

**Town of Wilbraham
240 Springfield Street
Wilbraham, Massachusetts 01095**



Notice of Invitation for Bids

**Mowing and Landscape Maintenance Services
for Wilbraham Town Properties 2025-2027**

**Bids are due in the Board of Selectmen's Office by
12:00 p.m., Thursday, March 27, 2025**



LEGAL NOTICE

Mowing and Landscape Maintenance Services for Wilbraham Town Properties

The Town of Wilbraham invites sealed bids for the mowing of Town properties.

Bidding procedures shall be in accordance with M.G.L. Chapter 30b.

Specifications and bid instructions available beginning Thursday, March 13th and can be acquired by visiting the Town of Wilbraham website at Wilbraham-ma.gov or by emailing sboyd@wilbraham-ma.gov

Sealed bids will be accepted at Wilbraham Town Hall, 240 Springfield St., Wilbraham, MA at the Select Board office until March 27th, at 12:00 PM at which time all bids will be opened and read aloud.

I. BID SUBMISSION INFORMATION FOR BIDDERS:

The Town of Wilbraham seeks mowing and landscape maintenance services for several Town properties for the period of April 4, 2025 to December 31, 2027. This sealed bid procurement is conducted in compliance with M.G.L. Chapter 30B.

Sealed bids are due by March 27th, 2025 at 12:00 P.M. in the Select Board Office;

**Town of Wilbraham
240 Springfield Street
Wilbraham, Mass. 01095**

Attn: Select Board Office/Sam Boyd

**Bids shall be labeled “Mowing Bid Town Properties” and display the name of the Bidder.
Electronic Bids Will Be Rejected**

Questions regarding this Bid may be sent to: sboyd@wilbraham-ma.gov
The Town shall endeavor, but shall not be required to respond to all questions.
Questions and answers shall be posted to the Town’s website in the form of Addenda.
It shall be the responsibility of the bidder to be aware of all Addenda.

The contract for the services specified in this document will be awarded to the lowest responsive and responsible bidder by the Wilbraham Select Board. The Select Board is anticipated to award this contract during its meeting on Monday, March 31st, 2025. The Town of Wilbraham reserves the right to reject any and all bids in its sole discretion if it determines it is in the best interest of the Town to do so.

II. SCOPE OF SERVICES

The Town of Wilbraham seeks mowing and landscape maintenance services for several Town properties for the period of April 4, 2025 to December 31, 2027. This sealed bid procurement is conducted in compliance with M.G.L. Chapter 30B.

A. LOCATIONS

Town Office Building	240 Springfield Street
Senior Center	250 Springfield Street
IT & Maintenance Building	16 Main Street
Public Library	25 Crane Park Drive
Crane Park	322V Main Street
Police Station	2780 Boston Road
Fire Station 1	2770 Boston Road
Fire Station 2	6 Woodland Dell Road
American Legion	678 Main Street (Children’s Museum)
Sevey Park	535V Main Street (Bruer Pond)
Gazebo Park	480 Main Street
Public Access	28 Springfield Street (Little Red Schoolhouse)
Safety Triangle	2V Main Street (Main and Maple Street)

Knox Memorial	6V Maple St (Main and Maple Street)
Knox Park	2671 Boston Road (Nine Mile Pond)
Memorial School*	310 Main Street
Collins Park	1 Cottage Avenue (Boston Road and Cottage Ave)
The Old Meeting House	450 Main Street

*The ball fields adjacent to Main Street, which share an address with Memorial School, are omitted from the scope of this bid.

Bidders may inspect the properties at their convenience.

Bidders should view the properties and make their own determination as to size.

Bidders can confirm property boundaries by viewing addresses on Town GIS maps available through the town website: www.wilbraham-ma.gov/724/Resources

B. WORK SPECIFICATIONS

At all locations except Memorial School the grass shall be mowed every seven (7) to ten (10) days depending on weather and growth conditions. No clumps of grass shall be left on the mowed surface; clippings should be bagged and removed if there would be accumulation, otherwise mulching clippings is acceptable. All trees, plantings and plant containers, flagpoles, apparatus, benches, fences, sign posts, or other obstacles shall be closely trimmed on all sides, by hand or with a weed trimmer. All clumped clippings and ordinary debris shall be picked up and removed after each mowing. Sidewalks, steps and entrances should be clean of grass clippings and debris as well as free of mower tire marks.

Memorial School shall be mowed every seven (7) to fourteen (14) days, depending on weather and growth conditions. This grass shall be mulched; no visible clumps should be present after mowing.

Ordinary debris, including paper, trash, bottles or cans, and any other natural or discarded items which could be handled by one person, shall be removed. Tree limbs or branches that can be handled reasonably by one person shall be removed.

Large items, including whole trees or large limbs, may be removed on a cost-for-service basis at the request of, and approval by the Facilities Director. Any removal which might result in such a charge shall be approved by the Facilities Director in advance.

All lawn care shall be done in a neat and workmanlike manner. All turf torn or dug-up during the course of these maintenance tasks, must be replaced the same day it is dislodged. Any damage to any items or obstacles shall be reported in a timely manner to the Facilities Director.

C. SCHEDULE AND FREQUENCY

Mowing and Landscape Maintenance services shall be conducted during the period between the awarding on the contract on April 4, 2025 through November 30, 2025; and then from April 1, 2026 through November 30, 2027 thereafter, as the growing season and ground conditions allow.

Fall cleanup shall occur as trees lose their leaves; all leaves and lawn debris are to be picked up and disposed of. Leaves and debris shall not accumulate to an unsightly amount. The final fall cleanup shall

take place after all leaves have fallen. **Memorial School fall cleanup will be performed by the Town and is not the responsibility of the winning bidder.**

Memorial and Veterans Days scheduling: Crane Park must be mowed and cleaned up just prior to Memorial Day in May and Veterans Day in November in preparation of ceremonies.

D. MODIFICATIONS

There shall be no variation from the mowing schedule without approval in advance from the Facilities Director. The Town reserves the right to modify the mowing schedule, with at least one week advance notice, should any conditions warrant omission or addition of mowing.

III. GENERAL CONDITIONS

A. INSURANCE

The successful bidder must submit certificates of insurance naming the Town of Wilbraham as an additional insured for the purposes of property damage (\$500,000) to Town lands, equipment, or to the property of others, while performing services on this contract; general liability (\$1,000,000 individual incident; \$2,000,000 aggregate); and workers compensation in amounts as required by Massachusetts General Laws, Chapter 152. Lesser amounts of insurance may be accepted after review of coverage by the Town of Wilbraham in its sole discretion.

B. BIDDER QUALIFICATIONS

Using the bid form provided, list at least two client references and one trade reference, which may be contacted to speak to your experience and workmanship. Please provide a background statement with a brief history of your company including prior work experience, number of employees, and equipment available for this job.

C. PAYMENT FOR SERVICES

The successful contractor will submit eight invoices on a monthly basis between May and December, dividing the fixed price into equal payments. Invoices shall be broken down and itemized by property.

D. TERMINATION

The Wilbraham Select Board or the contractor may terminate this agreement at their discretion, after written notification by certified mail, not less than 21 days prior to the effective date of termination. In the event of such termination, the contractor will perform all basic services scheduled to occur prior to the date of termination and the Town of Wilbraham agrees to pay invoices for accepted and approved work performed prior to the date of termination.

BIDDER INFORMATION
Mowing and Landscape Maintenance, Town of Wilbraham Properties, 2025-2027

Name of business or individual submitting bid: _____

Business location (Street address): _____

Contact name: _____

Telephone: _____ e-mail: _____

Bidders shall provide the following information:

Background statement: company history, staff experience and training. This may be attached separately.

List of available equipment. This may be attached separately.

Provide at least three references including Contact Name and Title, and Telephone and/or Email

Trade reference

Client reference

Client reference

PRICE INFORMATION
Wilbraham Mowing and Landscape Maintenance Services, 2025-2027

The following pricing is submitted to the Town of Wilbraham for mowing and landscape maintenance at town properties, commencing April 4, 2025, with specified services conducted between April 4, 2025 and December 30, 2027.

FIRST YEAR TOTAL BID PRICE

Total Price of all described services from April 4, 2025 and December 31, 2025 \$ _____

Write price in words _____

To be paid in eight equal payments of \$ _____ each.

SECOND YEAR TOTAL BID PRICE

Total Price of all described services from March 1, 2026 December 31, 2026 \$ _____

Write price in words _____

To be paid in eight equal payments of \$ _____ each.

THIRD YEAR TOTAL BID PRICE

Total Price of all described services from March 1, 2027 and December 31, 2027 \$ _____

Write price in words _____

To be paid in eight equal payments of \$ _____ each.

Signature of authorized representative of bidder

Date

APPENDIX A – Sample Contract

TOWN OF WILBRAHAM MOWING AND LANDSCAPE MAINTENANCE, TOWN PROPERTIES, 2025-2027

THIS AGREEMENT, Made this day of **DATE** between the Town of Wilbraham, Massachusetts (hereinafter designated the Town) and **BIDDER**

NAME: **BIDDER NAME**

ADDRESS: **BIDDER ADDRESS**

(Hereinafter designated the Contractor)

WITNESSETH, that for and in consideration of the payments and agreements hereinafter mentioned, the parties agree as follows.

ARTICLE 1.

The Contractor agrees to furnish **mowing and landscape maintenance services** all in accordance with the invitation for bids titled “Mowing and Landscape Maintenance Services for Wilbraham Town Properties 2025-2027,” including the requirements, specifications, and other supporting documents incorporated therein, attached hereto and made a part hereof for the price of **\$XXXXXX** specified in its bid dated **BID DATE**. A copy of the Contractor’s bid form is also attached hereto and made a part hereof.

ARTICLE 2.

In consideration of the foregoing, the town agrees to pay to the Contractor as compensation for everything furnished and executed by the Contractor under this contract, and for well and faithfully completing the work, as herein provided, such sums of money as is set out in the accompanying quote.

ARTICLE 3.

The Contractor will defend, indemnify, and hold harmless the Town of Wilbraham, its officers, agents, servants and employees against any and all claims, demands, liabilities, losses, damages and expenses the Town of Wilbraham, its officers, agents, servants and employees may incur arising out of or in any way connected with the Contractor's performance of or failure to perform its obligations under this contract.

ARTICLE 4.

- a. The Contractor shall not assign, sub-contract, or in any way transfer any interest in this contract in whole or in part, or delegate any of the work to be performed hereunder to any other person, firm, company, corporation, or organization without the express written permission of the Town. The Contractor shall not assign any moneys due, or to become due to him under this Contract, without prior express written consent of the Town.
- b. The bankruptcy, takeover or merger, outright purchase, majority stock purchase by another organization, or other change in ownership or status of the Contractor, or any assignment for the benefit of creditors, shall at the election of the Town:
 - 1) Terminate this Contract with all pertinent contractual conditions contained herein affected in favor of the Town;

- 2) Fully obligate the newly formed organization, corporation, and/or legal entity to fulfill all terms and conditions of the Contract, and to perform or supply items in accordance with the specification or descriptions contained herein.
- c. Failure of any subcontractor to perform shall not relieve the Contractor of its obligations to fulfill all terms and conditions of the Contract as set forth herein.

ARTICLE 5.

- a. The failure of either party to fulfill a material obligation of the agreement, which continues for thirty days after written notice, the falseness of any statement by the Contractor in its quote, the institution by or against the Contractor of any bankruptcy, receivership or insolvency proceedings, or the making of any assignment for the benefit of its creditors, shall constitute an event of default. Upon an event of default, the other party to the contract may terminate the contract, in addition to all other remedies to which it may be entitled by law or in equity, including without limit all rights the Town may have to the bond required hereunder.
- b. The failure of the Town at any time to require performance by the Contractor of any provisions hereof shall in no way affect the right of the Town to enforce same, nor shall waiver by the Town of any breach of said provisions be taken to be a waiver of said provisions or any subsequent breach of said provisions.

ARTICLE 6.

If any portion of this contract is found to be unenforceable or contrary to law, it shall not affect the validity of the remainder of the Contract.

ARTICLE 7.

The documents expressly incorporated herein comprise the parties' entire contract and there are no other agreements between the parties. Any amendments to the contract must be in writing and signed by the duly authorized representatives of the parties.

CONTRACTOR

TOWN OF WILBRAHAM, MASSACHUSETTS
SELECT BOARD MEMBERS

By: _____
Signature

By: _____
Printed Name

Title: _____
