Bid Packet

Bid # <u>3-2023</u>

Bid Name: Grounds Maintenance Contract for Van Sciver Parkway 2023

Township of Willingboro

Burlington County

New Jersey

Date: <u>April 25,2023</u>



Township of Willingboro

ALC: N

1 Rev. Dr. Martin Luther King Jr. Drive

Willingboro, NJ 08046

Mayor Kaya McIntosh

Deputy Mayor Samantha Whitfield

Councilman Nathaniel Anderson

Councilwoman Dr. Tiffani A. Worthy

Councilwoman Rebecca Perron

Dwayne M. Harris, Township Manager Eusebia Diggs, CFO

George M. Brown Jr, QPA



NOTICE TO BIDDERS

Notice is hereby given that on April 25, 2023 at 10:00 A.M (Prevailing time), sealed bids will be opened and read in Township of Willingboro Municipal Complex at which time and place the sealed bids will be opened publicly and read for the following. Bid # <u>3-2023</u> Bid Name: <u>Grounds Maintenance Contract for Willingboro</u> <u>Township Van Sciver Parkway a one-year period of April 15th, 2023 through April 15, 2024, with an option of</u> two one-year extensions

Bids shall be delivered in sealed envelopes and addressed to the Township of Willingboro, Purchasing Dept., 1 Rev. Dr. Martin Luther King Jr. Drive, Willingboro, NJ 08046.

Express and overnight mail shall be delivered to the Purchasing Dept, 1 Rev. Dr. Martin Luther King Jr. Drive, Willingboro, NJ 08046, no later than the time of bid opening.

NOTE: It is the bidder's responsibility to ensure that the bid package is delivered by the bid opening date and time. Any bid document received after the deadline established by the Purchasing Dept. will not be accepted, regardless of the method of delivery.

Submission of Bid: All bids must be submitted on the bid proposal forms approved and provided for by the bid specifications in order to be considered. Bidders are to provide one (1) clearly sealed and marked ORIGINAL, one (1) clearly marked COPY and one electronic copy on USB drive. Please have each item on checklist color tabbed and numbered in your bid packet for a more time efficient packet review.

If indicated, bid proposals must be accompanied by a certified check, cashier's check, or bid bond in the amount of ten per centum (10%) of the total amount of the bid, but not in excess of twenty thousand (\$20,000) dollars and made payable to the Township of Willingboro.

Bid documents may be obtained only from the Township website <u>RFP/RFQ/Bids</u> | <u>Willingboro Township, NJ</u> (<u>willingboronj.gov</u>) and the Clerk's Office: Ms. Brenda Bligen., Municipal Clerk, bbligen@willingboronj.gov, 609-877-2200 ext: 1028

The Township of Willingboro does not release the project estimates or bidders' lists.

Bidders are required to comply with the requirements of N.J.S.A.10:5-31 et seq. and N.J.A.C. 17:27.

Schedule: Release Specifications: (Date of Advertisement) Pre-Bid Meeting: (Between April 3-April 14) 10

am-3pm. Vendors must send an email to George Brown, Jr. QPA to request and schedule a site visit.

Deadline for All Questions: (April 24, 2023) (5:00) P.M.

Addenda if Issued: (April 14, 2023)

Bid Opening: (April 25, 2023) (10:00) A.M.

General Inquiries To: Mr. George M. Brown Jr., QPA Voice: 609-877-2200 ext.: 1061 Email:

gmbrown@willingboronj.gov

This bid has been advertised in accordance with the "Fair and Open Basis" and nothing further shall be required under the Pay-to-Play Legislation (N.J.S.A. 19:44A-20.7).



TOWNSHIP OF WILLINGBORO BID/PROPOSAL DOCUMENT CHECKLIST FOR GOODS AND SERVICES

| Required by owner | Submission Requirement | | Initial each required entry and if required submit the item |
|----------------------|---|----------|--|
| X | New Jersey Business Registration (must be submitted prior to contract award) | [DOC-1] | |
| X | Mandatory Affirmative Action Language (pg. AA1-AA2) | [DOC-2] | |
| | Americans with Disabilities Act of 1990 Language (pg. AD-1) | [DOC-3] | Informational |
| X | Insurance Certificates | [DOC-4] | |
| \mathbf{X} | Disclosure of Investment Activities in Iran | [DOC-5] | |
| \mathbf{X} | W-9 Request for Taxpayer Identification Number and Certification | [DOC-6] | VNSHIP |
| X | Stockholder Disclosure Statement | [DOC-7] | JERSEY |
| X | Non-Collusion Affidavit | [DOC-8] | |
| X | Debarred List Affidavit | [DOC-9] | |
| X | Acknowledgement of Receipt of Changes | [DOC-10] | |
| X | Equipment Certification | [DOC-11] | |

X

Read Only

Provide the Required Form(s)

*This form need not be submitted. It is provided for bidder's use in assuring compliance with all required documentation.

BDC-1

DOC-1

TOWNSHIP OF WILLINGBORO BUSINESS REGISTRATION CERTIFICATE



Reforms to the Business Registration Certificate Filing: permits filing prior to award of contracts if not filed with bid. Effective with bids received and contracts awarded after January 18, 2010, this law removes the requirement of the Local Public Contracts Law (N.J.S.A. 40A:11-23.2) that required a bid to be rejected if the bidder failed to include a BRC with the bid, even though it may have been the otherwise lowest responsible bid. The law now allows the BRC to be filed any time prior to award of the contract and the bidder had to have obtained the BRC prior to receipt of bids. This permits the BRC to be required with a bid, or submitted subsequently. If a BRC is required in a bid, but not submitted with the bid, it would an immaterial defect; curable by being filed prior to award of the contract. A BRC is obtained from the New Jersey Division of Revenue. Information on obtaining a BRC is available on the internet at www.nj.gov/njbgs or by phone at (609) 292-1730.

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that knowingly provide goods or perform services for a contractor fulfilling this contract:

- 1) The contractor shall provide written notice to its subcontractors and suppliers to submit proof of business registration to the contractor;
- 2) Subcontractors through all tiers of a project must provide written notice to their subcontractors and suppliers to submit proof of business registration and subcontractors shall collect such proofs of business registration and maintain them on file;
- 3) Prior to receipt of final payment from a contracting agency, a contractor must submit to the contacting agency an accurate list of all subcontractors or attest that none was used;
- 4) During the term of this contract, the contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State.

A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements is available by calling (609) 292-1730. (REVISED 4/10)

TOWNSHIP OF WILLINGBORO

EXHIBIT A MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127) N.J.A.C. 17:27 GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency, which engages in direct or indirect discriminatory practices.

DOC-2 cont.

TOWNSHIP OF WILLINGBORO

(REVISED 4/10)

EXHIBIT A continued

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

- Letter of Federal Affirmative Action Plan Approval
- Certificate of Employee Information Report
- Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

TOUMOTH

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27**.

| Company | |
|-----------|--|
| | |
| Signature | |
| | |
| Title | |
| | |
| Date | |

TOWNSHIP OF WILLINGBORO APPENDIX A AMERICANS WITH DISABILITIES ACT OF 1990 Equal Opportunity for Individuals with Disability

The contractor and the Township of WILLINGBORO, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. S121 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities. and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner, which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA, which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

TOWNSHIP OF WILLINGBORO

INSURANCE CERTIFICATES

Name of Bidder: _____

Address: _____

The Bidder is required to submit actual Certificate(s) of Insurance establishing Insurance coverage of the type and amount required in accordance with the procedure set forth by the Contract Documents. (Documents to be submitted prior to the resolution of award)

☑2. GENERAL LIABILITY INSURANCE

General liability insurance shall be provided with limits of not less than $\frac{1,000,000.00}{1,000,000.00}$ any one person and $\frac{1,000,000.00}{1,000,000.00}$ any one accident for bodily injury and $\frac{1,000,000.00}{1,000,000.00}$ aggregate for property damage, and shall be maintained in full force during the life of the contract.

IFRSF

DOC-5 Exhibit H:



DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

STATE OF NEW JERSEY DEPARTMENT OF THE TREASURY - DIVISION OF PURCHASE AND PROPERTY 33 WEST STATE STREET, P.O. BOX 230 TRENTON, NEW JERSEY 08625-0230

RFP SOLICITATION # AND TITLE:

VENDOR NAME:

OR

Pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4) any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must certify that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the New Jersey Department of the Treasury's Chapter

25 List as a person or entity engaged in investment activities in Iran. The Chapter 25 list is found on the Division's website at https://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf. Vendors/Bidders must review this list prior to completing the below certification. If the Director of the Division of Purchase and Property finds a person or entity to be in violation of the law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

CHECK THE APPROPRIATE BOX

I certify, pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4), that neither the Vendor/Bidder listed above nor any of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List of entities determined to be engaged in prohibited activities in Iran.

I am unable to certify as above because the Vendor/Bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List. I will provide a detailed, accurate and precise description of the activities of the Vendor/Bidder, or one of its parents, subsidiaries or affiliates, has engaged in regarding investment activities in Iran by completing the information requested below.

Entity Engaged in Investment Activities Relationship to Vendor/ Bidder Description of Activities

Duration of Engagement Anticipated Cessation Date

CERTIFICATION

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein, and that the Vendor is under a continuing obligation from the date of this certification through the completion of any contract(s) with the State to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I may be subject to criminal prosecution under the law, and it will constitute a material breach of my contract(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Signature

Date

Print Name and Title

DPP Rev. 12.13.2021

TOWNSHIP OF WILLINGBORO

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OWNERSHIP DISCLOSURE FORM

STATE OF NEW JERSEY

DEPARTMENT OF THE TREASURY - DIVISION OF PURCHASE AND PROPERTY33 WEST STATE STREET, P.O. BOX 230 TRENTON, NEW JERSEY 08625-0230

VENDOR NAME:

PURSUANT TO N.J.S.A. 52:25-24.2, ALL PARTIES ENTERING INTO A CONTRACT WITH THE STATE ARE REQUIRED TO PROVIDE A STATEMENT OF OWNERSHIP. Please answer all questions and complete the information requested.

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| | e vendor is a Non-Profit l | Entity; and therefore, no disc | closure is necessary. | | | |
| Th | e vendor is a Sole Proprie | etor; and therefore, no other | disclosure is necessary | | | |
| | | person who owns an unincol | | | | |
| | | pany with a single member | | | | |
| | | | | lividuals, partners, members, s | | |
| pa | rtnerships, or limited liabili | ty companies owning a 10% | or greater interest; and | therefore, disclosure is necessa | ry. | |
| lf y | ou answered YES to Que | estion 3, you must disclose th | he information requested | d in the space below:* | | |
| | (a) the names and add | Iresses of all stockholders in | the corporation who ow | n 10% or more of its stock, of a | any class; | |
| | (b) all individual partne | ers in the partnership who ow limited liability company who | vn a 10% or greater inte | rest therein; or, | | |
| | | infined hability company who | own a 10 % or greater | | | |
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holds a 10% or greater beneficial interest.*

* Attach additional sheets if necessary

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY COUNTY OF UNION

ss:

 $I \ AM$

OF THE FIRM OF UPON MY OATH, I DEPOSE AND SAY:

- 1. THAT I EXECUTED THE SAID PROPOSAL WITH FULL AUTHORITY SO TO DO;
- 2. THAT THIS PROPOSER HAS NOT, DIRECTLY OR INDIRECTLY ENTERED INTO ANY AGREEMENT, PARTICIPATED IN ANY COLLUSION, OR OTHERWISE TAKEN ANY ACTION IN RESTRAINT OF FAIR AND OPEN COMPETITION IN CONNECTION WITH THIS ENGAGEMENT;
- 3. THAT ALL STATEMENTS CONTAINED IN SAID PROPOSAL AND IN THIS AFFIDAVIT ARETRUE AND CORRECT, AND MADE WITH FULL KNOWLEDGE T H A T THE WILLINGBORO TOWNSHIP RELIES UPON THE TRUTH OF THE STATEMENTS CONTAINED IN SAID PROPOSAL AND IN THE STATEMENTS CONTAINED IN THIS AFFIDAVIT IN AWARDING THE CONTRACT FOR THE SAID ENGAGEMENT; AND
- 4. THAT NO PERSON OR SELLING AGENCY HAS BEEN EMPLOYED TO SOLICIT OR SECURETHIS ENGAGEMENT AGREEMENT OR UNDERSTANDING FOR A COMMISSION, PERCENTAGE, BROKERAGE OR CONTINGENT FEE, EXCEPT BONA FIDE EMPLOYEES OR BONA FIDE ESTABLISHED COMMERCIAL SELLING AGENCIES OF THE PROPOSER. (N.J.S.A.52: 34-25)

Country of

SUBSCRIBED AND SWORN TO BEFORE ME

THIS DAY

OF_____20____.

(TYPE OR PRINT NAME OF AFFIANT UNDER SIGNATURE)

NOTARY PUBLIC OF

MY COMMISSION EXPIRES: _____, 20____.

STATE OF NEW JERSEY DEBARRED LIST AFFIDAVIT

STATE OF NEW JERSEY:

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| | | |
| | | |

COUNTY OF ____:

| I, | of the business known as | in the County of | and |
|--------------|--|--|-----------------|
| the State of | f New Jersey of full age, being duly sworn according to la | w on my oath depose and say that: | |
| I am the ov | vner and/or officer of the Bidder making the Proposal for t | he above named work, and that I execute | d the said |
| Proposal w | ith full authority to do so; that said Bidder at the time of n | naking this Bid is not included on the Sta | te of New |
| Jersey, Sta | te Treasurer's List of Debarred, Suspended and Disqualifie | ed Bidders; and that all statements contai | ned in said |
| Proposal a | nd in this affidavit are true and correct, and made with the | full knowledge that the Township of Wil | lingboro relies |
| on the truth | n of the statements contained in said Proposal and in the st | atements contained in this affidavit in aw | arding the |
| contract for | r said work. | | |
| | | | |

The undersigned further warrants that should the name of the maker of this Bid appear on the State Treasurer's List of Debarred, Suspended and Disqualified Bidders at any time prior to, and/or during the life of the Contract, including Guarantee period, the Township of Willingboro shall be immediately notified by the signatory of this Affidavit.

___ (Insert Name and Address of Contractor)

NEWJER

(Insert Name and Title of Affiant)

Subscribed and sworn before me this _____ day of _____, 2019. _____

(Notary Public) My commission expires:

Acknowledgement of Receipt of Changes

Pursuant to the NJSA 40A:11-23. 1a, the undersigned bidder hereby acknowledges receipt of the following notices, revisions or addenda to the bid advertisement, specifications or bid documents. By indicating date of receipt, bidder acknowledges the submitted bid takes into account the provisions of the notice, revision or addendum. Note that the local units record of notice to bidders shall take precedence and that failure to include provisions of changes in the bid proposal may be subject for rejection of the bid.

Title of Addendum/RevisionReceived Via (email, fax, etc.)Date ReceivedACKNOWLEDGEMENT OF BIDDER

Name of Bidder:

Bidder's Signature:

Printed Name & Title:

Date





EQUIPMENT CERTIFICATION

The undersigned Bidder hereby certifies as follows:

The bidder owns or controls all the necessary equipment required to accomplish the work described in the specifications.

Name of Bidder: _____

By: _____ (Signature)

Name of above: _____

(Print)

Title:

Date:





Specifications for Grounds Maintenance Contract for Willingboro Township Van Sciver Parkway

<u>Scope</u>

This specification covers the requirements for Grounds Maintenance Services for a one-year period of April 15th, 2023, thru April 15, 2024, with an option of two one-year extensions. The Bidder is required to furnish all the services, equipment, transportation, materials, and labor necessary to provide and to perform in completion of required Grounds Maintenance to good horticultural practices and the required level of services. Work under this contract includes weekly as needed grass cutting, weed trimming and edging.

Where indicated, the Bidder shall be responsible for disposal of collected cleanup materials and /or lawn clippings and trimmings at their sole expense.

All Bidders must provide a contact cell phone number on proposal page. Successful vendors must be able to respond promptly (within 2 hours) to cell phone inquiries by Township's representative.

Hours of Work

- 1. All Maintenance work is to be performed during regular working hours of 07:00 am to 7:00pm Monday to Saturday.
- 2. The successful bidder will need to obtain the Townships approval to perform maintenance outside regular working hours.

Requirements

1. The vendor will be required to show proof that they have sufficient equipment and personnel to provide services required with necessary backup equipment to cover break downs of scheduled maintenance activities.

TTTLICTT

- 2. The vendor shall, without additional expense to the Township, be responsible for obtaining any necessary licenses and permits, necessary and mandatory insurance coverage policies, and for complying with any applicable Federal, State, and local laws, codes, and regulations in connection with the action of the work.
- 3. The vendor shall be responsible for damage to persons or property that occur as a result of his/or her fault or negligence.
- 4. Record and update all maintenance activities weekly including date and time of activities, location where activities were carried out and name of each employee and supervisor on site.
- 5. Detailed application of all chemical herbacides for targeting weeds, and other unwanted vegetation, mode, type, and rates of application and results. Include date, time, weather conditions and name of licensed applicator. Keep and maintain pesticide applicator's log.

Willingboro Township Van Sciver Parkway

Grass Cutting and Trimming

Under this item, the vendor shall perform all grass cutting on the same day and shall perform the work on the same day each week. When rain or other unforeseen circumstances prevent the vendor from performing grass cuts on the normal

scheduled day, the vendor shall perform the cuts the next day that conditions allow the work to be performed. Vendor shall notify the Townships representative any time that grass cuts will not be performed on normally scheduled day. Vendor shall cut lawn areas at site to a height of three (3) inches unless otherwise directed by the Townships representative. Under normal growing circumstances it is anticipated that weekly grass mowing will result in removal of no more than one-third of the grass at any one mowing. Vendor shall adjust mowing heights to limit cuts to one third of the grass height when the growth rate of the grass is above normal or when weather or other unforeseen circumstances delay normal grass cutting. The grass shall not be scalped, unevenly mowed, and the ground not be rutted. Trees and shrubs are not to be damaged.

Weather permitting, weekly grass cutting and weed trimming (every other week) is anticipated to be required from April 1 through October 31. After October 31, vendor shall contact the Townships representative for approval prior to cutting.

The areas around trees, sign posts, utility poles, mulched beds, etc. must be trimmed on the same day that adjacent grass is cut. The grass and weed height shall be the same as the adjacent lawn after trimming is complete.

feet

feet

feet

feet

800

116

1575

feet

Sidewalk Edging

Lawn areas along sidewalks and curbs shall be edged Monthly as part of the lawn maintenance.

Sidewalks to be edged; Van Sciver From Veterans Parkway to Route 130oTims Autodriveway to Needlepoint Lane174feet

- 180
- Needlepoint Lane to Edge of School Property
 Harrington Circle to Mini Mart property Line 724
- Auto Repair (Corner of Northampton Drive to Hasting Lane
- Hasting Lane to Hazelwood Circle Hillcrest Lane to Papa John's 0
- 0

Sidewalks to be edged; Van Sciver from Route 130 to Veterans Parkway • Full length of Roadway approximately 2 miles

Care must be taken not to throw grass or debris into lanes of traffic. Vendor will be responsible for any claims filed for damaged to vehicles while performing the duties of the specification.

Sidewalks and roadways are to be cleaned of all grass trimmings and debris, including the spraying of weeds after the cutting and trimming process.

Mulching and Weeding

The township has flower boxes as follows;

• From Sunset Road to Route 130 5 Flower Boxes (Center Island) 5 Flower Boxes (Center Island) • From Sunset Road to JFK Way 1 at the Border of Church at Buckingham Drive

Mulched and flowered beds, including around trees, shall be hand weeded monthly from May to October unless the township plants annual flowers. If annuals are planted the vendor will not be responsible for the weeding or mulching

after the initial weeding and mulch application. Mulching of beds and trees is required if no annuals are being planted. Areas are to be mulched with three (4) inches of natural ground root mulch. Areas are to be hand weeded prior to installation of the mulch.

SEE ATTACHMENT ON TOWNSHIP WEBSITE FOR APPLICABLE MAPS FOR VAN SCIVER

It is highly recommended the bidders schedule a site visit.

Any questions, please contact George Brown, MBA, QPA Purchasing Agent (609) 877-2200 ext:1061

Pre-Bid Conference

There will be a pre-bid conference held between (Between April 3-April 14) from 10 am-3pm. Vendors must send visit request email to schedule. It is highly recommended that all prospective vendors to schedule a site visit of Van Sciver Parkway in order to familiarize the contractors with the exact nature of the existing conditions of the work areas and requirements of the specifications for the extent and quality of the work to be performed. All bidders will be responsible for understanding all information in the specification. Vendors will be guaranteed the opportunity to view the locations by attending a scheduled site visit during the timeframe stated above. Note: No adjustment will be made for bidder's failure to visit the site. To schedule site visit, please send you requests to: Mr. George M. Brown Jr., QPA Email: gmbrown@willingboronj.gov

Willingboro Township Van Sciver Parkway

BASE BID

Mulching (one time in the spring)

Total (including alternate)

\$

\$_____

Please quantify your amounts by calculating the price for 4 cuts (every week) per month until October and 2 cuts per week in October. Year One Year Two Year Three Price per Cut _____ Grass Mowing / Trimming \$_____ \$_____ \$_____ Price per Edging (once a month) ____ \$_____ \$_____ Edging \$_____ **Total** \$ \$_____\$ ALTERNATE BID Price per Month (Weeding) Weeding (twice a month) \$ \$_ \$ Price per Mulching

\$

\$_

\$

\$_____

Thank you for your submission To the Township of Willingboro

Purchasing Department