

Town of Arlington, Massachusetts

Bid #23-12

Mowing/Lawn Maintenance – Public Lands

The Town of Arlington invites SEALED bids, pursuant to the Uniform Procurement Act, Ch. 30B, for

**MOWING / LAWN MAINTENANCE - PUBLIC LANDS**

Bids will be received until **10:00 AM on March 9, 2023**, at the Office of the Town Manager, 730 Massachusetts Ave., Arlington, MA 02476, at which time and place they will be publicly opened and read aloud.

No bid will be accepted after the time and date specified. Bid documents are available for viewing and downloading on the Town's website at [www.arlingtonma.gov/purchasing](http://www.arlingtonma.gov/purchasing). Bids must be submitted on the forms provided and in a sealed envelope clearly marked on the outside with the bidder's name and address, and with the words **BID #23-12 MOWING/LAWN MAINTENANCE – PUBLIC LANDS**.

Question regarding the scope of work should be directed to Daniel Warren, Operations Manager, Department of Public Works, at [dwarren@town.arlington.ma.us](mailto:dwarren@town.arlington.ma.us).

The Town Manager reserves the right to accept or reject any and all bids, wholly or in part, and to make the award in the best interest of the Town Arlington. The notification of the intent to award the contract will be made as soon as possible but no later than forty-five (45) days from the date of the bid opening.

TOWN OF ARLINGTON

Sanford Pooler  
Town Manager

February 23, 2023

END OF SECTION

## I. GENERAL INFORMATION/BID SUBMISSION REQUIREMENTS

### A. RECEIPT AND OPENING OF BIDS

Sealed bids, on forms furnished for that purpose, will be received at the Town Manager's Office, 730 Massachusetts Ave, Arlington, MA 02476, until **10:00 AM on March 9, 2023**, at which time they will be publicly opened and read aloud. Any bid received after the time and date specified shall not be considered.

The Town may consider unresponsive any bid not prepared and submitted in accordance with the provisions herein specified and may waive any informalities in, or reject, any and all bids. Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. No bidder may withdraw a bid within forty-five (45) days after the actual date of the opening thereof.

### B. PREPARATION OF BIDS

Each bid must be submitted on the bid form attached hereto. A Certificate of Non-Collusion and any and all additional forms provided herein must be attached to the sealed bid. All blank spaces for bid prices must be filled in, written in ink or typewritten, in both words and figures, and all of the foregoing forms and certificates must be fully completed and executed when submitted.

**Each bid must be submitted in a sealed envelope bearing on the outside the name of the bidder, her/his address, and the name and bid number of the project for which the bid is submitted.** If forwarded by mail, the sealed envelope must be addressed to the Town Manager/Purchasing Department, Town of Arlington, 730 Massachusetts Avenue, Arlington, MA 02476.

### C. QUALIFICATIONS OF BIDDER

The Town may make such investigations as it deems necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the Town all such information and data for this purpose as the Town may request. The Town reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy the Town that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional bids will not be accepted.

To be qualified to receive award of this contract, the bidder must have a minimum of five (5) years of experience performing similar work and must have completed a contract for a project of similar scope and size in last five years.

Each Bid **must include**:

1. A list of any and all citations and/or violations issued by regulatory agencies and/or judgments against the bidder from a court of law.

2. A list of any and all assessed penalties or liquidated damages in the last 5 years, and the project(s) in which they occurred.
3. A list of any and all contract terminations in the last 5 years.
4. Disclosure of any requirements of this bid document that the bidder cannot meet.
5. At least three references, one of which must be a project of similar or larger size.

By submitting a bid, the bidder certifies that s/he meets the following requirements:

1. The bidder must be available to commence work as soon as weather and ground conditions permit.
2. The bidder shall have in their possession either by ownership or by a minimum three-year lease agreement at the time of bidding sufficient equipment in order to satisfactorily complete all work that is required under this contract.
3. Subcontracting on contract will not be permitted.

#### **D. BID DEPOSIT**

Each bid shall be accompanied by a bid deposit equal to five percent (5%) of the bid. The bid deposit shall be in the form of (a) a certified check on, or a treasurer's or cashier's check issued by, a responsible bank or (b) a bid bond in a form satisfactory to the Town, with a surety company qualified to do business in the Commonwealth of Massachusetts and conditioned upon the faithful performance by the principal of the agreements contained in the bid.

All bid deposits, except those of the three lowest responsible and eligible bidders, will be returned within five days, Saturdays, Sundays, and legal holidays excluded, after the opening of the bid. The bid deposits of the three lowest responsible and eligible bidders will be returned upon the execution and delivery of the contract, or if no award is made, upon the expiration of sixty (60) days, Saturdays, Sundays and legal holidays excluded.

#### **E. DAMAGES FOR FAILURE TO ENTER INTO CONTRACT**

If within ten (10) days after s/he has received notice of the acceptance of her/his bid the successful bidder fails or refuses to execute and deliver the contract or execute any performance or payment bonds required therein, her/his bid deposit shall become and be the property of the Town as liquidated damages.

#### **F. CONDITIONS OF WORK**

Each bidder **must** inform her/himself fully of the conditions relating to the project and the employment of labor thereon. Failure to do so will not relieve a successful bidder of her/his obligation to furnish all material, labor and equipment necessary to carry out the provisions of the contract.

#### **G. ADDENDA AND INTERPRETATIONS**

No oral interpretation of the meaning of the specifications or other pre-bid documents will be made to any bidder. Every request for such interpretation shall be in writing and addressed to Daniel Warren, Operations Manager, at [dwarren@town.arlington.ma.us](mailto:dwarren@town.arlington.ma.us) and to be given consideration must be received at least five (5) days prior to the date fixed for the opening of bids. Any and all such interpretations and any supplemental instructions will be

in the form of written addenda to the specifications which will be available on the Town's website at [www.arlingtonma.gov/purchasing](http://www.arlingtonma.gov/purchasing). Failure of any bidder to receive any such addenda or interpretation shall not relieve said bidder from any obligations under her/his bid as submitted. All addenda so issued shall become part of the bid and contract documents.

**H. SECURITY FOR FAITHFUL PERFORMANCE**

Simultaneously with her/his delivery of the executed contract, the selected contractor shall furnish a performance bond in the amount of twenty-five (25%) of the total contract price. The surety on such bond shall be provided by a duly authorized surety company satisfactory to the Town.

**I. LAWS AND REGULATIONS**

The attention of all bidders is directed to the fact that all applicable State laws, municipal ordinances and the rules and regulations of all authorities having jurisdiction shall apply to the contract throughout, and they will be deemed to be included in the contract the same as though herein written out in full.

**J. METHOD OF AWARD - LOWEST QUALIFIED BIDDER**

**The Town intends to award the contract to the responsive and responsible bidder offering the lowest total price for the three year contract** provided that, at time this contract is to be awarded, the lowest bid submitted by a responsive and responsible bidder does not exceed the amount of funds available to finance the project. If the lowest bid exceeds said amount, the Town may reject all bids.

The Director of Public Works reserves the right to either decrease the quantity or eliminate items of work in order to keep the project within the annual funding appropriation. The Town does not guarantee that the actual amount of work will even approximately correspond to the estimate of quantities. The contractor shall not have claim for anticipated profits.

The Contractor will not be permitted to either assign or underlet the contract, nor assign either legally or equitably any monies hereunder, or its claim thereto, without the previous written consent of the Department of Public Works.

**K. CONTRACT OBLIGATION**

Any financial obligation of the Town is subject to an annual appropriation to cover the contract obligation.

**L. CONTRACT TERM**

The term of this contract will be for three years commencing April 1, 2023 and ending March 31, 2026.

**M. PUBLIC SAFETY AND CONVENIENCE**

The attention of bidders is directed to the fact that the work on this project is to be performed on Town properties which are utilized by pedestrians. The selected contractor must furnish, install, maintain, and move all warning devices, barricades, signs, flares, bridging materials, special apparel, and other safety measures and controls necessary for the protection of motorists, of pedestrians, and of her/his own personnel. When, in the judgment of the Town of Arlington, construction operations constitute a hazard to traffic in the area, the contractor may be required to suspend operations during certain hours.

**N. SALES TAX**

Materials and equipment purchased for permanent installation in the project will be exempt from Massachusetts Sales and Use Tax. The Town's exemption certificate number will be furnished to the selected contractor. Each bidder shall take this exemption into account in calculating her/his bid price.

**O. NON-DISCRIMINATION IN EMPLOYMENT**

Contract for work under this proposal will obligate the contractor not to discriminate in employment practices. Bidders must, if requested, submit a compliance report concerning their employment practices and policies in order to maintain their eligibility to receive the award of the contract.

**P. INSURANCE**

The contractor shall carry liability insurance with an insurance company satisfactory to the Town so as to hold the Town harmless from any and all claims for damages arising out of bodily injury to or death of any person or persons, and for all claims arising out of injury to or destruction of property caused by accident resulting from the use of implements, equipment or labor used in the performance of the contract or from any neglect, default or omission, or want of proper care, or misconduct on the part of the contractor or any one in her/his employ during the execution of the contract. The Town of Arlington must be named additional insured for general liability and property damage insurance.

**GENERAL LIABILITY INSURANCE** The selected contractor shall furnish to the Town certificates of insurance covering public liability in an amount not less than \$500,000, for bodily injury to any one person, and not less than \$1,000,000 on account of one accident.

**PROPERTY DAMAGE INSURANCE** The selected contractor shall furnish to the Town certificates of insurance covering property damage in an amount not less than \$100,000, for damages on account of any one accident, and not less than \$300,000, for damages on account of all accidents.

**WORKERS COMPENSATION INSURANCE** The selected contractor shall furnish the Town with certificates of insurance showing that all her/his employees who shall be connected with this work are protected under workers compensation insurance policies.

Renewal certificates must be furnished by the Contractor prior to the expiration date of any of the initial insurances.

**Q. MANDATORY SITE VISIT**

It is the bidder's responsibility to visit and review all sites prior to bidding. Bidders must take the initiative to visit the sites on their own.

END OF SECTION

**II. SCOPE OF WORK**

A. The work involved in **Contract No. 23-12, Mowing/Lawn Maintenance - Public Lands** includes but is not necessarily limited to the landscape maintenance tasks listed below. The Contract is subject to the appropriation of funds yearly as voted by Town Meeting and approved by the Director of Public Works. The contract amount for year one shall be adjusted based upon the official start date of the contract. The work shall consist of furnishing all labor, equipment, and materials necessary to do the following:

There are 12 sites to be maintained throughout the life of the contract (one site consists of various traffic island and landscaped locations). Work shall consist of regularly scheduled visits and performance measures to ensure that the quality and cut of the lawn areas throughout each park or open space is acceptable.

B. Definition of Work to be performed:

1. The Landscape Contractor shall provide all materials, labor and equipment necessary to complete all landscape maintenance work as described herein with the exception of items that are explicitly identified in this section as being supplied by the Town.
2. The work consists of regularly scheduled maintenance visits that are not strictly limited to the following:

a) Removal and disposal of all leaves, trash and debris on lawn areas.

- |            |     |  |
|------------|-----|--|
| Schedules: | R-1 | Light clean up (branches and all debris) in spring (mid-April) and full clean up (branches, debris, leaves) in fall (mid-November).  |
|            | R-2 | Full clean up (branches, debris, leaves) in fall (mid-November).   |
|            | R-3 | Full clean up (old mulch and all debris, and cut off last year’s growth of low perennials) in spring (mid-April) and add new mulch (Town shall provide mulch) and full clean up (branches, leaves, debris) in fall (mid-November). |

b) Mowing of all grassed areas, including both large open areas and small areas. Work to include trimming around trees, shrubs, curbs, fences, buildings and other vertical items.

- |            |     |   |
|------------|-----|---|
| Schedules: | M-1 | Weekly mowing, April-October (31 times).  |
|            | M-2 | Weekly mowing, April-July.<br>Every other week mowing, August-October (total 25 times). |

c) Weeding and trash pick-up.

- |            |     |                            |
|------------|-----|----------------------------|
| Schedules: | L-1 | Bi-weekly, April-November. |
|------------|-----|----------------------------|

3. The sites to be maintained shall include, but not be limited to, the following, according to the Required Schedules indicated:

**GROUP 1**

- |  |  |
|--|--|
| 1) Cutter Park (0.4 acres)                 | [R-1] [M-2] - Location: School St              |
| 2) Ottoson School; front field (0.5 acres) | [R-1] [M-2] - Location: Appleton St            |
| 3) Parallel Park (1 acre)                  | [R-1] [M-2] - Location: Medford St (north end) |
| 4) Spy Pond Park (1.1 acres)               | [R-1] [M-2] - Location: Linwood St             |
| 5) Park Circle (1.6 acres)                 | [R-1] [M-2] - Location: Park Ave & Park Circle |
| 6) Cooke’s Hollow/Com. Safety (1.25 acres) | [R-1] [M-2] - Location: Mystic St @Sachem.     |
| 7) Menotomy Rocks - 2 fields (1.5 acres)   | [R-1] [M-2] - Location: Jason St               |
| 8) Wellington Park (0.4 acres)             | [R-1] [M-2] - Location: Grove St               |
| 9) Waldo Playground (0.3 acres)            | [R-1] [M-2] - Location: Waldo Rd (east end)    |
| 10) Hibbert Street Playground (0.25 acres) | [R-1] [M-2] - Location: Hibbert St             |
| 11) Locke Playground (0.25 acres)          | [R-1] [M-2] - Location: Davis Rd               |
| 12) Various Locations, See Below:          |  |

Traffic Islands/Building Grounds/landscape (2± acres) [R-2] [M-2] - Location: On various Public Ways.

- Central Fire Station – grounds and courtyard bounded by Mass Ave, Broadway, Franklin St
- Park Circle – two islands along Park Ave
- Spring St – rear of Menotomy Rocks Park and along Rt2 Access from 53 Spring St to driveway of 101 Spring St
- Venner Road @ Concord Tpke
- Lockeland Avenue @ Wildwood Ave
- Linwood St @ cul-de-sac and sidewalk grass strips from bike path to pond
- Brooks St @ Varnum Street – area at back of sidewalk
- Medford St @ Chestnut St
- Medford St @ Warren St
- Mass Ave @ Orvis (mowing of island to Brooks St)
- Broadway @ Somerville line – sidewalk grass strips along cemetery and across street
- Franklin St @ Parallel St – area behind sidewalk
- Forest St @ Summer St – landscaped sitting area (mowing only)
- Lowell St @ Mass Ave (Foot of the Rocks)
- Millbrook Dr park area – park near high school
- Gray St @ Oakland Ave – sidewalk grass strip

**GROUP 2**

- Landscaped Areas, Planters and Islands [R-3] [L-1]
  - Mass Ave @ Tufts St, Foster St and Linwood St
  - Mass Ave @ Orvis St (includes mowing of entire strip to Brooks St)
  - Mass Ave, from Foster St to Milton St (29 planter beds)
  - Mass Ave, from Lafayette St to Route 16 (both sides of the road)
  - Mass Ave @ Cambridge Line

END OF SECTION



### III. SPECIFIC REQUIREMENTS

#### A. Qualifications and Quality Control

1. Trained personnel using current acceptable horticultural and lawn care practices shall perform all landscape maintenance services.
2. All work shall be performed in a manner that maintains the original design intent of the landscape.

#### B. Workmanship

1. All areas to be maintained shall be inspected by the Contractor before starting work. The Contractor shall be solely responsible for judging the full extent of work requirements involved.
2. Any work performed in addition to that which is outlined herein shall be done only upon approval by the Town.
3. During landscape maintenance operations, all areas shall be kept neat and clean. Precautions shall be taken to avoid damage to existing structures. All work shall be performed in a safe manner to ensure the safety of the Contractor's employees, Town employees and the general public.
4. Upon completion of maintenance operations, all debris and waste material, including leaves and grass clippings, shall be cleaned up and disposed of off-site at a disposal site to be furnished by the Contractor.
5. Any damage to the existing or surrounding landscapes, buildings, play structures, pavements, curbs, or irrigation systems caused by the Contractor shall be repaired or replaced as determined by the Town at the Contractor's expense.
6. Any damage to private property caused by the Contractor shall be repaired or replaced at the Contractor's expense.
7. Prior to each mowing, Contractor shall inspect and remove all trash, stone, sticks and other unwanted debris from lawns and dispose of at a Contractor-furnished disposal site.
8. Lawn areas shall be maintained at a maximum height of 3" and a minimum height of 2" throughout the mowing season. To ensure a high quality cut, all mower blades shall be sharp.
9. During the mowing season, all lawn areas shall be mowed every regularly scheduled maintenance visit or as weather conditions dictate.
10. The mowing operation includes trimming around all obstacles, raking excessive grass clippings and removing debris from walks, curbs and parking areas. Care shall be taken not to cause any damage or girdle any trees or shrubs with trimming equipment.
11. Mowing shall take place over the entire area to include weeds and nettles and all growth of a non-woody nature. Soft vegetative growth such as clover where it falls within large grassed areas shall be deemed to be part of the contract.
12. Mowing shall take place on the full area of grass up to paving, fencing and other boundaries. String trimmers should be used in areas where mowers cannot cut.

13. The Contractor shall allow in her/his rates for cutting around all obstacles and obstructions including tree bases, lamp columns, telephone columns, manhole covers, and benches within the area to be cut.
14. The Contractor shall repair or replace at her/ own expense any damage to materials or property on site resulting from negligence during grass cutting or associated activities.
15. In drought conditions the height of cut will be stipulated by the DPW Operations Manager or designee. No additional payment will be made for variation from the normal specified cutting height. In very wet conditions, all operations involving grass cutting shall cease until conditions allow operations to recommence without damaging the surface levels and contours of the ground or grass cutting “divots” from the machine rollers or cutters. Should wet conditions persist and additional operations are required to cut the grass and remove arise the Contractor shall submit revised cutting schedules for approval. No payment shall be made while cutting schedules are suspended due to inclement weather or adverse conditions.
16. After raking out landscaped areas, apply mulch to a maximum thickness of 2”. Use hand cultivator to lightly rake and remove last year’s mulch before applying a new layer. Keep mulch away from perennial, shrub and tree stems
17. Weed control shall be by hand pulling. Stomp on soil to compact after pulling weeds. To prevent weed seed from taking root in disturbed soil, rake mulch or add new mulch to cover exposed areas of soil after pulling weeds.

**C. Scheduling of Work**

1. The Contractor must perform services during dates and times approved by the DPW Director or designee.
2. Before beginning any work for the season, the Contractor shall submit a schedule of visits to the DPW Operations Manager or designee for review and approval. The Contractor shall update the schedule monthly and submit any changes to the DPW Operations Manager or designee. The Town reserves the right to adjust the weekly schedule to accommodate events or activities in Town which necessitate the change. A one-week notice will be provided the Contractor prior to such a request for schedule change.
3. When Schools are in session (September through May) no mowing shall take place adjacent to school property during commencement or dismissal times of the School Day (not before 9 am nor between 2 pm to 3:30 pm)
4. Work on sports fields shall not be performed when sports games are scheduled. The Contractor should request a schedule of field games from the DPW Operations Manager.
5. The Town allows for dogs to be “off-leash” in the morning until 9 AM at several park locations. The contractor will make a reasonable attempt to avoid working during these hours at the following locations:

Cutter Park	Spy Pond Park	Park Circle (Water Tower)	Wellington Park
Crosby Playground	Parallel Park	Menotomy Rocks Park	Waldo Playground

**D. Communications between the Town and the Contractor**

1. Contractor shall be responsible for providing a Crew Foreperson/Leader onsite who will be responsible for all of the contractor crews' personnel, performance and activities in Town per the contract and who will maintain communications effectively by way of a pager or cell phone with the DPW Operations Manager Daniel Warren (781-589-3575).
2. The Contractor and the Director of Public Works or his designee shall meet and walk the site at the initiation of the program to determine the condition at the time of all lawn areas included within the limit of work and of any other related items covered in this section of the specifications.
3. Damage to any site or any Town Property or any private property by the Contractor shall be reported to the DPW Operations Manager immediately after the damage occurs and not at the end of the workday. If the Contractor causes damage to any irrigation system component, electrical installation, or other system, it shall be the responsibility of the Contractor to repair said damage after a submittal, detailing parts to be used and approved by the Department of Public Works. Any damage found at any site by the Contractor's employees at the start of the workday shall be reported to the DPW Operations Manager immediately.
4. The Contractor shall notify the DPW Operations Manager immediately of any hazard or public safety issues in, on, or above the sites defined. Hazards shall be defined but not limited to ruts, holes, depressions, bumps, broken asphalt, broken concrete, loose sod, damaged walls, damaged buildings, damaged benches, damaged light fixtures or any other hazard that may cause bodily injury or inconvenience.
5. The Contractor shall advise the DPW Operations Manager of any failure to perform the required services on account of inclement weather or adverse conditions. Should inclement weather or other adverse conditions prevent mowing, grass cutting operations shall be resumed as quickly as possible once conditions become suitable again and the Contractor shall provide sufficient labor and machinery to catch up lost mowing time.

**E. Equipment Requirements**

1. The Contractor shall provide all equipment and materials necessary to perform the work herein.
2. Grass cutting machines shall be appropriate for the size of area being cut and the standard of finish specified.
3. Medium short grass shall be cut by means of pedestrian guided motor rotary mowers, ride on triple rotary mowers, or tractor mounted rotary mowers
4. Rough grass shall be cut by means of a tractor mounted or pedestrian guided rotary, flail or reciprocating mower.
5. Flower stalks in medium short grass areas shall be cut by use of rotary type cutting equipment.
6. Inaccessible margins, isolated areas of any size, corners, bases of fence lines, hedges, buildings and the like shall be cut by other suitable machine(s) or hand tools approved by the DPW Operations Manager or designee. Work shall be carried out at the same time as the main area(s). The rates for grass cutting shall include this type of work.
8. Cutters to all mowers shall be sharp and properly set.

9. The attention of bidders is directed to Title V, Article 12, Sec 3.D of the Town of Arlington By-laws which restricts the use of gas powered leaf blowers. Bidders should familiarize themselves with the entire by-law which can be found on the Town’s website at:

<https://www.arlingtonma.gov/town-governance/laws-and-regulations/town-bylaws/title-v-regulations-upon-the-use-of-private-property>

In part, it stipulates the following:

Commercial and Municipal Users May 31, 2022 – March 15, 2025

**Gas powered leaf blowers** may be operated by commercial landscape companies and the Town only between the calendar dates of March 15th – May 31st and September 15th – December 30th, during the following times:

- (i) Monday-Friday, 7:30 am – 5:30 pm;
- (ii) Use is prohibited on Saturdays, Sundays and Legal Holidays.

**Electric powered leaf blowers** may be operated by commercial landscape companies and the Town during the following times:

- (i) The full calendar year;
- (ii) Monday-Friday, 7:30 am – 5:30 pm;
- (ii) Use is prohibited on Saturdays, Sundays and Legal Holidays.

Commercial and Municipal Users as of March, 15, 2025

All use of all gas powered leaf blowers by commercial landscape companies and the Town shall be prohibited, but for the following exemptions:

- (i) The Town may use wheeled leaf blowers powered by four-stroke engines for the purposes of clearing the Minuteman Bikeway and other municipal property of an acre or more.

END OF SECTION

**BID FORM**

TO THE AWARDING AUTHORITY:

- A. The undersigned proposes to furnish all labor and materials required for **Mowing/Lawn Maintenance – Public Lands** in accordance with accompanying specifications subject to additions and deductions according to the terms of the specifications.
- B. This bid includes addenda numbered: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**Award shall be made based on the total price for the three year contract** (April 1, 2023 - March 31, 2026). Second and third year price quotes cannot be less than prior year. Award based on the total estimated price in each group. Bidder may bid one or both groups.

**Total Price for three (3) year contract:**

**Group 1 \$** \_\_\_\_\_

**Group 2 \$** \_\_\_\_\_

**GROUP 1**

**YEAR 1: April 1, 2023 – March 31, 2024**

**GROUP 2**

- 1. Spring Clean-up \_\_\_\_\_
- 2. Mowing \_\_\_\_\_
- 3. Fall Clean-up \_\_\_\_\_

- Spring Clean-Up \_\_\_\_\_
- Weeding/Trash \_\_\_\_\_
- Fall Clean-up \_\_\_\_\_

**YR 1 Total GRP 1: \$** \_\_\_\_\_

**YEAR 1 Total GRP 2: \$** \_\_\_\_\_

**YEAR 2: April 1, 2024 – March 31, 2025**

- 4. Spring Clean-up \_\_\_\_\_
- 5. Mowing \_\_\_\_\_
- 6. Fall Clean-up \_\_\_\_\_

- Spring Clean-Up \_\_\_\_\_
- Weeding/Trash \_\_\_\_\_
- Fall Clean-up \_\_\_\_\_

**YR 2 Total GRP 1: \$** \_\_\_\_\_

**YEAR 2 Total GRP 2: \$** \_\_\_\_\_

**YEAR 3: April 1, 2025 – March 31, 2026**

- 7. Spring Clean-up \_\_\_\_\_
- 8. Mowing \_\_\_\_\_
- 9. Fall Clean-up \_\_\_\_\_

- Spring Clean-Up \_\_\_\_\_
- Weeding/Trash \_\_\_\_\_
- Fall Clean-up \_\_\_\_\_

**YR 3 Total GRP 1: \$** \_\_\_\_\_

**YEAR 3 Total GRP 2: \$** \_\_\_\_\_

**BID FORM (Continued)**

**AUTHENTICATION**

The undersigned agrees that, if selected as the Contractor for the above bid items, s/he shall be obligated to provide those services in accordance with the terms of these specifications at the bid price upon receipt of a Contract or Purchase Order signed by the Awarding Authority.

Date \_\_\_\_\_

\_\_\_\_\_  
(Company Name of Bidder)

Signed: \_\_\_\_\_

\_\_\_\_\_  
(Printed Name and Title of Signatory)

\_\_\_\_\_  
Business Street Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_/\_\_\_\_\_  
Business Telephone/FAX

\_\_\_\_\_  
(Contact Person)

\_\_\_\_\_  
(Email Address)

**CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under the penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity or group of individuals.

\_\_\_\_\_  
Signature of person signing bid or proposal

\_\_\_\_\_  
Name of Business

**TAX COMPLIANCE SHEET**

NAME OF BIDDER \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

SIGNATURE OF RESPONSIBLE OFFICER \_\_\_\_\_

TITLE OF RESPONSIBLE OFFICER \_\_\_\_\_

DATE \_\_\_\_\_

Pursuant to M.G.L. c. 62C, Sec. 49A, I certify under the penalties of perjury that, to my best knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

\_\_\_\_\_  
Social Security Number or  
Federal Identification Number

\_\_\_\_\_  
Signature of Individual or Corporate Name

\_\_\_\_\_  
Corporate Office (if applicable)



**QUALIFICATIONS AND REFERENCE FORM**

(submit as attachment to completed bid form)

Please type or print legibly. **All blanks must be filled in.** If necessary, attach additional sheets. This information will be utilized by the Town of Arlington for purposes of determining bidder responsiveness and responsibility with regard to the requirements and specifications of this contract. This form must be attached by the bidder to her/his completed bid form.

Bidder: \_\_\_\_\_

IFB Title: **Mowing/Lawn Maintenance – Public Lands**

1. List any and all citations and/or violations issued by regulatory agencies and/or judgments against bidder from a court of law. **Type N/A if none.**

2. List any and all assessed penalties or liquidated damages, and the project in which they occurred. **Type N/A if none.**

3. List any and all contract terminations. **Type N/A if none.**

4. Indicate number of years bidder has been engaged in work similar in nature to the work of this contract.

**5. References** On the following sheet(s), provide at a minimum three references for completed work, one of which must be for a contract completed in the past five years that is similar in size and scope to the work described in the bid documents, and include references for all contracts performed within the past two years that are similar in size and scope to the work specified in the bid documents. Attach additional sheets if necessary.

**QUALIFICATIONS AND REFERENCE FORM, continued**

**Owner Name:**

Owner Address:

Contact Name:

Phone:

Email:

Description and date(s) of supplies and/or services provided:

**Owner Name:**

Owner Address:

Contact Name:

Phone:

Email:

Description and date(s) of supplies and/or services provided:

**Owner Name:**

Owner Address:

Contact Name:

Phone:

Email:

Description and date(s) of supplies and/or services provided:

**QUALIFICATIONS AND REFERENCE FORM, continued**

**Owner Name:**

Owner Address:

Contact Name:

Phone:

Email:

Description and date(s) of supplies and/or services provided:

**Owner Name:**

Owner Address:

Contact Name:

Phone:

Email:

Description and date(s) of supplies and/or services provided:

**Owner Name:**

Owner Address:

Contact Name:

Phone:

Email:

Description and date(s) of supplies and/or services provided:

**EQUIPMENT DECLARATION FORM**

Bidder Name: \_\_\_\_\_

IFB Title: **Mowing/Lawn Maintenance – Public Lands**

Bidder must list all large equipment (larger than a hand mower or trimmer) that will be used during the first year of the contract.

Equipment Definition	Size Designation	Year Equipment New
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____
4) _____	_____	_____
5) _____	_____	_____
6) _____	_____	_____
7) _____	_____	_____
8) _____	_____	_____
9) _____	_____	_____
10) _____	_____	_____

[Attach additional sheets if necessary]