

Penn Hills Municipality is seeking a qualified landscaper to maintain municipal properties. Bid packages are available at 102 Duff Road, Penn Hills PA 15235. Bids will be accepted until 9:45AM Friday, November 16, 2018. Bid packages are also available for download at [www.pennhills.org](http://www.pennhills.org)

Contractors wishing to bid on this job should submit 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 only. 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 9, 2018 at 11AM at the Public Works Garage, 6600 Leechburg Road, Pittsburgh, PA 15147.

Questions about the bid package shall be submitted in writing by email to [sandrejchak@pennhills.org](mailto:sandrejchak@pennhills.org). Verbal and/or telephone questions will not be answered. All questions about the bid package must be submitted on or before Thursday, November 8, 2018.

Bids will be opened and read aloud on Friday, November 16, 2018 at 10:00AM 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.**

MUNICIPALITY OF PENN HILLS  
SPECIFICATIONS AND PROPOSAL

FOR

GRASS CUTTING MUNICIPAL FACILITIES

PROPOSALS TO BE RECEIVED ON OR  
BEFORE 9:45AM ON FRIDAY, NOVEMBER 16, 2018

AT

PENN HILLS MUNICIPAL BUILDING  
102 DUFF ROAD  
PENN HILLS, PENNSYLVANIA 15235

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PRE-BID MEETING TO BE HELD ON  
FRIDAY, NOVEMBER 9, 2018 AT 11AM

AT THE

PENN HILLS MUNICIPAL BUILDING  
102 DUFF ROAD  
PENN HILLS, PENNSYLVANIA 15235

ISSUED: October 10, 2018

# GRASS CUTTING MUNICIPAL FACILITIES

## SPECIFICATIONS

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, lakes, 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.
  - 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 of the sites should be the prospective bidder's guidance, not the dimensions provided in the package.
3. At Site # 16 (Wm McKinley Center) all banks are to be cut bi-weekly and grass weekly. There are three banks at approximately 5,204 sq. feet. This cost should be included in the grass cutting price. Because of the parking problem at this site, it is necessary to cut this site either after 3:00 P.M. or on a weekend. This will end the problem of grass clippings being blown on the vehicles parked in the lot. 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 a [bzimmerman@pennhills.org](mailto:bzimmerman@pennhills.org) of all cuts within 24 hours after the cut.
15. The contractor that is successful for Site # 17 (Allegheny River Blvd.) shall cut the entire hillside between the fence and the street on the 8<sup>th</sup> Street side from the parking lot entrance to North Avenue.
16. Site #32 (Dog Park) located off of Jefferson Road. The road to the park can be found between 766 and 774 Jefferson Road. The Municipality owns 6.87 acres at the top of the access road. Estimated cutting area is one (1) acre. Grass to be cut and trimmed in the parking area, inside fenced dog arena, and a two (2) foot path along the outside perimeter of the fenced area.
17. Site #33 also includes monthly weeding at the site.
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.

**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.**

## GRASS CUTTING MUNICIPAL FACILITIES

### SCOPE OF WORK

1. The Contractor shall bear all expenses in furnishing the necessary labor, materials, supplies, and equipment to complete the scope of services so outlined.
2. Site Number, Site Name and Location are listed below:

#### SCHEDULE OF CUTS TO BE CUT WEEKLY

1	Duff Park/Skate Park	Duff Road
2	Penn Hills Park	Off Hunter Road
5	Universal Park & Fields	1 Memorial Park Drive
6	Friendship Park & Fields	Off Hunter Road
7	Ball Field at Multi-Purpose Center	Lincoln Road
14	Penn Hills Library	Stotler Road
15	Senior Citizen Center	Jefferson Road
16	Wm. McKinley Center	Center & 7 <sup>th</sup> Street
19	Municipal Building Front	Frankstown Road
31	Lincoln Park Community Center	Ridgeview Avenue
32	Dog Park, Jefferson Road	Between 357 & 361 Jefferson Road
33	New Municipal Building (All, Except Back Field)	102 Duff Road

**CUT WEEKLY THROUGH JULY 31, THEN EVERY OTHER WEEK THEREAFTER**

3	Penn View Park	Penn View Drive
4	Ross Parklet	Ross Street
8	Meadow Avenue Park	Meadow Avenue
9	Milltown Park	Milltown Road
10	N. Bessemer Field	Leechburg Road
12	Lee Drive Park	Lee Drive

**CUT EVERY TWO WEEKS**

11	Seneca Park	Long Road
13	Multi-Purpose Center	Lincoln Road
14 (b)	Rear Field of Library	Stotler Road
17	Allegheny River Blvd. (2)	Allegheny River Blvd. (2 islands)
18	Graham Blvd. Extension	Graham Blvd. Extension
20	Travella Blvd.	Travella Blvd
21	Sprindgale & Weedon	Sprindgale & Weedon Intersection
22	K-9 Training Area	Memorial Park Drive
23	Lincoln Road Treatment Plant	Lincoln Road Extension
24	Long Road Treatment Plant	Long Road
25	Gascola Treatment Plant	Thompson Run Road
26	Sandy Creek Treatment Plant	Sandy Creek Road
27	Plum Creek Treatment Plant	Colorado Street
28	Lincoln Road Pump Station	Lincoln Road
29	Lougeay Road Pump Station	Lougeay Road
30	Jodie Lane EQ Facility	Jodie Lane

## **CUT AS INDICATED IN SPECIFICATIONS**

Scheduled weeks for cutting in 2019 will be distributed to contractor 1<sup>st</sup> quarter of 2019.

Cutting shall begin the week of April 14<sup>th</sup> and end the week of October 27<sup>th</sup>. The municipality may delay the start of cutting season depending on the weather and need. The municipality may end the cutting season before the week of October 27<sup>th</sup> depending on the weather and need.

Weekly Cutting Begins the Week of April 14<sup>th</sup> is Anticipated to be 29 cuts

Weekly Cuts Starting Week of April 14<sup>th</sup> through July 31<sup>st</sup> then Every Other Week Thereafter is Anticipated to be 22 Cuts.

Every Other Week Cuts Begins the Week of April 14<sup>th</sup> is Anticipated to be 14 cuts.

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

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:** Two (2) years – 2019 and 2020 with an option of contract extension for a third year 2021.

**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 \_\_\_\_\_,2018

\_\_\_\_\_  
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	Duff Road	29		
2	Penn Hills Park	Off Hunter Road	29		
3	Penn View Park	Penn View Drive	22		
4	Ross Parklet	Ross Street	22		
5	Universal Park & Fields	1 Memorial Park Drive	29		
6	Friendship Park & Fields	Off Hunter Road	29		
7	Ball Field at Multi-Purpose Center	Lincoln Road	29		
8	Meadow Avenue Park	Meadow Avenue	22		
9	Milltown Park	Milltown Road	22		
10	N. Bessemer Field	Leechburg Road	22		
11	Seneca Park	Long Road	14		
12	Lee Drive Park	Lee Drive	22		
13	Multi-Purpose Center	Lincoln Road	14		
14	Penn Hills Library	Stotler Road	29		
14(a)	Hillside between Upper Lots of Library (Saltsburg/Stotler Roads)	Stotler Road	7		
14 (b)	Rear Field of Library	Stotler Road	14		
15	Senior Citizen Center	Jefferson Road	29		

Site	Site Description	Address	# of Cuts	Price Per Cut	Total
16	Wm. McKinley Center	Center & 7 <sup>th</sup> Street	29		
17	Allegheny River Blvd. (2)	Allegheny River Blvd. (2 islands)	14		
18	Graham Blvd. Extension	Graham Blvd. Extension	14		
19	Municipal Building Front	Frankstown Road	29		
20	Travella Blvd.	Travella Blvd	14		
21	Springdale & Weedon	Springdale & Weedon Intersection	14		
22	K-9 Training Area	Memorial Park Drive	14		
23	Lincoln Road Treatment Plant	Lincoln Road Extension	14		
24	Long Road Treatment Plant	Long Road	14		
25	Gascola Treatment Plant	Thompson Run Road	14		
26	Sandy Creek Treatment Plant	Sandy Creek Road	14		
27	Plum Creek Treatment Plant	Colorado Street	14		
28	Lincoln Road Pump Station	Lincoln Road	14		
29	Lougeay Road Pump Station	Lougeay Road	14		
30	Jodie Lane EQ Facility	Jodie Lane	29		
31	Lincoln Park Community Center	Ridgeview Avenue	29		
32	Dog Park, Jefferson Road	Between 357 & 361 Jefferson Road	29		
33	New Municipal Building (All, Except Back Field)	102 Duff Road	29		
				<b>Grand Total</b>	