

GENERAL REQUIREMENTS

1.1 PROJECT INFORMATION

- A. Name: Graeme Park
Lawn Care Maintenance & Snow Removal Services
- B. Location: Graeme Park
859 County Line Road
Horsham, PA 19044
- C. Issuing Office: Lisa Burchfield
PA Historical & Museum Commission
300 North Street, Room 531
Harrisburg, PA 17120-0024
717-705-0557
liburchfie@pa.gov
- D. Project Managers: Janice Mullin (717-783-9935)
- E. All bid questions regarding this project shall be directed to the Issuing Office only. The Issuing Office shall not be bound by any verbal information nor shall it be bound by any written information that is not either contained within the bid or formally issued as an addendum by the Issuing Office.

1.2 BID INFORMATION

- A. **Responses to this bid will only be accepted electronically. You must go to www.pasupplierportal.state.pa.us to complete this bid. Bids are due by 2:00 PM on Thursday, June 7, 2018.**

1.3 SITE VISITS

Site visits can be arranged by contacting the project manager. Please allow a three (3) day lead time.

1.4 DESCRIPTION OF THE WORK

Vendor must provide all labor, materials, supplies and equipment to provide lawn care services and snow removal services at Graeme Park. The contract will begin when the purchase order is issued or July 1, 2018 (whichever date is later) and end on June 30, 2020. By mutual consent, this agreement may be renewed for three (3) additional one (1) year renewals provided both parties agree to the terms. The same terms and conditions set forth in the initial contract will remain in full effect for all renewal periods. The contractor may adjust the cost of each yearly renewal period provided the cost does not increase by more than 3% annually.

Scheduling of all lawn care maintenance and snow removal will be coordinated with the project manager. Schedules may be changed to accommodate site calendar of events, weather, turf conditions and any construction or maintenance projects. Notification of any additional events/programs requiring lawn care services will be given to the vendor on a timely basis.

LAWN CARE SERVICES

A. Mowing - Each mowing to consist of the following (See map A):

- 1) Grass will be cut on an as needed basis (weekly in season) or as determined by project manager. Mowed and trimmed areas shall be of a neat and uniform height (2"-3") and appearance without ragged ends or un-mowed ridges or patches. Vendor must avoid spraying grass clippings on buildings, their foundations, fences, or other obstacles.
- 2) Hand mowing may be necessary in some areas.
- 3) Carefully trim around all obstacles including but not limited to fence, mature trees, shrubbery, etc.
- 4) Debris removal including fallen tree limbs and other debris shall be collected after storms (i.e. as needed). Branch/debris pick up is the responsibility of the vendor prior to mowing as needed. Debris may not be disposed of on the Graeme Park Property.
- 5) Vacuum all lawn clippings from ramps, pathways, sidewalks, and steps.
- 6) Filling of ground hog holes is allowable.

B. Weed Control (See map B)

- 1) Unightly weeds shall be removed / controlled as needed.
 - a. If your company will use chemical weed control like 'Roundup', they are required to have a pesticide license issued from the PA Department of Agriculture. You must provide the professional applicators license number of the company or person responsible for the weed control application and name the weed control substance to be used. This information shall be submitted with the bid form. Weed control application must be applied in accordance to the manufacturer's guidelines. **'Roundup' should not be used directly around building foundations, in or near garden bed areas, or near shrubs or immature trees.**
 - b. Alternatively, or additionally, weeds may be pulled by hand.
 - c. Alternatively, or additionally, string trimming may be used to control weeds. String trimming should not be used near immature trees. Care should also be taken to avoid damaging or destroying flowers, shrubbery, structures, or other obstacles.

C. Field Cutting (See map C)

- 1) Cut grass in field of approximately 8 acres once annually (generally in June) with a brush hog or similar equipment. Time frame to be specified by project manager. Cuttings dates will be agreed upon by the vendor and project manager.

D. Fall Cleanup - Leaf Removal

- 1) Fall leaves shall be removed once per month in October and November. (see map A)

E. Spring Cleanup

- 1) Debris Removal including fallen tree limbs and other debris shall be collected in the spring before mowing season starts.

SNOW REMOVAL SERVICES

Snow is to be cleared within eight (8) hours of the end of the snow occurrence.

A. Snow and/or ice accumulations under 3" (See map D)

- 1) For snowfall over 1", clear all walkways to the Keith House and Summer Kitchen and brick walkway 48' long by 3' wide to Visitor Center.
- 2) Cleared snow cannot block pathways to the house or the visitor center or doors to any building.
- 3) Apply ice melt as needed to pathways, roadways, and paved areas.

B. Snow Removal of 3" or more (plowing required) (See map E)

- 1) Plow all paved areas, driveway to County Line Road (approximately 850' plowed 2 car widths) and parking area (approximately 100' x 60').
- 2) Clear all walkways to the Keith House and Summer Kitchen and brick walkway 48' long by 3' wide to Visitor Center.
- 3) Cleared snow cannot block pathway to the house or the visitor center, or doors to any building.
- 4) Apply ice melt as needed to pathways, roadways, and paved areas.

C. Application of Ice Melt/Salt Only

- 1) For icy conditions where snow removal is not required.

1.5 GENERAL INFORMATION

- A. Coordinate access to the site, parking and working hours with the Project Manager.
- B. The Contractor shall limit the use of the premises to the work and time schedules agreed upon and shall cooperate fully with the project manager to minimize conflicts and to facilitate site usage and public enjoyment. As a courtesy to the public, workers will be expected to cease operation of power equipment during programs or when tour guides are conducting visitors through areas where maintenance operations are in progress.
- C. Protect all trees, plant materials and other facilities from damage while performing maintenance operations of all kinds. Care must be given in order to avoid damage to the roots and lower trunk bark caused by improper mowing or trimming. Riding mowers are permitted but no one under the legal driving age may operate riding lawn mowers on Commonwealth property.
- D. Number of lawn cuttings and snow removals is estimated and on an "as needed basis". PHMC is responsible only for payment of actual expenses incurred not based on estimated amounts. Payment will be processed upon satisfactory completion of service and submission of an invoice. Invoices may be submitted following each service rendered or on a per month basis.
- E. Vendor will correct maintenance work not performed in accordance with the contract requirements. No additional payment will be made to the vendor for correction of unacceptable maintenance work or for repair of any damage to grounds or physical plant during the performance of maintenance work.
- A. The Vendor will not be permitted to store equipment or products at the site. All equipment and products shall be removed from the site at the end of each day's work.
- F. Any work beyond the scope of the Purchase Order needs prior approval from PHMC.

1.6 PROTECTION

- A. If requested by Project Manager, erect barriers, barricades, signs, red plastic construction fencing and other protective devices as required to prevent unauthorized entry to lawn cutting areas and to protect existing facilities, historic building materials, Museum personnel, visiting public and adjacent properties from damage or injury.

Bids must be submitted electronically via www.pasupplierportal.state.pa.us by 2:00 PM on Thursday, June 7, 2018.

END OF SECTION