TOWN OF CHARLOTTE

REQUEST FOR BIDS
FOR MOWING AND LAND MAINTENANCE

February ~~16~~22, 2016

The Town of Charlotte is seeking bids from contractors for mowing and land maintenance on various Town lands and the Charlotte Little League ballfields.

Sealed bids are due by Wednesday, March 23, 2016 by 3:00 PM delivered to:

Charlotte Town Office
"Land Maintenance Bid"
P.O. Box 119
Charlotte, VT 05445

Or e-mailed to: dean@townofcharlotte.com

Bids will be to mow for the entire growing season and perform seasonal tasks according to the specifications below. The "growing season" is approximately from May 1 until November 15, but may be longer depending on the year.

1. Town Beach & Lake Field (Field, Playground, Tennis Courts & Horseshoe Pits)
Spring Clean-up (To be completed within 14 days of contract being awarded or as approved by the Town): Lightly prune trees to 7' height above ground where pedestrian traffic seems likely. Clean out and rake three horseshoe pits. Trim ~~bush line~~hedgerow south and west of the tennis courts and remove dead limbs. Remove all tree litter and leaves from grass and gravel -areas and the tennis courts. Trees and beds to be edged. ~~All bark~~For 2016 season, no new mulch ~~to be removed and replaced. Mulch is to be applied as "donut hills" so that mulch does not touch trees—mulch should not be mounded~~will added.

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After Spring Clean-up:
Mowing specifications: Grass height not to exceed 4 inches. Cut grass to 2.75 inches, no shorter. Don't bag grass clippings. Sticks and other debris to be removed. Between May 1st and June 30th the Lake Field may need to be mowed more than once each week—the grass will be cut no shorter than 2.75 inches.

Weed whacking: To be cut at least every two weeks: trees and rocks in picnic area and along lakefront barrier, bathhouse, children's play areas, tennis courts, ball field parking, banks from the green to the beach, and from the area by the southern staircase to the sumacs north of the northern staircase. OK to alternate cut areas on a weekly basis to maintain a groomed appearance overall. **Care should be taken to not girdle the trees or damage other objects.**

All trees and beds to be kept weeded. No herbicides are to be used in beds or around trees without prior permission of the Selectboard. For 2016 season, no new mulch will added.

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Infield Maintenance
Infield grass and base-paths will be edged in the spring and three other times throughout the season.
Dirt portions of infield to be Harley-raked once at the beginning of the season.

Fall Clean-up
Flowering ~~bushes~~shrubs to be trimmed.
Remove and dispose of leaves from tennis courts, the circle area of the parking lot, walkways and horseshoe pits.

2. Town Green (Town Hall/Library/Quinlan School House); Fire Station; Senior Center; and Museum on Museum Road

Please note: All work at the Senior Center shall be timed so as to not interfere (i.e. by creating noise) with scheduled activities at the Center. Also, contractor shall not park vehicles and equipment in the Senior Center parking lot when an activity is occurring at the Senior Center that requires use of the parking lot.

Spring Clean-up (To be completed within 14 days of contract being awarded or as approved by the Town): Dead shrubs, branches and leaves will be removed. For all properties except Museum, trees and beds to be edged~~, and bark mulch to be removed and replaced. Mulch is to be applied as "donut hills" so that mulch does not touch trees – mulch should not be mounded.~~. For 2016 season, no new mulch will added.

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After Spring Clean-up
Mowing specifications: Grass height not to exceed 4 inches. Cut grass to 2.75 inches. Don't bag grass clippings. Sticks and other debris to be removed.

Weed-whacking: Solid objects, including air conditioners, and the grass on the east side of the Library's driveway/parking area to be cut at least every two weeks. OK to alternate cut areas on a weekly basis to maintain a groomed appearance overall. Weeds growing in sidewalk cracks are to be cut. **Care should be taken to not girdle trees or damage other objects.**

Wild parsnip in ditches is to be removed by hand, removing all roots and plants.

All trees and beds to be kept weeded. No herbicides are to be used in beds or around trees without prior permission of the Selectboard.

Hedges and lilacs at the Library will be trimmed after they flower.

Fall Cleaning

Remove and dispose of leaves, or use mulching mower on leaves.

3. Charlotte Park and Wildlife Refuge

The mowing contractor will work with and report directly to the Park Oversight Committee. Please see the attached photos below depicting the appropriate maintenance procedures.

The contractor will be responsible for mowing and trimming in the following areas (see attached map):

- All gravel and clover trails and lawns surrounding benches next to these trails
- Roberts Trail & Maintenance Trails
- Thorp Barn lawn and barn perimeter
- Greenbush Road parking area

The Gravel Trails (including the farm access road from Route 7)—The gravel trails will be maintained at an 8 foot width. Shoulders will be mowed weekly during the growing season to a height of 3 inches for a width of four feet on each side of the trail. Areas of weed growth on the gravel trails will be mowed at 2 inches as needed to maintain a neat appearance.

The bench areas along the gravel trails will be mowed weekly to a height of 2 inches.

Brush or shrubs will be cut back away from the benches.

Trail drainage ditches and culverts will be kept free of leaves and debris. The drainage ditch near where the Roberts Trail meets the gravel trail will be kept free of leaves and debris, and mowed or weed-whacked as necessary to allow water to flow freely.

The Thorp Trail and Varney Trail (in white clover) will be mowed weekly during the growing season as needed to a height of 2 inches at an 8 foot width, and the shoulders will be mowed to a height of 3 inches for a width of four feet on each side of the trail.

The Roberts Trail and Maintenance Trails will be weed-whacked once per month at a width of five feet in June, July and August.

The Parking Area (near Greenbush Road) is to be mowed weekly to maintain a height of 4-6 inches. Trees planted near the parking area will be kept weeded~~ and mulched. Mulch is to be applied as "donut hills" so that mulch does not touch trees.~~. For 2016 season, no new mulch will added. Burdock at the edge of the lawn will be kept cut so it does not go to seed.

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Thorp Barn: A ~~4~~10 foot wide swath around the Thorp Barn and the lawn in front of the barn and near gate will be mowed to maintain a height of 4-6 inches. Mow all areas previous mowed. Burdock around the barn will be kept cut so it does not go to seed.

4. Charlotte Little League Ballfields near Charlotte Berry Farm

Mowing specifications:

Mowings will be Tuesday and Friday to accommodate Charlotte Little League practices and games, and finished by 3:00 PM to accommodate school practices.

All infield and outfields and general grounds will be cut at 2.75 inches.

Grass clippings on infield and outfields to be bagged and removed.

General grounds: mid-April through November 15: once per week (either Tuesday or Friday)

Infield and outfield: mid-April through mid July: twice per week

Infield and outfield: mid July through October 15: once per week (on Friday) plus one additional cut after October 15.

Dirt Infield

Dirt portions of infield to be Harley-raked once at the beginning of the season.

5. Trails:

Trail mowing specifications: all to be mowed every other week during the season to maintain a height of 4-7 inches.

Town Link Trail:

- **Melissa and Trevor Mack Section—**Approximately 3,500 linear feet. Mow each shoulder on both sides of the gravel trail at a four-foot width.
- **Co-housing Section—**Approximately 1 mile. Mow each shoulder on both sides of the gravel trail at a four-foot width. Mow parking area at the farm-stand.

Big Oak Trail—Approximately 300 linear feet. Mow grass trail at eight-foot width from the intersection with the Co-housing Section to the southerly edge of the hayfield.

Barber Hill—Mow grass trail at an eight-foot width from the mowed meadow/parking area to the top of the hill along southerly fence line, then down to the gravel trail to the west of the Old Lantern.

Burns Property—Mow the perimeter of the meadow on the east side of Greenbush Road at a four-foot width.

Ferry Road—Approximately ½ mile between the train station driveway and Lake Road. Mow trail at an eight-foot width. Roll or harrow trail to smooth surface if needed.

Plouffe Lane Landfill—Approximately one mile of trail in the meadow. Mow trail at an eight-foot width.

Waldorf School Trail—Approximately 700 linear feet. Mow each shoulder on both sides of the gravel trail at a four-foot width.

6. Cemeteries

Under its authority and administration, the Charlotte Cemetery Commission hereby requests offers of bid pricing for certain maintenance task services, and availability / rates for certain 'on-call' maintenance needs from time-to-time during the season.

West Burying Ground—Mowing/weedwhacking as needed, all of the grass inside and adjacent to the chain-link fence to a height of approximately 2". On the west; all grass between the fence and road pavement. On the south and east: weedwack 3' outside of fence. On the north: weedwack 30' outside fence. Before each mow; all trash and sticks (1/4" or greater diameter) are to be picked-up and removed from area.

East Burying Ground—Same mowing, trash, sticks spec as above of the entire driveway and parking area.

On Call—WBG & EBG and other small burying grounds; same mowing, trash, and sticks spec as above; plus flower bulb planting; leaf blowing, topsoil spreading: all at a fixed hourly rate. 72 hour response schedule (weekends count as one day).

BID SHALL BE SUBMITTED AS FOLLOWS:

- Separate quotes for items 1 through ~~5 above~~6 above, and per/hour price for any additional work.
- Bids and contract will cover the period of April 1-December 31, 2016.
- Bids should indicate whether the contractor will be using a 4 cycle weed-whacker. Preference may be given to contractors using 4 cycle weed-whackers.
- Contractor shall brush equipment prior to each mowing to reduce the spread of invasive plants.

The Selectboard would like to award one contract for all work, but may award separate contracts for particular items. Bids should indicate amounts for each item.

The selected bidder(s) shall provide, prior to starting work, a certificate of insurance naming the Town of Charlotte as an additional insured with liability coverage of no less than $1,000,000. The Certificate must also include Workers Compensation Insurance, and Automobile Insurance for vehicles used to transport mowing machinery.

The Selectboard intends to award contract(s) prior to the end of March. The Selectboard reserves the right to accept or deny any or all bids for any reason.

Contractor will submit invoices on a monthly basis, so there will be seven invoices & payments per season. Contractor shall notify the Town Administrator if portions of town property or trails cannot be mowed due to wetness or for any other reason.

Example of the Gravel Trails

Example of gravel trail in a wooded area. Grass should be kept trimmed and burdock cut.

Example of a bench area along a gravel trail—these areas are to be mowed weekly to a height of 2 inches, and brush and shrubs are to be cut back away from the benches.

Example of how culverts and drainage ditches will be kept free of leaves and debris that could block drainage. Ditches will be mowed as necessary to allow water to flow freely.

Example of how the *Thorp Trail and the Varney Trail* (in white clover) should be mowed. (See on the attached map: "*Mowed Clover Trails: Varney Trail, Thorp Trail*")