

Specifications for contract of Lawn maintenance-mowing

It is the intent of the Borough of Berrysburg to contract services to maintain the specified Borough grounds in accordance with the following specifications:

1. **Description**

Work consists of lawn maintenance such as: Grass mowing, Grass edging and proper removal/disposal of lawn litter including trash, but not limited to landscape debris such as sticks by the contractor.

2. **Contract period**

Length of contract should be one year, beginning with the 4th week of April and ending by the third week of November.

3. **Specifications for mowing**

Lawn maintenance to include: grass mowing , trimming and edging, proper removal and disposal of lawn litter, including trash, and landscape debris such as sticks by the contractor.

4. **General specifications and conditions**

A. Inspection of location- Before submitting a bid, bidders shall be held to examine all locations specified herein where work is to be performed, and become satisfied as to the existing conditions under which a contractor will be obliged to operate, that may effect the work under this contract. No allowances shall be made in this connection on behalf of the bidder and or contract, for any negligence on their part .

B. Insurance requirements- The contractor must provide to the borough an insurance certificate **before any work for the borough may begin.** All insurance policies and certificates must include an endorsement providing (10) ten days prior written notice to the borough of cancellation or reduction of coverage. The contractor shall cease operations on the occurrence of any such cancellation or reduction, and shall not resume operations until new insurance is in force.

Comprehensive General Liability:

Bodily injury- each occurrence \$1,000,000.00

Bodily injury- aggregate \$1,000,000.00

Property damage- each occurrence	\$1,000,000.00
Or combined single limit	\$1,000,000.00
Umbrella excess liability	\$1,000,000.00

C. Award-Upon notification of contract award by the Borough, the contractor shall submit to the Borough's designated representative, documentation as may be requested or required hereunder. Upon their receipt and subsequent approval by the borough, the administrator will contact the contractor and inform them when they may proceed.

D. Award criteria-Responsiveness to bid and cost.

E. Contractor Administrator- The Borough President shall be contract administrator herein referred to as the Administrator. The administrator will audit billings, approve payments, oversee schedules, and generally be responsible for overseeing of contract.

F. Contractor status- The contractor and his/her employees at all times shall be considered as an independent contractor, and not as Borough employees. As an independent contractor, the contractor's payment under this contract shall not be subject to any withholding for tax, social security, or other purposes; nor shall the contractor or his/her employees be entitled to sick leave, pension benefits, vacation, medical benefits, life insurance or unemployment compensation or the like from the borough.

G. Cancellation option-The Borough reserves the right to cancel the contract by giving thirty (30) days written notice to the contractor. If cancellation is for default of contract due to non-performance, The contract may be cancelled without notice. The contractor may cancel the contract by giving the borough thirty (30) days written notice of such intention. All notices are effective upon the date of mailing.

H. Extras- Prices for extra work requested during this contract which are not part of this contract will be negotiated at the time of occurrence.

I. Protection of Property - The contractor shall be responsible for protecting and preserving from damage any and all facilities, public and private, which are adjacent to the area where the work is being done.

J. Accidents- Any accidents on the premises shall be reported to:
Administrator-

5. **SCOPE OF WORK AND SEPERATION OF RESPONSIBILITIES**

A. CONTRACTOR TO FURNISH-All transportation, all equipment and necessary supplies including but not restricted to: mowers, edgers, blowers, spreaders,

and sprayers.

The contractor should furnish, operate, and maintain suitable and adequate equipment necessary to perform all tasks described in bid item, in a favorable manner. The equipment furnished by the contractor must be in good repair and shall be maintained so as to produce a clean, sharp cut to the grass at all times. Equipment which in any ways rips grass or damages turf shall not be allowed to operate under this contract. All equipment will be of such type so that the height of cut can be adjusted to a minimum of 2 inches and a maximum of 4 inches. The contractor shall have enough of equipment and personnel to complete each mowing cycle at each site contracted for.

B. Under no circumstance shall the Borough be responsible for any theft, vandalism, or any damage to the contractor's equipment due to obstacles encountered during the work to be preformed under this contract.

C. Per Borough ordinance no mowing or cleanup on Sundays.

6. **Technical Specifications**

A. **MOWING**

1. Grass shall not be allowed to reach the height of (5) inches or more, and shall be mowed to a minimum height of (2) inches.

2. All mowing, trimming, and edging equipment shall be properly maintained. Cutting blades shall be kept sharp to minimize turf damage.

3. Equipment and supplies may not be stored overnight or for extended periods of time on Borough property.

4. Grass shall not be mowed when wet.

B. **GRASS TRIMMING-** Trim grass around fixed objects and trees. Extreme care shall be used to prevent injury to fixed objects and trees.

C. **EDGING-** Edge along walks and curb areas every second mowing. Edging shall be no wider than (1) inch from edge of sidewalk to lawn surface. All edging debris shall be removed from walkways and curb areas and disposed of at the contractors expense.

METHOD OF PAYMENT

The completed work shall be paid monthly. Invoice due 1st of month and shall be paid by the 15th of said month, which shall be payment in full for all labor, equipment, and material's required to satisfactory complete the work described therein. The contractor shall furnish an invoice in duplicate.

The first payment will not be made until there is proof of insurance and the contractor has filled out a W-9 form.

The contractor shall have harmless and indemnify the Borough of Berrysburg and all its officers, agents, and employees against all claims for damages to public or private property and for injuries to persons arising out of and during the project and to the completion of work. The undersigned, as bidder, declares that he/she familiarized him/herself with the location of the proposed work and the conditions under which it must be constructed. The bidder has also carefully examined the documents and specifications, which he/she understands and accepts as sufficient for the purpose of completing said work and agrees that he/she will contact the Borough of Berrysburg to furnish labor, materials, tools, and equipment necessary to do all the work specified.

The agreement is the only agreement between parties. The parties have not agreed either verbally or written to any other terms or conditions not contained in this document.

Contact Information

The Borough of Berrysburg
135 N Chestnut St
P.O. box 213
Berrysburg, PA 17005
717-362-9417

Borough President: Robin Snyder 717-362-8194

Borough Mayor: Mike Ward 717-911-1114

BOROUGH OF BERRYSBURG
LAWN MAINTENANCE -MOWING QUOTE

The square of Berrysburg. Intersection of route 25 and route 225 four corners, and two strips of grass (north side east of square and north side west of square)

PRICE PER MOWING _____

Spring clean-up, to include picking up of leaves and any debris, also mulching and trimming of shrubbery

PRICE SPRING CLEAN-UP _____

Summer clean-up, to be done the week before July 25, 2016, to include picking up of leaves and debris, also trimming of shrubbery. Also cleaning around outside of curb area at square of borough this includes all debris.

PRICE SUMMER CLEAN-UP _____

Fall clean-up, to be done the 3rd week of November. To include picking up of leaves and shrubbery, also any trimming of shrubbery.

PRICE FALL CLEAN-UP _____

Berrysburg Square

Mowing & Maintenance Areas Shown in Green

