



**INVITATION FOR BIDS  
Town of Wells**

Sealed bids will be received in the Office of the Town Manager, 208 Sanford Road, Wells, Maine 04090 until 2:00 p.m. on Friday, April 23, 2021 when they will be publicly opened and read for:

**Seasonal Landscaping**

Bid packages are available on our website at [www.wellstown.org](http://www.wellstown.org).

Larissa Crockett  
Town Manager

**TOWN OF WELLS, MAINE**  
**SEASONAL LANDSCAPING BID**  
**Instructions to Bidders and General Conditions**

1. Submission of Proposals

Proposals shall be submitted on vendor's stationery and placed in a sealed envelope clearly marked on the outside "**Town of Wells Seasonal Landscaping Bid**". The envelope shall be addressed to the Office of the Town Manager, Attn: Larissa Crockett, 208 Sanford Road, Wells, Maine 04090. Sealed bids will be received in the Office of the Town Manager, 208 Sanford Road, Wells Maine 04090 until 2:00 p.m. on Friday, April 23, 2021 when they will be publicly opened and read. The award will be made during the Select Board meeting on Tuesday, May 4, 2021.

2. Discounts

The Town of Wells, Maine pays its bills in full on or within thirty (30) days following delivery of services and receipt of bills for all items covered by the Town's contract. In submitting bids under these specifications, bidders should take into account all discounts allowed in accordance with the above payment policy. The Town will also consider discounts offered if a portion of payment is included with order.

3. Exemption from Taxes

The Town is exempt from payment of Federal Excise Taxes on articles not for resale, Federal Transportation Tax on all shipments, and Maine State Sales Tax and Use Taxes. All bidders should quote a net price exclusive of these taxes on supplies delivered to the Wells Town Hall, 208 Sanford Road, Wells, Maine. If requested, exemption certificates will be furnished with the Purchase Order.

4. Transportation Charges

All transportation and delivery charges including expense for freight, transfer, mail, etc., shall be prepaid and be at the expense of the Bidder unless otherwise specified in the bid.

5. Default

In case of default by the Bidder, the Town of Wells reserves the right to procure the services from other sources and charges any excess cost occurred thereby to the Bidder. However, the Bidder shall not be held liable for any failure or delays in fulfillment of his contract arising from strikes, fire, Act of God, or any other cause, which by reasonable diligence could not be prevented.

6. Bid Openings

All bids will be opened publicly and bidders or their representatives may be present at the bid opening. The bids will be available for public inspection after opening, but abstracts will not be prepared for distribution by the Town.

7. Addenda

Should a bidder find discrepancies in or omissions from the specifications or other contract documents, or should a bidder be in doubt as to their meaning, the bidder shall, at once, notify the Town Manager, who will send instructions in the form of written addenda to all bidders. Any questions concerning the bid should be addressed to the Town Manager, Larissa Crockett, 208 Sanford Road, Wells, Maine 04090 (207) 646-5113, during the hours of 8:00 a.m. to 4:00 p.m.

8. Term of Bid

This bid is for services provided from May 15, 2021 through October 31, 2022. The Wells Public Library will not need services to begin until July 1, 2021.

9. Award of Contract

Award will be made to the lowest responsible bidder considering the quality of the services, supplies, materials or equipment to be supplied, their conformity with specification, the purpose for which it is required, date of delivery and ultimate cost thereof to the Town. The Board of Selectmen is required to give one (1) reading on the accepted bid before an award can be made.

The Town of Wells reserves the right to waive any informality in bids, to accept any bid or section(s) of the bid, and to reject any or all bids should it be deemed in the best interest of the Town to do so.

Larissa Crockett  
Town Manager

**Interested bidders shall submit a price for all landscaping services listed below using the bid form included as Appendix A. Any bid returned that does not use the included bid form will not be considered.**

Site Visit Requirement

To be eligible to bid, each Contractor must visit the Wells Public Library to review the work to be undertaken with a municipal employee from the Town Manager's Office. Contractor should contact the Facilities Manager to schedule an appointment for a site walk with the Facility Manager. 207-216-2934.

## **SPECIFICATIONS**

The Wells Town Hall will require:

- Spring turn on of irrigation systems (not to include repairs required to get the system running)
- Spring cleanup
- Maintenance of all flower beds and other mulched areas in the form of deadheading flowers, edging, as well as spring mulching as required to maintain fresh coverage

- Weeding to be done to all beds on an “as needed” basis with a minimum of once per month with chemicals applied to prevent unwanted vegetation in appropriate locations
- Fall cleanup and irrigation blow out

The Wells Public Library will require:

- Spring turn on of irrigation systems (not to include repairs required to get the system running)
- Spring cleanup
- Maintenance of all flower beds and other mulched areas in the form of deadheading flowers, edging, spring mulching as required to maintain fresh coverage
- Weeding to be done to all beds on an “as needed” basis with a minimum of twice per month
- Fall cleanup and irrigation blow out

Cemetery at Buffum’s Hill will require:

- Spring turn on of irrigation systems (not to include repairs required to get the system running)
- Spring cleanup
- Weekly mowing and weed whacking
- Fertilization program throughout summer to include grub protection and lime
- Maintenance of all flower beds and other mulched areas in the form of deadheading flowers, edging, spring mulching as required to maintain fresh coverage
- Weeding to be done to all beds on an “as needed” basis with a minimum of twice per month
- Fall cleanup and irrigation blow out

Wells Corner Gateway to include:

- Spring turn on of irrigation systems (not to include repairs required to get the system running)
- Spring cleanup
- Fertilizer plan throughout summer season to include grub control, lime and weed control
- Core aeration and over seeding to begin the season
- Maintenance of all flower beds and other mulched areas in the form of deadheading flowers, edging, spring mulching as required to maintain fresh coverage
- Weeding to be done to all beds on an “as needed” basis with a minimum of twice per month

- Fall cleanup and irrigation blow out

Wells Public Safety Building to include:

- Spring turn on of irrigation systems (not to include repairs required to get the system running)
- Spring cleanup
- Fertilizer plan throughout summer to include grub control, lime and weed control
- Maintenance of all flower beds and other mulched areas in the form of deadheading flowers, edging, spring mulching as required to maintain fresh coverage
- Weekly mowing of grassed area in front of building
- Weeding to be done to all beds on an “as needed” basis with a minimum of twice per month
- Fall cleanup and irrigation blow out

The Wells Transportation Center will require:

- Spring turn on of irrigation systems (not to include repairs required to get the system running)
- Spring cleanup
- Maintenance of all mulched areas in the form of spring mulching as required to maintain fresh coverage
- Weeding to be done to all beds on an “as needed” basis with a minimum of twice per month
- Fall cleanup and irrigation blow out

### Appendix A: Bid Form

This form must be used, only bids that use this form will be considered.

1. Spring preparation and clean up. Includes starting irrigation systems and clean up from winter. \_\_\_\_\_

2. Maintenance and weeding of all beds as described in specifications. \_\_\_\_\_

3. Grassed area care as described in specifications and including fertilization, grub control, aeration, and any reseeding as needed. \_\_\_\_\_

4. Mowing of Buffum's Hill Cemetery and Public Safety Building \_\_\_\_\_

5. Fall clean up and irrigation blow out \_\_\_\_\_

TOTAL \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_

**BID DEADLINE is Friday, April 23, 2021 at 2:00 p.m. at the Wells Town Hall. Bids received following that deadline will be rejected.**