



New Carlisle - Olive Township Public Library  
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March 9, 2010

REQUEST FOR PROPOSAL FOR LAWN CARE AND MAINTENANCE  
2010 SEASON

The New Carlisle - Olive Township Public Library Board of Trustees are requesting proposals for lawn care and other related services for the period April 21, to December 1, 2010.

Proposals will be considered at the April 20, regular meeting of the Board of Trustees. Trustees will accept the most responsive and responsible proposal, not necessary the proposal that is the lowest in cost.

Forms are available at the Library (Front Desk), on the Library's website ([www.ncpl.info](http://www.ncpl.info)) or by e-mail request.

References are requested.

PROPOSAL REQUIREMENTS

Lawn Care Contractor must provide proof of Worker's Compensation and Commercial General Liability insurance.

Contractor is required to be available, at a separate cost, in the event of storm damage to trees, shrubs etc.

Contractor will be responsible for providing all equipment and labor for the successful completion of the all items in this proposal.

Proposals need to be received by the Library Director no later than April 12, 2010 at the New Carlisle Public Library. Proposals can be submitted in-person, via fax or e-mail (contact information is above).

MOWING

Maintain all lawn areas during the time period noted above. Mowing and trimming will generally be one time per week. Mowing height to be not less than two (2) inches. In the event of infrequent rain, mowing will not be necessary unless requested by the Library Director.

- 1. Blades must be sharp so tips of grass will not turn brown.
- 2. Work to be such that clippings are directed away from the building.
- 3. Grass and weed trimmings to be removed from all walkways and parking areas.
- 4. Walkways and parking areas to be edged.
- 5. Drywell areas need to be clear of debris for efficient operation.

Cost: \$ \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

FERTILIZING OF TURF AREAS

It is requested that all turf areas be fertilized using a five (5) step process. This is what has been done previously. Proposals may also include a four (4) step process as an alternate.

Cost: \$ \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

WEED CONTROL IN PLANTING BEDS AND AROUND TREES

Planting beds and areas around trees are to be kept free of weeds throughout the planting season. Spray herbicides, pre-emergent herbicides and hand-weeding as needed. Verify that chemicals are appropriate for use with plantings. Contractor is responsible for any damages incurred to Library plantings etc.

Cost: \$ \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

IRRIGATION

Total cost for spring start-up and fall winterizing of the irrigation system. Only planting beds are irrigated. Proposal price will not include any repairs to the system. Note: Contractor will be responsible for damage to sprinkler heads by mowing equipment.

Cost: \$ \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

MULCH

Fresh mulch is to be added to all planting beds and around trees and shrubbery where it already exists.

Cost: \$ \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

TREE/SHRUBBERY CARE

Trimming of shrubbery and other ornamental trees.

Cost: \$ \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

SPRING/FALL CLEAN UP

Contractor will tend to the grounds as necessary to see that they are in good condition and that the taxpayers investment is well cared for.

Cost: \$ \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Annually, the Library plants flowers in planting beds and in containers. Contractor will not be responsible for planting or maintenance of flowers, but are invited to submit a quote for the flowers themselves.