

Montour Area Recreation Commission

2019 Lawn Care Invitation to Bid

Application Terms and Conditions

Sealed bids for lawn care at the various properties managed by the Montour Area Recreation Commission (MARC) will be received by MARC at any time until Monday, November 19, 2018 at 7:00pm, at which time they will be publicly opened and read aloud during MARC's regular meeting in the DRIVE conference room, 17 Woodbine Lane, Suite 103, Danville, PA 17821.

Specifications and bid forms may be obtained online at www.MontourRec.com or by submitting a request in writing or by telephone or email to:

Montour Area Recreation Commission
PO Box 456, Danville, PA 17821
570-336-2060 or RStoudt@MontourRec.com

Each bid shall be enclosed in a sealed envelope, plainly marked with '**2019 Lawn Care Bid**', and mailed via the U.S. Postal Service to MARC at the address listed above. Sealed bids may also be hand-delivered to MARC between 6:45pm and 6:59pm at the DRIVE conference room immediately before the November 19 meeting.

Bids may be withdrawn by bidders for any reason for a period of forty-eight (48) hours after the time of bid opening. After forty-eight (48) hours from bid opening, bids may not be withdrawn for a period of sixty (60) days.

A certified Treasurer's Check, a Cashier's Check or a Bid Bond, secured by a Corporate Surety approved by the Commonwealth of Pennsylvania, in the amount of ten (10) percent of the entire bid amount, must accompany the bid. The successful bidder may instead choose to furnish a Performance Bond in the amount of the Contract as awarded as security for the faithful performance of the Contract as awarded as payment of all persons, firms or corporations to whom the Contractor may become legally indebted in performing the work. A corporate surety approved to do business in the Commonwealth of Pennsylvania shall issue said bonds. In lieu of a Performance Bond, MARC will also accept an irrevocable letter of credit or cash escrow in the amount of the Contract as awarded.

The successful bidder shall be required to furnish to MARC insurance certificates evidencing General Liability Insurance coverage, Automobile Insurance coverage and Workers' Compensation Insurance coverage. Evidence of said insurance coverage shall be required at the time of bid submittal. The successful bidder shall also be required to sign an unconditional waiver of mechanics' and materialmen's liens against Montour, LLC (c/o Real Estate Services, 835 Hamilton St, PL6, Suite 150, Allentown, PA 18101). Waivers shall be filed by MARC in the office of the Prothonotary of Montour County, Pennsylvania.

Any exceptions to these specifications must be so noted. Bids must be submitted on the official proposal form enclosed with this packet. All line items must be completed and no other marks are to be made thereon. All proposals must be signed. MARC reserved the right to accept or reject any and all bids in part, or in full, and to waive any defect or informalities in the bid procedure in part, or in full, and to award the contract in the best interest of MARC.

GENERAL CONDITIONS

1. The contract term shall extend from April 1, 2019 to November 24, 2019, unless otherwise noted.
2. Mowing services will be provided no more than one (1) time per week at each location unless MARC authorizes a revision to this schedule. MARC reserves the right to reduce the total cuts per season depending on weather or other conditions. Weed control will be provided as needed on the areas defined in the bid sheet document as determined and authorized by MARC.
3. The contractor shall supply all necessary labor, equipment and materials except as noted in this document. Submitted with bid will be a list of equipment that the contractor will use for this work. This equipment shall be available for inspection at the request of MARC.
4. The contractor shall mow athletic fields at the Hess Recreation Area only on weekdays between the hours of 7:00am and 3:00pm. Properties other than athletic fields may be mowed on week days at other times as needed. Mowing, trimming, weed control and other lawn care is to be done on Saturdays or Sundays only in unusual situations and only when approved by MARC.
5. Contractor shall remove harmful objects such as glass bottles or other litter from the path of mowing equipment. Contractor is to notify MARC in the event that litter becomes excessive to the point of being outside the normal scope of work.
6. The contractor will trim around all site amenities/ improvements, including but not limited to, fencing, benches, signs, dugouts, planters, paths and trash receptacles. Mechanical trimmers must not be used to control weeds around tree bases unless special approval is granted by MARC. Weed control spray can only be used at the Hess Recreation Area as specified on page 9 of this document.
7. Contractor shall be responsible for, and shall restore at his/her expense, all damage to the property caused by the Contractor in the performance of the work which was not reasonably foreseeable as a consequence of the Contractor's performance of this contract.
8. Contractor or subcontractors must be a Pennsylvania Department of Environmental Protection licensed pesticide applicator. Proof of license must be provided at the time of bid submittal. All spraying will be performed in compliance with state regulations.
9. Proof of required insurance coverage as outlined in this bid specification must be submitted to MARC at the time of bid submission.
10. A performance bond or accepted substitute meeting the terms specified in this Invitation to Bid must be submitted to MARC at the time of bid submission.
11. Contractor shall submit three contract names of references with bid.

GENERAL CONDITIONS (continued)

12. All subcontractors needed to complete the specifications of the contract must be listed on the signature page of this bid document. Subcontractors are subject to the same rules and conditions as the primary contractor.
13. Only fully completed bid applications will be accepted. MARC reserves the right to reject any partial applications.
14. Contractor shall invoice MARC monthly for services rendered. Such invoices shall clearly identify the dates of service, location(s) serviced and the cost per location.
15. All prices must include PA state sales tax and other taxes when applicable.

INSURANCE TERMS AND CONDITIONS

The Contractor (and subcontractors if applicable) shall, at his/her own cost and expense, purchase and maintain in force for the duration of the contract the forms of insurance coverage described hereafter. Subcontractors must produce the same certificates and policies as required of prime contractors, or the prime contractors must submit copies of all policies to which must be attached endorsements indicating that the prime contractor's insurance policy covers the subcontractors to the full extent required by the contracts. Such insurance shall be carried with financially responsible insurance companies, licensed to do business in the Commonwealth of Pennsylvania.

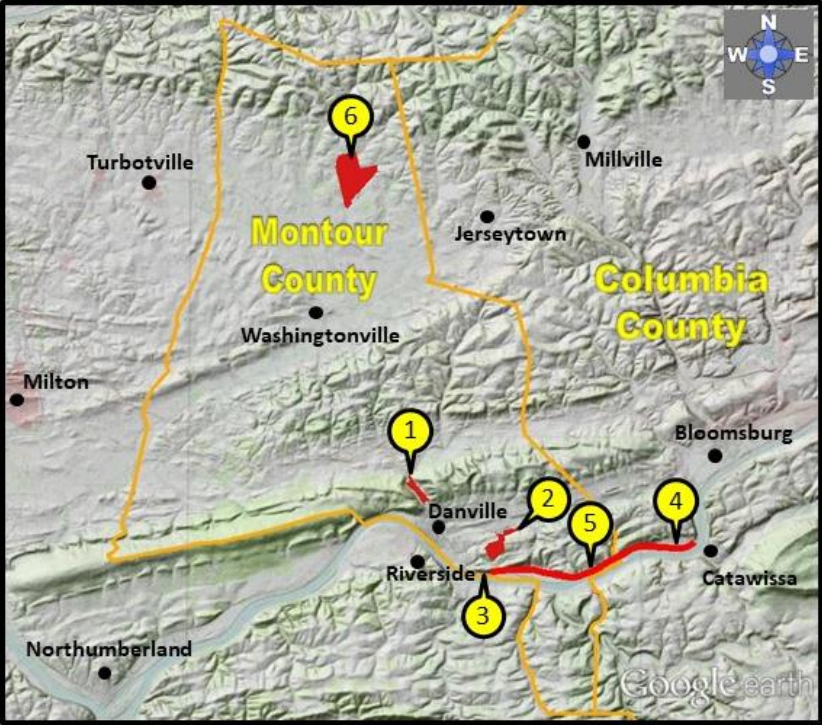
- A. General Liability Insurance – Coverage with a minimum limit of liability per occurrence of one million dollars (\$1,000,000.00) for bodily injury and one hundred thousand (\$100,000.00) for property damage. This insurance shall indicate on the certificate of insurance coverage for Independent Contractors and Subcontractors. The Montour Area Recreation Commission (PO Box 456, Danville, PA 17821) and Montour, LLC (c/o Real Estate Services, 835 Hamilton St, PL6, Suite 150, Allentown, PA 18101) shall be added as Additional Insured Parties.
- B. Automobile Liability Insurance – Coverage with a minimum limit of liability per occurrence of one million dollars (\$1,000,000.00) for bodily injury and one hundred thousand dollars (\$100,000.00) for property damage.
- C. Workers Compensation Insurance Statutory – Provision of workers' compensation insurance in compliance with the Workmen's Compensation Act of the Commonwealth of Pennsylvania.

Before beginning work, the contractor shall also be required to sign an unconditional waiver of mechanics' and materialmen's liens against Montour, LLC (c/o Real Estate Services, 835 Hamilton St, PL6, Suite 150, Allentown, PA 18101). Waivers shall be filed by MARC in the office of the Prothonotary of Montour County, Pennsylvania.

If, at any time, any of the foregoing policies become unsatisfactory to MARC, as to form or substance, the Contractor shall, upon notice to that effect from MARC, obtain a new policy and submit the same for approval to MARC. Upon failure of the contractor to furnish, deliver and maintain such insurance as provided above, this contract, at the discretion of MARC, may be forthwith declared suspended, discontinued or terminated. Failure of the contractor to take out and/or maintain, or the taking of and or maintenance of any required insurance, shall not relieve the contractor from any liability under this contract, nor shall the insurance requirements be construed to conflict with or otherwise limit the obligations of the contractor concerning indemnification.

MAP OF MONTOUR AREA RECREATION COMMISSION
MANAGED PROPERTIES

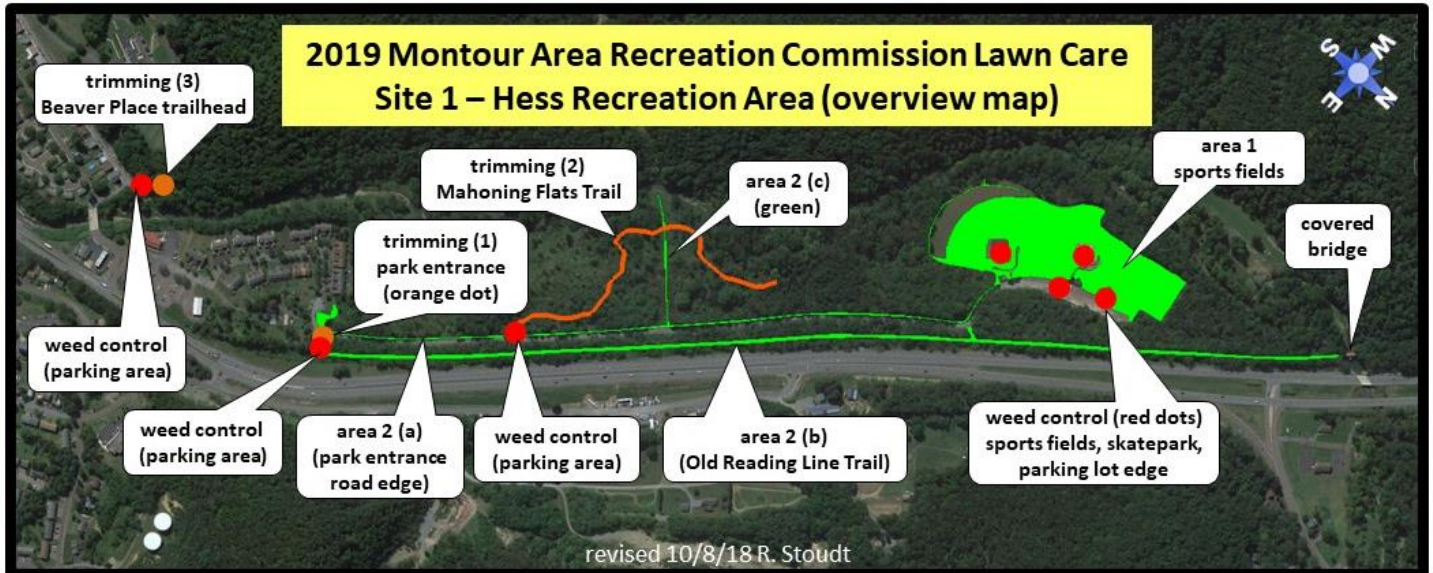
MONTOUR AREA RECREATION COMMISSION MANAGED PROPERTIES



- 1 Hess Recreation Area
- 2 Hopewell Park
- 3 River Drive Trailhead
- 4 Legion Road Parcel
- 5 North Branch Canal Trail
- 6 Montour Preserve

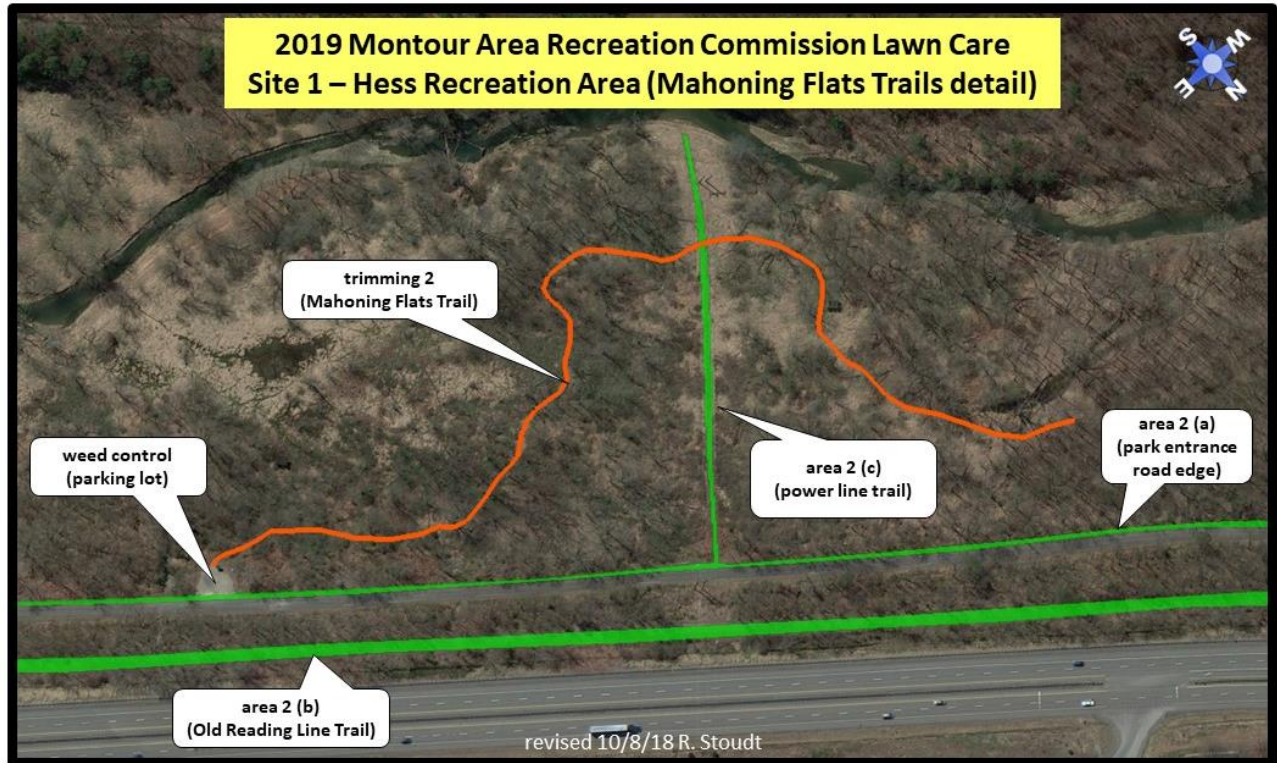
OFFICIAL BID FORM
2019 MARC LAWN CARE

SITE 1 - HESS RECREATION AREA
843 Meadow Lane, Danville, PA 17821



OFFICIAL BID FORM
2019 MARC LAWN CARE

SITE 1 - HESS RECREATION AREA (continued)
843 Meadow Lane, Danville, PA 17821



**OFFICIAL BID FORM
2019 MARC LAWN CARE**

**SITE 1 - HESS RECREATION AREA (continued)
843 Meadow Lane, Danville, PA 17821**

We propose to furnish lawn care services for the Hess Recreation Area per your specifications as follows:

Mowing

Area 1 – Sports fields and common ground

Description: Open field areas in main athletic complex (8.1 acres +/-)

Cost per cut \$_____

Total maximum cost per contract term

Use frequency of once/week during season or 34 cuts total

\$_____

(Note: MARC will determine the actual start and end dates for mowing)

Area 2 - Street access and trails

(a) Area 5ft on southwest side of the park access road (where possible)

(b) Grass areas of Old Reading Line Trail parallel to Rt. 54 (approx. 10ft wide x 5,300ft long)

(c) Grass areas of power line trail (approx. 5ft wide x 550ft long)

Cost per cut \$_____

Total maximum cost per contract term

Use frequency of every other week during season or 17 cuts total

\$_____

(Note: MARC will determine the actual start and end dates for mowing)

Trimming

Description: weed-whacking, brush-hog or similar trimming of vegetation along trails and in locations not suitable for regular mowing

(1) Area around main park entrance gate, kiosk, garden and trees

(2) Mahoning Flats trail, from trailhead parking lot to roughly 200 yards northwest of the 'Meditation Meadow' pergola (total length 1,600ft; average width 5ft) NOTE: trail includes several sections of wooden boardwalk, not suitable for large, heavy equipment

(3) Area around Beaver Place trailhead parking area, kiosk and bench

Cost per cut \$_____

Total maximum cost per contract term

Use frequency of every other week during season or 17 cuts total

\$_____

(Note: MARC will determine the actual start and end dates for trimming)

**OFFICIAL BID FORM
2019 MARC LAWN CARE**

SITE 1 - HESS RECREATION AREA (continued)

Herbicide / Weed control

Includes:

1. Baseball and softball field fences, dugouts, bleachers, etc.
2. Main parking lot edge area (keep grass from encroaching into the stone)
3. Skatepark perimeter
4. Mahoning Flats trailhead parking lot and kiosk
5. Main park entrance handicapped parking area and kiosk
6. Beaver Place trailhead parking lot perimeter and kiosk

Cost per visit \$_____

Total maximum cost per contract term

Use frequency of once per month April – August or five (5) treatments total

\$ _____

(Note: MARC will determine the actual start and end dates for treatments

And may request more or less treatments if conditions warrant)

TOTAL MAXIMUM YEARLY COST FOR SITE 1

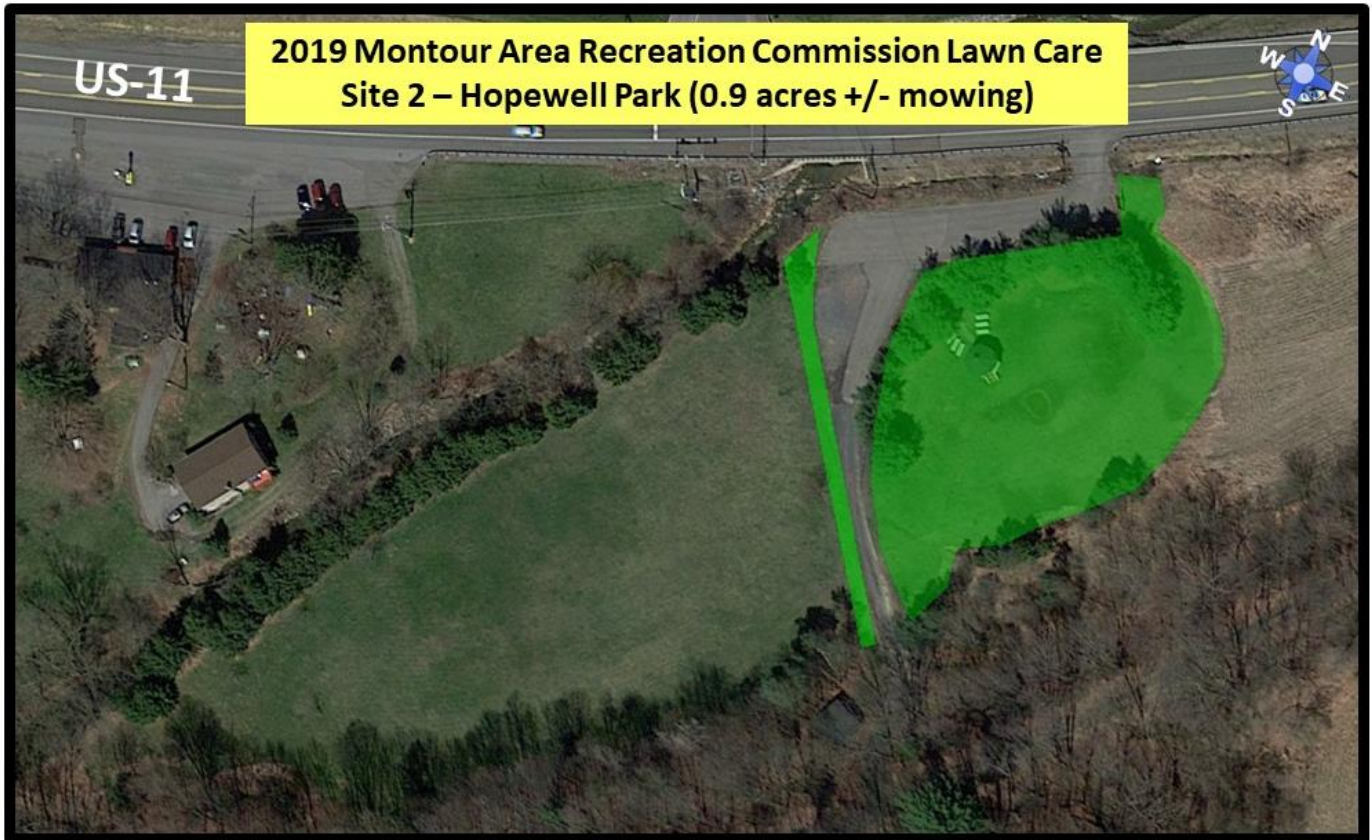
\$ _____

(INCLUDES MOWING AREA 1 + MOWING AREA 2 + TRIMMING

+ HERBICIDE/WEED CONTROL; PLACE THIS VALUE ON PAGE 19)

OFFICIAL BID FORM
2019 MARC LAWN CARE

SITE 2 – HOPEWELL PARK
1758 Montour Blvd (US-11), Danville, PA 17821



We propose to furnish mowing services for Hopewell Park according to your specifications as follows:

Mowing / trimming (0.9 acre total)

0.9 acres of grass around the Hopewell Park Bike Jumps Area, gazebo and parking lot.

Note: numerous trees, benches and other obstacles exist in this area. Some portions of this site are seasonally wet. Contractor must exercise judgment to avoid wet areas as needed.

Cost per cut \$_____

Total maximum cost per contract term

Use frequency of once/week during season or 34 cuts total

(Note: MARC will determine the actual start and end dates for mowing)

\$_____

(PLACE ON PAGE 19)

OFFICIAL BID FORM
2019 MARC LAWN CARE

SITE 3 – RIVER DRIVE TRAILHEAD PARCEL
1642 River Drive, Danville, PA 17821



We propose to furnish mowing services for the River Drive Trailhead parcel per your specifications as follows:

Mowing (brush-hog)

Lot is vacant land with numerous trees and obstacles. 1.5 acres (+/-) is to be maintained as rough lawn and open access to the river. Because of the somewhat rough nature of this site, the contractor will likely need to use a brush-hog type mower to maintain this site.

Cost per cut \$ _____

Total maximum cost per contract term

Use frequency of every other week during season or 15 cuts total

\$ _____

(Note: MARC will determine the actual start date and frequency of mowing) **(PLACE ON PAGE 19)**

**OFFICIAL BID FORM
2019 MARC LAWN CARE**

**SITE 4 – LEGION ROAD PARCEL
208 Legion Rd, Catawissa, PA 17820**



MARC is responsible for mowing of the vacant parcel located at 208 Legion Road, Catawissa, PA 17820. The parcel is owned by Montour Township (Columbia County). This parcel is used for maintenance access to the North Branch Canal Trail.

We propose to furnish mowing services for the Legion Road parcel per your specifications as follows:

Mowing

0.6 acres +/- of rough grass. Some trees and other features exist.

Cost per cut \$ _____

Use frequency of every other week during the season or 15 cuts total

\$ _____

(Note: MARC will determine the actual start date and frequency of mowing) **(PLACE ON PAGE 19)**

**OFFICIAL BID FORM
2019 MARC LAWN CARE**

**SITE 5 – NORTH BRANCH CANAL TRAIL
River Drive, Danville to Legion Road, Catawissa**

NOTE TO BIDDERS: As of this writing, a portion of this 6.2 mile-long trail, between mile markers 3.5 and 4.0, is closed. It is unknown when this section of trail will reopen. As a result, the contractor will have to mow the trail in two sections (3.5 miles and 2.2 miles) from two different access points (1690 River Drive, Danville, PA 17821 and 208 Legion Rd, Catawissa, PA 17820).

The average trail width is 60 inches, though some portions of the trail are narrower. **Bidders are strongly cautioned that hazardous conditions exist along this trail, including steep slopes, uneven surfaces, water and other hazards.** Unless otherwise approved by MARC, the contractor must use not more than a 40 inch-wide walk-behind (not riding) mower for this site.



We propose to furnish mowing services for the North Branch Canal Trail per your specifications as follows:

Mowing

6.2 miles +/- of trail.

Cost per cut \$_____

Total maximum cost per contract term

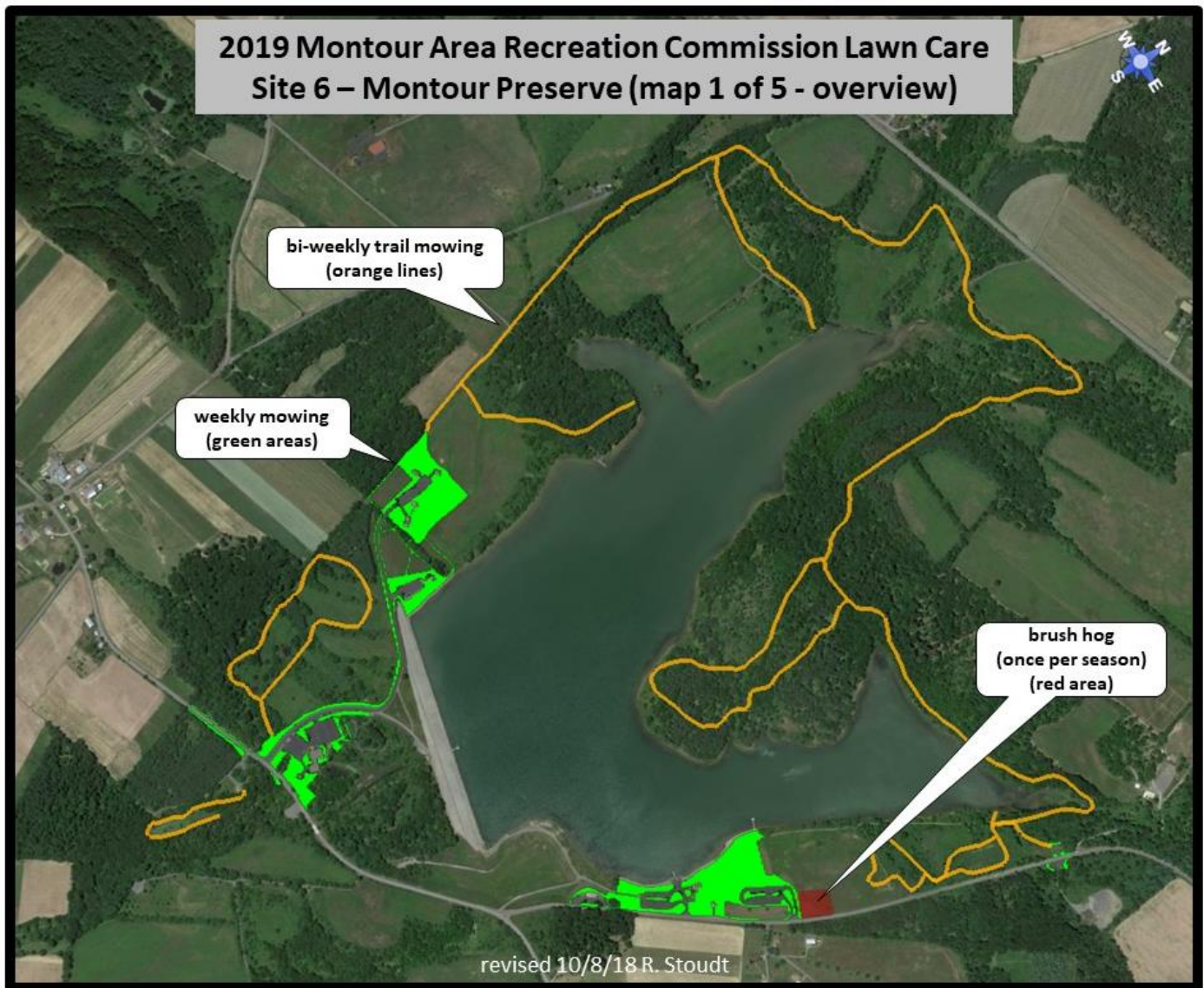
Use frequency of every other week during season or 15 cuts total

(Note: MARC will determine the actual start and end dates for mowing)

\$_____ (PLACE ON PAGE 19)

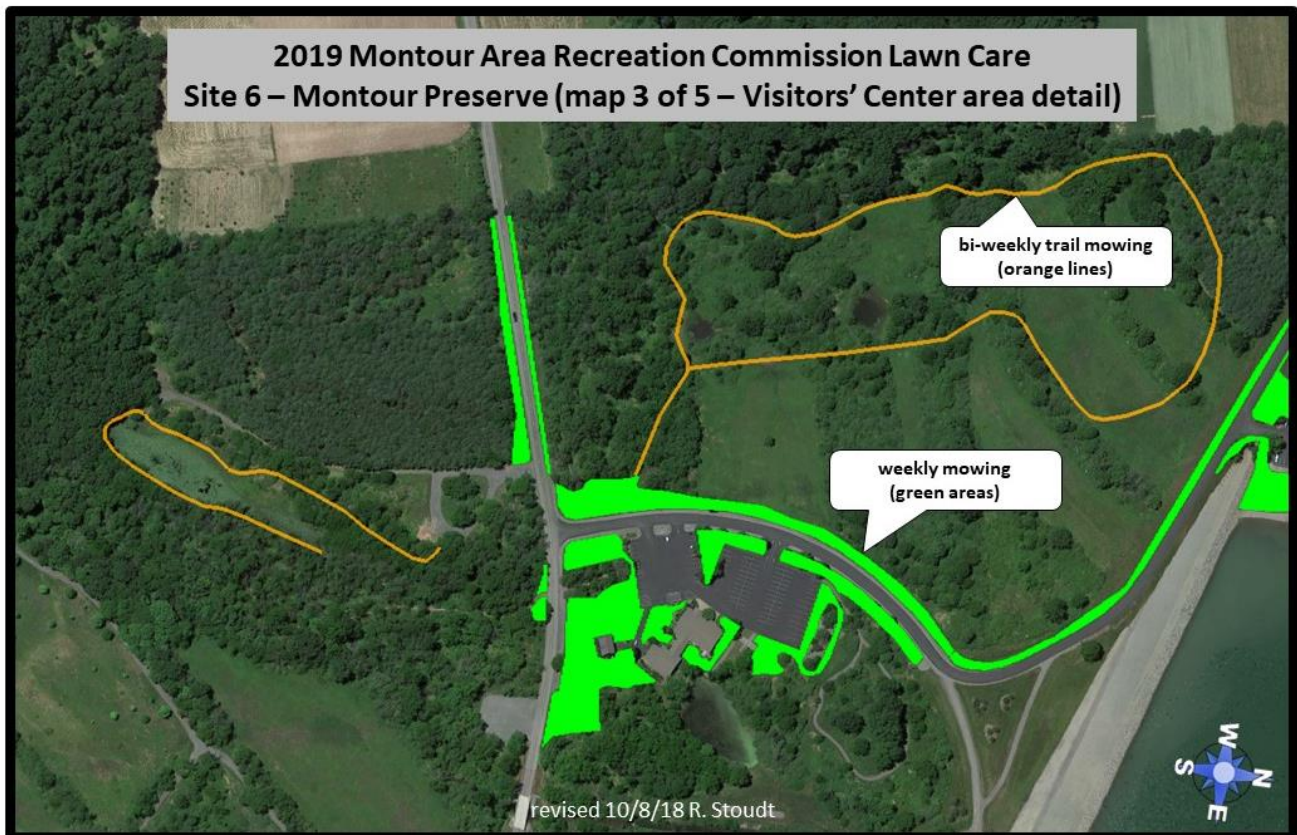
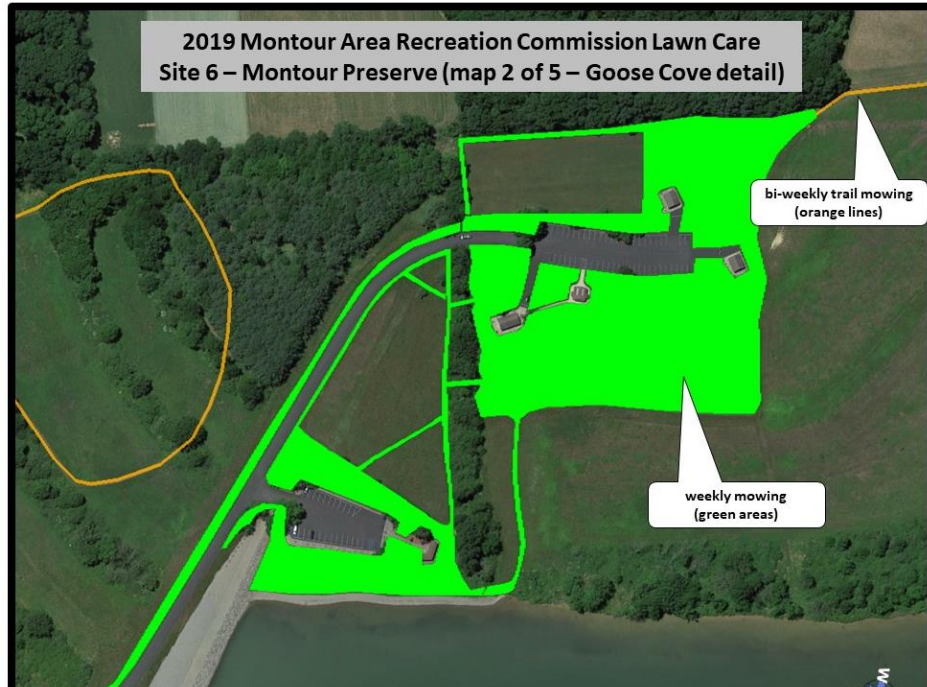
OFFICIAL BID FORM
2019 MARC LAWN CARE

SITE 6 – MONTOUR PRESERVE
374 Preserve Road, Danville, PA 17821



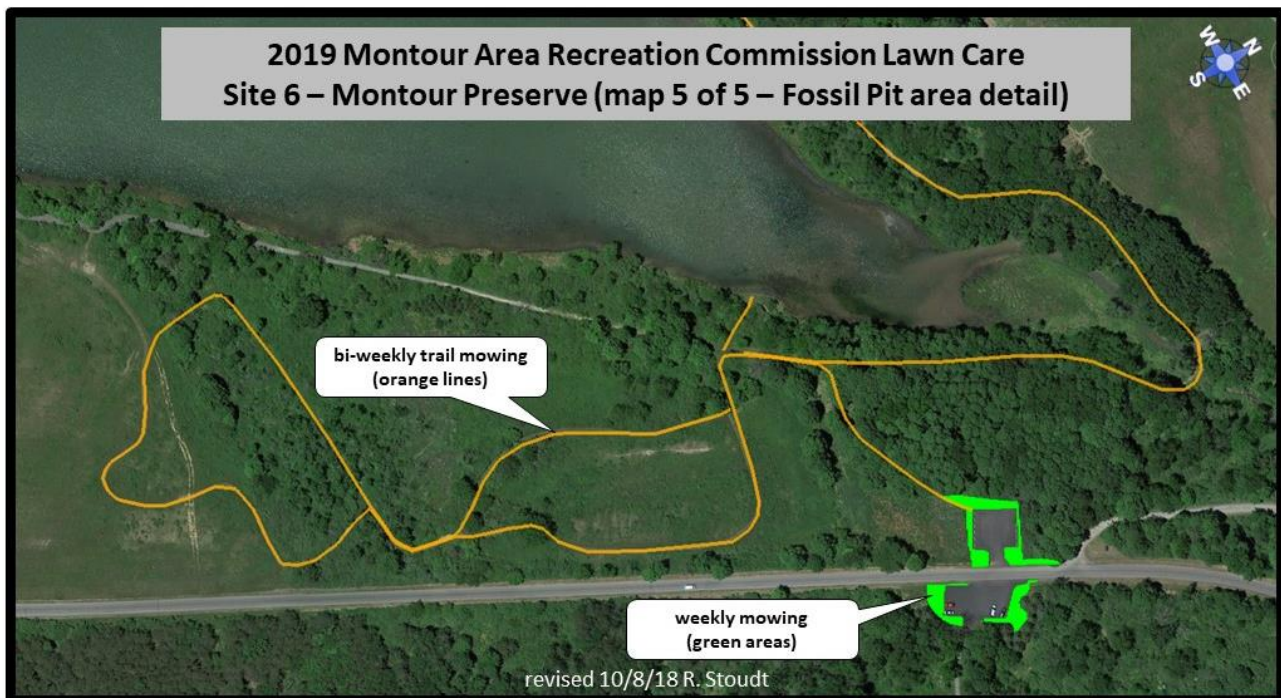
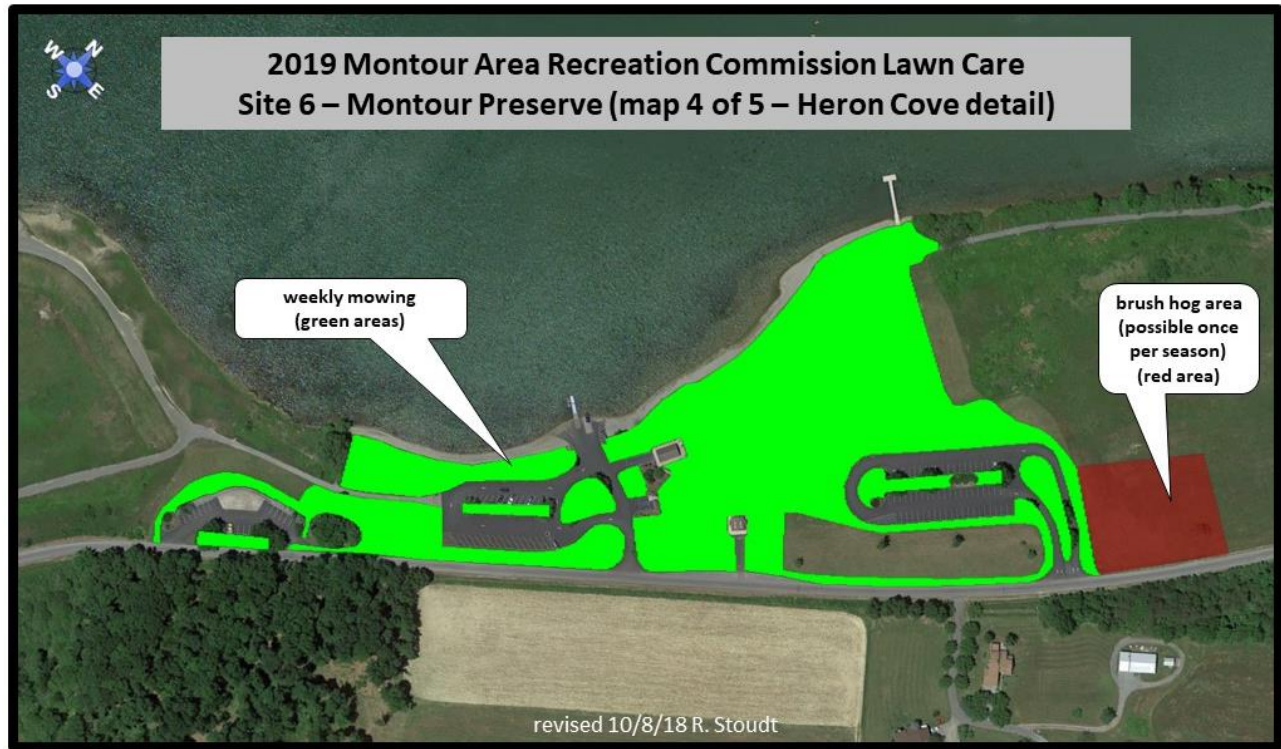
OFFICIAL BID FORM
2019 MARC LAWN CARE

SITE 6 – MONTOUR PRESERVE (continued)
374 Preserve Road, Danville, PA 17821



OFFICIAL BID FORM
2019 MARC LAWN CARE

SITE 6 – MONTOUR PRESERVE (continued)
374 Preserve Road, Danville, PA 17821



**OFFICIAL BID FORM
2019 MARC LAWN CARE**

SITE 6 – MONTOUR PRESERVE (continued)
374 Preserve Road, Danville, PA 17821

We propose to furnish mowing and lawn care services for the Montour Preserve per your specifications as follows:

Mowing/Trimming

18.8 acres +/- of park common areas.

Cost per cut \$_____

Total maximum cost per contract term

Use frequency of once/week during season or 34 cuts total

\$_____

(Note: MARC will determine the actual start and end dates for mowing)

Trail Mowing/Trimming

1.5 acres +/- (5.5 miles +/-) of trails. Some trails are mixed surface (grass, mulch, stone) and must be accessed across wooden pedestrian bridges. Heavy and/or wide (more than 48" wide) equipment cannot be used.

Cost per cut \$_____

Use frequency of every other week during the season or 15 cuts total

\$_____

(Note: MARC will determine the actual start date and frequency of mowing)

Brush Hog Cutting

1.0 acre +/- cut only when needed for special event parking.

Cost per cut \$_____

Total maximum cost per contract term

One cutting anticipated

\$_____

(Note: MARC will request specific dates for cutting as needed)

**OFFICIAL BID FORM
2019 MARC LAWN CARE**

**SITE 6 – MONTOUR PRESERVE (continued)
374 Preserve Road, Danville, PA 17821**

Fall leaf clean-up

We proposed to gather and dispose of (at a location to be identified by the Montour Area Recreation Commission at the Montour Preserve) leaves from the lawn and garden areas at the Montour Preserve during the weeks of November 11 – 22, 2019.

Total maximum cost per contract term

One clean-up anticipated

\$

TOTAL MAXIMUM YEARLY COST FOR SITE 6

\$

(INCLUDES MOWING/TRIMMING + TRAIL MOWING/TRIMMING + BRUSH HOG CUTTING + FALL LEAF CLEAN-UP; PLACE THIS VALUE ON PAGE 19)

**OFFICIAL BID FORM
2019 MARC LAWN CARE**

Summary of maximum yearly maintenance costs

(ALL COSTS ARE TO INCLUDE ALL APPLICABLE TAXES)

Site 1 – Hess Recreation Area (total maximum yearly cost)	\$ _____
Site 2 – Hopewell Park (total maximum yearly cost)	\$ _____
Site 3 – River Drive Trailhead Parcel (total maximum yearly cost)	\$ _____
Site 4 – Legion Road Parcel (total maximum yearly cost)	\$ _____
Site 5 – North Branch Canal Trail (total maximum yearly cost)	\$ _____
Site 6 – Montour Preserve (total maximum yearly cost)	\$ _____

Grand Total \$

*(NOTE: Actual final costs may be less than the total yearly bid shown here
if fewer than expected mowing or weed control applications are needed through the year.
MARC is obligated by this contract to pay only for services actually rendered.)*

Bidder _____

By: _____
Authorized signature

**OFFICIAL BID FORM
2019 MARC LAWN CARE**

SIGNATURE PAGE

Bidder _____

Address _____

Telephone _____

Email _____

By: _____
Authorized signature

Attest: _____
Secretary of corporation (if applicable)

Place Corporate Seal
impression here
(if applicable)

List of any subcontractors:

Business Name	Contact Person	Telephone
1. _____	_____	(____) _____
2. _____	_____	(____) _____

For MARC (to be signed only after contract is approved):

Chairperson, MARC

Director, MARC

**OFFICIAL BID FORM
2019 MARC LAWN CARE**

Contract Names of Reference:

Name

Telephone

1. _____ (_____) _____

2. _____ (_____) _____

3. _____ (_____) _____

List of equipment to be used:

Written exceptions to any terms and conditions of the bid as outlined: