

## INVITATION TO BID

The East Donegal Township Board of Supervisors is seeking sealed bids for the mowing of 5.0 acres, more or less, of parklands located in the Township known as the following: Bridle Path Park, Clearbrook Park and Longwood Park. The bid shall be submitted on forms supplied by East Donegal Township. The 2-year contract shall commence on March 6, 2025 and terminate on January 31, 2027. A non-mandatory pre-bid meeting will be held at 9:00 AM on Wednesday, February 12, 2025 at the East Donegal Township Municipal Building, 190 Rock Point Road, Marietta PA 17547. All bidders are invited to attend this meeting. The bid proposal packet may be obtained in the East Donegal Township Municipal Building, Monday through Thursday 8:00 AM to 4:00 PM and Friday 8:00 AM to noon. The bid proposal package is also available on the Township website [www.eastdonegaltwp.com](http://www.eastdonegaltwp.com). Bid proposals must be submitted to East Donegal Township, 190 Rock Point Road, Marietta PA 17547, no later than 9:00 AM, Wednesday, February 26, 2025, to be publicly opened at 9:15 AM on Wednesday, February 26, 2025. The Board of Supervisors reserves the right to reject any and all proposals and to award the bid in the best interest of the Township. Please feel free to contact East Donegal Township at (717) 426-3167 with any questions.  
Jeffrey L. Butler, Township Manager

# **EAST DONEGAL TOWNSHIP**

## **BID FORM FOR MOWING SERVICES**

Thank you for your interest in providing mowing services for East Donegal Township.

All envelopes containing Bid Proposals must be clearly marked "**Bid Proposal for Park Mowing Services**". Sealed proposals must be received at 190 Rock Point Road, Marietta PA 17547 **on or before 9:00 AM, Wednesday, February 26, 2025**. Bids received after the submission deadline will not be opened and will be considered void and unacceptable. East Donegal Township is not responsible for lateness of mail, courier service, etc.

Sealed proposals will be opened at 9:15 AM on Wednesday, February 26, 2025. The Township reserves the right to reject any or all bids and to award the bids in the best interest of the Township.

One (1) copy of the bid form must be submitted to the Township. Your bid must consist of the completed and signed estimate form and any other required documentation.

A submitted bid must be legible and of a quality that can be reproduced.

All bids must be submitted on the forms provided in this document. Changes to forms made by Contractors shall disqualify their estimate.

Each Contractor shall be presumed to have inspected the sites and to have read and to be thoroughly familiar with the plans, and all documents (including all addenda). The failure or omission of any Contractor to examine the site, any form, instrument or document shall in no way relieve any Contractor from obligation with respect to his/ her submittal.

A non-mandatory pre-bid meeting will commence at 9:00 AM on February 12, 2025, at the East Donegal Township Municipal Building, 190 Rock Point Road, Marietta PA 17547. All bidders are invited to attend this meeting.

Questions on the bid form or the services to be provided should be directed to the Township Manager by calling 717-426-3167.

### **Introduction / General Information**

All Contractors are required to comply with all Federal, State and Local laws, codes, rules, ordinances, and regulations that govern and control the actions and operations of the Contractor and this document.

This Project is not subject to the Pennsylvania Prevailing Wage Act conditions.

This Project is subject to the Federal Occupational Safety & Health Act of 1970 (OSHA) conditions.

This Project is subject to Pennsylvania Act 287 of 1974, as amended by Act 172 of 1986, as amended by Act 38 of 1991, as amended by Act 187 of 19

This project is subject to the Trade Practices Act of July 23, 1968, P.L. 686 (81 P.S. 773.101 et seq.)

This Project is subject to the Public Works Employment Verification Act.

This Contract is subject to Pennsylvania Human Relations Act 222 conditions.

This Contract is subject to the non-discrimination in Employment/Contract Compliance Regulations Conditions.

The Township reserves the right to reject any or all bids, to waive any irregularities and/or informalities in any estimate and to make an award in any manner, consistent with applicable laws, which is deemed to be in the best interest of the Township.

East Donegal Township reserves the right to award to the lowest responsible Contractor, with considerations made on prior performance and professional references, for the total amount of the estimate for Items A, B & C.

The bidder shall, following conditional award of the contract by the Board, furnish at their expense a performance bond of a surety company, in the amount of 10% of the total contract, acceptable to the Board of Supervisors. The bidder shall provide the above services in accordance with all the terms, conditions and provisions of these specifications under the supervision and to the satisfaction and approval of the Board of Supervisors.

**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.
- 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.

Upon failure of the contractor to furnish, deliver and maintain such insurance as provided above, this contract, at the discretion of East Donegal Township, 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.

**Scope of work**

**1. WORK AREA**

The mowing services shall be performed at the following Township parks:

- A. Bridle Path Park – 124 Stirrup Lane (Tax ID 1501995500000) – Exhibit A
- B. Clearbrooke Park – 36 Jewel Drive (Tax ID 1500267600000) – Exhibit B
- C. Longwood Park – 23 Thornapple Drive (Tax ID 1506478700000) – Exhibit C

Mowing services shall be provided in accordance with the Mowing Site Plan & Mowing Plans attached.

**2. MOWING SERVICES**

The work to be performed by the contractor shall consist of furnishing all labor, tools, supplies, equipment, materials, transportation, services, superintendence, and any other items necessary and/or required for completion of the scope of work. The Contractor is required to mow/ cut to the property line. The contractor is required to review and understand the requested areas of service as noted in Exhibits A, B & C. It is recommended anyone submitting an estimate for this project extensively walk each property so that he/ she understands what is expected of them.

A. BRIDLE PATH PARK (124 STIRRUP LANE)

Please refer to the accompanying plan (Exhibit "A" Bridle Park Site Plan)

Property Boundary (fine cut)	Cut every 7 Days - To be cut at 3 inches. Contractor will be asked to adjust height during season
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**Weed Eater Work** -This will include work around trees, all fences, fence posts, signs, bulletin board, inlets, outlets, playground area, culverts, swales, pavement, and paved/concrete walkways and concrete. Completed weekly.

**Mowing Schedule** - Mowing for the Bridle Path Park will be Monday through Friday - 8:00 AM to 4:00 PM (or other times by special permission by East Donegal Township). Pick-up all trash before mowing. Do not mow in areas where people are using the park.

**Weather** - Due to weather conditions, East Donegal Township reserves the right to stop all mowing and/or maintenance. DO NOT MOW IN RAIN OR WHEN GROUND IS WET

**Leaf Blower** - A leaf blower shall be used to remove grass clippings from all paved areas and concrete/paved walkways.

B. CLEARBROOKE PARK (36 Jewel Drive)

Please refer to the accompanying plan (Exhibit "B" Clearbrooke Park Site Plan)

Property Boundary (fine cut)	Cut every 7 Days - To be cut at 3 inches. Contractor will be asked to adjust height during season
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**Weed Eater Work** -This will include work around trees, all fences, fence posts, signs, bulletin board, inlets, outlets, playground area, culverts, swales, pavement, and paved/concrete walkways and concrete. Completed weekly.

**Mowing Schedule** - Mowing for the Clearbrooke Park will be Monday through Friday - 8:00 AM to 4:00 PM (or other times by special permission by East Donegal Township). Pick-up all trash before mowing. Do not mow in areas where people are using the park.

**Weather** - Due to weather conditions, East Donegal Township reserves the right to stop all mowing and/or maintenance. DO NOT MOW IN RAIN OR WHEN GROUND IS WET

**Leaf Blower** - A leaf blower shall be used to remove grass clippings from all paved areas and concrete/paved walkways.

C. LONGWOOD SQUARE PARK (124 STIRRUP LANE)

Please refer to the accompanying plan (Exhibit "C" Longwood Square Park Site Plan)

Property Boundary (fine cut)

Cut every 7 Days - To be cut at 3 inches.  
Contractor will be asked to adjust height during season

**Weed Eater Work** -This will include work around trees, all fences, fence posts, signs, bulletin board, inlets, outlets, playground area, culverts, swales, pavement, and paved/concrete walkways and concrete. Completed weekly.

**Mowing Schedule** - Mowing for the Longwood Square Park will be Monday through Friday - 8:00 AM to 4:00 PM (or other times by special permission by East Donegal Township). Pick-up all trash before mowing. Do not mow in areas where people are using the park.

**Weather** - Due to weather conditions, East Donegal Township reserves the right to stop all mowing and/or maintenance. DO NOT MOW IN RAIN OR WHEN GROUND IS WET

**Leaf Blower** - A leaf blower shall be used to remove grass clippings from all paved areas and concrete/paved walkways.

**3. GENERAL CONDIITONS**

- a) At the end of each workday and at the final completion of the work, the Contractor shall remove all refuse caused by the work and shall not allow waste material, caused by his / her employees, to accumulate on or about the site.
- b) All services shall be coordinated through the East Donegal Township Office.
- c) The quantities shown on the bid form are approximate and will vary according to weather and other conditions. The Township reserves the right to request additional services as described in this package at the same unit price or fewer services, and the Contractor agrees to promptly comply with these requests. The Township shall pay the Contractor for the actual work completed, whether the total number of cycles is more or less than the estimated cycles.

d) The rate to be charged shall include time, labor, tools, supplies, equipment, fuel, materials, transportation services, superintendence, and any other items necessary and or required to complete this work to maintain these areas, giving a neat and trim appearance.

e) Services may be provided on Saturdays, or Holidays with Township approval if and when weather or other conditions prevent service Monday through Friday.

Contract: The term of this contract shall be for the 2025 and 2026 calendar years beginning on the day of the award of the contract. Upon fifteen (15) days written notice to the Contractor, the Township may, with or without cause, elect to terminate the contact.

Extension of Contract: This Contract may be extended annually at the same unit estimate prices by mutual agreement of the parties in writing for up to two (2) additional years.

Payment of Invoices: Accurate invoices, for requested services, will be paid within 30 days of receipt.

2025 PARK MOWING BID FORM

The undersigned states that he/she has carefully read the Documents/Specifications/Scope of Work (including all addenda), and the Services Agreement and that the following items he/she offers to supply, perform and install will fully conform to said documents without exceptions.

The undersigned further agrees that if he/she is the successful contractor and is awarded the work, he/she will supply the executed services agreement, insurance documents and performance security to the Township two weeks after contractor has been notified by certified mail. If the Township does not receive said documents within that two-week time period, he/she understands that the Township reserves the right to reject the estimate.

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_

Entity Classification (i.e. Sole Proprietor, Corporation, Partnership, Limited Liability Company, etc.): \_\_\_\_\_ +

ITEM NO	APPROXIMATE QUANTITIES	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
A.	BRIDLE PATH PARK				
1.	28	EACH	Mowing and weed eating in all areas within property boundary.		
			SUBTOTAL FOR ITEM A.		
B.	CLEARBROOKE PARK				
1.	28	EACH	Mowing and weed eating in all areas within property boundary.		
			SUBTOTAL FOR ITEM B.		
C.	LONGWOOD SQUARE PARK				
1.	28	EACH	Mowing and weed eating in all areas within property boundary border.		
			SUBTOTAL FOR ITEM C.		

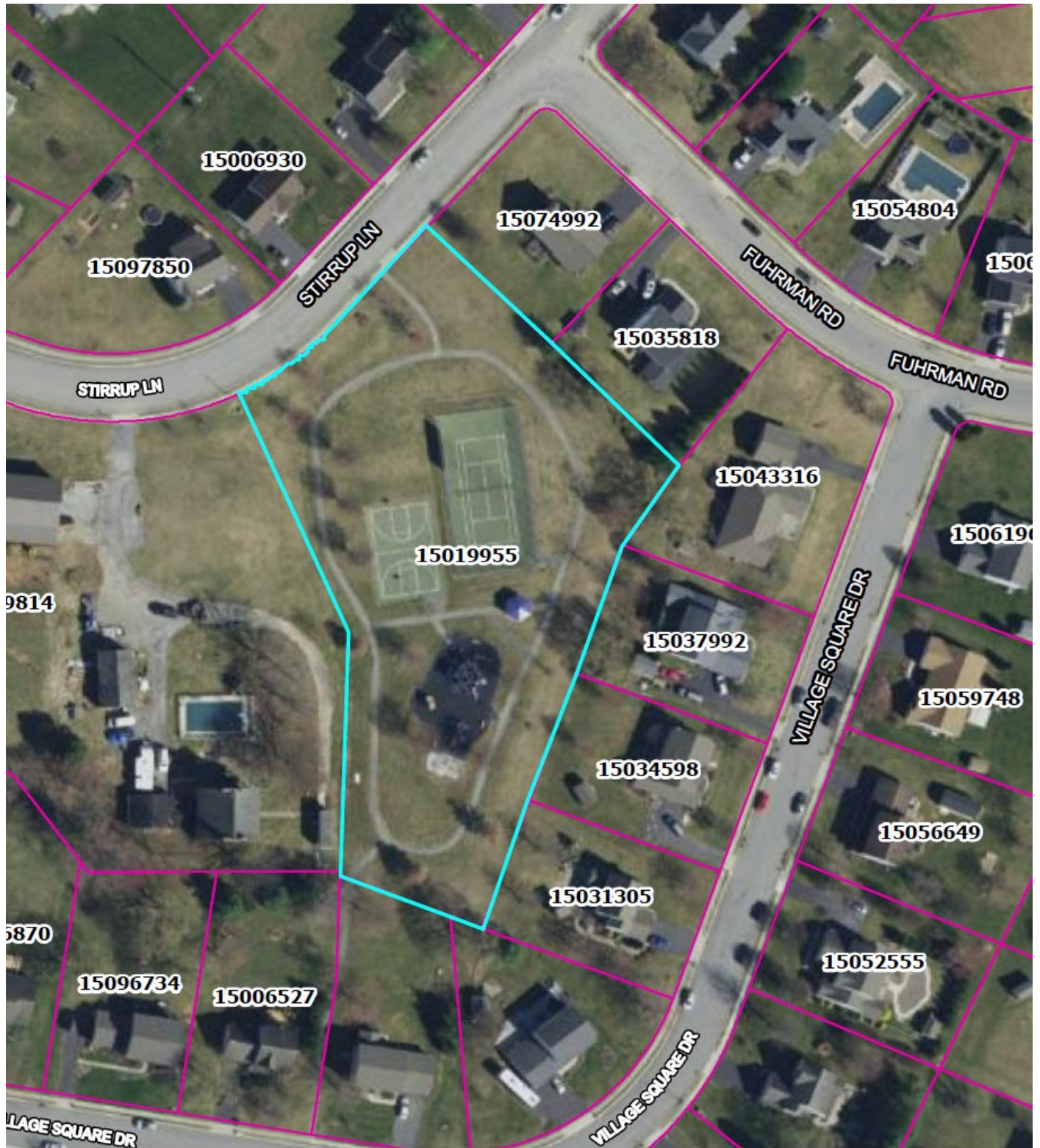
TOTAL AMOUNT OF ESTIMATE (Grand total) for items A, B & C

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# EXHIBIT A

BRIDLE PATH PARK  
124 STIRRUP LANE  
TAX ID – 150199550000



# **EXHIBIT B**

CLEARBROOKE PARK  
36 JEWEL DRIVE  
TAX ID – 1500267600000



# EXHIBIT C

LONGWOOD PARK  
23 THORNAPPLE DRIVE  
TAX ID – 1506478700000

