

SECTION 00100 - NOTICE TO BIDDERS

DIVISION 1 - BIDDING AND CONTRACT REQUIREMENTS

SECTION 00100 - NOTICE TO BIDDERS

NORTH PENN SCHOOL DISTRICT NOTICE TO BIDDERS

Sealed bids will be received by the North Penn School District at the Educational Services Center, 401 E. Hancock St., Lansdale, PA 19446 until **Thursday, May 17, 2018 at 2:00 P.M.** (prevailing time) at which time bids will be opened and publicly read for the following:

FOR

Grass Cutting Services

A pre-bid meeting for the project will be held on Thursday, May 3, 2018 at 2:00 P.M. at the Support Services Center, 630 W. 8th Street, Lansdale, PA 19446. IT IS IMPORTANT THAT ALL BIDDERS ATTEND THIS MEETING.

If additional information is required concerning these bids, contact Scott Kennedy at the North Penn School District Support Services Center, 630 W. 8th Street, Lansdale, PA 19446 or by phone (215) 853-1140.

Project Manual and Drawings are available to prospective bidders at the Support Services Center during weekdays (except holidays) between the hours of 8:30 A.M. and 4:00 P.M. Bid packages are also available on the North Penn School District website:
<http://www.npenn.org/page/695>

The North Penn School Board reserves the right to reject any or all bids, waive any informality in any bid, to eliminate or reduce quantities, and exercise its judgment as to the comparative merit of the products and services offered.

Steve Skrocki, Board Secretary
North Penn School District

END OF SECTION 00100.

North Penn School District

Request for Proposal for Landscaping Services

The Support Services Department is seeking the services of a single commercial landscaper to provide grass cutting and related services at designated locations as needed to supplement the District's own staff and equipment. Award will be made on the basis of the overall best proposal as calculated by the North Penn School District's estimated number of occurrences for the services quoted. The proposal shall be for a 1-year period with the option to renew for (4) successive one year contracts. Initial contract year = 7/1/18 through 6/30/19.

The scope of work and general conditions includes:

1. Base bid prices are for (26) cuts/trimming/cleanup. All unit prices are to be per occurrence (cut/trim/cleanup) and only at the specific direction of the Director of Facilities & Operations or the Facility Manager. The Contractor should not assume any work needs to be done and under take such work without the specific authorization of the Director of Facilities & Operations or Facility manager. Unit prices may be an addition or reduction to the base contract depending on weather conditions, condition of grounds, etc.
2. Grass cutting means cutting the grass with commercial grade machines having at least 60" cutting decks so the work can be done quickly and safely. Smaller riders / walk behind machines can be used for close trim work.
3. The Contractor must have a sufficient size crew to do each individual site during normal work hours.
4. Grass cutting is NEVER to be done when children are present.
5. Grass is to be cut at 3" unless the Director of Facilities & Operations or Facility Manager specifically directs contractor otherwise. Grass shall never be removed by more than 30% (length) in any single pass.
6. Discharged grass cuttings must be directed away from vehicles, sidewalks, buildings, driveways, flower beds, trees, etc. Clippings must be removed from sidewalks, paved areas, plant beds, etc. Trash must be picked up prior to (or during) mowing to prevent objects from being discharged from mower deck. Mowing of trash will not be tolerated.
7. Operators must wear safety glasses and hearing protection, and operate machines safely in accordance with OSHA standards.
8. All equipment safety devices, including discharge deflectors must be in place and used.
9. Trimming & edging means using a commercial grade weed eaters to neatly trim grass around sidewalks, buildings, driveways, flower beds, goals, fences, drains, ditches culverts, light pole, signs, parking lots, trees, etc. Clippings must be removed from sidewalks, paved areas, plant beds, etc.
10. Trimming & edging is NEVER to be done while children are present.
11. The contractor must demonstrate that it already has sufficient labor and equipment to provide the services as outlined in the Request for Proposal as noted below:
12. Contractor must enclose a copy of their current commercial liability insurance certificate with your proposal.
13. All work is to closely coordinate with NPSD's Support Services Department and no work shall begin until authorized by NOSD.
14. Potential contractors may survey the above facilities during normal school hours and should direct all questions to the Director of Facilities & Operations or Facility Manager.

15. The Contractor agrees that the Director of Facilities & Operations or Facility Manager shall have the sole authority to determine that the work is properly done and may direct the Contractor to redo any work that is not to his satisfaction at the Contractor's expense. The North Penn School District may withhold partial or all payment until the work is completed to the satisfaction of the Director of Facilities & Operations or Facility Manager.
16. Pennsylvania law prohibits smoking, drugs and alcohol on public school property and the Contractor must strictly enforce these requirements amongst its staff.
17. Contractor personnel are not permitted in the buildings or in any areas where there are children present.
18. All Contractor personnel must be neat in appearance and have uniforms or visible ID badges (provided by NPSD) that identify them as the Contractor's employee. NPSD reserves the right to require that any Contractor employee to leave the site for any reason.
19. The Contractor must maintain a competent lead person on site at all times who is authorized to act immediately on behalf of the Contractor in regards to the Contractor's personnel and work practices. District must be provided on site contact information (i.e. cell phone).
20. No part of the work maybe subcontracted to individuals or other companies
21. The Contractor shall provide all necessary labor, materials, supplies, equipment, and safety devices to do the required work The Contractor may not borrow NPSD labor, equipment or materials.
22. NPSD reserves the right to stop any work it deems is unsafe.
23. All equipment must be in safe operable condition. Leaking of fluids will not be tolerated. Blades must be kept in sharp balanced condition. Excessively torn grass will not be tolerated. All guards and other factory installed safety devices must be intact and in good working order.
24. CLEARANCES: The successful Bidder must supply to North Penn School District documentation required by Act 34, Section III of the Public School Code (Criminal Record Check) and Act 151, Chapter 63 of 23 PA Consolidated Statutes (Pennsylvania Child Abuse History Clearance) and Act 114 (FBI Fingerprinting Clearances) before work on a project shall begin. These forms must be current for every worker on site at all times. District must be in possession of all clearances prior to any work being completed. Contractor must notify District of any arrest or charges to contractor employee within 48 hours.
25. All bidders must complete the attached Non-Collusion Affidavit.

**NORTH PENN SCHOOL DISTRICT
401 E. HANCOCK ST.
LANSDALE, PA 19446**

FORM OF PROPOSAL

PROPOSAL NAME: GRASS CUTTING SERVICES
PROPOSAL DUE: MAY 17, 2018 AT 2:00 PM
**PROPOSALS TO BE
MAILED OR DELIVERED TO:** NORTH PENN SCHOOL DISTRICT
EDUCATIONAL SERVICES CENTER
401 E. HANCOCK ST.
LANSDALE, PA 19446

THE FOLLOWING DOCUMENTS **MUST** BE PROVIDED AS PART OF YOUR BID. FAILURE TO PROVIDE ANY OF THESE DOCUMENTS **WILL DISQUALIFY YOUR BID.**

- A. FORM OF PROPOSAL
- B. NON-COLLUSION AFFIDAVIT
- C. BID FORM

CERTIFICATION OF SIGNATURE

THIS IS TO CERTIFY THAT THE PERSON SIGNING AND/OR SUBMITTING THE ATTACHED BID TO CENTRAL BUCKS SCHOOL DISTRICT FOR:

COMPANY NAME: _____

ADDRESS: _____

DATE: _____

TELEPHONE NUMBER _____

SIGNATURE (written in ink) _____

SIGNATURE (typewritten) _____

IS AN OWNER _____ OFFICER _____ AGENT _____

TITLE: _____

AND THAT HE/SHE IS FULLY AUTHORIZED TO SUBMIT SUCH BID ON THEIR BEHALF.

North Penn School District
Lansdale, Pennsylvania 19446-3807

Non-Collusion Affidavit

Instructions:

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to the Pennsylvania Antibid-Rigging Act, 73 P.S. 1611 et seq., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.
3. Bid rigging and other efforts to restrain competition, and the making of false SWORN statement in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the associated approval or submission of the bid.
4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term "Complementary Bid" as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or non-competitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.
6. Failure to file an Affidavit in compliance with these instructions may result in disqualification of the bid.

Non-Collusion Affidavit

State of _____ County of _____

I state that I am _____ of _____
(Title) (Name of my Firm)

and that I am authorized to make this affidavit on behalf of my firm, and its Owners, Directors, and Officers. I am the person responsible in my firm for price(s) and the amount of this bid.

I state that:

1. The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
2. Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or non-competitive bid or other form of competitive bid.
4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other non-competitive bid.

Non-Collusion Affidavit (con't.)

5. _____, its affiliates, subsidiaries, officers, directors, and employees are not currently under _____ (name of my firm) investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal Law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that _____ understands and acknowledges that the above representations are material and _____ (name of my firm) important, and will be relied on by North Penn School District in awarding the contract for which this bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the North Penn School District of the true facts relating to the submission of bids for this contract.

(Name)

and

(Company Position)

SWORN TO AND SUBSCRIBED
BEFORE ME THIS _____ DAY
OF _____, 20____.

Notary Public

My Commission Expires

BID FORM - Grass Cutting

Start Date 7/1/18 Through 6/30/19

Optional Renewal Prices - Years 2-5

8 Schools

Base Bid A

Annual Percentage (%) Increase

BASE BID - (26) Cuts (8 Locations) = \$

=====

Building

Unit Price #1

Unit Price #1

Cut-trim-cleanup
(May be an add or deduct) ****

Cut-trim-cleanup

Bridle Path ES

1221 Stump Road
North Wales, PA 19454

\$

Gwyn-Nor ES

2374 North Penn Road
Hatfield, PA 19440

\$

Knapp ES

201 Summit Street
North Wales, PA 19454

\$

Kulp ES

500 Squirrel Lane
Lansdale, PA 19446

\$

North Penn School District
 1868 • NORTH PENN SCHOOL DISTRICT • 1868

Elementary Map

Revised: June 12, 2014

- 1. **Thompson School**
 1000 E. Main St.
 Lancaster, PA 17302
- 2. **Thompson School**
 1000 E. Main St.
 Lancaster, PA 17302
- 3. **Thompson School**
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- 4. **Thompson School**
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- 39. **Thompson School**
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 Lancaster, PA 17302
- 40. **Thompson School**
 1000 E. Main St.
 Lancaster, PA 17302

