

**West Jefferson Hills School District
Administration Building
830 Old Clairton Road
Jefferson Hills, PA 15025
(412) 655-8450**

REQUEST FOR PROPOSALS

I. Purpose:

- A. The West Jefferson Hills School District is seeking sealed proposals for a 3 year contract for **Landscaping Maintenance** at various District properties starting April 1, 2020 and terminating March 31, 2023.
- B. A mandatory site visit is required by all bidders on Friday March 19, 2020 at 12:30 p.m. starting at the Administration Building.
- C. Proposals are to be sealed and submitted to:

Ryan Snodgrass, Director of Facilities
West Jefferson Hills School District
830 Old Clairton Road
Jefferson Hills, PA 15025

- D. Proposals must be received by **2:00 p.m. on Monday, March 23, 2020**. All proposals shall be submitted in a sealed envelope marked **Landscaping Maintenance**. Said proposals will be opened publicly at the West Jefferson Hills School District Administration Building. The Proposals must remain valid for sixty days from the date of submission. All contractors must sign the non-collusion affidavit included in this proposal.

To be considered for selection, the individual or firm must submit a complete and timely response using the formats provided herein. An officer of the company/firm authorized to bind the contractor to its provisions shall sign the proposal form. All information requested should be attached as supplemental pages to the request for proposal.

The School District Board of Directors reserves the right to accept the whole or any part of the proposal or to reject any or all proposals, and to waive any formalities or irregularities in this proposal which are in the best interest of the School District.

Please go to the district website, WJHSD.net, to review specifications and download required forms.

II

GOVERNING LAWS AND REGULATIONS

1. **DISCRIMINATION PROHIBITED-** According to 62, Public School Code of Pennsylvania Section 3701, the Contractor agrees:
 - a. In the hiring of employees for the performance of work under this contract, or any sub-contract hereunder, no such contractor or sub-contractor, shall by reason of race, creed, or color, discriminate against any citizen of the Commonwealth of Pennsylvania who is qualified and available to perform the work to which the employment relates.
 - b. That no contractor, sub-contractor, nor any person on his behalf, shall in any manner discriminate against or intimidate any employee hired for the performance of the work under this contract on account of race, creed or color.
 - c. That this contract may be canceled or terminated by the school district, and all money due to become due hereunder may be forfeited, for a second or any subsequent violation of the terms or conditions of this portion of the contract.
2. **HUMAN RELATIONS ACT-** The provisions of the Pennsylvania Human Relations Act, Act 222 of October 27, 1955 (P.L. 744) (43 P.S. Section 951, et. Seq.) of the Commonwealth of Pennsylvania prohibit discrimination because of race, creed, ancestry, age, sex, national origin, handicap or disability, by employers, employment agencies, labor organizations, contractors and others. The contractor shall agree to comply with provision of this Act as amended to the language of the Commonwealth's non-discrimination clause in 16 PA Code 349.101.
1. **STANDARD OF QUALITY-** The various materials and products specified in the specifications by name or description are given to establish a standard of quality and of cost for bid purposes. It is not the intent to limit the acceptance of any one material or product specified, but rather to name or describe it as the absolute minimum standard that is desired and acceptable. Where proprietary names are used, whether or not followed by words "or as approved equal", they shall be subject to equals only as approved by the Director of Facilities or designee.

III.

General Specifications:

The West Jefferson Hills School District is seeking sealed proposals for a 3 year landscaping maintenance contract, to be performed at the following locations and associated athletic sites:

1. Thomas Jefferson Athletic Stadium
310 Old Clairton Rd
Jefferson Hills, PA 15025
 2. Jefferson Elementary School
875 Old Clairton Rd
Jefferson Hills, PA 15025
 3. West Jefferson Hills Administration Building
835 Old Clairton Rd
Jefferson Hills, PA 15025
 4. Pleasant Hills Middle School
404 Old Clairton Rd
Pleasant Hills, PA 15236
 5. Gill Hall Elementary School
829 Gill Hall Rd
Jefferson Hills, PA 15025
 6. McClellan Elementary School
360 School Lane
Pleasant Hills, PA 15236
 7. Thomas Jefferson High School
830 Old Clairton Road
Jefferson Hills PA, 15025
- B. The contractor is to take no directions or instructions, specification changes, or modifications from any source other than the Director of Facilities or designee.
- D. Contractor must report upon arrival to and before leaving the property to the Maintenance Custodian of the corresponding building. The Maintenance Custodian has the authority to enforce these specifications, rules and regulations of the West Jefferson Hills School District. The Maintenance Custodian does not have the authority to modify these specifications in any way. If the Maintenance Custodian is not available the building principal will be the appropriate substitute.

IV. Scope of Work:

The intent is to provide maintenance to all lawn areas of the West Jefferson Hills School District to include all schools, district offices, and athletic areas in a professional manner. The type of maintenance and frequency is described in paragraph VII and is designed to promote healthy growth, professional appearance, and a quality landscape environment. Unforeseen and unpredictable items, such as drought, turf disease, storm damage, and insects must be responded to. Because of the unpredictable nature we have omitted them from this proposal, but require the contractor to advise the District of all occurrences so the District may authorize, on a time and material basis, a program to address the current condition.

The work consists of furnishing all labor, equipment, materials, supplies and supervision necessary to fulfill the requirements of these specifications in a manner and condition suitable to the West Jefferson Hills School District.

V. Performance Specifications:

A. Company Personal Standards:

1. All work shall be performed by personnel who shall be trained properly and be otherwise qualified to perform required tasks.
2. Contractor shall employ only competent skilled workers, eighteen (18) years of age or older. All workers employed by the contractor shall be legal residents of the United States.
3. All personnel shall be neat and shall conduct their work in a professional manner with minimal disturbance to the West Jefferson Hills School District students, faculty, and staff. If any contractor's personnel are not satisfactory to the Director of Facilities, contractor shall replace such personnel with those who are satisfactory.
4. Contractor shall observe and obey all of the rules and regulations of the West Jefferson Hills School District and such further reasonable rules and regulations which may from time to time during the effective period of this agreement to be promulgated by the West Jefferson Hills School District for reasons of health, safety, preservation of property, or maintenance of a good, orderly appearance and operation of the West Jefferson Hills School District.
5. The selected contractor, at their expense, must provide Act 34,151 and 114 clearance documents as required by school code for all employees working on school district property.

B. Supervision:

1. Contractor must be present or furnish continuous, qualified persons to supervise and to oversee all operations at all times the contractor's employees, sub-contractors, or suppliers on the district property to ensure the work is properly completed and are safely executed according to these specifications, applicable industry standards, and government requirements.
2. Contractor shall give the Director of Facilities forty-eight (48) hours notice of scheduled activities and changes to schedule, except for routine, weekly lawn maintenance.

C. Equipment:

1. Contractor shall furnish all equipment, including power supplies, necessary to perform the work in accordance with these specifications and whatever governmental and other codes and standards may apply (see Attachment A). Contractor warrants that all equipment will be in good operating condition and of such type as to cause no hazard or danger reasonably foreseeable within a school district. Contractor may not use any on-site outlets for power.

D. Materials:

1. All materials, fertilizers, and chemicals used by the contractor shall either conform to the work specifications, industry standards, or shall otherwise be acceptable to the Director of Facilities. All applications of chemicals must be regulated and scheduled accordingly with the Director of Facilities at least one week in advance.
2. Contractor guarantees the chemicals are safe to be used in a school district environment, and that all contractor employees have been trained, chemicals are properly marked/labeled, hazards and treatments are identified, and local emergency agencies contact phone numbers established in compliance with Pennsylvania's Right to Know Laws. Material Safety Data Sheets must be supplied to the Director of Facilities seven (7) days prior to the use of any chemicals.

E. Licenses and Permits:

1. Contractor confirms that their firm has all the necessary licenses and standard operating permits to perform the work herein described as confirmation thereof, contractor will submit copies of said licenses and permits and such others as may apply upon award of this bid.

2. It is recognized that certain permits will be required for certain types of work that may become necessary and that such permits are obtained on an as needed basis only. Contractor warrants that each permit and whatever other additional permits may be required will be obtained by and at the expense of the contractor in a timely manner and that copies of same will be provided to the Director of Facilities or duly authorized on-site management representative before work requiring such permits is commenced. If permits are not required, the contractor must provide a written statement to that effect.

F. Laws and Regulations:

1. Contractor shall keep informed of all state and federal laws, municipal ordinances and regulations affecting in any manner those engaged or employed on the work, or the materials used in the work, or affecting in any way the work, and of all such orders and decrees of bodies or tribunals having any jurisdiction or authority over the same. The contractor shall at all times observe and comply with all such laws, ordinances, regulations, orders and decrees; and shall protect and indemnify the West Jefferson Hills School District its agents and assigned against any claim of liability arising from or based on the violations of any such law, ordinance, regulations, orders, or decrees, whether by himself, his employees, subcontractors, suppliers, or agents.
2. Contractor expressly warrants that he shall be responsible for abiding by all applicable codes, regulations, standards, etc., which may be required of him by all applicable government agencies, officers, bureaus, or other administrative/regulatory entities and comply with all manufacturers specifications and industry standards.
3. In the event of excavation (digging) is required, PA One Call must be contacted by the contractor and no work may commence until each area to be excavated is marked. The Director of Facilities must be provided written proof that the PA One Call has been contacted and the area(s) have been marked.

G. Insurance:

1. A Certificate of Insurance acceptable to the school district must accompany all proposals. Contractor shall secure, pay the premiums for and keep in force until the expiration of this contract, adequate insurance covering the legal liability of the proposer to pay claims or damages for personal injuries including wrongful death in the amount not less than \$500,000 for any one person subject to the same limit for each person, in the amount not less than \$1,000,000 on account of one accident, and to pay not less than \$200,000 for each accident and \$500,000 aggregate.
2. In the event that any work is subcontracted, it first must be approved, in writing, by the Director of Facilities, and the contractor shall require the subcontractor similarly to provide adequate insurance for the latter's employees as well.

H. No Lien Clause:

1. No claim for mechanics lien shall be filed by the contractor, sub-contractor or anyone, against the properties described herein. If requested, the contractor must provide the Director of Facilities with proof of payment of all monies due from the contractor to all suppliers, subcontractors, employees or others associated with the work of this contract.

VI. Terms and Conditions:

A. Duration of Contract:

1. This contract shall commence on or about April 1, 2020 and will expire on March 31, 2023. It is understood that all work will be performed starting in the March/April time frame of each year and ends in the November/December time frame of each year as specified by the Director of Facilities. Commencement and termination each year will be at the direction of the Director of Facilities and in agreement with the contractor.

B. Payments

1. Contractor will submit monthly invoices (for actual services performed in the prior month) to the West Jefferson Hills School District at:

West Jefferson Hills School District
830 Old Clairton Rd.
Jefferson Hills, PA 15025
Attention : WJHSD Director of Facilities

2. Invoices are paid in accordance to West Jefferson Hills School District policy. Note that each invoice must state the type of service rendered, the date the work was performed, sub-charge for each service, and total of the entire invoice.

C. Change Orders:

1. All change orders must be in writing and approved by the Director of Facilities. Requests for change order payment based on additional work not approved by the Director of Facilities or designee will not be honored.

D. Plan and project review:

1. Contractor warrants that he is an expert and fully experienced in all aspects of the work involved and has personally reviewed work specifications. Based on his expertise, experience and review, contractor affirms that work specifications are complete in every detail, and shall, when executed, provide the highest quality results which the West Jefferson Hills School District seeks, except as may be noted by the contractor by separate letter attached to this bid submission.

VII. Bid and Pre-Bid Information

A. Pre-bid Inspection:

1. Before submitting a proposal, each bidder shall visit the location of the proposed work and examine all of the existing conditions, and in general, determine to his own satisfaction the character and extent of the work to be done under this contract. No allowance will be made for any claim that the bid was based on incomplete information as to the nature and character of the sites, specifications, or the work involved. To obtain access, bidder need only call the Director of Facilities and announce his time of inspection, prior to entering the property.

B. Pre-bid Conference:

1. All bidders are required to attend the pre-bid conference and walk through. The pre bid conference and walk through will be held on:

Date: March 19, 2020

Time: 12:30 p.m.

Location: Starting at the Administration Building

C. References, Experience and Response Time Capability

1. Proposer shall provide reference, experience, and response time capability information on Attachment B.

D. Delivery of bids:

1. Sealed proposals will be received no later than 2:00 p.m. on March 23, 2020 at the West Jefferson Hills School District Administration Building. The mailing address is:

Ryan Snodgrass, Director of Facilities

830 Old Clairton Rd

Jefferson Hills, PA 15025

Said proposals will be opened publicly at the West Jefferson Hills School District Administration Building.

2. Proposals must be submitted on this proposal form and signed. Additional information, prices, or objections must be submitted on a separate but attached sheet of paper signed by the contractor.

E. Bid Acceptance:

1. The West Jefferson Hills School District reserves the right, which is understood and agreed by all bidders, to reject any and/or all bids, or any part thereof, of bids submitted. The West Jefferson Hills School District also reserves the right to waive any defects, errors or omissions, irregularities or informalities in the bids received.

VIII. Work Specifications and Requirements:

- A. Conduct a general spring clean-up at all sites to include:
 1. Remove all tree and shrub branches lying on the grounds (including parking lots and access roads).
 2. Cut off any tree and shrub branches broken and hanging from trees and shrubs.
 3. Remove collected winter litter, leaves, branches, nuts, fruit, paper, trash, etc., from the entire grounds including all athletic fields, lawn areas, playgrounds, access roads, sidewalks, parking lots, entrance ways, tree rings, and planting areas.
 4. Remove expired vegetation from all shrub areas and tree rings.
- B. Maintain shrubs and bushes to include:
 1. All locations around buildings, in landscape settings, in islands, along sidewalks, roadways and guardrails and any other areas where decorative shrubs and bushes exist.
 2. Shrubs and bushes are to be trimmed and shaped in a neat and professional manner.
 3. Clean up and remove all trimmings from the site.
- C. Per each routine service visit (usually weekly unless circumstances dictate otherwise), maintain all lawn areas including athletic fields/areas at all sites to include:
 1. All litter (bottles, cans, paper, trash, stones, branches, etc.) encountered during all phases of the landscape maintenance work shall be picked up and properly disposed of, off site with each mowing.
 2. Cut all lawn areas, hillsides, embankments, play areas, and athletic fields at all sites including 3' on both sides of all fences and parking lots, access roads, steps, and walkways where possible. Grass will not be cut below 3" during the growing season (unless the District requests a different cut length for a specific event/visit). The last cut of the season will be cut to a height of 2 1/2". **ALL BLADES ON ALL EQUIPMENT SHALL BE**

SHARPENED BEFORE EACH MOWING TO PREVENT THE TEARING OF THE GRASS BLADES. Mowing patterns are to be changed with each cut. Proper mowing techniques are to be used to prevent damage to lawn areas. In areas that zero turn style mowers are used, the contractor or his employees, will turn such mowers in a way not to damage lawns. Twenty One Inch mowers are to be used on all islands and in areas that a larger mower cannot access. No clumps or lines of cut grass are to be visible upon completion of each cutting. All lawn areas to be mowed should be cut in that discharged grass clippings are not shot into parking lots, sidewalks, entranceways, dugouts, infields, warning tracks, practice equipment, sheds, buildings, backstops, tennis courts, ticket booths, access roads, mulched areas, tree rings, playgrounds, butterfly gardens, open doors or windows, staff or student vehicles, fences, gravel areas, or any other areas or obstructions not mentioned that would cause damage or uncleanliness during or after mowing.

3. Trim all grass that cannot be cut with a mower, around all shrub beds, trees, curbs, on both sides of fence lines, lamp posts, sheds, practice equipment, dugouts, buildings, backstops, playgrounds, fire hydrants, utility valves, gas meters, clean-outs, hillsides, embankments, steep hills, guard rails, signs, or any other areas or around any other obstacle that grass cannot be maintained with a mower with each mowing.
4. Clean up: Each area mowed shall be left in a professional manner. Blow off all areas or obstacles affected by grass clippings with each mowing before moving to the next area to be mowed.
5. Athletics: All athletic fields shall be striped with a professional roller style striper and different patterns shall be used with each mowing. Patterns will be selected as per consultation with the Athletic Director and the Director of Facilities.

Please identify the number of actual on-site working man hours including supervision proposed to accomplish the work required for a routine visit. _____ Man hours per visit.

All additional work listed below should be completed to the specifications listed above

1. The Varsity Baseball Field located at Jefferson Elementary may require additional cuts during the baseball season. Additional cuts can be authorized by the Athletic Director and/or the Director of Facilities with a signed change order by either.

a. The Varsity Baseball Field Area to be cut shall include:

- The baseball field
- The bleacher area
- Around the dugouts
- Around the bull pen and batting cage area
- The grass parking area above the bleacher area

Price per additional cut in Year 1 (2020) \$ _____

Price per additional cut in Year 2 (2021) \$ _____

Price per additional cut in Year 3 (2022) \$ _____

2. The Varsity Softball Field located at Thomas Jefferson Athletic Stadium may require additional cuts during the Softball season. Additional cuts can be authorized by the Athletic Director and/or the Director of Facilities with a signed change order by either.

a. The Varsity Softball Area to be cut shall include:

- The softball field
- The hillside leading to the upper parking lot on the third base line.
- Around the dugouts
- A 3' perimeter on the outside of the outfield fence.

Price per additional cut in Year 1 (2020) \$ _____

Price per additional cut in Year 2 (2021) \$ _____

Price per additional cut in Year 3 (2022) \$ _____

3. The Football Practice Fields Located at Jefferson Elementary School may require additional cuts during the football season. Additional cuts can be authorized by the Athletic Director and/or the Director of Facilities with a signed change order by either.

Price per additional cut in Year 1 (2020) \$ _____

Price per additional cut in Year 2 (2021) \$ _____

Price per additional cut in Year 3 (2022) \$ _____

4. The Tennis Court area at Thomas Jefferson Athletic Stadium may require additional cuts. Additional cuts can be authorized by the Athletic Director and/or the Director of Facilities with a signed change order by either.

- a. The Tennis Court Area to be cut shall include:
- A 3' perimeter around the tennis court fencing.
 - The hillside between the upper parking lot and the tennis court fence.

Price per additional cut in Year 1 (2020) \$ _____
Price per additional cut in Year 2 (2021) \$ _____
Price per additional cut in Year 3 (2022) \$ _____

5. The Stadium Area located at Thomas Jefferson High School may require additional cuts during the Track and Field Season, Commencement, and the Football season. Additional cuts can be authorized by the Athletic Director and/or the Director of Facilities with a signed change order by either.

- a. The Stadium Area shall include
- all hillsides and embankments within the stadium fencing
 - 3' along both sides of the walkway leading from the lower parking lot
 - the hillside to beyond the fence along the track to the walkway.

Price per additional cut in Year 1 (2020) \$ _____
Price per additional cut in Year 2 (2021) \$ _____
Price per additional cut in Year 3 (2022) \$ _____

6. The Track and Field Area and "Rock Pile" area located at Thomas Jefferson High School may require additional cuts during the track and field season, the football season, and other time throughout the year. Additional cuts can be authorized by only the Athletic Director and/or the Director of Facilities with a signed change order by either.

- a. The Track and Field and "Rock Pile" Area shall include
- The field
 - 3' perimeter along both sides of the steps leading to the upper parking lot

Price per additional cut in Year 1 (2020) \$ _____
Price per additional cut in Year 2 (2021) \$ _____
Price per additional cut in Year 3 (2022) \$ _____

VIII. Performance Evaluations

All specified work completed will be subject to random evaluations.

X. NON-COLLUSION AFFIDAVIT

STATE OF: _____ CONTACT/BID NO: _____

COUNTY OF: _____

I state that I am _____ of _____
(Title) (Name of Firm)

and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that:

1. The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor bidder or potential bidder.
2. Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this proposal, or to submit a bid higher than this bid, or to submit any intentionally high or non-competitive bid or other form of complementary bid.
4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other non-competitive bid.

4. (Name of Firm), its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any government agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction involving conspiracy or collusion with respect to bidding on any public contract, except as follows (Please list or state none):

I state _____

(Name of Firm)

acknowledges that the above representations are material and important and will be relied on by West Jefferson Hills School District in awarding the proposal for which this bid is submitted. I understand, and my firm understands, that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the West Jefferson Hills School District of the true facts relating to the submission of bids for this proposal.

(Name and Company Position)

SWORN TO AND SUBSCRIBED BEFORE ME

THIS _____ DAY

_____ 2020

Notary Public

My Commission expires

XI. Bid Form

Company Name

Address

City, State, Zip

Representative Name and Title

Signature

Total Regular Yearly Cost

Year One (2020) \$ _____
Year Two (2021) \$ _____
Year Three (2022) \$ _____

Cost Per Additional Cut

Varsity Baseball Field

Year One (2020) \$ _____
Year Two (2021) \$ _____
Year Three (2022) \$ _____

Varsity Softball Field

Year One (2020) \$ _____
Year Two (2021) \$ _____
Year Three (2022) \$ _____

Football Practice Fields

Year One (2020) \$ _____
Year Two (2021) \$ _____
Year Three (2022) \$ _____

Tennis Court Area

Year One (2020) \$ _____
Year Two (2021) \$ _____
Year Three (2022) \$ _____

Thomas Jefferson Stadium Area

Year One (2020) \$ _____
Year Two (2021) \$ _____
Year Three (2022) \$ _____

Track and Field Area

Year One (2020) \$ _____
Year Two (2021) \$ _____
Year Three (2022) \$ _____