



Borough of Saxonburg
420 W. Main Street
Saxonburg, PA 16056

2019 ONE-YEAR PROPOSAL LANDSCAPING CONTRACT

Roebbling Park Including Areas of Saxonburg Museum and Cooper Hall

- 2019 Time Period: Grounds maintenance and landscaping in 2019 will begin approximately one week prior to Easter and remain until the second full week of November.
- All applicants must be fully insured and licensed for the types of operations required by contract. A copy of insurance must accompany the proposal.
- Proof of insurance will include worker’s compensation and liability for injury and/or property damage.
- The approved contractor shall not be permitted to sub-contract any work stated in this bid.
- Please attach any additional information with proposal.
- All applicants must visit the site with a Borough representative in developing the bid and not use any satellite images to estimate space. The pre-bid meeting will be held at Roebbling Park on Monday, March 4, 2019.
- Bid proposals must be submitted to the Saxonburg Borough Building by 10:45 a.m. on Wednesday, March 13. Bids will be opened on Wednesday, March 13 at 11:00 a.m. at the Saxonburg Borough Building at 420 West Main Street, Saxonburg, PA 16056.
- The Borough reserves the right to reject any or all bid proposals.
- Billing must include itemized breakdown of work completed.

If there are any questions, submit an e-mail to mpapik@saxonburgpa.com or leave a voice message at 724-352-1400 x229.

ITEMIZED BASE BID

(See “Scope of Work” page 2)

ITEM	QUANTITY	UNIT PRICE	SEASONAL AMOUNT
Monthly Landscaping (includes weeding beds and trimming shrubbery as needed to keep neat and attractive)	Monthly	\$	\$
Spring Clean Up	Once Spring	\$	\$
Twice Seasonally Fertilizing and Applying Weed Control	Spring, Late Summer	\$	\$
Special Clean Up prior to September 6 for Festival of the Arts	One Time Special	\$	\$
Late Fall Clean Up	Once Fall	\$	\$
Mulch, as needed, Designated Areas	Once Spring and as needed	\$	\$
Bid Grand Total			\$

SCOPE OF WORK

- Spring and Fall Clean Up: Clean up fallen branches, leaves and other debris/trash on all areas of property i.e., beds, grounds, sidewalks, driveway areas.
- Monthly check of all landscaping areas to remove weeds and undesired growth. Also, trim dead blooms, etc.
- Mulching: All bed areas to be edged and mulched with hard wood mulch **as needed** for bare areas. Mulching should be completed with the Spring clean-up and as needed during the year.
- Planting beds to be treated with plant appropriate fertilizer.
- Fertilizer: All turf areas to be treated two times per year (Spring and Late Summer) with seasonally appropriate fertilizer. Fertilizer must be blown from paved walkways and patios.
- Weed Control: All turf areas to be treated two times per year (Spring and Late Summer) with seasonally appropriate weed control.
- Spraying of commercial-grade weed/grass killer to keep free of growth sidewalks, gazebo area, building foundations, monument areas, parking areas, and other areas designated by Borough Representatives.
- Edging of all bed areas must include removal and disposal of edging waste.
- Remove and dispose of all leaves, branches, debris, etc. each occurrence from property. No disposal in Borough dumpsters.
- All shrubbery to be pruned/trimmed as needed to keep them neat and attractive.
- Landscape maintenance work cannot be done on weekends, and some Fridays due to rentals.

While not a part of the bid process, please indicate if your firm is capable of removing a dead or dying tree and removing a tree stump. Yes No

PERFORMANCE CLAUSE

- **Prior to rendering of services, telephone notification must be made to a designated representative of the Borough (TBD).**
- **If telephone notification is not made, this can be considered a breach of contract and payment for services can be withheld.**
- **Work may be inspected by a designated representative of the Borough (TBD).**

NOTE: Should the landscaping firm believe by the end of the contract terms that work costs will exceed the contract bid total estimate, the overage will not automatically be paid by Borough. The work that causes total costs to exceed the bid total will be discussed and agreed to on a case-by-case basis with the option not to be pursued.

BIDDER NAME: _____

BIDDER ADDRESS: _____

BIDDER PHONE: _____

BIDDER WEBSITE: _____

Signature: _____ Date: _____