



TOWN OF LITCHFIELD

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REQUEST FOR PROPOSALS

ATHLETIC FIELD HEALTH AND MAINTENANCE PROGRAM, and MOWING AND TRIMMING OF OTHER RECREATIONAL AREAS

The Town of Litchfield Recreation Commission is soliciting proposals for mowing and field maintenance services for January 1, 2023 through December 31, 2023.

Two proposals are being requested:

- Proposal 1: Athletic Field Health and Maintenance Program
- Proposal 2: Mowing and Trimming of Other Recreational Areas

You may bid on either or both proposals. Any discount offered for being awarded both contracts must be specified in the cover letter for the proposals. Questions should be directed to rc@litchfieldnh.gov. Questions (but not the identity of the questioner) and answers may be provided to all bidders. Proposals shall be delivered to Town Hall, 2 Liberty Way, Litchfield, NH 03052 in a sealed envelope marked "Recreation Commission Field Mowing Proposal", "Recreation Commission Field Maintenance Proposal" or "Recreation Commission Field Mowing & Maintenance Proposal" by noon on October 11, 2022 to ensure consideration. The public opening of sealed proposals will be conducted at 7:00 PM on October 11, 2022 at 2 Liberty Way, Litchfield, NH. No bids will be accepted once the first sealed bid has been opened. A discussion and awarding of the bid will be done at a public meeting at 7:00 PM on October 25, 2022. This meeting will be at 2 Liberty Way in Litchfield, NH.

Steve Gannon

Litchfield Recreation Commission

Proposal 1:

Athletic Field Health and Maintenance Program

Objective:

Maintain optimum playability and aesthetic appearance throughout the growing season. Fields are to be mowed weekly, preferably on Thursdays or Fridays, in a timely and professional manner with line trimming as needed, but not less than every two weeks. *Any clippings that are collected must be taken off site.*

Maintenance Objective:

- Spring Clean-up
- Fertilization - Multi-step program- Including crabgrass prevention, broadleaf prevention, pelletized lime application(in the fall after aeration), and fertilization based on nutrient content results provided by soil tests as well as visual assessment
- Preventative pest Control-Grub and insect control applications
- Aeration - full core aeration in the fall
- Over seeding - entire field in the fall, worn/high traffic areas as needed throughout season
- Irrigation - activation & winterization, bi-weekly testing of all zones
- Fungicidal treatments if and when necessary

Fields to be maintained:

1. Darrah Soccer & Softball Fields, and adjacent grass areas including around Talent Hall.
2. Corning Road Baseball Fields and area between the fields - One 45' base path grass infield and one 60' base path infield. **Infield grass clippings must be bagged and other clippings removed from the infield mix.**
3. Innes Soccer Field - Located on Brickyard Road
4. Litchfield Park at Sawmill Brook - Located off of Albuquerque Ave.
5. Justin Bissett Baseball Complex - Located on Jeff Lane. One 70' base path grass infield and one 60' base path infield.- **Infield grass clippings must be bagged and other clippings removed from the infield mix.** Also included is the area between the fields extending to Jeff Lane. Extra care must be taken to avoid damage to field equipment including signage and batting cages.

All of the "Additional Terms and Conditions" below also apply to this proposal.

Proposal 2:

Mowing and Trimming of Other Recreational Areas

Objective:

Maintain an aesthetic appearance throughout the growing season. Other recreational areas are to be mowed as specified below, in a timely and professional manner with line trimming as needed, but not less than every two weeks.

Areas to be mowed/maintained:

1. John Bryant River Access - Mow and trim grass area along driveway, parking lot, sign and footpath weekly in the months of May and June, then biweekly in the months of July-November. In cases of extreme drought or excessive rains, mowing schedules may need to be modified to maintain an appropriate grass length. Treat and control poison ivy along the footpath; no treatment to come within 30 feet of the active farmland.
2. Sawmill Complex - Mow and trim grass areas between the bike path, tree line and edge of entry driveway; around the tennis court fence; the grass area in the center of the round-about by the soccer field entrance. Mowing shall be weekly in the months of April (as needed) and June, then biweekly in the months of July-November. In cases of extreme drought or excessive rains, mowing schedules must be modified to maintain an appropriate grass length. Twice yearly, the perimeter of the field and the perimeter of the parking lot shall be brush hogged. Trim the chain link fence near the retaining pond twice annually.
3. Justin Bissett Memorial Complex (Jeff Lane) - Twice annually the perimeter of the parking lot shall be brush hogged. The brush along the perimeter of the chain link fence shall be trimmed back 5' so that the brush will not grow into the fence.
4. Innes Field (Brickyard Lane) - Twice yearly both sides of the entrance drive shall be brush hogged. The brush along the easterly fence shall be trimmed as necessary. A 5' perimeter around the maintained field shall be brush-hogged twice annually.
5. Corning Field - Twice annually, the brush area between the closest field and the parking lot shall be brush hogged. A 5' perimeter around the fences shall be maintained so the brush does not grow into the fences.
6. Roy Memorial Park - Twice annually, brush-hog high grass on the outer perimeter of the drive circling talent hall, along both sides of all fences near the parking lot, and along the inside of the chain link fence surrounding the fields.

All of the "Additional Terms and Conditions Applicable to Both Proposals" below also apply to this proposal.

Additional Terms and Conditions Applicable to Both Proposals

- Contracts may be awarded for periods of 1-3 years. The successful contractor(s) will be required to enter into a contract(s) with the Town of Litchfield. The contract(s) will provide, among other things, that the town may terminate the contract for unsatisfactory performance. Whether service is satisfactory shall be determined in the sole discretion of the Recreation Commission.
- Contractor must comply with all State of New Hampshire regulations for pesticides, herbicides, chemicals, and fertilizers used. Records of all treatments, including areas treated, type and amount of material(s) applied, and soil sample results shall be given to the Recreation Commission within seven days of treatment or sample analysis.
- Care must be taken to avoid damage to all field equipment, signage, etc. Any damage to any fields, equipment, or facilities noticed by the contractor, whether or not caused by the contractor, must be reported to the Recreation Commission at rc@litchfieldnh.gov.
- A certificate of insurance with a liability limit of at least \$1,000,000 with the Town of Litchfield NH as an additional named insured must be provided.
- Payment terms and conditions must be included in the proposal(s). If prepayment is requested, the Litchfield Recreation Commission may require a performance bond equal to at least the value of the contract.
- The Town and Recreation Commission reserves the right to reject any and all proposals, and waive any minor or non-material informalities, if deemed to be in the best interest of the Town and Recreation Commission.