



SOUTH HEIDELBERG TOWNSHIP

SOUTH HEIDELBERG TOWNSHIP



Park & Open Space Mowing and Trimming Services Bid Packet 2023 thru 2025

INVITATION TO BID

The Board of Supervisors of the Township of South Heidelberg, 555A Mountain Home Road, Sinking Spring, PA 19608 will receive sealed bids for:

Park and Open Space Mowing & Trimming Services

On or before 9:00AM prevailing time on Monday, December 19, 2022, to be publicly opened and read by the Township Manager, assisted by the Public Works Manager at 10:00AM prevailing time, with results being publicly reported at the Board of Supervisors Meeting to be held on Tuesday December 20, 2022, in the Municipal Office, 555A Mountain Home Road, Sinking Spring PA 19608, commencing at 7:00PM prevailing time.

A mandatory Pre-Bid Meeting will be held at 9:30AM prevailing time on Tuesday, December 6, 2022. Prospective bidders will meet at the Municipal Office, 555A Mountain Home Road, Sinking Spring PA 19608 and following a brief question and answer session, travel to the locations included in the bid specifications with the Public Works Manager.

All bids must be accompanied by the bid bond in the amount of not less than 10% of the bid. The successful bidder shall be required to provide a performance and payment bond in the amount of 50% of the bid price.

Bid specifications may be picked up at the Township Office or obtained by calling 610-678-9652 during regular business hours. The Township reserves the right to waive any bid informalities or defects and reject any and all bids or take whatever steps in its sole discretion it deems necessary to best service the citizens and taxpayers of the municipality.

Tiffany L. Billingsley
Secretary/Treasurer

SOUTH HEIDLEBERG TOWNSHIP

Berks County, Pennsylvania

Mowing & Trimming Services Contract – 2023 through 2025 Seasons

1. Contractor shall furnish all labor, equipment and fuel to mow and trim the areas listing on the bid sheets. (Attachment #1).
2. The Township reserves the right to reject any and all bids, to waive any omissions, errors, mistakes and/or irregularities and to award as the best interests of the Township may appear.
3. A three (3) year contract will be awarded for the 2023, 2024 & 2025 seasons with the option of two (2) one (1) year extensions at the mutual agreement of the Township and Contractor.
4. One original bid package shall be submitted in a sealed envelope clearly marked “2023 – 2025 Mowing & Trimming Services Proposal.” Bid package shall consist of the Proposal & Contract, Attachment #1, Non-Collusion Affidavit, Affidavit Accepting the Provisions of the Workmen’s Compensation Act and a Bid Bond or Certified check in an amount equal to ten percent (10%) of the total bid price for a one (1) year period and acknowledgement of addenda (if any).
5. The successful bidder will be required to furnish the following: a Performance Bond and Payment Bond both in an amount equal to fifty percent (50%) of the bid price for a one (1) year period and a Certificate of Insurance naming South Heidelberg Township as an additional insured.
6. The Contractor and not the Township shall be liable for any and all intentional and/or negligent acts of its employees and all public liability and/or property damages resulting from the Contractor’s execution of the work under the terms of this contract. To this end the Contractor shall maintain the following coverages: Worker’s Compensation as required by Statute, Contractor’s Public Liability and Contractor’s Property Damage Liability in an amount not less than \$1,000,000. per occurrence and in the aggregate.
7. A mandatory pre-bid meeting will be held at 9:30AM prevailing time on Tuesday November 29, 2022. Prospective bidders will meet at the Municipal Office, 555A Mountain Home Road, Sinking Spring, PA 19608. Only those contractors who have attended the pre-bid meeting will be eligible to submit a bid.
8. The mowing season shall be defined as April 15th through October 15th in each of the calendar years 2023, 2024 & 2025. Mowing/trimming cycles are to occur at evenly spaced intervals of the frequencies listed in Attachment #1 (Approximate Quantities) as dictated by weather and growing conditions. Additional mowing/trimming cycles mutually agreed to by Township and Contractor will be billable at the unit price for that item individually.
9. Mowing and trimming activities will be subject to the following parameters:

Mower deck shall be set to a height of not more than three (3) inches unless specified otherwise by Township.

Mulching blades shall be used and shall be sharpened at least one time per month.

All equipment used shall be properly maintained and in good operating condition.

Grass clippings shall be blown from all concrete and macadam surfaces and not directed onto streets, mulched areas or into storm sewer systems.

Trimming with a device such as a weed eater will be required around trees, buildings, hydrants, fences, sidewalks and mulched beds.

Mowing/trimming operations will not commence prior to 7:00AM or continue beyond 5:00PM and will be limited to the following days of the week: Monday through Friday. No mowing operations will take place on Township holidays unless prior permission is granted.

Contractor shall exercise care to prevent damage to public and private property and minimize inconvenience to the public and to property owners and residents adjacent to any of the work sites.

Care will be taken to not impact any Township recreation activities which may be scheduled from time to time at some of the work sites. Mowing operations will be performed at South Mountain Park outside of the hours designated for the Summer Playground Program, mid-June through the first full week of August, Monday through Friday, 9:00AM to 1:30PM.

10. No chemicals may be applied by Contractor.
11. The successful bidder will meet with designated Township personnel prior to the start of the mowing season.
12. Inspection will be performed by the Township to ensure that all services are being performed properly. Should the Township determine that services have not been performed satisfactorily; the Contractor shall be notified in writing describing in detail the perceived deficiency(ies). Email shall be an acceptable form of communication for such matters. Upon receipt of such notice, Contractor shall within twenty-four (24) hours, correct the condition(s).
13. Monthly invoices will be presented for payment and will detail the dates and locations of services provided. Terms will be net thirty (30) days.

ATTACHMENT #1 - SOUTH HEIDELBERG TOWNSHIP MOWING & TRIMMING BID - 2023 THROUGH 2025

ITEM NO.	DESCRIPTION (See Notes)	PARCEL ID	# ACRES	APPROX QUANTITY	UNIT PRICE	TOTAL
1	Administration Building 555/555A Mountain Home Road	51437603218684	8.03	26		
2	Mountain Top Garage Site (North Galen Hall & Mountain Top Roads)	51435508882200	1.24	26		
3	South Mountain Park (North Galen Hall & Hill Roads)	51436603322262	10.86	26		
4	Spring Meadows Park (Butternut Court)	51437611552060	1.78	26		
5	Belle Alto Tot Lot (Slater Drive)	51436604537837	0.34	26		
Heidelberg Run East Recreation Areas						
6	Mountain Home Road	51437603317560	5.11	26		
7	S. Sandy Lane	51437619514315	6.26	26		
8	Roxberry Drive	51437603412245	4.74	26		
9	Roxberry Drive	51437603302428	4.73	26		
10	S. Sandy Lane	51437506398794	6.04	26		
11	S. Sandy Lane	51437501293877	1.79	26		
12	Mountain Home Road	51437603312263	5.09	26		
13	N. Sandy Lane	51437603204466	0.088	26		
14	S. Sandy Lane (Open Field)	51437506391720	7.4	26		
	S. Sandy Lane (Drainage/Retention Pond)			6		
15	S. Sandy Lane (Drainage/Retention Pond)	51437619513348	1.9	6		
Heidelberg Run West Recreation Areas						
16	S. Arthur Drive	51437501085442	29.87	26		
17	Longview Drive	51437501077785	3.67	26		
18	S. Arthur Drive (Open Space)	51437501193081	3.59	26		
	S. Arthur Drive (Detention Pond)			6		
19	Longview Drive	51436502974185	1.46	26		
20	E. Clearview Drive	51437501176685	2.37	26		
21	Brentwood Drive	51437501185040	0.29	26		
22	Fritztown Road Drainage Easement	51437509061144	1.29	6		
MISCELLANEOUS						
23	Sunset Avenue Triangle (Sunset & Galen Avenues)	51436614346808	0.14	26		
24	Greystone Street Islands (Mellowbrook Drive)			26		
25	Westgate Manor Pumping Station (Lincoln & Theta Drives)	51436604839944	0.14	26		
26	Belle Alto Pumping Station (Carriage Drive)	51436604722994	0.32	26		
27	Keller Pumping Station (Brossman Lane)	51436614246193	0.05	26		
TOTAL - ALL ITEMS						

***Note – Acreage figures listed are approximate and include the entire site described. Several of the listed sites contain buildings, paved areas and/or other improvements - bid accordingly.**

BID AMOUNTS FOR CALENDAR YEARS AS FOLLOWS:

	2023	2024	2025
Cost Per Cycle	\$ _____	\$ _____	\$ _____
Total Cost Per Year	\$ _____	\$ _____	\$ _____

In compliance with your invitation to bid, the undersigned, on this _____ day of _____, 20__ hereby declares that I/we have carefully examined the specifications attached hereto, and will provide all labor, equipment and materials necessary to accomplish the work as defined by the scope of the Specifications, and in the manner prescribed therein, for the sum(s) set forth above.

Firm Name: _____

By: _____

(Sign & Print)

Date: _____

CONTRACT ACCEPTANCE:

Township of South Heidelberg

IN WITNESS WHEREOF, the Township of South Heidelberg accepts this proposal pursuant to formal action taken by the Board of Supervisors at its meeting, duly convened according to law, this _____ day of _____, _____.

By: _____

Chairman

ATTEST:

Secretary