

Request for Proposal

Yough School District

Part I

1.0 Purpose

The Yough School District is seeking proposals for “mowing and trimming” throughout the district for the fiscal years (July 1 through June 30) 2018-19, 2019-20, and 2021-22. The 2018-19 year will commence September 1, 2018 and end June 30, 2019. The mowing will be required for the months of April through November and possibly March if weather dictates. The Yough School District reserves the right in its sole discretion to reject any or all proposals in whole or in part, without incurring any cost or liability whatsoever.

1.01 Proposal Submittal:

Proposals must be received by **12:00 P.M. EST, Monday, July 23, 2018** and should be submitted to Mike Wroblewski, Business Manager, Yough School District, 915 Lowber Road, Herminie, PA 15637. All proposals shall be submitted in a sealed envelope marked **Mowing and Trimming**. The proposal must remain valid for sixty days from day of submittal. All contractors must sign the non-collusion affidavit included in this proposal.

A pre-bid meeting is required of all bidders and will be held on Monday, July 9, 2018, at 10:00 A.M. EST in the District Central Office, 915 Lowber Road, Herminie, PA 15637. At the end of the question and answer session a tour of the properties will be held for those potential bidders who are in attendance.

1.02 Considerations:

To be considered for selection, the individual or firm must submit a complete and timely response, using the formats provided herein. An individual authorized to bind the contractor to its provisions shall sign the proposal. All information requested should be attached as supplemental pages to the request for proposal.

Proposers are required to submit cost proposals for each year on the forms provided with proposals.

The School District Board of Directors reserves the right to accept the whole or any part of a proposal or to reject any or all proposals, to waive any formalities or irregularities in this proposal which is in the best interest of the school district.

The contractor will be required to submit three references that the district can contact with the telephone number and the full name of the person to contact.

Part II

2.00 Scope of Work

The school district is accepting proposals for **Mowing and Trimming**. The proposal must include all duties related to the Mowing and Trimming including cutting of grass, leaf clean-up, removal or mulching of excess grass clippings, and litter and debris clean-up found on premises during the cutting periods. The cutting period will run from April to November, as well as March depending on the weather. Grass cutting will not occur when students are present (never during outside student activities) and should not interrupt the teaching environment. A tentative school schedule (arrival and departure for all schools) will be provided.

Part III

3.1 Specifications Insurance:

The contractor will provide and keep in full force and effect during the term of this agreement, at the contractor's own cost and expense, the following insurance policies for the joint benefit of the contractor and the school district, with an insurer reasonably acceptable to the school district:

1. Commercial general liability insurance with a general aggregate limit (other than products/completed operations) of at least Two Million Dollars (\$2,000,000.00); at least One Million Dollars (\$1,000,000.00) personal and advertising injury limit; at least One Million Dollars (\$1,000,000.00) premises and operations limit; at least One Million Dollars (\$1,000,000.00) each occurrence limit.
2. Workers' compensation coverage as required by law, together with employer liability coverage with limits of not less than One Million Dollars (\$1,000,000.00) per occurrence.
3. Comprehensive automobile liability insurance covering owned, leased, hired and non-owned vehicles with at least One Million Dollars (\$1,000,000.00) combined single limit.
4. Professional liability insurance with a general aggregate limit of Two Million Dollars (\$2,000,000) and an occurrence limit of Two Million Dollars (\$2,000,000).
5. Umbrella coverage of at least One Million Dollars (\$1,000,000.00)

The contractor will deliver to the school district offices at 915 Lowber Road, Herminie, PA 15637, Attn: Business Office, true and correct copies of its insurance policies required above, and certificates of such insurance within seven (7) days of the execution of this agreement. Each such policy will name the school district as an additional insured and will state that the contractor's policy shall be primary and that any insurance carried by the school district shall be noncontributing with respect thereto. Each such policy will provide for thirty (30) days prior written notice to the school district in the event of cancellation or reduction in coverage or amount.

The contractor will immediately notify the school district if the contractor's commercial general liability insurance contains restrictive endorsements other than those restrictive endorsements normally included in the Commonwealth of Pennsylvania. If the contractor's commercial general liability insurance contains such restrictive endorsements, the contractor shall have five (5) business days to remove said restrictions. If the contractor is unable to do so, the school district may terminate this agreement, and will be required to give the contractor no more than two (2) days' notice of such termination, anything in this agreement to the contrary notwithstanding.

3.2 Specifications Experience:

Proposers are required to have and to document a minimum of three (3) years experience with work of a comparable magnitude. Proposers are required to state the minimum number of employees available to do the work set forth in these specifications. The district reserves the right to disqualify the contractor who has fewer employees and equipment than the past experience of the district indicates is necessary to do the work set forth herein.

3.3 Specifications Quality of Work:

The contractor agrees to trim, maintain and mow the grass at school areas in the manner specified herein. The specific school areas involved are listed in the appendix, which is incorporated herein. All work specified shall be included in the cost shown on the proposal form and there shall be no additional payments for said work. Specifications for the work to be performed by the contractor will be as follows:

- a. **Mowing.** Mowing shall be done according to mowing schedule unless weather conditions warrant less often. Mowing will be done each year between April and November, and depending on weather conditions-March may be added. To avoid damaging grass, the contractor will not mow to height of less than two inches. **Removal or mulching of excess grass clippings is recommended on an as needed basis (by Yough School District Administration).** Contractor agrees to mowing schedule included in the appendix with mandatory mowing the week of graduation at Yough High School. Also, mowing before the first day of school each year. The contractor shall agree to provide the district with a schedule before the April cutting period each year of contract.
- b. **Trimming.** The contractor will trim the grass around curbs, trees, bushes, planting beds, utility poles, sign posts, playground equipment, and other objects as required to provide a uniform appearance. Grass/weed trimming devices are acceptable as long as they are the type that uses a nylon string for cutting purposes. The trimming must be done on the same day as the mowing.
- c. **Reporting of Damage.** Any vandalism or storm damage to any trees, bushes, or objects located in the school area will be reported to the district as soon as possible.

- d. **Spring Preparation.** The contractor shall inspect all turf areas specified in this agreement one week prior to the first yearly mowing of any grass and remove all debris, such as leaves, limbs, and other litter.
- e. **Fall and Spring Cleaning of Leaves.** The contractor shall be responsible for leaf removal from all turf areas specified in this agreement. The leaves shall be gathered and removed from turf areas or mulched with mowings, so grass will not be covered and killed during the winter months and spring months. Leaf clean-up shall take place each year during the first two weeks of November and the first two weeks of March.
- f. **Litter and Debris.** The contractor shall be responsible for maintaining the school area in a neat and attractive condition. Litter and debris must be collected and removed prior to mowing. The contractor may dispose of such items in the school's dumpster located at each school.

3.4 Specifications Equipment:

- a. **Equipment.** The contractor is responsible for providing, maintaining and transporting all necessary equipment and fuel for its use in connection with program of school mowing and trimming described in this agreement. **All lawn and grass mower blades must be kept sharp to provide a clean and even cut.** All other tools and supplies necessary for performing the work required by this agreement will be provided by the contractor.

3.5 Specifications Personnel:

- a. **Personnel.** The contractor's personnel shall, at all times, present a neat appearance and shall wear shirts at all times. The district and contractor will each be promptly notified by the other of any complaints received from district personnel or adjoining properties.
- b. **Clearances.** Act 34, Act 151 and FBI clearances are required for all contractors' employees.

3.6 Specifications Accident Prevention:

- a. **Work Supervision.** It is agreed that the district designee and the contractor must mutually understand work priorities, maintenance methods and management techniques. Upon request and/or necessity, an authorized district representative will accompany the contractor to work areas to further clarify or describe methods and procedures. All work described in this agreement shall be performed under the guidance of the maintenance supervisor or his representative. The contractor will consult with the district representative regarding the details, scheduling and performance of the district mowing and trimming.
- b. **Accident Prevention.** The contractor shall exercise precaution at all times for the protection of persons and property. Safety provisions of all applicable laws and ordinances shall be strictly observed. The contractor will discontinue hazardous work practices upon written notice from the district representative. **To prevent injury to the public or damage to public or private property, the contractor shall keep necessary safety equipment at locations where work is being performed. Safety shields must be used at all times with hatches down.** It is the responsibility of the contractor to contact the district representative to acquire a clear understanding of all conditions under which work is to be performed.

Part IV

4.1 General Provisions:

In the event that the contractor refuses or fails for any reason to perform to satisfaction any of its obligations pursuant to this agreement, the district, at its option, may terminate this agreement and the district will be obligated to the contractor only for goods delivered and accepted and services performed and accepted by the district prior to termination.

Neither the contractor nor any subcontractor nor any person or persons acting on its behalf shall discriminate against any person because of race, gender, age, creed, color, religion, national origin, ancestry, handicap or disability in the provision of services pursuant to this agreement.

4.2 Errors or Omissions

If any errors or omissions appear in the specifications or other documents, the proposer shall notify the district in writing in seven days before date due of proposals.

4.3 Contract and Payments:

The contractor will be required to accept the district form of contract and submit monthly invoices and shall be paid thirty days following the end of the month in which the contractor has satisfactorily completed the district mowing and trimming work.

4.4 Agreement Termination:

If the contractor fails to comply with any of these items specified in this information, the district may, by written notice to the contractor, terminate this agreement.

4.5 Questions:

All questions pertaining to these services should be made to Mike Wroblewski, Business Manager at (724) 446-7272, ext. 1012.

Part V

5.1 Reference Information Requested from Proposer:

1. Please list three references and relationship to the contractor that the district can contact including telephone number and name of individual to contact.
 - 1.
 - 2.
 - 3.

5.2 Experience Information Requested from Proposer:

1. Please list three years of previous work experiences of comparable magnitude and employer's telephone number and person to contact.
 - 1.
 - 2.
 - 3.

5.3 Total Number of Employees on Payroll

5.4 Attach Pesticide License(s) of those employees who possess it.

****Please note that companies who do not have a pesticide license will be prohibited from spraying and could face penalty if caught doing so. The school district is under strict guidelines of Integrated Pest Management.**

Proposal Form for Mowing and Trimming

Prime Contract

Name of Contractor _____

Address _____

Telephone Number _____

1) Total Bid Price Year 1 _____

2) Total Bid Price Year 2 _____

3) Total Bid Price Year 3 _____

Total Bid Price Years 1-3 Combined (sum 1-3) _____ *

* please break down cost by building/per year on the schedule provided below.

Please submit three different price schedules as follows:

High School

First Year _____

Second Year _____

Third Year _____

Middle School

First Year _____

Second Year _____

Third Year _____

Mendon

First Year _____

Second Year _____

Third Year _____

HW Good

First Year _____

Second Year _____

Third Year _____

West Newton

First Year _____

Second Year _____

Third Year _____

IF PROPOSER IS AN INDIVIDUAL:

SIGN HERE:

TITLE:

DATE:

IF PROPOSER IS A PARTNERSHIP OR CORPORATION:

INSERT:

(Firm Name)

SIGN HERE:

(Individual)

TITLE:

DATE:

APPENDIX

Yough High School

Mow and trim all grass around building and parking areas, baseball field, softball field and lower soccer field weekly. Mow and trim the Cross Country Trail at least four times a year.

Trimming consists of the following:

- a. Along all walkways
- b. Around all trees
- c. Around all light posts
- d. Around all fences
- e. Outside Stadium fence and under bleachers every other week.
- f. Along all curbs and guard rails

Middle School

Mow and trim all grass around building, parking areas, lower ball field weekly.

Trimming consists of the following:

- a. Along all walkways
- b. Around all trees
- c. Around all light posts
- d. Around all fences
- e. Along all curbs
- f. Around all walk & wall areas
- g. Around sewage plant

All Elementary Schools

Mow and trim all grass around building, parking areas, ball fields, and playgrounds weekly.

Trimming consists of the following:

- a. Along all walkways
- b. Around all trees
- c. Around all light posts
- d. Around all fences
- e. Along all curbs
- f. Around all walk & wall areas

NON-COLLUSION AFFIDAVIT

Contract/Bid No. _____

State of _____

County of _____

I state that I am _____ of
(Title)

(Name of Firm)

and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. 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 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 non-competitive 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 non-competitive bid.
- (5) _____ it's
(Name of Firm)

affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.

I state that _____
(Name of My Firm)

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

I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the Yough School District of the true facts relating to the submission of bids for this contract.

(Signed) _____
(Name)

(Typed) _____
(Name)

(Company Position)

SWORN TO AND SUBSCRIBED
BEFORE ME THIS _____ DAY

OF _____ 2018.

_____ My Commission Expires:
Notary Public

SEAL OR STAMP OF NOTARY PUBLIC:

THIS NON-COLLUSION AFFIDAVIT MUST BE ATTACHED TO THE FRONT OF PROPOSAL FORM