



**School Administrative Unit #31
Newmarket School District**
186A Main Street, Newmarket, NH 03857
(603) 659-5020 Fax (603) 659-5022
www.newmarket.k12.nh.us



Susan K. Givens, Ed.D.
Superintendent of Schools

Erica C. MacNeil, M.Ed.
Director of Student Services

February 10, 2020

*Request for Proposals
for
Landscaping Services
Schools of Newmarket*

Contact: *Chris Mazzone
School Facilities
186 Main Street
Newmarket, NH 03857
(603) 292-7987*

Introduction

The Newmarket School District (hereinafter referred to as SAU #31) seeks proposals from interested waste management contractors to provide Landscaping Services. The proposal is for a three year period, please include additional rate sheets for increases based by year.

It is the intent of SAU #31 to use this RFP as a competitive means to enter into a contract or multiple contracts with the selected Contractor for “Landscaping Services”

Proposal shall include all labor rates and mark-up of materials as requested on the attached proposal sheet included.

Contractor Response

For further information, please contact:

*Chris Mazzone
School Facilities
SAU #31 Newmarket School District
186A Main Street
Newmarket, NH 03857
Phone: 1-603-292-7987
E-mail: cmazzone_facilities@newmarket.k12.nh.us*

Due Date:

Proposals must be ***received*** at the below address on or before March 10th, 2020 at 10:00am at which time the submission will be publicly opened and read aloud. The results will be recorded on a bid tabulation form which will be made available upon request within four (4) days after the submission opening date.

Submission delivered/provided after the due date and time will not be considered.

Submit Proposal

Quantity: one (1) on supplied form in a sealed envelope clearly marked “Landscaping Services”.

Frequency of service:

Weekly mowing, trimming, and maintenance of planting beds. This includes removal of all clippings and yard waste. Walkways and parking areas are to be free of all clippings. The maintenance of the cemetery (NES) shall be included at least bi-weekly in the service. Additionally please include costs for both spring and fall cleanup.

Delivery of submission:

Mailing Address:

***SAU #31 Newmarket School District
Attention: Michelle Martinson
Newmarket Town Hall
186 Main Street
3rd floor Office of the Superintendent
Newmarket, NH 03857***

Funding for this Request for Proposal starts July 1, 2020 with the start 2020/2021 fiscal budget.

SAU #31 Newmarket School District reserves the right to waive any of the formalities of this RFP, to request additional information from any respondent, to negotiate with any respondent, to negotiate with more than one respondent, to reject any or all proposals or parts of proposals, to solicit new proposals, and to award contracts to one or more respondents or to reject any or all respondents as it deems in its best interest. The issuance of this RFP does not guarantee that a contract will be awarded. Any proposal received after the time specified will be considered a late proposal. Following evaluation of all proposals, the School may do one or more of the following: (1) conduct interviews with representatives of one or more of the respondents; (2) select an apparent successful respondent and enter into contract negotiations; selected for award based on the proposals, and commence negotiations with those respondents, and then invite those respondents to submit best and final offers; or (4) reject all proposals if it is determined to be in the best interests of the SAU #31 Newmarket School District.

All submission respondents shall supply proof of insurance with the SAU #31 Newmarket School Department being named as an additional insured based on the limits required for all vendors/contractors working within the Newmarket School District. Vendors/contractors shall supply the SAU#31 Newmarket School District with the properly filled out submission of IRS form W-9 upon award. Failure to supply required submissions shall constitute submission award withdrawal and award to the next qualified submission.

Proposal Submission Form
SAU #31 Newmarket School District
“Landscaping Services”

Junior / Senior High School Weekly Maintenance _____
Frequency of pickup (twice per week)

Junior / Senior High School Spring Cleanup _____ Fall Cleanup _____
Frequency of pickup (once per week)

Elementary School Weekly Maintenance _____ Bi-Weekly (Cemetery) _____
Frequency of pickup (twice per week)

Elementary School Spring Cleanup _____ Fall Cleanup _____
Frequency of pickup (once per week)

Submission: _____ (Corporation, Firm, Individual or Company)

By: _____ (Officer, authorize Individual or Owner)

Name: _____

Mailing Address: _____

Zip Code: _____

DATE: _____

Telephone: _____ Fax: _____

E-Mail: _____

Does the ownership or stock holders have relatives currently employed by the Town of Newmarket or the Newmarket School District?

Yes _____ No _____ If yes: Relationship: _____

NOTE: Bids must bear the handwritten signature of a duly authorized member or employee of the organization making the bid. By signing this submission, you agree to all terms and conditions as detailed in the bid specifications. SAU #31 reserves the right to accept or reject any submissions.