



Grounds Work Notice of Invitation to Bid

The Town of Dixfield is requesting sealed proposals for spring-fall grounds maintenance; raking, mowing, trimming of the Town's 7 cemeteries, 4 parks, pump station, library and municipal office; and weekly garbage collection from the cemeteries, library and municipal office. Proposals are due at the Dixfield Town Office by 2:00pm, April 11, 2022.

At a minimum, proposals must include the following information:

1. Company name and contact information
2. List of equipment to be used
3. Suggested Schedule
4. References
5. Price of contract

Incurring Costs

The Town of Dixfield is not liable for any costs incurred in replying to this Notice of Invitation.

Questions and Addenda

Prospective proposers may direct questions in writing to townmgr@dixfield.org. All questions are due no later than 2:00pm on Friday, April 8, 2022. Answers to those questions will be available on the Town's homepage under the "Grounds Maintenance" posting as questions are posed and answered.

Prospective proposers are encouraged to notify the Town Manager via email of one's interest in submitting a proposal and/or receiving information updates, in the event addendums are issued. An email distribution list will be developed to most efficiently communicate with prospective proposers.

Proposal Submission Instructions

Sealed proposals must be mailed or hand delivered to:

Town of Dixfield
Alicia Conn, Town Manager
PO Box 808
Dixfield, ME 04224

All proposals shall be submitted in complete original form. A minimum of one (1) copy of the proposal must be provided by the proposer. Proposals shall be sealed and marked clearly on the outside, "Grounds Maintenance".

Closing of Bids

All proposals must be received by 2:00pm, Monday April 11, 2022.

Opening of Proposals

Proposals will be opened publicly and read at 2:00pm, Monday, April 11, 2022 at the Dixfield Town Office (46 Main St, Dixfield).

Review and Final Selection

The review for final vendor selection shall begin on Monday, April 11th, 2022 at 5:30pm during the regularly scheduled meeting of the Select Board. The final selection may be made during this meeting. In the event the final selection is not made on that date, all vendors submitting proposals will be notified and notices will be made available approximately four (4) days before the actual meeting date.

Terms and Conditions

1. The Town of Dixfield intends to award this contract to the individual or firm that provides the lowest responsible and responsive bid that is deemed by the Select Board to be in the best interests of the Town. The Town of Dixfield reserves the rights to accept or reject any or all bids and to waive any formality or technicality in the submissions.
2. The Town of Dixfield reserves the right to re-issue any requests for proposals.
3. The Contractor must be insured and provide proof of a minimum of \$1,000,000.00 in insurance liability coverage, with the Town of Dixfield listed as the Named Insured.
4. Clarification of Proposals: The Town reserves the right to obtain clarification of any point in the vendor's proposal or obtain additional information.
5. The Town reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the vendor.
6. Upon selection of a finalist vendor, the Town by its proper officials, employees, or agents shall attempt to negotiate and reach a final agreement with this vendor. If the Town, for any reason, is unable to reach a final agreement with this vendor, the Town reserves the right to attempt to reject such vendor and negotiate a final agreement with the vendor who has the most viable proposal or bid. The Town may also elect to reject all proposals and re-issue a request for proposal.
7. It is understood that the Contractor will provide their own equipment.
8. Schedule of work will be "as needed", with the clear expectation that cemeteries will be prepared to open the Friday before Memorial Day Weekend, and cleaned and ready to close before snow flies.

Cemeteries to be Maintained:

Greenwood Cemetery

Hall Hill Cemetery

Riverside Cemetery

Common Road Cemetery

Old Canton Mountain Cemetery

Dunn Cemetery

Severy Hill Cemetery

Other Town Properties to be Maintained:

Town Office

Library

Gazebo

Marble Park

McGouldrick Park

Hall Hill Pump Station