



## Invitation for Bids

IFB No. 2021-012

# Lawn Maintenance and Mowing of Town Properties (Three (3) Year Contract)

**ADDENDUM #2**

**RELEASE DATE:**

**Friday March 12, 2021**

**Town of Swampscott  
Attn: M. Ronald Mendes, Esq.  
designated Chief Procurement Officer  
22 Monument Ave  
Swampscott, MA 01907  
(781) 596-8850**

## Description of Addendum

The Town of Swampscott hereby provides this addendum to its Invitation for Bid #2021-012. The purpose of this addendum is to:

- (1) Extend the Bid Deadline and Bid Opening to March 25, 2021 @ 2:00PM;
- (2) Provide a Revised Scope of Work to provide additional information further describing the parcels of land subject to this bid (Revised Scope of Work is attached to this Addendum AND *included in a Revised IFB* uploaded on the Town website at [www.swampscottma.gov/bids](http://www.swampscottma.gov/bids)).
- (3) to revise the language in Section 2.17 PAYMENT BOND to reflect the following language:  
2.1.7 PAYMENT BOND  
The selected contractor shall be required to furnish a Payment Bond in the amount of fifty percent (50%) of the contract price, within ten days of the date of notification of the contract award. *Bonds may be issued for a 12-month term with renewals for subsequent 12-month terms of the contract by continuation certificate;* and
- (4) Provide a revised Bid form (revised form attached to this Addendum and *included in revised IFB*).

PLEASE BE ADVISED THAT A REVISED IFB HAS BEEN UPLOADED INCORPORATING THESE CHANGES AND IS AVAILABLE ONLINE AT [www.swampscottma.gov/bids](http://www.swampscottma.gov/bids)

In addition to providing this revised Section 2.1.7 above, a revised IFB has been uploaded. This addendum again provides instructions for attending the Bid Opening Remotely.

Copies of the Invitation for Bids (IFB) may be obtained by subscribing to this IFB on the Town website's bids module, which can be accessed at [www.swampscottma.gov/bids](http://www.swampscottma.gov/bids).

Contractors possessing the necessary qualifications, experience and technical expertise are invited to submit proposals in conformity with the requirements of IFB as provided on the Town's website as mentioned above.

Proposals will be received at the Town of Swampscott, Office of the Town Administrator, 22 Monument Ave., Swampscott, MA 01907 on or before **2:00PM, on Thursday March 25, 2021** at which time the bids will be publicly opened.

Also, Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c.30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, the RFP Opening in connection with the above referenced procurements will be conducted via remote participation. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found within this posting below. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means.

Access to the bid opening can be obtained by the following means. Please note that if accessing the bid opening online or on the smartphone app, you will be muted upon entering the meeting but can be unmuted to speak by using the “raise your hand” feature in the application. If you are viewing the bid opening by phone, you can email questions in advance or during the meeting to Assistant Town Administrator Ronald Mendes at [rmendes@swampscottma.gov](mailto:rmendes@swampscottma.gov).

Join Zoom Meeting:

<https://swampscottma.zoom.us/j/96409074734>

Meeting ID: 964 0907 4734

Dial-in Number: +1 929 205 6099

**REVISED BID FORM**

<b>LAWN MAINTENANCE &amp; MOWING CONTRACT</b>
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Bids Due: 03/25/2021 @ 2:00PM

<b>BID FORM</b>
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Bidder agrees to furnish all labor and materials necessary to complete the work described in this Invitation for Bids for the total price of:

Base:

	In Words	In Figures
Year 1		
Year 2		
Year 3		
Grand Total		

\*In the event of a discrepancy, the written amount will control.

Add Alternate 1:

Mowing and trimming of two additional locations:

1. Boys Little League Diamond, Forest Ave. Fields, rear of Swampscott Middle School.
2. Girls Softball Diamond, Forest Ave. Fields, rear of Swampscott Middle School.

	In Words	In Figures
Year 1		
Year 2		
Year 3		
Grand Total		

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Date

## REVISED SCOPE OF WORK

### ATTACHMENT 1

#### LAWN MAINTENANCE AND MOWING CONTRACT (3 YEAR CONTRACT)

1. Before the first mowing in the spring, all debris, leaves, paper, and trash that have accumulated over the winter shall be picked up and legally disposed of off the property. This shall include complete trash and litter clean-up of all fences, paved, lawn, and planting areas, within the limit of the work line. Picked up items shall be legally disposed of off the site by the Contractor.
2. Before all mowing, Contractor shall familiarize themselves with the location of all in ground irrigation heads to eliminate potential for damage. Any damage to irrigation heads caused by Contractor's operations shall be repaired immediately at Contractor's expense.
3. The Contractor shall submit a mowing schedule for the season for approval by the Director of Public Works. All mowing will be scheduled for Thursdays. In the event mowing is changed to another day of the week, the mowing schedule will revert back to Thursday of the following week. Avoid mowing when the grass is wet. The Contractor must notify the Director of Public Works directly in advance of any changes in the approved schedule.
4. Mowing and trimming shall be performed not less than once per week. At the time of cutting, keep mower blades adjusted for a finished cut height of between one and one-half and two (1 ½" – 2") inches.
5. Areas around trees, shrub beds and other obstacles, and along fence lines at top of slopes shall be hand trimmed at the time of each mowing and neat lawn edges shall be maintained.
6. Mowing direction shall be varied with successive cuttings to encourage upright growth of shoots.
7. Locations are listed in Exhibit A and B

#### **PRINCIPAL LOCATIONS:**

Phillips Park (all grass areas) – 601 Humphrey Street

Town Hall – 22 Monument Ave

Swampscott Middle School – 203 Forest Ave (back field off Nason Road)

Stanley School (ball fields) – 10 Whitman Road

Monument Area (Humphrey Street to Walker Road including Veteran's area)

Hadley School Play Area – 24 Redington Street

Forest Avenue (High School baseball diamond and common area only) – rear of 203 Forest Ave

Johnson Park (across from 174-188 Puritan Road)

Polisson Park (across from 152 Puritan Road)

Swampscott Cannon (across from 380 Humphrey Street)

Abbott Park (across from 127-163 Paradise Road)

Linscott Park (on Monument Ave between Humphrey Street and Elmwood Road)

Humphrey Street (grass strip from Mission on the Bay to the Lynn line)

Two Landscape Islands at Lynn line (intersection of Eastern Ave and Humphrey Street))

Upper Jackson Park and surrounds – across from 65 The Greenway

Lower Jackson Park (including hill) – 200 Essex Street

**APPROXIMATELY 39 ACRES TOTAL**

**ATTACHMENT 1 (cont.)**

**ADDITIONAL GRASS CUTTING  
(Cut Only Every Other Week)**

- (1) Beach Bluff Ave at Mostyn Street (small island)
- (2) Calgon Station (3 New Ocean Street)
- (3) Essex Street at Danvers Road (landscape island)
- (4) Reach Arts Building (89 Burrill Street)
- (5) Former Police Station (86 Burrill Street)
- (6) Foster Road Lift Station (across from Elwin Street)
- (7) Fuller Ave & Bayview Ave (small island)
- (8) Ocean Ave (Palmer Pond side from pole # 27 to Shepard Ave)
- (9) Police Station (531 Humphrey Street)
- (10) Pumping Station (535 Humphrey Street)
- (11) Puritan Road & Little Point (landscape island)
- (12) Sheridan Road & Walker Road (triangle shaped island)
- (13) Stetson Ave (grass area across from Bristol Ave)
- (14) Superior Street Playground (at intersection of Duncan Terrace and Superior Street)
- (15) Walker Road & Paradise Road (landscape island)
- (16) Water Tower (Plymouth Lane)
- (17) Windsor Ave Playground (next to 185 Windsor Ave)