

**BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 1
CITY OF BEVERLY
446 BROAD STREET
BEVERLY, NEW JERSEY 08010**

REQUEST FOR QUOTATIONS – GROUNDSKEEPING 2024

The intent of this document is to obtain quotations for the hereinafter set forth project. Quotations are to be submitted to the Board of Fire Commissioners, Fire District No. 1, City of Beverly, (hereinafter referred to as the “Owner”), on or before 12:00p.m. November 30, 2023.

NO QUOTATIONS will be accepted after that time.

Quotations shall be submitted on the Quotation form provided.

All quotations and required documents shall be sent to the Board of Fire Commissioners’ Office via email at: firedept@beverlycityfire.com Any quotation received after the date and time above shall not be considered.

PROJECT: PROVISION OF LANDSCAPING SERVICES.

SITE:	Beverly Fire Company No. 1 440 Laurel Street Beverly, New Jersey 08010	Hope Hose Company No. 2 408 Broad Street Beverly, New Jersey 08010
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Documents to be submitted with Quotation:

- A. Copy of contractor’s Business Registration Certificate (BRC), pursuant to N.J.S.A. 52:32-44.

Documents to be submitted if Contract is awarded:

Original copies of the following:

- A. Commercial Insurance; Personal Injury and Property Damage; Motor Vehicle Liability; Workers’ Compensation

PAYMENT: Payment shall be made directly to the Contractor at its principal office upon completion of the project, submittal of warranties, guarantees, owner’s manual, satisfaction of all terms and conditions contractor undertook, other documents relative to the project, completion of training program and submittal of a signed purchase order (voucher) specifying goods and/or services provided. Payment shall be made in accordance with the Board’s policy and procedures.

CONTACT PERSON: Joseph A. Robinson, Jr., Fire Administrator/Clerk
446 Broad Street
Beverly, New Jersey 08010
Telephone: (609) 747-4091
firedept@beverlycityfire.com

MISCELLANEOUS:

1. Contractor represents:
 - a. All material and equipment supplied and/or work performed shall comply with the specifications.
2. By submitting the Quotation, Contractor represents:
 - a. Quotation is signed by authorized representative;
 - b. The costs and availability of all equipment, material and supplies associated with performing the services described herein have been determined and included in the quotations;
 - c. Contractor is aware of prevailing conditions associated with performing the services described herein; and
 - d. Quotation price is good for 20 days.

SPECIFICATIONS:

SCOPE OF WORK

SITE CLEAN-UP

SPRING CLEAN-UP to occur prior to mulch application; all leaves and landscape debris will be collected and removed from landscaped and hard surface areas on site; debris will be removed from site and disposed of in an appropriate disposal location. A defined edge will be established around beds and tree rings. Complete weed removal as well as an application of pre-emergent herbicide will be performed in preparation for mulching.

FALL CLEAN-UP to occur once the majority of leaves have fallen in late fall. Leaves and landscape debris will be collected and removed from all landscaped areas; debris will be removed from site and disposed of in an appropriate disposal location.

TURF MAINTENANCE

PRIMARY TURF MOWING and TRIMMING to begin in _____; all designated turf areas will be mowed weekly during active growth periods. In conjunction with each mowing, policing of landscape areas will occur; mechanical trimming will be performed around all buildings and other obstacles within turf area. Clippings will be mulched into the turf. All sidewalks, streets and patios will be cleared of clippings and landscape debris. During periods of slow growth, when dry conditions persist, a longer mowing cycle will be utilized, based on a ten (10) to fourteen (14) day schedule.

SECONDARY TURF MOWING (meadows, fields, basins, etc.) will begin when grasses reach a height of six (6) to eight (8) inches and will be mowed as needed as determined by site conditions to maintain a height of four (4) inches. The mowing will be performed with riding mowers and/or tractors and minimal hand trimming will be performed. Clippings will be dispersed over the mowed area and no removal will be performed.

EDGING of all hard surface areas including curb lines, walks and patios will normally occur during mowing operations. Surfaces will be edged to maintain a neat appearance. Edging will consist of mechanical edging with a steel blade. All debris generated through this operation will be blown off or swept prior to completion.

FERTILIZATION of all primary turf areas will occur in the spring and fall each season with four (4) applications applied equally throughout the season. The number of applications will be determined based on site conditions, soil test results, type of soil and presence of irrigation. The applications will be programmed to provide three (3) to four (4) pounds of actual nitrogen per thousand (1,000) square feet per season. Applications shall be in conjunction with other turf treatments or in granular formulations applied separately. Materials will be balanced turf grade fertilizers registered for turf applications.

PRE-EMERGENT CRABGRASS CONTROL will be applied in the spring to provide a protective barrier for control of the emergence of crabgrass and other grass type weeds. Applications will be timed and applied prior to the presence of crabgrass plants or in the early stages of growth. When/If plants emerge, a substitute pre-post emergent crabgrass control will be supplied to obtain optimum control. The products used shall be registered for turf applications and applied at specific rates for maximum control.

BROADLEAF WEED CONTROL shall be applied in the spring and fall to control broadleaf weeds in the primary turf areas. Applications shall be timed to control weed development of both warm season and cool season weeds. Materials shall be applied as a liquid application to achieve maximum control. Products shall be registered for turf applications.

WEED CONTROL of HARD SURFACE AREAS such as pavement cracks and crevices will occur as determined by the site conditions. Control of weeds shall be either manual or with chemicals. Chemical weed control shall be accomplished with materials registered for hard surface application.

PLANTING BED MAINTENANCE

BED EDGING shall occur during the spring clean-up process and prior to application of mulch. All bed edges and tree pits shall be either hand edged with a spade or edged with a mechanical edger to obtain a three (3) to four (4) inch deep edge.

MULCHING of planted bed areas shall follow spring clean-up; all previously mulched beds and tree rings shall be re-mulched to maintain a depth of two (2) inches of material. Apply mulch

consistently to all designated bed areas, using premium quality double shredded bark mulch. Care shall be given to properly spread material to prevent a buildup of excessive material at the base of plants.

BED MAINTENANCE shall consist of all weeding, edging and cultivation of beds and tree rings. Bed care shall begin following spring clean-up and mulching and maintain bed areas throughout the season. Weeds shall be removed from the beds through either manual or chemical methods. Manual weeding shall occur as needed and in all shrub, groundcover and flower bed areas. Chemical weed control shall be accomplished with both pre-emergent and post-emergent weed control materials. Products shall be registered for application on planting bed areas.

TRIMMING and PRUNING of shrubs, groundcover and ornamental trees shall be performed to ensure a professionally maintained appearance. Pruning shall consist of removal of all dead wood and crossing branches as well as normal seasonal reduction and thinning; pruning normally occurs in early spring in conjunction with spring clean-up and during dormant periods in the summer and winter. Shrub trimming shall consist of removal of seasonal growth, following growth periods, normally during spring and summer. Tree suckers and shoot growth shall be pruned as needed. Tree trimming and pruning shall be limited to ornamental and flowering trees, less than eight (8) inch caliper, and can be reached from the ground.

THE BOARD OF FIRE COMMISSIONERS RESERVES THE RIGHT TO MODIFY OR ADJUST THE FREQUENCY OF ALL APPLICATIONS (JOB DUTIES) AS SET FORTH ABOVE.

All work will be done in a good and workmanlike manner so as to maintain a professional appearance.

All equipment and materials in performing the scope of the contract shall be supplied by the Contractor. The Contractor must be prepared to work around scheduled special events at the facilities. The Contract Administrator will provide such a schedule with at least thirty (30) days' notice to the Contractor.

A current/up to date copy of the New Jersey Pesticide Applicator Business License assigned to the bidding business must be submitted with the bid proposal. SDS sheets and labels for all fertilizers, herbicides and pesticides used at any of the project locations shall be submitted to the Fire District Administration no later than one (1) business day after application, either by electronic mail or hard copy.

CONTRACTOR'S CERTIFICATION

By submitting the within quotation, the potential Contractor has read and understands the conditions set forth in this RFQ and agrees to them with no exceptions. If exceptions exist, they must be listed on a separate numbered sheet.

Therefore, in compliance with this Request for Quotations and subject to all conditions herein, the undersigned offers and agrees to perform the services in accordance with the specifications and conditions in this RFQ at the prices quoted, if this proposal is accepted within 20 days from the date of the opening.

CONTRACTOR: _____

By: _____
Signature

Typed or Printed Name

Title

Date

THIS PAGE MUST BE SIGNED AND INCLUDED IN YOUR PROPOSAL

