



**Chester County Intermediate Unit**

DATE: March 10, 2023  
TO: All Bidders  
FROM: Joseph P. Lubitsky, Chairman  
Chester County School Districts' Joint Purchasing Board  
RE: **RFP FOR LANDSCAPING SERVICE FOR THE AVON GROVE SCHOOL DISTRICT 2023-2026**

The Chester County School Districts' Joint Purchasing Board is currently soliciting RFPs for LANDSCAPING SERVICE. The Specifications and Vendor RFP Forms are attached. Locations to be serviced will be determined as per the specifications.

Sealed RFPs are to be delivered to:

Chester County School Districts' Joint Purchasing  
Board c/o Chester County Intermediate Unit,  
Educational Service Center  
455 Boot Road  
Downingtown, PA 19335

**ATTN:** Jason Lichtfus, CCIU Purchasing Manager

**In a sealed envelope marked in the lower left hand corner:**

**"SEALED RFP – LANDSCAPING"**

**Due no later than 2:00 p.m., Tuesday April 11, 2023.**

**Chester County Intermediate Unit**

**NOTICE TO VENDORS**

**NOTICE** is hereby given that sealed RFPs will be received by the Purchasing Manager of the CCIU, Chester County, 455 Boot Road Downingtown PA, , on **Tuesday April 11th, 2023**, at 2:00 p.m. prevailing time. RFPs will be opened and publicly read at this time Via Zoom. RFPs are sought for the following items:

**LANDSCAPING SERVICE for the Avon Grove Area School District,  
257 State Rd West Grove PA 19390**

**Spring clean-up and mulching sports fields care at other Schools  
campuses**

**See attached listing of Schools and addresses along with Site Plan(s)**

The CCIU Committee reserves the right to award a contract in its sole discretion and further reserves the right to reject all RFPs, waive irregularities, and decide as to the responsibility of the Vendors.

RFPs will be opened and read in public via Zoom at the CCIU Administration Building, 455 Boot Rd Downingtown PA 19335. The CCIU will award a contract based upon the lowest RFP to the responsive, responsible Vendor submitting the lowest RFP.

Specifications and RFP forms are included in this packet.

Vendors are required to comply with the requirements of the law against discrimination (Affirmative Action).

The CCIU Committee reserves the right to award a contract in its sole discretion and further reserves the right to reject any and all RFPs, waive irregularities, and decide as to the responsibility of the Vendors, and make award on a lump sum basis.

Chester County Intermediate Unit  
455 Boot Road  
Downingtown PA 19335

## **INFORMATION FOR VENDORS STAND-BY GENERATOR GENERAL REQUIREMENTS**

### **A. INTERPRETATIONS**

In order to be fair to all Vendors, no oral interpretations will be given to any Vendor as to the meaning of any of the Specifications or any part thereof. Every request for such a consideration shall be made in writing to the CCIU Administrator/Clerk. Based upon such inquiry, the CCIU may choose to issue an Addendum in Accordance with Local Public Contracts

### **B. GENERAL**

The Specifications state the Minimum Requirements of the CCIU. All RFPs must be regular in every respect. Unauthorized conditions, limitations, or provisions shall be cause for rejection. The CCIU may consider as "Irregular" or "Non-Responsive" any RFP not prepared and submitted in accordance with the RFP documents and specifications, or any RFP lacking sufficient technical literature to enable the Township to make a reasonable determination of compliance with the specification.

It shall be the Vendor's responsibility to carefully examine each item of the specifications. Failure to offer a completed RFP or failure to respond to each section of the Technical Specification will cause the proposal to be rejected without review as "Non-Responsive". All variances, exceptions and/or deviations shall be fully described in the appropriate section. Deceit, misrepresentation, or failure to disclose a fact or information necessary for the Township to make an informed judgment in responding to the specification will be cause for rejection.

The purpose of this document is to provide minimum specifications for the Landscaping Services that meets the needs and desires of this agency. All dimensions given are the approximate sizes required to meet the needs of this agency. All vendors and manufacturers must meet all state and local regulations regarding the manufacturing, licensing, and sale within the state.

**2023-2026 LANDSCAPE MAINTENANCE SPECIFICATIONS**

**PART I: DEFINITIONS**

A. THE PARTIES:

CLIENT- Chester County Intermediate Unit. The Client has the power and duty to contract for the specific service of landscape maintenance.

B. AGREEMENT

By execution of this Agreement, the Client agrees to pay for and the Contractor agrees to provide the services described in Part II of this Agreement and both consent and agree to all the terms and conditions contained herein.

C. DURATION

The Agreement covers a period from May 1st, 2023 through June 30, 2024, with an option for 2 additional years with no increase in Year two and no increase greater than 3% in year three (3).

D. Site Information:

**LOCATION(S) –**

**Avon Grove High School – 257 State Road, West Grove, PA 19390 (current site)  
10 Waltman Way, West Grove, PA 19390 (new site)**

**Avon Grove Intermediate – 395 S. Jennersville Road, West Grove, PA 19390**

**Penn London Elementary School(s) – 383 S. Jennersville Road, West Grove, PA 19390  
AGASD District's office**

E. EVALUATION

Building & Ground's Supervisor will be the primary contact for Contractor, will receive and do the preliminary evaluation of all proposals.

F. **Site inspection and Pre-RFP Conference**

All Vendors are required to inspect the Project Site and provide an energy requirement (# kW necessary to run the building) prior to submitting RFP. There will be a **MANDANTORY Pre-RFP meeting on March 24th, 2023 at 9:00 AM at the Avon Grove High School, 10 Waltham Road, West Grove PA 19390.**

## PART II: SERVICE SPECIFICATIONS

### A. SPRING CLEAN UP/MULCHING

1. Leaves, branches, and debris are to be removed from the turf, asphalt, and concrete surfaces before the initial cutting of the season.
2. All beds and tree rings are to be weeded and cleared of winter debris.
3. Outside edges of the beds are to be edged with a manual edger to produce a sharp, vertical, well-defined edge.
4. An application of approved mulch is to be applied to all established beds and tree rings.
5. Areas to be mulched are
  - a. Administration building
  - b. Avon Grove H.S. (2) new and existing with a start date for new May 1st, 2023
  - c. Fred S. Engle Middle School
  - d. Penn London Elementary School
  - e. Intermediate School

### B. TURF MAINTENANCE (Three steps)

1. Spring fertilization application combined with pre-emergent crabgrass control (Barricade or Dimension) at manufactures suggested rates will be applied in March/April.
2. Late Spring Application to consist of a pre-emergent crabgrass control (Barricade or Dimension), fertilizer, and broadleaf weed control to be applied to control emerging broadleaf weeds.
3. Late Fall Application of fertilizer to help establish root growth and feed the plant throughout the winter months and into early spring will be applied in November/December.
4. Aeration (Early Fall): All real grass sports fields are to be aerated in a minimum of two passes. All cores will be left on the turf to break down naturally. Some areas due to steep slopes will not be able to be completed.

### C. SEASONAL FLOWER PROGRAM

1. Seasonal flowers will be installed at the appropriate time in mid-May and early October.  
Areas to be planted: Administration building and Avon Grove High Schools (2) Proposal will only be accepted with all related services as requested and rejected if separated or any items and or campus(s) left off.
2. Actual plants will be determined by Contractor and site representative
3. **A total number of 40 flats will be provided and appropriately planted across  
The campuses as specified.**

### **PART III: GENERAL CONDITIONS**

#### A. ADDITIONAL WORK

From time to time, additional work may be needed at the request of the Client. The Contractor will promptly respond with a written proposal for the additional work.

#### B. CONTRACTOR COMPENSATION

All services are paid on a "monthly" basis. Invoices will be submitted at the end of the month detailing the services performed that month. Invoices will be paid within 30 days of receipt by Client.

#### C. MATERIAL SAFETY DATA SHEETS

##### CHEMICAL LABELS

The Material Safety Data Sheets used in will be provided to Client upon request prior to any application.

#### D. NOTICE FOR CHEMICAL APPLICATION

Before chemical applications are applied, forty-eight (48) hours' notice will be given to the client; also,

1. A sandwich board will be placed at all entrances notifying the any personnel of application.
2. Flags will be placed throughout the property indicating application has been done.

#### E. SOIL TESTING- (Available Upon Request)

Each season of the contract, soil results from Penn State Extension Services must be in the Springton Lake Village Office or any other certified soil testing agencies within PA.. There must be 5 areas of the complex tested and so noted on a map of the complex. Price will be determined at time of service

### **PART IV: TERMINATION**

1. The Contractor may terminate this Agreement, with cause, with thirty (30) days written notice.
2. The Client and or Contractor may terminate this contract with or without cause upon giving at least thirty (30) days of written notice to the Contractor.
3. In the event of termination, the Client shall pay the Contractor for all contracted services, which have been satisfactorily completed. Any payment shall be the Contractor's sole and exclusive remedy.

4. Code of Ethics.
5. Appropriate clothing must be worn by workmen at all times
6. All school districts property and or CAMPUSES ARE always **SMOKE free.**
7. The use of inappropriate language or behavior will not be tolerated
8. Tools, equipment and products to be kept out of the reach of Students.

#### **PART V: INSURANCE**

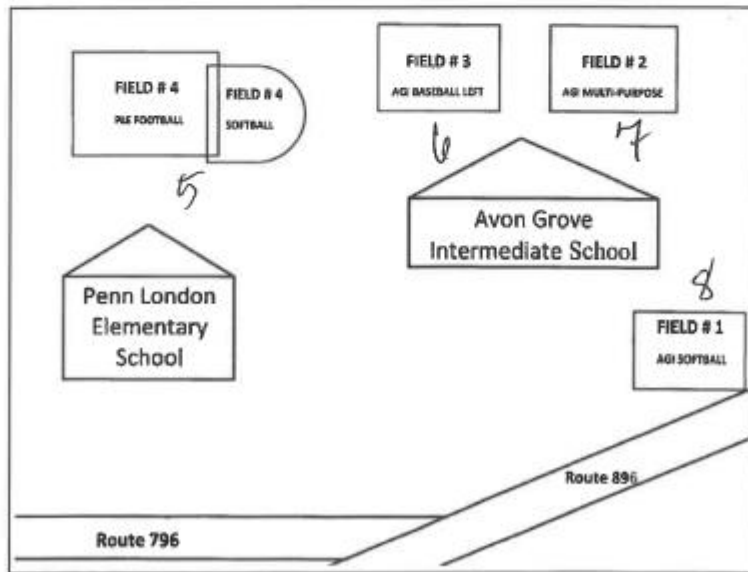
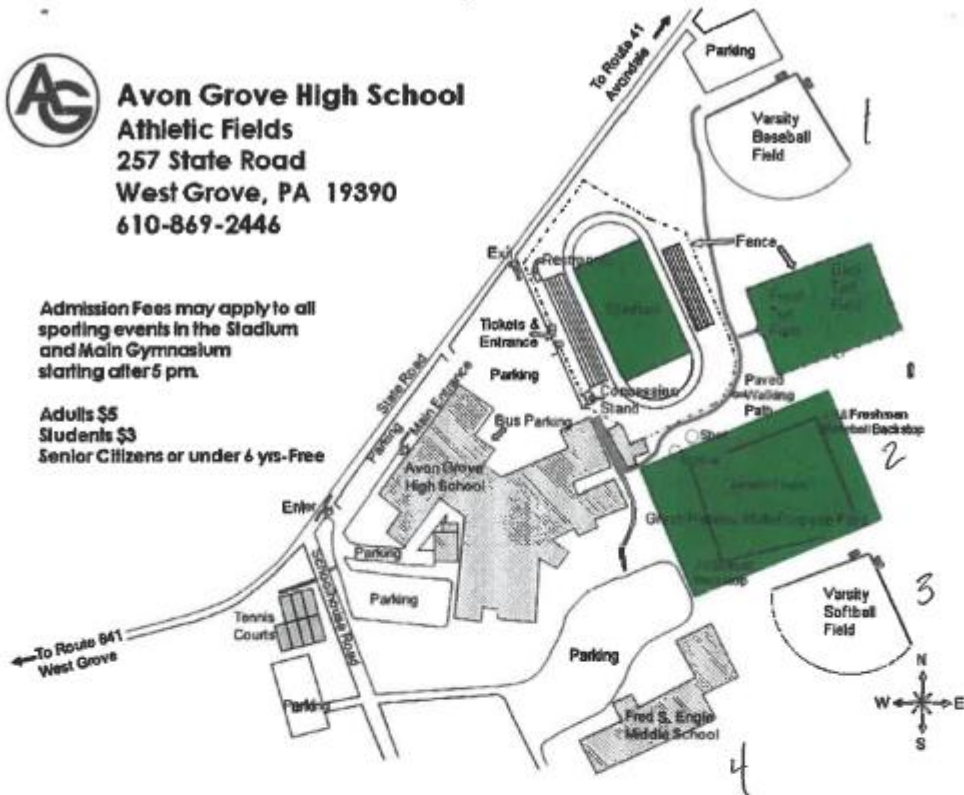
1. The Contractor carries general liability insurance coverage in a minimum amount of \$1,000,000, plus workers compensation and vehicle insurance, which will be in effect for the length of this Agreement. This insurance will cover any damage by the Contractor's labor or equipment which affects the Client's Students ,staff, Faculty guests, or management, and is responsible for seeing that any sub-contractor has the adequate insurance coverage.
2. A Certificate of Insurance verifying required coverage will be mailed/EMAILED OR FAXED Prior to any Agreement signed. Any subsequent Certificates requested will be furnished immediately.



**Avon Grove High School**  
**Athletic Fields**  
 257 State Road  
 West Grove, PA 19390  
 610-869-2446

Admission Fees may apply to all sporting events in the Stadium and Main Gymnasium starting after 5 pm.

Adults \$5  
 Students \$3  
 Senior Citizens or under 6 yrs-Free





CHESTER COUNTY SCHOOL DISTRICTS' JOINT PURCHASING BOARD  
Downingtown, Pennsylvania

FORM OF PROPOSAL – Landscaping services RFP

TO: Chester County School Districts' Joint Purchasing Board  
c/o Chester County Intermediate Unit  
455 Boot Road  
Downingtown, PA 19335  
Attention: Jason Lichtfus, Purchasing Manager

To whom it may concern:

We, the undersigned, herewith propose and agree to furnish to the participating school districts any one or all of the items or services that we have bid at the net prices proposed.

This proposal is subject to all the terms of the contract documents, which include the Advertisement for Bids; Notice of Proposal; Instructions to Bidders; General Conditions; Legal Conditions; Specific Information. Also, we hereby agree to enter into this written contract to furnish such items or services as may be awarded to us, and to furnish such security as these specifications require.

We understand that the Chester County School Districts' Joint Purchasing Board reserves the right to reject any or all bids or any portion thereof, or to select single items from any bid.

The undersigned bidder certifies to having read all bid related documents and offers to furnish items and/or services, as specified, to the school districts participating in the Chester County School Districts' Joint Purchasing Board in exact accordance with these specifications and conditions at the prices stated on the attached bid forms.

If Bidder is an individual Sign Here: \_\_\_\_\_

If Bidder is an individual, trading under a fictitious name, or as a partnership Sign Here: \_\_\_\_\_  
Title \_\_\_\_\_

Trading as: \_\_\_\_\_

If Bidder is a corporation, fill in corporate Corp. Name: \_\_\_\_\_  
name, sign and affix seal

(SEAL)

By: \_\_\_\_\_  
President or Vice President

Attest: \_\_\_\_\_  
Secretary or Assistant Secretary

Date: \_\_\_\_\_

Bidder's Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Typed Name of Above Signatory \_\_\_\_\_ Website: \_\_\_\_\_

Sales Rep/Contact: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Chester County School Districts' Joint Purchasing Board**  
 c/o Chester County Intermediate Unit  
 455 Boot Road  
 Downingtown, PA 19335

**RFP FORM OF PROPOSAL**  
**FOR**  
**Landscaping RFP**

Company Name: \_\_\_\_\_

Sales Rep/Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

The 12-month Total overall cost must include all services listed in the RFP

**Summary of Services Required:**

- |  |  |
|--|--|
| Spring cleanup / Mulching                | Seasonal Flowers                             |
| Spring Fertilizer with Crabgrass Control | Irrigation by District                       |
| Spring Fertilizer with Weed Control      | Aeration / over-seeding (Sports fields only) |
| Late Fall Fertilizer with Weed Control   |  |

	2022-23 Total		2023-24 Total		2024-25 Total
	12 Month Cost		12 Month Cost		12 Month Cost
Avon Grove High School – 257 State Rd West Grove, PA 19390	\$		\$		\$
Avon Grove Intermediate & Penn London Elementary School(s)	\$		\$		\$
375 S Jennersville Rd West Grove, PA 1930	\$		\$		\$
10 Waltman Way Rd	\$		\$		\$
<b>Yearly Total</b>	\$		\$		\$

**NON-COLLUSION AFFIDAVIT**

Contract/Bid No. RFP: Landscaping Services 2023-26

State of \_\_\_\_\_ :  
: s.s.  
County of \_\_\_\_\_ :

I state that I am \_\_\_\_\_ of \_\_\_\_\_  
(Title) (Name of my 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 of other noncompetitive bid.

(5) \_\_\_\_\_, it affiliates, subsidiaries, officers, directors, and  
(Name of my Firm)  
employees are not currently under investigation by any governmental agency and have not in the last four 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 \_\_\_\_\_ understands and acknowledges that the above  
(Name of my Firm)  
representations are material and important, and will be relied on by Chester County Intermediate Unit  
(Name of Public Entity)

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 Chester County Intermediate Unit of the true facts relating to the submission of bids for this contract.  
(Name of Public Entity)

SWORN TO AND SUBSCRIBED BEFORE  
ME ON THIS \_\_\_\_\_ DAY OF  
\_\_\_\_\_, 2023

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed/Typed Name of Above Signatory

Notary Public \_\_\_\_\_

Title/Company Position \_\_\_\_\_

### **AFFIRMATIVE ACTION INSTRUCTIONS**

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, sex, affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. Such action 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, sex, affectional or sexual orientation. The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices. 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. 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, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and conform with applicable employment goals, consistent with the statutes and court decisions of the State of PA, and applicable Federal law and applicable Federal court decisions. The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action office 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 Affirmative Action Office for conducting a compliance investigation pursuant to subchapter 10 of the Administrative Code where applicable

All Vendors and all contractors who are negotiating for a contract as a precondition to entering into a valid and binding procurement or service contract with the public agency, are required to submit to the public agency, prior to Or at the time the contract is submitted for signing by the public agency (in accordance with:

- A. Appropriate evidence that the contractor is operating under an existing federally approved or sanctioned affirmative action program: or
- B. A certificate of employee information report approval issued in accordance with PA Laws as applicable
- C. An initial employee information report consisting of forms provided by the affirmative action office and completed by the contractor in accordance with PA codes.

**AFFIRMATIVE ACTION QUESTIONNAIRE**

Kindly complete questionnaire in the event that you or your firm is awarded this contract. The necessary forms will be sent by the Township prior to award. This form should be submitted with your RFP.

Our company has a Federal or State of PA Affirmative Action Plan approval.

- ( ) YES
- ( ) NO

- A. If yes, attach a copy of the approval to this page. Acceptable approvals are a current letter (not more than one (1) year from date) from the United States Department of Labor or a State of PA Certificate of Employee Information Report.
- B. If no, and you become successful Vendors, an Affirmative Action Employee Information Report will be provided and must be submitted within seven (7) days after receipt of the notification of intent to award the contract.

I certify that the above information is correct to the best of my knowledge.

SIGNATURE \_\_\_\_\_

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_

DATE \_\_\_\_\_, 2023

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