

COATESVILLE AREA SCHOOL DISTRICT
REQUEST FOR PROPOSAL FOR GRASS-CUTTING AND LAWN MAINTENANCE
SERVICES
Issued: April 13, 2020

Coatesville Area School District (the “District”) invites Contractors to submit a Proposal to provide Grass-Cutting and Lawn Maintenance Services. The District expects that the appropriate programs can only be determined by a thorough study of the existing property conditions.

INFORMATION AND GENERAL CONDITIONS

General Conditions are listed below:

1. **Submission of Proposals.** All proposals are due **by 2:00 p.m., on Thursday, May 14, 2020.** Proposals must be mailed to:

Coatesville Area School District
Attn: Edward J. Smith
3030 C.G. Zinn Road
Thorndale, PA 19372

Proposals shall have “**Grass-Cutting & Lawn Maintenance Proposal**” on the outside of the envelope. The District reserves the right to reject any and/or all proposals and to waive, at its discretion, any irregularities, mistakes, omissions, or informalities.

2. All Proposals must be submitted on the forms provided, with the price stated as requested. Proposals shall show both unit and total process. All requests must be signed by an authorized officer of the company.
3. Each contractor submitting a Proposal must agree to enter into a contract and furnish any insurance certificates required by the District at time of submission of the request, in accordance with the terms and the condition, specifications governing it.
4. By submitting your Proposal, each contractor is responsible to make itself familiar with the contract documents, and he/she stipulates that he/she has read and is familiar with them and understands and agrees to them.
5. In submitting a Proposal, the contractor agrees to abide by all applicable State and Federal regulations and guarantees that all items subject to OSHA requirements will not violate those requirements.
6. The contractor shall comply with the laws, rules, regulations, and policies of federal,

state, and local governments. It shall be the responsibility of the vendor to ensure that all personnel associated with this Agreement are familiar with all the aforesaid laws, rules, regulations, and policies.

7. The District reserves the right to accept or reject any portion of any Proposal submitted, to waive any informality, and to make the award in the best interest of the District.
8. Invoices shall be sent to the Business Office of the District.
9. Payment will be made within 45 days of the receipt of the invoice(s).
10. All information, general conditions of the Request for Service and contract, the specifications for the articles, supplies, equipment, and materials or a description of the services desired, or the specifications for the work required, the drawings, plans, and supplemental bulletins in connection therewith, as the case may be, the contractor's response thereon, and the contract to be executed by him/her, shall be collectively known and designed as the contract documents and together shall form and govern the contract.
11. **Conflict of Interest Statement:** Each contractor submitting a Proposal must declare that this proposal was made without any connection with any other person or entity making a proposal for the same services, that it is in all respects fair and without collusion or fraud, and that no person acting for or employed by the District is directly or indirectly interested in the Proposal or in the services to which it relates, or in any portion of the profits therefrom, in the form attached.
12. **Pricing.** The service prices provided are for July 1, 2020, through June 30, 2021; July 1, 2021, through June 30, 2022; and July 1, 2022, through June 30, 2023. Contract may be extended for up to an additional two (2) years under identical terms and conditions as mutually agreed. A price increase beyond the original contract term can be negotiated, but it cannot exceed the Philadelphia/Wilmington CPI rate from the previous year.
13. **Failure to Perform/Unsatisfactory Performance.** If the Contractor's work is deemed unsatisfactory, based upon timeliness, quality of work, or other factors as determined by the District, the contract may be terminated upon written notification.
14. The Contractor shall make every effort to perform the specified services when school-age children are not present.
15. Under Pennsylvania Law, the chosen respondent will be required to obtain three (3) satisfactory employee clearances for each respondent-employee assigned to work on or in any Coatesville Area School District property or facility. The cost of obtaining such employee clearances shall be the sole responsibility of the chosen respondent. The three employee clearances include:

- a) FBI Background Check
- b) Child Abuse Clearance
- c) Pennsylvania Criminal History Background Check.

The selected Contractor must provide a copy of the above three clearances for each employee before the employee can provides services at the Coatesville Area School District locations. The clearances cannot be older than one (1) year.

16. **Identification.** All employees of the vendor must be identifiable at all times.
17. **Equal Opportunity Employer.** The District is an equal opportunity employment, educational, and service organization.
18. **Discrimination.** The Contractor/Vendor shall not discriminate against any employee, applicant for employment, independent contractor, or any other person because of race, color, religious creed, ancestry, national origin, age, or sex.
19. **Debarment and Suspension.** The District shall award contracts only to responsible Contractors possessing the ability to perform successfully under the terms and conditions of the Request for Proposal. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
20. **Supplies and Equipment.** The contractor will furnish all equipment and supplies necessary to perform the grounds and lawn care outlined in this proposal.
21. **Licenses, Fees, Taxes.** The contractor shall obtain and maintain all licenses and permits required by federal, state, and local laws.
22. **Selection criteria.** The District shall select a grass-cutting and lawn maintenance services Contractor by evaluating several factors, including, but not be limited to, price, references of similar-size/scope of work, and service capability. The District reserves the right to select the Contractor who, in its sole opinion, meets its needs.
23. **Mandatory Site Visit.** All prospective Contractors are required to visit each site to ascertain the conditions and scope of the services requested. Any questions generated by the site visitations should be emailed to Edward J. Smith, Interim Business Manager at smithe@casdschools.org by Monday, May 4, 2020.
24. The contractor is required to provide the proper notification and posting for all pesticide activities.
 - a) When chemicals are used, the Contractor is required to post notices in the areas being treated seventy-two (72) hours prior to the application and for two (2) days following.
 - b) The Contractor is required to send notification to anyone listed on the Pennsylvania

- Hypersensitivity Registry near the District location being treated.
25. The awarded contractor shall provide all licensing and/or permits required at its own cost including, but not limited to, the required Pest Management licenses and certifications.
26. For the proposal to be valid the following forms must be completed and returned:
- a) Proposal Form, Price Form Section I, and Price Form Section II
 - b) Statement of Contractor's Qualifications
 - c) Non-Collusion Affidavit

SCOPE OF WORK FOR GRASS-CUTTING & LAWN MAINTENANCE SERVICES

Section I

Regular Mowing and Trimming Services:

1. All tailored lawn areas and fields located at eight (8) of the District's locations, shall be mowed on a weekly basis, depending on the weather and growing conditions. Regular mowing of areas will begin within the first ten (10) days of April and continue through approximately the middle of October of each year. With an estimate of twenty-six (26) full cuttings, depending on weather conditions (either dry or wet) and grass height. Grass shall be cut to a height of two inches (2"), and no grass cutting shall be required unless grass height exceeds three inches (3"). The four (4) fields located at the CASH site (Varsity Baseball, Varsity Softball, JV Baseball, and JV softball) shall be cut one (1) additional time per week after the first cut in April and continue through the middle of June of each year (estimate of 10 cuts). The CASH Campus regular cutting shall occur on a Monday or Tuesday with the baseball/softball field extra cut occurring on a Thursday or Friday.
2. All grass cutting shall be completed on a consistent /uniform schedule, weather permitting, and existing grass height being considered.
3. Tailored lawn areas consist of all lawn areas, play areas, and athletic fields within the property lines of all schools.
4. The Contractor shall provide unit pricing on a per field basis of the District's athletic fields listed on the unit pricing price form. The District may also require broadleaf weed control on certain District fields as listed. Unit pricing shall also be provided for Spring cleanup and Fall cleanup/leaf removal. The District shall determine if and when to utilize the services listed on the other services section.
5. The base price shall include all trimming and mowing of all eight (8) District areas as listed on the base bid price form.

6. During the course of the contract, the Contractor shall keep the premises as clean as possible, remove and dispose of any and all debris that accumulates on the lawn areas. This shall be done before each mowing.
7. The District has the right to cancel or request additional mowing and trimming jobs due to weather conditions.
8. It is the responsibility of the Contractor to obtain the sporting event schedules from the District Athletic Director in order to coordinate all field cutting.
9. With each mowing, the grass must be trimmed against buildings, along fences, under bleachers, along concrete curbs, steps and paved/concrete, around guardrails, trees, and lamp posts, using a commercial grade weed eaters. Clippings must be removed from sidewalks, paved areas, plant beds, etc. All curb areas shall be kept free of grass and weeds, and shall be treated with an approved spray herbicide on an as-needed basis.
10. Any damage done to lawns, trees, shrubs, driveways, walks, curbs, buildings, guardrails, and fences in the process of maintenance shall be repaired or replaced by the Contractor at his expense.
11. The Contractor shall provide a sufficient force of people and equipment to complete the work. By submitting a proposal, the Contractor confirms the availability of all equipment to be used in executing the contract. The work being performed in such a manner as to interfere as little as possible with the conduct of school activities and every reasonable care shall be taken to protect the safety of the children, school staff, and other employees, as well as any District property. During normal school hours, noise and disturbances next to a school building is to be avoided as to not interfere with the education of students. Successful contractors should keep in mind and schedule appropriately any noise and activity that may interfere with the educational environment at each of our school sites. Testing periods are extremely sensitive times and any external noise that interferes with these periods needs to be avoided. The District will provide a school calendar with the scheduled dates of testing, and the Contractor is expected to instruct its staff to avoid conflicts in these areas.

Locations

The eight (8) Coatesville Area School District locations:

Coatesville Area Senior High School/Intermediate High School Campus (CASH Campus) 1445 and 1425 E. Lincoln Highway, Coatesville, PA 19320

North Brandywine Complex (Middle School, Reeceville Elementary School, and Friendship property), 256, 248 and 296 Reeceville Road, Coatesville, PA 19320

South Brandywine Middle School, 600 Doe Run Road, East Fallowfield, PA 19320

Scott Field, East Diamond Street between North 11th and North 12th Avenues,
Coatesville, PA 19320

Caln Elementary School, 3609 E. Lincoln Highway, Thorndale, PA 19372

East Fallowfield Elementary School, 2254 Strasburg Road, East Fallowfield, PA 19320

King's Highway Elementary School, 841 W. King's Highway, Coatesville, PA 19320

Rainbow Elementary School, 1113 W. Lincoln Highway, Coatesville, PA 19320

Google Map shots of each location have been provided on Pages 14 through 21. In order to help define/refine the identification of the areas to be cut at each location please note the following:

- The CASH Complex includes seven (7) play fields: 1) Varsity Baseball, 2) JV Baseball, 3) Varsity Softball, 4) JV Softball, 5) Practice soccer/lacrosse field, 6) Practice “high” field, and 7) Practice “low” field. Also, the access road into the Intermediate School shall be included in the regular cut schedule.
- The North Brandywine Complex includes North Brandywine Middle School, Reeceville Elementary School, and the closed Friendship Elementary School at the corner of Hurley and Reeceville Roads. Friendship school shall be demolished prior to the start of this contract. The field area encompasses five (5) fields on the North Brandywine Middle School side: 1) Lacrosse field, 2) Football field, 3) Soccer field, 4) Baseball field, and 5) Softball field.
- The South Brandywine Middle School is scheduled to be unoccupied for the 2020-2021 school year. However, there are four (4) fields included in the scheduled cut: 1) Lacrosse field, 2) Football field, 3) Baseball field, and 4) Softball field. (Please note: The large area behind the Lacrosse field is NOT to be included in the Section I pricing. A separate price will be requested under Section II.)
- The Scott Field included in this RFP consists of one (1) Football Field. No other field shall be included, however, the grass perimeter of the tennis courts across the street from the football field shall be included in the regular cut schedule.

Section II

Other Services:

ITEM #1: Supply and apply pre-emergent broad-leaf weed herbicide at label rates on four (4) ball fields, including the infield, located at the CASH complex in early Spring.

ITEM #2: Supply and apply post-emergent broad-leaf weed herbicide at label rates

on all sports fields, including the infield of the ball fields, at the CASH complex (7 fields, approx. 16.5 acres.) in late July or early August.

ITEM #3: Provide a per cut price on the open field (approx. 13 acres) behind the Lacrosse field at South Brandywine Middle School.

LIST OF ATTACHMENTS

Attachment A – Proposal Form, Price Form Section I, and Price Form Section II
Attachment B – Statement of Contractor’s Qualifications
Attachment C – Non-Collusion Affidavit

ATTACHMENT A

COATESVILLE AREA SCHOOL DISTRICT

**REQUEST FOR PROPOSAL FOR GRASS-CUTTING AND LAWN MAINTENANCE
SERVICES**

Issued: April 13, 2020

PROPOSAL FORM

Name of Contractor _____

Address _____

Contact Person _____

Telephone Number _____

Email Address _____

Website Address _____

FIRST, that we have carefully examined the Request for Proposal, General Conditions, Specifications, Proposal Form, Price Forms Section I and Section II, Statement of Contractor's Qualifications, Non-Collusion Affidavit, and in accordance with the same, submit this proposal and agree to furnish and perform the specified work for the Coatesville Area School District as per the Grand Total listed on Price Form Section I.

SECOND, that this proposal is subject to all the terms of these specifications, and we hereby agree to furnish such materials and labor as required in these specifications.

THIRD, that the prices quoted herein are exclusive of Federal Excise and Pennsylvania State Sales Tax.

FOURTH, as based upon the preceding specifications, the following proposal prices are listed as firm for a period of ninety (90) days after the date established for receiving proposals.

If Bidder is an Individual:

Sign Here _____
(Date)

If Bidder is an Individual trading under a fictitious name or partnership:

Sign Here _____
(Date)

Title _____

Trading As _____

If Bidder is a Corporation, fill in Corporate name, sign and affix seal:

Name _____

By _____
(President or Vice President) (Date)

Attest _____
(Secretary or Assistant Secretary) (Date)

ATTACH CORPORATE SEAL HERE:

ATTACHMENT A

PRICE FORM SECTION I: Mowing and Trimming Prices Per Mow

	JULY 2020–JUNE 2021		JULY 2021–JUNE 2022		JULY 2022–JUNE 2023	
<u>Location</u>	<u>Price per cut</u>	<u>Location Total*</u>	<u>Price per cut</u>	<u>Location Total*</u>	<u>Price per cut</u>	<u>Location Total*</u>
High School/Intermediate Campus (CASH) COMPLEX	\$	\$	\$	\$	\$	\$
CASH COMPLEX Ball Fields (4)** 10 extra cuts	\$	\$	\$	\$	\$	\$
North Brandywine Complex	\$	\$	\$	\$	\$	\$
South Brandywine Middle School	\$	\$	\$	\$	\$	\$
Scott Field	\$	\$	\$	\$	\$	\$
Caln Elementary School	\$	\$	\$	\$	\$	\$
East Fallowfield Elementary School	\$	\$	\$	\$	\$	\$
King's Highway Elementary School	\$	\$	\$	\$	\$	\$
Rainbow Elementary School	\$	\$	\$	\$	\$	\$
Total	\$	\$	\$	\$	\$	\$

GRAND TOTAL – 3 YEAR

\$

***ALL LOCATION TOTALS SHALL EQUAL PRICE PER CUT
TIMES 26 CUTS**

**** CASH COMPLEX BALL FIELD 10 EXTRA CUTS FOR
LOCATION TOTAL**

ATTACHMENT A

PRICE FORM SECTION II: Other Services

	July 2020-June 2021	July 2021-June 2022	July 2022-June 2023
ITEM #1	\$	\$	\$
ITEM #2	\$	\$	\$
ITEM #3	\$	\$	\$

ATTACHMENT B

STATEMENT OF CONTRACTOR'S QUALIFICATIONS

The following questions are to be answered in a clear and comprehensive manner. Where indicated, questions are to be answered on separate attached sheets. The contractor may submit additional information, as the contractor may desire.

1. Name of Contractor _____
2. Office address _____

3. When was this business organized? _____
4. If a Corporation, where is the corporation incorporated? _____
5. How long has this company been involved in performing Grounds & Lawn Care? _____
6. List five (5) current references on a separate sheet of Grounds & Lawn Care projects that are current or have been completed in the last 18 months. Provide name, address, phone number and contact information, and state the dates of these projects/contracts.
7. Has the Contractor ever failed to complete or default on any contract that was awarded to them? _____ If yes, provide full explanation on a separate sheet.
8. Describe the size and scope of your company on a separate sheet. Include number of employees, description of equipment, etc.

This Statement is dated on the _____ day of _____, 2020

Name of Contractor _____

By _____

ATTACHMENT C

NON-COLLUSION AFFIDAVIT

State of _____

County of _____

I state that I am (Title) _____ (Name of Firm) _____
and that I am authorized to make this Affidavit on behalf of my company, and its owners, directors, and
officers. I am the person responsible in my company for the price(s) and the amount of this proposal.

I state that:

1. The price(s) and amount of this proposal have been arrived at independently and without consultation, communication or agreement with any other contractor, contractors, or potential contractors.
2. Neither the price(s) nor the amount of this proposal, and neither the approximate price(s) nor approximate amount of this proposal, have been disclosed to any other firm or person who is a contractor(s) or potential contractor(s), and they will not be disclosed before proposal opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.
4. The proposal of my company 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 noncompetitive proposal.
5. (Name of Company) _____, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental 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:

I state that (Name of Company) _____ understands and acknowledges that the above representations are material and important and will be relied on by the Coatesville Area School District in awarding the contract(s) for which this proposal is submitted. I understand and my company understands that any misstatement in this Affidavit is and shall be treated as fraudulent concealment from the Coatesville Area School District of the true facts relating to the submission of proposals for this contract.

(Name and Company Position)

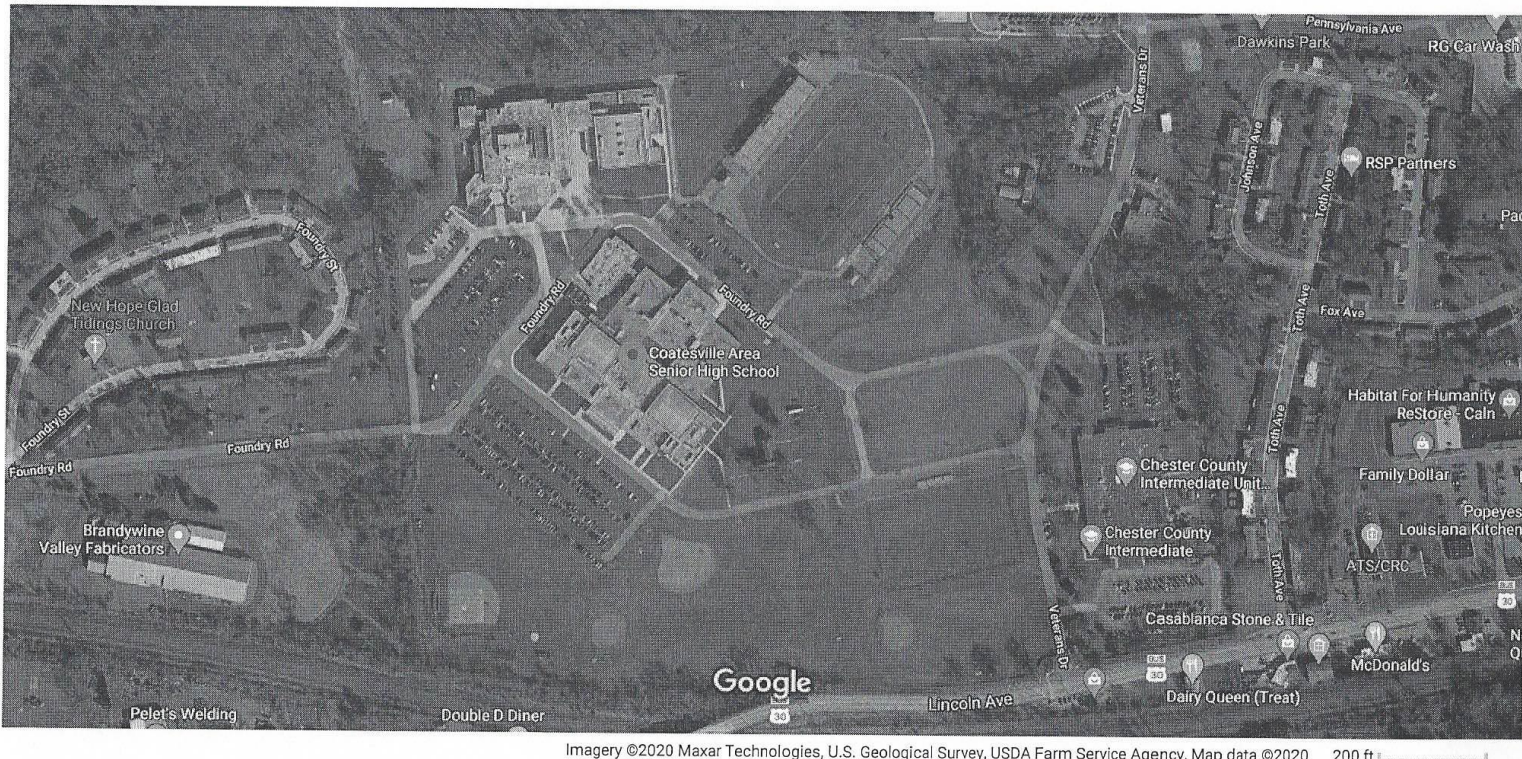
SWORN TO AND SUBSCRIBED BEFORE ME
THIS _____ DAY OF _____, 2020

Notary Public

My Commission Expires

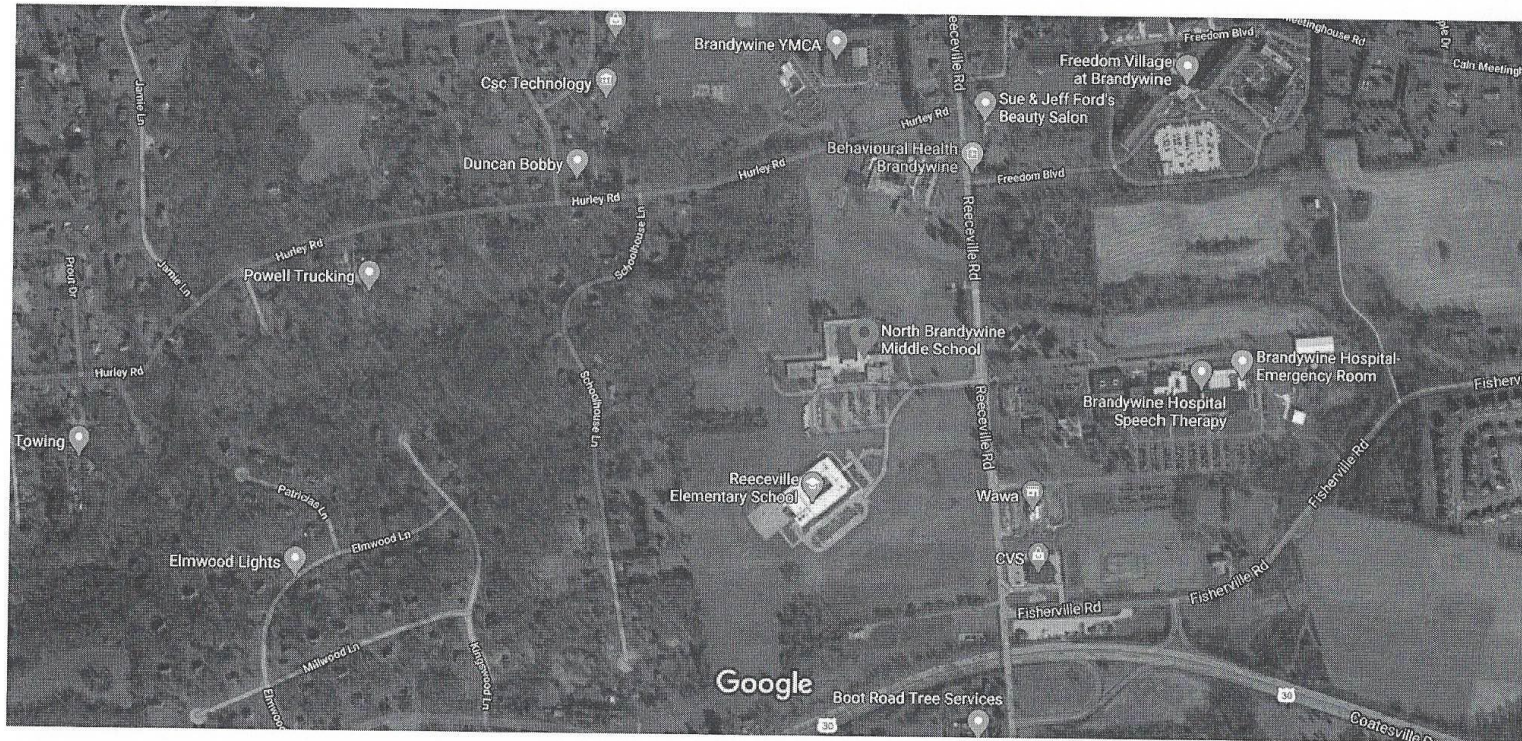
CASH CAMPUS

Google Maps Coatesville Area Senior High School / INTERMEDIATE School



NORTH BRANDYWINE Complex

Google Maps North Brandywine Middle School / *REECEVILLE ELEMENTARY / FRIENDSHIP ELEMENTARY*



Imagery ©2020 Maxar Technologies, U.S. Geological Survey, USDA Farm Service Agency, Map data ©2020 500 ft

Coatesville Area School District
Grass-Cutting & Lawn Maintenance Services RFP

Google Maps S Brandywine Middle School



Imagery ©2020 Maxar Technologies, PA Department of Conservation and Natural Resources-PAMAP/USGS, U.S. Geological Survey, USDA Farm Service Agency, Map data ©2020 200 ft

FIELD BEHIND LACROSSE FIELD NOT TO BE INCLUDED.

Coatesville Area School District
Grass-Cutting & Lawn Maintenance Services RFP

SCOTT-FIELD



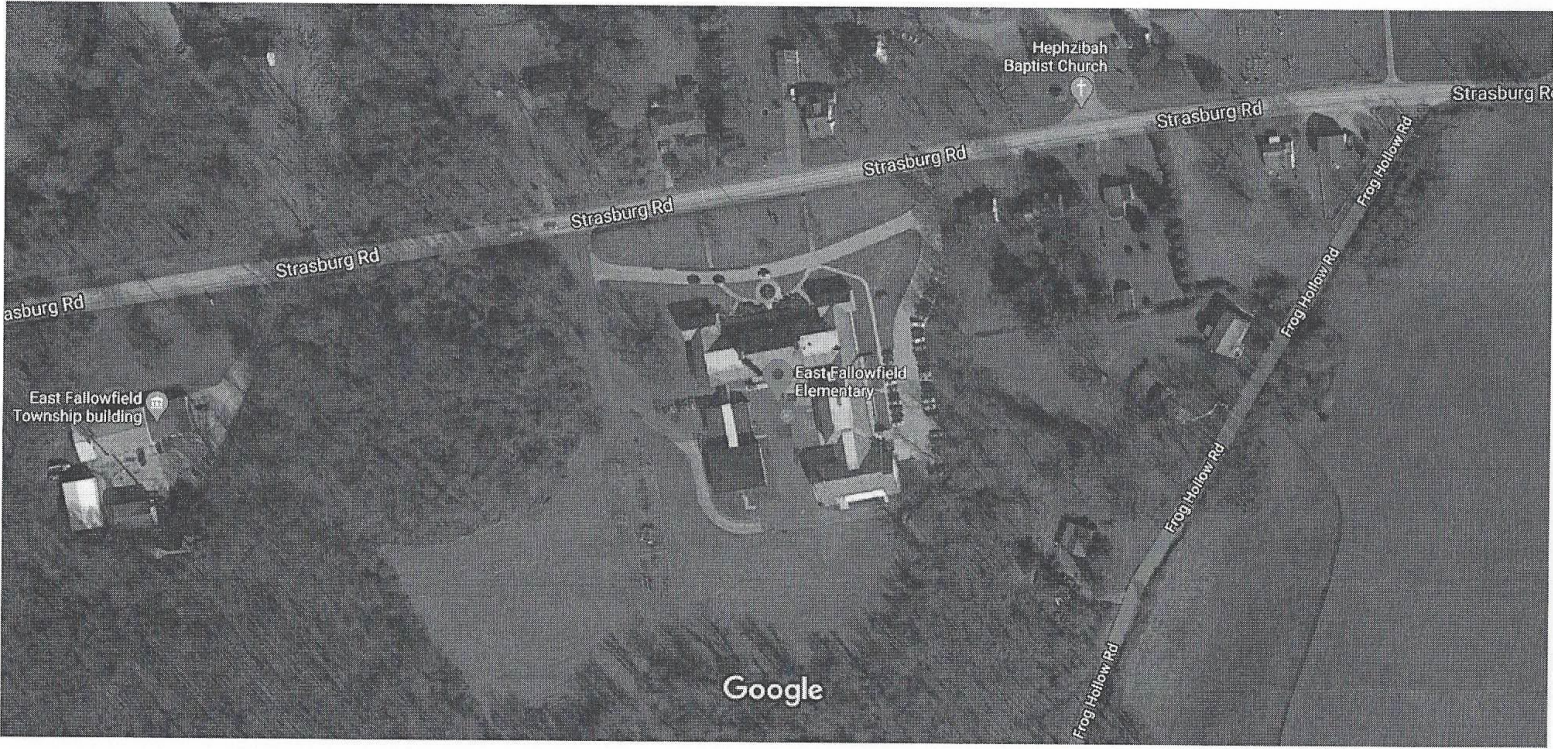
Imagery ©2020 Google, Imagery ©2020 Maxar Technologies, U.S. Geological Survey, USDA Farm Service Agency, Map data ©2020 200 ft

Coatesville Area School District
Grass-Cutting & Lawn Maintenance Services RFP

Google Maps Caln Elementary School



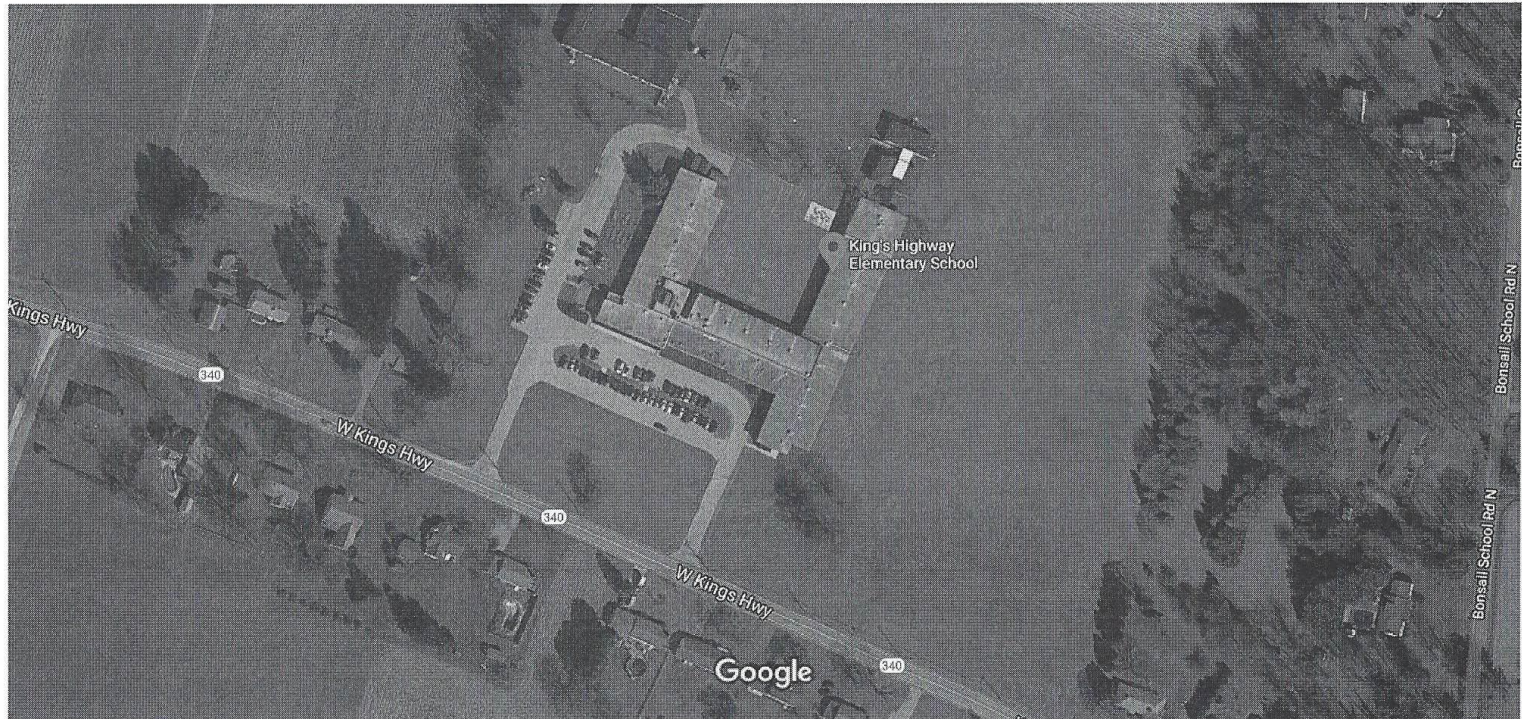
Google Maps East Fallowfield Elementary



Imagery ©2020 Maxar Technologies, U.S. Geological Survey, Map data ©2020 100 ft

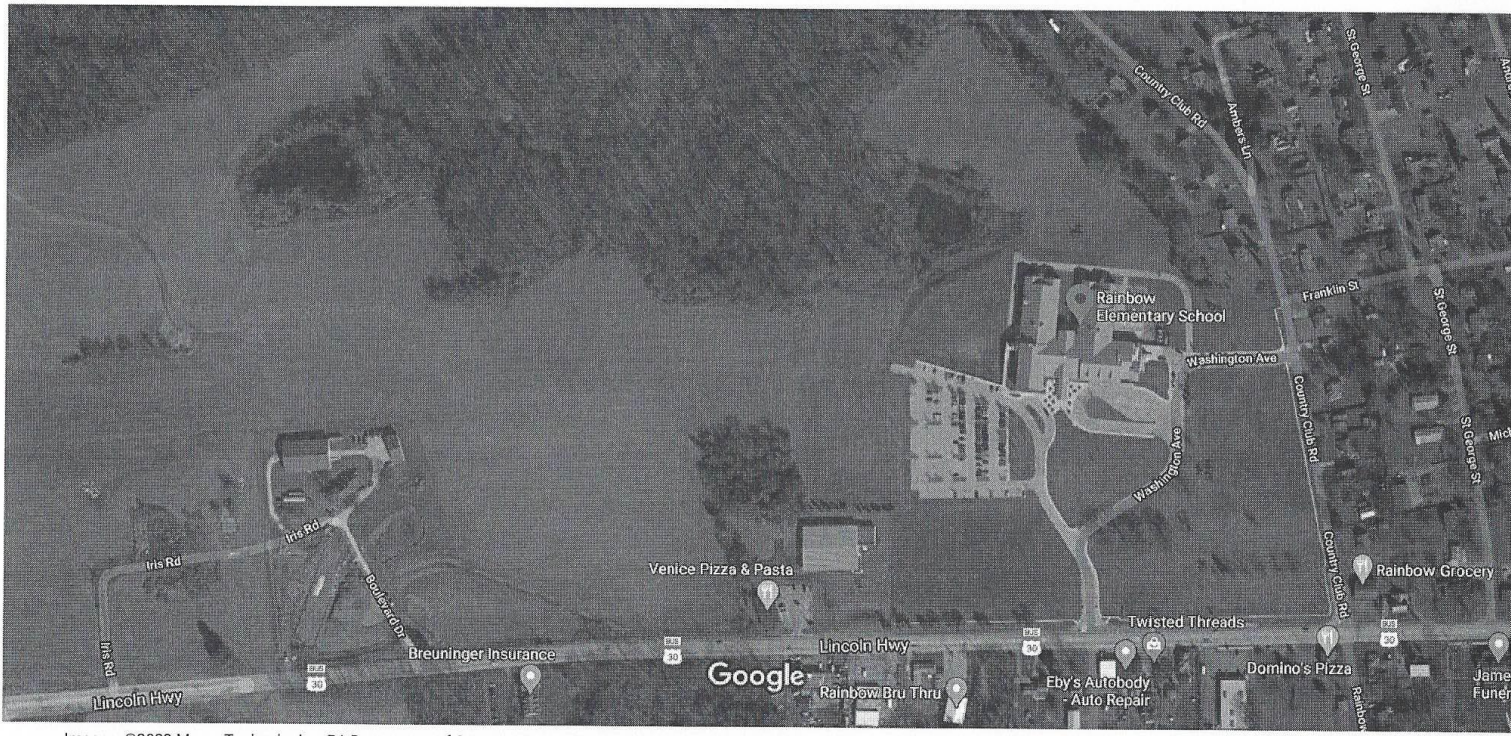
Coatesville Area School District
Grass-Cutting & Lawn Maintenance Services RFP

Google Maps King's Highway Elementary School



Imagery ©2020 Maxar Technologies, PA Department of Conservation and Natural Resources-PAMAP/USGS, U.S. Geological Survey, Map data ©2020 100 ft

Google Maps Rainbow Elementary School



Imagery ©2020 Maxar Technologies, PA Department of Conservation and Natural Resources-PAMAP/USGS, U.S. Geological Survey, USDA Farm Service Agency, Map data ©2020 200 ft