

NEWTON HOUSING AUTHORITY  
INVITATION FOR BID  
##LNSC5.5.2020r

The Newton Housing Authority, (Authority) invites sealed bids in accordance with M.G.L. c.30B from Contractors for:

Grass Cutting & Trimming, Removal of Leaves, Mulching & Pruning of Shrubs (9 Locations)

**Pre-Bid Site Visits: By Appointment Only**

**Bid Documents available: Wednesday, May 13, 2020 on or after 9:00 a.m.**

**Bid Opening: 11:00 a.m., Thursday, May 28, 2020**

This project is being Electronically Bid (E-Bid). All bids shall be submitted online at [www.Projectdog.com](http://www.Projectdog.com). Hard copy bids will not be accepted by Projectdog Inc. or by the Awarding Authority. Tutorials and Instructions are available online at [www.Projectdog.com](http://www.Projectdog.com). [Click here](#) to download the Projectdog E-Bid Supplement. For assistance, contact Projectdog Inc. at 978.499.9014.

Bid Documents are available online at [www.Projectdog.com](http://www.Projectdog.com). **Enter the Project Code 838360 in the project locator box and select "Acquire Documents" to download documents.** A free CD-ROM may be requested by contacting Projectdog – shipping & handling charges apply. All plan holders must have an active online account on [www.Projectdog.com](http://www.Projectdog.com) to acquire documents, receive project notifications, and to submit bids electronically. Hard copies of the documents may also be viewed, but not removed, from the offices of Projectdog Inc., 18 Graf Road - Unit 8, Newburyport, MA 01950, Monday – Friday, 8:30 a.m. to 5:00 p.m.

The general scope of this contract shall consist of grass cutting and trimming every other week, removal of leaves, mulching and pruning of shrubs at nine (9) sites throughout Newton owned by the Authority. Work shall also include removal of all debris including, downed limbs, obvious large weeds in pre-existing plant mulch beds, and removal of litter from pre-existing plant mulch beds including areas that are to be cut and trimmed before they are cut and trimmed, as well as the removal and legal disposal of all debris generated in performance of the work.

The **estimated total value of the potential three (3) year contract is \$105,000**, with the annual value being \$35,000 with the possible addition of two additional one year terms at the discretion of the Authority. All bids are subject to the provisions of M.G.L. Chapter 30B. The successful bidder will be required to provide a Certificate of Insurance demonstrating current coverage of the type and amounts set forth in the Project Manual. The successful bidder will be required to furnish a Performance Bond in the amount of 100% of the contract total in addition to a Payment Bond in the amount of 100% of the contract total.

Award will be made to the responsible and responsive bidder offering the lowest total bid price. **A Bid Bond is required and must be submitted with the Bid in the amount of 5% of the value of the total Bid.**

The contract term shall extend from June 12, 2020 through June 11, 2021 with the option, at the Authority's sole discretion, to extend for 2 additional 1 year terms with no change to the contract price and terms and conditions. The exercise of each option to renew shall be subject to appropriation and/or continuation of funding. If for any fiscal year or any part thereof during the term of this Agreement, funds for the discharge of the Authority's obligations under this Agreement are not appropriated and authorized, or funds so appropriated and authorized are reduced or withdrawn, then this Agreement shall terminate.

By Its Executive Director, Amy Zarechian