

Wyalusing Area School District
BID PROPOSAL FORM 2016-2017

Lawn Care Bid Specifications

Must be received at or before:

3:00 p.m., February 24, 2016

The Wyalusing School District is receiving sealed bids for lawn care on school property for the April 1, 2016 to June 30, 2017 growing season.

Locations:

Max Gannon Campus

- Wyalusing Valley JR-SR High School, 11364 Wyalusing New Albany RD, Wyalusing PA 18853
- Wyalusing Valley Elementary School, 11450 Wyalusing New Albany RD, Wyalusing PA 18853

Instructions to Bidders:

1. Submit sealed bids on the bid form enclosed herein as well as the Non-Collusion Affidavit.
2. Specifications are attached.
3. It is **mandatory** that all interested bidders attend a walk-through with the Director of Buildings & Grounds. At this time it is scheduled for **Tuesday, February 23, 2016 promptly at 1 pm**. Please meet at Wyalusing Valley JR-SR High School, 11364 Wyalusing New Albany RD, Wyalusing PA 18853. **** In the event of snow please check the school website to see if the meeting is rescheduled.**
4. If you have any questions or concerns regarding this bid, please contact Mr. Robert Brigham at (570)250-0659 or rbrigham@wyalusingrams.com
5. The Contract will, in general, be awarded to the lowest qualified bidder. The District however, reserves the right to reject any and all bids, whether from responsible bidders or otherwise, and to waive any informalities or technicalities deemed to be in the best interest of the District.
6. Faxed bids will not be accepted.

Sealed Bid Submittal:

Sealed Bids shall be submitted on the attached bid proposal form and mailed or delivered to:

Wyalusing Area School District

Attn: Lawn Care Bid

42 Main Street, PO Box 157

Wyalusing, PA 18853

PUBLIC BID OPENING:

Sealed bids will be opened February 26, 2016 at 1 pm at the administration building.

Wyalusing Area School District, Administration office, 42 Main Street, Wyalusing, Pa 18853

Specifications

PART I: WORKING AT THE TWO SCHOOL BUILDINGS

1. Cutting and Trimming Schedule

Grass shall be cut and trimmed according to the growth: during drought conditions grass will be allowed to grow higher than during rainy season. Keeping in mind that some areas grow faster than other areas. Weeds like dandelions will demand attention in the spring to keep appearance of the grounds well groomed.

2. Hours of Cutting

Grass cutting, and other operations using powered machinery, may take place only when children are not engaged in outdoor activities on the school grounds.

In general, this means cutting may take place during the following periods:

- Morning before school 6:00 AM – 7:30 AM
- Evenings- all evening cutting shall not start before 5:00 PM at the two schools in areas prone to activity.
- Saturdays-check with Mr. Brigham
- Cutting on Sundays is discouraged, however, if Sunday cutting is necessary check with Mr. Brigham

The Contractor must coordinate cutting at least one day in advance with the Director of Buildings & Grounds to assure cutting is scheduled when children will not be using the grounds and current weather conditions are favorable for mowing.

3. Cutting and trimming Standards

- a. Grass Height: Grass shall be cut to a height of 1 ½ to 2 inches, or as adjusted by the Director of Buildings & Grounds.
- b. If the contractor falls behind schedule and missed a cutting, grass clippings may need picking up preventing clumping. Cutting and trimming dates missed shall be rescheduled between the Director of Buildings & Grounds and the Contractor.
- c. Weather Conditions: The Director of Buildings & Grounds in coordination with the contractor will review conditions affecting the normal mowing schedule. These conditions may include drought or heavy rain which may result in postponing a schedule cutting.

- d. The contractor must coordinate cutting at least one day in advance with the Director of Buildings & Grounds to assure current weather conditions are favorable for mowing.
- e. All cutting, including slopes and irregular areas, at a particular area shall be accomplished in a single day.
- f. Trimming: The contractor shall trim as a part of each cutting. Trimming must be accomplished either same day as the cutting or the following day. Trimming shall be accomplished around all buildings, trees, shrubs, fixed objects, and along all curbs and sidewalks. Trimming height shall be the same as the grass cutting height. Trimming must be accomplished in conjunction with the cutting.
- g. The contractor shall be required to remove bottles, trash, sticks, debris, and other objects prior to each cutting. **These items shall not be left in place for the mower to pass over.**
- h. The contractor shall be required to remove/vacuum excess grass clippings in order to leave all cut areas in a neat and clean appearance.
- i. All sidewalks and walkways adjacent to mowed areas shall be cut and trimmed each scheduled date.
- j. Irrigation system will be used throughout the season on the Peterson Stadium football field and in most cases it will be in the retracted position. However, if the system is not retracted and you must mow, **move the hose accordingly and do not leave uncut grass under hose.**
- k. **When mowing the Peterson Stadium football field**, contractor protect the track from dripping oil and direct wheel contact when crossing the track. Absolutely no traffic allowed directly onto the track. Failure to abide to this stipulation will result in immediate termination and charge to the contractor for the cost of the damage.

4. Areas to be cut

- a. All areas within the property boundaries except for the forested areas are to be cut and trimmed each scheduled date. Outside of fenced area a 4 foot boundary will be expected.
- b. The Peterson Stadium and athletic fields may need to be cut more frequently and require more attention than nonathletic fields.
- c. Trimming of bushes and shrubs in front of high school as needed.
- d. There are two courtyards at the high school to be hand mowed. Keep the hallways clean as you travel to and from the courtyards.

PART II: work at fenced pond areas

A. Cutting

The contractor shall cut all vegetation between the roadway edge and both sides of guardrails in front of the school as often as needed so the vegetation does not exceed four inches in height. Also, cutting shall include vegetation inside fenced pond areas.

B. Cleanup

Contractor shall pick up and remove bottles, trash, sticks, debris, and other objects from the area before mowing.

PART III: Other

A. Safety

SAFETY IS PARAMOUNT the contractor shall keep equipment in proper, safe operating condition and shall use guards and shields provided with the manufacturer recommendations. Equipment shall be operated in a safe manner with emphasis on not causing objects to be thrown by spinning blades. Under no circumstance shall the contractor operate equipment if people are in the general area.

B. Equipment

It shall be the responsibility of bidding contractor's company to provide a listing of grass cutting equipment owned and serviceable that demonstrates the capability of cutting, trimming, and vacuuming all serviced areas.

C. Clearances

Awarded contractor shall provide clearances for all workers prior to date of initial grass cutting. (Act 24, 34, 114 & 115)

D. Insurance

1. General Liability and Automobile. The contractor shall provide a Certificate of insurance in the sum of not less than \$1,000,000
2. Workers' Compensation. In the event the contractor performs services with one or more employees (other than the owner), the contractor shall provide a Certificate of insurance showing statutory limit coverage is in place.
3. The certificates shall make the Wyalusing School District an additional insured.
4. Certificates shall be presented to the school district before date of initial cutting

E. Special conditions

Qualified bidders must have an operational facility within a 60 mile radius of the district.

The Max Gannon Campus is a non-smoking, drug free, gun free area.

F. Payment

The contractor must submit to the District Administration Office an invoice at the end of each month for services provided. The invoice must indicate dates of service, service performed, and price for each service.

Wyalusing Area School District
BID PROPOSAL FORM 2016-2017
Lawn Care Bid

Name of Bidder _____

To:

Wyalusing Area School District
Attn: Lawn Care Bid
42 Main Street, PO Box 157
Wyalusing, Pennsylvania 18853

I agree to perform services as per the Specifications from **April 1, 2016 to June 30, 2017** for the following sums:

- | | |
|--|---------|
| 1. Cutting and trimming at the 2 buildings | \$_____ |
| 2. Cutting and clean up inside fenced pond (throughout summer) | \$_____ |
| 3. Additional athletic field cutting and trimming (if needed) | \$_____ |

SIGN HERE:

NAME (PRINT OR TYPE)

PHONE NUMBER

DATE

COMPANY NAME

EMAIL ADDRESS

SIGNATURE

NOTE: By signing above, the bidder understands if awarded a contract the bidder must furnish certificates of insurance for workers' compensation insurance and General Liability Insurance.

Also, the Board of Directors reserves the right to reject any or all bids.

INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to the Pennsylvania Anti-bid-Rigging Act, 73 P.S. 1611 et seq., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.
3. Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the preparation, approval or submission of the bid.
4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term “complementary Bid” as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or competitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.
6. Failure to file an Affidavit in compliance with these instructions will result in disqualification of the bid.

NON-COLLUSION AFFIDAVIT

Project Number:

State of _____:

County of _____: S.S.

I state that I am _____ of _____

(Title)

(Name of my firm)

And I am authorized to make this affidavit on behalf of my firm, and its owner, directors and officer. I am the person responsible in my firm for the Price(s) and the amount of this bid.

I state that:

- (1) The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
- (2) Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
- (3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
- (4) The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.
- (5) _____, its affiliates, subsidiaries, officers, directors and

(Name of my firm)

employees are not currently under investigation by any government agency and have not in the last four years been convicted or found liable to any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that _____ understands and

(Name of my firm)

acknowledges that the above representations are material and important, and will be relied on by _____ in awarding the contract(s) for which this bid is submitted.

(Name of public entity)

I understand and my firm understands that my misstatement in this affidavit is and shall be treated as fraudulent concealment from _____ of the true facts relating to the submission of

(Name of public entity)

bids for this contract.

(Name and Company Position)

SWORN TO AND SUBSCRIBED

BEFORE ME THIS _____ DAY

OF _____, 20____

My Commission Expires _____

Notary Public