



Request for Proposal (RFP) – Landscaping Services

Bethlehem Public Library at 2245 Main Street, Bethlehem NH is accepting proposals for landscaping services.

Scope of Work:

Winter Maintenance:

- Stake out areas in need before snow falls in preparation for snow fall.
- Plowing when there is 1-inch snowfall or more.
- Walkways shoveled and salted, kept clear of snow and ice throughout the day. This includes walkways on three sides of building and patio.
- Sand and/or salt put down in parking areas to prevent slipping.

Spring-Summer-Fall Maintenance:

- Spring Clean-up/Lot Clean-up
- Mowing and trim edging weekly
- Deadheading and hand weeding of perennial beds and walks as needed
- Clear dead limbs and other lawn debris, as needed
- Fall Clean-up

To be considered, the vendor must:

- Possess appropriate business licenses
- Possess appropriate equipment

Upon selection, bidder must:

- Provide a form W9 with Taxpayer Identification number
- Provide a Certificate of Liability Insurance with a minimum of \$1,000,000 worth of liability insurance naming Bethlehem Public Library as an additional insured.

Bethlehem Public Library Trustees have final approval of contract.

The term of the contract shall be for one year, with an option to renew.
Cancellation of contract by either party shall be 30 days with written notice, no reason necessary.

Process for submission:

Proposal should include number of years in business and three references.

Proposals submitted in response to this RFP must be received by Bethlehem Public Library no later than September 15, 2024. Physical copies of Proposal must be submitted by U.S. Mail, in person, or via email to lclerkin@bethlehemlibrary.org.

Proposals should be addressed to:

Bethlehem Public Library
PO Box 250
Bethlehem, NH 03574

All inquiries concerning this RFP, including but not limited to, requests for clarifications, questions, and any changes to the RFP, shall be submitted via email to lclerkin@bethlehemlibrary.org.