

NOTICE TO CONTRACTORS

The Dover Township Board of Supervisors will be accepting RFP's for the "Mowing of Township Properties", until 9:00 AM on Thursday, March 7, 2019 at the Dover Township Municipal Office, 2480 West Canal Road, Dover, Pennsylvania, 17315. The proposals will be publicly opened and read at the same time and location.

All proposals must be on the forms prepared by the Township and may be obtained at the Dover Township Municipal Office weekdays, 8:00 AM-4:30 PM. Sealed proposals must be clearly marked "Request for Proposal-Mowing of Township Properties". A performance bond will be required in the amount of 100% of the contracted amount.

The Dover Township Board of Supervisors reserves the right to reject any or all proposals and make an award, which is in the best interest of the Township.

Dover Township

Laurel A. Oswalt, Township Manager

NOTICE TO ALL CONTRACTORS SUBMITTING RFP'S UNDER THE 2019-2021 REQUEST FOR PROPOSAL FOR
MOWING OF TOWNSHIP PROPERTIES DOCUMENTS

To all contractors interested in submitting a proposal, a review of all the Township properties included in this contract will be made on Friday, February 8, 2019 at 10:00 AM. This is a one-time offer. The review will be held at the Dover Township Municipal Building located at 2480 West Canal Road. If you have any questions, please call our office at 717-292-3634. Thank you.

Contractor agrees that he or she has received Attachments #1 and drawings of all thirty-five (35) sites and understands the approximate areas as shown. Contractor also agrees to visit each site with a representative of the Township prior to the start of this contract.

Contractor agrees to follow specific instructions for mowing/trimming and clipping removal as listed with the individual sites.

NOTE: Monthly calendars are in the bid award documents for the 2019 mowing season, showing scheduled events for locations which must be used when scheduling mowing to allow for the sites to be properly groomed and available when needed. These calendars are subject to change and will be provided to the contractor as changes are noted. Subsequent year calendars will be provided prior to the commencement of that year's mowing season.

1. It is hereby certified as follows:

a. The only person(s) having an interest in this proposal is *(are)* *(include owner of leased equipment)*: _____

b. None of the above persons are employees of the municipality.

c. This proposal is made without collusion with any other person, firm or corporation.

d. All specifications referred to above have been examined by the Contractor. The Contractor understands that the areas indicated herein are approximate and are subject to change as may be required; and all work is payable on the basis of the unit prices listed on the Schedule of Prices *(Attachment #1, Page 4 and 5 of packet)*.

2. The Contractor will comply with all federal, state and local laws, regulations and ordinances relating to immigration, child labor, human relations, equal opportunity and nondiscrimination, safety and environment. Contractor also will pay to workmen employed in the performance of the contract the wages to which the workmen may be entitled and, when required by law, not less than the applicable prevailing wage. The Township reserves the right unilaterally to terminate this contract upon Contractor's violation of this section. The Township Solicitor has determined this contract involves "maintenance work" as defined in the Prevailing Wage Act.

3. Any damage to Township property caused by the Contractor shall be reported immediately to the Parks, Grounds and Facilities Superintendent. Contractor agrees to be responsible to repair any damage to Township property caused by Contractor. Valve boxes at the Wastewater Treatment Plant *(Site 35)* have been painted yellow. If they are damaged by the contractor, the Township will replace the valve boxes at the Contractor's cost.

4. In the event the Contractor should neglect to fulfill its obligation to mow the Township properties as required in the Work Orders attached hereto, the Township shall have the right to complete the work (either on its own or through another mowing contractor), and assess the costs thereof to the Contractor. If the Contractor fails to fulfill its obligations to mow the Township properties as required under the contract for three (3) or more times during the mowing season, the Township reserves the right to enforce the Performance Bond. It shall be the Contractor's responsibility to present a make-up schedule to the Township in the event that Contractor is unable to mow a site as scheduled due to weather conditions.

5. The sports fields at Lehr, Edgewood and Brookside Park will need more frequent mowing. The Contractor shall provide for two mowings per week in the price bid. In addition, mowing height of 2 1/2 inches is required in these locations and at no time shall the height of the grass exceed 8 inches. Locations #15, #17, #18, #23, and #24 shall be mowed at a minimum once per week after Wednesday prior to the weekend.

6. The Contractor will provide the municipality with a Performance Bond conditioned upon the faithful performance of the contract in the amount of the contract for the mowing season in question.

7. The Contractor will provide a Certificate of Insurance showing liability coverage for minimum of \$1,000,000.00 for property damage and bodily injury with the Township named as an additional insured. The Certificate of Insurance must also show coverage of Worker's Compensation and Employer's Liability.

8. The Request for Proposal is split into five sections: (A) Water department properties; (B) Township parks and other properties; and (C) WWTP property. A contractor may bid on any combination of all three sections. The Township reserves the right to award a contract to the bidder who the Township believes is best qualified to handle the particular section that has been bid on. Therefore, it is possible that three contractors could be selected by the Township for the three separate sections of the Request for Proposal.

WITNESS OR ATTESTED BY:

Contractor

Name/Title

BY: _____
Name/Title

(SEAL)

Dover Township Attachment #1-Schedule of Prices

A. Water Department Properties	Address	2019	2020	2021
Site	Location	Unit Price	Unit Price	Unit Price
1. Water Tank	Staunton Ave/Monterey Ave			
2. Well #1 and #2	Poplar and Little Conewago Creek			
3. Well #3	Locust Road			
4. Well #4	Little Conewago Creek/Pine Road			
5. Well #5	Emig Mill Road			
6. Well #6	Butter Road			
7. Well #7	R/W off of Cardinal Lane			
8. Well #8	Conewago Road			
9. Well #9	R/w off of Grenway Road			
10. Well #10	R/W off of Emig Mill Village			
11. Booster Pump Station	Old Carlisle Road			
12. Water Tank	Sky Top Trial			
13. Admire Tank	Admire Road			
14. Admire Pump House	Admire Springs Drive			
B. Parks and Sports Fields				
15. Lehr Park	Daidsburg Road			
16. Community Park	West Canal Road			
17. Brookside Park and Ballfield	Fox Run Road/Palomino Road			
18. Mayfield Park	Sedgewick Avenue			
19. Edgewood Park	Broughton Drive			
C. Undeveloped Properties				
20. Edgewood Park	Greenfield			
21. Edgewood Park	Devonshire Drive			
22. Edgewood Park	Marlborough Drive			
23. Sunrise Acres	Partridge Drive			
24. Rock Creek	Wynngate Road			
25. Barwood	Milky Way			
26. Barwood	Solar Drive			
27. Golden Villas	Tonys Drive			

Dover Township Attachment #1-Schedule of Prices

28. Grandview	Pine Road (11 Lots)			
29. Honey Run	Hadley Drive			
D. Developed Properties				
30. Tower Village	Wynngate Road			
31. Barwood Estates	Solar Drive			
32. Barwood Estates	Sundial Road			
33. Emig Mill Village	Village Square Drive			
E. Sewer Department				
34. North Sewer Pump Station	George Street			
F. WWTP				
35. Treatment Plant	Graffius Road in Conewago Township			
Contractor Name				