

TOWN OF CHARLOTTE
REQUEST FOR BIDS
FOR MOWING AND LAND MAINTENANCE

February 10, 2014

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 19 by 4 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 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 mulch to be removed and replaced. Mulch is to be applied as “donut hills” so that mulch does not touch trees.

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 will be mowed an extra time 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.

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.

Fertilizing specifications

Little league ball field (Lake Field) to be fertilized twice a year (in spring and autumn) using a dry, granular, slow-release, organic, phosphorus-free fertilizer. Applications to be based on soil test results.

Fall Clean-up

Flowering bushes 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

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.

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.**

All trees and beds to be kept weeded.

Hedges at the Town Hall will receive trimming in the early spring. Hedges surrounding the Town Hall and Library and lilacs at Library will be trimmed between July 1st and August 1st.

Fall Cleaning

Flowering bushes and flowers to be trimmed.
Remove and dispose of 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:

- All gravel and clover trails and lawns surrounding benches next to these trails
- The Thorp Barn lawn and barn perimeter
- The 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 48 inches 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. Shrubs and brush will be trimmed to maintain the width of the trail up to 10 feet high.

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 weeds and debris. The drainage ditch near where the walking trail meets the gravel trail will be cleared of leaves and debris, and mowed 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 48 inches on each side of the trail. (See on the attached map: “*Trails to be Managed as Permanent Mowed White Clover.*”)

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. Burdock at the edge of the lawn will be cut and removed before going to seed.

Thorp Barn: A 4 foot wide swath around the Thorp Barn will be cut at approximately June 15, July 15, August 15 and October 15. Burdock around the barn will be cut and removed before going to seed. The lawn in front of the barn will be mowed to maintain a height of 4-6 inches.

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.

Fertilizing Specifications

Little league ball field (Berry Farm field) to have four applications of dry, granular, slow-release, organic, phosphorus-free fertilizer. Applications to be based on soil test results.

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.

Melissa and Trevor Mack Trail—Approximately 3,500 linear feet. Mow shoulders to be four-foot wide at minimum.

Co-housing Trail—Approximately 1 mile. Mow grass portion of trail at an eight-foot minimum width. Mow shoulders of gravel portion to be four feet wide at minimum. Mow parking area at the farm-stand. Construction of a gravel trail, to replace the grass trail, may occur during the mowing season.

Barber Hill—Mow trail to the top of the hill from the mowed meadow/parking area at a four-foot minimum width

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

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

Plouffe Lane Landfill—Approximately one mile of trail in the meadow. Mow trail at a four-foot minimum width.

Waldorf School Trail—Approximately 700 linear feet. Mow shoulders four-foot wide at minimum.

BID SHALL BE SUBMITTED AS FOLLOWS:

- Separate quotes for items 1 through 5 above and fertilizing of the Berry Farm ballfields.
- Bids and contract will cover the period of April 1-December 31, 2014.
- 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 wash equipment prior to each mowing to reduce the spread of invasive plants.

The Selectboard wants 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 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 submit invoices based on the actual number of mowings, and will not be paid for weeks that are too wet or too dry to mow, or if the season ends early.



Example of the Gravel Trails



Example of gravel trail in a wooded area. Grass should be kept trimmed and burdock near the trail cut before it goes to seed.



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 weeds 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: “*Trails to be Managed as Permanent Mowed White Clover.*”)