

# **REQUEST FOR PROPOSAL**

## **LANDSCAPING AND LAWN MAINTENANCE FIRE DISTRICT NO. 3 TOWNSHIP OF HAMILTON MERCER COUNTY**

**PROPOSALS MUST BE SUBMITTED BY:  
APRIL 4, 2014**

**Hamilton Township  
Fire District No. 3  
Office of the Fire Chief  
13 Rennie Street  
Hamilton, NJ 08610-5446**

### **Statement of Intent**

Fire District No. 3 in the Township of Hamilton, Mercer County, is soliciting proposals for Landscaping and Lawn Maintenance for the three (3) year seasonal periods beginning in Spring of 2014 and continuing through the end of the seasonal period of 2016. Our facility is located at 13 Rennie Street in Hamilton Township, Mercer County, N.J.

Proposals received from Bidders in response to this request will be used to aid the Fire District in its efforts to provide continued reliable service at the lowest reasonable cost.

### **Right of Decision/Rejection**

The Fire District No. 3 reserves the right to make all decisions regarding this Proposal, including, without limitation, the right to decide whether a proposal does or does not substantially comply with the requirements of or meet the objectives of this request.

The Fire District No. 3 reserves the right to reject any or all proposals received if it determines in its sole discretion that the proposals received will not achieve the objectives set forth in “Statement of Intent” above.

### **Form of Proposal**

Proposals submitted must be submitted on the form provided. (Attachment A)

All proposals must be received no later than Friday April 4, 2014.

*Proposals received after this deadline will not be accepted or considered.*

All Procedural questions should be directed to Thomas Gribbin, Fire Chief,  
13 Rennie Street, Hamilton, NJ 08610-5446 (609) 392-1710.

## ATTACHMENT A

CONTRACTOR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

WEB SITE: \_\_\_\_\_

### **TERM**

#### WEEKLY MOWING

- Mowing – Approximately 28 cuts per season
- Turf will be cut at a height of 2 ½” to 3” as conditions dictate
- Weather permitting; mowing will be done on a weekly basis or as needed
- Areas that cannot be reached with mowers (i.e. under fences, around beds and around buildings) will be done with trimmers
- All walkways and parking areas will be blown free of grass and reasonable debris
- All walks and curb lines will be edged
- For any CANCELLATION of scheduled cut, the Fire District will notify the Contractor at least 48 hours prior to scheduled cut date
- Monthly invoices shall reflect the number of cuts at the price per cut indicated in this proposal
- Invoices will be paid by the Fire District on a monthly basis

Year 1 - Cost per cut - \$ \_\_\_\_\_

Year 2 - Cost per cut - \$ \_\_\_\_\_

Year 3 - Cost per cut - \$ \_\_\_\_\_

## ATTACHMENT A (Continued)

### SPRING CLEAN UP

- Cleanup services should be performed during the months of April thru May. The Contractor shall provide a very thorough and complete clean up which includes the following:
  1. Pruning: Select hand pruning of dead, broken or diseased branches of ornamental trees (up to 10' in height) and shrubs to correct winter damage. Winter damage includes plant material damaged by heavy snow and ice loads.
  2. Plant Beds: Remove weeds and landscape debris that have accumulated over the winter. Cut back perennials and ornamental grasses. Bare and mulch beds shall be hand cultivated. Turf adjustment to beds shall be edged to present a neat appearance and to frame plant materials. A pre-emergent herbicide shall be applied to applicable planting beds. Premium mulch shall be added to all beds and should not exceed a 2" to 2 ½" layer.
  3. Debris: Sweep and/or blow off hard surfaces upon completion of work. Remove all associated landscape debris from site.
  4. The site will be reviewed by a Fire District Representative to ensure complete satisfaction.
  
- Bark Mulch Installation
  - Install Hardwood mulch as required, in all designated bed areas
- Spring Clean Up
  - Re-edge all landscape beds
  - Selectively prune plant materials
  - Fertilize all plant materials
  - Apply pre-emergent for weed control

Year 1 -Total Cost - \$ \_\_\_\_\_

Year 2 -Total Cost - \$ \_\_\_\_\_

Year 3 -Total Cost - \$ \_\_\_\_\_

### 7 STEP FERTILIZATION PROGRAM

- 7 Step lawn fertilization program
  - Application 1 – Limestone
  - Application 2 – Early Spring – Fertilizer & Crabgrass Preventative
  - Application 3 – Late Spring – Fertilizer, Crabgrass Preventative and Broadleaf Weed Control
  - Application 4 – Summer – Balance Slow Release Fertilizer
  - Application 5 – Late Summer – Balance Slow Release Fertilizer
  - Application 6 – Fall – Fertilizer and Broadleaf Weed Control
  - Application 7 – Winter – Fertilizer

Year 1 - Cost per Application - \$ \_\_\_\_\_

Year 1 - Total Cost - \$ \_\_\_\_\_

Year 2 - Cost per Application - \$ \_\_\_\_\_

Year 2 - Total Cost - \$ \_\_\_\_\_

Year 3 - Cost per Application - \$ \_\_\_\_\_

Year 3 - Total Cost - \$ \_\_\_\_\_

**ATTACHMENT A**  
**(Continued)**

**PRUNING SHRUBS AND TREES**

- Prune planting bed areas as required

Year 1 -Total Cost - \$ \_\_\_\_\_  
Year 2 -Total Cost - \$ \_\_\_\_\_  
Year 3 -Total Cost - \$ \_\_\_\_\_

**FALL CLEAN UP**

- Clean-up of all leaves, sticks and debris from lawn areas and landscape beds
- All clean-up material must be hauled away

Year 1 -Total Cost - \$ \_\_\_\_\_  
Year 2 -Total Cost - \$ \_\_\_\_\_  
Year 3 -Total Cost - \$ \_\_\_\_\_