



TOWN OF CASCO, MAINE

MOWING AND GROUNDS MAINTENANCE



Town of Casco

Request for Proposal (RFP)

Mowing and Grounds Maintenance Services (Three-Year Contract)

1. Introduction

The Town of Casco (the "Town") is issuing this formal Request for Proposals (RFP) to solicit sealed bids from qualified contractors to provide mowing and grounds maintenance services for designated municipal properties and cemeteries. This document constitutes a formal bid packet in accordance with municipal procurement practices. The Town of Casco (the "Town") is soliciting sealed proposals from qualified contractors to provide mowing and grounds maintenance services for designated municipal properties and cemeteries. The intent of this Request for Proposal (RFP) is to select a contractor capable of providing reliable, high-quality services over a three (3) year contract term.

2. Contract Term

The contract term shall be for three (3) years, beginning **July 1, 2026** and ending **June 30, 2029**, subject to approval by the Casco Selectboard. The contract is contingent upon annual appropriation of funds and satisfactory contractor performance. There shall be no automatic extensions beyond June 30, 2029, unless authorized by the Selectboard.

3. Scope of Services

The selected contractor shall furnish all labor, equipment, materials, and supervision necessary to perform the services outlined below.

A. Weekly Mowing – Town Properties

Weekly mowing services shall be provided during the growing season at the following Town-owned properties: Casco Community Center - Casco Day Park - Central Fire Station - Town Office - Libby Park - Webbs Mills Park - Casco Community Park

Weekly mowing shall include cutting of grass, trimming around buildings, fences, signs, trees, and other obstacles, and removal or dispersal of grass clippings as appropriate to maintain a neat and professional appearance.

B. Cemetery Mowing

The contract includes mowing services for the following cemeteries: Webbs Mills Cemetery - Green Grove Cemetery - Cook-Pinkham Cemetery - Leach Hill Cemetery - Dingley Cemetery - Mayberry Hill Cemetery - Tubbs Cemetery - Lakeside Cemetery

Each cemetery shall be mowed five (5) times per year. One of the required mowing cycles must be completed during the week immediately preceding Memorial Day. Cemetery mowing shall be conducted with care and respect, including trimming around headstones and monuments without causing damage.

C. Mulching Services

Mulching services are included for the following locations: Casco Community Center - Casco Town Office - Casco Community Park

Mulching shall include the supply and installation of mulch in designated landscaped areas, with edges defined and beds left in a clean and uniform condition. The Town anticipates mulching to occur annually unless otherwise directed.

4. Performance Standards

All work shall be performed in a professional and timely manner consistent with industry standards. The contractor shall coordinate schedules with the Town's designated representative and promptly address any performance concerns identified by the Town.

5. Contractor Qualifications

Proposers must demonstrate: Experience providing mowing and grounds maintenance services of similar scope and scale - Availability of appropriate equipment and trained personnel - Ability to meet the scheduling requirements outlined in this RFP - Proof of insurance as required by the Town

6. Insurance Requirements

The selected contractor shall be required to provide proof of insurance, including: General Liability Insurance - Workers' Compensation Insurance

Coverage limits shall be acceptable to the Town and provided prior to contract execution.

7. Bid Submission Requirements

Bids must be submitted in a sealed envelope clearly marked "**Bid – Mowing and Grounds Maintenance Services**". Bids shall include all required documentation listed below.

Proposals shall include, at a minimum: Company name, address, and contact information - Description of relevant experience - Proposed cost structure (annual pricing, including any optional services) - Confirmation of ability to meet the service schedule - Proof of insurance or statement of ability to obtain required coverage

8. Bid Evaluation, Public Opening, and Award

Sealed bids will be **publicly opened at 12:00 PM on March 5, 2026**, immediately following the bid submission deadline. Bid openings will occur at a location designated by the Town.

Bids will be evaluated based on responsiveness to this RFP, bidder qualifications, demonstrated ability to perform the work, and overall cost to the Town. The Town intends to award the contract to the lowest responsible and responsive bidder, as determined by the Selectboard.

Bids will be evaluated based on responsiveness to this RFP, bidder qualifications, demonstrated ability to perform the work, and overall cost to the Town. The Town intends to award the contract to the lowest responsible and responsive bidder, as determined by the Selectboard. Proposals will be evaluated based on the following criteria: Qualifications and experience - Understanding of the scope of work - Cost competitiveness - Past performance and references

The Town reserves the right to accept or reject any or all proposals, to waive informalities, and to award the contract in the best interest of the Town.

9. Bid Submission Deadline

Sealed bids must be received by the Town of Casco **no later than March 5, 2026 at 12:00 PM (noon)**. Bids received after this deadline will not be opened or considered. Proposals must be received by the Town of Casco by a date and time to be determined. Late submissions will not be considered.

10. General Conditions and Additional Information

- The Town reserves the right to reject any or all bids, to waive informalities or irregularities, and to accept the bid deemed to be in the best interest of the Town.
- The Town reserves the right to negotiate minor clarifications with the selected bidder.
- The successful bidder shall enter into a written contract with the Town prior to commencement of work.

11. Default

The contractor shall be considered in default if they fail to perform the services specified in this RFP in a timely, professional, and satisfactory manner, or otherwise fail to comply with the terms and conditions of the contract. Upon determination of default, the Town may provide written notice specifying the nature of the default. If the contractor fails to cure the default within a reasonable time as determined by the Town, the Town may take corrective action, including but not limited to withholding payment, procuring services from another provider, or terminating the contract.

12. Termination

The Town reserves the right to terminate the contract, in whole or in part, for cause or for convenience.

- **Termination for Cause:** The Town may terminate the contract for cause if the contractor fails to perform the work in accordance with contract requirements, becomes insolvent, or otherwise breaches the contract. Termination shall be effective upon written notice to the contractor.
- **Termination for Convenience:** The Town may terminate the contract for convenience upon written notice to the contractor. In such event, the contractor shall be compensated only for services satisfactorily performed up to the effective date of termination.

13. Payment Terms

Payment for yearly services shall be made on a **monthly basis**, contingent upon satisfactory performance and submission of an invoice acceptable to the Town. Monthly payments shall represent one-twelfth (1/12) of the annual contract amount unless otherwise approved by the Town. The Town reserves the right to withhold payment for incomplete or unsatisfactory work.

14. Bid Price Form

All bidders must complete and submit this Bid Price Form as part of their sealed bid. Prices shall include all labor, equipment, materials, fuel, insurance, overhead, and any other costs necessary to fully perform the services described in this Invitation for Bids.

Bidder Name: NELTS OF ME, LLC

Address: 62 PORTLAND RD, KENNEBUNK ME 04043

Contact Person: Antonio Portunato

Phone / Email: 860-405-5274/antonio@neltsllc.com

A. Annual Pricing

Service Category	Annual Price (Year 1)	Annual Price (Year 2)	Annual Price (Year 3)
Weekly Mowing - Town Properties	\$ 14,500.00	\$ 14,500.00	\$ 14,500.00
Cemetery Mowing (5 times per year)	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Mulching Services	\$ 20,475.00	\$ 20,475.00	\$ 20,475.00
Annual Totals	\$ 39,975.00	\$ 39,975.00	\$ 39,975.00

B. Monthly Payment Amount

Monthly payments shall be calculated as one-twelfth (1/12) of the total annual cost for each contract year.

Contract Year	Total Annual Cost	Monthly Payment Amount
Year 1 (July 1, 2026 – June 30, 2027)	\$ 39,975.00	\$ 3,331.25
Year 2 (July 1, 2027 – June 30, 2028)	\$ 39,975.00	\$ 3,331.25
Year 3 (July 1, 2028 – June 30, 2029)	\$ 39,975.00	\$ 3,331.25

C. Bid Certification

By signing below, the bidder certifies that they have read and fully understand this Invitation for Bids, agree to comply with all requirements herein, and that the prices submitted are firm for the contract term.

Authorized Signature:  _____

Printed Name and Title: Antonio Fortunato/Managing Member

Date: 2/27/2026

Questions regarding this RFP shall be directed to Tony Ward, Town Manager at award@cascomaine.org or (207) 627-4515, ext. 1201. Any addenda or clarifications will be issued in writing and shall become part of this bid packet.

Experience and Knowledge

Nelts of ME, LLC is a highly experienced landscape, snow removal and sweeping company. Our team has provided commercial services to the tri-state area for fifteen years including: national big-box retailers, DOT facilities, courts, train stations, airports, and industrial complexes. We can enable rapid response to any situation. Our portfolio demonstrates a wide range of quality services to high-profile clients and government agencies.

Nelts of ME, LLC maintains an extensive fleet of trucks, heavy equipment, landscape apparatus, sweeper vehicles, and a multitude of handheld tools. In addition, we are one of the only companies in New England with snow melting apparatus. All equipment and vehicles are maintained by our staff mechanics. Unlike many companies, Nelts of ME, LLC has dedicated self-performing teams to accomplish your scope of work. In short order you will know the crew, the office team, and our leadership. Familiarity is important to ensure high-level service is provided.

Nelts of ME, LLC is an expert in the local area. We understand the weather, the changing conditions, and what it takes to service no-fail sites. We continue to be the go-to company for complex and discerning clients. Being a self-performing operation allows us maximum flexibility regarding scheduling of field teams. We have cloud-based photo services that automatically send reports to clients when services are being performed.

All team members are properly trained in-house. All crew leaders and many laborers are longtime employees of Nelts of ME, LLC. We hold daily pre-shift meetings, which include team stretching, equipment and vehicle inspections.

Leadership is present every morning during the meetings, participating in the stretching, and reviewing maintenance logs. Safety is paramount to success

We are confident in our ability to service your location.



References

- 1. Company name:** CAA **Years of service:** 1
Company representative: Robert Pellegrino **Phone #:** (860) 445-8549
E-mail address: rpellegrino@ctairports.com
Brief description of work: Landscaping and plowing services at Windham and Danielson airports.
- 2. Company name:** CMP **Years of service:** 2
Company representative: Kacey Looney **Phone #:** (207) 804-6700
E-mail address: klooney@ccb-inc.com
Brief description of work: Landscaping and snow removal services for 20+ locations.
- 3. Company name:** Town of Simsbury **Years of service:** 1
Company representative: Chris Petron **Phone #:** (860) 658-3222
E-mail address: CPetron@simsbury-ct.gov
Brief description of work: Landscaping services.