

CALN TOWNSHIP
MISCELLANEOUS MUNICIPAL
PROPERTY MAINTENANCE – 2021- 2022 SEASON
BID NOTICE
EXHIBIT A

Sealed Proposals will be received by the Board of Commissioners of Caln Township, 253 Municipal Dr., Thorndale, Pennsylvania until 1:00 P.M. on Wednesday, March 31, 2021 and will be opened on this same date at the Caln Township Building at the same time for the following:

**MISCELLANEOUS MUNICIPAL
PROPERTY MAINTENANCE – 2021-2022 SEASON**

Bids may be dropped off in our DROP BOX or mailed to the Township Administrative Offices at the above address.

Proposals must be upon the forms furnished by the Township and may be obtained at the Municipal Building in the Township Administrative Offices or on the Caln Township website at www.calntownship.org. Bids must be submitted in a sealed envelope plainly marked “Lawn Maintenance and/or Snow Removal– 2021-2022 Season Bid” and will be opened on March 31, 2021 at 1:00 P.M. in the Municipal Building for review and will be presented to the Board of Commissioners on Thursday, April 8, 2021 at 7:30 P.M. for consideration.

A non-mandatory pre-bid meeting to view each property will take place on Friday, March 26, 2021 at 10:00 A.M. at the Caln Township Municipal Building, 253 Municipal Dr, Thorndale, PA 19372. If you have any questions or concerns contact Mike Fragale, Director of Public Works, at 610-384-0600 x 135.

The Municipality reserves the right to reject any or all proposals as is deemed in the best interest of the Municipality.

CALN TOWNSHIP
MISCELLANEOUS MUNICIPAL
PROPERTY MAINTENANCE
2021-2022 SEASON LAWN MAINTENANCE
BID FORM
EXHIBIT B

I hereby certify that the work performed for Caln Township will meet the minimum specifications as outlined in the Miscellaneous Municipal Property Maintenance Bid Specifications. Any exceptions to the specifications must accompany the bid.

By submitting this bid I state that I have inspected the subject properties and understand the specifications. Caln Township reserves the right to accept or reject any bids.

All bids shall include, but are not limited to all wages; payroll taxes; fringe benefits; overhead; cost for compliance with all state and federal regulations; field related costs; consumables; other taxes and profit. Please include an overall price for snow plowing.

CALN TOWNSHIP
LAWN MAINTENANCE – 2021-2022 SEASON
BID SPECIFICATION
EXHIBIT C

Caln Township will contract for Lawn Maintenance services for the 2021 cutting season as needed.

The areas to be mowed and trimmed:

1. Open space by Township
2. Lloyd Park
3. Municipal Park
4. Dawkins Park
5. Caln Park West
6. Griffith Farmhouse Property
7. Deer Drive Park
8. Brookfield Basin
9. N. Caln Road Pump Station
10. Portion of Township Sewer Right Away From Rt. 340 to Lloyd Ave.
11. GO Carlson Walkway Area
12. Area around Township Building and Public Works Garages
13. Kings Grant Pump Station
14. Route 340 and N. Bailey Rd. Cell Tower
15. Amtrak Right of Way Along Business Route 30 (From S. Bailey Rd. to Heron Home Health Care and by Colonial Hyundai)
***Must provide certification to work on Amtrak Property.**
16. Ingleside Golf Course Basin (including interior of basin, sides of basin, top of berm, and the entire outside slope of the basin) - located at Hole #4

Specifications:

- It is the intent of Caln Township to provide a lawn maintenance program that will keep the sites in a state of perpetual growth and repair.
- The lawn maintenance shall include, but not limited to, mowing, trimming, edging, and cleanup.
- The following services will be required:
 1. Weekly mowing or **as needed***, grass to be cut to a height of 2 ½ inches.
 2. Trim around all obstacles on lawn areas with each mowing.
 3. Remove all grass clippings from walkways, parking lots, and other paved areas.
 4. General cleanup of trash and debris left on grass.
 5. Trim along all paved areas (including trails) on a monthly basis.
- The contractor will furnish all labor, supervision, equipment, fuel, materials, tools, supplies, services and special skills required to perform the maintenance as set forth in these specifications.

- The areas to be mowed on a regular interval at a height no lower than two inches and a half inches and not to exceed three inches between cuttings, using mower blades sharpened on a regular basis.
- No more than one third (1/3) of the leaf blade is to be removed at one time.
- Grass clippings are to remain on the lawn to decompose. Mulching mowers and blades are required. All care must be taken to prevent clumping of grass.
- During cleanup, cut grass will not be blown onto any roadway or into any storm drain.
- No mowing will be performed in wet conditions as to not damage the turf, drainage or soil. Every attempt will be made to prevent clumping of grass.
- Every precaution will be utilized to avoid spilling or leaking petroleum products. If such spillage/leakage does occur the Contractor will take immediate steps to clean up the spill in accordance with recommended standards for dealing with spillage of hazardous materials.
- Trimming around obstacles shall include, but not be limited to, all turf adjacent to:
 - curbs
 - playing courts
 - posts
 - post and rail fencing
 - buildings
 - fire hydrants
 - walkways
 - benches
 - inlet boxes
 - flower beds
 - walls
 - trash receptacles
 - parking lots
 - picnic tables
 - chain link fences
 - trees/shrubs in cutting areas
 - storm drainage run off areas
 - playground borders
- Services will be provided on a **weekly or as needed basis***. The rate to be charged shall include time, equipment and operators required to maintain the lawns, giving neat and trim appearance.
 - *Caln Township reserves the right to not have lawn maintenance performed during drought conditions. Should these conditions occur, Caln Township will notify the Contractor by telephone, fax or email at least 48 hours prior to the regular lawn maintenance day.**
- **Supervision and Labor.** The Contractor shall provide a competent supervisor satisfactory to the Township authorized to act for the Contractor. The Contractor shall promptly remove from the work site any supervisor or employee whose work or conduct is not satisfactory to the Township. The Contractor shall enforce strict discipline and good order among the Contractor's employees. The Contractor shall exercise the necessary supervision and control to prevent Contractor's employees from violating any rules and regulations. The Township reserves the right to require the contractor remove any employee that the Township deems unfit. The contractor must first get approval from the Township before any worker that has been removed from work return to work.
- **Safety.** The successful Contractor agrees to adhere to and enforce all applicable local, state, federal, and OSHA safety regulations. Contractor shall provide safety

- barriers as required, to clearly identify the working area and to prevent others from accessing the work area. This safety zone shall be sufficiently sized to prevent damage to others or existing facilities and structures. Upon completion of the work, Contractor shall remove the safety barriers from the work area.
- **Inspection.** An agent of the Township will inspect work on a regular basis and report any issues the Contractor's foreman in writing.
 - **Insurance Certificates:** Every bidder must supply certificates of insurance to the Township for:
 1. Worker's Compensation Insurance that complies with the workers' compensation laws of Pennsylvania.
 2. Automobile Liability Insurance with minimum of: \$500,000 combined with single limit bodily injury and/or property damage.
 3. Comprehensive General Liability Insurance with minimum limits of \$500,000 combined single limit bodily injury and/or property damage.
 - **Performance Bond:** The successful bidder shall furnish a bond guaranteeing performance of the contract, in the amount of fifty percent (50%) of the amount of the contract, within twenty (20) days after the contract is awarded. If the bidder fails to furnish the bond within twenty (20) days the contract is void and the township shall claim the amount in the bid bond as liquidated damages. Performance Bond amount will be based on 28 cuttings for the entire season.
 - **Bid Bond:** Each bidder shall provide a bid bond, certified check, or cash in the amount of ten percent (10%). Bid bond will be based on 28 cuttings for the entire season.
 - All Bids will be considered to be valid for a period of sixty (60) days from opening date.

CALN TOWNSHIP
LAWN MAINTENANCE – 2021-2022 SEASON
BID FORM
EXHIBIT D

I hereby certify that the work performed for Caln Township will meet the minimum specifications as outlined in the Lawn Maintenance Bid Specifications. Any exceptions to the specifications must accompany the bid.

By submitting this bid I state that I have inspected the subject properties and understand the specifications. Caln Township reserves the right to accept or reject one or more bid options. The “Low Bidder” will be selected by using the lowest total combined cost of the bid options decided on by the Township. Example: The Township could choose to select only Bid Options 1, 2, and 5 or the Township could choose to select all options.

All bids shall include, but are not limited to all wages; payroll taxes; fringe benefits; overhead; cost for compliance with all state and federal regulations; field related costs; consumables; other taxes and profit. Please include a price per cut and an overall price for 28 cuttings.

Bid Option 1

Open Space Adjacent to the Township Building (15 acres)

Price per cutting _____ \$ _____
Total of 28 cuttings _____ \$ _____

Bid Option 2

Lloyd Park (30 acres)

Price per cutting _____ \$ _____
Total of 28 cuttings _____ \$ _____

Bid Option 3

Municipal Park (20 acres)

Price per cutting _____ \$ _____
Total of 28 cuttings _____ \$ _____

Bid Option 4

Dawkins Park (2 acres)

Price per cutting _____ \$ _____
Total of 28 Cuttings _____ \$ _____

Bid Option 5

Caln Park West (10 acres)

Price per cutting _____ \$ _____
Total of 28 Cuttings _____ \$ _____

Bid Option 6

Griffith Farmhouse Property (5 acres approximately)

Price per cutting _____ \$ _____
Total of 28 Cuttings _____ \$ _____

Bid Option 7

Deer Drive Park (1 Acre)

Price per cutting _____ \$ _____
Total of 28 Cuttings _____ \$ _____

Bid Option 8

Brookfield Basin (5 Acres)

Price per cutting _____ \$ _____
Total of 28 Cuttings _____ \$ _____

Bid Option 9

N. Caln Road Pump Station (1 Acre)

Price per cutting _____ \$ _____
Total of 28 Cuttings _____ \$ _____

Bid Option 10

Township Sewer Right-of-Ways (Approximately 3 Acres)

Price per cutting _____ \$ _____
Total of 28 Cuttings _____ \$ _____

Bid Option 11

GO Carlson Walkway Area (Approximately 3 Acres)

Price per cutting _____ \$ _____
Total of 28 Cuttings _____ \$ _____

Bid Option 12

Area around Township Building and Public Works Garages (Approximately 4 Acres)

Price per cutting _____ \$ _____
Total of 28 Cuttings _____ \$ _____

Bid Option 13

King's Grant Pump Station (Approximately 1 Acre)

Price per cutting _____ \$ _____
Total of 28 Cuttings _____ \$ _____

Bid Option 14

Route 340 and N. Bailey Rd Cell Tower

Price per cutting _____ \$ _____
Total of 28 Cuttings _____ \$ _____

Bid Option 15

Amtrak Right-of-Way along Business 30

Price per cutting _____ \$ _____
Total of 28 Cuttings _____ \$ _____

Bid Option 16

Ingleside Golf Course Basin (located at Hole #4, as outlined)

Price per cutting _____ \$ _____
Total of 28 Cuttings _____ \$ _____

Bid Option 17

Ingleside Golf Course Basin (located at Hole #4, as outlined)

Price per cutting _____ \$ _____

Total of 14 Cuttings _____ \$ _____

Bid Option 18

Ingleside Golf Course Basin (located at Hole #4, as outlined)

Price per cutting _____ \$ _____

As needed (**use 4 for calculating total**) _____ \$ _____

The Contractor will comply with all of the requirements of the laws and implementing regulations of the Commonwealth of Pennsylvania and of the United States relating to human relations, equal opportunity and non-discrimination in employment, and will pay to workmen employed in the performance of the contract wages in which they are entitled.

Signature: _____ Date: _____

Printed Name: _____ Title: _____

Company Name: _____

Address: _____

City, State, Zip Code: _____

Phone: _____ Fax: _____

Emergency Contact and Phone #: _____

ACCEPTANCE: to be completed by the Township if bid is accepted.

Caln Township accepts the bid submitted by

For grounds maintenance for the 2021 season as specified in the bid proposal. Work will commence on April 3, 2021 and will run through October 9, 2021, depending on weather conditions and preference of the Township.

Attested by: _____

Accepted on _____

President of the Board of Commissioners

CALN TOWNSHIP
MISCELLANEOUS MUNICIPAL
PROPERTY MAINTENANCE
2021-2022 SEASON SNOW REMOVAL
BID FORM
EXHIBIT E

I hereby certify that the work performed for Caln Township will meet the minimum specifications as outlined in the Miscellaneous Municipal Property Maintenance Bid Specifications. Any exceptions to the specifications must accompany the bid.

By submitting this bid I state that I have inspected the subject properties and understand the specifications. Caln Township reserves the right to accept or reject any bids.

All bids shall include, but are not limited to all wages; payroll taxes; fringe benefits; overhead; cost for compliance with all state and federal regulations; field related costs; consumables; other taxes and profit. Please include an overall price for snow plowing.

CALN TOWNSHIP
SNOW REMOVAL MAINTENANCE – 2021-2022 SEASON
BID SPECIFICATION
EXHIBIT F

Specifications: Snow Removal

Caln Township will contract for Snow Removal services for the 2021-2022 seasons as follows:

1. Sidewalks

- a. G.O. Carlson from Park Drive to Barley Sheaf Road – 7920 feet
- b. Barley Sheaf Road from Handicrafters to Clothier Street – 597 feet
- c. Barley Sheaf Road from Business Route 30 to G.O. Carlson – 779 feet
- d. Bus Stop on Route 30 at Barley Sheaf Road – 147 feet
- e. Municipal Drive from Business Route 30 to Township Building – 1745 feet
- f. N. Bailey Road from G.O. Carlson to Windsor Lane – 1049 feet

2. Services will be provided as follows:

- a. Per Section 134-40 of the Caln Township Code, all snow and/or ice shall be removed or cleared away from a path of at least 36 inches in width from so much of said sidewalk as is in front of or abuts on said building or lot of land.
 - b. Such work shall be completed within a reasonable time but not later than within 48 hours after cessation of snow plowing by Caln Township.
 - c. In the event snow and/or ice has become so hard that it cannot be removed without likelihood of damage to sidewalk, enough sand or other abrasive is to be put on the sidewalk to make travel reasonably safe; and shall, as soon thereafter as weather permits, cause to be cleared a path in said sidewalk of at least 36 inches in width.
- The contractor will furnish all labor, supervision, equipment, fuel, materials, tools, supplies, services and special skills required to perform the maintenance as set forth in these specifications
 - Every precaution will be utilized to avoid spilling or leaking petroleum products. If such spillage/leakage does occur the Contractor will take immediate steps to clean up the spill in accordance with recommended standards for dealing with spillage of hazardous materials.
 - OW Services will be provided on a **needed basis***. The rate to be charged shall include time, equipment and operators required to do the snow removal.
 - **Supervision and Labor.** The Contractor shall provide a competent supervisor satisfactory to the Township authorized to act for the Contractor. The Contractor shall promptly remove from the work site any supervisor or employee whose work or conduct is not satisfactory to the Township. The Contractor shall enforce strict discipline and good order among the Contractor's employees. The Contractor shall exercise the necessary supervision and control to prevent Contractor's

employees from violating any rules and regulations. The Township reserves the right to require the contractor remove any employee that the Township deems unfit. The contractor must first get approval from the Township before any worker that has been removed from work return to work.

- **Safety.** The successful Contractor agrees to adhere to and enforce all applicable local, state, federal, and OSHA safety regulations. Contractor shall provide safety barriers as required, to clearly identify the working area and to prevent others from accessing the work area. This safety zone shall be sufficiently sized to prevent damage to others or existing facilities and structures. Upon completion of the work, Contractor shall remove the safety barriers from the work area.

- **Inspection.** An agent of the Township will inspect work on a regular basis and report any issues the Contractor's foreman in writing.

- **Insurance Certificates:** Every bidder must supply certificates of insurance to the Township for:
 1. Worker's Compensation Insurance that complies with the workers' compensation laws of Pennsylvania.
 2. Automobile Liability Insurance with minimum of: \$500,000 combined with single limit bodily injury and/or property damage.
 3. Comprehensive General Liability Insurance with minimum limits of \$500,000 combined single limit bodily injury and/or property damage.

- **Performance Bond:** The successful bidder shall furnish a bond guaranteeing performance of the contract, in the amount of fifty percent (50%) of the amount of the contract, within twenty (20) days after the contract is awarded. If the bidder fails to furnish the bond within twenty (20) days the contract is void and the township shall claim the amount in the bid bond as liquidated damages. Performance Bond amount will be based on 28 cuttings for the entire season.

- **Bid Bond:** Each bidder shall provide a bid bond, certified check, or cash in the amount of ten percent (10%). Bid bond will be based on 28 cuttings for the entire season.

- All Bids will be considered to be valid for a period of sixty (60) days from opening date.

CALN TOWNSHIP
SNOW REMOVAL – 2021-2022 SEASON
BID FORM
EXHIBIT G

I hereby certify that the work performed for Caln Township will meet the minimum specifications as outlined in the Snow Removal Bid Specifications. Any exceptions to the specifications must accompany the bid.

By submitting this bid I state that I have inspected the subject properties and understand the specifications. Caln Township reserves the right to accept or reject one or more bid options.

All bids shall include, but are not limited to all wages; payroll taxes; fringe benefits; overhead; cost for compliance with all state and federal regulations; field related costs; consumables; other taxes and profit.

Specifications: Snow Removal

Caln Township will contract for Snow Removal services for the 2021-2022 seasons as follows:

1. Sidewalks
 - a. G.O. Carlson from Park Drive to Barley Sheaf Road – 7920 feet
 - b. Barley Sheaf Road from Handicrafters to Clothier Street – 597 feet
 - c. Barley Sheaf Road from Business Route 30 to G.O. Carlson – 779 feet
 - d. Bus Stop on Route 30 at Barley Sheaf Road – 147 feet
 - e. Municipal Drive from Business Route 30 to Township Building – 1745 feet
 - f. N. Bailey Road from G.O. Carlson to Windsor Lane – 1049 feet

BID: _____

The Contractor will comply with all of the requirements of the laws and implementing regulations of the Commonwealth of Pennsylvania and of the United States relating to human relations, equal opportunity and non-discrimination in employment, and will pay to workmen employed in the performance of the contract wages in which they are entitled.

Signature: _____ Date: _____

Printed Name: _____ Title: _____

Company Name: _____

Address: _____

City, State, Zip Code: _____

Phone: _____ Fax: _____

Emergency Contact and Phone #: _____

ACCEPTANCE: to be completed by the Township if bid is accepted.

Caln Township accepts the bid submitted by

Attested By:

Accepted on _____

President of the Board of Commissioners