



Township of Elizabeth

Request for Proposals

Grass Cutting Services

Proposal Due Date:	April 17, 2017 at 10:00 a.m.
Award of Contract:	April 17, 2017, at 7:00 p.m.
Start of Contract:	April 19, 2017

**Elizabeth Township
522 Rock Run Road
Elizabeth, PA 15037
412-751-2880 extension 1012
jsnelson@elizaebthtwppa.com**

Grass Cutting Specifications

Elizabeth Township is seeking proposals from responsible parties for grass cutting, trimming and grass clipping removal for various neglected properties at the direction of Elizabeth Township for a period of three (3) years.

Performance of Services Requirements

All services are to be performed in a professional manner. Contractor is to provide supervision, materials, labor, equipment, service operations and expertise required to perform grass cutting, trimming and removal of clippings for Elizabeth Township and must be professional in conduct, attire and work performed.

Only employees of the contractor shall perform all work under this contract. No work may be subcontracted without the written permission of the Township. The contractor shall comply with all federal, state and local requirements for its unemployment compensation, worker's compensation and minimum wage requirements. The successful bidder shall submit a list of employees who perform a service under this contract.

The Township reserves the right to award a contract to a contractor other than the lowest bidder when it is in the best interest of the Township to do so. After review of the bids and solely at the Townships discretion, the Township reserves the right to reject all or portions of the bids.

Detailed Specifications

1. Debris Clean up

All debris must be picked up and properly disposed of before any mowing operations commence so the debris is not cut up and scattered by the mowing equipment. Any debris collection and removal incidental to mowing is the responsibility of the contractor and will not be paid for or reimbursed by the Township.

2. Trimming After Cutting of Grass

Trimming shall be done around all buildings, landscaping, trees, bushes (not incorporated in landscaping), sidewalks, driveways, and all other permanent fixtures within the cutting field.

3. Clean Up

After grass cutting, weeding, and/or trimming is performed, all clippings shall be blown out of any landscaped areas, landscaped beds, walks, drives, lots, etc.

4. Frequency of cut

Mowing will take place starting after execution of this agreement and the last week of October. Mowing and trimming shall be performed on a seven (7) to ten

(10) day cycle during the growing season, depending on the weather conditions, or as directed by a Township Official.

5. Weather Conditions

The grass shall not be cut when weather conditions are such that it is not reasonable to expect the entire job will be completed. No Cutting shall be done when the ground is soft and ruts will be left by the mowing equipment.

6. Working Hours and Crew Assignments

The contractor shall staff the work adequately and allot adequate time to accomplish the cutting of any location in one day to avoid a stepped appearance in the finished work. All work shall not begin before 8:00 am in any residential areas. All work shall be done as a first-class operation and completely acceptable to the Township. The Township will pay a per job price no overtime or holiday pay will be provided.

7. Safety

All work shall conform to all federal, state, local and OSHA Safety Standards. If work is performed on or near sidewalks or roadway areas, it is required that the safety of pedestrian and automobiles be observed closely. Work sites must be kept free of objects that can cause injury to individuals or damage to vehicles or property in the vicinity of the work area. The contractor's staff shall wear safety vests, safety shoes and gloves at any time when on the job site.

8. Inspection

The township of Elizabeth reserves the right to inspect any activity by the contractor on the work site at any time and issue directives to the contractor for corrective work needed.

Insurance Requirements

The Township of Elizabeth requires a minimum insurance that will protect the contractor from claims set forth below which may arise out of or result from the contractor's execution of work.

- A. Claims under workers' compensation, disability benefit and other similar employee benefit acts;
- B. Claims for damage because of bodily injury, occupational sickness or disease or death of employees;
- C. Claims for damages because of bodily injury, sickness or disease or death of any person other than employees;
- D. Claims for damages insured by usual personal injury liability coverage which are sustained (1) by any person as a result of an offense directly or indirectly related to the employment of such person by the contractor, or (2) by any other person; and
- E. Claims for damages because of injury to or destruction of tangible property including loss of use resulting there from.

The contractor shall produce and maintain, at his own expense during the contract time liability insurance as hereinafter specified:

Contractors General Public Liability and Property Damage Insurance including vehicle coverage issued to the contractor and protecting him from all claims for personal injury, including death and all claims for destruction of or damage to property arising out of or in connection with any services performed, whether such operations be done by himself or by any subcontractor under him, or anyone directly or indirectly employed by the contractor. Insurance shall be written with a limit of liability of not less than \$1,000,000.00 for all property damage sustained by any one person in any one accident, and a limit of liability of not less than \$1,000,000.00 aggregate for any such damages sustained by two or more persons in any one accident.

Complete Proposal

To be considered complete each proposal must contain the following:

- A. Completed Bidders Questionnaire.
- B. Completed Proposed Fee Schedule.
- C. A complete list of employees who will perform services under the contract who are subject to a background check.
- D. Copy of a current and valid Insurance Certificate.

Contact Information

The primary contact for this proposal is John Snelson, Code Enforcement Officer. He can be contacted by email at jsnelson@elizabethtwppa.com or by calling 412-751-2880 extension 1012.

**Township of Elizabeth
Bidder's Questionnaire**

1. Submitted by _____ Telephone _____

Principal office address _____

2. Type of firm

Corporate _____ Other _____

Individual _____ Partnership _____

3. List major clients that you perform grass cutting, debris removal and tree trimming for.

Project location _____

Type of work performed _____

Project location _____

Type of work performed _____

4. Have you, your firm, or any principal in your firm been sued by any "owner" for default on a contract within the last ten (10) years? _____

If so, what was the disposition of the lawsuit? _____

If the lawsuit is still pending, what is the case number? _____

And the court having jurisdiction? _____

5. Provide information regarding your insurance agent (s) who will be providing a certificate of insurance

for your company. Insurance company name _____

Name of Agent (A) _____ (B) _____

Firm name _____ Telephone _____

Address _____

Insurance type _____

Proposed Fee Schedule

Flat fee increments of .25 acres, lot size will be determined by using the Allegheny County Real Estate Portal. Properties will be determined by Elizabeth Township. The Township will round to the nearest acre amount accordingly.

.25 acre \$ _____

.50 acre \$ _____

.75 acre \$ _____

1.00 acre \$ _____

1.25 acre \$ _____

1.50 acre \$ _____

1.75 acre \$ _____

2.00 acre \$ _____

Signature of bidder

Date