

North Versailles Township

Request for Proposals

Grass Cutting Services

- Job Description:** Grass cutting, trimming, and clipping removal through October 31, 2017. The term may be extended by mutual consent of the Township and Contractor.
- Instructions:** Bidder's Questionnaire and Proposed Fee Schedule must be filled out completely.
- Due Date:** Please return completed proposal packet in a sealed envelope by March 31, 2017 at 3:00 PM to the Township Manager.
- Questions:** For questions pertaining to proposal, please contact Allen Wagner, Code Enforcement Officer at 412-823-6602.

Complete Proposal

A complete proposal must have the following completed:

1. Bidder's Questionnaire
2. Proposed Fee Schedule
3. A list of employees who will perform under the contract.
4. Copy of Insurance Certificates

**North Versailles Township
1401 Greensburg Avenue
North Versailles, PA 15137
412-823-6602**

North Versailles Township is seeking proposals from responsible parties for grass cutting, trimming and grass clipping removal for various neglected properties at the direction of North Versailles Township.

PERFORMANCE REQUIREMENTS

All services are to be performed in a professional manner. Contractor is to provide supervision, materials, labor, equipment, fuel and expertise required to perform grass cutting, trimming and removal of clippings and must be professional in conduct, attire and work performed.

Only employees of the contractor shall perform all work under this contract. No work may be subcontracted without the written permission of the Township. The contractor shall comply with all federal, state and local requirements for its unemployment compensation, worker's compensation and minimum wage requirements. The successful bidder shall submit a list of employees who perform services under this contract.

The Township reserves the right to reject any or all bids or any portion of any bid.

SCOPE OF WORK

The scope of work for the proposed contract is to clean up debris or obstacles before mowing operations begin, properly dispose of the debris or obstacles, mow or cut the vacant lots or lots with vacated houses, trim around all buildings, sidewalks and driveways or other permanent fixtures on the property, blow clippings off walks and drives, etc. Mowing will take place after execution of this agreement and will end in October, weather permitting. Mowing and trimming shall be performed on a 14-21 day cycle during the growing season, depending on weather conditions and at the direction of the Code Enforcement Officer of the Township.

No work shall begin before 8:00 AM in any residential area and should end before 7:00 PM Monday through Friday. The Township of North Versailles reserves the right to inspect any activity by the contractor at the work site at any time and issue directives to the contractor for corrective work needed.

The bidder is responsible for examining the sites and conditions of work. No claims for additional payment or pleas regarding the inability to perform shall be entertained if based on alleged ignorance of existing or reasonable expected conditions.

INSURANCE REQUIREMENTS

The contractor shall carry Workmen's Compensation Insurance, General Liability Insurance and Property Damage Insurance, including Automobile Insurance. Insurance shall be written with a limit of liability of not less than \$1,000,000 for all property damage sustained by any one person in any one accident and a limit of liability of not less than \$1,000,000 aggregate for any such damages sustained by two or more persons in any one accident.

**TOWNSHIP OF NORTH VERSAILLES
BIDDER'S QUESTIONNAIRE**

Submitted By _____ Telephone _____

Principal Office Address _____

Type of Firm:

Corporate _____ Other _____

Individual _____ Partnership _____

If a Corporation, please answer these questions:

Date of Incorporation _____ State of Incorporation _____

President's Name _____

Vice President's Name _____

Secretary or Clerk's Name _____

Treasurer's Name _____

If a Partnership, please answer these questions:

Date of Organization _____ State Organized In _____

Name of all Partners holding more than a 10% interest:

Designate which are General or Managing Partners:

Contractor's Representative _____

Title _____

Alternate _____

Title _____

BIDDER'S QUESTIONNAIRE

List Major Clients that you perform grass cutting, debris removal, and trimming for:

Owner _____ Project Location _____

Contact Person _____ Phone # _____

Owner _____ Project Location _____

Contact Person _____ Phone # _____

Have you or any principal in your firm been sued by any "owner" for default on a Contract within the last 10 years: _____

If yes, what was the disposition of the lawsuit? _____

Provide information regarding your insurance agent (s) who will be providing a Certificate of Insurance for your company:

Name of Agent _____

Name of Firm _____

Address _____

Telephone # _____

Signature of Bidder

Company Name

GRASS CUTTING LIST FROM CODE ENFORCEMENT OFFICER
ALLEN R. WAGNER M.ED.

	Ward	CUT GRASS LIST	2017		SQ FEET	Acre	Price Quoted
1	1	3Rd	402	To be Demo 2017	6110	0.14	\$
2	1	James Street	217		3500	0.08	\$
3	1	Jamison	704		4898	0.11	\$
4	1	Sylvan Avenue	872	Vacant Lot	19200	0.44	\$
5	1	Taylor	1022		6000	0.14	\$
6	1	Taylor	1014		10000	0.23	\$
7	1	Woodland	434		7500	0.17	\$
8	2	Arlington Avenue	321		5000	0.11	\$
9	2	Delaware	511	Vacant Lot	6000	0.14	\$
10	2	Robin	141		7000	0.16	\$
11	2	Washington	429		15300	0.35	\$
12	2	N. Broadway	120	Vacant Lot	6000	0.14	\$
13	3	Basil	1611		14000	0.32	\$
14	3	Logan Road	1032	Vacant Lot	35000	0.8	\$
15	4	Brown	3114		11000	0.25	\$
16	4	Fieldcrest Drive	3304		6517	0.14	\$
17	4	Pinehurst	504	Vacant Lot	5000	0.11	\$
18	4	Wabash	3125		10000	0.23	\$
19	4	Lynda Lane	801		5500	0.13	\$
20	4	Westinghouse Avenue	514		2500	0.06	\$
21	4	East Pittsburgh-McKeesport Blvd.	626		11000	0.25	\$
22	5	Central	38		13000	0.3	\$
23	6	Arlene	86		10000	0.23	\$
24	6	Foster	322		7000	0.16	\$
25	7	Ferdinand Drive	420		5000	0.11	\$
26	7	Crestas Avenue	2409		3000	0.07	\$
27	7	Girard Avenue	1709	Vacant Lot	6128	0.14	\$

NORTH VERSAILLES TOWNSHIP

TOTAL BID SHEET

TOTAL PRICE FOR ONE CUT CYCLE (TOTAL OF 27 PROPERTIES) \$ _____

Signature of Bidder

Bidder Name

Company Name

Date