

Montour Area Recreation Commission

2024 Lawn Care Invitation to Bid

Application Terms and Conditions

Sealed bids for lawn care at the various properties managed by the Montour Area Recreation Commission (MARC) will be received by MARC at any time until 6:59pm on Monday, October 23, 2023. Bids will be publicly opened and read aloud during MARC's regular October 23, 2023 meeting at 7:00pm at the Montour Preserve Environmental Education Center, 374 Preserve Road, Danville, PA 17821 and through the Zoom online meeting platform.

Specifications and bid forms may be obtained online at www.MontourRec.com or by submitting a request in writing or by telephone or email to:

Montour Area Recreation Commission
PO Box 456, Danville, PA 17821
570-336-2060 or RStoudt@MontourRec.com

Each bid must be enclosed in a sealed envelope, plainly marked with '**2024 Lawn Care Bid**', and mailed via the U.S. Postal Service to MARC at the address listed above. Sealed bids may also be hand-delivered to MARC on Monday, October 23, between 8:00am and 2:00pm or between 6:30pm – 6:59pm, at the Montour Preserve visitors' center, 374 Preserve Road, Danville, PA 17821.

Bids may be withdrawn by bidders for any reason for a period of forty-eight (48) hours after the time of bid opening. After forty-eight (48) hours from bid opening, bids may not be withdrawn for a period of sixty (60) days.

A certified Treasurer's Check, a Cashier's Check, or a Bid Bond, secured by a Corporate Surety approved by the Commonwealth of Pennsylvania, in the amount of ten (10) percent of the entire bid amount, must accompany the bid. The successful bidder may instead choose to furnish a Performance Bond in the amount of the Contract as awarded as security for the faithful performance of the Contract as awarded as payment of all persons, firms or corporations to whom the Contractor may become legally indebted in performing the work. A corporate surety approved to do business in the Commonwealth of Pennsylvania shall issue said bonds. In lieu of a Performance Bond, MARC will also accept an irrevocable letter of credit or cash escrow in the amount of ten (10) percent of the Contract as awarded.

The successful bidder shall be required to furnish to MARC insurance certificates evidencing General Liability Insurance coverage, Automobile Insurance coverage, and Workers' Compensation Insurance coverage as detailed on page 4 of this packet. Evidence of said insurance coverage shall be required at the time of bid submittal.

Any exceptions to these specifications must be so noted. Bids must be submitted on the official proposal form enclosed with this packet. All line items must be completed and no other marks are to be made thereon. All proposals must be signed. MARC reserves the right to accept or reject any and all bids in part, or in full, and to waive any defect or informalities in the bid procedure in part, or in full, and to award the contract in the best interest of MARC.

GENERAL CONDITIONS

1. The contract term shall extend from April 1, 2024 to November 30, 2024, unless otherwise noted.
2. Mowing services will be provided no more than one (1) time per week at each location unless MARC authorizes a revision to this schedule. MARC reserves the right to reduce the total cuts per season depending on weather or other conditions. Weed control will be provided as needed on the areas defined in the bid sheet document as determined and authorized by MARC.
3. The contractor shall supply all necessary labor, equipment, and materials except as noted in this document. Submitted with bid will be a list of equipment that the contractor will use for this work. This equipment shall be available for inspection at the request of MARC.
4. The contractor shall mow athletic fields at the Hess Recreation Area and all areas at the Montour Preserve only on weekdays between the hours of 7:00am and 4:00pm. Other locations may be mowed on weekdays at other times as needed. Mowing, trimming, weed control, and other lawn care is to be done on Saturdays or Sundays only in unusual situations and only when approved by MARC.
5. Contractor shall remove harmful objects such as glass bottles or other litter from the path of mowing equipment. Contractor is to notify MARC in the event that litter becomes excessive to the point of being outside the normal scope of work.
6. The contractor will trim around all site amenities/ improvements, including but not limited to, fencing, benches, signs, dugouts, planters, paths, and trash receptacles. Mechanical trimmers must not be used to control weeds around tree bases unless special approval is granted by MARC. Weed control sprays shall only be used as specified in this document.
7. Contractor shall be responsible for, and shall restore at his/her expense, all damage to properties caused by the Contractor in the performance of the work which was not reasonably foreseeable as a consequence of the Contractor's performance of this contract.
8. Contractor or subcontractors must be a Pennsylvania Department of Environmental Protection licensed pesticide applicator. Proof of license must be provided at the time of bid submittal. All spraying will be performed in compliance with state regulations.
9. Proof of required insurance coverage as outlined in this bid specification must be submitted to MARC at the time of bid submission.
10. A performance bond or accepted substitute meeting the terms specified in this Invitation to Bid must be submitted to MARC at the time of bid submission.
11. Contractor shall submit three contract names of references with bid.

GENERAL CONDITIONS (continued)

12. All subcontractors needed to complete the specifications of the contract must be listed on the signature page of this bid document. Subcontractors are subject to the same rules and conditions as the primary contractor.
13. Only fully completed bid applications will be accepted. However, bidders may choose to submit a bid for requested Washingtonville Borough line items, but are not obligated to do so. MARC reserves the right to reject any partial applications except as herein noted.
14. Contractor shall invoice MARC monthly for services rendered. Such invoices shall clearly identify the dates of service, location(s) serviced, and the cost per location.
15. All prices must include PA state sales tax and other taxes when applicable.
16. Services for Washingtonville Borough will be reviewed and awarded separately from other line items. This review and award will be at the discretion of Washingtonville Borough Council at a time and place of Washingtonville Borough Council's choosing. Washingtonville Borough reserves the right to accept or reject any and all bids in part, or in full, and to waive any defect or informalities in the bid procedure in part, or in full, and to award the contract in the best interest of Washingtonville Borough.

INSURANCE TERMS AND CONDITIONS

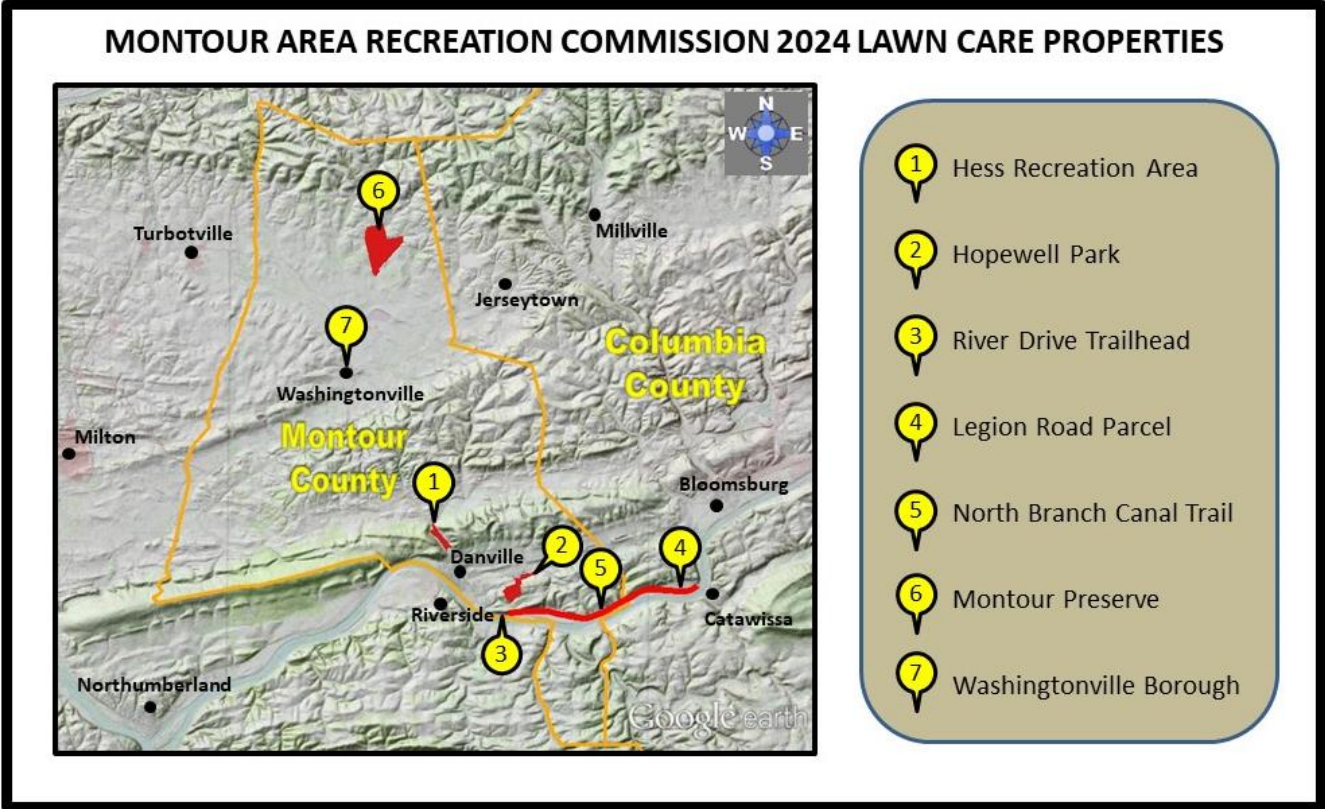
The Contractor (and subcontractors if applicable) shall, at his/her own cost and expense, purchase and maintain in force for the duration of the contract the forms of insurance coverage described hereafter. Subcontractors must produce the same certificates and policies as required of prime contractors, or the prime contractors must submit copies of all policies to which must be attached endorsements indicating that the prime contractor's insurance policy covers the subcontractors to the full extent required by the contracts. Such insurance shall be carried with financially responsible insurance companies, licensed to do business in the Commonwealth of Pennsylvania.

- A. General Liability Insurance – Coverage with a minimum limit of liability per occurrence of one million dollars (\$1,000,000.00) for bodily injury and one hundred thousand (\$100,000.00) for property damage. This insurance shall indicate on the certificate of insurance coverage for Independent Contractors and Subcontractors. The Montour Area Recreation Commission (PO Box 456, Danville, PA 17821) and Talen Energy Supply (Attn: Marc Jackson, 600 Hamilton Street, Suite 600, Allentown, PA 18101) shall be added as Additional Insured Parties. Washingtonville Borough (821 County Line Rd, Turbotville, PA 17772) shall also be added as an Additional Insured Party in the event services are provided for Washingtonville Borough.
- B. Automobile Liability Insurance – Coverage with a minimum limit of liability per occurrence of one million dollars (\$1,000,000.00) for bodily injury and one hundred thousand dollars (\$100,000.00) for property damage.
- C. Workers Compensation Insurance Statutory – Provision of workers' compensation insurance in compliance with the Workmen's Compensation Act of the Commonwealth of Pennsylvania.

Before beginning work, the contractor shall also be required to sign an unconditional waiver of mechanics' and materialmen's liens against Talen Energy Supply (Attn: Marc Jackson, 600 Hamilton Street, Suite 600, Allentown, PA 18101). Waivers shall be filed by MARC in the office of the Prothonotary of Montour County, Pennsylvania.

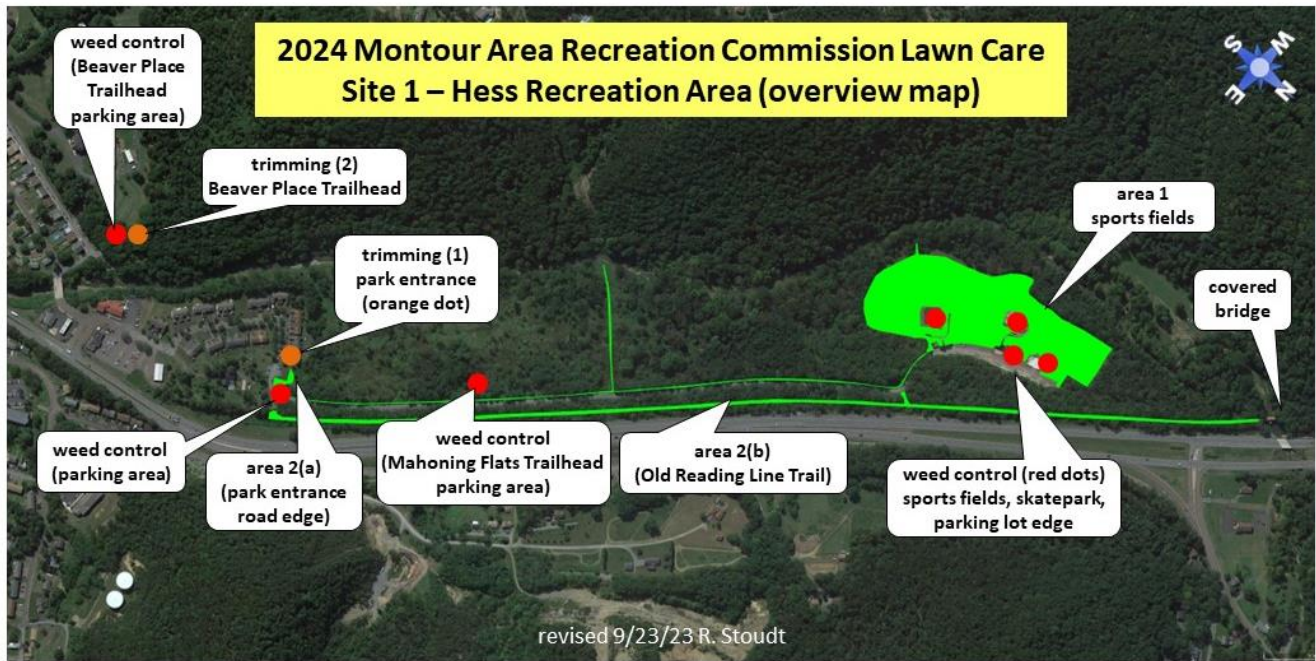
If, at any time, any of the foregoing policies become unsatisfactory to MARC, as to form or substance, the Contractor shall, upon notice to that effect from MARC, obtain a new policy and submit the same for approval to MARC. Upon failure of the contractor to furnish, deliver and maintain such insurance as provided above, this contract, at the discretion of MARC, may be forthwith declared suspended, discontinued or terminated. Failure of the contractor to take out and/or maintain, or the taking of and or maintenance of any required insurance, shall not relieve the contractor from any liability under this contract, nor shall the insurance requirements be construed to conflict with or otherwise limit the obligations of the contractor concerning indemnification.

**MAP OF MONTOUR AREA RECREATION COMMISSION
2024 LAWN CARE PROPERTIES**



OFFICIAL BID FORM – 2024 MARC LAWN CARE

SITE 1 - HESS RECREATION AREA
843 Meadow Lane, Danville, PA 17821



OFFICIAL BID FORM – 2024 MARC LAWN CARE

SITE 1 - HESS RECREATION AREA (continued)

843 Meadow Lane, Danville, PA 17821



OFFICIAL BID FORM – 2024 MARC LAWN CARE

SITE 1 - HESS RECREATION AREA (continued)
843 Meadow Lane, Danville, PA 17821

We propose to furnish lawn care services for the Hess Recreation Area per your specifications as follows:

Mowing

Area 1 – Sports fields and common ground

Description: Open field areas in main athletic complex (9.1 acres +/-)

Cost per cut \$ _____

Total maximum cost per contract term

Use frequency of once/week during season or 34 cuts total

\$ _____

(Note: MARC will determine the actual start and end dates for mowing)

Area 2 - Street access and trails

(a) Edges of the park access road (where possible)

(b) Grass areas of Old Reading Line Trail parallel to Rt. 54 (approx. 10ft wide x 5,300ft long)

(c) Grass areas of power line trail (approx. 5ft wide x 550ft long)

Cost per cut \$ _____

Total maximum cost per contract term

Use frequency of every other week during season or 17 cuts total

\$ _____

(Note: MARC will determine the actual start and end dates for mowing)

Trimming

Description: weed-whacking, brush-hog, or similar trimming of vegetation along trails and in locations not suitable for regular mowing

(1) Area around main park entrance gate, kiosk, garden, and trees

(2) Area around Beaver Place trailhead parking area, kiosk, and bench

Cost per cut \$ _____

Total maximum cost per contract term

Use frequency of every other week during season or 17 cuts total

\$ _____

(Note: MARC will determine the actual start and end dates for trimming)

OFFICIAL BID FORM – 2024 MARC LAWN CARE

SITE 1 - HESS RECREATION AREA (continued)

Herbicide / Weed control

Includes:

1. Softball fields (two) fences, dugouts, bleachers, etc.
2. Main parking lot edge area (keep grass from encroaching into the stone)
3. Skatepark perimeter
4. Mahoning Flats trailhead parking lot and kiosk
5. Main park entrance handicapped parking area and kiosk
6. Beaver Place Trailhead parking lot perimeter and kiosk

Cost per visit \$ _____

Total maximum cost per contract term

Use frequency of once per month April – September or six (6) treatments total \$ _____

(Note: MARC will determine the actual start and end dates for treatments and may request more or less treatments if conditions warrant)

Herbicide / Weed control (infields)

Includes:

- a) Softball fields (two) infields

Cost per visit \$ _____

Total maximum cost per contract term

Use frequency of once every other month April – September or four (4) treatments total \$ _____

(Note: MARC will determine the actual start and end dates for treatments and may request more or less treatments if conditions warrant)

TOTAL MAXIMUM YEARLY COST FOR SITE 1

\$ _____

**(INCLUDES MOWING AREA 1 + MOWING AREA 2 + TRIMMING
+ HERBICIDE/WEED CONTROL + HERBICIDE/WEED CONTROL (INFIELDS);
PLACE THIS VALUE ON PAGE 23)**

OFFICIAL BID FORM – 2024 MARC LAWN CARE

SITE 2 – HOPEWELL PARK
1758 Montour Blvd (US-11), Danville, PA 17821



We propose to furnish mowing services for Hopewell Park according to your specifications as follows:

Mowing / trimming (2.5 acres total)

2.5 acres of grass in the open field and around the Hopewell Park bike jumps area, gazebo, and parking lot.

Note: numerous trees, benches and other obstacles exist in this area. Some portions of this site are seasonally wet. Contractor must exercise judgment to avoid wet areas as needed.

Cost per cut \$ _____

Total maximum cost per contract term

Use frequency of once/week during season or 34 cuts total

(Note: MARC will determine the actual start and end dates for mowing)

\$ _____
(PLACE ON PAGE 23)

OFFICIAL BID FORM – 2024 MARC LAWN CARE

SITE 3 – RIVER DRIVE TRAILHEAD PARCEL

1642 River Drive, Danville, PA 17821



We propose to furnish mowing services for the River Drive Trailhead parcel per your specifications as follows:

Mowing (brush-hog)

Lot is vacant land with numerous trees and obstacles. 1.5 acres (+/-) is to be maintained as rough lawn and open access to the river. Because of the somewhat rough nature of this site, the contractor will likely need to use a brush-hog type mower to maintain this site.

Cost per cut \$_____

Total maximum cost per contract term

Use frequency of every other week during season or 15 cuts total

\$_____

(Note: MARC will determine the actual start date and frequency of mowing) **(PLACE ON PAGE 23)**

OFFICIAL BID FORM – 2024 MARC LAWN CARE

SITE 4 – LEGION ROAD PARCEL
208 Legion Rd, Catawissa, PA 17820



MARC is responsible for mowing the vacant parcel located at 208 Legion Road, Catawissa, PA 17820. The parcel is owned by Montour Township (Columbia County). This parcel is used for maintenance access to the North Branch Canal Trail.

We propose to furnish mowing services for the Legion Road parcel per your specifications as follows:

Mowing

0.6 acres +/- of rough grass. Some trees and other features exist.

Cost per cut \$_____

Use frequency of every other week during the season or 15 cuts total \$_____

(Note: MARC will determine the actual start date and frequency of mowing) **(PLACE ON PAGE 23)**

OFFICIAL BID FORM – 2024 MARC LAWN CARE

SITE 5 – NORTH BRANCH CANAL TRAIL River Drive, Danville to Legion Road, Catawissa



NOTE TO BIDDERS: As of this writing, a portion of this 6.2 mile-long trail, between mile markers 3.5 and 4.0, is partially obstructed. It is anticipated that, for at least a portion of the 2024 season, the contractor will have to mow the trail in two sections (3.5 miles and 2.2 miles) from two different access points (1690 River Drive, Danville and 208 Legion Rd, Catawissa).

The average trail width is 60 inches, though some portions of the trail are narrower. **Bidders are strongly cautioned that hazardous conditions exist along this trail, including steep slopes, uneven surfaces, water, and other hazards.** Unless otherwise approved by MARC, the contractor must use not more than a 40 inch-wide walk-behind or stand-on (not riding) mower for this site.

We propose to furnish mowing services for the North Branch Canal Trail per your specifications as follows:

Mowing

6.2 miles +/- of trail.

Cost per cut \$ _____

Total maximum cost per contract term

Use frequency of every other week during season or 15 cuts total

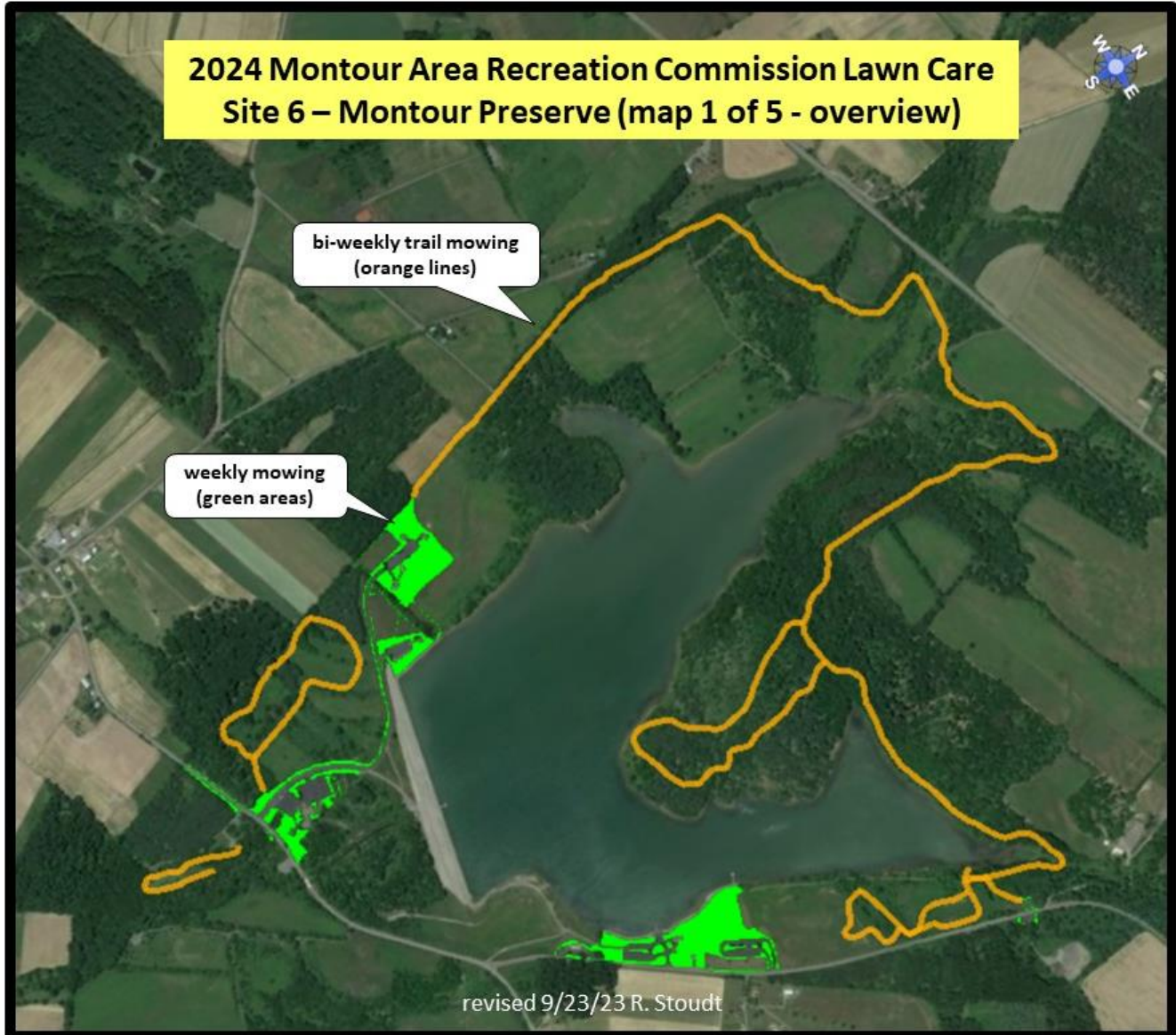
(Note: MARC will determine the actual start and end dates for mowing)

\$ _____

(PLACE ON PAGE 23)

OFFICIAL BID FORM – 2024 MARC LAWN CARE

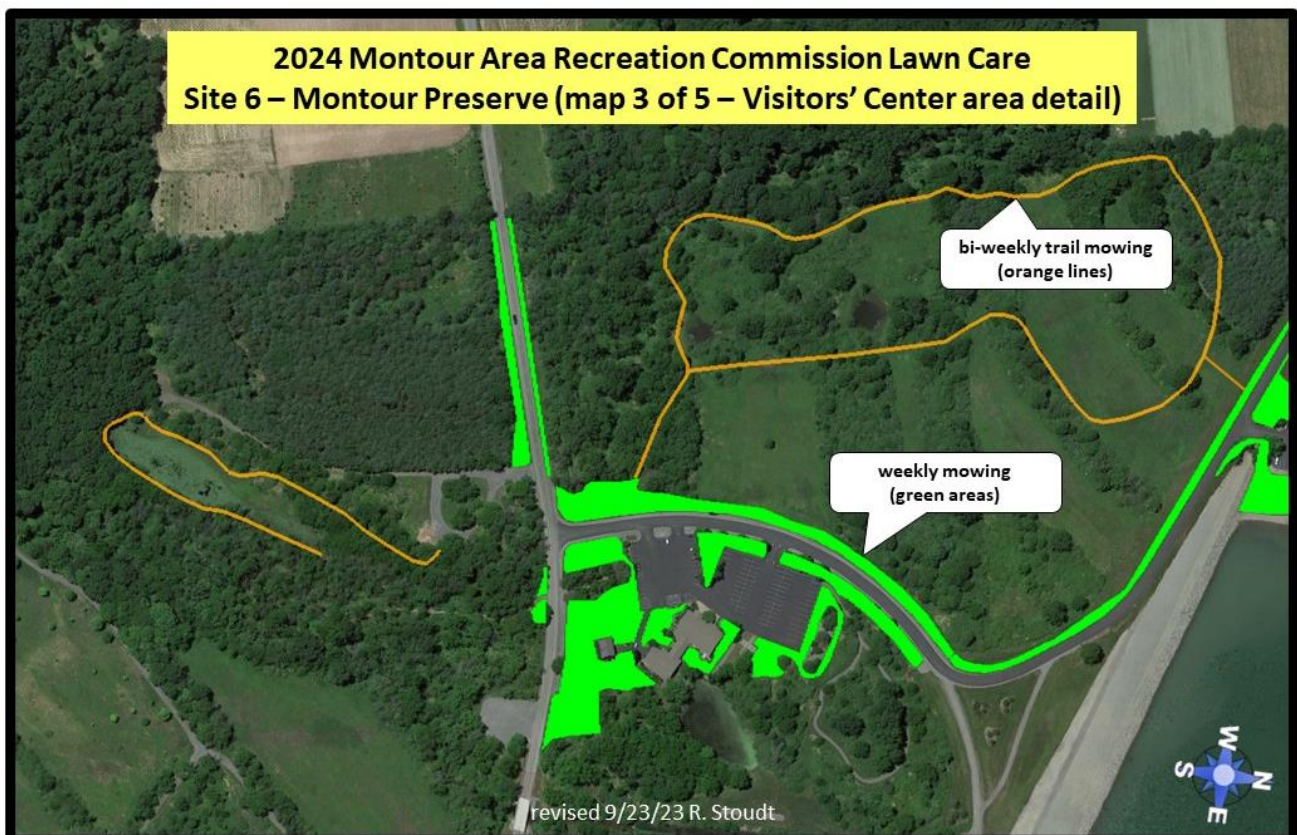
SITE 6 – MONTOUR PRESERVE
374 Preserve Road, Danville, PA 17821



OFFICIAL BID FORM – 2024 MARC LAWN CARE

SITE 6 – MONTOUR PRESERVE (continued)

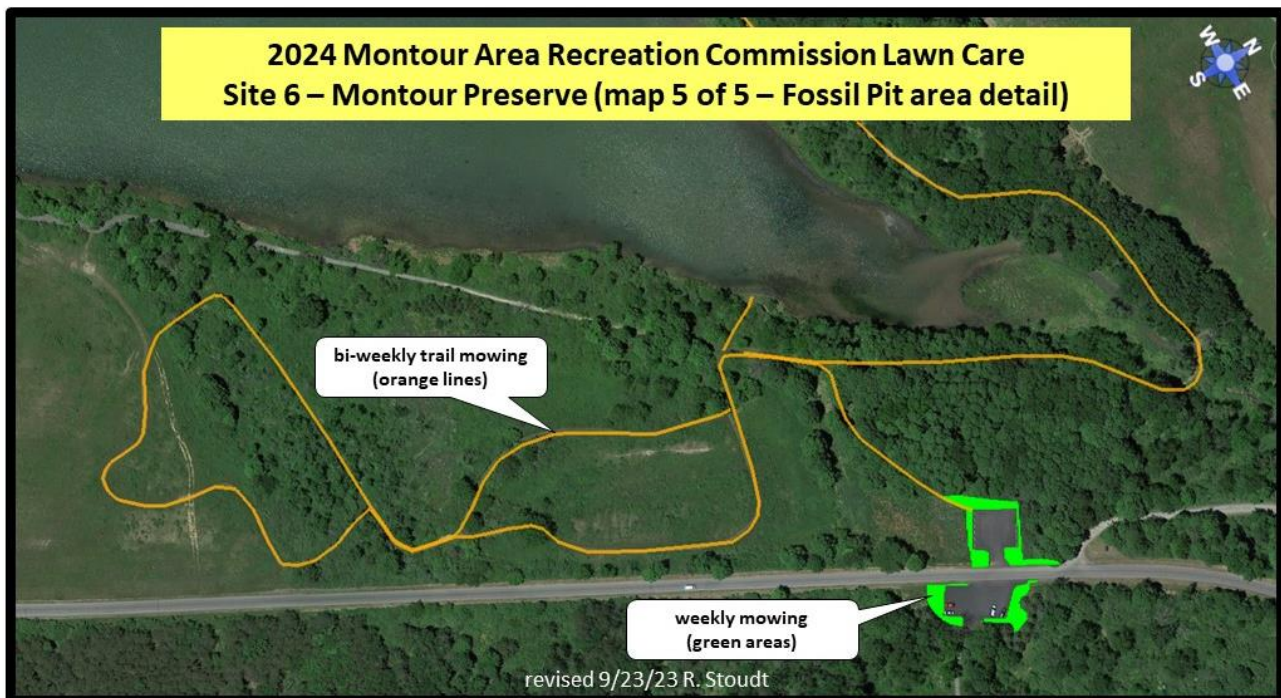
374 Preserve Road, Danville, PA 17821



OFFICIAL BID FORM – 2024 MARC LAWN CARE

SITE 6 – MONTOUR PRESERVE (continued)

374 Preserve Road, Danville, PA 17821



OFFICIAL BID FORM – 2024 MARC LAWN CARE

SITE 6 – MONTOUR PRESERVE (continued)
374 Preserve Road, Danville, PA 17821

We propose to furnish mowing and lawn care services for the Montour Preserve per your specifications as follows:

Mowing/Trimming

18.8 acres +/- of park common areas.

Cost per cut \$ _____

Total maximum cost per contract term

Use frequency of once/week during season or 34 cuts total

\$ _____

(Note: MARC will determine the actual start and end dates for mowing)

Trail Mowing/Trimming

1.5 acres +/- (5.0 miles +/-) of trails. Some trails are mixed surface (grass, mulch, stone) and must be accessed across wooden pedestrian bridges. Heavy and/or wide (more than 48" wide) equipment cannot be used.

Cost per cut \$ _____

Use frequency of every other week during the season or 15 cuts total

\$ _____

(Note: MARC will determine the actual start date and frequency of mowing)

Herbicide / Weed control

Includes:

1. Parking lot / road edges (prevent grass encroaching into stone shoulders and cracks)
2. Heron Cove and Goose Cove picnic areas Lake Chillisquaque stone shorelines
3. Picnic table gravel pads in Heron Cove and Goose Cove picnic areas and visitors' center
4. Hummingbird Trail (maintain 900ft long x 5ft wide gravel-surfaced trail)
5. Goose Woods Trail (maintain gravel-surfaced sections of trail)
6. Garden areas
7. Areas around bases of sign posts, light fixtures, etc.
8. Preserve Road gravel pull-off area (around mailbox)

Cost per visit \$ _____

Total maximum cost per contract term

Use frequency of once per month April – September or six (6) treatments total

\$ _____

(Note: MARC will determine the actual start and end dates for treatments)

And may request more or less treatments if conditions warrant)

OFFICIAL BID FORM – 2024 MARC LAWN CARE

SITE 6 – MONTOUR PRESERVE (continued)

374 Preserve Road, Danville, PA 17821

Fall leaf clean-up

We proposed to gather and dispose of (at a location to be identified by the Montour Area Recreation Commission at the Montour Preserve) leaves from the lawn and garden areas at the Montour Preserve during the weeks of November 11 – 22, 2024.

Total maximum cost per contract term

One clean-up

\$

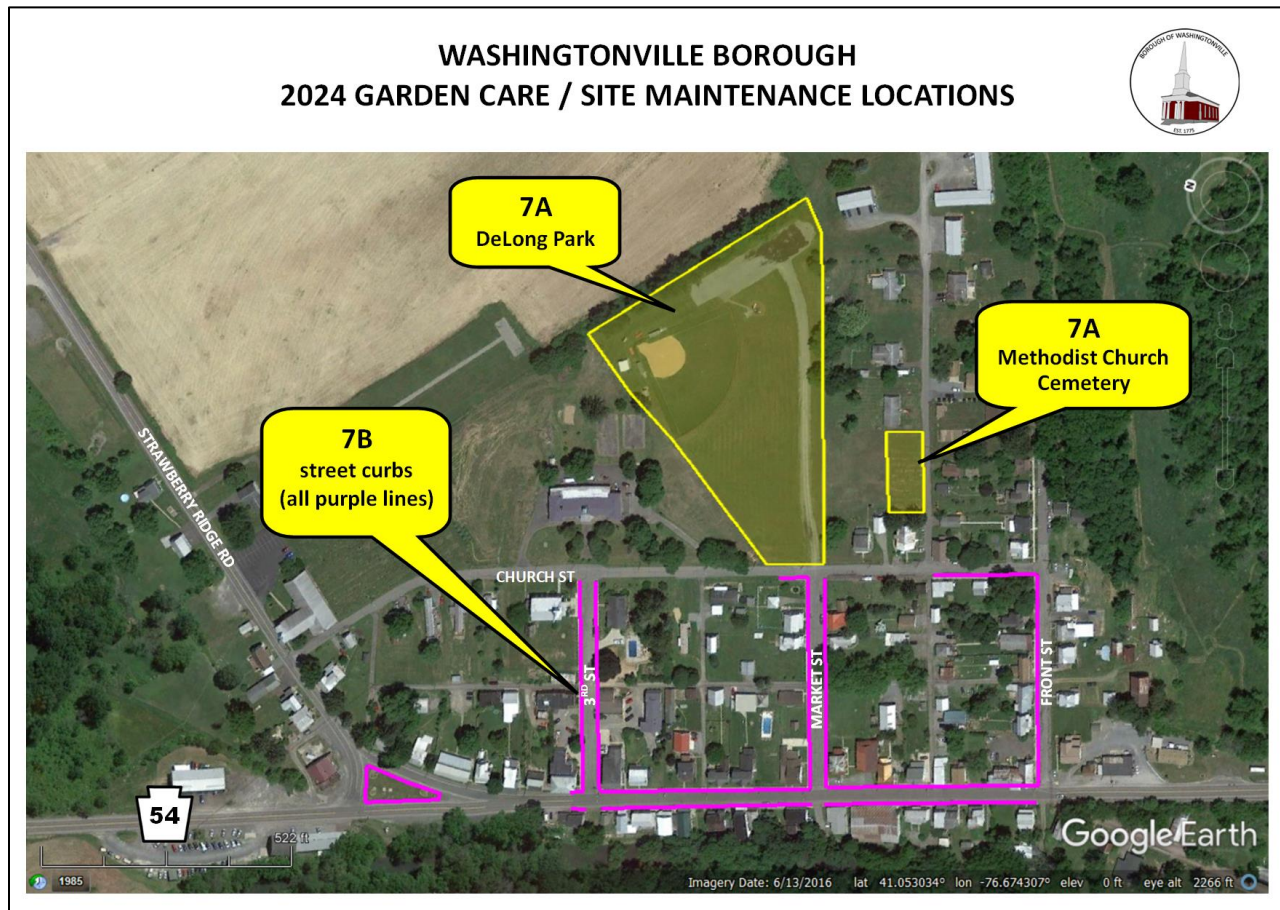
TOTAL MAXIMUM YEARLY COST FOR SITE 6

\$

(INCLUDES MOWING/TRIMMING + TRAIL MOWING/TRIMMING + HERBICIDE/WEED CONTROL + FALL LEAF CLEAN-UP; PLACE THIS VALUE ON PAGE 23)

OFFICIAL BID FORM – 2024 MARC LAWN CARE

SITE 7 – WASHINGTONVILLE BOROUGH



NOTES TO BIDDERS: Services for Washingtonville Borough will be reviewed and awarded separately from other line items. Bidders are not required to bid on Washingtonville Borough services in order to be considered for the remainder of this contract.

Washingtonville Borough reserves the right to award this contract in full or in part and may choose to award tasks to more than one bidder as may be deemed in the best interest of Washingtonville Borough.

All persons working on bidder's behalf during the course of this work shall wear safety vests when working within thirty (30) feet of any roadway.

Lawn / garden care and maintenance services shall be provided at the frequency documented herein unless Washingtonville Borough authorizes a revision to this schedule. Washingtonville Borough reserves the right to reduce the total number of lawn / garden care / maintenance visits per season depending on weather or other conditions.

OFFICIAL BID FORM – 2024 MARC LAWN CARE

SITE 7A – WASHINGTONVILLE BOROUGH –
DELONG PARK AND
METHODIST CHURCH CEMETERY



OFFICIAL BID FORM – 2024 MARC LAWN CARE

SITE 7A – WASHINGTONVILLE BOROUGH - DELONG PARK AND METHODIST CHURCH CEMETERY (continued)

We propose to furnish lawn / garden care and maintenance services for DeLong Park and the adjacent Methodist Church Cemetery per your specifications as follows:

Mowing/Trimming

4.6 acres +/- of park and cemetery common areas.

Cost per cut \$ _____

Total maximum cost per contract term

Use frequency of once/week during season or 34 cuts total

\$ _____

(Note: Washingtonville Borough will determine the actual start and end dates for mowing)

Garden Care

Garden care services shall include weeding, pruning / trimming, and edging to keep the following in good condition:

1. Trees along park access road, kids' play set and swing set, sitting area, the northern and western park boundaries, and within the adjacent Methodist Church Cemetery (50 trees +/-)
2. Children's rock garden
3. Park sign garden
4. Kids' play area, sitting area, handicapped parking area, and adjacent gravel and mulch areas

Cost per visit \$ _____

Total maximum cost per contract term

Use frequency of three visits

\$ _____

Herbicide / Weed control

Includes:

1. Park access road and parking lot
2. Ballfield infield, dugouts, fencing, bleachers, and shed perimeter
3. Children's play area / sitting area and gravel paths
4. Community garden parking area / kiosk / bike rack

Cost per visit \$ _____

Total maximum cost per contract term

Use frequency of once every other month April – September or four (4) treatments total

\$ _____

(Note: Washingtonville Borough will determine the actual start and end dates for treatments)

And may request more or less treatments if conditions warrant)

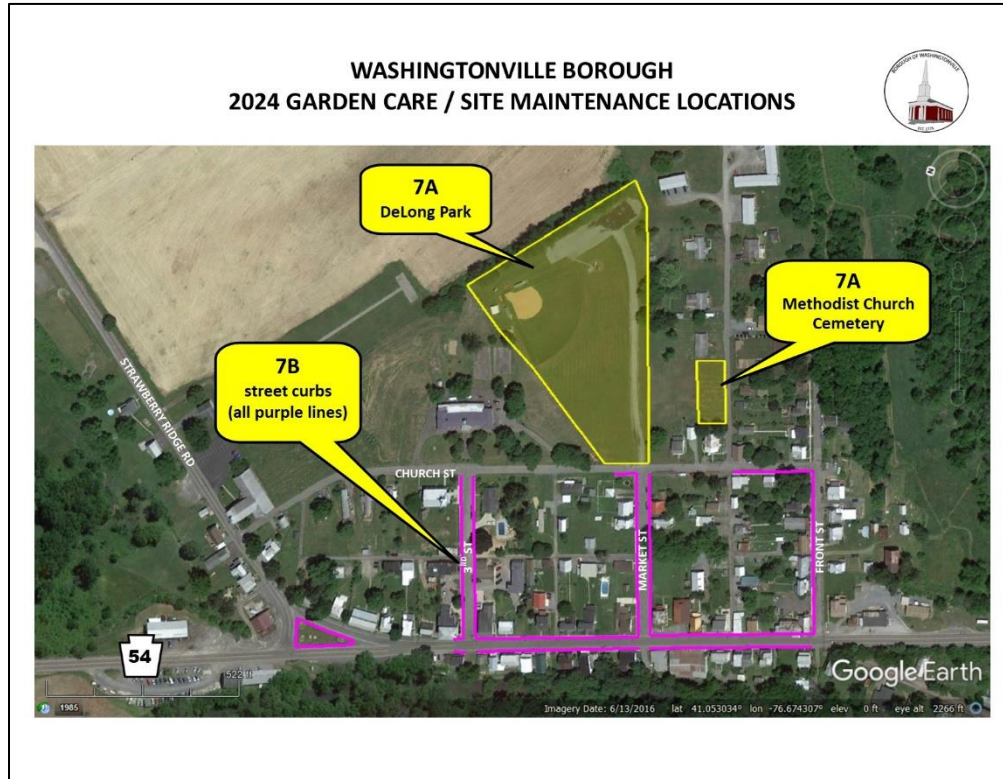
TOTAL MAXIMUM YEARLY COST FOR SITE 7A

\$ _____

**(INCLUDES MOWING/TRIMMING + GARDEN CARE + HERBICIDE/WEED CONTROL;
PLACE THIS VALUE ON PAGE 23)**

OFFICIAL BID FORM – 2024 MARC LAWN CARE

SITE 7B – WASHINGTONVILLE BOROUGH – STREET CURB WEED TREATMENT



We propose to provide weed trimming (weed whacking), weeding, and/or herbicide treatment as needed along all Washingtonville Borough street curb edges (4,300 linear feet +/-), as well as around the gardens at the PA-54/Strawberry Ridge Road intersection, as shown in the above map. We propose to also weed (by hand, no mechanical trimming or herbicide) street tree grates along the PA-54 roadway and the flagpole garden at the Washingtonville Borough Building (1339 Water St (PA-54), Washingtonville, PA 17884). Work scheduling shall be done three times during the season, in coordination with Washingtonville Borough. Washingtonville Borough reserves the right to cancel planned trimming if deemed unnecessary because of dry weather or other conditions.

Washingtonville Borough will encourage residents to remove vehicles from streets on the planned dates of trimming, but bidder should anticipate that some vehicles will remain parked along streets. Trimming, when needed, will not be done within fifty (50) feet of any vehicle left parked along the street. Instead, weeds within fifty (50) feet of parked cars will need to be pulled by hand.

Bidder will be responsible for cleanup and proper disposal of trimmed and pulled weeds; materials are not to be left on streets.

Cost per treatment: \$ _____

**TOTAL MAXIMUM YEARLY COST FOR SITE 7E (3 treatments)
(PLACE THIS VALUE ON PAGE 23)**

\$ [REDACTED]

OFFICIAL BID FORM – 2024 MARC LAWN CARE

SUMMARY OF MAXIMUM YEARLY COSTS

(ALL COSTS ARE TO INCLUDE ALL APPLICABLE TAXES)

Site 1 – Hess Recreation Area (total maximum yearly cost) \$ _____

Site 2 – Hopewell Park (total maximum yearly cost) \$ _____

Site 3 – River Drive Trailhead Parcel (total maximum yearly cost) \$ _____

Site 4 – Legion Road Parcel (total maximum yearly cost) \$ _____

Site 5 – North Branch Canal Trail (total maximum yearly cost) \$ _____

Site 6 – Montour Preserve (total maximum yearly cost) \$ _____

Grand Total Sites 1 - 6 \$ [REDACTED]

Site 7A – Washingtonville - DeLong Park and Methodist Church Cemetery
(total maximum yearly cost) \$ _____

Site 7B – Washingtonville – Street Curb Weed Treatment (total cost) \$ _____

Grand Total – Washingtonville Sites 7A + 7B \$ [REDACTED]

*(NOTE: Actual final costs may be less than the total yearly bid shown here
if fewer than expected mowing or weed control applications are needed through the year.
MARC is obligated by this contract to pay only for services actually rendered.)*

Bidder (doing business as) _____

By: _____
Authorized signature

OFFICIAL BID FORM – 2024 MARC LAWN CARE

SIGNATURE PAGE

Bidder _____

Address _____

Telephone _____

Email _____

By: _____
Authorized signature

Attest: _____
Secretary of corporation (if applicable)

Place Corporate Seal
impression here
(if applicable)

List of any subcontractors:

Business Name	Contact Person	Telephone
1. _____	_____	(____) _____
2. _____	_____	(____) _____

For MARC (to be signed only after contract is approved):

Chairperson, MARC

Director, MARC

OFFICIAL BID FORM – 2024 MARC LAWN CARE

Contract Names of Reference:

Name

Telephone

1. _____ (____) _____

2. _____ (____) _____

3. _____ (____) _____

List of equipment to be used:

Written exceptions to any terms and conditions of the bid as outlined: