

**SMITHFIELD TOWNSHIP BOARD OF SUPERVISORS
READVERTISEMENT OF REQUEST FOR PROPOSALS
2021 GROUNDS MAINTENANCE SERVICES**

This is a readvertisement for an earlier request for proposal that had an incorrect date. Request for proposals will be opened on Friday, April 16th at 3:00PM at the Township Municipal Center, 1155 Red Fox Rd, East Stroudsburg, PA 18301.

Proposals for seasonal grounds maintenance services will be accepted by the Smithfield Township Board of Supervisors, 1155 Red Fox Road, East Stroudsburg, PA, 18301, until 3:00 p.m. Friday April 16, 2021 at which time the requests will be opened and read aloud. It is anticipated that a contract will be awarded at the regularly scheduled Supervisor's work session on April 27, 2021.

Work includes, but is not limited to, mowing and trimming of athletic fields and lawn areas of Minisink Park and the Loop Trail, Waterfront Park, Cabin, Community Garden area and the Municipal Center, and maintenance weeding, mulching and trimming of landscaping, shrubbery and plantings throughout these areas.

A complete scope of work is available at the Smithfield Township Municipal Center, 1155 Red Fox Road, East Stroudsburg, PA, 18301. All proposals shall be submitted on the contractor's letterhead in a sealed envelope addressed to Smithfield Township Board of Supervisors, noting the "Grounds Maintenance Proposal – 2021" is enclosed.

A MANDATORY SITE INSPECTION TO REVIEW THE AREAS INCLUDED AND WORK TO BE DONE WILL BE HELD THURSDAY, APRIL 08, 2021, beginning at 10:00 A.M. at the Township Municipal Center. Proposals submitted by non-attendees will not be accepted. Bidders shall register for the mandatory site inspection by calling the Township office at 570-223-5082.

The Smithfield Township Board of Supervisors reserves the right to reject any proposal that does not include all information requested in the RFP and Scope of Work. The Township reserves the right to reject any and all requests and to waive any technicality or informality therein and may award this contract to either the lowest responsible bidder or as deemed to be in the Township's best interests.

Jacob A. Pride, Chairman
Smithfield Township Board of Supervisors
3/23/21 & 3/30/21

SMITHFIELD TOWNSHIP BOARD OF SUPERVISORS
GROUNDS MAINTENANCE – TOWNSHIP PARKS AND
MUNICIPAL CENTER – 2021 SEASON

UNIT PRICES (including all labor, equipment and material)

NOTE: All bidders shall base their pricing on an estimated (21) mows per season; MAY 01 THRU NOVEMBER 30.

MOWING AND TRIMMING (WEED WHACKER)

Waterfront Park:

1) Fields #1 and #2, \$ _____ (per) x est 21 = \$ _____

2) Lawn area around the community building, picnic pavilion, the Veteran's Memorial; lawn area along the creek and the bank along Twins Falls Road.

\$ _____ (per) x est 21 = \$ _____

3) Lawn area around the Cabin and Community Garden Area.

\$ _____ (per) x est 21 = \$ _____

Minisink Park:

1) All athletic fields (including fields between railroad tracks and interstate).

\$ _____ (per) x est 21 = \$ _____

2) Tot lot area; parking area islands; entrance and driveway area and area around concession stand.

\$ _____ (per) x est 21 = \$ _____

3) Loop Trail: mowing, trimming, blowing trail, kiosk and bench areas. (4x's)

 ** Fall (1X) and Spring (1X) cleaning of trail & afore mentioned areas.

\$ _____ (per) x est 4 = \$ _____

** \$ _____ (per) x est 2 = \$ _____

Municipal Center & Waterfront Park Community Building:

1) Lawn areas excluding the hill; only 1 parking area island and area by Maintenance Building.

2) Flower Beds at entrance and parking islands need appropriate care to include flowers, plants, mulching & weeding as needed.

3) Flower Bed in front of the Waterfront Park Community Building:
(Same required as #2 above)

\$ _____ (per) x est 21 = \$ _____

INSURANCE REQUIREMENTS:

Contractor shall provide a certificate of insurance naming Smithfield Township Board of Supervisors and Smithfield Township Park Commission as additional insured parties. Limit of General Liability Insurance – not less than \$1million; Worker’s Compensation Insurance – limits as required by Commonwealth of PA.

MOWING SPECIFICATIONS:

Warm Weather – schedule mowing to maintain a height of 2.5” to 3.0” on all athletic turf and lawn areas. (Municipal Building Areas may not need to be mowed as frequently and mowing schedule should be modified).

Cool Weather – schedule mowing to maintain a height of 2.5” on all athletic turf and lawn areas.

Grass Clippings: no grass clippings shall be noticeable on the turf and lawn areas; sidewalks and hard surface parking lots are to be blown free of grass clippings.

SPECIAL AREAS FOR TRIMMING AND OR BRUSH CUTTING:

1) The walk-way along River Road from the Minisink Park entrance Drive to the Brodhead Creek Bridge; and stairway from the Brodhead Creek Bridge to the walking trail in Minisink Park:

\$ _____ (per).

2) The bank in Minisink Park shall be brush cut in the spring and fall as directed by the Township Representative. The bank includes the area from the entrance drive to 10 to 12 feet beyond the stairway on the Brodhead Creek side.

\$ _____ (per)

3) The storm water management drainage ditches at the municipal center shall be brush cut as directed by the Township Representative.

\$ _____ (per)

RAKING AND MULCHING:

All trees in the Municipal Center and Minisink Park parking lots should be raked and mulched one per year. All debris from raking and other clean-up activities shall be hauled off site and properly disposed of by the contractor. \$ _____ (per)

(Note: Trees will be trimmed only as determined and approved by the Township Representative. Tree trimming is not a part of this contract).

SPRING AND FALL CLEAN-UP: All areas shall be given a "clean-up" in the spring and fall, meaning all debris (leaves, branches, etc.) is to be removed and hauled away to a disposal site.

\$ _____ (per)

BILLS AND PAYMENT:

Monthly bills shall be submitted by the 10th of each month for payment at a public meeting held the Fourth Tuesday of each month.

TERM OF CONTRACT:

The contract is valid for one year from the date of award thereof. The contract can be renewed for a second one-year time period (at the same unit prices) with majority approval of the Township's Board of Supervisors. Equipment that is used to fulfill the contract must be listed & provided.

IN GENERAL:

It is the goal of the Board of Supervisors and the Township's Park Commission to provide park properties and facilities of a standard to meet the needs of our residents, visitors, and youth organization sports programs. The park properties must be presented in a manner that conveys contractor professionalism and community pride. Any damage or misuse of park property that may come to the attention of the contractor shall be reported to the Township representative immediately.

Failure to meet the standards set forth in these specifications will result in immediate termination of this contract by the Smithfield Township Board of Supervisors.

The Township reserves the right to reject any and all bids and to waive any technicality or informality therein and may award this contact to either the lowest responsible bidder or as deemed to be in the Township's best interests.

For purposes of this Request for Proposal, any questions may be directed to Jacob A. Pride, Board of Supervisors Chairman or Ed McCormack, Road Master. Both can be reached at the Township Municipal Center – 570-223-5082.