

**BOROUGH OF KEYPORT
REQUEST FOR PROPOSALS
FOR GRASS CUTTING AND LAWN MAINTENANCE SERVICES**

The Borough of Keyport requests proposals for grass cutting and lawn maintenance services for 2021 for designated public properties.

Proposals shall be submitted no later 11:00 AM on April 9, 2021 to the Borough Clerk, 70 West Front Street, Keyport NJ 07735.

The proposed cost shall include all labor, equipment and materials needed to perform the services detailed herein **for the period beginning on or about April 15 through November 15, 2021**. Payment for services shall be made upon submission of a signed payment voucher and invoice at the end of each month which includes the dates services were provided at each location and a report of recommendations, if any.

The Contractor shall provide evidence of New Jersey Business Registration, evidence of comprehensive insurance including Workers Compensation, General and Auto Liability, and shall provide the Borough with a certificate of insurance naming the Borough as an additional insured as to the Contractor's operations.

All inquiries should be directed to the Borough Administrator via email to admininstrator@keyportonline.com.

ITEM #1: BALLFIELDS AND PARKS

The ballfields and parks identified below shall be cut once each week to a 2 ½" GRASS LENGTH. Cutting includes cleaning and removing debris from lawn, bagging all grass clippings and removal/disposal. Ballfields are to be cut during on weekdays, Monday to Friday between the hours of 7:00 am and 3:00 pm. No cutting of ballfields shall be scheduled on Saturday or Sunday. All parks are to be cut once each week with no weekend restrictions.

Trimming of uncut grass around all structures, ornaments, fences and lamp posts, etc. shall be done on a weekly basis. Edging/blowing of all walkways, ramps and curbs shall be done on a weekly basis.

Shrubs and small trees will be pruned twice a year in the Spring (no later than May 1) and Fall. All branches are to be removed.

Ornamental Grasses will be cut back (pruned) once a year in the Spring (no later than May 1).

All beds are to be weeded continuously throughout the year and edged twice a year. Traflan will be applied for weed control.

Chemical Program: Four applications of fertilizer as follows:

- 19-4-6 Early June
- 30-3-3 Late May or early June
- 40-6-00 Sulphur coated late August or early September
- 10-6-4 Mid-October.

Two applications of weed control (TRIMED or applicable NON-RESTRICTED) will be applied April and June. One application crab grass pre-merge (BAYLAND) April and if needed early July. One application insecticide (OFTHANOL OR DIAZANANE or applicable NON-RESTRICTED) will be applied mid-June to July. One fungicide (CHIPCO or applicable NON-RESTRICTED) will be applied as needed.

All plant material will be sprayed with liquid SEVEN or applicable NON-RESTRICTED) if any infestation shall occur. Spot seeding shall be applied early Spring (no later than May 1) and Fall.

Spring (no later than May 1) and Fall Cleanups: Include cleaning all beds, curbs, and sidewalks of any unwanted debris and leaves. ***Adjacent parking lots will be blown/swept of winter snow materials, salt and sand.***

BALLFIELDS:

- Cedar Street Ballfield
- Main Street Ballfield

PARKS:

- Cedar Street Park
- Main Street Park
- Benjamin Terry Park, Myrtle Avenue
- Veterans Park, Myrtle Avenue
- Therese Street Park
- Kearney Street Park
- Fireman’s Park, West Front Street
- Waterfront Park, including boat ramp area adjacent to First Street; and areas adjacent to gazebo and Promenade along American Legion Drive
- Beach Park, including playground area on First Street

LUMP SUM for Item #1: _____

ITEM #2: BOROUGH-OWNED PROPERTIES AND OPEN LOTS

The Borough-owned public properties identified below shall be cut and trimmed bi-weekly to a 2 ½” GRASS LENGTH unless otherwise indicated. These properties DO NOT REQUIRE SOIL TESTING OR FERTILIZER.

Cutting includes cleaning and removing debris from lawn, bagging all grass clippings and removal/disposal.

1. Elizabeth Street Community Garden
2. Cass Street Water Tower
3. Water Treatment Plant, Perry Street
4. Recycling Center, Hwy. 36 & Florence Avenue
5. Vacant (Parking) Lot, corner of Second Street & Church Street: weed-wack
6. Clark Street (north side only from Madison Street to Broadway) along guardrail: weed-wack
7. Mini-Park, American Legion Drive: weed-wack
8. Public Works Storage Yard, Rollo Place: weed-wack (outside fence)
9. Keyport Public Library, Broad & Third Street: weed-wack, sidewalk clearing
10. Senior Center

LUMP SUM for Item #2: _____

ITEM #3: SOIL TESTING

Landscape level 2 problem solver (soil/landscape suitability test) or equivalent, including a report and recommendations, to be performed two (2) times (before April 20 and between October 1 and November 1) at the following locations:

- Cedar Street Park and Ballfield
- Main Street Park and Ballfield
- Benjamin Terry Park
- Veterans Park
- Waterfront Park
- Beach Park

LUMP SUM for Item #3: _____

TOTAL for Items #1, #2 and #3: _____

ALTERNATE ITEM QUOTE

MAINTENANCE OF BOROUGH PLANTS AND PUBLIC PLANTINGS

THIS ALTERNATE ITEM MAY BE AWARDED SEPARATELY AT THE DISCRETION OF THE BOROUGH OF KEYPORT

Following initial consultation with a designated Keyport Garden Club representative, inspect, mulch, water as needed and periodically address concerns with the following public plantings:

- Highway Sign Gardens (2)
- Senior Center
- Small pot planters around town (22)
- Large planters (2)
- Public Gardens: Rain Gardens (3); Post Office (2); and Senior Center

LUMP SUM for Alternate Item: _____

COMPANY NAME _____

STREET ADDRESS _____

CITY, STATE, ZIP _____

PHONE NUMBER _____

EMAIL _____

AUTHORIZED SIGNATURE _____

PRINTED NAME & TITLE _____

DATE _____