



## PLANNING AND DEVELOPMENT

14 NORTH STREET

CLAREMONT, NH 03743

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## REQUEST FOR QUALIFICATIONS (RFQ)

**TITLE: LAWN CARE, LANDSCAPING & WINTER MAINTENANCE SERVICES**

**DATE ISSUED: September 19, 2016**

**DUE DATE: October 4, 2016**

**TIME: 4:00 PM**

**LOCATION: CITY OF CLAREMONT**

**City Manager's Office**

**58 Opera House Square, Claremont, NH 03743**

### GENERAL DESCRIPTION OF THE WORK REQUIRED

The City of Claremont is seeking the services of a qualified professional lawn care/landscape business to provide the following services at the Visitors Center located at 14 North Street:

- initial spring clean up
- spot mulching
- some planting
- regular maintenance of grounds surrounding Visitor's Center
- regular landscape and irrigation maintenance services
- necessary fall clean up

Bid also will include:

- spot mowing or weed whacking as needed in the City Center
- mowing entrances to Syd Clarke and Ashley's Landing industrial parks

The City of Claremont is also seeking the same firm or individual to provide winter maintenance duties for the Visitors Center and the Fiske Free Library. These duties may include but are not limited to:

- Shoveling main walkways & sidewalks to the Visitor Center and the Fiske Free Library during winter months during hours of operation
- Shoveling stairway from the Visitor Center to the park
- Spot shoveling as needed in the City Center
- Salting or sanding as needed on the walkways and/or stairways

Proposals must conform to the requirements of this Request for Qualifications (RFQ). The City reserves the right to waive any irregularity in any proposal, or to reject any proposal that does not comply with this RFQ.

**In the Proposal, please include the following contents:**

List of qualifications in an envelope marked "MAINTENANCE QUALIFICATIONS":

1. State how long the lawn care/maintenance business has been operating.
2. What type of equipment is used for applicable jobs?
3. Please list at least three references with contact information.
4. What work has been done for the City of Claremont if any in the past? Please list dates and activities.
5. What is the estimated lead time for a return phone call? Specify how many employees there are. Do all perform the same duties?
6. Provide proof of comprehensive general liability insurance - \$1,000,000 per occurrence/ \$2,000,000 aggregate

In a separately sealed envelope and marked "MAINTENANCE PRICING":

1. Spring and Fall clean-up cost;
2. Regular lawn care service; cost per job or cost per hour (if per hour specify anticipated man-hours dedicated to perform each task to complete the project);
3. Regular winter shoveling service; cost per job or cost per hour (if per hour specify anticipated man-hours dedicated to perform each task to complete the project);
5. Stipulate the name of the prime contact person who will have overall responsibility for the project.

Submittal/Format

Proposals are due by Tuesday, October 4th, 2016 at 4:00 P.M. Documents must be in a sealed envelope; clearly marked RFQ for MAINTENANCE SERVICES and must be submitted to:

City of Claremont  
City Managers Office  
58 Opera House Square  
Claremont, NH 03743