

2010

REQUEST FOR PROPOSALS

LAWN CARE FOR
EGG HARBOR TOWNSHIP
MUNICIPAL PROPERTIES

Due Date: ***March 9, 2010***
Time: ***10:00 AM***

Questions may be addressed to:

Al Simerson
Director of Public Works
609-926-3838

TOWNSHIP OF EGG HARBOR

Notice is hereby given that pursuant to the provisions of N.J.S.A. 19:44A-20.4 (New Jersey Pay to Play Law) the Township of Egg Harbor, County of Atlantic and State of New Jersey is seeking proposals for the following:

LAWN CARE FOR MUNICIPAL PROPERTIES

A detailed "Request for Proposals" (RFP) follows and is on file and available in the Office of the Township Clerk, 3515 Bargaintown Road, Egg Harbor Township, NJ 08234.

Proposals must contain the following minimum requirements and same must be included at the time of submission:

1. List of names and roles of individuals proposed to perform the task(s) along with a description of experiences with projects similar in nature. In the case of retail suppliers, the sales representative and management person must be identified.
2. Description of ability to provide services in a timely fashion, including staffing, familiarity and location/business address.
3. Cost details including hourly rates of each individual proposed to perform the service(s) or a total cost ("not to exceed"), plus any other charges. In the case of retail purchases, the proposal must contain the amount of discount by percentage(s).

All proposals must be received by the Township Clerk no later than **Tuesday, March 9, 2010, 10:00 a.m.**, at the address referenced above. All questions concerning this notice must be addressed to Al Simerson, Director of Public Works at 609-926-3838.

Eileen M. Tedesco, RMC
Township Clerk

**ALL PROPOSALS SHALL INCLUDE, AT A MINIMUM,
THE FOLLOWING INFORMATION and/or DOCUMENTATION**

1. Retail providers must identify the name and address of sales representative(s) and manager(s).
2. Proposal must contain a specific amount of discount (%) over retail value. Discount(s) are to be stated in percentages (i.e. retail minus % discount).
3. Contracts will be awarded on the basis of ability to provide products in a timely manner, qualifications, experience, and the cost of goods and services. The cost of goods and services will be a consideration; however, the ability to provide products and qualification to perform and/or supply the required goods and services will carry substantial weight in the decision-making process.
4. Service/product providers will be required to supply, at the time of contract execution, Affirmative Action information/documentation.
5. All providers of goods and services will be required to supply a copy of New Jersey Business Registration Certificate.
6. Provide quotes/pricing for the following:

Specifications for Lawn Care of Municipal Properties

Intent. The following specifications are meant to serve as guidelines for the scheduled mowing and trimming of designated municipal properties.

Contractor's Qualifications. Contractor shall have a minimum of three (3) years experience in professional landscape and lawn care maintenance.

Contractor's Work Hours. All normal work for this contract shall be performed during normal weekday, daylight hours. Any exceptions will require the written approval of the Director of Public Works.

Supervision and Labor. The Contractor shall provide a competent supervisor satisfactory to the Grounds/Roads Foreman authorized to act for the Contractor. The Contractor shall promptly remove from the work site any supervisor or employee whose work or conduct is not satisfactory to the Grounds/Roads Foreman. The Contractor's supervisor or crew leader shall be on the premises at all times during working hours and in charge of the work on behalf of the Contractor. The Contractor shall enforce strict discipline and good order among the Contractor's employees. The Contractor shall exercise the necessary supervision and control to prevent Contractor's employees from violating any rules and regulations.

Safety. The successful Contractor agrees to adhere to and enforce all applicable local, state, federal, and OSHA safety regulations. Contractor shall provide safety barriers as required, to clearly identify the working area and to prevent others from accessing the work area. This safety zone shall be sufficiently sized to prevent damage to others or existing facilities and structures. Upon completion of the work, Contractor shall remove the safety barriers from the work area.

Gates and Access. Contractor will be responsible to make sure that all gates and locks are secured when finished with their service.

Contractor will be responsible to immediately report any unsafe conditions, damage or vandalism to the Public Works Department. Any accidents, injuries, fires or other incidents of a serious nature or incidents requiring emergency response must be reported immediately to the Public Works Department at 609-926-3838.

Maintaining Traffic. Accomplish work with minimum interference to pedestrian and vehicular traffic on adjacent parking areas, streets and highways.

Contractor's Performance. The Contractor shall perform all work required as necessary to fulfill the intent of the contract. All work shall be performed in a professional manner, noise kept to a minimum, and work staged from a location on the site as to not interfere with the residents/public access to entrances to buildings and parking facilities.

Contractor's Responsibilities. Trees, shrubs, flowers, or turf that are damaged or killed due to Contractor's operations or negligence shall be replaced at no expense to owner. Sprinklers, fences or structures, whether related to physical building or not, that are damaged due to Contractors operations must be repaired or replaced by the Contractor promptly at no expense to owner.

Trash, Litter. Contractor will be responsible for picking up trash throughout the serviced area prior to mowing to avoid the scattering of debris. Upon request, the Township will provide bags to contain the trash and/or recyclable materials. The Contractor can then contact Public Works at 609-926-3838 to have the collected material picked up.

Quality. Acceptable quality of the services will be judged by the Director of Public Works or his designee. The successful Bidder must be responsive to any discrepancies and take immediate appropriate actions to complete acceptable remedy. Failure to provide and maintain acceptable quality will result in the adjustment or withholding of payment. If quality is consistently less than acceptable, as judged by the Township, the Contractor will be disqualified and another Contractor will be awarded the contract.

Priority. The completion of the Township's work must take priority over any other work that the Contractor may have. Any delay in the completion of the lists must be approved in

writing by the Director of Public Works or his designee. Failure to make notification of delays may result in the adjustment or withholding of payment.

Specifications. The specifications are meant to identify minimum standards. They are meant to be informative, they are not assumed to be exhaustive. It is the Bidder(s) responsibility to inspect the areas on the list(s) and determine the resources needed to complete the work. The successful Bidder(s) will provide the equipment, manpower and procedures to meet or exceed the minimum standards.

Finish cutting. To mow with modern mechanical equipment to a height of no lower than 2” to provide an aesthetically attractive appearance while promoting healthy turf grass.

No more than 1/3 of the height of the grass should be removed at one time.

The blades of the mowing equipment must be kept sharp to avoid stress on the grass.

The direction of cut should be varied on each cutting cycle to promote even growth.

Mowers must be equipped with anti-scalping protection to avoid leaving scalped or bare spots on uneven lawn surfaces.

If the lawn requiring finish cut quality has a substantial amount of leaves, storm debris or other organic debris, the mower must be equipped with a bagging or catching device to collect the material. Leaving “windows” of discharged grass or other organic material is unacceptable.

If conditions require the collection of material, the Contractor will be allowed to bring the collected material to the Township compost facility for disposal without charge. During “normal” mowing cycles the clippings should be left on the lawn.

Discharge chutes on the mowers must be equipped with ANSI approved deflectors and the Operator must make every effort to keep the chute pointed away from people, buildings and cars.

Any material landing on parking lots, sidewalks, landings, flowerbeds, or vehicles must be removed. Clippings must not be allowed to enter storm drains and should not be blown into any public roadway.

Trimming. Trimming will be done by modern string-type trimmers in accordance with common professional landscaping techniques. All areas and fence lines are to be trimmed to remove weeds and grass that cannot be easily reached by mowing.

Care must be taken not to damage ornamental trees, flowers or shrubs while trimming.

Property List:

Weekly – property cut, weeded and edged	
Municipal Complex	3515 Bargaintown Road
EHT Community Center	5045 English Creek Avenue

Bi-Weekly – property cut and weeded	
Delilah Oaks Park	Essex Drive and Kingsley Drive
Shires Park	Scarborough Drive and Brandywine Court
Tot Lot (Shires)	Downing Lane
Oakland & Tremont Park (basketball courts)	Oakland Avenue and Tremont Avenue
Scullville Volunteer Fire/Ambulance Squad Building	1403 Somers Point–Mays landing Road
Seaview Harbor #1	Hospitality Drive and Sunset Boulevard
Seaview Harbor #2	Seaview Drive

The Bidders should inspect and familiarize themselves with the properties prior to submitting their bid.

Any questions or clarifications should be directed to Al Simerson, Director of Public Works at 609-926-3838.

PROVIDE BID TO THE FOLLOWING:

**TOWNSHIP CLERK
TOWNSHIP OF EGG HARBOR
3515 BARGAINTOWN ROAD
EGG HARBOR TOWNSHIP NJ 08234**

DUE DATE & TIME: TUESDAY, MARCH 9, 2010 – 10:00 AM