



BID PACKET

LAWN MAINTENANCE SERVICES – 2024 through 2026

West Bradford Township is accepting bids for Lawn Maintenance services for the 2024 through 2026 seasons. **Bids must be received at the West Bradford Township Building, 1385 Campus Drive, Downingtown, PA 19335 by 12:00 PM on Wednesday, November 8**, with bid opening at 1:00 P.M. that same date. Bids must be on Township provided forms. Bidding packets are available at the Township Building or westbradford.org. Bids must be submitted in a sealed envelope marked "LAWN BID" and with bidder name and address. Bids must include cert. of insurance, and a bid bond at 10% of contract amount, as set forth in the bid packet. An optional pre-bid meeting will be held at 1 PM on Monday, October 30, 2023, at the West Bradford Township building. Bids will be considered at the Board meeting on Tuesday, November 14, 2023. Bids are valid for 60 days from opening. The winning bidder must furnish a performance bond at 50% of the contract amount, as set forth in the bid packet. The Township reserves the right to waive any irregularity in any bid, and to reject any/all bids as permitted by law.

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BID INFORMATION & SPECIFICATIONS

LAWN MAINTENANCE SERVICES – 2024 through 2026

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The Township of West Bradford (hereinafter “Township”) will contract for lawn maintenance services for the 2024 through 2026 cutting seasons, as needed.

The **WEEKLY AREAS** includes the following six (6) facilities, to be mowed and trimmed on a weekly basis: The maps included in this package show the general areas to be mowed at each of the six (6) locations. Bidding should not be solely based on the areas shown on the maps.

1. Township Campus Complex (1385 Campus Drive, Downingtown, PA 19335)
 - Campus Drive; approximate 5 acres
 - Includes the following and all surrounding lawn areas: Administration Building, Public Works Garage, Baseball Field & Playground, and Fire Substation
2. Broad Run Park (1495 Broad Run Road, Downingtown, PA 19335)
 - 1495 Broad Run Road; approximate 15 acres
3. Shadyside Park (1645 Shadyside Road, West Chester, PA 19380)
 - 1645 Shadyside Road; approximate 23 acres
 - Including Baseball Field
4. Strasburg Corridor Wastewater Treatment Facility (1651 Telegraph Road, West Chester, PA 19380)
 - 1651 Telegraph Road; approximate 4.5 acres
5. DuPont Wastewater Treatment Facility (1355 Romansville Road, Coatesville, PA 19320)
 - 1355 Romansville Road; approximate 4 acres
6. Beacon Hill Park (1765 Beacon Hill Road, Downingtown, PA 19335)
 - 1765 Beacon Hill Road, approximate 4.5 acres
 - Including 4 Baseball Fields

BID INFORMATION & SPECIFICATIONS

LAWN MAINTENANCE SERVICES – 2024 through 2026

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SPECIFICATIONS:

1. It is the intent of the 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.
2. The following services will be required:
 - a. weekly mowing or on an as needed basis (* - see Note 11 below), grass to be cut at a height of approximate 3.0-4.0 inches,
 - b. trim around all obstacles on lawn areas with each mowing,
 - c. remove grass clippings from walkways, parking lots, and other paved areas,
 - d. general clean-up of trash and debris left on grass; and,
 - e. Trim along all paved areas [including trails] on no less than a monthly basis.
3. 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.
4. Areas shall be mowed at a regular interval and at a height not lower than three inches and not higher than four, using mower blades that are sharpened on a regular basis. No more than one third (1/3) of the leaf blade shall be removed at one time.
5. Grass clippings will remain on the lawn to decompose. Mulching mowers and blades are recommended.
6. During cleanup no grass will be blown onto any roadway, adjoining property, parking lot or trail, or into any storm drain.
7. No mowing will be performed in wet conditions so as to not damage the turf, drainage or soil. Every attempt will be made to prevent clumping of grass.
8. 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.

BID INFORMATION & SPECIFICATIONS

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9. Trimming around obstacles shall include, but not be limited to, all turf edges adjacent to:

• curbs	• inlet boxes	• storm drainage areas
• walkways	• chain link fencing	• fire hydrants
• parking lots	• post & rail fencing	• trash receptacles
• playing courts	• flower beds	• wooden borders
• benches	• trees in cutting area	• flag poles
• picnic tables	• buildings	• mailboxes
• posts (sign, light, etc.)	• walls	

Trimming is required on same schedule as mowing and all trimming needs to be completed within 24 hours from completion of mowing.

10. Services will be provided on a weekly or as needed basis (* - see Note 11 below). The rate to be charged shall include time, equipment and operators required to maintain the lawns, giving a neat and trim appearance.
11. (*) NOTE – The Township reserves the right to not have lawn maintenance performed during drought and other conditions. Should these conditions occur, the Township will notify the Contractor by telephone or fax at least 48 hours prior to the regular lawn maintenance day.

Insurance Certificates: Every bidder must supply certificates of insurance to the Township for:

1. Workers' Compensation Insurance that complies with the workers' compensation laws of Pennsylvania.
2. Automobile Liability Insurance with minimum of: \$1,000,000 combined single limit bodily injury and/or property damage.
3. Comprehensive General Liability Insurance with minimum limits of: \$1,000,000 combined single limit bodily injury and/or property damage.

BID INFORMATION & SPECIFICATIONS

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Bid Bond: Each bidder shall provide a Bid Bond or certified check in the amount of ten percent (10%) of the total of 24 weekly cuttings.

*** *EXAMPLE OF HOW TO CALCULATE THE BID BOND* ***

If a contractor submits the following bid for....

\$200 per service each week for all weekly areas.

The amount of the Bid Bond is calculated as follows...

$$\$200.00 \times 24 \text{ cuts} = \$4,800$$

Bid Bond amount (10%) = \$ 480

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 total contract amount, 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 24 weekly cuttings for the entire season. **Performance bonds may be provided on an annual basis. However, the performance bond for each successive year must be provided at least one month prior to the expiration of the previous bond. Failure to do so will be considered a default of the contract.**

Consideration. Bid amounts will be calculated based upon twenty-four (24) weekly area cutting costs only; “special need services” costs will not be included in bid amount calculation. All bids will be considered to be valid for a period of sixty (60) days from the opening date. The Township reserves the right to waive any irregularity in the bids received. The Township reserves the right to reject any and all bids as may be permitted by law, and as is deemed in the best interest of the Township.

Contractor’s Failure to Provide Services or Products. If the Township determines in its reasonable discretion that the Contractor fails to: (i) satisfactorily perform the services or provide the product(s) required by the Bid Documents; or (ii) fails or neglects to comply with any material term of the Bid Documents, the Township may elect to terminate the Contractor and without penalty upon 30 days’ notice to the Contractor. This provision shall be in addition to other legal remedies available to the Township.

BID FORM

LAWN MAINTENANCE SERVICES – 2024 through 2026

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I hereby certify that the work performed for the Township of West Bradford will meet the minimum specifications. Any exceptions to the procedure must accompany the bid. Bidders must submit a “per cutting” schedule of costs for lawn maintenance. Bid amount, Bid Bond amount and Performance Bond amount will be based on twenty-four (24) weekly cuttings.

1. WEEKLY AREAS

Bid Amount per cutting for all weekly areas is:

_____ dollars per cutting
(written out)

(\$ _____)

2. SPECIAL NEED SERVICES

In the event that a “special need” cutting (i.e., before a community event) is needed, please list the itemized per cutting cost for each facility:

- | | |
|----------------------------|----------------------|
| a) Township Campus Complex | \$ _____ per cutting |
| b) Broad Run Park | \$ _____ per cutting |
| c) Shadyside Park | \$ _____ per cutting |
| d) Strasburg WWTP | \$ _____ per cutting |
| e) DuPont WWTP | \$ _____ per cutting |
| f) Beacon Hill Park | \$ _____ per cutting |

BID FORM

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All bids will be considered valid for a period of sixty (60) days from the opening date. The Township reserves the right to waive any irregularity in the bids received. The Township reserves the right to reject any or all bids as may be permitted by law, and as is deemed in the best interest of the Township.

Signature: _____

Name: _____

Title: _____

Firm: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Date: _____

SERVICE AGREEMENT

LAWN MAINTENANCE SERVICES – 2024 through 2026

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Please complete this form and return with the bid. This form will be executed by the Township only in the event the bid is awarded by the Board of Supervisors.

ACCEPTED FOR COMPANY:

Signature: _____

Name: _____

Title: _____

Firm: _____

Address: _____

Phone: _____ Fax: _____

Date: _____

1. WEEKLY AREAS: \$ _____ dollars per cutting

2. SPECIAL NEED SERVICES

a) Township Campus Complex	\$ _____ dollars per cutting
b) Broad Run Park	\$ _____ dollars per cutting
c) Shadyside Park	\$ _____ dollars per cutting
d) Strasburg WWTP	\$ _____ dollars per cutting
e) Dupont WWTP	\$ _____ dollars per cutting
f) Beacon Hill Park	\$ _____ dollars per cutting

WITNESS OR ATTEST:

By: _____

Date: _____

SERVICE AGREEMENT

LAWN MAINTENANCE SERVICES – 2024 through 2026

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ACCEPTED BY TOWNSHIP OF WEST BRADFORD:

Signature: _____

Name: _____

Title: _____

Date: _____

WITNESS OR ATTEST:

By: _____

Date: _____

As approved by the West Bradford Township Board of Supervisors
at a public meeting held_____.

EXHIBIT A – Form of Performance Bond

**PERFORMANCE BOND
(WITH CORPORATE SURETY)**

Performance Bond # _____

KNOW ALL MEN BY THESE PRESENTS, That we: _____

(Name & Address of Contractor)

as Principal and _____
(Surety Company Name)

a corporation incorporated under the laws of the State of _____
(Name of State)

as Surety, are held and firmly bound unto: _____
(Name of Municipality)

in the full and just sum of \$ _____
dollars lawful money of the United States of America, to be paid to the above Municipality of its assign, to which payment well and truly be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the above bound Principal has entered into a contract with the above Municipality, bearing even date herewith, for the undertaking of certain obligations as therein set forth.

NOW, THEREFORE, the condition of this obligation is such that if the above bounded Principal, as contractors shall in all respects comply with and faithfully perform the terms and conditions referred to and made a part thereof, and such alterations as may be made in said specifications as therein provided, and shall well and truly, and in a manner satisfactory to the Township fulfill all obligations as therein set forth, then this obligation shall be void, but otherwise the same shall be and remain in full force and effect.

It is further provided that any alteration which may be made in the terms of the contract or its specifications with the express approval of the Municipality of the Principal to the other, shall not in any way release the Principal and the Surety or either or any of them, their heirs, executors, administrators, successors or assigns from their liability hereunder, notice to the Surety of any such alteration forbearance being hereby waived.

IN WITNESS WHEREOF, the said Principal and Surety has duly executed this bond under the Seal, on _____
(DATE OF BOND)

SEAL

ATTEST BY: _____
CONTRACTOR TITLE

WITNESS: _____
TITLE

SEAL

ATTEST BY: _____
SURETY COMPANY TITLE

WITNESS: _____
TITLE

EXHIBIT B – Form of Bid Bond

BID BOND
TOWNSHIP OF WEST BRADFORD

KNOW ALL MEN By These Presents, that We, _____
(hereinafter called the ("Principal") as Principal, and _____
_____ a _____
corporation authorized to transact business in Pennsylvania, and having its principal office at
_____ (hereinafter
called the "Surety") as Surety, are held and firmly bound unto West Bradford Township
(hereinafter called the "Obligee") as Obligee, in the sum of _____
Dollars (\$_____), lawful money of the United States of America; for payment which we bind
ourselves, and each of our respective heirs, legal representatives, successors and assigns, jointly
and severally, by these presents, on this ___ day of _____, 20__.

WITNESSETH That:

WHEREAS, said Principal is herewith submitting to the Obligee a proposal to perform the
_____ contracted work for the Obligee's
proposed _____ pursuant to plans, specifications and
other Contract Documents incorporated into said proposal by reference; and it is a condition of
the Obligee's receipt and consideration of said proposal that the proposal be accompanied by bid
security to be held by the obligee on terms embodied herein.

THEREFORE, the condition of this obligation is that if said Principal shall furnish a Performance
Bond to the Obligee within twenty (20) days after notice to the Principal of the Obligee's intention
to accept his proposal and to make a formal award of the contract to him, and shall enter into
such contract and shall furnish insurance certificates in all respects as required by said Contract
Documents within twenty (20) days after notice to him of such formal award, then this obligation
shall be void; but otherwise it shall remain in full force, and the Principal and

Surety will pay the Obligee the difference between the amount of the Principal's accepted bid(s)
and any higher amount for which the Obligee may contract for the required work, plus any
advertising, Engineer's expense, legal and other expense incurred by the Obligee by reason of

the default: (provided, however, that the obligations of the Surety hereunder shall not exceed the amount of this bond together with interest).

IN WITNESS WHEREOF the Principal and Surety, intending to be legally bound, have executed this bond the day and year aforementioned.

Individual Principal

_____	_____(SEAL)
Witness	Signature of Individual

	Trading & Doing Business As

Partnership Principal

Witness:	_____
	Name of Partnership
_____	By: _____(SEAL)
	Partner
_____	By: _____(SEAL)
	Partner

Corporation Principal

Attest:	_____
	Name of Corporation
_____	By: _____
Title	Title
(SEAL)	

Corporation Surety

Witness or Attest:

Name of Corporation

**

By: _____

Title/Attorney-in-Fact

(CORPORATE SEAL)

*****Attach an appropriate power of attorney, dated the same date as the bond,
evidencing the authority of Attorney-in-Fact to act on behalf of the Corporation.***

Township Campus



COUNTY OF CHESTER PENNSYLVANIA



Map Created:
Thursday, October 19, 2023

County of Chester



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Broad Run Park



COUNTY OF CHESTER PENNSYLVANIA



Map Created:
Thursday, October 19, 2023

County of Chester



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Shadyside Park



COUNTY OF CHESTER PENNSYLVANIA



Map Created:
Thursday, October 19, 2023

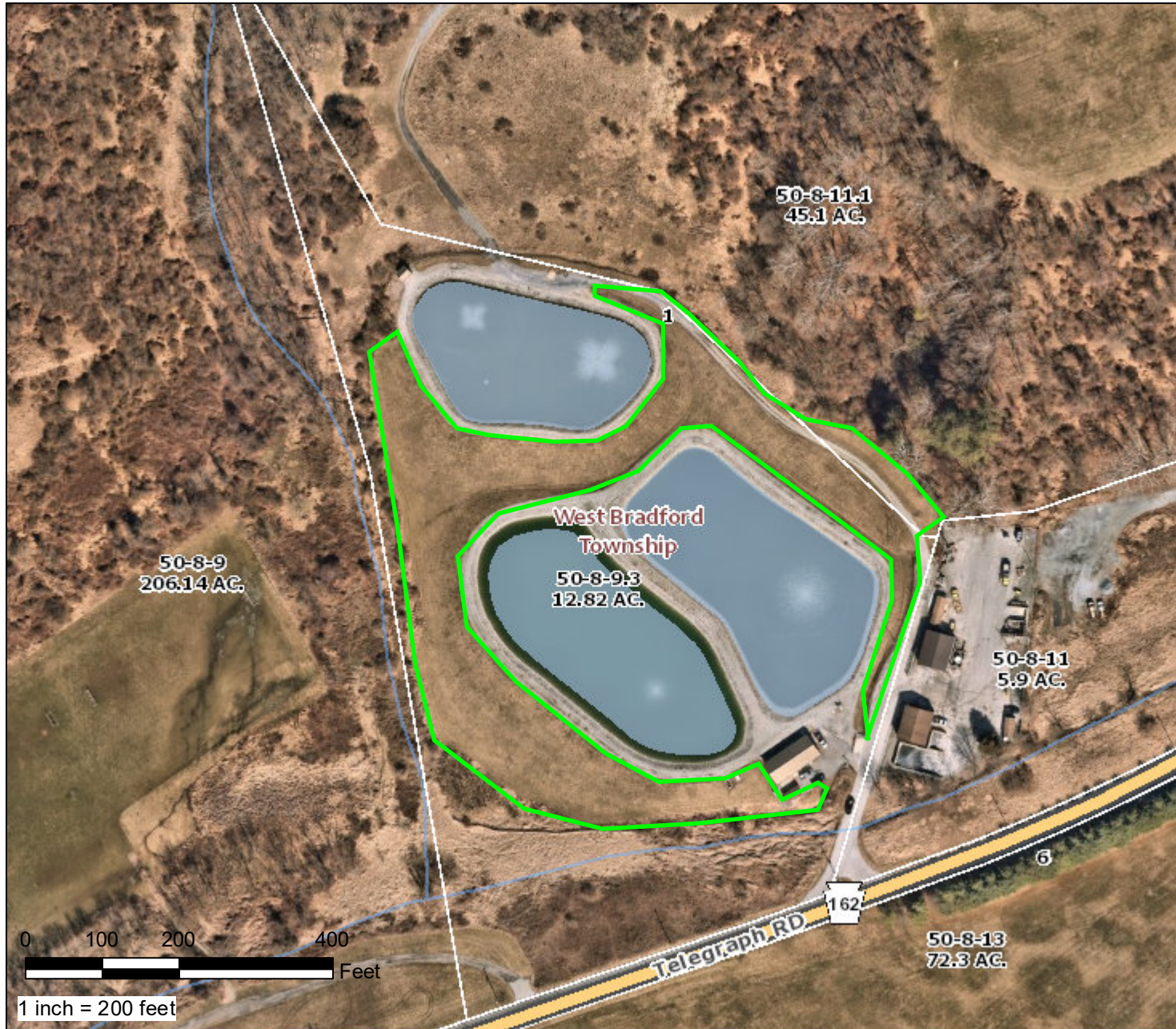
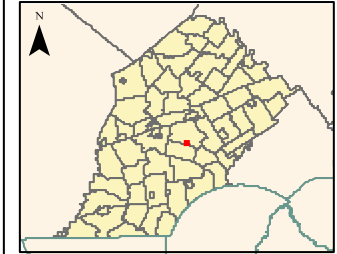
County of Chester



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Strasburg WWTF

COUNTY OF CHESTER
PENNSYLVANIA



Map Created:
Thursday, October 19, 2023

County of Chester



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Dupont WWTF



COUNTY OF CHESTER PENNSYLVANIA



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Thursday, October 19, 2023

County of Chester



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Beacon Hill Park

COUNTY OF CHESTER
PENNSYLVANIA



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Thursday, October 19, 2023

County of Chester



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