered. The Gardener shall check with the Buildings and Grounds Manager on a regular basis with updates on progress and findings, and should be prepared to meet with the Selectmen at their request if needed. The Gardener will also keep within the budgeted dollar amounts when purchasing plants, will shop prudently to get the best plants for the best dollar amount, keeping the Town's best interest in mind.

The Gardener is responsible to provide gardening services to the following area:

- Town Line Planter Boxes
- Town Office
- Meeting House
- Oak Park Fairgrounds
- Meeting House War Memorial
- Library

TOWN LINE PLANTER BOXES: (This job may be omitted in the event a volunteer should choose to take care of the Town Line Planter Boxes)

- Plant and maintain the two Town of Greenfield planter boxes under the Town Signs. These are located at:
 - The Lyndeborough/Greenfield Town line
 - The Peterborough/Greenfield Town line
- Plants shall remain alive and shall be watered and fed at the appropriate intervals
- The planter boxes shall be planted after the last frost, prior to Memorial Day.
- Planting shall be changed at the end of the summer season to include fall flowers
- The grass shall be trimmed around the signs at a minimum of 10' in each direction.

TOWN OFFICE & MEETING HOUSE & LIBRARY:

- The gardens around the Town Office and the Meeting House shall be kept free of weeds.
- All flowers will be dead headed on a regular basis
- Dead flowers and plants should be pulled and replaced if the budget allows for it.
- All dead shrubbery should be pulled and reported to the Building and Grounds Manager or Town Administrator for directions on its replacement.
- Adequate watering of all plants at both facilities
- All gardens will be planted and presentable before Memorial Day.
- Any enhancements will be communicated to the Building and Grounds manager

OAK PARK FAIRGROUDS:

- The Gardener shall be responsible for planting and maintaining the front entrance gardens at Oak Park and around the Gazebo.
- All flowers will be dead headed on a regular basis
- Dead flowers and plants should be pulled and replaced if the budget allows for it.
- All dead shrubbery should be pulled and reported to the Building and Grounds Manager or Town Administrator for directions on its replacement.
- Adequate watering of all plants at both facilities
- All gardens will be planted and presentable before Memorial Day.
- Any enhancements will be communicated to the Building and Grounds manager

MEETING HOUSE WAR MEMORIAL:

- The gardens shall be kept free of weeds and dead flowers on a regular basis.
- Dead flowers and plants shall be pulled and replaced if the budget allows for it.
- All dead shrubbery shall be pulled and reported to the Buildings and Grounds Manager for directions on replacement.
- Adequate watering of plants as needed.
- Garden shall be planted and presentable before Memorial Day.

BID WORKSHEET

GROUNDSKEEPER & GARDENER

Town of Greenfield
Department of Public Works-Building & Grounds Maintenance
7 Sawmill road
PO BOX 256
Greenfield, NH 03047
PHONE: (603) 547-3442 – FAX: (603) 547-3004

BID WORKSHEET

Return to the Town Office before bid deadline

GREENVALE CEMETERY BID SPEC WORKSHEET

Per Cutting \$ _____ x 3 cuts/times per month = \$ _____/Month
Total mowing per year \$ _____.
Spring clean up including mulch \$ _____
Fall clean up \$ _____

Greenvale Cemetery total annual expenses \$ _____

MEETING HOUSE CEMETERY BID SPEC WORKSHEET

Per Cutting \$ _____ x 3 cuts/times per month = \$ _____/Month
Total mowing per year \$ _____.
Spring clean up including (no mulch) \$ _____
Fall clean up \$ _____

Meeting House Cemetery total annual expenses \$ _____

SHEA CEMETERY BID SPEC WORKSHEET

Per Cutting \$ _____ x 2 cuts/times per month = \$ _____/Month
Total mowing per year \$ _____.
Spring clean up including (no mulch) \$ _____
Fall clean up \$ _____

Shea Cemetery total annual expenses \$ _____

WHITTEMORE CEMETERY BID SPEC WORKSHEET

Per Cutting \$ _____ x 2 cuts/times per month = \$ _____/Month
Total mowing per year \$ _____.
Spring clean up including (no mulch) \$ _____
Fall clean up \$ _____

Whittemore Cemetery total annual expenses \$ _____

OAK PARK BID SPEC WORKSHEET

Per Cutting \$ _____ x 3 cuts/times per month = \$ _____/Month
Total mowing per year \$ _____.
Spring clean up including mulch \$ _____
Fall clean up \$ _____

Oak Park total annual expenses \$ _____

SUNSET BEACH BID SPEC WORKSHEET

Per Cutting \$ _____ x 2 cuts/times per month = \$ _____/Month
Total mowing per year \$ _____.
Spring clean up including mulch \$ _____
Fall clean up \$ _____

Sunset Beach total annual expenses \$ _____

ZEPHYR LAKE BID SPEC WORKSHEET

Per Cutting \$ _____ x 2 cuts/times per month = \$ _____/Month

Total mowing per year \$ _____.

Spring clean up (No mulch) \$ _____

Fall clean up \$ _____

Zephyr Lake total annual expenses \$ _____**LIBRARY BID SPEC WORKSHEET**

Per Cutting \$ _____ x 3 cuts/times per month = \$ _____/Month

Total mowing per year \$ _____..

Spring clean up including mulch \$ _____

Fall clean up \$ _____

Library total annual expenses \$ _____**WASTE WATER LOT BID SPEC WORKSHEET**

Per Cutting \$ _____ x 2 cuts/times per month = \$ _____/Month

Total mowing per year \$ _____.

Spring clean up (no Mulch) \$ _____

Fall clean up \$ _____

Waste Water total annual expenses \$ _____**TOWN PARKING LOT BID SPEC WORKSHEET**

Per Cutting \$ _____ x 2 cuts/times per month = \$ _____/Month

Total mowing per year \$ _____.

Spring clean up (no Mulch) \$ _____

Fall clean up \$ _____

Town Parking Lot total annual expenses \$ _____**TOWN LOT BID SPEC (12 SLIP ROAD)**

Per Cutting \$ _____ x 2 cuts/times per month = \$ _____/Month

Total mowing per year \$ _____.

Spring clean up (no Mulch) \$ _____

Fall clean up \$ _____

Town lot total annual expenses \$ _____**MEETING HOUSE BID SPEC WORKSHEET**

Per Cutting \$ _____ x 3 cuts/times per month = \$ _____/Month

Total mowing per year \$ _____.

Spring clean up including mulch \$ _____

Fall clean up \$ _____

Meeting House annual expenses \$ _____**FIRE STATION BID SPEC WORKSHEET**

Per Cutting \$ _____ x 3 cuts/times per month = \$ _____/Month

Total mowing per year \$ _____.

Spring clean up including mulch \$ _____

Fall clean up \$ _____

Fire Station annual expenses \$ _____

TOWN OFFICE BID SPEC WORKSHEET (7 Sawmill and the area behind the this building)

Per Cutting \$ _____ x 3 cuts/times per month = \$ _____/Month

Total mowing per year \$ _____.

Spring clean up including mulch \$ _____

Fall clean up \$ _____

Fire Station annual expenses \$ _____

TOWN BUILDING BID SPEC WORKSHEET (14 Francestown Road or rt. 136)

Per Cutting \$ _____ x 3 cuts/times per month = \$ _____/Month

Total mowing per year \$ _____.

Spring clean up including mulch \$ _____

Fall clean up \$ _____

Fire Station annual expenses \$ _____

GARDENING BID SHEETS

TOWN LINE PLANTER BOXES

\$ _____ Per year for planter boxes as listed in the description.

TOWN OFFICE & MEETING HOUSE

\$ _____ Per year for the Meeting House

\$ _____ Per year for the Town Office

\$ _____ Per year for the Library

OAK PARK FAIRGROUNDS

\$ _____ Per year at Oak Park Fairgrounds.

MEETING HOUSE WAR MEMORIAL

\$ _____ Per year at the Meeting House War Memorial.

TOTAL GROUNDSKEEPING (CEMETERIES ONLY)

\$ _____

TOTAL GROUNDSKEEPER WASTE WATER PLANT (ONLY)

\$ _____

TOTAL ANNUAL GROUNDS KEEPING (All Other Properties)

\$ _____

TOTAL GARDENING COST

\$ _____

ANNUAL GRAND TOTAL

\$ _____

ADDITIONAL WORK NOT INCLUDED IN THIS PROPOSAL:

Hourly rate \$ _____ for other items that may arise not included in this bid.

I certify that I am duly authorized to sign on behalf of the bidder.

Company Name: _____

Date: _____ \

Address: _____

Authorized Signature: _____

Phone Number: (Cell) _____

Phone Number (Business): _____

e-Mail Address: _____

Additional notes:

.....

AWARDED BID

Date: _____

Greenfield Board of Selectmen

Chair: Robert Marshall

Selectmen: Margaret A. Charig Bliss

Selectmen: Karen Day