NOTICE TO LAWN MOWING CONTRACTORS

The Dover Township Board of Supervisors will be accepting Requests for Proposals (RFP's) for the "Mowing of Township Properties", until 9:00 AM on Monday, February 7, 2022, at the Dover Township Municipal Office, 2480 West Canal Road, Dover, Pennsylvania, 17315. The proposals will be officially opened and read at the same time and location.

All proposals must be on the forms prepared by the Township and must be obtained at the Dover Township Municipal Office weekdays, between 8:00 AM and 4:00 PM. Sealed proposals must be clearly marked "Request for Proposal Mowing of Township Properties". A performance bond will be required from the lowest responsible bidder in the amount of 100% of the 2022 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 2022-2024 REQUEST FOR PROPOSAL FOR MOWING OF TOWNSHIP PROPERTIES

To all contractors interested in submitting a proposal, a review of all the Township properties included in this contract will be made on Monday, January 31, 2022, at 9:00 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.

REQUEST FOR PROPOSAL FOR MOWING OF TOWNSHIP PROPERTIES

(1 of 3)

A. **DEPOSITS OF PROPOSALS**

1. All envelopes containing Request for Proposals shall be clearly marked "Request for Proposal – Mowing of Township Properties."

Sealed Request for Proposals must be delivered **before 9:00 a.m. February 7, 2022, to DOVER TOWNSHIP, c/o Michael H. Fleming, Public Works Director, 2480 West Canal Road, Dover, PA 17315.**

2. Contractor agrees to mow the sites and remove the clippings, trim/edge around/or along all obstacles, and remove clipping from sidewalks and/or paved areas as detailed in Attachments #2 through #5 of this Request. Payment shall be made on per site mowing basis and in no case shall payment exceed the Schedule of Prices for the year for each site as shown on Attachment # 1.

3. The municipality reserves the right to make an award based on contractor's qualifications, experience, quotations received and completeness of proposal. The Township reserves the right to reject any and all proposals. Proposals should at a minimum include:

1.) The contractor's plan for mowing the township properties.

2.) The type of equipment available.

3.) The number of employees available to perform the work.

4.) The number of other contracts that the contractor has for the 2022 - 2024

mowing seasons.

5.) The number of man hours that will be devoted to the Township properties.6.) At least three customer references.

4. Contract shall be for a period of 3 years, with the possibility of two one-year extensions.

5. The Township reserves the right to add or subtract properties from this contract as may be necessary from time to time. Price deduction or increase shall be negotiated with the contactor prior to the addition or subtraction of properties.

B. CONTRACTOR'S CERTIFICATIONS

Proposal of

Name of Contractor

Address

Telephone Number

Fax Number

Contact Person

Email Address

MOWING OF TOWNSHIP PROPERTIES (continued)

Contractor agrees that he or she has received Attachments #1 through #5 and drawings of all thirty-three (33) 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.

I. 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 annual unit prices listed on the Schedule of Prices (Attachment #1).

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 at 717-292-3634. Contractor agrees to be responsible to repair any damage to Township property caused by Contractor. Valve boxes at the Wastewater Treatment Plant (*Site 33*) have been painted yellow. If they are damaged by the contractor, the Township will replace the valve boxes at the Contractor's cost.

MOWING OF TOWNSHIP PROPERTIES (continued)

4. In the event the Contractor should neglect to fulfill its obligation to mow the Township properties as required in the Attachments #2 through #5, 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, Brookside, Mayfield, and Edgewood Parks will need more frequent mowing. The Contractor shall provide for *two mowings per week* in the schedule of prices. In addition, mowing height of 2.0 inches is required in these locations and at no time shall the height of the grass exceed six inches. Locations #15, #16, #17, #18, and #19 shall be mowed at a minimum once per week after Thursday or Friday, 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 four sections: Attachment #2 through #5. A contractor must bid on all of the sites listed within the Attachments. The Township reserves the right to award a contract to the bidder who the Township believes is best qualified to complete the work.

WITNESS OR ATTESTED BY:

Contractor

BY:

Name/Title

Name/Title

(SEAL)

SCHEDULE OF PRICES - ATTACHMENT #1

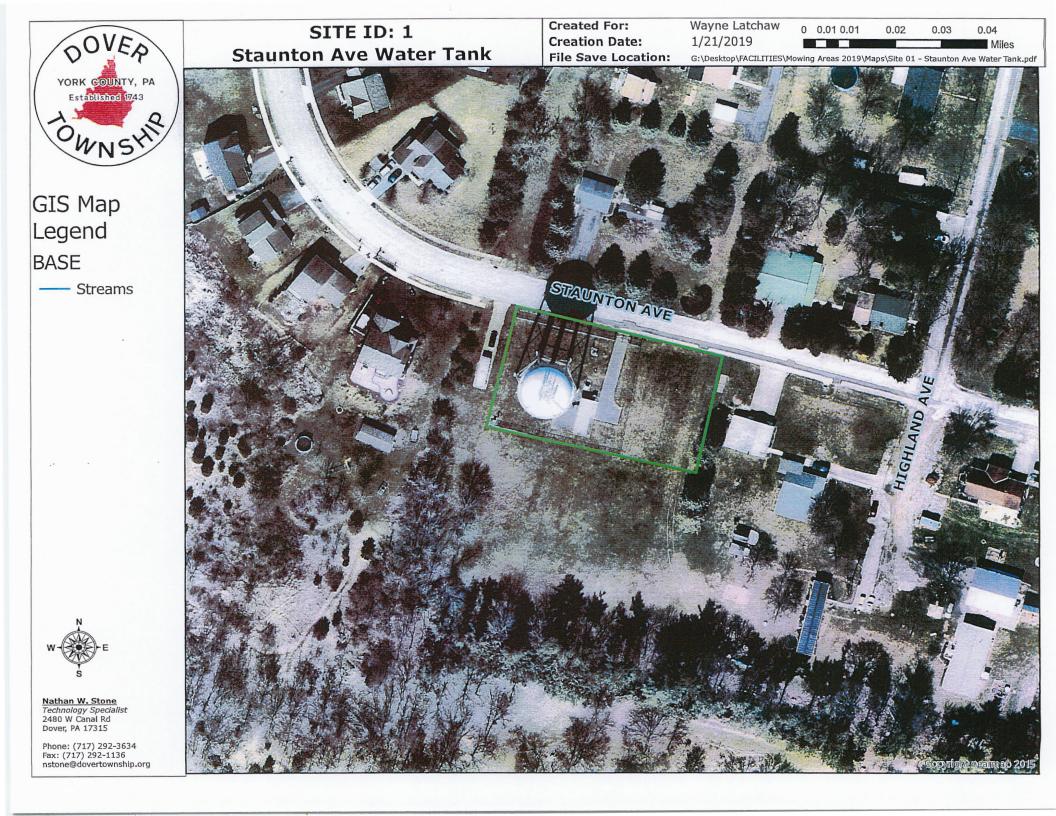
SITE I.D. #	Site	Site Location		2023 Annual Unit Price	2024 Annual Unit Price
					(1 of 2 pages)
1	Water Tank	Staunton Ave			
2	Wells 1 & 2	Poplars Rd			
3	Water Tank 3	Locust Rd			
4	Well 4	Pine Rd			
5	Well 5	Emig Mill Rd			
6	Well 6	Butter Rd			
7	Well 7	Cardinal Ln			
8	Well 8	Conewago Rd			
9	Well 9	Grenway Rd			
10	Well 10	Village Square Dr			
11	Booster	Old Carlisle Rd			
12	Water Tank	Sky Top Trl			
13	Water Tank	Admire Rd			
14	Pump House	Admire Springs Dr			
15	Lehr Park	Davidsburg Rd			
16	Dover Community Park	West Canal Rd			
17	Brookside Park & Ballfield	Fox Run Rd & Rocky Rd			
18	Mayfield Park	Sedgewick Ave			

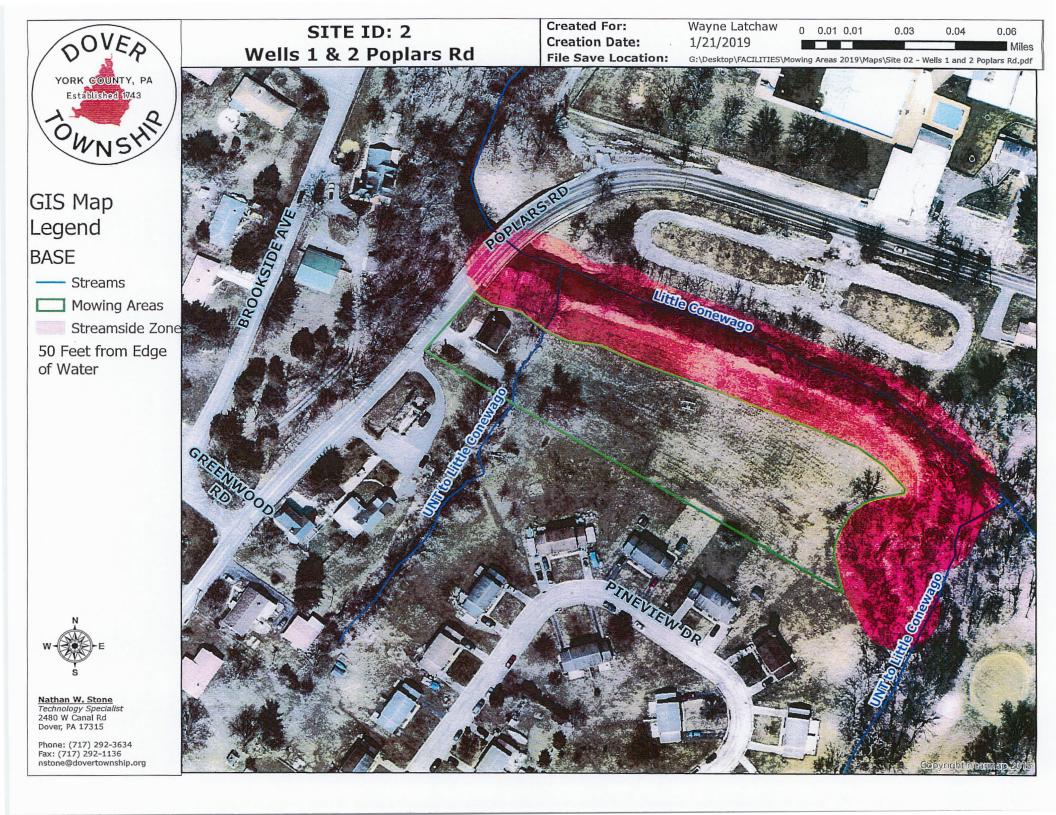
SCHEDULE OF PRICES - ATTACHMENT #1

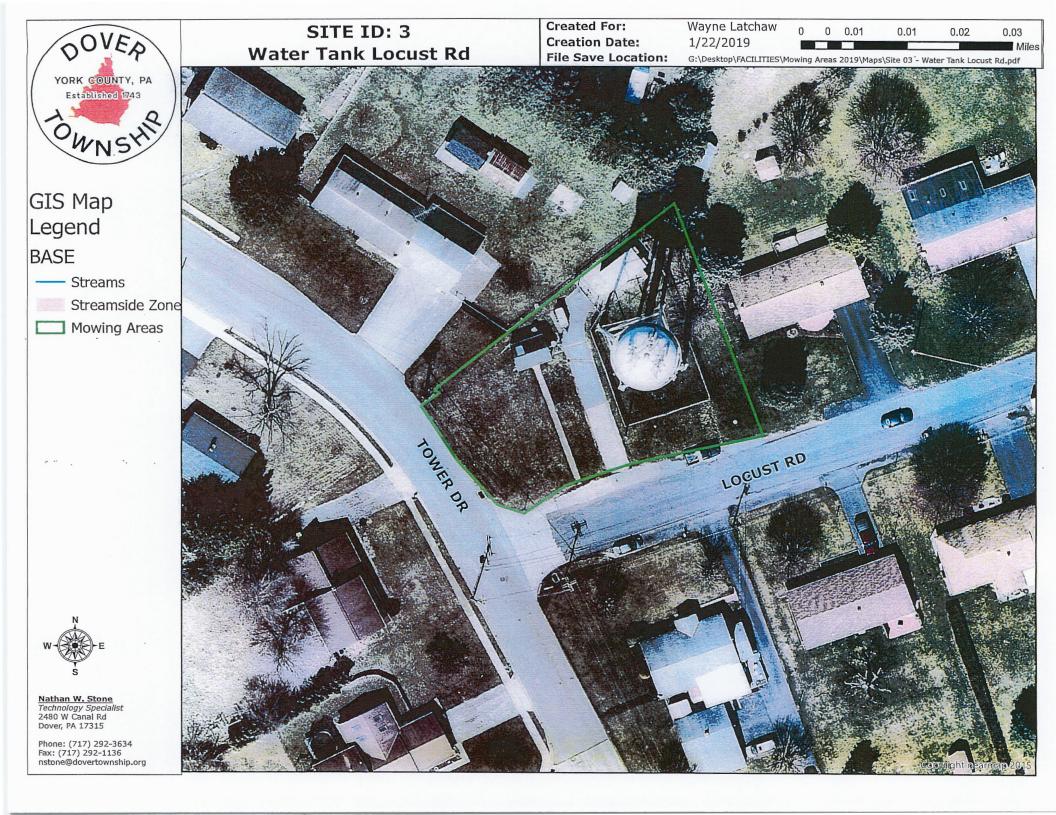
				(2 of 2 pages)
19	Edgewood Park	Broughton Dr & Nittany Dr		
20	Edgewood Park	Greenfield Dr		
21	Edgewood Park	Devonshire Dr		
22	Edgewood Park	Marlborough Dr		
23	Sunrise Acres	Partridge Dr		
24	Rock Creek	Wyngate Rd		
25	Barwood	Milky Way Rd		
26	Barwood	Solar Dr		
27	Golden Villas	Tonys Dr		
28	Grandview	Pine Rd (11 Lots)		
29	Honey Run	Hadley Dr		
30	Tower Village	Wyngate Rd		
31	Emig Mill Village	Village Square Dr		
32	North Sewer Pump Station	George St		
33	Treatment Plant	Graffius Rd (Conewago Twp)		
	Total Annual Price	(For All 33 Sites)	\$ \$	\$
	Name of Contractor			

WATER PROPERTIES - ATTACHMENT # 2 (1 of 15 pages)

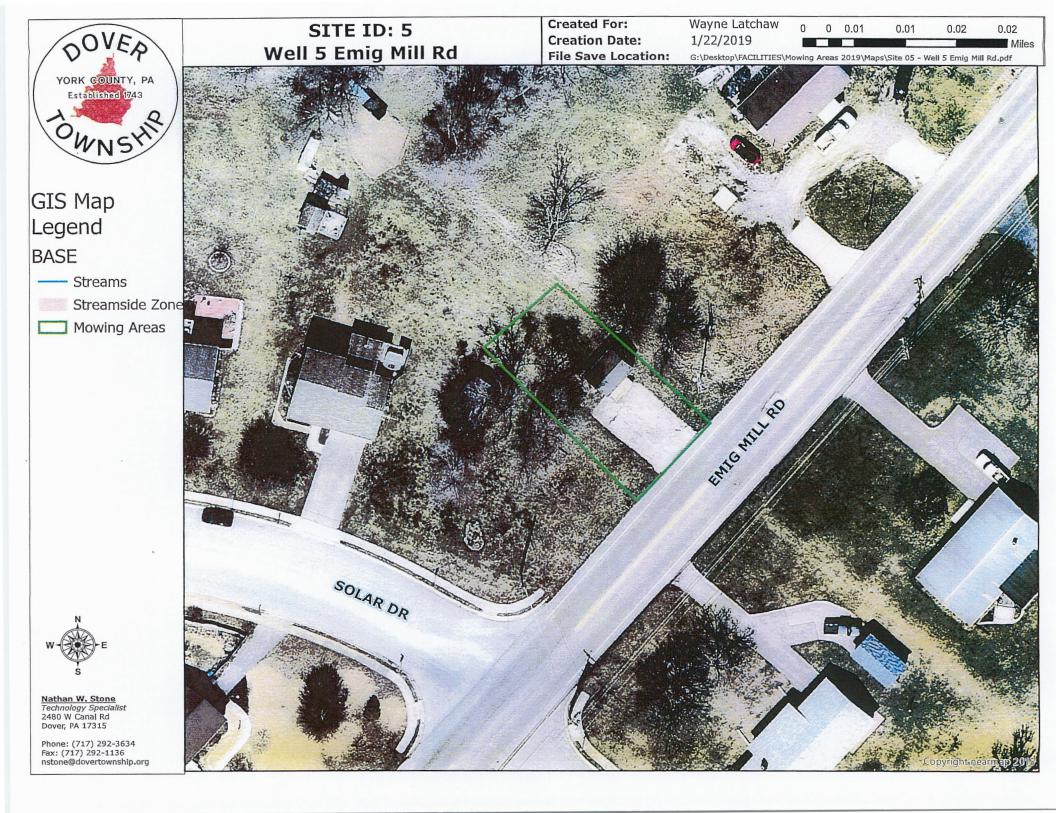
SITE I.D.	Site Description	Location	Approx. Area (Acres)	Mowing per week	Coordinates and Links	GENERAL INSTRUCTIONS PER SITE. Plus - Lock all gates upon completion of work, windrows of grass clipping must be raked or removed and properly disposed of, blow cut grass from walks and driveways, mow height of 2.0 to 3.0 inches.
1	Water Tank	Stauton Ave	0.4	1	<u>39.994560, -</u> <u>76.816546</u>	Trim along fence and all objects
2	Wells 1 & 2	Poplars Rd	2.9	1	<u>39.988483, -</u> <u>76.808242</u>	Trim along fence and all objects. Streamside Zone - No Mow.
3	Well 3	Locust Rd	0.2	1	<u>39.982281, -</u> <u>76.834723</u>	Trim along fence and all objects
4	Well 4	Pine Rd	1.5	1	<u>39.978007, -</u> <u>76.812191</u>	Trim along fence and all objects. Streamside Zone - No Mow.
5	Well 5	Emig Mill Rd	0.2	1	<u>39.968071, -</u> <u>76.832252</u>	Trim along fence and all objects
6	Well 6	Butter Rd	1.0	1	<u>40.011260, -</u> <u>76.843143</u>	Trim along fence and all objects
7	Well 7	Cardinal Ln	0.5	1	<u>40.002678, -</u> 76.817495	Trim along fence and all objects
8	Well 8	Conewago Rd	0.9	1	<u>40.034612, -</u> <u>76.893694</u>	Trim along fence and all objects. Streamside Zone - No Mow.
9	Well 9	Grenway Rd	0.4	1	<u>39.979927, -</u> <u>76.818270</u>	Trim along fence and all objects. Streamside Zone - No Mow.
10	Well 10	Emig Mill Village	0.5	1	<u>39.968000, -</u> <u>76.839000</u>	Trim along fence and all objects
11	Booster	Old Carlisle Rd	0.2	1	<u>40.034457, -</u> 76.880687	Trim along fence and all objects
12	Water Tank	Sky Top Trail	1.7	1	<u>40.029171, -</u> <u>76.876063</u>	Trim along fence and all objects
13	Water Tank	Admire Rd	0.2	1	<u>39.975099, -</u> 76.846923	Trim along fence and all objects
14	Pump House	Admire Springs Dr	0.1	1	<u>39.977413, -</u> <u>76.844554</u>	Trim along fence and all objects



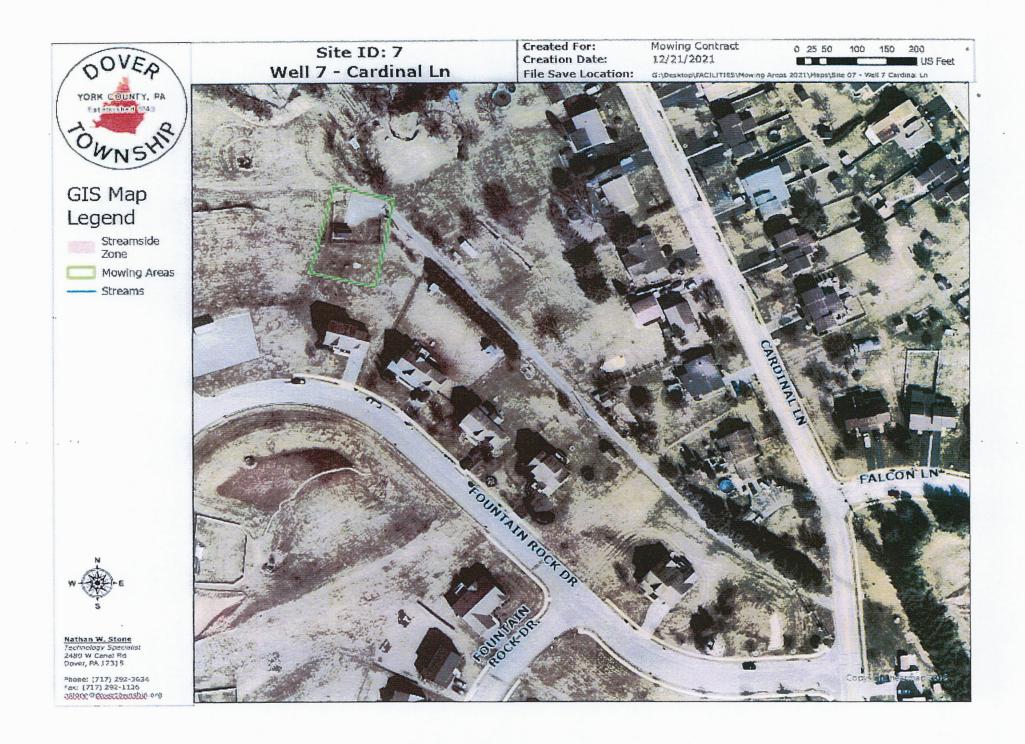




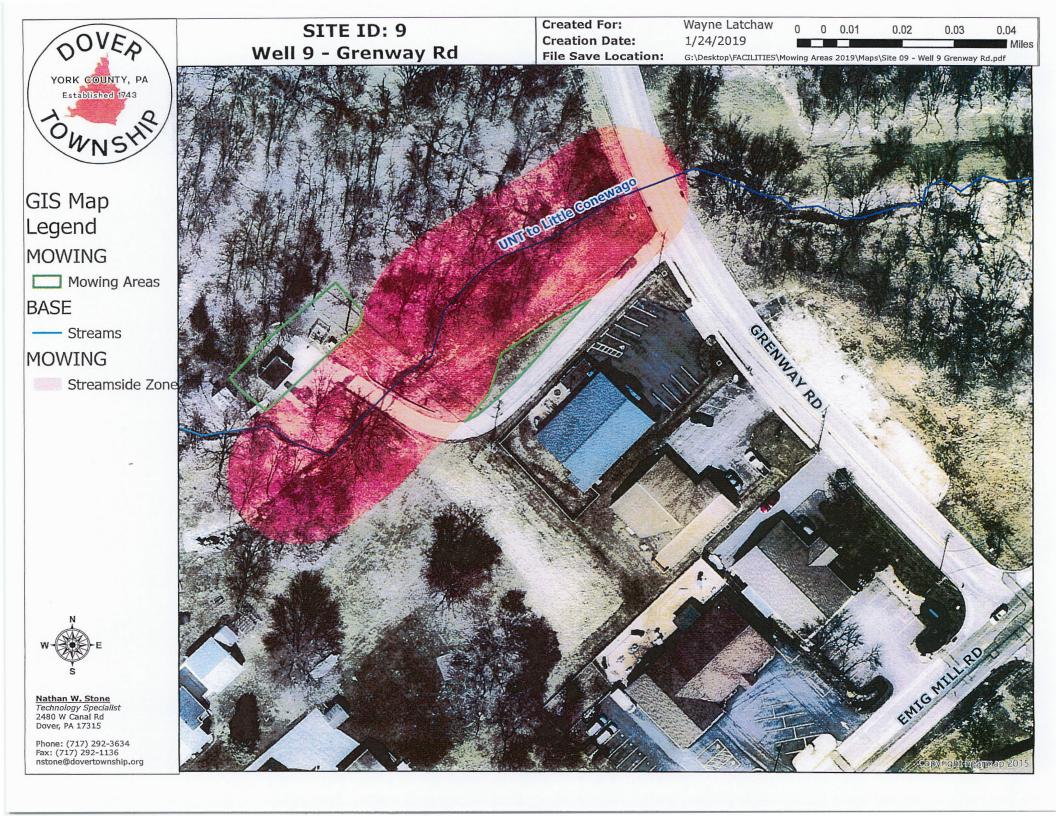


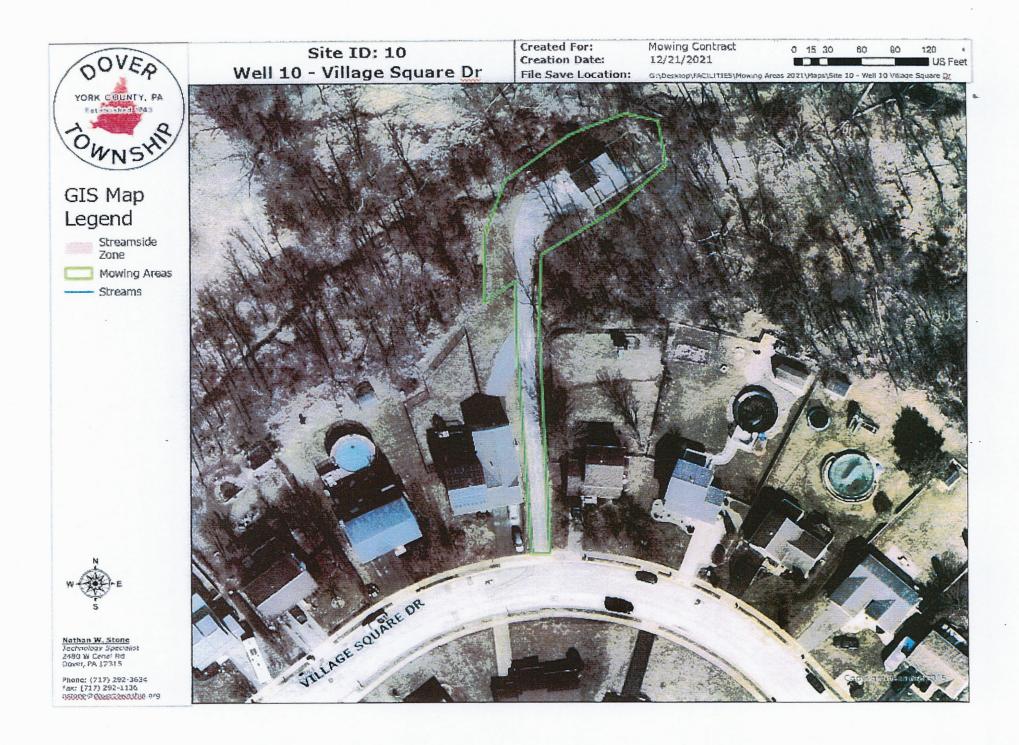


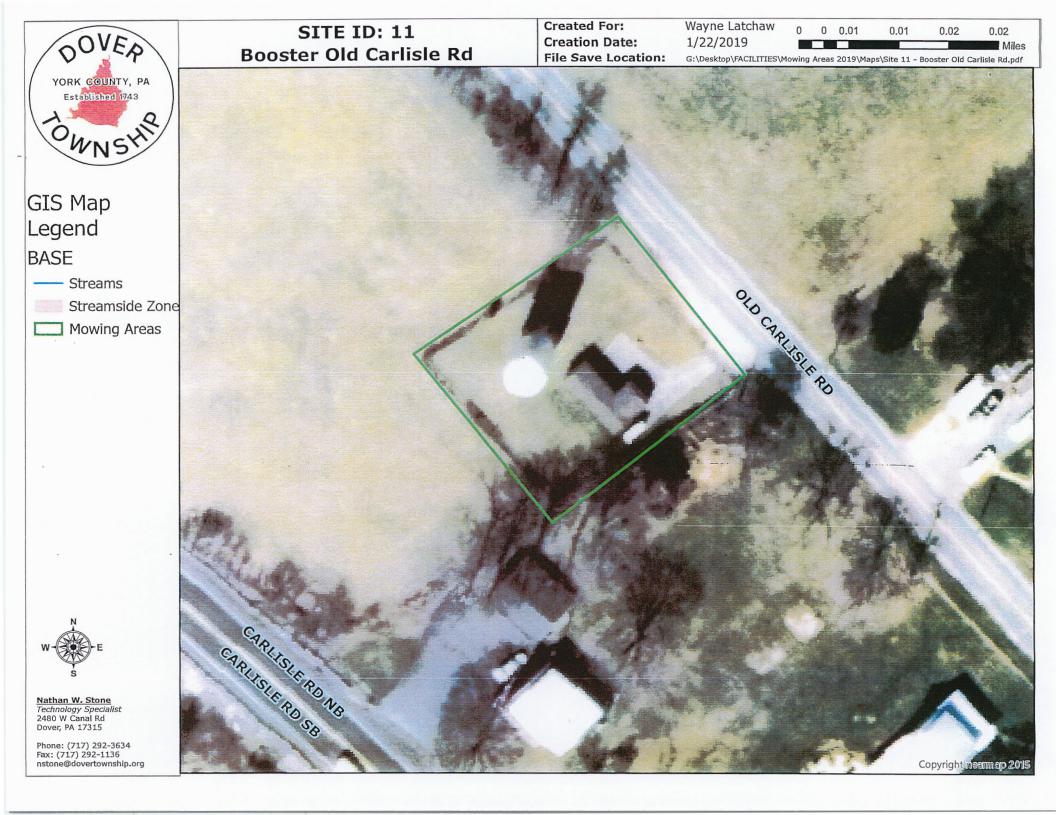


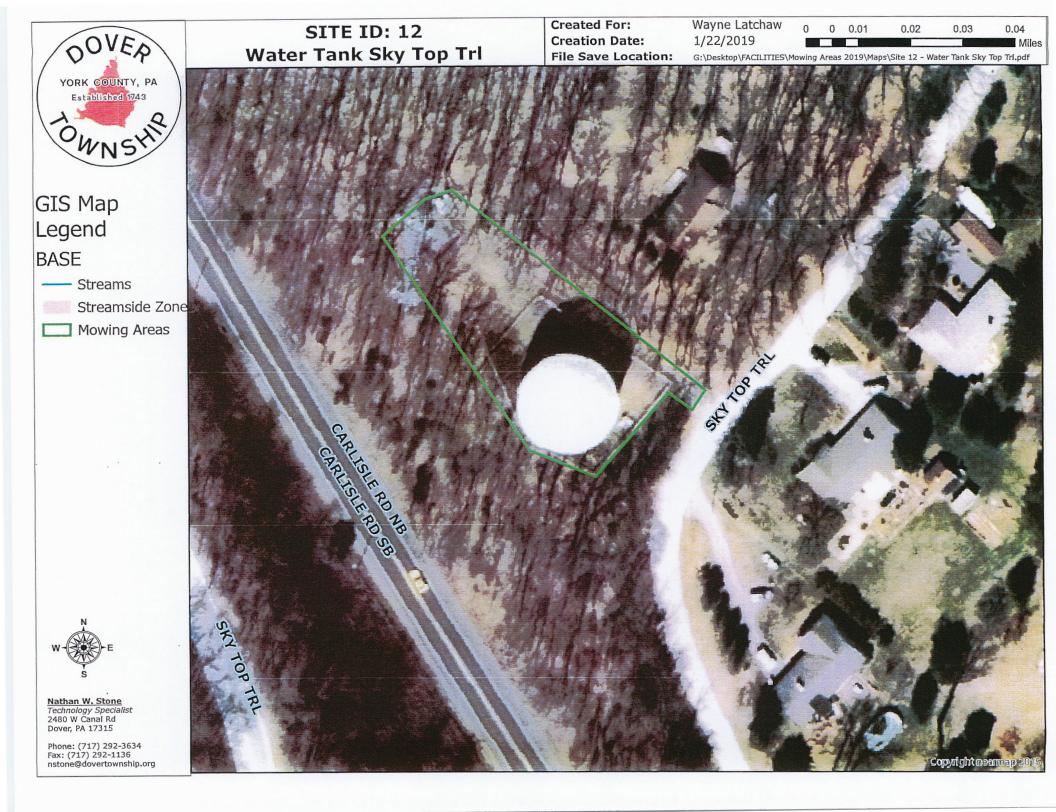




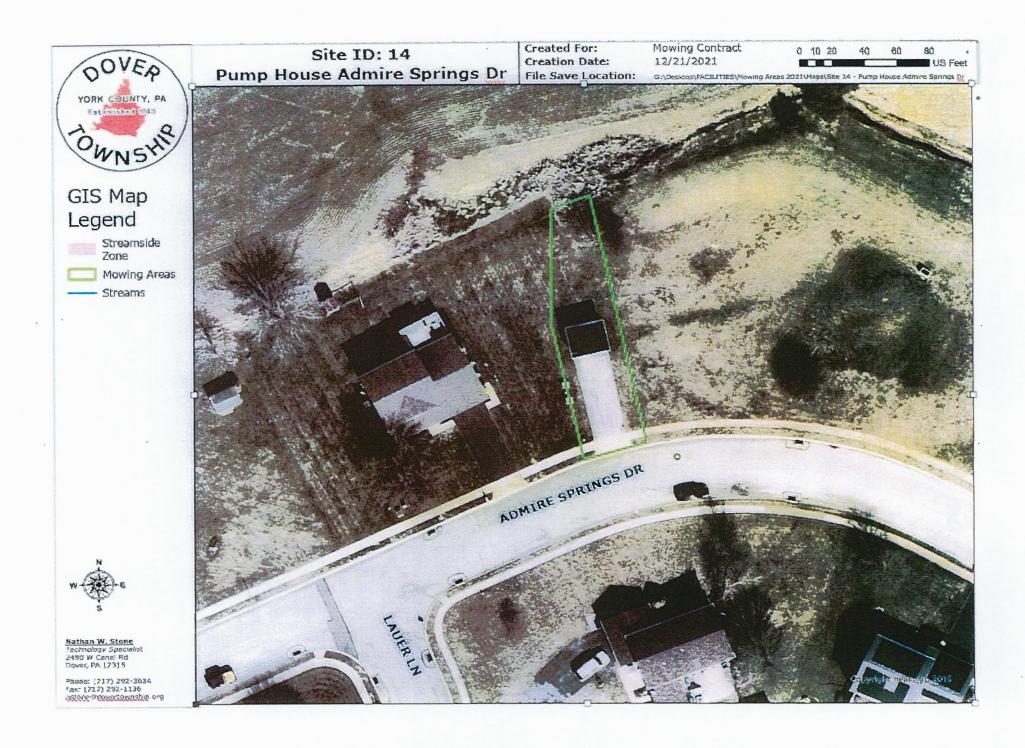






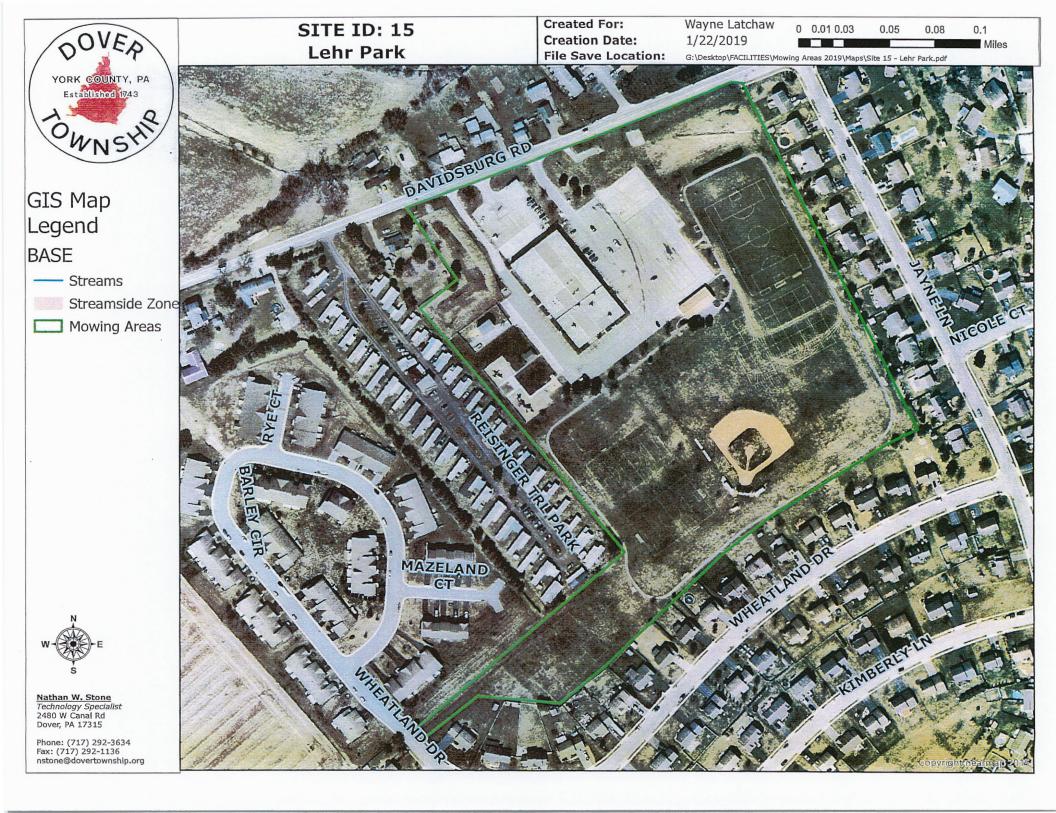


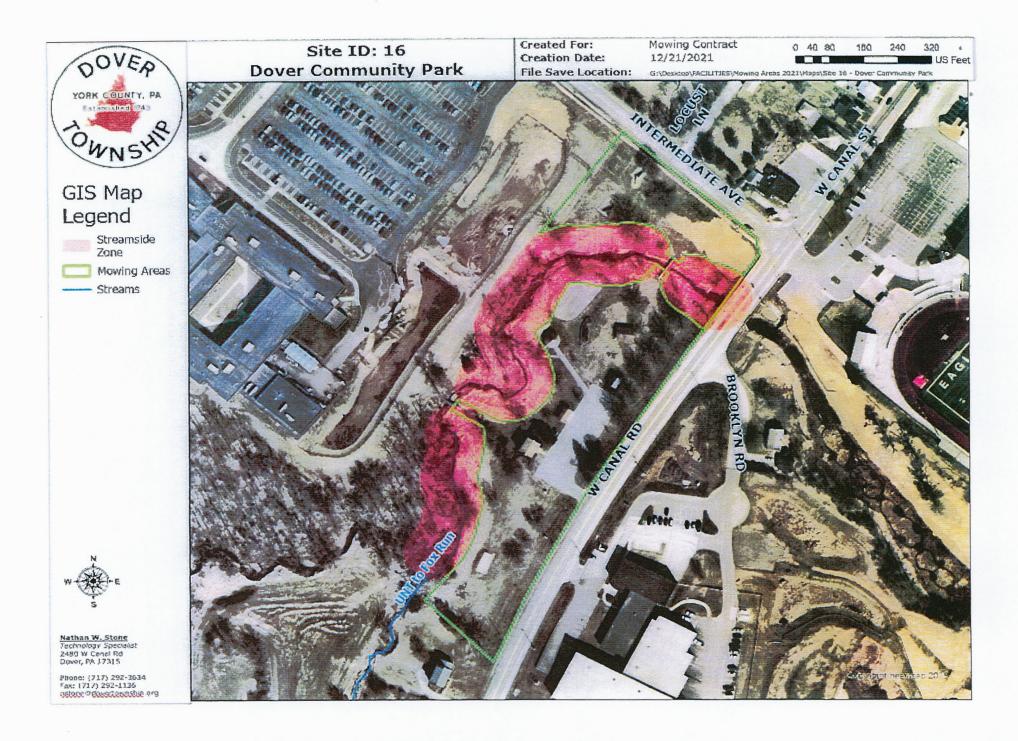


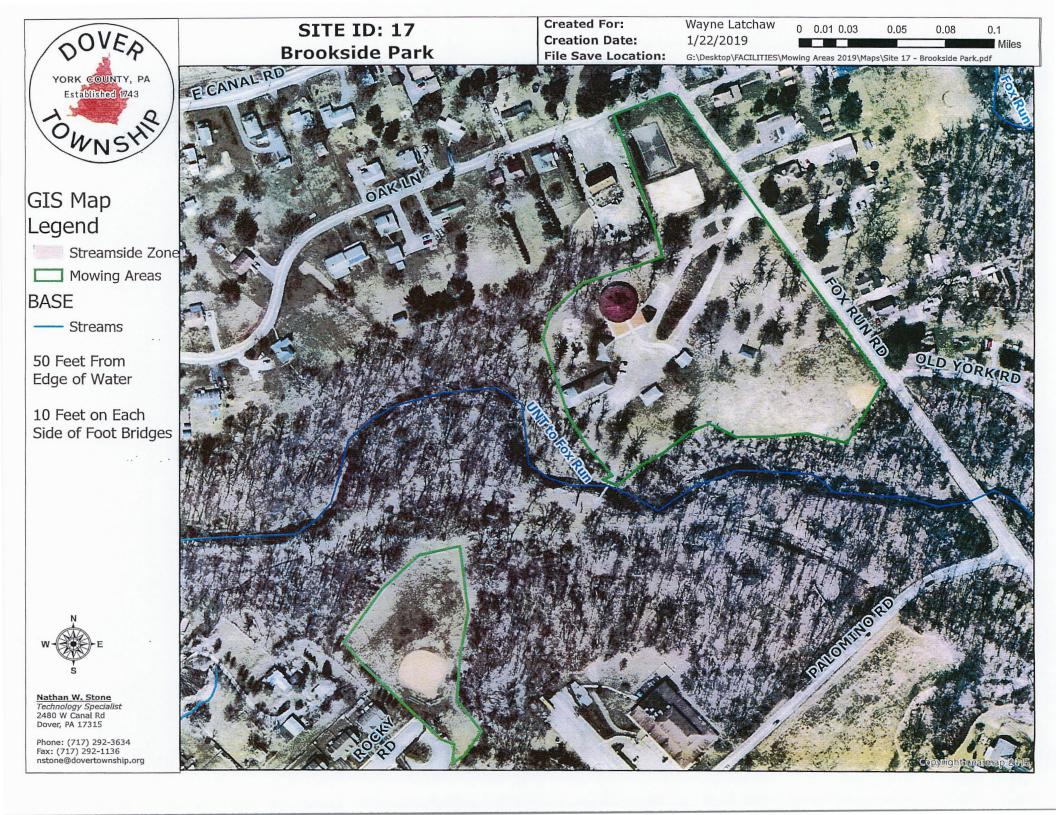


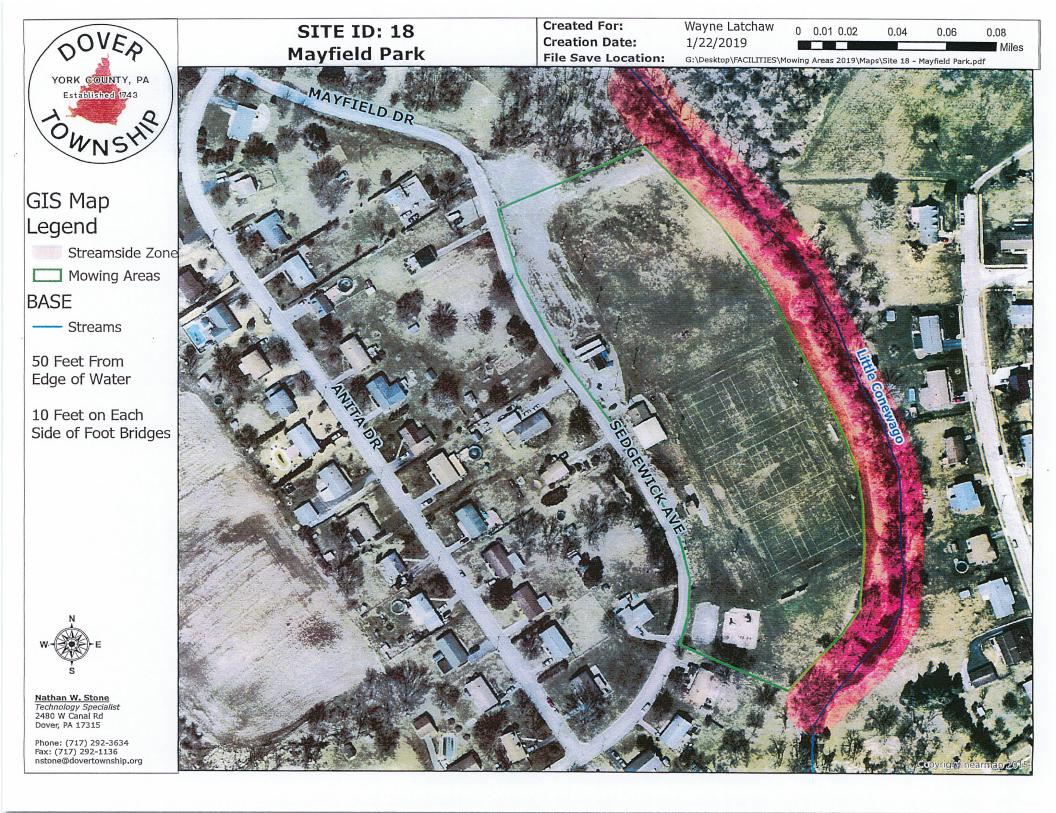
DEVELOPED PARKS - ATTACHMENT # 3 (1 of 6 pages)

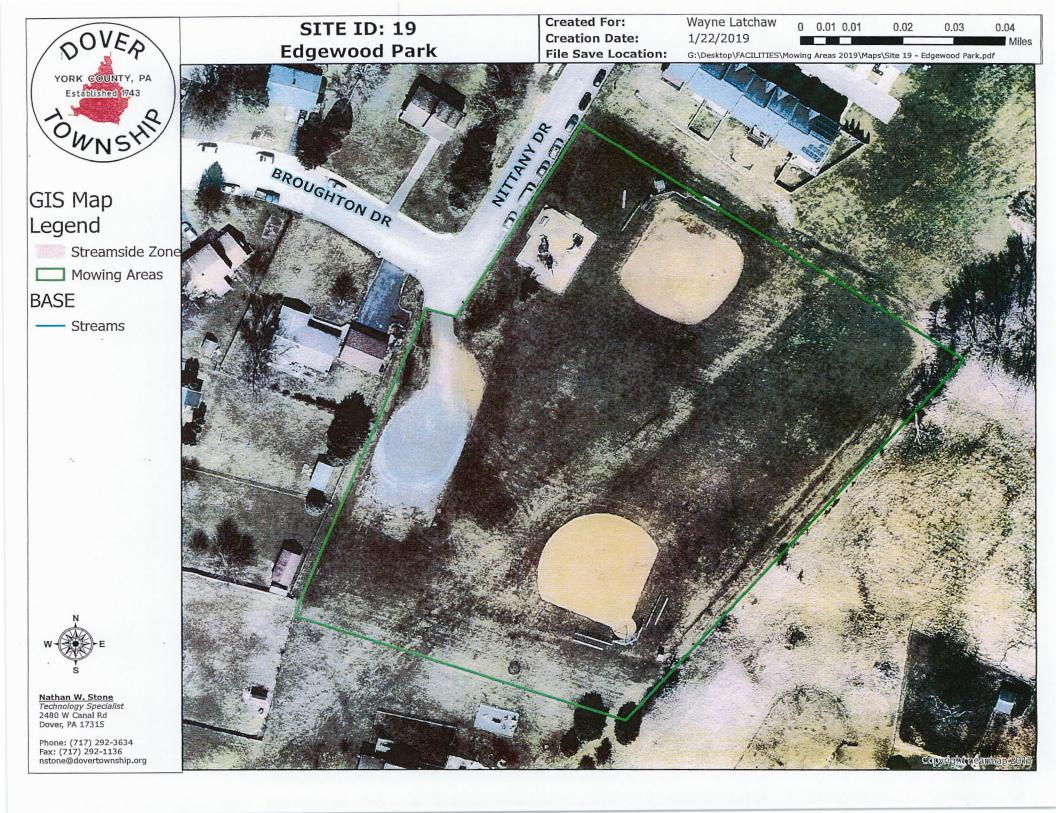
SITE I.D.	Sports Fields	Location	Approx. Area (Acres)	Mowing per week	Coordinates and Links	GENERAL INSTRUCTIONS PER SITE. Plus - Windrows of grass clippings must be raked or removed and disposed of properly, blow cut grass from concrete & paved surfaces, mow height of 2.0 to 3.0 inches.
15	Lehr Park	Davidsburg Rd	14.0	2	<u>39.978861, -</u> <u>76.835496</u>	Trim along fences and all other objects. Playing surfaces of sports fields must be mowed to 2.0 inches. Both detention ponds are to be mowed.
16	Community Park	West Canal Rd	5.0	1	<u>39.997706, -</u> <u>76.855158</u>	Trim along fences and all other objects. Streamside Zone - No Mow. Area near pedestrian bridge must be mowed 10' wide.
17	Brookside Park	Fox Run Rd	10.0	2	<u>40.004044, -</u> <u>76.833128</u>	Trim along fences and all other objects. Playing surfaces of sports fields must be mowed to 2.0 inches.
18	Mayfield Park	Sedgewick Ave	8.0	2	<u>39.973367, -</u> <u>76.816574</u>	Trim along fences and all other objects. Playing surfaces of sports fields must be mowed to 2.0 inches. Streamside Zone - No Mow. Area near pedestrian bridge must be mowed 10' wide.
19	Edgewood Park	Broughton Dr	3.4	2	<u>39.980705, -</u> <u>76.854163</u>	Trim along fences and all other objects. Playing surfaces of sports fields must be mowed to 2.0 inches.







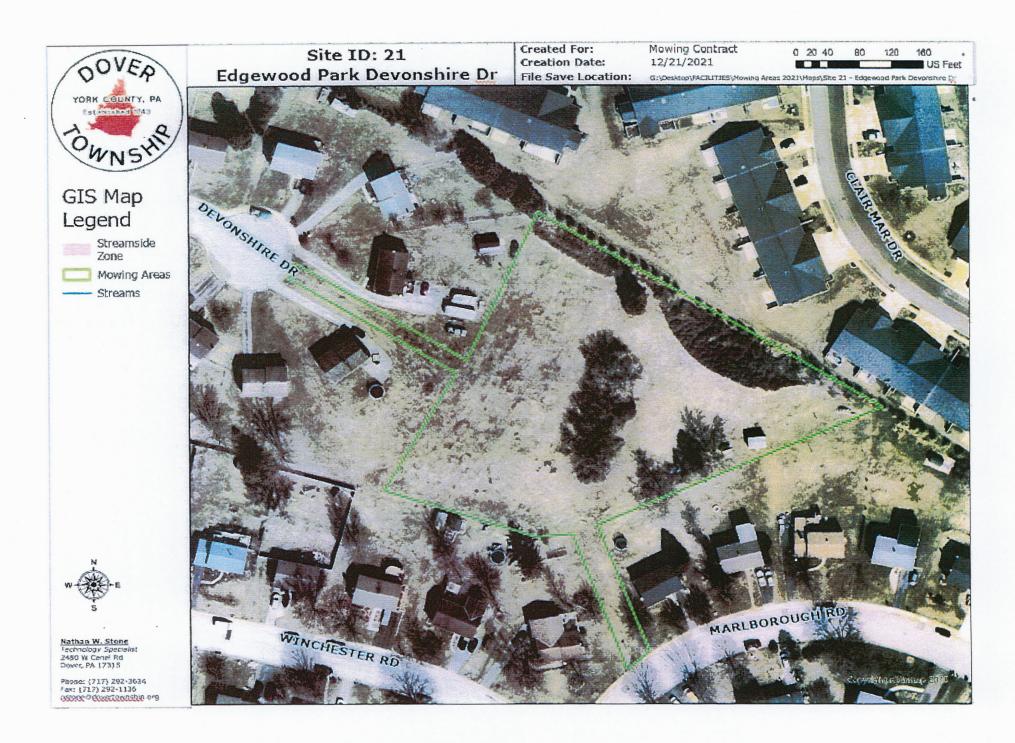


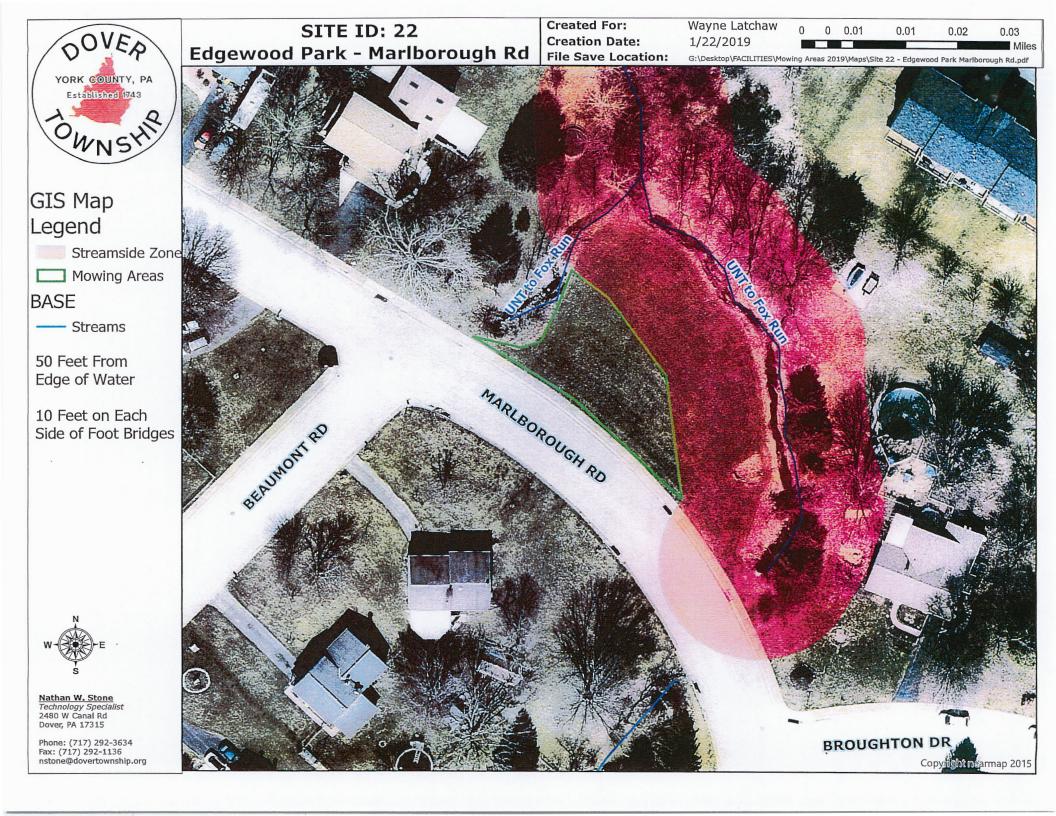


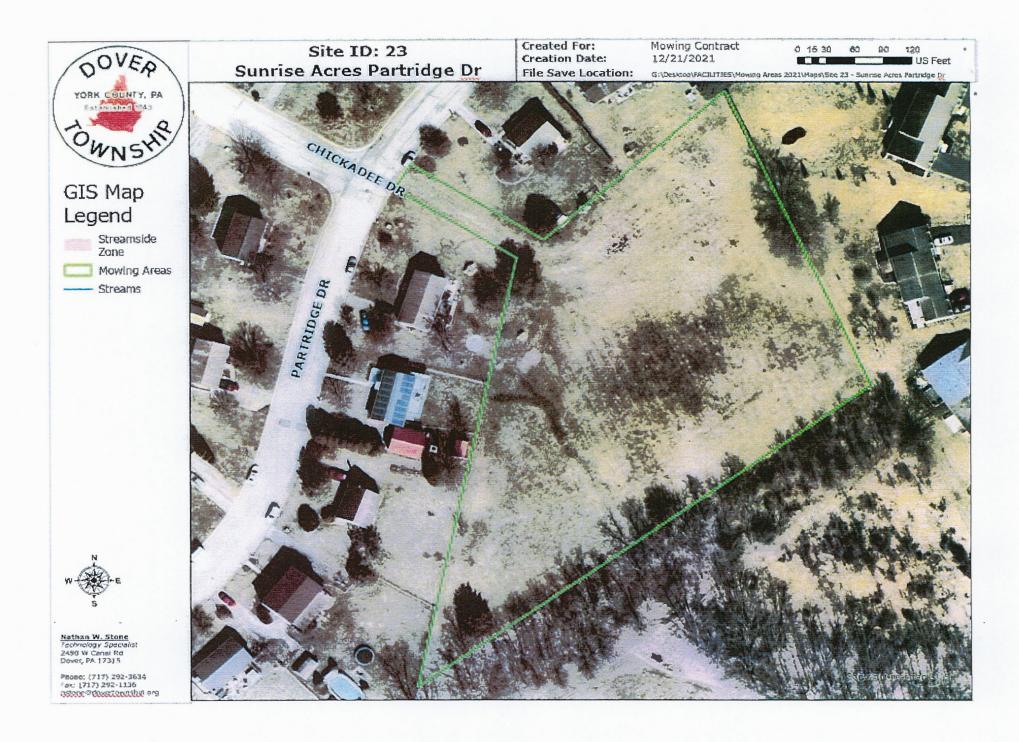
UNDEVELOPED PROPERTIES - ATTACHMENT # 4 (1 of 11 pages)

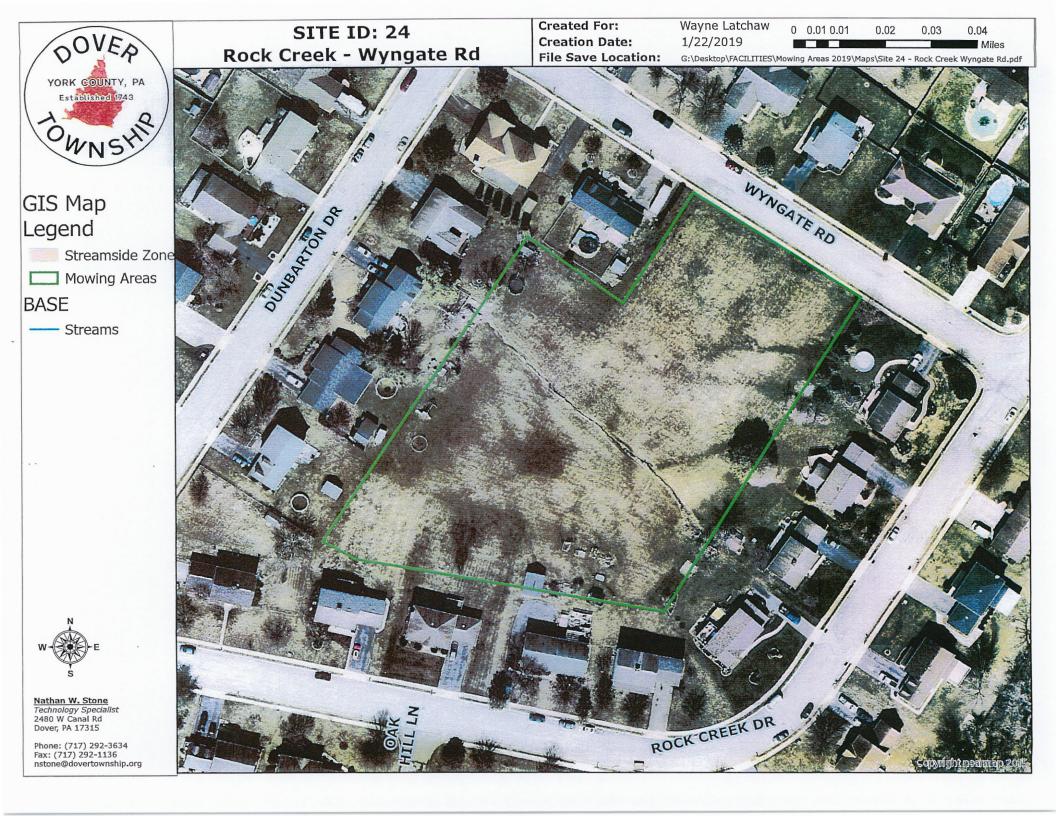
SITE I.D.	OPEN REC. LAND	Location	Approx. Area (Acres)	Mowing per week	Coordinates and Links	GENERAL INSTRUCTIONS PER SITE. Plus - Lock any gates upon completion of work, windrows of grass clipping must be raked or remowed and properly disposed of, blow cut grass from walks and driveways, mow height of 2.0 to 3.0 inches.
20	Edgewood Park	Greenfield Dr	1.9	1	<u>39.984435, -</u> <u>76.863635</u>	Trim along fences and all objects.
21	Edgewood Park	Devonshire Dr	1.7	1	<u>39.983476, -</u> <u>76.859667</u>	Trim along fences and all objects.
22	Edgewood Park	Marlborough Dr	0.4	1	<u>39.981832, -</u> <u>76.855802</u>	Trim along fences and all objects. Streamside Zone - No Mow.
23	Sunrise Acres	Partridge Dr	2.3	1	<u>39.961695, -</u> <u>76.835512</u>	Trim along fences and all objects.
24	Rock Creek	Wynngate Rd	2.4	1	<u>39.982086, -</u> <u>76.838294</u>	Trim fences and all objects. Trim along swale.
25	Barwood	Milky Way Rd	0.2	1	<u>39.967860, -</u> <u>76.834118</u>	Trim along all objects. Mow area is 30' X 270'
26	Barwood	Solar Dr	4.0	1	<u>39.967356, -</u> <u>76.833462</u>	Trim along fences and all objects. This area includes the detention pond and along Solar Dr. sidewalks and Emig Mill Rd.
27	Golden Villas	Tonys Drive	1.2	1	<u>39.965931, -</u> <u>76.831981</u>	Trim along fences and all objects. Streamside Zone - No Mow.
28	Grandview	Pine Rd (11 Lots)	2.6	1	<u>39.978613, -</u> <u>76.811130</u>	Trim along fences and all objects.
29	Honey Run	Hadley Dr	2.5	1	<u>39.965162, -</u> <u>76.825733</u>	Trim along fences and all objects. Streamside Zone - No Mow.

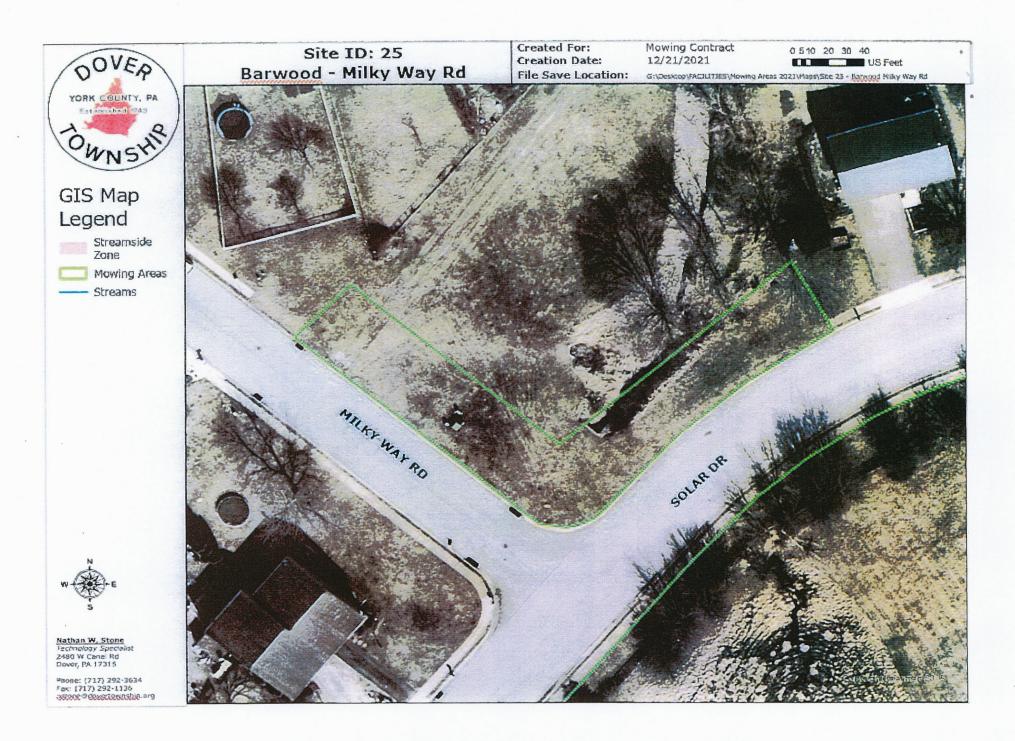




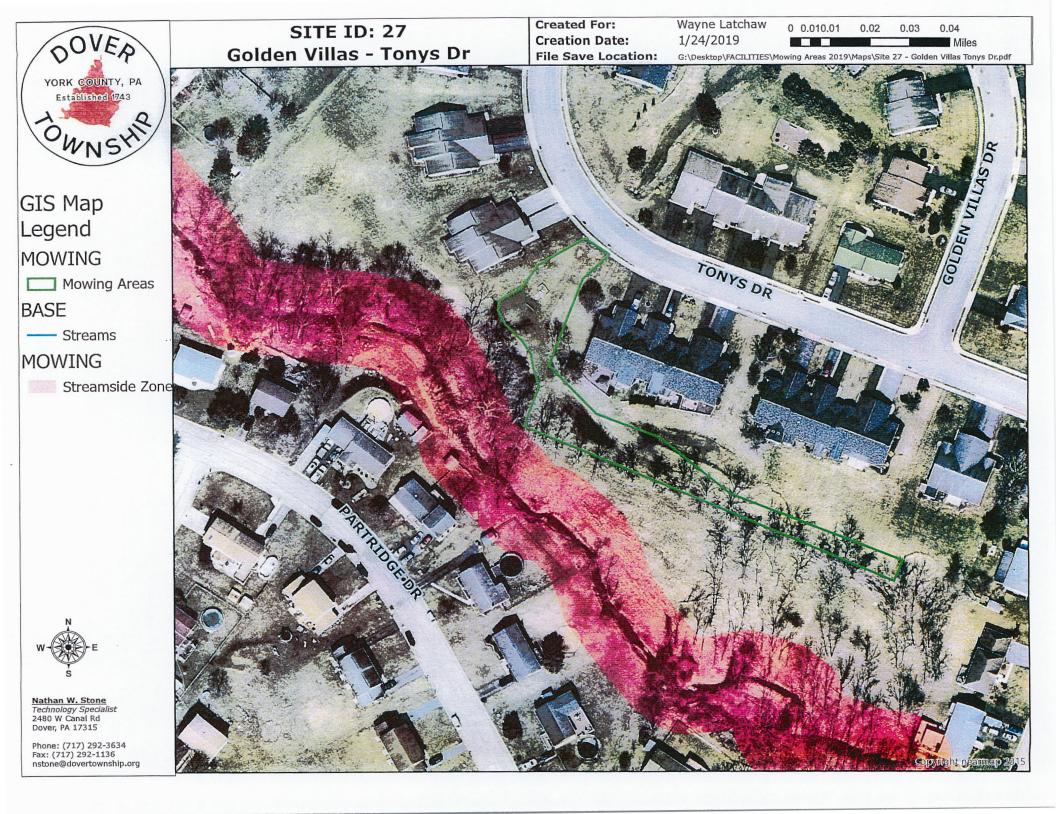


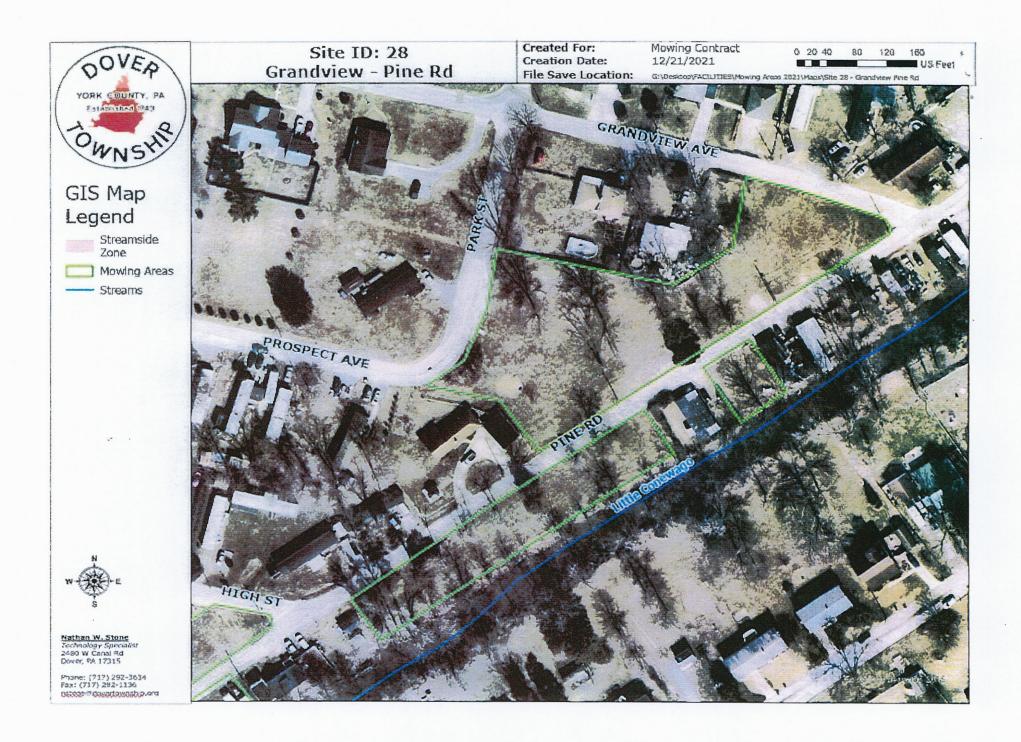


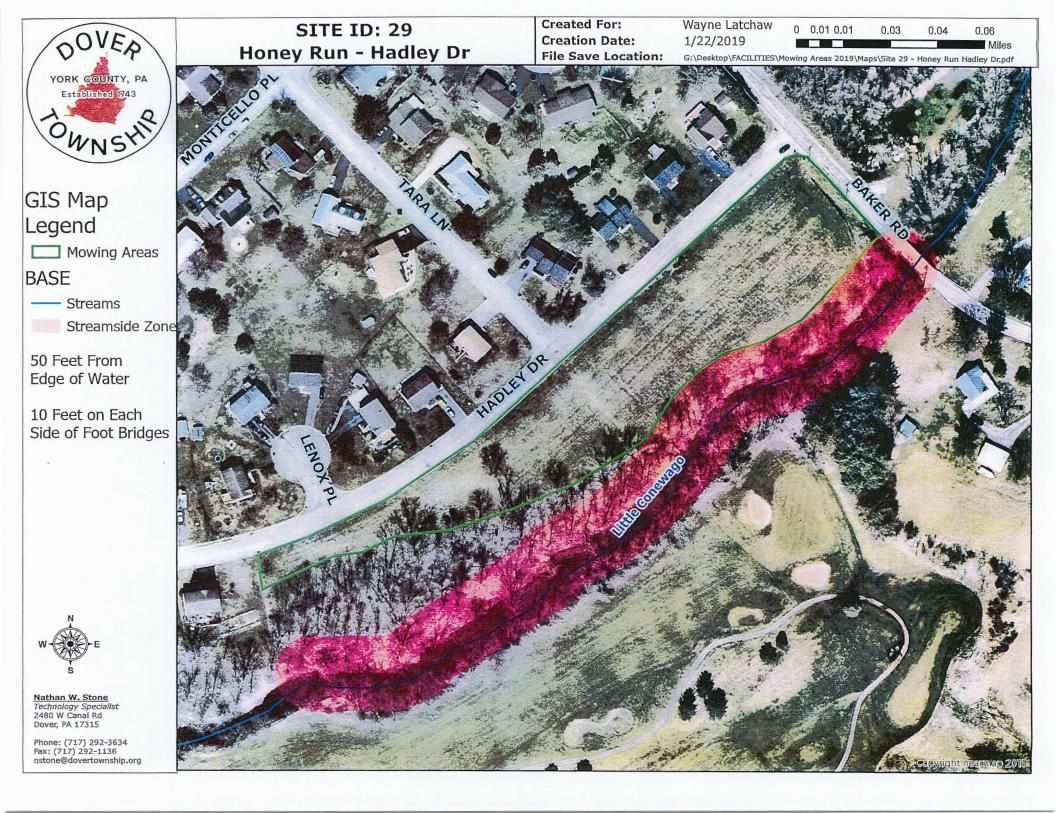












DETENTION PONDS + SEWER PROPERTIES - ATTACHMENT # 5 (1 of 5 pages)

SITE I.D.	Detention Ponds	Location	Approx. Area (Acres)	Mowing per week	Coordinates and Links	GENERAL INSTRUCTION PER SITE. Plus - Lock all gates upon completion of work, windrows of grasss clippings must be raked or remowed and properly disposed of, blow cut grass from walks and driveways, mow height of 2.0 to 3.0 inches.
30	Tower Village	Wynngate Rd	 1.4	1	<u>39.983501, -</u> <u>76.839806</u>	Trim along fence and all objects. Mow banks and bottom of pond.
31	Emig Mill Village	Village Square Dr	0.8	1	<u>39.965675, -</u> <u>76.835325</u>	Trim along fence and all objects. Mow banks and bottom of pond.
SITE I.D.	Dover Township Sewer Department					
32	North Sewer	George Street	0.5	1	<u>40.011691, -</u> <u>76.858612</u>	Vacant lot. Trim around signs and poles.
SITE I.D.	Dover Township Waste Water Treatment Plant					
33	Treatment Plant	Graffius Rd, Conewago Township	5.5	1	<u>40.013203, -</u> <u>76.801232</u>	Trim around fences (both sides) including outfall sampling area. Trim around all building, tanks and valves etc.

Ŷ

4

