

**LANDSCAPING & GROUNDS CARE**

**BIDDING**

**CHECKLIST**

1. Insurance Certificate
2. Form of Contract – Executed and Notarized
3. Certifications – Executed and Notarized
4. Bid Proposal – Executed and Notarized
5. Pages 16 & 17 – Deletions
6. Form of Non-Collusive Affidavit – Executed and Notarized
7. Addendum, if any.

## SPECIFICATIONS

### LANDSCAPING AND GROUNDS CARE

#### SUMMIT HOUSING AUTHORITY

#### SUMMIT, NEW JERSEY

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The Contractor shall provide the following landscaping and grounds care services to the grounds, shrubbery, trees, and paved areas of the following properties: Weaver Street, Glenwood Place and 12 Chestnut Avenue

Provision is made in the bidding documents for separate and combined bids for these three properties.

### SCOPE OF SERVICES

Landscaping and grounds care services are to be performed as follows:

1. Spring and Fall Clean-up

Spring weeding and clean up of all lawns and grounds shall be undertaken and completed within twenty-one (21) days of the start of the contract period, but no later than April 15<sup>th</sup>. Fall clean up, including removal of all fallen leaves shall occur within fourteen days (14) of the termination date of this contract and extend if necessary to December 31<sup>st</sup>. All paved areas are to be cleaned to a “broom clean” standard at the completion date of the contract period.

2. Spring Liming

Granular lime shall be applied to all lawn areas, in accordance with the manufacturer's specifications, upon completion of spring clean up in early spring.

3. Weed, Insect and Fungus Control

Herbicide, insecticide, and fungicide are to be used, Baland for crab grass control (April), Oftanol for grubs, (May) Trimec (2-4D) for Broadleaf weed 1.5 oz. Per 1,000 sq.ft. (April) must be used to eliminate or control undesirable weeds, insects and fungi growth of all plants, lawn and/or bed areas.

4. Fertilization

Commercial lawn fertilizer shall be applied mechanically in early Spring using 10-6-4 and late fall using 10-10-10 or equal analysis, at the rate 100 lbs. Per 1,000 sq. ft. lawn area. Lawn and plant food shall be applied to plants, shrubs, trees and bed areas during the fall of each year using 10-6-4 plant food with 60% nitrogen at the rate of 200 lbs. Per sq. ft.

5. Lawn Mowing, Edging and Pruning

Lawn areas shall be cut weekly or when grass reaches a maximum height of three (3) inches. Mowing to be performed only when grass is dry or so specifically allowed by Housing Director. The first mowing during the spring, the grass shall be cut to a height of one and one half to two inches (1 ½-2"). After the first mowing, the grass shall be cut to a height not less than two (2) inches. During periods of prolonged dryness grass shall not be cut shorter than 2 ½ inches. Edging of walkway areas and planting beds shall be done after the first spring lawn mowing and once a month thereafter.

Weeding of plant bed area & berms, pruning of shrubs and trees shall be done as needed. After mowing, edging or pruning, all grass-shrubs clippings and debris shall be removed from premises and all walkways are to be left in a clean condition. The Contractor must make arrangements to dispose of these grass/shrub clippings. In no event should any materials be left on any housing authority site.

6. Seeding

Contractor shall seed or reseed all bare spots of the lawn during the months of March and April and again during the months of September and October using grass seeds in the following proportion by weight: 40% Red Fescue, 30% Kentucky Bluegrass, 30% Rye, or seed for shade if needed. Seeding shall be spread at a rate of 5 lbs. Per 1,000 sq. ft. Soil shall first be loosened to less than 2". After applying seed, seed shall be covered with loose soil, tamped, and thoroughly wetted.

7. Trimming of Trees and Shrubs

Contractor shall provide all labor, materials, and equipment to trim, fertilize and cultivate all trees and shrubs at least 2 times a year, and remove any dead plant materials as directed. Spray trees and shrubs with Sevin as required. The contractor shall maintain all trees and shrubs in such a condition that they are properly shaped and do not interfere with walkways and/or the buildings on the site. This work is limited to trees less than 12 feet tall.

8. Time of Contract

The services to be performed under this Contract shall begin on or around April 15, 2012 and continue through December 15, 2012 or until all leaves have been removed. If a change order is issued to extend the contract, the monthly price will be based on the existing contract monthly prorated price.

9. Termination of Contract

If, through any cause the Contractor shall fail to fulfill in a timely and proper manner his obligations under this contract or violate any of the covenants, agreements or stipulations, or of the services rendered are deemed unsatisfactory by the Authority, the Authority shall have the right to terminate this contract by giving of five (5) days, written notice to the contractor, in which event the Contractor shall be responsible for any additional cost incurred by the Authority.

10. Insurance

During the term of this contract, the Contractor shall at his own expense obtain and keep in effect public liability insurance, which has a “Hold Harmless” clause for the Housing Authority, as well as:

- a) Workman’s Compensation and Employers Liability Insurance
- b) Public Liability, Bodily and Property Damage:
  - 1. Injury or death of one person \$250,000
  - 2. Injury to more than one person in a single accident \$500,000
  - 3. Property damage \$100,000
  - 4. Fire and Extended Coverage Equal to bid price
- c) Automobile and Truck Public Liability Bodily
  - 1. Injury or death of one person \$250,000
  - 2. Injury to more than one person in a single accident. \$500,000
  - 3. Property damage \$100,000
- d) Contractors general liability including completed Operations \$500,000
- e) Umbrella Policy \$1,000,000

11. Non-discrimination

The Contractor agrees that he will not discriminate against any employee or applicant for employment under this Contract by reason of race, religion, color or national origin.

General Notes

Contractor shall not begin work before 8:00 a.m. nor continue working beyond 7:00 p.m. The contract shall be responsible for all grass cuttings, weeding, cultivating, fertilizing, spraying, pruning, edging, seeding and other lawn care maintenance as specified by the Housing Authority of the City of Summit during the life of the contract. It is understood that all materials and equipment needed to perform the aforementioned services are the sole responsibility of the Contractor to purchase and maintain.

**Proposals must be submitted to: Summit Housing Authority, 512 Springfield Ave., Summit, NJ 07901 no later than 10 AM on Wednesday December 7, 2011.**

Tree Removal

Nothing in the Specifications is intended to require the Contractor to remove large trees and/or large limbs at heights above ground level, which are customarily not removed as part of a landscaping and grounds care contract. Specifically, no tree in excess of 25 ft. in height is to be removed, or limb of more and 2 ½ ft. in diameter be trimmed, or any limb more than 12 feet above ground level be trimmed by the Contractor within the terms and requirements of this Contract.

FORM OF CONTRACT

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_ in the year 2011,  
By and between \_\_\_\_\_ a corporation  
organized and existing under the laws of the State of \_\_\_\_\_, a  
partnership consisting of \_\_\_\_\_, and individual trading  
as \_\_\_\_\_. Hereafter referred to as the  
“Contractor” and the Housing Authority of the City of Summit, both Corporate and  
politic organized and existing under the laws of the State of New Jersey, hereinafter  
referred to as the “Local Authority.”

WITNESSETH, that the Contractor and the Local Authority for the  
consideration stated herein mutually agree as follows:

Article 1. Statement of Services. The Contractor shall furnish all labor, materials,  
equipment and services, and perform and complete all work required in connection with  
the Specifications entitled:

SPECIFICATIONS  
LANDSCAPING AND GROUNDS CARE  
SUMMIT HOUSING AUTHORITY  
SUMMIT, NEW JERSEY

And Addenda, if any, thereto numbered \_\_\_\_\_ and dated \_\_\_\_\_.

Article 2. Contract Price. The Local Authority shall pay the Contractor for the  
performance of the Contract, subject to additions and deductions as provided in the  
Contract Documents, the sum of \_\_\_\_\_ dollars (\$\_\_\_\_\_).

Article 3. Method of Payment. The Contractor shall submit a schedule of payments prior to the first monthly invoice. Each invoice must be submitted by the 15<sup>th</sup> day of each month. Payment to the Contractor will be payable on the 30<sup>th</sup> day of each of the Contract months, beginning in April.

Article 4. Contract Documents. The Contract Documents shall consist of the following component parts:

- a. This Instrument
- b. Specifications
- c. Addenda, if any

This instrument, together with the other documents enumerated in this Article 4, with said other documents are as fully a part of the Contract as if hereto attached or herein repeated, form the Contract. In the event that any provision of any other component part, the provision in the component part first enumerated in this Article 4 shall govern, except as otherwise specifically stated. The various provisions in Addenda shall be construed in the order of preference of the Component part of the Contract which each modifies.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed in three (3) original counterparts the day and year first above written.

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTEST:

Address

\_\_\_\_\_ BY: \_\_\_\_\_

\_\_\_\_\_ TITLE: \_\_\_\_\_

Housing Authority of the City of Summit

\_\_\_\_\_ By: \_\_\_\_\_

\_\_\_\_\_ BY: \_\_\_\_\_

(SEAL)

CERTIFICATIONS

I, \_\_\_\_\_, certify that I am the \_\_\_\_\_ of the Corporation named as Contractor herein; that \_\_\_\_\_ who signed this Contract on behalf of the Corporation, was then \_\_\_\_\_ of said Corporation; that said Contract was duly signed for and on behalf of said Corporation by authority of its governing body, and is within the scope of its corporate powers.

(Corporate Seal)

By: \_\_\_\_\_

Title: \_\_\_\_\_

I HEREBY CERTIFY, that, to the best of my knowledge and belief, based upon observation and inquiry, \_\_\_\_\_ who signed this Contract for the \_\_\_\_\_, had authority to execute the same, and is the individual who signs similar Contracts on behalf of this Corporation with the public generally.

By: \_\_\_\_\_

(The person who signed the Contract for the Summit Housing Authority must make this last certification.)

(Print or type all names beneath all signatures.)

BID PROPOSAL  
FOR  
LANDSCAPING AND GROUNDS CARE

TO: The Housing Authority of the City of Summit  
512 Springfield Avenue  
Summit, New Jersey 079430

Gentlemen:

Pursuant to, and in compliance with your proposal dated \_\_\_\_\_  
the undersigned, having familiarized himself with said proposal and with the local  
conditions affecting the cost of the work, hereby proposed to render landscaping and  
grounds care services including all labor, materials and equipment required for the  
property listed below, in accordance with the following cost:

BID PROPOSAL  
For  
Landscaping and Grounds Care

Item 1. Landscaping and grounds care on a contract basis at the Weaver Street  
Housing Site, Summit, NJ in accordance with the Bid Specifications for  
a Total Price of: \$ \_\_\_\_\_

State Amount in writing - \_\_\_\_\_

Item 2. Landscaping and grounds care on a contract basis at the Glenwood Place Housing Site, Summit, NJ in accordance with the Bid Specifications for a Total Price of: \$ \_\_\_\_\_

State Amount in writing - \_\_\_\_\_

Item 3. Landscaping and grounds care on a contract basis at the 12 Chestnut Avenue Housing Site, Summit, NJ in accordance with the Bid Specifications for a Total Price of: \$ \_\_\_\_\_

State Amount in writing - \_\_\_\_\_

Item 10. Landscaping and grounds care on a contract basis at all of the above sites, Summit, NJ in accordance with the Bid Specifications for a Total Price of: \$ \_\_\_\_\_

State Amount in writing - \_\_\_\_\_

By: \_\_\_\_\_

Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
City and State

\_\_\_\_\_  
Telephone Number

BID ALTERNATES

The base bid to be submitted by each bidder shall be for the total lawn care as specified herein, including but not limited to thatching, soil PH adjustment, fertilizing, pest control, weed control, spot seeding, cutting, trimming, walkway edging, litter and natural debris removal, and for shrub and small tree care including feeding, weed control, pruning to remove dead materials, planting and bed edging.

The award of a contract shall be based on the lowest most responsible bid for this work.

Bidders are herein required to state on the attached forms the amount from their bid to be deducted from their bid for the deletion of the following items of work by project site.

**1. Spring and Fall Clean-up**

- a. Weaver Street \$ \_\_\_\_\_
- b. Glenwood Place \$ \_\_\_\_\_
- c. 12 Chestnut Avenue \$ \_\_\_\_\_
- d. Total of all nine sites \$ \_\_\_\_\_

**2. Liming, Fertilization and Weed Control**

- a. Weaver Street \$ \_\_\_\_\_
- b. Glenwood Place \$ \_\_\_\_\_
- c. 12 Chestnut Avenue \$ \_\_\_\_\_
- d. Total of all nine sites \$ \_\_\_\_\_

**3. Grass Cutting**

- a. Weaver Street \$ \_\_\_\_\_
- b. Glenwood Place \$ \_\_\_\_\_
- c. 12 Chestnut Avenue \$ \_\_\_\_\_
- d. Total of all nine sites \$ \_\_\_\_\_

**4. Edging of Sidewalks & Parking Areas**

- a. Weaver Street \$ \_\_\_\_\_
- b. Glenwood Place \$ \_\_\_\_\_
- c. 12 Chestnut Avenue \$ \_\_\_\_\_
- d. Total of all nine sites \$ \_\_\_\_\_

**5. Trimming of Trees & Shrubs**

- a. Weaver Street \$ \_\_\_\_\_
- b. Glenwood Place \$ \_\_\_\_\_
- c. 12 Chestnut Avenue \$ \_\_\_\_\_
- d. Total of all nine sites \$ \_\_\_\_\_

**6. Removal of Cut Material**

- a. Weaver Street \$ \_\_\_\_\_
- b. Glenwood Place \$ \_\_\_\_\_
- c. 12 Chestnut Avenue \$ \_\_\_\_\_
- d. Total of all nine sites \$ \_\_\_\_\_