

NOTICE TO BIDDERS

PLEASE TAKE NOTICE The Town Board of the Town of Portland, Chautauqua County and the State of New York is accepting **SEALED BIDS** for the mowing & trimming of lawns for 2020 at the following locations:

- 1) **Portland Community Park/Museum**-Main St. Portland,
 - 2) **B/P Fuel Depot**-Main St., Portland
 - 3) **Pecor Street Cemetery**-Pecor St, Portland
 - 4) **Ahira Hall Library**-37 W. Main St., Brocton,
 - 5) **Portland Town Hall**-87 W. Main St., Brocton
- Trimming of shrubbery two times, once in May and once in October for the Library and Town Hall.
 - Removal of leaves from the shrubbery at the Town Hall and Library two times, once in May and once in October.
 - Trimming the trees at the Library and Town Hall once a year. The bidder is to provide their own equipment and tools.
 - **Three references and a certificate of insurance (1,000,000.00/2,000,000.00) must be supplied with bids.**
 - Bid price are to be based on per cut per location. Bids will be received at the office of the Town Clerk, 87 West Main Street, Brocton, New York during regular business hours until **11:00 a.m. on April 7, 2020, by mail or place in the drop box at the front entrance.**
 - No bid received may be withdrawn by any bidder for a period of 30 days from the date of the bid opening.
 - All bids must be submitted in a **Sealed** envelope at the above address and shall bear on the face thereof the name and address of the bidder.
 - **Bids must show cost of mowing and trimming of each property separately, trimming of shrubbery two times, leave removal two times, and trimming of trees one time.**
 - Bills must be submitted to the Town Clerk by the 5th of each month for the previses months' work.
 - Spring Clean-up of sticks at Community Park/Cemetery one time in Spring.
 - **No mowing/trimming at Community Park/Depot/Museum and Library on weekends and holidays.**

All bids will be publicly read aloud by the Town Board of the Town of Portland on April 8, 2020 at 7:00 p.m., Town Hall, 87 West Main Street, Brocton, NY.

The Town Board of the Town of Portland reserves the right to reject any and all bids and to re-advertise for new bids at its discretion.

By order of the Town Board