

New Freedom Borough Invitation to Bid Lawn Mowing Services

**BIDS MUST BE RECEIVED AT THE NEW FREEDOM BOROUGH OFFICE
49 EAST HIGH STREET, NEW FREEDOM, PA
OR
VIA EMAIL – MANAGER@NEWFREEDOMBORO.ORG**

NO LATER THAN DECEMBER 3, 2024 AT 10:00AM

Intent

To furnish all services, skilled labor, materials, equipment, tools, and insurance certificates necessary to perform the municipal lawn mowing services for New Freedom Borough (herein referred to as “Borough”) according to the project specifications contained herein for the period of April 1, 2025 through October 31, 2027

Property Locations

Various sites located within New Freedom Borough, as described in “Exhibit A.”

Scope of Services – Lawn Mowing and Trimming

- 1) Bids are requested for mowing services. The prices in the bid should reflect a per-cut-price for lawn maintenance services. Cost must include all necessary hand trimming with appropriate equipment.
- 2) The Borough will advise successful bidder when to begin the cutting season and if during the mowing season, a weekly cutting is not necessary, the successful bidder shall be so advised.
- 3) Each bidder should review to their satisfaction the areas that are to be mowed and maintained.
- 4) All areas described in the specifications are to be mowed weekly unless otherwise specified.
- 5) Trimming of all grass and weeds along all buildings, structures, foundations, flower, trees and shrub beds, sidewalks, nature trails, around isolated poles and trees, and along fences and curb lines.
- 6) Grass areas are to be cut and trimmed at a minimum of once per week as appropriate or as determined by the Public Works Superintendent of the Borough or his/her designee. At the discretion of the Superintendent, the Contractor or Borough staff may perform this additional mowing.

- 7) Cutting blades shall be maintained in a sharp condition.
- 8) Mowing around buildings, structures, and vehicles shall be done in a manner as to NOT blow clippings onto them. All grass and weed clippings will be cleaned from all parking lots, sidewalks, walkways, and any other non-grass areas the same day as each cutting.
- 9) Prior to each mowing, all paper, fallen tree limbs, and debris is to be removed from lawn, grass, and turf areas.
- 10) Any excessive clumps of cut grass shall be removed from the site.
- 11) The Contractor must take care in their mowing along changes in slope so that no lawn area is "scalped" or "burned" by the lawn mower blades.
- 12) The Contractor must take care when using "zero turn mowers" as to not damage the lawn by sliding the mower tires while making a zero-degree turn.
- 13) The Contractor must take care of trimming around all trees and fences so as not to damage tree trunks, posts or fabric. Any damaged posts or fabric shall be replaced at the Contractor expense.
- 14) No cutting can be performed while authorized groups are utilizing the athletic fields.
- 15) The Borough shall have the right to increase or delete cuttings due to weather conditions or other just cause.
- 16) All areas shall be completely cut and trimmed at every cutting. Partial cuttings of locations shall not be permitted unless directed by the Borough.

Specifications for Lawn Mowing Services

- 1) The Contractor, while engaging in carrying out and complying with any of the requirements of this project, is an Independent Contractor and is not an officer, agent, or employee of the Borough.
- 2) The Borough shall have the right to act on all matters not specifically provided herein.

- 3) If the Contractor should file a petition for bankruptcy or if it should make a general assignment for the benefit of its creditors or if a receiver should be appointed on account of its insolvency or if it should violate any terms and conditions of the project specifications and Agreement, the Borough may, without prejudice to any other right or remedy, terminate the Agreement and make other appropriate arrangements for the mowing services to be provided hereunder. In that event the Contractor shall only be entitled to be paid for work satisfactorily completed and shall not be entitled to any compensation for lost profits or any demobilization costs.
- 4) The Contractor represents and warrants to the Borough that it is solvent financially, is experienced in and competent to perform the mowing services and that its officers are familiar with all Federal, State or other regulatory Laws, Ordinances, and Regulations which in any manner whatsoever may affect its services.
- 5) Interested Contractors shall visit the sites before submitting Bids, so they are entirely familiar with the conditions. Bidders are instructed NOT to rely on the approximate acreage listed in the Bid/Agreement pages. Those acreages are provided only to help the Bidder determine the general scope of the project. No allowances for extras will be made due to the neglect of the Contractor to properly study the conditions before submitting the quote.
- 6) Once the Bid has been awarded, the Contractor shall provide a copy of a current Pennsylvania Child Abuse Clearance form and a copy of a Pennsylvania State Police Criminal Records Check for each of the Contractor's employees. No employee may be used on this project if the Contractor has not submitted satisfactory forms for that employee.
- 7) The Borough, for the purposes of this Bid and Agreement is:
New Freedom Borough
49 East High Street
New Freedom, PA 17315
- 8) Indemnification:
 - a. The Contractor will indemnify and hold harmless the Borough and their agents, consultants, and employees from and against all claims, damages, losses, and expenses including Attorney's fees arising out of or resulting from the performance of the work, provided that any such claims, damage, loss, or expense is attributable to bodily injury, sickness, disease, or death or to injury to or destruction of tangible property including the loss of use resulting there from; and is caused in whole or in part by any negligent or willful act or omission of the Contractor, Subcontractor, or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable.

- b. In any or all claims against the Borough, or any of their agents, consultants, or employees by any employee of the Contractor, Subcontractor, or anyone directly or indirectly employed by any of them or anyone for those acts any of them may be liable, the indemnification obligation shall not be limited in any way by any benefits payable by or for the Contractor or any Subcontractor under Workers Compensation Acts, Disability Acts, or other Employee Benefits Acts.

General Contract Requirements

- 1) The Contractor shall provide proof of insurance as follows:
 - a. The Contractor shall carry Workers Compensation Insurance for all their employees and those of the Subcontractors engaged in work at the site, in accordance with State Workers Compensation Laws.
 - b. The Contractor shall carry Liability Insurance with limits specified herein to protect the Contractor and his Subcontractors against claims for injury to or death of one, or more than one, person, because of accidents which may occur or result from operations under the Contract; such insurance shall cover the use of all equipment, including but not limited to lawn mowing equipment and motor vehicles in the performance of this project.
 - c. The Contractor shall carry, during the life of the Contract, Property Damage Insurance in an amount specified herein to protect the Contractor and his Subcontractor from claims for property damage which might arise from operations under the Contract.
 - d. Liability and Property Damage Insurance – \$1,000,000.00 aggregate coverage with the Borough listed as an additional insured.
 - e. Automobile Liability Insurance – \$1,000,000.00 aggregate coverage with the Borough listed as additional insured.
 - f. A certificate verifying Workers Compensation Insurance, as required by law, in the amount of at least \$500,000.00
- 2) Invoices shall be submitted on a calendar month basis.

Performance of Successful Bidder

The Borough reserves the right to cancel its contract should the successful bidder fail to perform the work or furnish the items specified herein, and/or in accordance with their proposal.

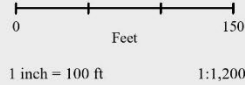
Exhibit A

Location #1: New Freedom Borough Office, 49 East High Street

Parcel - 780000102830000000



Owner - NEW FREEDOM BORO
Property Address - 49 E HIGH ST
Tax Municipality - New Freedom Boro
School District - Southern School District
Class - Exempt
Land Use - E - Police Station
Acres - 1.19
Assessed Land Value - \$ 103,930
Assessed Building Value - \$ 602,690
Assessed Total Value - \$ 706,620
Sale Date -
Sale Price - \$ 0
Deed Book - 26F, Page 494



Legend

- Land Joins
- Selected Parcel
- Parcels
- Municipal Boundary

Layers should not be used at scales larger than 1:2,400 (Note: Pixelation will occur at scales 1" = below 200 Ft.)



Aerial Photography - 2021

Last Updated: 3/19/2024



Inset Map



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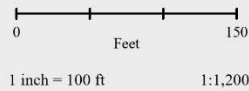
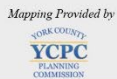
Location #2: New Freedom Public Works #1, 45-49 E High Street

Parcel - 78000010188A000000



Owner - NEW FREEDOM BORO
Property Address - 45-49 E HIGH ST
Tax Municipality - New Freedom Boro
School District - Southern School District
Class - Exempt
Land Use - E - Government Center
Acres - 0.649
Assessed Land Value - \$ 65,540
Assessed Building Value - \$ 169,630
Assessed Total Value - \$ 235,170
Sale Date -
Sale Price - \$ 0
Deed Book - 1377, Page 2323

Layers should not be used at scales larger than 1:2400 (Note: Fixation will occur at scales 1" = below 200 FT.)



Legend

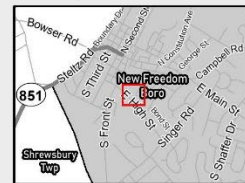
- Selected Parcel
- Parcels
- Municipal Boundary

Aerial Photography - 2021

Last Updated: 3/19/2024



Inset Map



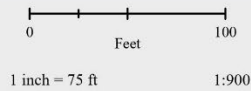
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Location #3: New Freedom Public Works #1, 45 East High Street

Parcel - 78000010188B000000



Owner - NEW FREEDOM BOROUGH
Property Address - 2 E HIGH ST
Tax Municipality - New Freedom Boro
School District - Southern School District
Class - Exempt
Land Use - E - Exempt - Auxiliary
Acres - 0.692
Assessed Land Value - \$ 48,880
Assessed Building Value - \$ 35,080
Assessed Total Value - \$ 83,960
Sale Date - Jul. 13, 1993
Sale Price - \$ 47,500
Deed Book - 0673, Page 1039



Legend

- Selected Parcel
- Parcels
- Municipal Boundary

Layers should not be used at scales larger than 1:2400 (Note: Fixation will occur at scales 1" = below 200 Ft.)

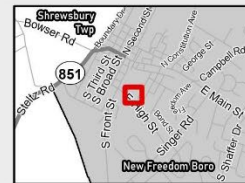


Aerial Photography - 2021

Last Updated: 12/21/2022



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Location #4: Marge Goodfellow Park, 1 Playground Alley (area outlined in red with white fill)

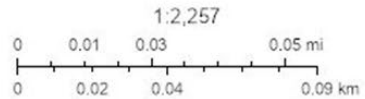
Tax Parcel Information



9/17/2024, 8:07:38 AM

Roads

- Local Road
- Tax_Parcel



York County Planning Commission: Joe Simora, Parcel Updated: 09/16/2024, Maxar, Microsoft

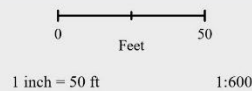
Location #5: Well #1, 34 South Front Street

Parcel - 780000101350000000



Owner - NEW FREEDOM BORO PUMP HOUSE
Property Address - S FRONT ST
Tax Municipality - New Freedom Boro
School District - Southern School District
Class - Exempt
Land Use - E - Water/Sewage Plant
Acres - 0.184
Assessed Land Value - \$ 26,000
Assessed Building Value - \$ 41,760
Assessed Total Value - \$ 67,760
Sale Date - Dec. 03, 1959
Sale Price - \$ 1
Deed Book - 48Y, Page 232

Layers should not be used at scales larger than 1:2400 (Note: Fixation will occur at scales 1" = below 200 Ft.)



Legend

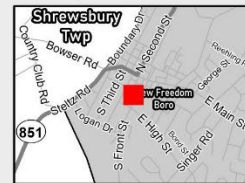
- Selected Parcel
- Parcels
- Municipal Boundary

Aerial Photography - 2021

Last Updated: 12/21/2022



Inset Map



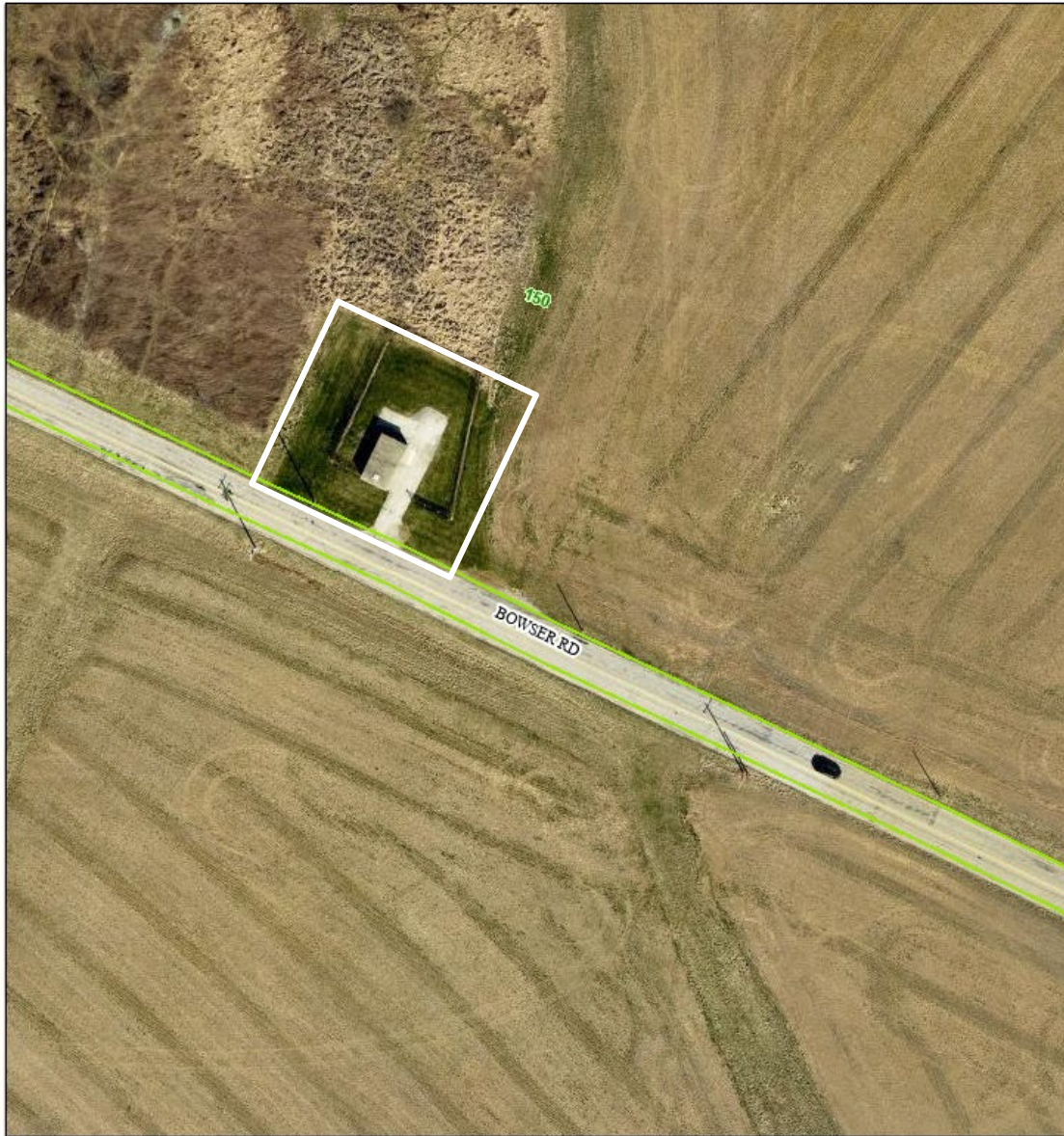
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Location #6: Koller Pointe Water Tower, Logan Drive



Location #7: Well #8, Bowser Road

Tax Parcel Information

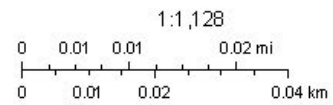


9/11/2024, 1:27:07 PM

Roads

Local Road

Tax_Parcel



York County Planning Commission: Joe Simora, Maxar, Microsoft, Parcel
Updated: 09/03/2024

Location #8: Well #7, Bowser Road

Tax Parcel Information



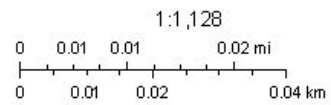
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— Land Join

Roads

— Local Road

□ Tax_Parcel



York County Planning Commission: Joe Simora, Maxar, Microsoft, Parcel
Updated: 09/03/2024

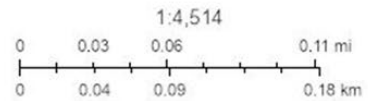
Location #11: Wethersfield Community Park, North Constitution Avenue (area outlined in red with white fill – 2 passes along each side of driveway and both sides of entrance)

Tax Parcel Information



9/17/2024, 8:21:29 AM

- Land Join
- Roads
- Local Road
- Tax_Parcel



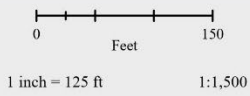
York County Planning Commission: Joe Simora, Parcel Updated: 09/16/2024, Maxar

Location #12: Veterans Memorial Park #1, Veterans Drive

Parcel - 78000AI0056D000000



Owner - NEW FREEDOM BORO SECRETARY COMMUNITY CENTER
Property Address - VETERANS DR
Tax Municipality - New Freedom Boro
School District - Southern School District
Class - Exempt
Land Use - E - Recreational/Parks/Camps
Acres - 3.86
Assessed Land Value - \$ 114,570
Assessed Building Value - \$ 166,270
Assessed Total Value - \$ 280,840
Sale Date - Sep. 05, 1978
Sale Price - \$ 16,000
Deed Book - 78E, Page 922



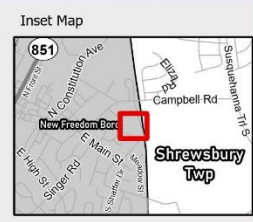
- Legend**
- Selected Parcel
 - Parcels
 - Municipal Boundary

Layers should not be used at scales larger than 1:2400 (Note: Fixation will occur at scales 1" = below 200 Ft.)

Mapping Provided by

 YCPC
 PLANNING
 COMMISSION

Aerial Photography - 2021
 Last Updated: 12/21/2022



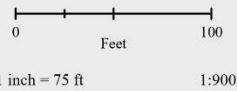
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Location #13: Veterans Memorial Park #2, Veterans Drive

Parcel - 780000501150000000



Owner - NEW FREEDOM BOROUGH
Property Address - VETERANS DR
Tax Municipality - New Freedom Boro
School District - Southern School District
Class - Exempt
Land Use - E - Government Nec
Acres - 0.117
Assessed Land Value - \$ 7,940
Assessed Building Value - \$ 4,440
Assessed Total Value - \$ 12,380
Sale Date -
Sale Price - \$ 0
Deed Book - 100F, Page 0859



Legend

- Selected Parcel
- Parcels
- Municipal Boundary

Layers should not be used at scales larger than 1:2400 (Note: Fixation will occur at scales 1" = below 200 FT.)

Mapping Provided by



Aerial Photography - 2021

Last Updated: 12/21/2022

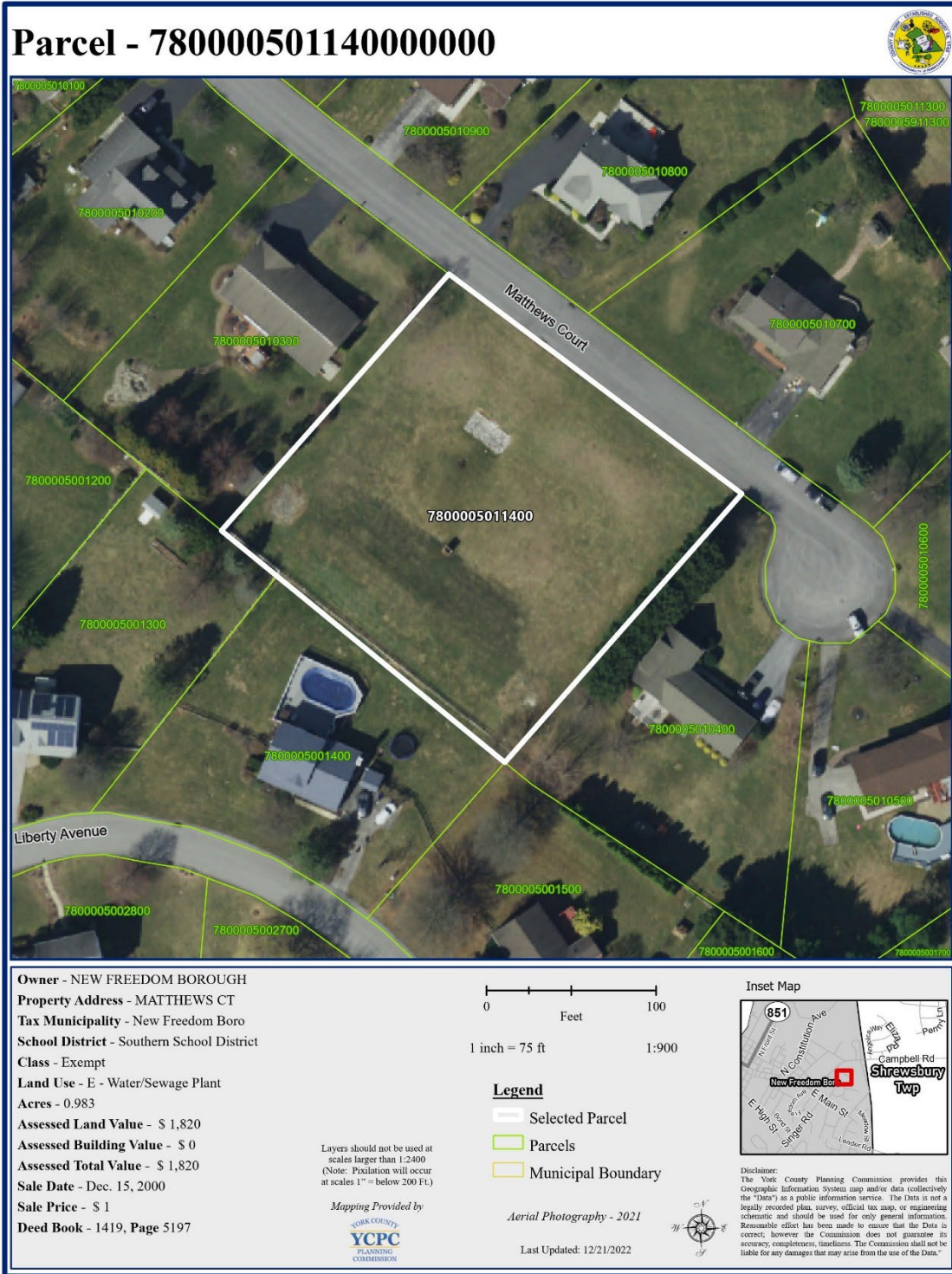


Inset Map

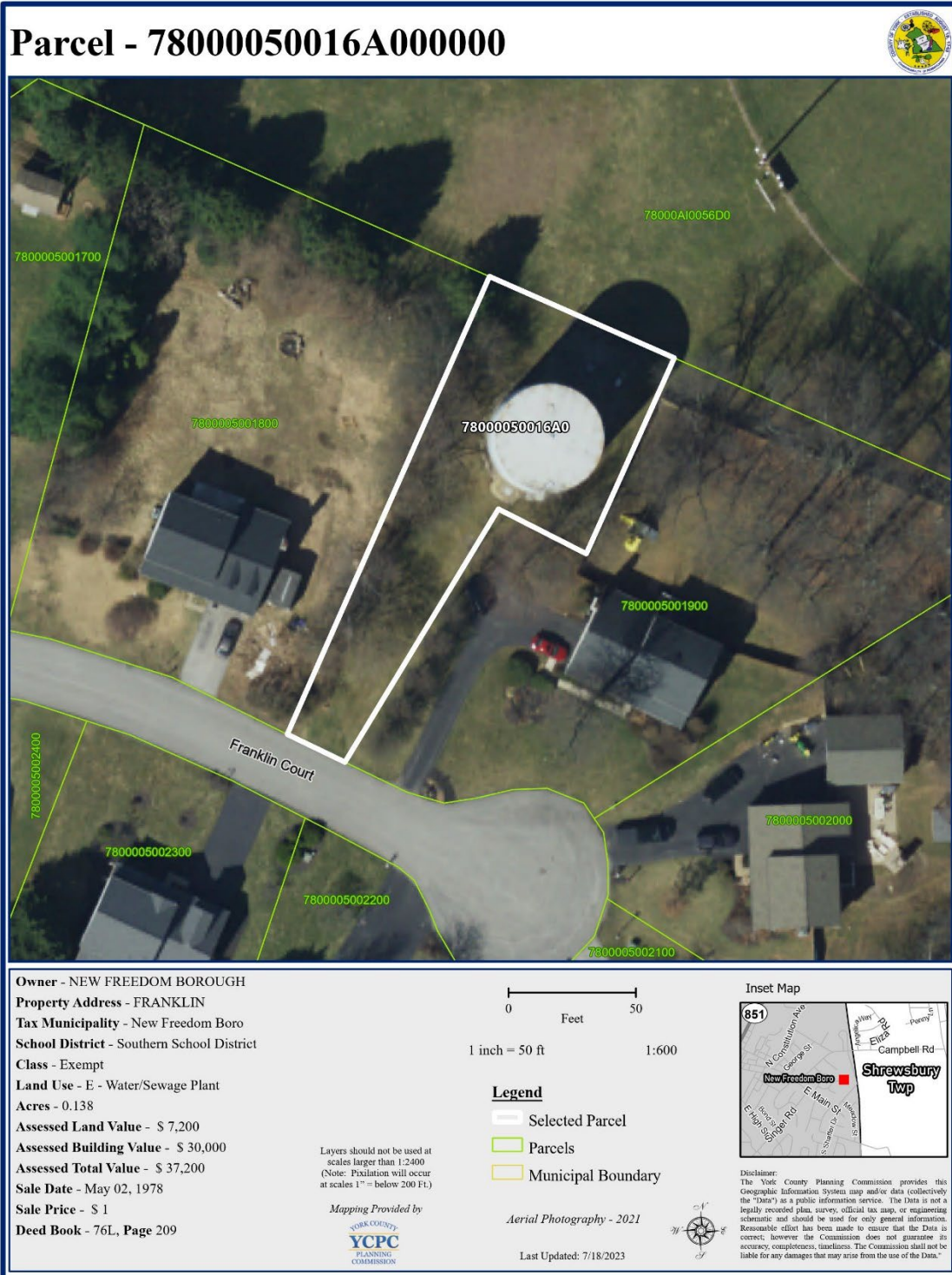


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Location #14: Matthews Court Stormwater Basin, Matthews Court

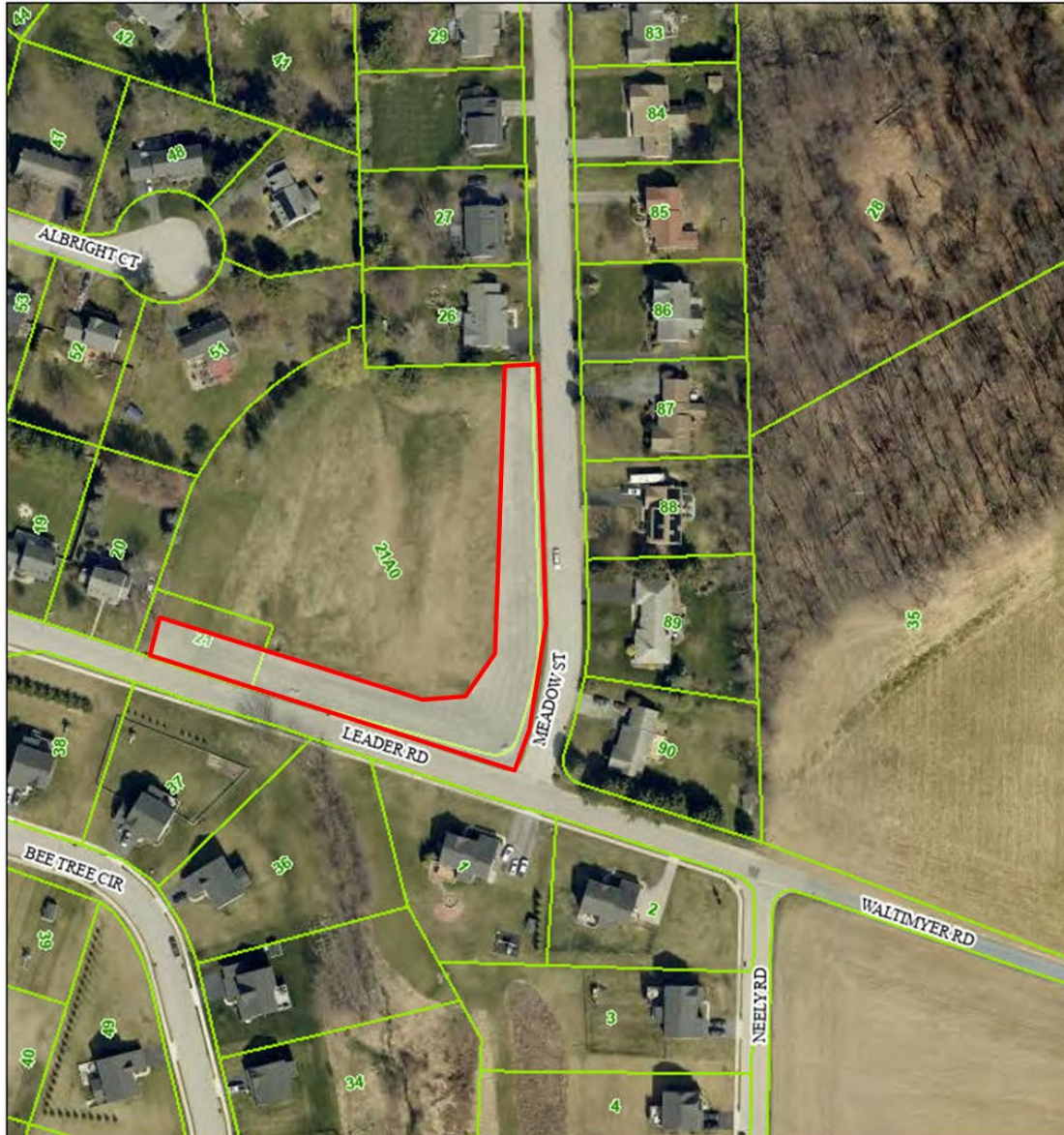


Location #15: Slider Water Tank, Franklin Court



Location #16: Meadow Street Stormwater Basin #1, Corner of Meadow Street and Leader Road (area outlined in red with white fill)

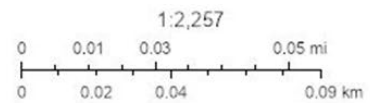
Tax Parcel Information



9/17/2024, 8:27:46 AM

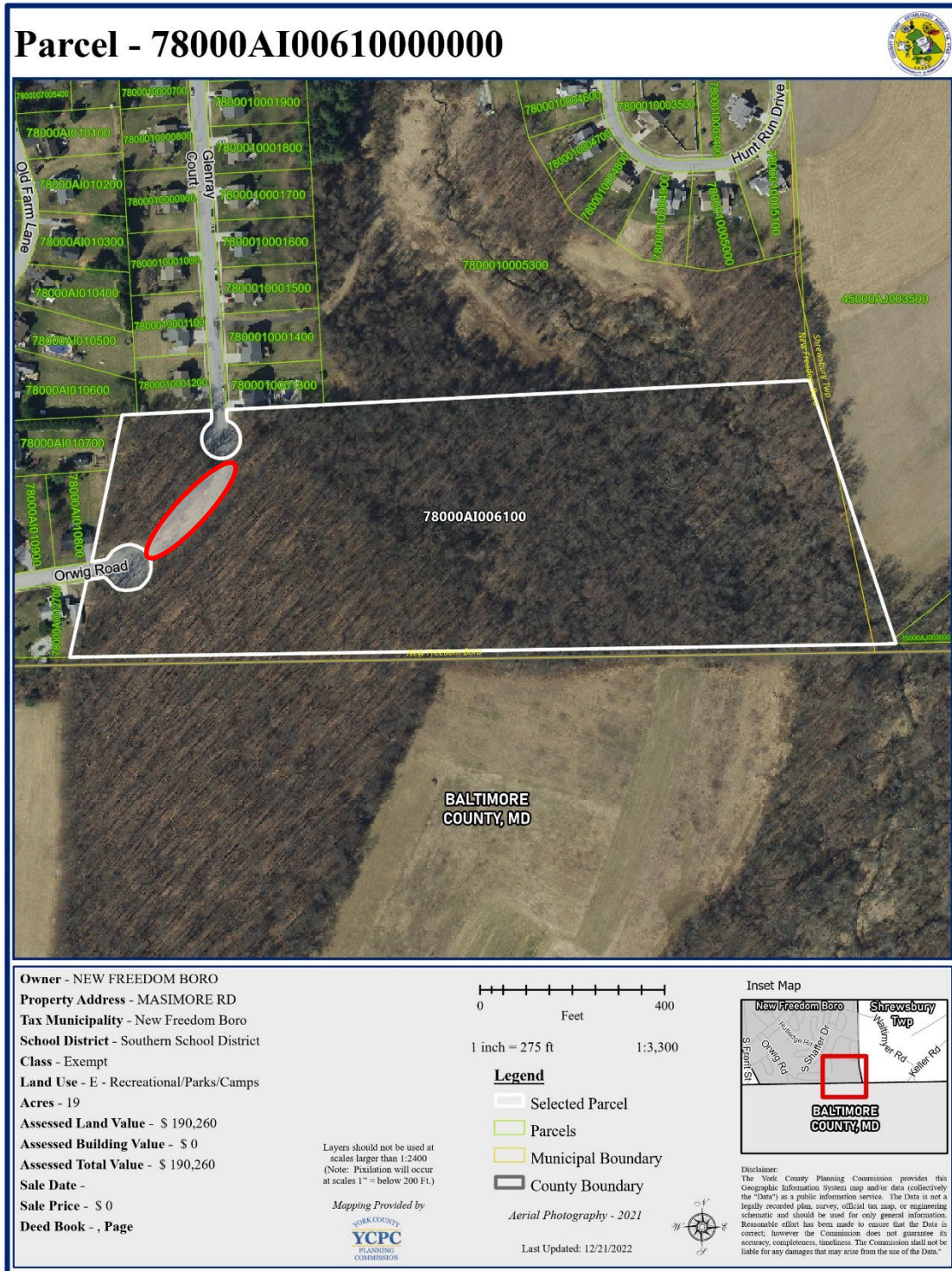
Roads

- Local Road
- Tax_Parcel



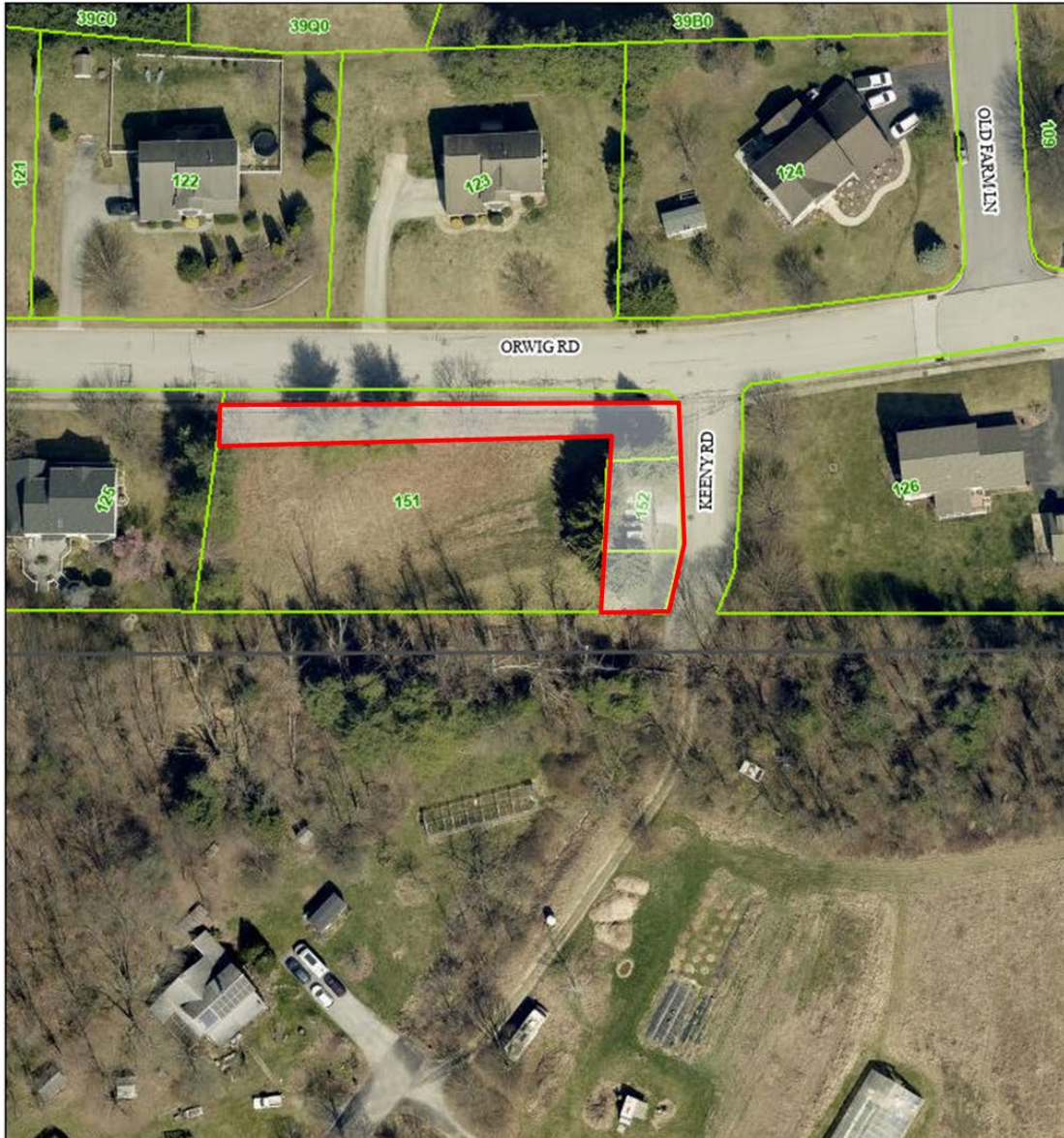
York County Planning Commission: Joe Simora, Parcel Updated: 09/16/2024, Maxar, Microsoft

Location #17: Earnst Park, Orwig Road (area between cul-de-sacs outlined in red with white fill)



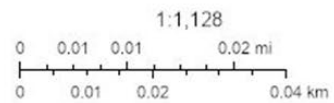
Location #18: Orwig Road Stormwater Basin, Corner of Orwig Road and Keeny Road (area outlined in red with white fill)

Tax Parcel Information



9/17/2024, 8:35:54 AM

- County PA_MD Boundary
- Roads
- Local Road
- Tax_Parcel



York County Planning Commission: Joe Simora, Parcel Updated: 09/16/2024, Maxar, Microsoft

Location #19: Quail Ridge Park, Orwig Road (area outlined in red with white fill)

Tax Parcel Information



9/17/2024, 8:40:05 AM

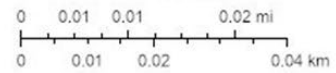
County PA_MD Boundary

Roads

Local Road

Tax_Parcel

1:1,128



York County Planning Commission: Joe Simora, Parcel Updated: 09/16/2024, Maxar, Microsoft

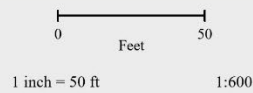
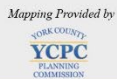
Location #20: Country Manor Stormwater Basin, Country Manor Drive

Parcel - 780000602220000000



Owner - NEW FREEDOM BOROUGH
Property Address - COUNTRY MANOR LN
Tax Municipality - New Freedom Boro
School District - Southern School District
Class - Exempt
Land Use - E - Exempt - Vacant Land
Acres - 0.627
Assessed Land Value - \$ 0
Assessed Building Value - \$ 0
Assessed Total Value - \$ 0
Sale Date - Jun. 07, 2023
Sale Price - \$ 1
Deed Book - 2783, Page 2755

Layers should not be used at scales larger than 1:2400 (Note: Fixation will occur at scales 1" = below 200 Ft.)



Legend

- Selected Parcel
- Parcels
- Municipal Boundary

Aerial Photography - 2021

Last Updated: 3/19/2024



Inset Map



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Location #21: New Freedom Community Center, 150 East Main Street (areas outlined in red with white fill)

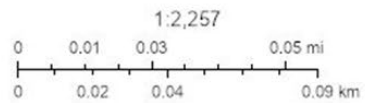
Tax Parcel Information



9/17/2024, 11:12:57 AM

Roads

- Local Road
- Tax_Parcel



York County Planning Commission: Joe Simora, Parcel Updated: 09/16/2024, Maxar, Microsoft

Location #22: Freedom Avenue Island, Freedom Avenue

Tax Parcel Information

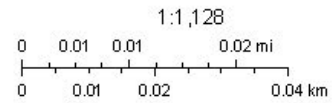


9/11/2024, 2:51:47 PM

Roads

Local Road

Tax_Parcel



York County Planning Commission: Joe Simora, Maxar, Microsoft, Parcel
Updated: 09/03/2024

Web App: ArcGIS
Earlstar Geographics | York County Planning Commission: Joe Simora | Parcel | Updated: 09/03/2024 | Earlstar Geographics |

**New Freedom Borough
 BID SUBMISSION FORM
 Lawn Mowing Services - Bid Opening - December 3 at 10:00AM**

Name of Bidder (Legal name):		
Mailing Address:		
City:	State:	Zip Code:
Telephone Number:	Email Address:	
Name of Contact Person:	Federal Identification Number:	

Bidder Acknowledgement/Certification

The Bidder hereby certifies that the materials submitted in response to this Invitation to Bid and the price(s)/rate(s) offered on this Bid Submission Form are true and accurate to the best of the Bidder's knowledge.

The Bidder agrees that the price(s)/rate(s) offered herein shall remain in effect until the Borough awards the agreement and throughout the duration of the agreement.

The Bidder further understands that the quoted price(s)/rate(s) must include all of the bidder's costs. By submitting the Bid Submission Form the Bidder hereby claims its willingness to certify to and comply with all requirements and terms and conditions.

The Bidder understands that its bid response will become a public document and will be open to public inspection.

Bidder's Signature:	Date:
Printed Name:	Title:

BID PROPOSAL TO BOROUGH OF NEW FREEDOM

Having examined the Specifications for lawn mowing services in the Borough of New Freedom, York County, Pennsylvania and subject to all conditions thereof, the undersigned proposes to furnish all labor and equipment to perform all the work in accordance with the Specifications, which are made a part hereof, for:

For year one , beginning April 1, 2025.	
1. Year One Price (per weekly service)	\$
For year two , beginning April 1, 2026.	
2. Year Two Price (per weekly service)	\$
For year three , beginning April 1, 2027.	
3. Year Three Price (per weekly service)	\$
Average Weekly Contract Price i.e. (1+2+3)/3 =	\$

The Borough Council reserves the right to accept or reject any and all bids. This proposal is made on the basis of said specifications and conditions of bidding therein set forth and accepts the same. **If awarded, the bid shall be awarded to the lowest responsible bidder on the basis of the average amount of the weekly service for the Contract Period (April 1, 2025 – October 31, 2027).**

NON-COLLUSION AFFIDAVIT

STATE OF _____

SS:

COUNTY OF _____

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

I state that:

(1) The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.

(2) Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid 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 bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.

(4) The bid of my firm 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 bid.

(5) _____, a person as defined by 62 Pa. C. S. 4502, is not currently under investigation by any governmental agency and have not in the last three (3) 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 firm] understands and acknowledges that the above representations are material and important, and will be relied on by New Freedom Borough in awarding the contract(s) for which this bid is submitted.

I understand and my firm understands that any misstatement in this Affidavit is and shall be treated as fraudulent concealment from New Freedom Borough of the true facts relating to the submission of bids for this contract.

[Name of Company Position]

SWORN TO AND SUBSCRIBED
BEFORE ME THIS _____ DAY
OF _____, 20__

NOTARY PUBLIC

MY COMMISSION EXPIRES: