



Request for Proposals (RFP)
Landscaping Services – Head Start Facilities
Community Action Program Belknap-Merrimack Counties, Inc. (CAPBM)

1. Overview

Community Action Program Belknap-Merrimack Counties, Inc. (CAPBM) is a private, nonprofit Community Action Agency serving residents throughout central New Hampshire. As part of a statewide and national network, CAPBM administers more than 70 programs and services designed to help individuals and families achieve stability and self-sufficiency. These programs include early childhood education, housing stabilization, nutrition services, transportation, and energy assistance, collectively serving over 21,000 individuals annually.

Among these services, CAPBM operates **Head Start and Early Head Start programs**, which provide comprehensive early childhood education, health, nutrition, and family support services to low-income children and their families. These programs are designed to promote school readiness, support healthy development, and strengthen family well-being.

Maintaining safe, clean, and well-kept outdoor environments at Head Start centers is essential to supporting children's health, safety, and daily learning experiences, as well as meeting program licensing and safety expectations. CAPBM is therefore seeking qualified landscaping vendors to provide consistent, high-quality grounds maintenance services for two Head Start locations under a single contract.

2. Locations

- **Laconia Head Start**
121 Belmont Road
Laconia, NH 03246
- **Concord Head Start**
67 Old Loudon Road
Concord, NH 03301

3. Contract Term

- Anticipated term: **May 2026 – November 2027**
- Services to be provided annually during the active landscaping season

4. Scope of Services

Vendors must provide all labor, materials, equipment, and supervision necessary to perform the following services at **both locations**:

A. Spring Cleanup (Annual)

Includes but is not limited to:

- Thatching all lawn areas
- Removal of winter debris, leaves, and organic matter
- Cleaning and clearing lawn and bed areas
- Edging of all landscape beds
- Pushing back wood lines
- Sweeping parking areas (*Concord location specific*)
- Mulching of beds (*Concord location specific*)
- Removal and disposal of all debris

B. Mowing & Routine Maintenance

- Service period: **May 1 – October 31 (annually)**
- Estimated frequency:
 - Laconia: ~24 weeks
 - Concord: ~25 weeks

Each visit to include:

- Mowing all turf areas
- Trimming around buildings, trees, and structures
- Edging of sidewalks and landscape beds
- Weed whacking as needed
- Blowing off sidewalks, parking lots, and paved surfaces

C. Trimming & Property Maintenance

- Pruning trees and shrubs around buildings and driveways
- Removal of invasive vines (including around dumpster areas)
- Removal of dead plants and overgrowth
- General site cleanup
- Disposal of all debris

D. Fall Cleanup (Annual)

Includes:

- Cutting back perennial plantings
- Raking and clearing all beds and lawns
- Final mowing
- Removal of leaves and seasonal debris
- Installation of plow stakes
- Full site cleanup and debris removal

5. Pricing Structure

Vendors must submit:

- Separate pricing for each location
- Total combined annual cost
- Breakdown of:
 - Spring Cleanup
 - Seasonal mowing/maintenance
 - Trimming services
 - Fall Cleanup

6. Payment Terms

- Vendors should propose a payment schedule (monthly or seasonal)
- CAPBM prefers equal installment payments during service months

7. Vendor Requirements

- Demonstrated experience with commercial landscaping
- Ability to service multiple sites reliably
- Proof of:
 - General liability insurance
 - Workers' compensation insurance
- References from similar clients
- Compliance with all local, state, and federal regulations

8. Termination Clause

- Contract may be terminated by either party with **30 days' written notice** for failure to meet performance expectations

9. Proposal Submission Requirements

Proposals should include:

- Company overview and experience
- Service approach and schedule
- Pricing (detailed as outlined above)
- References
- Proof of insurance

10. Evaluation Criteria

Proposals will be evaluated based on:

- Cost competitiveness
- Experience and reliability
- Ability to service both locations efficiently
- Quality and completeness of proposal

11. Submission Deadline

April 27, 2026

12. Submission Contact

Heather Patton
hpatton@capbm.org

13. Optional Site Visits

Vendors are encouraged to visit both locations prior to submitting bids.