

**SHAKER REGIONAL SCHOOL DISTRICT
REQUEST FOR PROPOSALS
LANDSCAPE AND MAINTENANCE SERVICE**

Shaker Regional School District is seeking proposals from qualified vendors to provide landscape and maintenance services for two (2) locations for three (3) years:

Belmont Elementary School; 26 BEST Street; Belmont, NH 03220
Canterbury Elementary School; 15 Baptist Rd; Canterbury, NH 03224

PROPOSED SCOPE OF WORK

In both locations, Contractor will provide lawn care to include weekly mowing and edging. Lawn care will include lawn mowing of all grassed areas at least once a week and trimming of edging. Lawn will be kept free of leaves, clippings, and other debris. Raked material will be disposed of properly. No grass clipping, trimming, or debris will be swept, raked, or dumped into storm drains or dumpster.

No mowing is to be done between 9:00 am and 3:00 pm Monday through Friday.

MANDATORY SITE VISIT

A mandatory site visit is required prior to submission of an RFP. Site visits are schedule for:

Belmont Elementary School on March 14, 2024 at 9:00 am

Canterbury Elementary School immediately following

Contact Steve Dalzell, Director of Buildings & Grounds at 603-267-9223 x5309 to discuss other potential site visits if necessary.

SUBMISSION OF PROPOSALS

Proposals shall be mailed, or dropped off, to Shaker Regional School District; Debbie Thompson, Business Administrator; 58 School Street; Belmont, NH 03220. Please mark the outside as "Landscape and Maintenance Proposal".

Proposals submitted in response to this RFP must be received by Shaker Regional School District, no later than noon on March 21, 2024 on the attached RFP Submission Forms. The RFP opening will be held at 12:15 pm on March 21, 2024 and is open to the public. Proposals may not be withdrawn within 30 days of the opening without the agreement of Shaker Regional School District.

Proposals will be analyzed and presented to the Building & Grounds Committee prior to be presented to the School Board for final award. The anticipated date of the award is March 26, 2024. The Shaker Regional School District reserves the right to reject any and all proposals, to waive any informalities and irregularities in the proposal, and to accept any proposal deemed to be in the best interests of the district.

INSURANCE:

Proof of Worker's Compensation Insurance and Liability Insurance for a minimum of \$1 Million, with SRSD named as Additional Insured, is required.

START DATE:

Dependent upon mowing needs but no later than May 1st.

END DATE:

The anticipated end date, based upon weather, will be November 1st.

USE OF SUBCONTRACTORS

Work is not to be subcontracted without prior written approval of the district.

QUESTIONS

All questions regarding this RFP should be directed to Steve Dalzell, Director of Building & Grounds, at 603-267-9223 x 5309 or sdalzell@sau80.org.

COMPANY INFORMATION
THIS COMPLETED FORM MUST BE RETURNED WITH YOUR PROPOSAL

Company Name: _____

Address: _____

Contact: _____ Office

_____ Cell

Years in Business _____

Years Providing Services Similar to those Requested in this RFP _____

References (Provide 3) including Name, Email, Telephone Number

COST PROPOSAL PAGE
THIS COMPLETED FORM MUST BE RETURNED WITH YOUR PROPOSAL

The unsigned hereby proposes to provide landscaping and lawn maintenance services to Shaker Regional School District and agrees to perform in accordance with the terms and specification set forth in this RFP, for an annual cost as follows:

Year One: _____

Year Two: _____

Year Three: _____

Respondent/Bidder (Company) _____

Signature of Authorized Representative _____

Name and Title of Authorized Representative _____
(please type or print)

Address: _____

Email address: _____

Telephone Number: _____