

BOROUGH OF FANWOOD

75 North Martine Ave, Fanwood, NJ 07023
908-322-8236 x 121 phoynes@fanwoodnj.org

Pat Hoynes
Purchasing Agent

2021 Request for Quote Municipal Landscaping Maintenance

Contractors are encouraged to schedule an appointment for a site visit of all locations prior to submitting a quote. **Due date for this quote is March 18, 2021.**

Subject properties:

1. Borough Hall
2. Carriage House & parking lot
3. Carriage House Park
4. Library
5. Railroad Station: North and South Sides including clock area
6. Municipal Parking Lot (from LaGrande Avenue to South Avenue behind business district)
7. Community Development Parking Lot
8. Forest Road Park Building and along the walking path.
9. Lagrande Park Building and area around sign at Second St. and LaGrande Ave.
10. Mulch bed at "Welcome to Fanwood" sign (LaGrande & South Avenues)

I. Annual Services:

- General cleanup of all subject properties
- Prune/trim all shrubs
 - Weed landscape beds and surrounding areas including sidewalk and curb areas as directed. Weeds/roots must be completely removed (cutting is not acceptable).
- Dispose of vegetative waste (not to be brought to the Fanwood Recycling Center)
- Edge around all landscaping beds and trees a minimum of 4" to provide a transition between the mulch and the lawn areas.
- Spread Fanwood Recycling Center mulch* in all landscaping beds.
- Spread Fanwood Recycling Center mulch* around all trees as per the following:
 - Rake or remove any hard crust from previous year's mulch and add only enough new mulch to maintain a 2-inch to 4-inch layer.

*Contractor to transport mulch from the Fanwood Recycling Center where Borough employees will load contractor trucks.

- Start 6 inches from the tree trunk at ground level and mulch outward to the edge of the dripline**.
- Mulch in a donut shape.
- Mulch should never be piled against or touch a tree trunk.

II. Monthly services from date of award through October:

- Weed landscape beds and surrounding areas including sidewalk and curb areas as directed. Weeds/roots must be completely removed (cutting is not acceptable).

III. Event services prior to the following events and holidays. All Work to be completed no more than one (1) week prior to the event or as directed by the Public Works Director:

- Memorial Day
- Fanny Wood Day (TBA)

IV. Plantings

Contractor shall provide and install the following plantings two (2) times per year in the following locations as directed by the Borough:

| Site | Planting | Timeframe |
|--|--------------------|-------------|
| Council Chamber/Courtroom entrance | 2 flats flowers | Late Spring |
| | 10 mums | September |
| Borough Hall Entrance | 4 flats flowers | Late Spring |
| | 25 mums | September |
| Carriage House – fronting Watson Road | 2 flat flowers | Late Spring |
| | 6 mums | September |
| Cultural Arts Sign (at N. Martine Ave) | 2 flats flowers | Late Spring |
| | 6 mums | September |
| South Side Train Station-Clock Park (South Ave.) | 2 flats flowers | Late Spring |
| | 12 mums | September |
| North Side Train Station Message board | 4 flats of flowers | Late Spring |
| | 6 mums | September |
| Welcome to Fanwood Sign (LaGrande & South) | 1 flat flowers | Late Spring |
| | 2 mums | September |

Contractor shall be responsible for removal and disposal of old plantings as needed.

Alternate:

** Drip line refers to the width of the tree canopy

Contractor shall provide and install the following plantings within 31 planters in the business district fronting on both sides of South Martine and South Avenue Downtown block and along the pedestrian pathway adjacent to the municipal lot as directed by the Borough:

| Timeframe | Task |
|-----------------|--|
| April/early May | <ul style="list-style-type: none"> • Clear of winter Debris • Plant four 4” assorted color Vinca • 2” of mulch • Initial watering with liquid organic fertilizer |
| September | <ul style="list-style-type: none"> • Clear of spring plantings • Plant 3 6” assorted color mums • 2” mulch • Initial watering with liquid organic fertilizer |
| Late November | <ul style="list-style-type: none"> • Clear of fall plants • Install decorative white branches (provided by Borough) • Install pine garland (provided by Borough) • Attach red bows (provided by Borough) |

Special Conditions:

Contractor must present a valid New Jersey Business Registration Certificate

Contractor must present insurance certificate with the Borough of Fanwood as additional insured for liability, workers compensation and auto liability.

Go to Next Sheet for Quote Sheet

QUOTE SHEET
2021 Municipal Landscaping Maintenance

Base Quote:

\$ _____
(written in numbers)

(written in words)

Base Quote with Alternate:

\$ _____
(written in numbers)

(written in words)

Submitted by:

Company Name: _____

Address: _____

Contact: _____

Phone: _____ E-mail: _____

This certifies that

Company Name

will provide the Borough of Fanwood with Landscaping Maintenance in accordance with the above-listed terms.

Print Name: _____ Date: _____

Signature: _____