

Hempfield School District
200 Church Street, Landisville, PA 17538
Tel: (717) 898-5632 Fax: (717) 898-5649

**General, Specific and Technical Specifications, and Quotation Form)
For)
Mowing & Grounds Maintenance)**

ADVERTISEMENT NOTICE

Beginning on March 8, 2019 request for proposal packets will be available to prospective proposer on the District's Website <https://www.hempfieldsd.org/businessoffice> or by calling the Maintenance Office at (717) 898-5632 during any weekday between the hours of 7:00 AM and 3:30 PM.

Vendors wishing to submit a proposal will have an opportunity to personally inspect the grounds of all eligible schools for which they wish to bid. The date for this inspection will be March 13, 2019 – weather make-up day will be March 15, 2019. The inspection tour will start at the District Maintenance Facility, 350 Mumma Drive, Landisville, PA 17538, and will start promptly at 8:00 a.m.

Questions should be submitted to troy_robey@hempfieldsd.org and responses to frequently asked questions will be posted on <https://www.hempfieldsd.org/businessoffice> by 4 p.m. on Monday, March 18, 2019.

Proposals for Mowing & Grounds Maintenance will be received at the Administration Building of Hempfield School District, located at 200 Church Street, Landisville, PA 17538, until 2:00 p.m., March 21, 2019

- March 25 -27, 2019 Staff reviews of responses
- March 28, 2019 Recommendation to Finance Committee of Board
- April 2, 2019 Board Committee Meeting Review
- April 9, 2019 Board Approval of Contractor

HEMPFIELD SCHOOL DISTRICT)

REQUEST FOR QUOTATION GENERAL CONDITIONS)

1.) **QUOTE SUBMISSIONS** - Quotations are due on or before **2:00 p.m., March 21, 2019.** Quotations should be submitted to Troy C. Robey, Director of Maintenance, C/O Hempfield School District Office, 200 Church Street, Landisville, PA 17538 – or delivered to the District Administration Office.

2.) **SELECTION OR REJECTION OF QUOTATIONS** - The School District reserves the right to reject any or all quotations and waive any or all informalities in connection therewith at its discretion, and to select single items from any quotation. All quotations shall be submitted subject to the General Conditions and Specifications listed herein, and for the quantities and qualities specified.

3.) **PREPARATION OF QUOTATIONS** - When no reference or change is made, it is understood that the specific item named in the specifications shall be furnished. Entries on the quotation document must be typewritten or legibly handwritten in ink. Changes, alterations, or interlineations in the quotation are not permitted. All quotations are to be submitted on the School District itemized quotation sheet. Only quotations submitted on these forms will be considered. Quotations shall show both unit prices and total prices extended to the nearest cent. Figures shall include all charges including delivery F.O.B. at the destination called for in these General Conditions and Specifications. Figures shall also include all discounts.

4.) **MATERIAL SAFETY DATA SHEETS** - A Safety Data Sheet (SDS) required by the U.S. Department of Labor, Occupational Safety & Health Administration shall be included with the quotation for each item, where applicable.

5.) **CONTRACTOR EVIDENCE OF RESPONSIBILITY** - Contractor will furnish evidence in writing that such Contractor:
(a) maintains a permanent place of business
(b) has adequate equipment, finances, and personnel to furnish satisfactory and expeditiously the work specified and
(c) is an authorized dealer which is authorized to provide necessary services and warranties for the work specified.

Contractor may not withdraw quote for a period of thirty (30) days after the date set for the receipt thereof. No rights shall accrue to any Contractor submitting a quotation until such quotation has been awarded and until purchase orders are delivered by the School District.

The successful Contractor shall not assign the performance of the contract nor any portion thereof to any other person without the prior written consent from the School District.

The successful Contractor agrees that in the event a school agency has accepted and paid for a shipment of specified item(s), but later discovers that the item(s) do not conform to specifications or requirements of the contract, the Contractor agrees to replace all of the non-conforming items with products that meet specifications and/or conform to the requirements of the contract without extra charge to the School District.

- 6.) **COMPLIANCE WITH REQUIREMENTS** - Any inability to comply with the conditions and specifications as outlined must be clearly stated in the quotation.
- 7.) **AWARD - CONTRACT** - The Contractor shall provide the services as outlined in the attached Proposal, Terms and Conditions. The School District reserves the right to accept or reject any quotation in whole or in part and/or to select one or more items from the quotation. The contract shall be interpreted, construed, and given effect in all respects according to the laws of the Commonwealth of Pennsylvania.
- 8.) **BILLING** - Invoices shall be sent to the Business Office, HEMPFIELD SCHOOL DISTRICT, 200 CHURCH STREET, LANDISVILLE, PA 17538. The School District strives to process payment to vendors within 45 days or less from the billing date assuming all goods and services are properly received.

Invoices submitted to Hempfield School District are paid via board approved checks. The District processes payments on the 20th of the month for payment approval on the second Tuesday of the next month. Any invoices processed after the 20th of the month may be held until the following month.

- 9.) **TAXES** - The School District is exempt from State sales tax and Federal excise taxes.
10. **DEFAULT: RIGHTS AND REMEDIES** - In the event any property or service to be furnished by the Contractor should for any reason not conform to the contract or to the sample submitted by the Contractor with his quotation, the School District may reject such property or service. In such event, upon receipt of specific instructions from the Director of Maintenance, the Contractor shall immediately remove any rejected property without expense to the School District and provide additional or alternative property as conforms to the specifications and samples.

Should the Contractor default in the performance of the Contractor's obligations under foregoing paragraph, or if the Contractor should default in furnishing the property or service in accordance with the specifications, the School District may procure such property or services from other sources and the Contractor shall be responsible for all costs, expenses, and damages sustained by the School District; and the School District, in addition to all other remedies, shall have the absolute

right to deduct from any monies due to the Contractor, or that may come thereafter due to the Contractor, the amount and or any such costs, damages, or expenses incurred by the School District.

Exclusive jurisdiction and venue for any dispute relating to any matters pertaining to any quotation (or to any contract resulting from any quotation) shall be resolved by non-jury trial in the Court of Common Pleas of Lancaster County, Pennsylvania; and any such dispute shall be governed by the laws of the Commonwealth of Pennsylvania.

The rights and remedies of the Hempfield School District under these requirements are in addition to any other rights and remedies provided by law or under the contract.

- 11. LAWS** - All applicable laws shall be deemed to be part of the Specifications and the Contractor shall be responsible therewith.
- 12. TERM** - The initial term of the agreement shall be for April 10, 2019 through June 30, 2020, with an option to extend the agreement for July 1, 2020 through June 30, 2021. If both parties are in agreement, the contract may be renewed at the annual charges as specified on the attached Quotation Sheet.
- 13. TERMINATION** - Either party may terminate this Agreement for any reason by giving at least thirty (30) days advance written notice to the other, however termination shall not occur other than on the last calendar day of the month.
- 14. CRIMINAL HISTORY REPORTS** - Criminal History Reports (Act 34-1985 & Act 151-1994) will be required for the Contractor's on-site personnel.

MOWING & GROUNDS MAINTENANCE SPECIFICATIONS)

SERVICE TO BE PROVIDED AT:

Centerville Elementary School: 901 Centerville Road, Lancaster, PA 17601

Centerville Middle School: 865 Centerville Road, Lancaster, PA 17601

Open Meadow/Grassland Area: South of Centerville Elementary School

East Petersburg Elementary School: 5700 Lemon Street, East Petersburg, PA 17520

Farmdale Elementary School: 695 Prospect Road, Mount Joy, PA 17552

Mountville Elementary School: 200 College Avenue, Mountville, PA 17554

Rohrerstown Elementary School: 2200 Noll Drive, Lancaster, PA 17603

SPECIFICATIONS:

TURF AND LANDSCAPE MAINTENANCE:

- Remove all trash, branches, and debris prior to mowing. (Allocate one (1) man-hour per mowing at each site for this service.)
- Mowing at each location will be conducted on an assigned day to present a uniform appearance while limiting disruptive mowing equipment at the schools. If weather disrupts a scheduled mowing, then mowing will be conducted on the following day.
- An assigned foreman that will have the necessary background to effectively manage this project must supervise all mowing. This person must be on site throughout all mowing operations. All turf areas will be mowed between 3" - 3 3/4."
- All mowing done in direct proximity to the school buildings and play areas should be done prior to the start of the school day or after dismissal in order to not disturb classes.
- No mowing is to take place when students are in close proximity.
- At no time are any mowers to exceed 7 mph on any turf area due to the increased risk of an unexpected injury to students or staff. Mowers must have shrouds in the down position at all times.
- No abrupt turning or sliding of equipment shall occur which results in turf damage. It is the contractor's personal responsibility to repair all damage within one (1) week of an incident.
- All bleachers and trash barrels that have a turf area located beneath will be shifted each week to mow and allow the turf to recover properly from a lack of sunlight and moisture.
- String trimming will be done as needed around signs, curbs, and parking lot concrete stops, and along road guardrails.
- All concrete sidewalks will be edged weekly with a string trimmer and monthly with an edging machine to maintain a visible edge between the sidewalk and turf.
- All debris will be blown/swept off of all sidewalks after mowing is completed.
- Maintain a weed free environment in all mulched beds and base of the trees. This process will include removal of weeds (a bi-weekly walk through will occur with

every other mowing) and the application of a pre/post chemical as necessary. All chemical application will comply with the district's IPM policy.

OPEN MEADOW / GRASSLAND AREA – South of Centerville Elementary School

- The open meadow / grassland area on the south-eastern portion of the Centerville Campus – and due south of Centerville Elementary School will require periodic tall grass mowing – a minimum of four times a year. One of those times will be before the start of the school year. The area should be cut down to a height of $\leq 4''$.

LEAF REMOVAL

- Remove all leaves from areas around the grounds of the schools beyond the time allocated with each mowing. Leaves, brush, grass clippings and all debris shall be removed off site.

ADDITIONAL WORK

PRUNING/TRIMMING

- Any tree pruning above 10 feet.

INTEGRATED PEST MANGEMENT / BROADLEAF WEED CONTROL

This specification is part of a comprehensive Integrated Pest Management (IPM) program for the property listed herein. IPM is a process for achieving long-term, environmentally sensitive pest suppression through the use of a wide variety of technological and management practices. Control strategies in an IPM program include monitoring, physical, cultural, biological, and procedural modifications that reduce the food, water, harborage, and access used by pests. *Chemical controls are to be used only as a last resort after considering non-toxic options.*

Contractor Service Requirements:

- The Contractor shall furnish all supervision, labor, materials, and equipment necessary to accomplish the surveillance, chemical application (when deemed necessary), and components of the IPM Program.
- The Contractor shall provide detailed site-specific recommendations to aid in reducing chemical use. The Contractor should use non-chemical methods whenever possible.
- The Contractor shall provide evidence of sufficient IPM expertise through training and/or practical IPM experience to carry out these responsibilities.
- All services provided by the Contractor will be in compliance with all relevant Federal, State, and local laws.

- When chemical applications are deemed necessary, the Contractor shall notify the IPM Coordinator at minimum of four (4) days prior to said application.
- The Contractor shall provide current product labels, EPA numbers, and Material Safety Data Sheets (MSDS) for all chemicals to the IPM Coordinator.
- The contractor shall provide photocopies of the business' Pest Control License (BU) and Pesticide Applicator Licenses for every Contractor employee who will perform on-site chemical application under this agreement.
- The contractor shall work with the IPM Coordinator to ensure full compliance with state notification and posting requirements. It is the Contractors and the School Districts responsibility to post all chemical applications at least 72 hours prior to any chemical application. This sign must remain in place for a minimum of 48 hours after the application
- It is the Contractors responsibility to notify any persons on the Pesticide Hypersensitive Registry not less than 12 hours and not more than 72 hours prior to the pesticide application.
- The Contractor shall be responsible for documenting and sending to the IPM Coordinator a description of the service performed whenever chemical application is undertaken. This will include the location of application, a description of the service performed, chemicals used, the name of the Contractor's employee performing the service, the employee's Pesticide Applicators number, weather conditions, and date.

Contract Evaluation Criteria:

- Price for services
- Ability to provide services for entire district or large portion of district
- Ability to provide services from April 10, 2019 through June 30, 2021
- Pricing and ability to provide "**ADDITIONAL WORK**" services
- Feedback from references

GROUNDS MAINTENANCE QUOTATION SHEET)

**Proposals will be accepted for either individual buildings and activities, district wide)
coverage bill on a per visit and hourly fee or total district wide package pricing on an)
not to exceed basis.**

UNIT PRICE (April 10, 2019 through June 30, 2020)

1. TURF AND LANDSCAPE MAINTENANCE

COST PER VISIT

A. Centerville Elementary School	\$ _____
B. Centerville Middle School	\$ _____
C. Open Meadow/Grassland Area	\$ _____
D. East Petersburg Elementary School	\$ _____
E. Farmdale Elementary School	\$ _____
F. Mountville Elementary School	\$ _____
G. Rohrerstown Elementary School	\$ _____

2. LEAF REMOVAL

COST/HOUR *

NOT TO EXCEED/YEAR

A. Centerville Elementary School	\$ _____	\$ _____
B. Centerville Middle School	\$ _____	\$ _____
C. Open Meadow/Grassland Area	\$ _____	\$ _____
D. East Petersburg Elementary School	\$ _____	\$ _____
E. Farmdale Elementary School	\$ _____	\$ _____
F. Mountville Elementary School	\$ _____	\$ _____
G. Rohrerstown Elementary School	\$ _____	\$ _____

* Hourly rate will only be billed for work on site (no travel time) – schedule will be approved by the Director of Maintenance.

2020 – 2021 UNIT PRICE: (0% if no increase to initial costs)

% INCREASE _____

PACKAGE PRICE (alternate to above or not to exceed cost for services) – if not submitting package pricing option, please N/A lines below

PACKAGE PRICE FOR APRIL 10, 2019 – JUNE 30, 2019

Include the following for this three (3) month period:

- Thirteen (13) Turf and Landscape Visits/Site (estimate)
- One (1) Open Meadow/Grassland Mowing

3-MONTH 2019 PACKAGE PRICE (not to exceed total):

\$ _____

PACKAGE PRICE FOR JULY 1, 2019 – JUNE 30, 2020

Include the following for this twelve (12) month period:

- Thirty-five (35) Turf and Landscape Visits/Site (estimate)
- Four (4) Open Meadow/Grassland Mowing

- Yearly Leaf Removal

2019 – 2020 PACKAGE PRICE (not to exceed total): \$ _____

PACKAGE PRICE FOR JULY 1, 2020 – JUNE 30, 2021

Include the following for this twelve (12) month period:

- Thirty-five (35) Turf and Landscape Visits/Site (estimate)
- Four (4) Open Meadow/Grassland Mowing
- Yearly Leaf Removal

2020 – 2021 PACKAGE PRICE (not to exceed total): \$ _____

Gas/fuel Surcharge: If fuel (gas or diesel) exceeds \$3.00/gallon, a fuel surcharge will be negotiated at that time to offset the cost of this burden on the contractor.

ADDITIONAL WORK)

Pruning/Trimming - For work above ten (10) feet **COST/HOUR*)**

\$ _____

Integrated Pest Management / Broadleaf Weed Control **COST/HOUR***

\$ _____

* Hourly rate will only be billed for work on site (no travel time) – schedule will be approved by the Director of Maintenance.

MOWING AND GROUNDS MAINTENANCE QUOTATION SUBMITTED BY:)

Company Name: _____)

Company Address: _____)

Contact Person: _____)

Phone: _____ **Fax:** _____)

Cell/Mobile Phone: _____)

E-Mail Address: _____)

Provide three references for large commercial or residential clients:

Company Name: _____)

Company Address: _____)

Contact Person: _____)

Phone: _____)

E-Mail Address: _____)

Company Name: _____)

Company Address: _____)

Contact Person: _____)

Phone: _____)

E-Mail Address: _____)

Company Name: _____)

Company Address: _____)

Contact Person: _____)

Phone: _____)

E-Mail Address: _____)