



**Town of Lyman
Select Board Office
11 So. Waterboro Road
Lyman, Me. 04002**

February 4, 2019

There are (2) Excel spreadsheets attached for bidding purposes. The first one is for Town properties that are not ball fields. The second one is for Town ball fields. The colored columns can be modified. No other fields can be changed. When finished save the document. Then print. This format gives us the view to compare bids in a standard view. This bid will cover from March 15, 2019 to Nov 30, 2019.

Please attach another document explaining your companies experience in this type of service. Include anything that you deem relevant. Also include any educational background that pertains to maintaining these types of properties.

These contracts are service driven. The total of each contract is not guaranteed payment. Only jobs completed and billed will be paid. The services contained in these contracts are not cast in stone. Adjustments of the services to be provided can be adjusted with authorization by the Board. The contract price is a not to exceed price. Payment for billed services will be paid within 30 days. Invoices will contain date of service, location of service. An explanation of work done should be included in addition to the service being provided. Any work performed at no charge should be documented in an invoice for 0 amount. This will keep the Board apprised of this type of work.

As part of this work requires the application of pesticides, company will be required to produce a Maine Pesticide License, whether by subcontract or company license, which must be approved by the Board.

This contract will cover more than one fiscal year. Therefor it will contain the following language should the work not be funded.

NON-APPROPRIATION Notwithstanding any other provision of this Agreement, if the Municipality does not receive sufficient funds to fund this Agreement and other obligations of the Municipality, if funds are de-appropriated, or if the Municipality does not receive legal authority to expend funds from the Voters then the Municipality is not obligated to make payment under this Agreement.

TELEPHONE (207) 247-0642

FAX (207) 499-7563

EMAIL selectboard@lyman-me.gov

Invitation to Bid

Lyman Mowing and Maintenance of 'Town Owned Properties' for 2019

The Town of Lyman is accepting bids for the mowing of "Town Owned Properties" as described in the *Lyman Mowing Requirements*.

Sealed Bids: Proposer shall deliver one (1) original forms in a sealed envelope clearly marked "Mowing: Town Owned Properties" to the following address:

Lyman Town Offices – Select Board Office
11 South Waterboro Road
Lyman, ME 04002

For questions, call Nancy Brandt; Select Board Clerk at 247-0642 or email selectboard@lyman-me.gov

Deadline for Submission: Tuesday, February 19th, 2019 - 3:00 p.m.

Bids will be opened on Tuesday, February 19th, 2019 at the Select Board Meeting at 6:00 PM.

Any bid received after the above cited time will be considered a late bid and will not be considered.

Contract Duration: Contract to run March 15th, 2019 thru November 30th, 2019. The Town holds the option to renew contract upon mutual agreement between the parties. The Town holds the option NOT to renew for any reason.

Payments: CONTRACTOR shall submit for OWNER'S Approval, per job invoices for the Services performed. Invoices will contain:

1. date of service;
2. location of service;
3. start and end time and;

The OWNER shall pay CONTRACTOR such approved amounts within thirty (30) days from OWNER'S detailed receipt of said invoice. Payments due and unpaid under this Agreement shall bear interest from the date payment is due at the maximum rate permitted under Maine law at the time of the delinquency for unpaid municipal taxes.

Bid Form: Bid forms furnished by the Town or copies thereof shall also be used, and strict compliance with the requirements of this Invitation to Bid is necessary. All information must be filled in on the bid form before the bid can be considered for an award.

Bid Terms:

1. Each Proposer is required to state in its bid: Proposer's name and place of business and the names of persons or parties interested as principals with it; that the bid is made without any connection with any other Proposer making any bid for the same Services.
2. The successful Proposer shall be required to provide the Town of Lyman with a current Certificate of Insurance listing the Town of Lyman as Certificate Holder. Certificate will consist of Liability insurance in the amount of one million dollars (\$1,000,000.00) and worker's compensation insurance. Certificate MUST be submitted to the Select Board Office within five (5) day of contract awarding.

Note: Proposers that do not carry worker's compensation will be required to submit an 'Application for Predetermination of Independent Contractor Status'; application is necessary to establish a rebuttable presumption with the State of Maine Worker's Compensation Board.

3. The Town disclaims any and all responsibility for injury to Proposers, their agents or others while examining the site or at any other time. Proposers are responsible for all of their costs in preparing and submitting proposals hereunder.
4. After the opening of bids, no bids may be withdrawn within a period of thirty (30) days.
5. Bids may be held by the Town for a period not to exceed thirty (30) days from the date of the opening of bids for the purpose of reviewing bids and investigating the qualifications of the Proposers prior to the award of a contract.
6. The Town of Lyman Select Board reserves the right to accept and/or reject any and all bids or to award multiple contracts as may be deemed in the best interest of the Town.

**PROPOSAL FORM
FOR
MOWING OF LYMAN TOWN OWNED PROPERTIES
TO BE INCLUDED WITH THE LYMAN MOWING REQUIREMENTS BID FORM**

The undersigned submits a **BID** for all work listed above

FOR THE SERVICE BID PRICE OF \$ _____

The Bid Price is not guaranteed payment. Only jobs completed and billed will be paid.

REFERENCE LIST

Company Name	Contact Name	Address	Phone Number
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The undersigned further agrees that if it is the successful bidder, it will sign the
Town's Mowing Services Agreement for Town Owned Athletic Properties.

The undersigned hereby further declares that the only persons or parties interested in this bid, as principals, are named below; that the bid is made without any connection with any other person or party making any proposal for the same work. The full names and addresses of all persons and parties interested in this bid, as principals, are as follows: (give first and last names in full; and in the case of a Corporation, give names and addresses of President, Treasurer and Manager; and in case of a Partnership, give names and addresses of partners):

Signature of person, firm, or corporation making bid: _____

By: _____

Dated: _____

Title: _____

Telephone: _____

(Owner, Partner or Corporation President or Vice-President Only)

Fax: _____

Address: _____

E-Mail: _____

Experience & Education Background

Please include any information that you deem relevant

Experience in this type of service:

Educational Background:

Other:

Lyman Mowing Requirements**2019**

Locations	Do Job #	Price	Projected Total	Area
Lyman Town Hall				
Mow and trim (Cut at 3.5")	22	0	0	15858
Mulch (Install 1" in thickness)	1	0	0	2000
Annuals (In garden areas and at front sign. How many flats.)	1	0	0	
(Grub) Max Rate (Merit)	1	0	0	15858
Spring Cleanup and Rake Lawns	1	0	0	15858
Fall cleanup	1	0	0	15858
Minor Repair Lawns from winter Damage/Sand	1	0	0	
Weed Flower Beds	3	0	0	2000
Fall Cutback Plants	1	0	0	
Shrub trimming (June)	1	0	0	
Fire Department				
Mow and trim (Cut to 3.5")	22	0	0	33713
(Grub) Max Rate (Merit)	1	0	0	33713
Spring Cleanup and Rake Lawns	1	0	0	33713
Fall cleanup	1	0	0	33713
Bunganut Park				
Mow (Include upper parking lot where grass is growing. Cut to 3.5". Include pathways in picnic area, lower access road, volley ball area.)	8	0	0	62622
Lower Parking Lot				
Mow (Push edges as far out as possible. Trim around gate. Cut to 3.5")	6	0	0	10338
Monument John St				
Mow and trim (Cut to 3.5")	12	0	0	2053
Trim trees and shrubs (June)	1	0	0	0
Cousens School				
Mow and trim (Cut to 3.5")	10	0	0	14000
(Grub) Max Rate (Merit)	1	0	0	14000
Spring Cleanup	1	0	0	14000
Fall Cleanup	1	0	0	14000
Rhodes Hall Lot				
Mow and trim (Cut to 3.5")	6	0	0	6132
Spring Cleanup	1	0	0	6132
Fall Cleanup	1	0	0	6132
Total			0	

Lyman Town Hall



Current Town Hall

Mow inside lines.



Areas in lines to be mowed.

Goodwins Mills Fire Station

Bunganut Lower Parking

Click and drag to move the map



Google Earth

Bunganut Lower Parking Lot. - By Pumphouse.

Bunganut Park

Write a description for your map



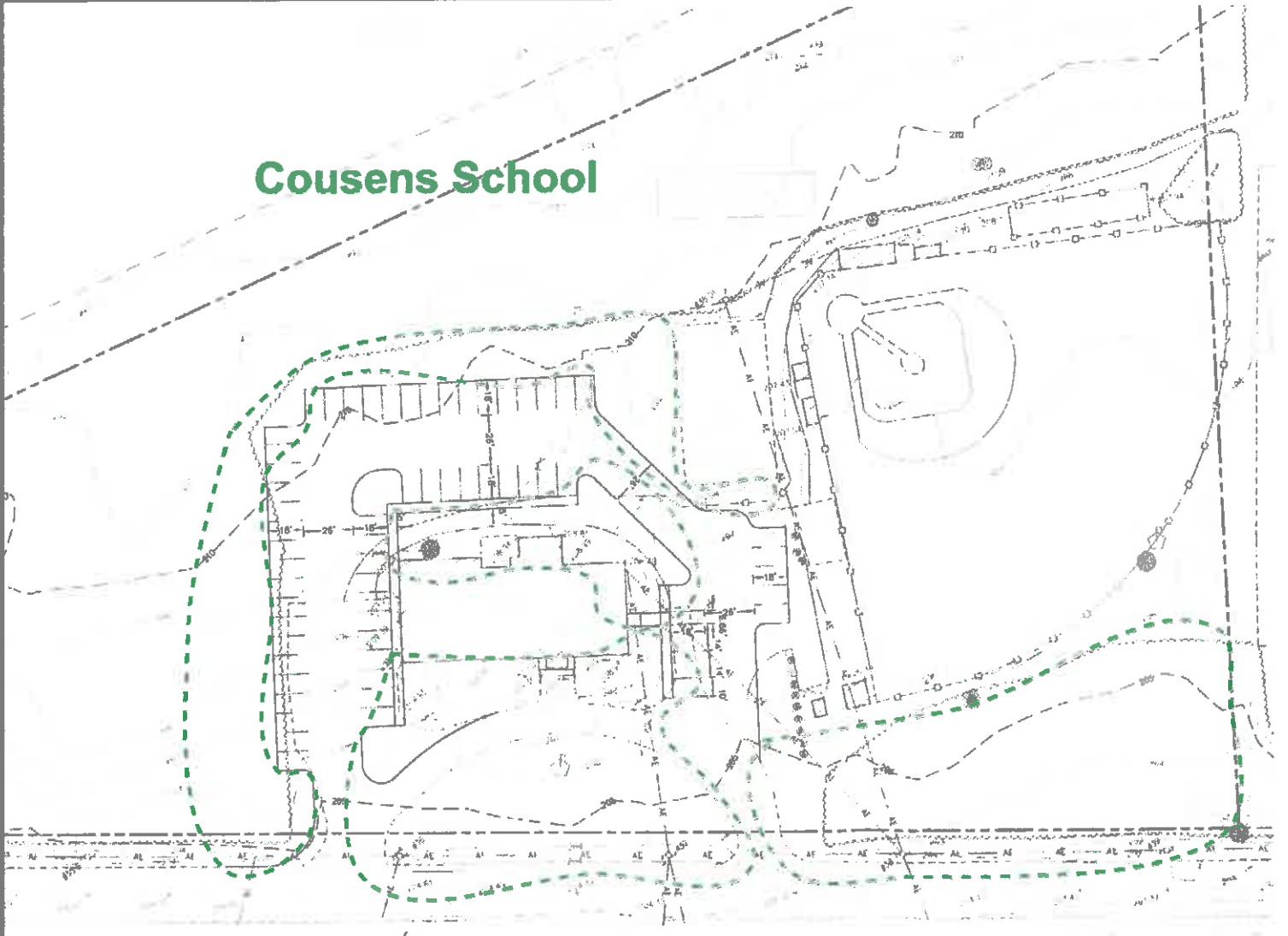
Areas inside lines to be mowed.



Mow area in lines.

Monument Square

Cousens School



Areas in dotted line to be mowed.

10 South Street Rhodes Hall



Mow inside lines