

Penn Hills Municipality is seeking a qualified landscaper to maintain municipal properties. Bids will be accepted until 1:00 on Thursday, November 10, 2022.

Contractors wishing to bid on this job should mail a sealed bid to Penn Hills Municipality, c/o Grass Cutting Bid, 102 Duff Road, Penn Hills, PA 15235. Sealed, hand-delivered bids will also be accepted at the municipal building. Late bids will not be accepted. Bids submitted by email will not be accepted. Bids submitted or delivered to a municipal office other than the administrative office at 102 Duff Road, Penn Hills, PA 15235 will also not be accepted.

A mandatory pre-bid conference will be held on Friday, November 4, 2022 at 11AM at the Penn Hills Government Center, 102 Duff Road, Pittsburgh PA 15235.

Bids will be opened and read aloud on Thursday, November 10, 2022 at 1:05PM in the council chambers at 102 Duff Road, Penn Hills 15325.

PROPOSAL MUST BE ACCOMPANIED BY A CERTIFIED CHECK AND MADE PAYABLE WITHOUT CONDITIONS TO THE MUNICIPALITY OF PENN HILLS IN AN AMOUNT NOT LESS THAN 10%, OR A BID BOND, AND BE DELIVERED WITH THE SEALED BID.

PROPOSAL FORM

Proposal For: Grass Cutting Municipal Facilities

TO: Municipality of Penn Hills
102 Duff Road
Penn Hills, PA 15235

I/We have examined the location of the kind of work to be done, or of the material/equipment to be furnished, have examined the plans, specifications, scope of work, and related documents with this proposal and have satisfied myself/ourselves on all matters which relate to the work aforementioned, and hereby make the following proposal.

Furnish all material, do all work, and to complete all parts required by the specifications.

PLEASE COMPLETE THE ATTACHED WORKSHEET AND PROVIDE AN ITEMIZED PRICE FOR EACH SITE. A PROPOSAL WHICH ONLY GIVES A TOTAL PRICE WILL NOT BE ACCEPTED

TOTAL ALL SITES \$ _____

The Municipality reserves the right to increase or decrease the above stated quantities.

PERIOD OF CONTRACT: Three (3) years – 2023 through 2025 with an option of contract extension for a fourth and fifth year 2026 through 2027.

The Municipality reserves the right to award this proposal on a lump-sum-basis or item-by-item basis, whichever is in the best interest of the Municipality.

Bidders are required to submit proof of insurance—both Liability and Workers' Compensation coverage with bid documents.

Bid must be accompanied by a certified check and made payable without conditions to the Municipality of Penn Hills in an amount not less than 10%, or a bid bond, and be delivered with the sealed bid.

The Municipality reserves the right to accept or reject any or all bids.

DATE _____, 2022

Name of Bidder

BY: _____

TITLE: _____

OFFICIAL ADDRESS

Phone No. _____

E-mail Address _____

Site	Site Description	Address	# of Cuts	Price Per Cut	Total
1	Duff Park/Skate Park	102 Duff Road	29		
2	Penn Hills Park	90 Colorado Street	29		
3	Penn View Park	Penn View Drive	29		
4	Ross Parklet	Ross Street	29		
5	Universal Park	1 Memorial Park Drive	29		
6	Turner-Friendship Park	1340 Hunter Road	29		
7	Ball Field at Multi-Purpose Center	2025 Lincoln Road	29		
8	Meadow Avenue Park	Meadow Avenue	29		
9	Milltown Park	231 Boda Road	29		
10	Lee Drive Park	Lee Drive	29		
11	Penn Hills Library	1037 Stotler Road	29		
12	Senior Citizen Center	147 Jefferson Road	29		
13	William McKinley Center	1110 Center Avenue	29		
14	Penn Hills Government Center (including field behind)	102 Duff Road	29		
15	Lincoln Road Treatment Plant	Lincoln Road Extension	14		
16	Long Road Treatment Plant	Long Road	14		
17	Gascola Treatment Plant	Thompson Run Road	14		
18	Sandy Creek Treatment Plant	Sandy Creek Road	14		
19	Plum Creek Treatment Plant	Colorado Street	14		
20	Lincoln Road Pump Station	Lincoln Road	14		
21	Lougeay Road Pump Station	Lougeay Road	14		
22	Jodie Lane EQ Facility	Jodie Lane	14		
23	Dog Park, Jefferson Road	Between 357 & 361 Jefferson Road	29		

24	Penn Hills Multipurpose Center	2025 Lincoln Road	14		
25	Allegheny River Blvd. (2)	Allegheny River Blvd. (2 islands)	14		
26	Graham Blvd. Extension	Graham Blvd. Extension	14		
27	Travella Blvd.	Travella Blvd	14		
28	Springdale & Weedon	Springdale & Weedon Intersection	14		
29	K-9 Training Area	1 Memorial Park Drive	14		
30	Penn Hills Library - Rear Field	1037 Stotler Road	14		
31	Penn Hills Library - Hillside	1037 Stotler Road	7		

Grand Total

GRASS CUTTING MUNICIPAL FACILITIES SPECIFICATIONS

Please thoroughly review specifications as updates have been made since the previous contract

Bidders shall submit quotations based on the following minimum requirements.

1. Contractor will be responsible for maintaining the contracted sites in the following manner.
 - a. Cut all grass to an average of two (2) inches in height.
 - b. Trim grass around all obstacles within the grass areas, including but not limited to bleachers, playground equipment, benches, trees, shrubbery, fence lines, etc.
 - c. Clean up all clippings, litter, trash, garbage, and debris within the grass site so contracted, before and after each cutting. Bocce courts, infields and mulched areas are to be kept free of grass clippings. All ball fields shall be left free of clumps of grass.
 - d. Apply weed control monthly to all park fencing/ball field fencing. Contractor must provide necessary certification for school/park spraying or subcontract the spraying to a certified contractor.
2. Prospective bidders are required to examine the locations of the proposed work area and determine in their own way the difficulties which are likely to be encountered in the execution of the work at the sites. All area dimensions are estimated and are not to be considered true and correct dimensions of the areas. On site visual inspection should be the prospective bidder's responsibility, dimensions provided in the package are estimates.
3. At Site # 13 (Wm McKinley Center) all banks are to be cut bi-weekly and all grass areas weekly. There are three banks at approximately 5,204 sq. feet. This cost should be included in the grass cutting price. Due to heavy parking lot usage, contractors must ensure no grass clippings are blown toward vehicles. The back parking lot area is also to be included in this cost.
4. At Site # 7 (Ball Field at Multi-Purpose Center) the bank (slope) shall be included in the price of the cut.
5. The Contractor shall provide the Municipality a CERTIFICATE OF INSURANCE providing Public Liability coverage, Workmen's Compensation, and Employer's Liability coverage. In addition, the contractor shall indemnify, save and hold harmless the Municipality and all of its officers/agents and employees from any and all claims for losses, injuries, damages, and liabilities to persons or property, occasioned wholly or in part by acts or omissions of the Contractor.
6. The Municipality reserves the right to terminate any or all part(s) of said Contracts/Agreements with a twenty (20) day written notice.

7. Contractor is to invoice the Municipality monthly. The invoice is to list the following
 - a. Site Number Cut
 - b. Date of Cut
 - c. Cost of Cut
 - d. Total for the Invoice
8. While the municipality strongly prefers to select one contractor for all sites, the municipality reserves the right to award this contract on an item-by-item basis to more than one contractor.
9. Contractor is to supply a list of equipment to be used for this work with their proposal.
10. Contractor shall cut all parks with shelters/ball fields no earlier than Wednesday so that the site is presentable for those residents who rent shelters/ball fields.
11. In the event an area is cut when wet, any ruts must be repaired by the contractor.
12. The contractor shall supply a schedule of cutting to the Purchasing Official, and a schedule of park cuttings to the Parks Division of the Department of Public Works.
13. The contractor that is successful for Site # 5 (Universal Park & Fields) shall cut the hillside in front of the parking lot along Memorial Park Drive.
14. Contractor is to notify Penn Hills Department of Public Works at 412-798-2151 or by email (jscaglione@pennhills.org) within 24 hours after the cut.
15. The contractor that is successful for Site #13 shall cut the entire hillside between the fence and the street on the 8th Street side form the parking lot entrance to North Avenue.
16. Site #23 (Dog Park) located off Jefferson Road. The access road to the park can be found between 754 and 800 Jefferson Road. Estimated cutting area is one (1) acre. Grass to be cut and trimmed at the main entrance from Jefferson Road, in the parking area, inside fenced dog area, and a two (2) foot path along the outside perimeter of the fenced area. Contractor shall cut or trim no closer than 6" on either side of fencing. Fence line will be maintained by Penn Hills Public Works.
17. Sites #15 through #22. Contractor shall clear all vegetation within 5' of fence line monthly. (Spray or mechanically)
18. Proposal must be accompanied by a certified check and made payable without conditions to the Municipality of Penn Hills in an amount not less than 10%, or a bid bond, and be delivered with the sealed bid.
19. All cutting shall begin the second Monday of April for the duration of the contract. Penn Hills may delay the start of cutting season depending on weather and need. Penn Hills may end the cutting season before the end of scheduled cuts depending on weather and need.

20. The Municipality reserves the right to increase or decrease the number of cuts if climatic conditions warrant at any or all sites.

IT IS THE RESPONSIBILITY OF EACH BIDDER TO VISIT THE SITES AND DETERMINE WHAT AREAS GET CUT. DEPARTMENT DIRECTORS HAVE BEEN ADVISED TO CHECK THE GRASS CUTTING JOB FOR SATISFACTION. PLEASE DIRECT ANY QUESTIONS TO PENN HILLS PUBLIC WORKS AT 412-798-2151.