NOTICE TO LAWN MOWING CONTRACTORS

The Dover Township Board of Supervisors will be accepting Requests for Proposals (RFP's) for the "Mowing of Township Properties", until 9:00 AM on **Monday, October 21, 2024,** at the Dover Township Municipal Office, 2480 West Canal Road, Dover, Pennsylvania, 17315. The proposals will be officially opened and read at the same time and location.

All proposals must be on the forms prepared by the Township and must be obtained at the Dover Township Municipal Office weekdays, between 8:00 AM and 4:00 PM. Sealed proposals must be clearly marked "Request for Proposal Mowing of Township Properties". A performance bond will be required from the lowest responsible bidder in the amount of 100% of the **2025** contracted amount.

The Dover Township Board of Supervisors reserves the right to reject any or all proposals and make an award, which is in the best interest of the Township.

Dover Township

Laurel A. Oswalt, Township Manager

NOTICE TO ALL CONTRACTORS SUBMITTING RFP'S UNDER THE 2025-2027 REQUEST FOR PROPOSAL FOR MOWING OF TOWNSHIP PROPERTIES



To all contractors interested in submitting a proposal, a review of all the Township properties included in this contract will be made on **Friday**, **October 4**, **2024**, at 9:00 AM. This is a one-time offer. The review will be held at the Dover Township Municipal Building located at 2480 West Canal Road. If you have any questions, please call our office at 717-292-3634. Thank you.

REQUEST FOR PROPOSAL FOR MOWING OF TOWNSHIP PROPERTIES

(1 of 3)

A. **DEPOSITS OF PROPOSALS**

1. All envelopes containing Request for Proposals shall be clearly marked "Request for Proposal- Mowing of Township Properties."

Sealed Request for Proposals must be delivered **before 9:00 a.m. October 21, 2024, to DOVER** TOWNSHIP, c/o Chris Hamme, Public Works Director, 2480 West Canal Road, Dover, PA 17315.

- 2. Contractor agrees to mow the sites and remove the clippings, trim/edge around/or along all obstacles, and remove clipping from sidewalks and/or paved areas as detailed in **Attachment #1** of this Request. Payment shall be made on a per site mowing basis and in no case shall payment exceed the Schedule of Prices for the year for each site as listed on the bid sheet..
- 3. The municipality reserves the right to make an award based on contractor's qualifications, experience, quotations received and completeness of proposal. The Township reserves the right to reject any and all proposals. Proposals should at a minimum include:
 - 1.) The contractor's plan for mowing the township properties.
 - 2.) The type of equipment available.
 - 3.) The number of employees available to perform the work.
 - 4.) The number of other contracts that the contractor has for the **2025-2027** mowing seasons.
 - 5.) The number of man hours that will be devoted to the Township properties.
 - 6.) At least three customer references.

CONTRACTOR'S CERTIFICATIONS

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- 4. Contract shall be for a period of 3 years, with the possibility of two one-year extensions.
- 5. The Township reserves the right to add or subtract properties from this contract as may be necessary from time to time. A price deduction or increase shall be negotiated with the **contractor** prior to the addition or subtraction of properties.

υ.	Proposal of	EXTITIONS	
		Name of Contractor	
		Address	
	Telephone Number		Fax Number
	Contact Person		Email Address

The contractor agrees that he or she has received **Attachment #1** and drawings of all **thirty-five (35) sites** and understands the approximate areas as shown. The contractor also agrees to visit each site with a representative of the Township prior to the start of this contract.

Contractor agrees to follow specific instructions for mowing/trimming and clipping removal as listed with the individual sites.

1.	It is n	ereby certified as follows:
leased equipm	a. <i>ent):</i>	The only person(s) having an interest in this proposal is (are) (include owner of
corporation.	b.	None of the above persons are employees of the municipality. This proposal is made without collusion with any other person, firm, or

- d. All specifications referred to above have been examined by the Contractor. The Contractor understands that the areas indicated herein are approximate and are subject to change as may be required; and all work is payable based on the annual unit prices listed on the Schedule of Prices (bid sheet).
- 2. The Contractor will comply with all federal, state, and local laws, regulations and ordinances relating to immigration, child labor, human relations, equal opportunity and nondiscrimination, safety, and environment. Contractor also will pay to workmen employed in the performance of the contract the wages to which the workmen may be entitled and, when required by law, not less than the applicable prevailing wage. The Township reserves the right unilaterally to terminate this contract upon the Contractor's violation of this section. The Township Solicitor has determined this contract involves "maintenance work" as defined in the Prevailing Wage Act.
- 3. Any damage to Township property caused by the Contractor shall be reported immediately to the Parks, Grounds and Facilities Superintendent at 717-292-3634. Contractor agrees to be responsible to repair any damage to Township property caused by Contractor. **Valve boxes at the Wastewater Treatment Plant** (*Site 33*) have been painted yellow. If they are damaged by the contractor, the Township will replace the valve boxes at the Contractor's cost.

- 4. In the event the Contractor should neglect to fulfill its obligation to mow the Township properties as required in the **Attachment #1**, attached hereto, the Township shall have the right to complete the work (either on its own or through another mowing contractor), and assess the costs thereof to the Contractor. **The Township will reach out to the contractor and provide them with forty-eight hours' notice to complete the work prior to having the work completed.** If the Contractor fails to fulfill its obligations to mow the Township properties as required under the contract for three (3) or more times during the mowing season, the Township reserves the right to enforce the Performance Bond. It shall be the Contractor's responsibility to present a make-up schedule to the Township in the event that Contractor is unable to mow a site as scheduled due to weather conditions.
- 5. The sports fields at **Lehr, Brookside, Mayfield, and Edgewood Parks** will need more frequent mowing. The Contractor shall provide for *two mowings per week* in the schedule of prices. In addition, mowing height of 2.0 inches is required in these locations and at no time shall the height of the grass exceed six inches. **Locations #15, #16, #17, #18, and #19** shall be mowed at a minimum once per week after Thursday or Friday, prior to the weekend.
- 6. The Contractor will provide the municipality with a Performance Bond conditioned upon the faithful performance of the contract in the amount of the contract for the mowing season in question.
- 7. The Contractor will provide a Certificate of Insurance showing liability coverage for minimum of \$1,000,000.00 for property damage and bodily injury with the Township named as an additional insured. The Certificate of Insurance must also show coverage of Worker's Compensation and Employer's Liability.
- 8. The Request for Proposal must show bid numbers on all of the sites listed within the Attachment #1. The Township reserves the right to award a contract to the bidder who the Township believes is best qualified to complete the work.

WITNESS OR ATTESTED BY:

	Contractor
	BY:
Name/Title	Name/Title
(SEAL)	

SCHEDULE OF PRICES - BID SHEET

SITE I.D. #	Site Location		2025 Annual Unit Price	2026 Annual Unit Price	2027 Annual Unit Price
					(1 of 2 pages)
1	Water Tank	Staunton Ave			
2	Wells 1 & 2	1800 Poplars Rd			
3	Water Tank 3	2591 Locust Rd			
4	Well 4	2981 Pine Rd			
5	Well 5	3095 Emig Mill Rd			
6	Well 6	1641 Butter Rd			
7	Well 11	3304 Cardinal Ln			
8	Well 8	2395 Conewago Rd			
9	Well 9	2980 Grenway Rd			
10	Well 10	2937-B Village Square Dr			
11	Booster	6280 Old Carlisle Rd			
12	Water Tank	Sky Top Trail			
13	Water Tank	Admire Rd			
14	Pump House	Admire Springs Dr			
15	Lehr Park	Davidsburg Rd			
16	Dover Community Park	West Canal Rd			
17	Brookside Park, Ballfield & Trolley Trail	Fox Run Rd & Rocky Rd			
18	Mayfield Park	Sedgewick Ave			

SCHEDULE OF PRICES- BID SHEET

				(2 of 2 pages)
19	Edgewood Park	Broughton Dr & Nittany Dr		
20	Edgewood Park	Greenfield Dr		
21	Edgewood Park	Devonshire Dr		
22	Edgewood Park	Marlborough Dr		
23	Sunrise Acres	Partridge Dr		
24	Rock Creek	Wyngate Rd		
25	Barwood	Milky Way Rd		
26	Barwood	Solar Dr		
27	Golden Villas	Tonys Dr		
28	Grandview	Pine Rd (16 Lots) (open land)		
29	Honey Run	Hadley Dr		
30	Tower Village	Wyngate Rd		
31	Emig Mill Village	Village Square Dr		
32	North of Borough Sewer Pump Station	2171 George St		
33	Treatment Plant	851 Graffius Rd		
34	Open Land	Pine Road		
35	Right of Way	Between 3520 and 3600 Rock Creek Road		
	Total Annual Price	(For All 37 Sites)	\$ \$	\$
	Name of Contractor			

ATTACHMENT #1

DOVER TOWNSHIP WATER DEPARTMENT PROPERTIES

WORK ORDER

CONTRACTED MOWING SERVICES WORK ORDERS PER LOT

SITE I.D. #	Site Description	Location	Area	mowings per month	DIRECTIONS TO SITE FROM THE SQUARE IN DOVER	Coordinates and Links	GENERAL INSTRUCTIONS PER LOT. Plus windrow grass clipping must be raked and removed, blow grass from walks and driveways, standard mow heigth unless a special request
1	Water Tank	Stauton Ave	0.4 ACRES	4	SOUTH CARLISLE RD. TO LEFT HILTON AVE TO LEFT ON STAUTON AVE. 2 BLKS ON LEFT	39.994560, - 76.816546	TRIM FENCE AND ALL OBJECTS
2	Wells 1&2	Poplars Rd	3 ACRES	4	SOUTH CARLISLE RD TO LEFT POPLAR RD WELL HOUSE ON RIGHT AT BRIDGE	39.988483, - 76.808242	TRIM FENCE AND ALL OBJECTS
3	Well 3	Locust Rd	0.2 ACRES	4	SOUTH CARLISLE RD RIGHT DAVIDSBURG RD, RIGHT TOWER DR, RIGHT LOCUST RD. TANK ON LEFT	39.982281, - 76.834723	TRIM FENCE AND ALL OBJECTS
4	Well 4	Pine Rd	1.5 ACRES	4	SOUTH CARLISLE RD RIGHT PINE RD TO END OF PINE RD	39.978007, - 76.812191	TRIM FENCE AND ALL OBJECTS
5	Well 5	Emig Mill Rd	0.2 ACRES	4	SOUTH CARLISLE RD RIGHT EMIG MILL RD 1/2 BLK PASSED OAKLAND RD	39.968071, - 76.832252	TRIM FENCE AND ALL OBJECTS
6	Well 6	Butter Rd	1 ACRES	4	NORTH MAIN ST (BORO) RIGHT BUTTER RD JUST BEFORE FOX RUN RD WELL ON RIGHT	<u>40.011260, -</u> <u>76.843143</u>	TRIM FENCE AND ALL OBJECTS
7	Well 7	Cardinal Ln	0.5 ACRES	4	SOUTH CARLISLE RD LEFT HILTON AVE LEFT ON CARDINAL JUST PASSED FOUNTAIN ROCK DRIVE WAY ON LEFT	<u>40.002678, -</u> <u>76.817495</u>	TRIM FENCE AND ALL OBJECTS
8	Well 8	Conewago Rd	0.9 ACRES	4	NORTH CARLISLE RD LEFT CONEWAGO RD WELL ON RIGHT	<u>40.034612, -</u> <u>76.893694</u>	TRIM FENCE AND ALL OBJECTS
9	Well 9	Grenway Rd	0.4 ACRES	4	SOUTH CARLISLE RD, RIGHT EMIG MILL RD RIGHT ON GRENWAY AVE. WELL DRIVE WAY ON LEFT	39.979927, - 76.818270	TRIM FENCE AND ALL OBJECTS
10	Well 10	Emig Mill Village	0.5 ACRES	4	SOUTH CARLISLE RD RIGHT EMIG MILL RD RIGHT ON VILLAGE SQUARE RD DRIVE WAY ON RIGHT	39.968000, - 76.839000	TRIM FENCE AND ALL OBJECTS
11	Booster	Old Carlisle Rd	0.2 ACRES	4	NORTH CARLISLE RD RIGHT ON CONEWAGO RD LEFT ON OLD CARLISLE RD PUMP ON LEFT	<u>40.034457, -</u> <u>76.880687</u>	TRIM FENCE AND ALL OBJECTS
12	Water Tank	Sky Top Trl	1.7 ACRES	4	NORTH CARLISLE RD RIGHT ON SKY TOP TRAIL TANK ON LEFT	40.029171, - 76.876063	TRIM FENCE AND ALL OBJECTS
13	Water Tank	Admire Rd	0.2 ACRES	4	WEST ON WEST CANAL RD LEFT SOUTH SALEM CHURCH RD LEFT ADMIRE RD TANK ON LEFT	39.975099, - 76.846923	TRIM FENCE AND ALL OBJECTS
14	Pump House	Admire Springs Dr	0.1 ACRES	4	SOUTH CARLISLE RD RIGHT DAVIDSBURG RD LEFT ADMIRE RD RIGHT ON ADMIRE SPRINGS PUMP ON RIGHT	39.977413, - 76.844554	TRIM FENCE AND ALL OBJECTS

DOVER TOWNSHIP PARKS AND SPORTS FIELDS

WORK ORDER

CONTRACTED MOWING SERVICE WORK ORDERS PER LOT

SITE I.D. #	Sprots Fields	Location	Area	Mowing per Month	DIRECTIONS TO SITE FROM THE SQUARE IN DOVER	Coordinates and Links	GENERAL INSTRUCTIONS PER LOT. Windrow grass clipping must be raked and removed, blow clippings from walks and driveways, standard mow height unless a special request
15	Lehr Park	Davidsburg Rd	14 ACRES	8	SOUTH CARLISLE RD, RIGHT DAVIDSBURG RD. LHER PARK ON LEFT (COMMUNITY CENTER)	39.978861, - 76.835496	Trim fences and all objects. Playing surfaces of sports fields must be mowed to 2" all other normal height. Detention ponds included to be mowed
16	Community Park	West Canal Rd	5 ACRES	4	WEST ON WEST CANAL DIRECTLY ACROSS FROM TWP BUILDING	39.997706, - 76.855158	Trim fences and all objects. Creek banks at pedestrian bridge must be trimmed 2nd and 4th weeks of month.
17	Brookside	Fox Run Rd	10 ACRES	6	(PARK) EAST ON CANAL RD, RIGHT ON FOX RUN RD (BALLFIELD) SOUHT ON CARLISLE, LEFT ON PARK, RIGHT ON SMITH TO JULES, LEFT ON ROCKY RD	<u>40.004044, -</u> <u>76.833128</u>	Trim fences and all objects. Playing surfaces of sports fields must be mowed to 2" all other normal height.
18	Mayfield Park	Sedgewick Ave	8 ACRES	6	SOUTH CARLISLE RD, RIGHT ON EMIG MILL RD LEFT ON MAYFIELD RD	39.973367, - 76.816574	Trim fences and all objects. Playing surfaces of sports fields must be mowed to 2" all other normal height.
19	Edgewood Park	Broughton Dr	3.4 ACRES	6	WEST ON WEST CANAL RD, LEFT ON SOUTH SALEM CHURCH, RIGHT ON NITTANY DR. TO BROUGHTON RD PARK ON LEFT	39.980705, - 76.854163	Trim fences and all objects. Playing surfaces of sports fields must be mowed to 2" all other normal height.

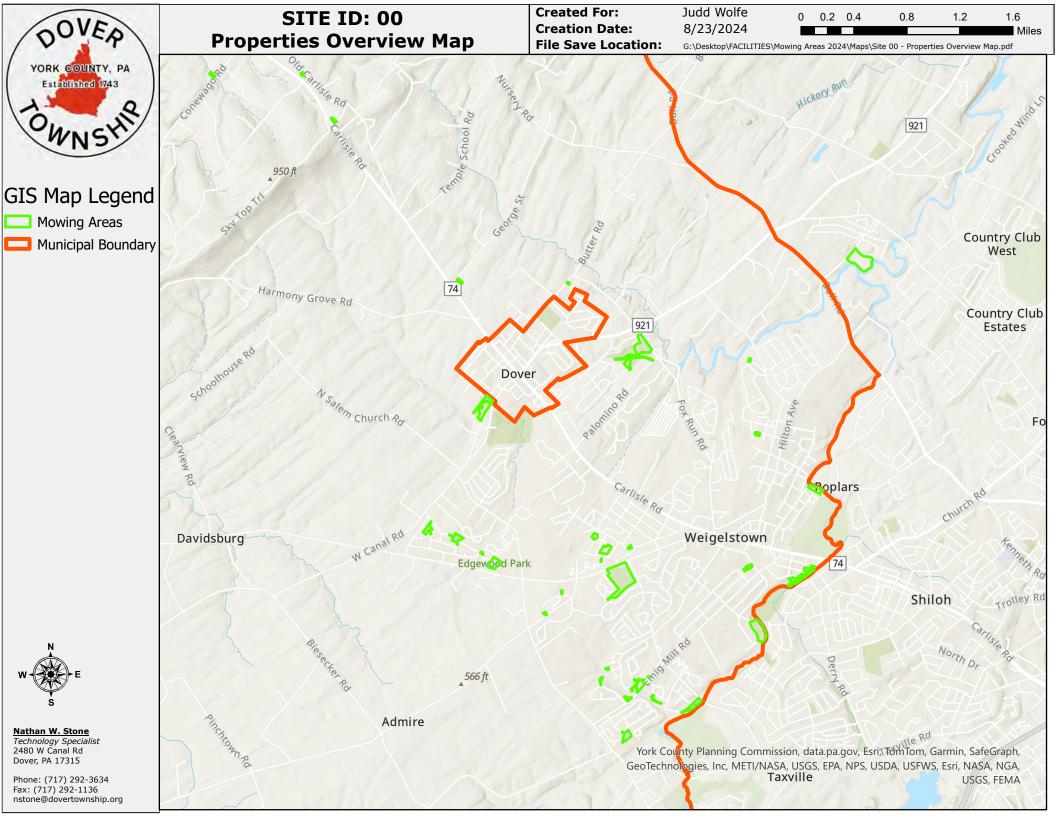
Special notes: Natural growth boundaries will be created along our creeks and streams. This is a boundary of 50 feet from the edge of the creek or stream that will not be mowed. Pedestrian bridges must be mowed 10 feet on each side of the bridge to the waters edge.

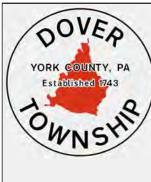
DOVER TOWNSHIP PROPERTIES		UNDEVELOPED	WORK ORDER			CONTRACTED MOWING SERVICE WORDER PER LC	
SITE I.D. #	OPEN REC LAND	Location	Area	Mowing per Month	DIRECTIONS TO SITE FROM THE SQUARE IN DOVER	Coordinates and Links	GENERAL INSTRUCTIONS PER LOT. Windrow grass clipping must be raked and removed, blow clippings from walks and driveways standard mow height unless a specialrequest
20	Edgewood Park	Greenfield Dr	1.9 ACRES	4	WEST ON WEST CANAL RD, LEFT ON WYNNFIELD RD, RIGHT ON WINCHESTER RD, RIGHT ON GREENFIELD	39.984435, - 76.863635	Trim fences and all objects.
21	Edgewood Park	Devonshire Dr	1.7 ACRES	4	WEST ON WEST CANAL RD, LEFT ON WYNNFIELD RD, LEFT ON DEVONSHIRE	39.983476, - 76.859667	Trim fences and all objects.
22	Edgewood Park	Marlborough Dr	0.8 ACRES	4	WEST ON WEST CANAL RD, LEFT ON WYNNFIELD RD, LEFT ON WINCHESTER RD, LEFT ON MARLBORO RD	39.981832, - 76.855802	Trim fences and all objects.
23	Sunrise Acres	Partridge Dr	2.3 ACRES	4	WEST ON WEST CANAL RD, LEFT SALEM CHURCH RD, LEFT EAST FARM CIRCLE, RIGHT ON PARTRIDGE DR.	39.961695, - 76.835512	Trim fences and all objects.
24	Rock Creek	Wynngate Rd	2.4 ACRES	4	WEST ON WEST CANAL RD, LEFT SALEM CHURCH RD, LEFT DAVIDSBURG RD. LEFT ON TOWER DR, LEFT ON ROCK CREEK DR, RIGHT ON WYNNGATE DR.	39.982086, - 76.838294	Trim fences and all objects. swale must be trimmed.
25	Barwood	Milky Way	2.23 ACRES	4	WEST ON WEST CANAL RD, LEFT SALEM CHURCH RD, LEFT EMIG MILL RD, LEFT ON SOLAR DR, RIGHT ON MILKY WAY	39.967860, - <u>76.834118</u>	Trim fences and all objects. swale must be trimmed.
26	Barwood	Solar Dr	.03 ACRES	4	WEST ON WEST CANAL RD, LEFT SALEM CHURCH RD, LEFT EMIG MILL RD, LEFT ON SOLAR DR, lot before GTE shed on left	39.966827, - 76.834739	Trim around objects, if any
27	Golden Villas	Tonys Drive	1.18ACRES	4	West on Canal, left on S. Salem Church Road, left on Emig Mill Road, Right on Tonys Villa, right on Tonys Drive. ROW on right at large pipe under road	39.965931, - 76.831981	Trim around objects, if any
28	Grandview	Pine Rd (11 Lots)	2.52 acres	4	SOUTH CARLISLE RD, RIGHT ON PINE RD.	39.978613, - 76.811130	Trim fences and all objects.
29	Honey Run	Hadley Dr	2.52 ACRES	4	SOUTH CARLISLE ROAD , RIGHT ON EMIG MILL , LEFT ON BAKER ROAD, RIGHT ON HADLEY DRIVE	39.965162, - 76.825733	Trim fences and all objects.

Special notes: Natural growth boundaries will be created along our creeks and streams. This is a boundary of 50' from thewater's edge that will not be mowed. Pedestrian bridges must be mowed 10 feet on each side of the bridge to the waters edge.

Dover Township Developed Properties, Detention Ponds				WORK ORDER			
SITE I.D.#	Site Description	Location	Area	Mowings per Month	DIRECTIONS TO SITE FROM THE SQUARE IN DOVER	Coordinates and Links	GENERAL INSTRUCTIONS PER LOT. Plus windrow grass clipping must be raked and removed, blow grass from walks and driveways, standard mow heigth unless a special request
30	Tower Village	Wyngate Rd	1.4 a cres	4	SOUTH CARLISLE RD, RIGHT TOWER DR. RIGHT DUNBARTON RD, RIGHT WYNNGATE RD	39.983501, - 76.839806	MOW BANKS AND BOTTOM AS MUCH AS POSSIBLE, TRIM FENCE
31	Emig Mill Village	Village Square Dr	1.45 acres	4	WEST WEST CANAL RD, LEFT SALEM CHURCH RD, LEFT EMIG MILL RD, POND AT VILLAGE SQUARE DR	39.965675, - 76.835325	MOW BANKS AND BOTTOM , TRIM FENCE
32	North Sewer	George St	0.5 a cres	4	CARLISLE ROAD NORTH, RIGHT ON GEORGE STREET TO LOT ON RIGHT	40.011691, - 76.858612	Trimming at signs and poles.
33	WWTP	Graffius Rd, Conewago Twp	5 a cres	4	EAST ON CANAL RD, RIGHT ON BULL RD, LEFT ON GRAFFIUS RD WWTP ON RIGHT	40.013203, - 76.801232	** SPECIAL NOTE **
34	Right of Way	Between 3520 & Rock Creek Rd	< 0.1 acres	4	South on Carlisle Rd (Rt74), right on Tower Dr, right on Rockcreek Dr, right on deadend road	76° 50' 18" W 39° 58' 50" N	Trimming and Mowing
35	Center Island & BMP	Equinox Rd	0.30 acres	4	South on Carlisle Rd (Rt 74), right on Emig Mill Rd, right on Solar Dr, left on Equinox Rd	76° 50′ 13" W 39° 58′ 5" N	Trimming and Mowing

^{**} SPECIAL NOTE ** Work shall include mowing, collection of the clipping (If needed), proper disposal of clippings, trimming and/or edging around and /or along all obstacles. Clean up shall include sweeping/blowing of sidewalks or paved surfaces as necessary. All creek banks must be trimmed to the waters edge. All mowing must be coordinated with scheduled events.





Mowing Areas

York County Parcels



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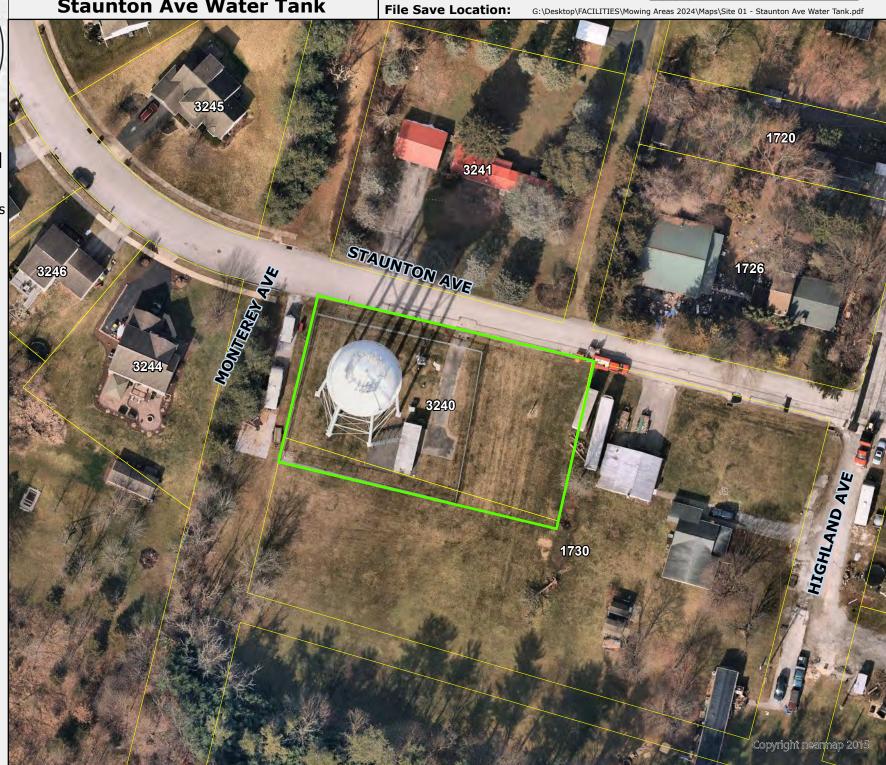
Judd Wolfe 8/20/2024

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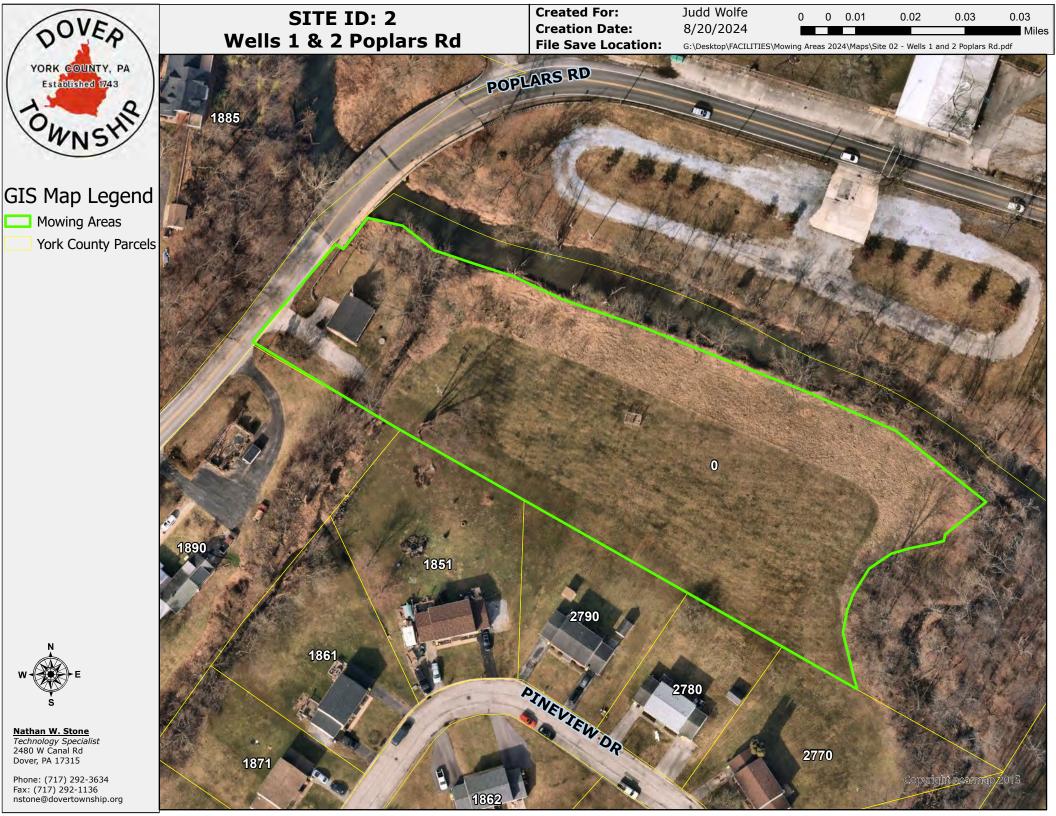
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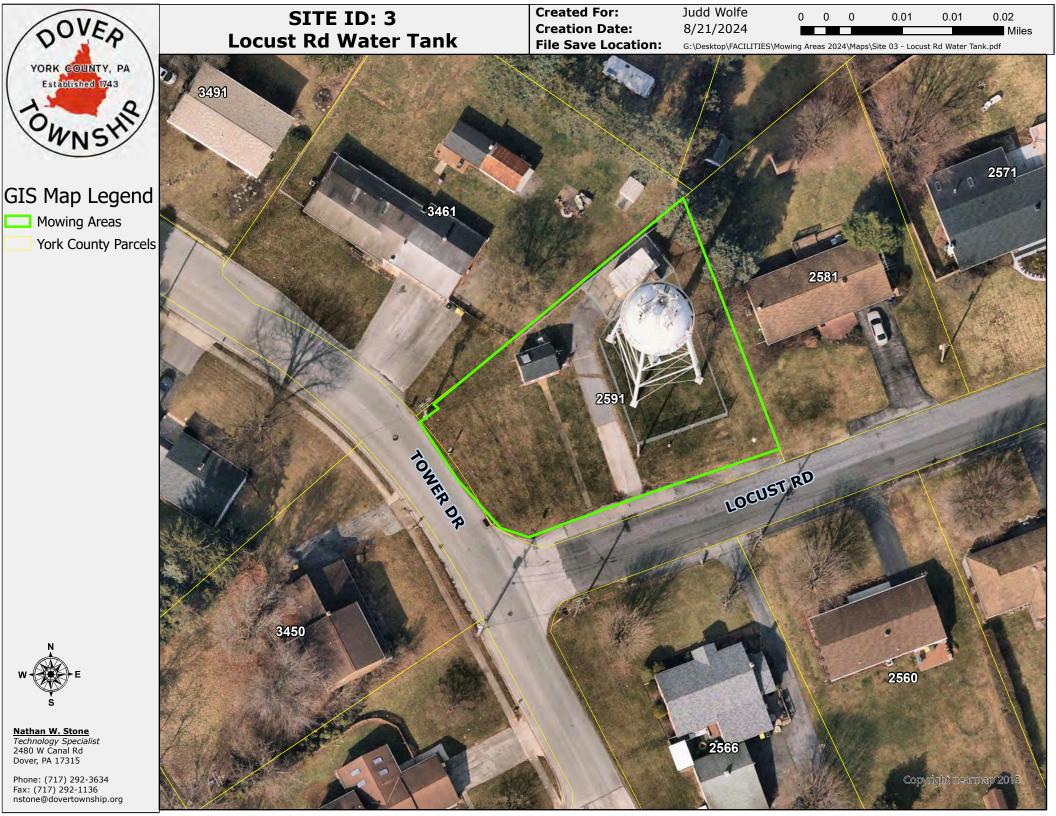
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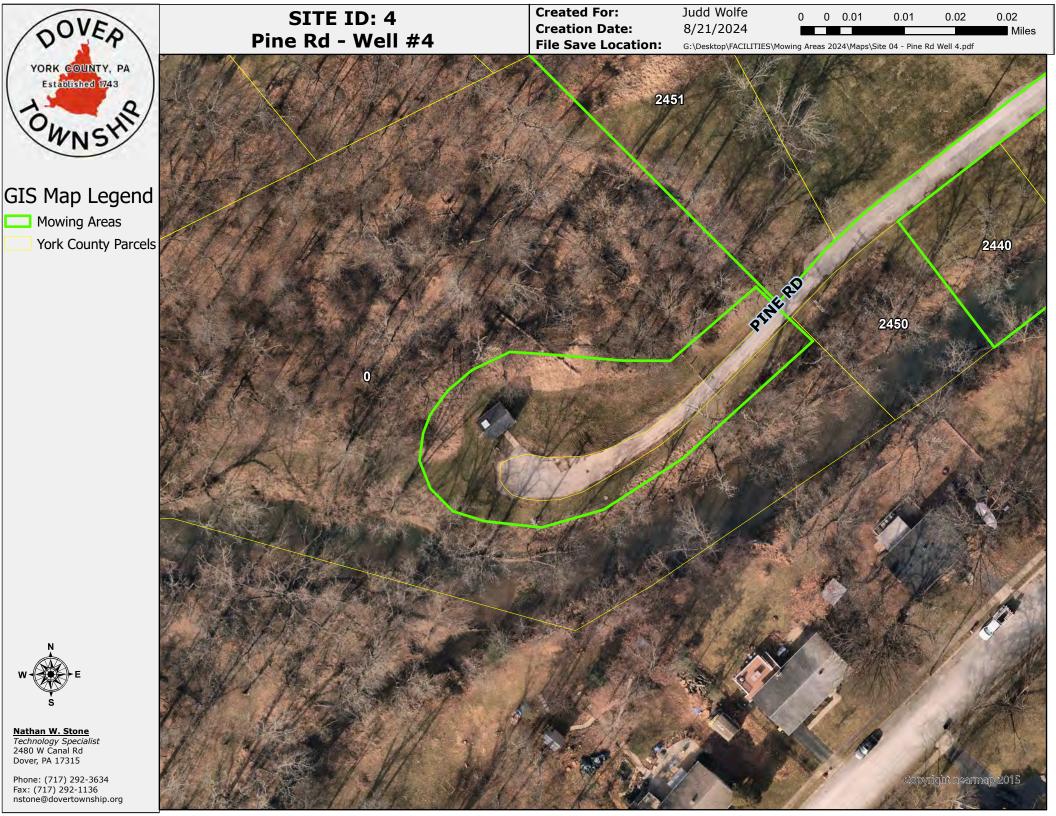


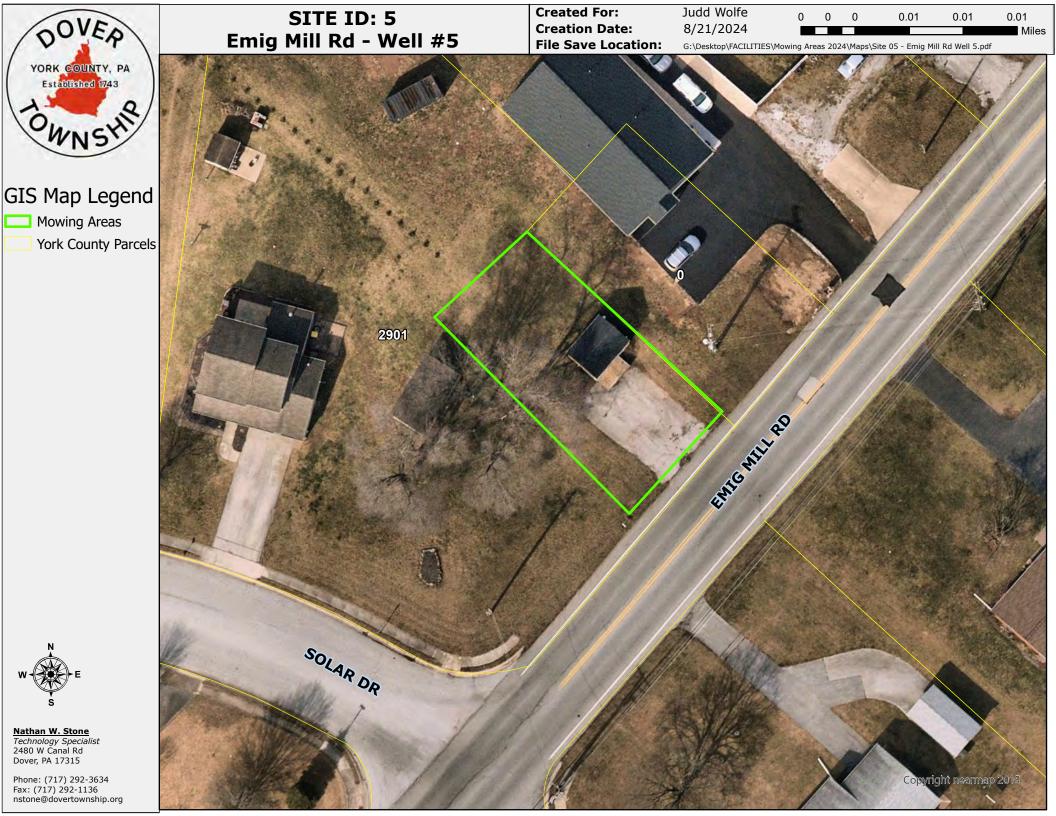


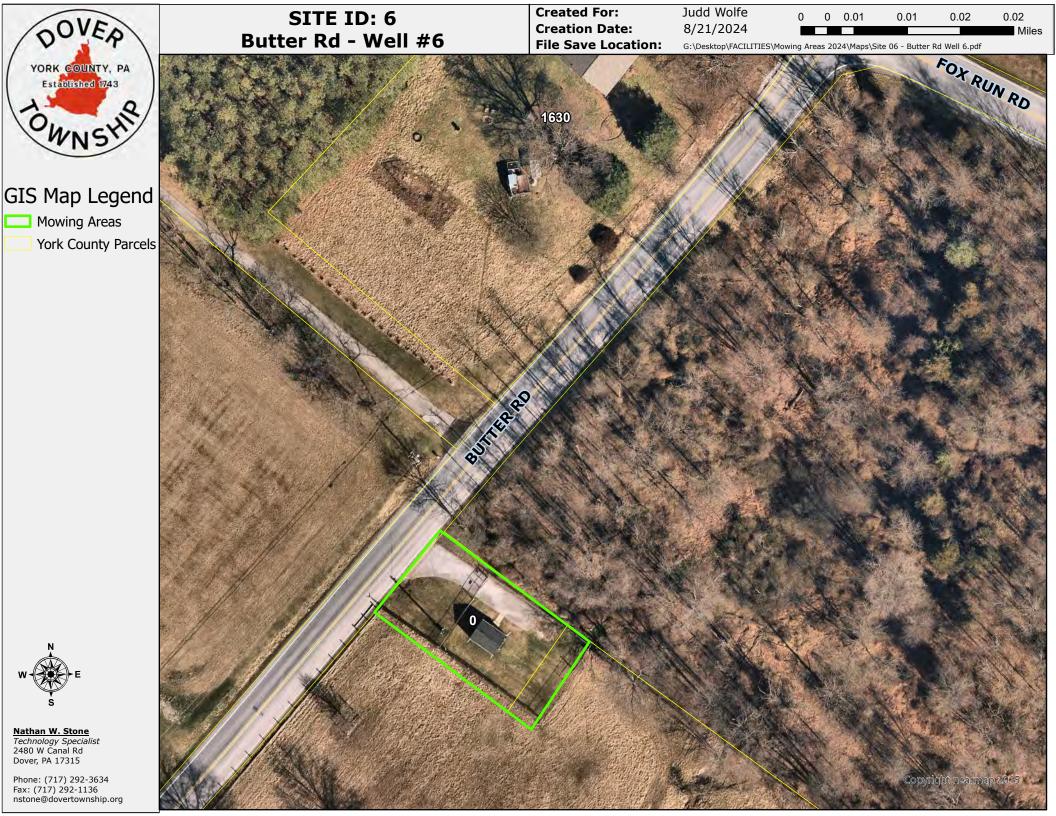
Nathan W. Stone
Technology Specialist
2480 W Canal Rd
Dover, PA 17315

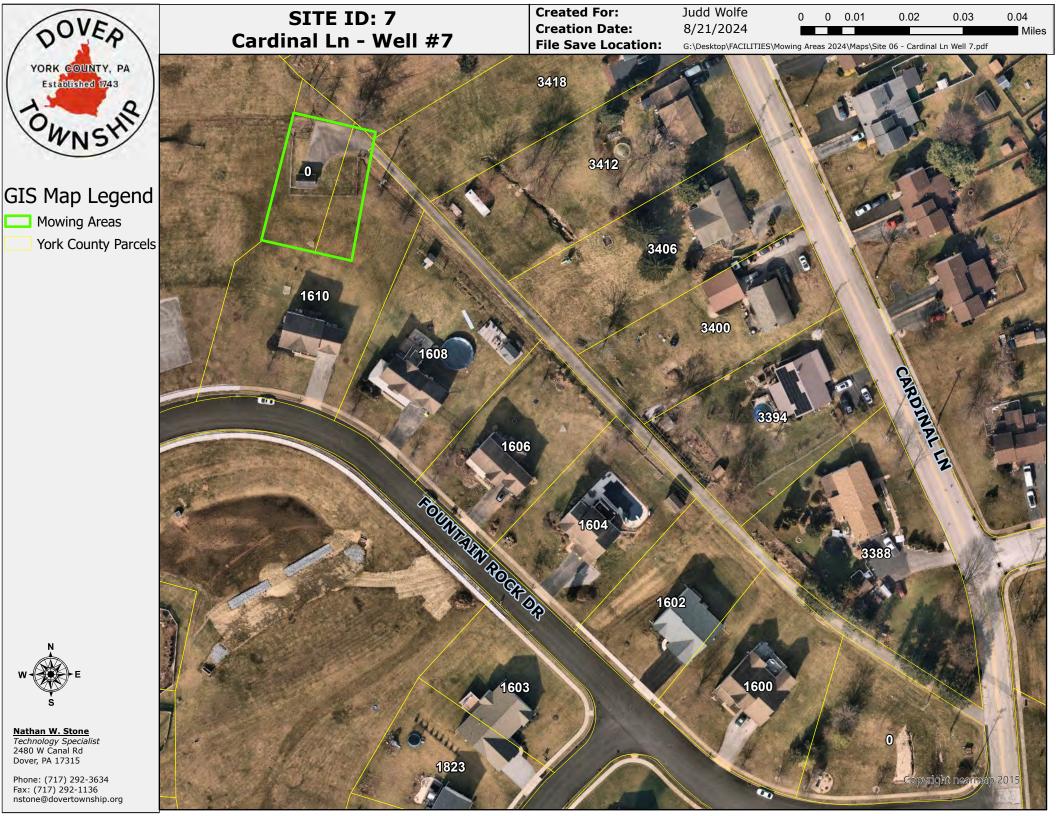


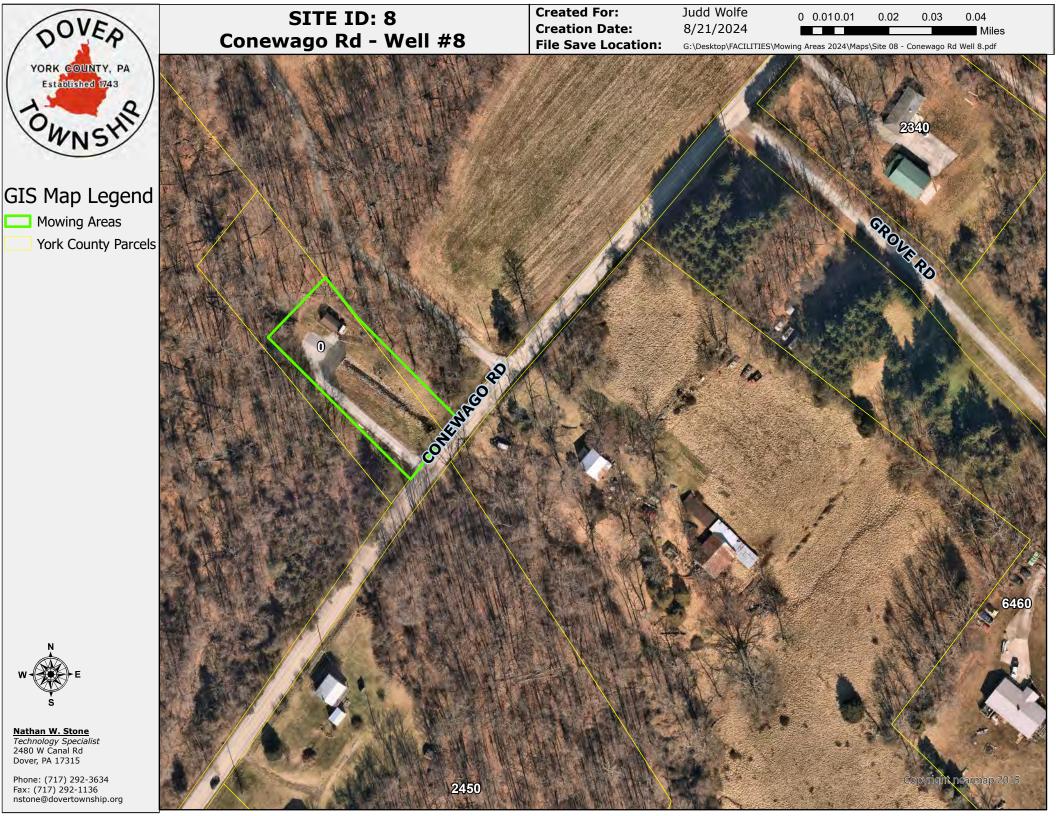


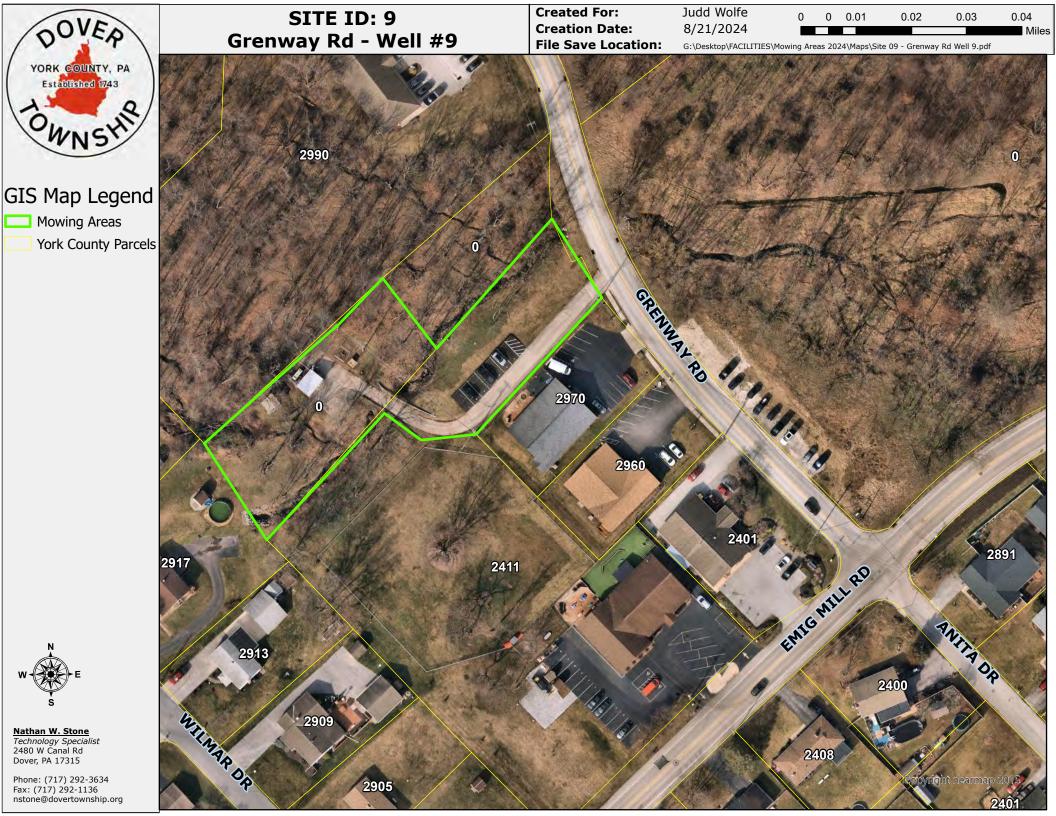














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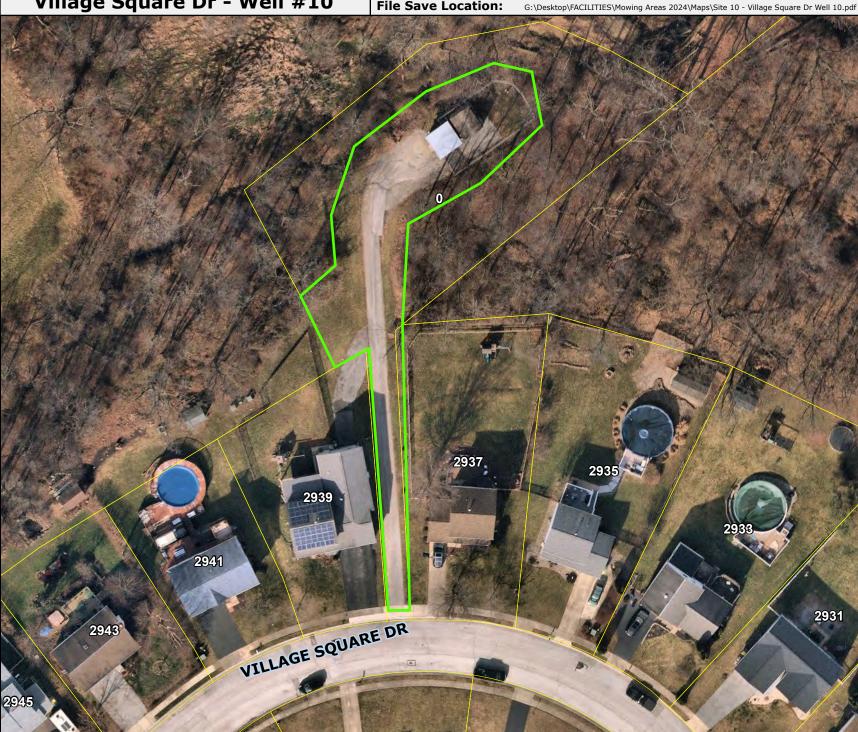
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GIS Map Legend

Mowing Areas

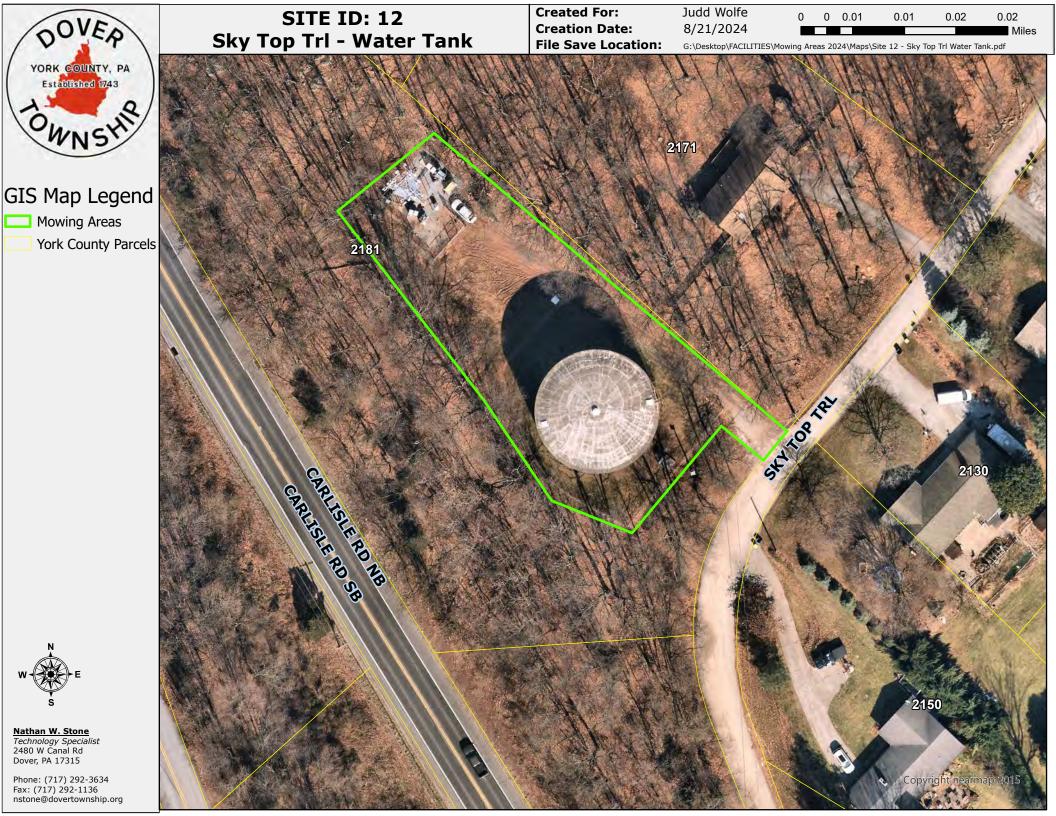
York County Parcels





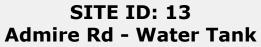
Nathan W. Stone
Technology Specialist
2480 W Canal Rd
Dover, PA 17315







Mowing Areas
York County Parcels
York County Parcels



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Nathan W. Stone
Technology Specialist
2480 W Canal Rd
Dover, PA 17315



Mowing Areas

York County Parcels

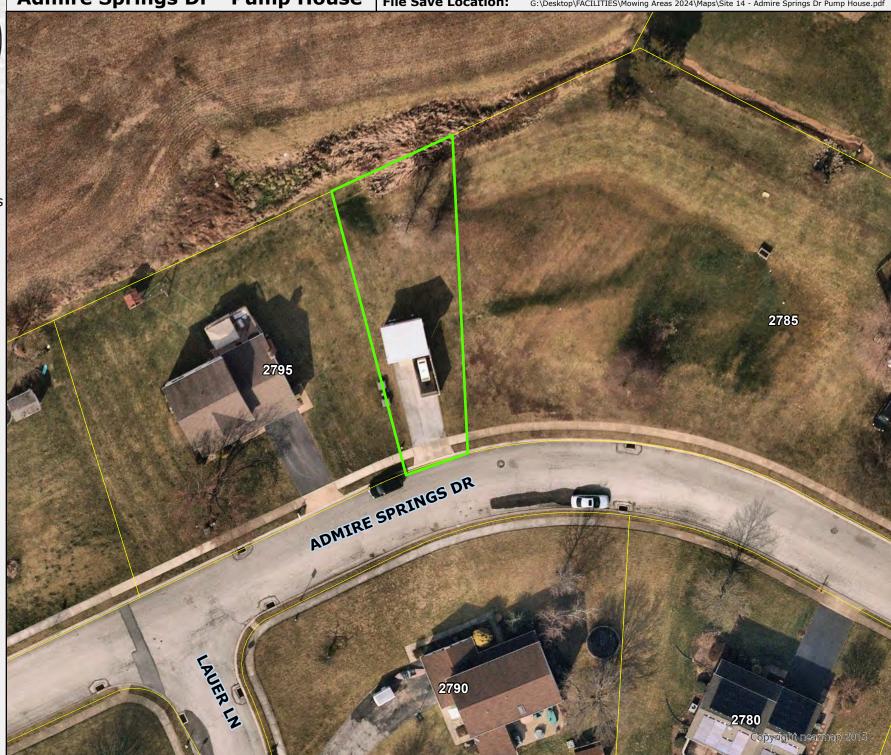
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Judd Wolfe 8/22/2024

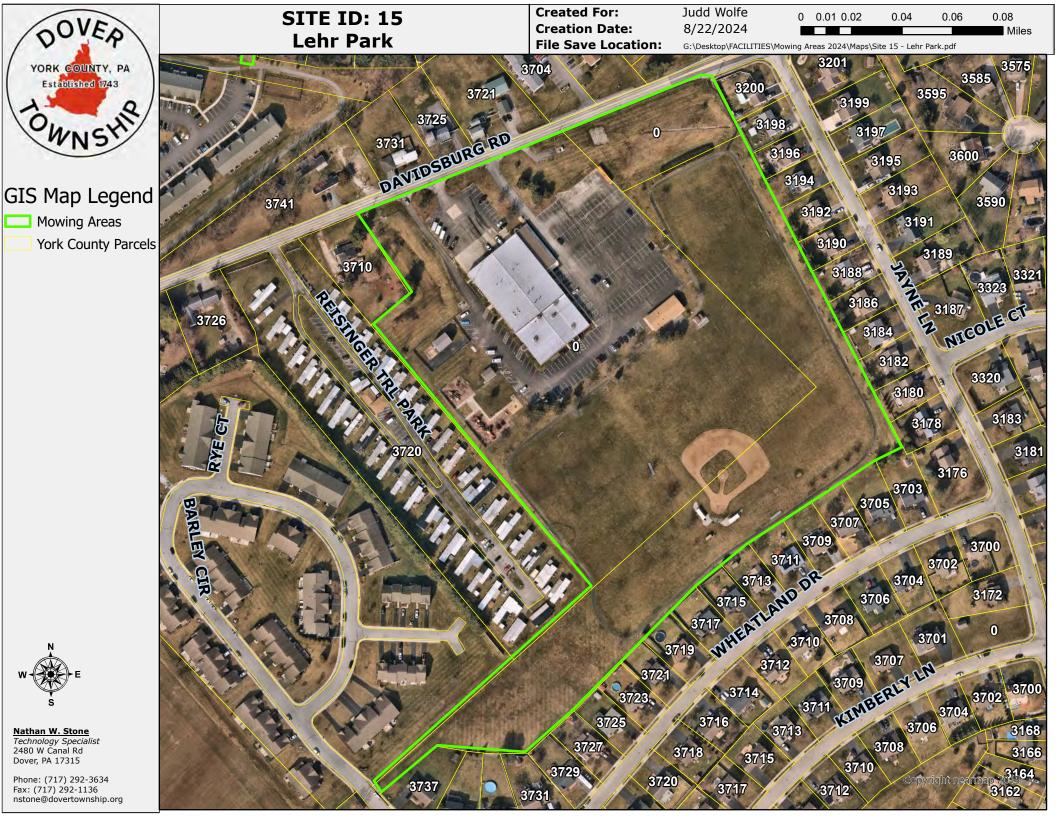
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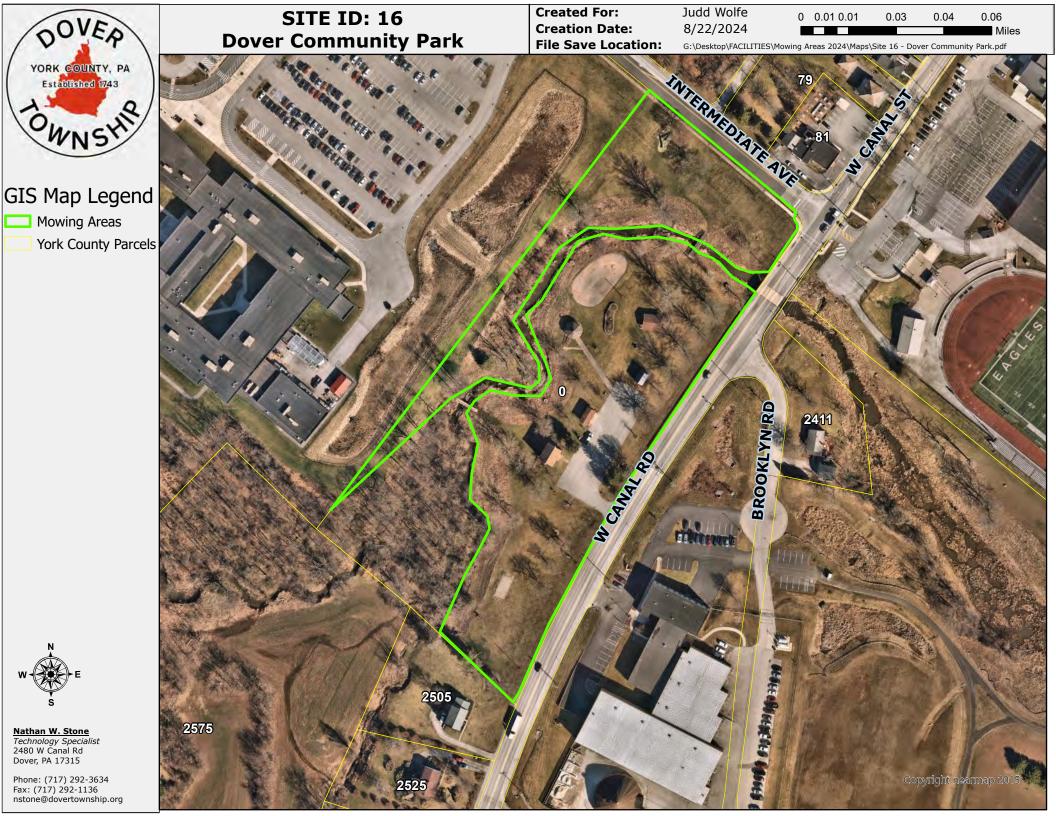
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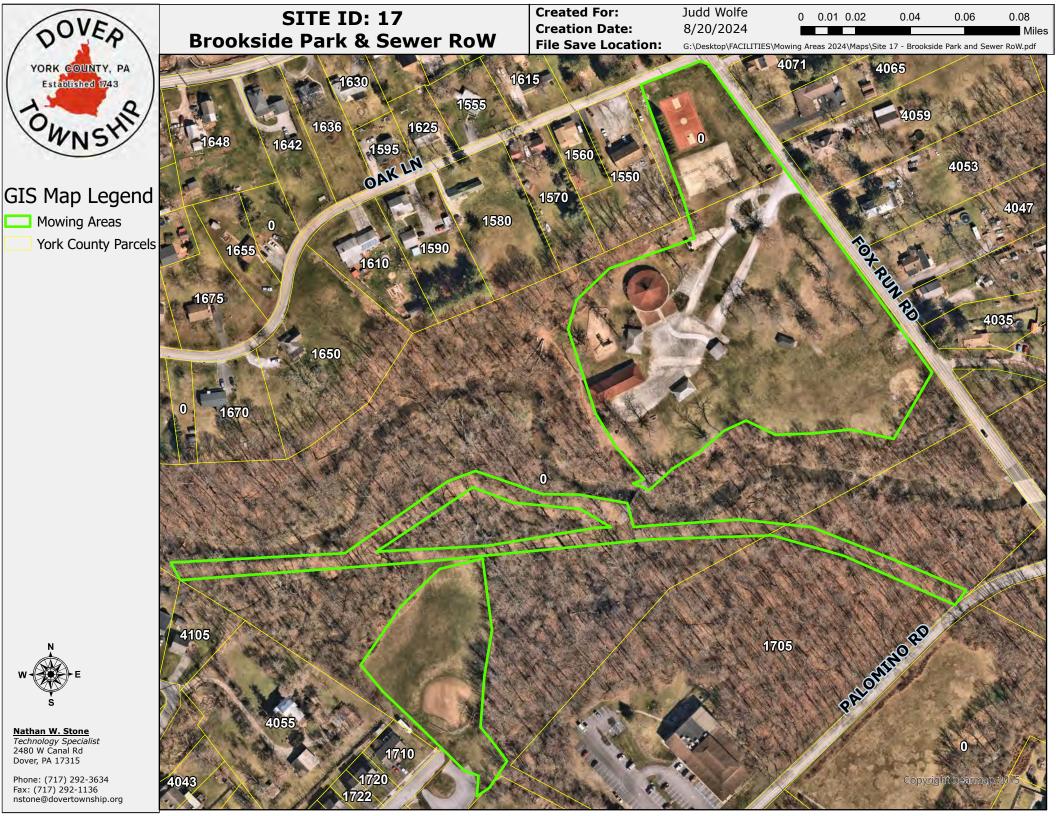


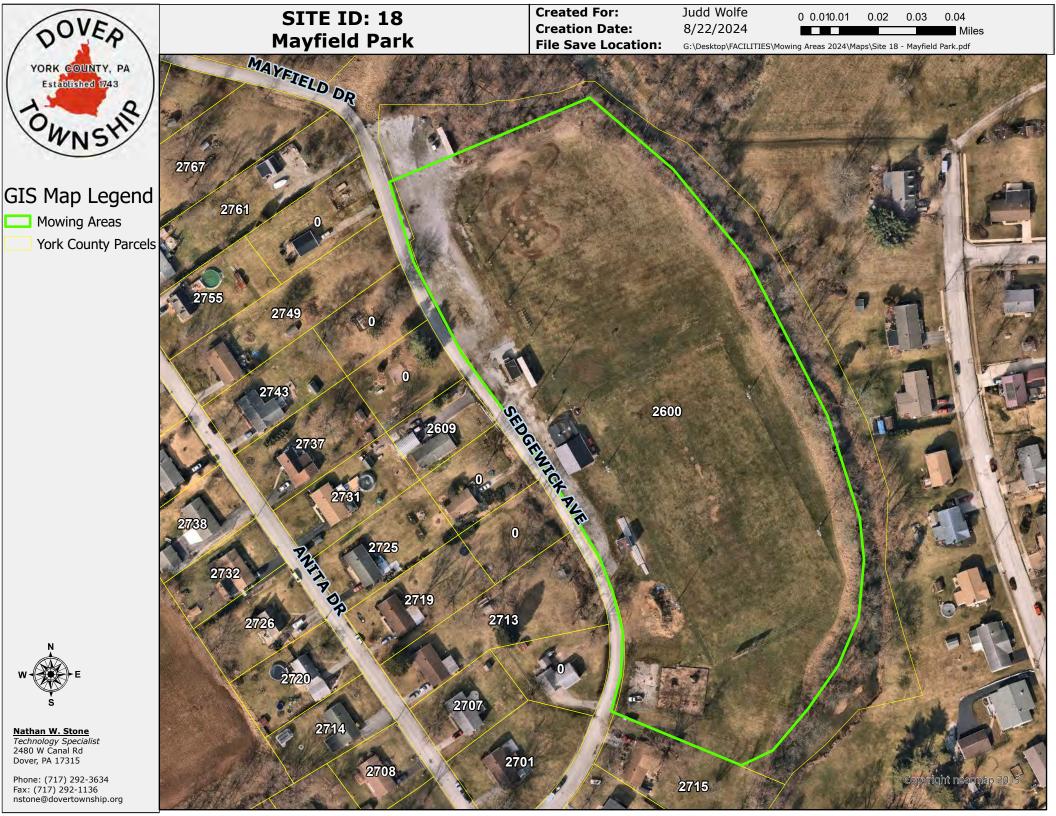


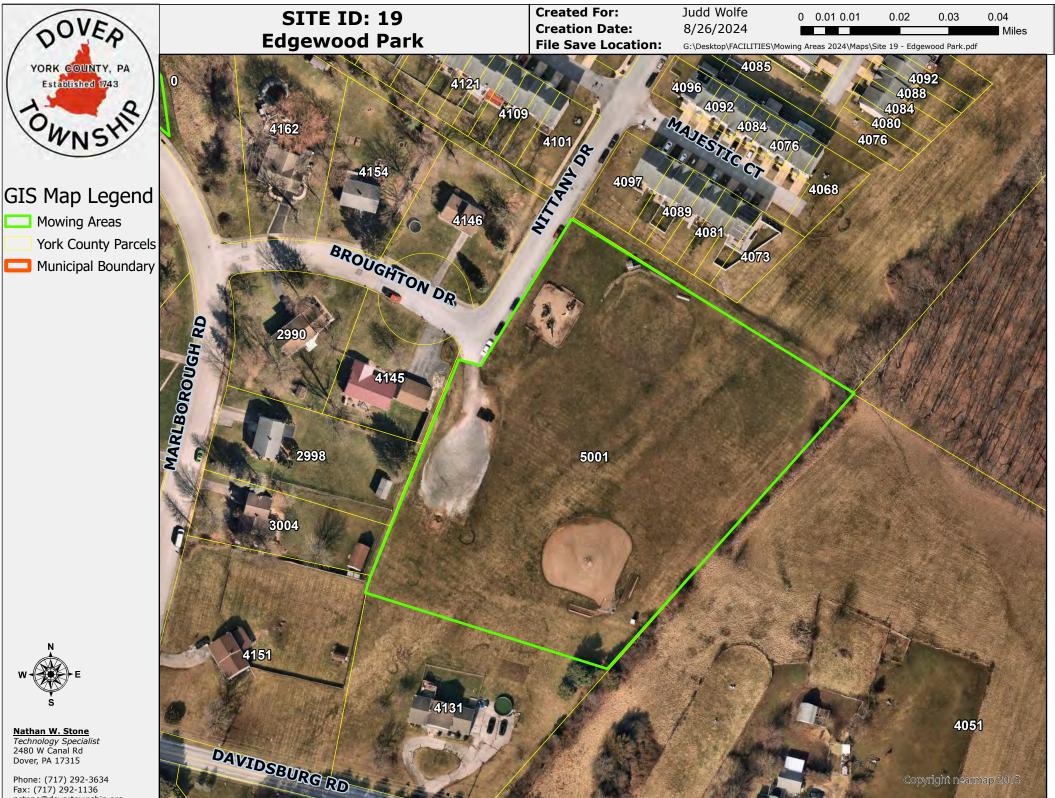
Nathan W. Stone
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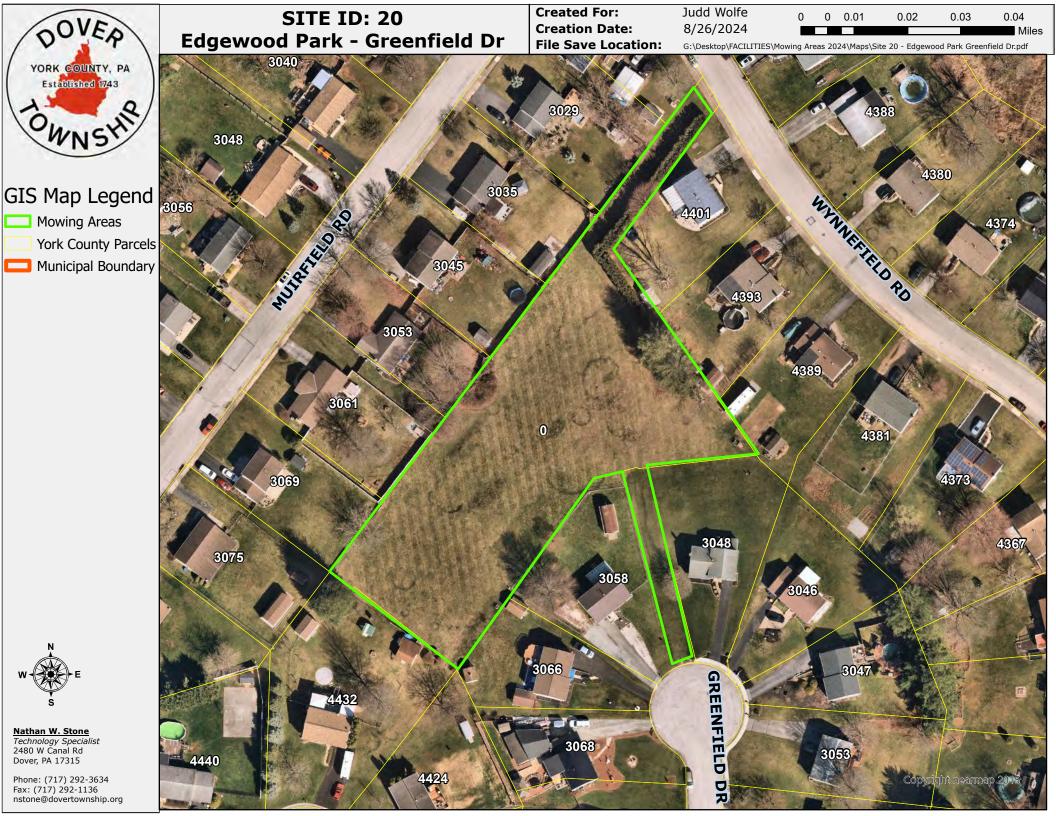














Mowing Areas

York County Parcels

Municipal Boundary

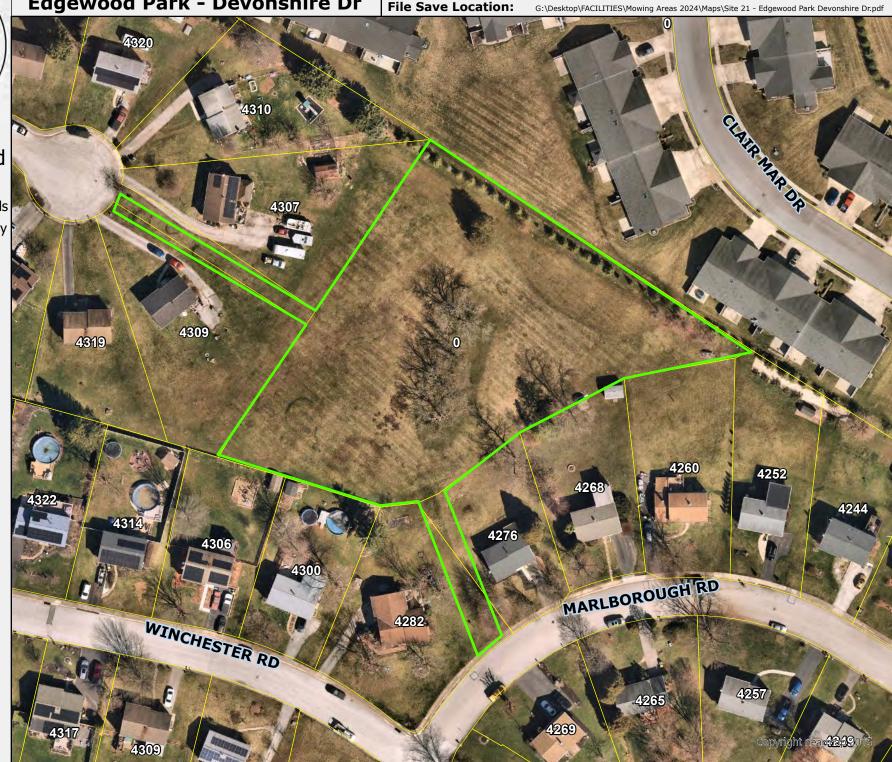


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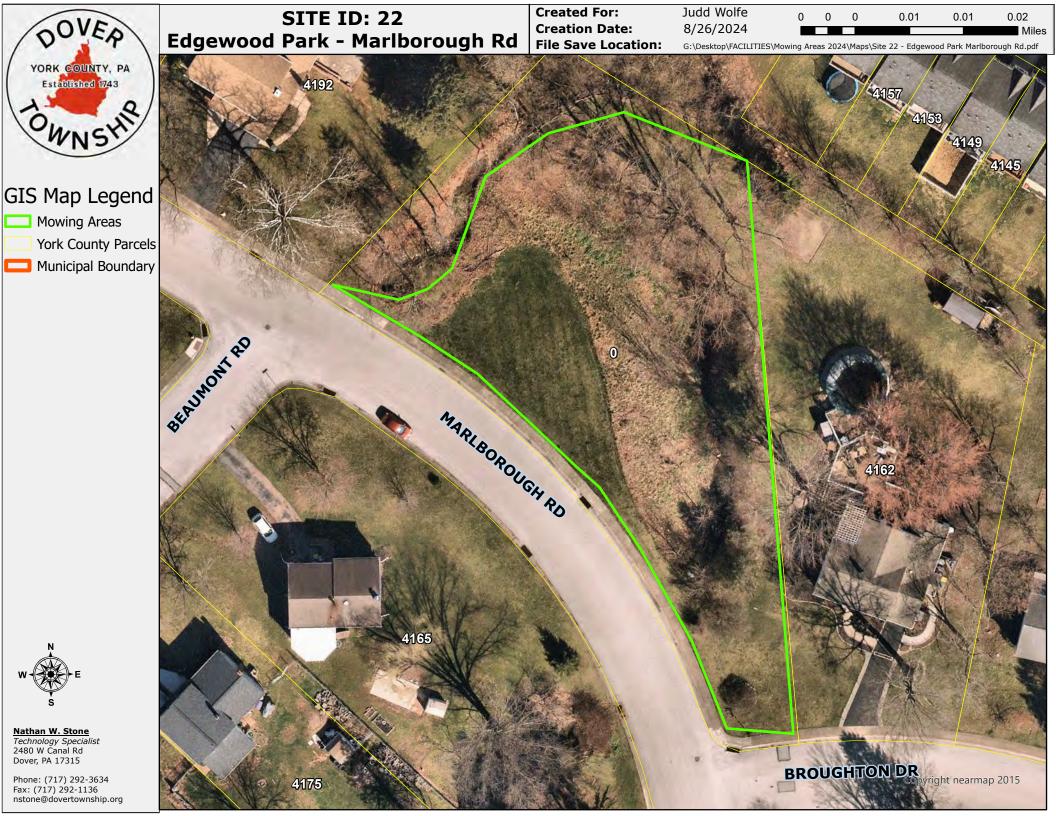
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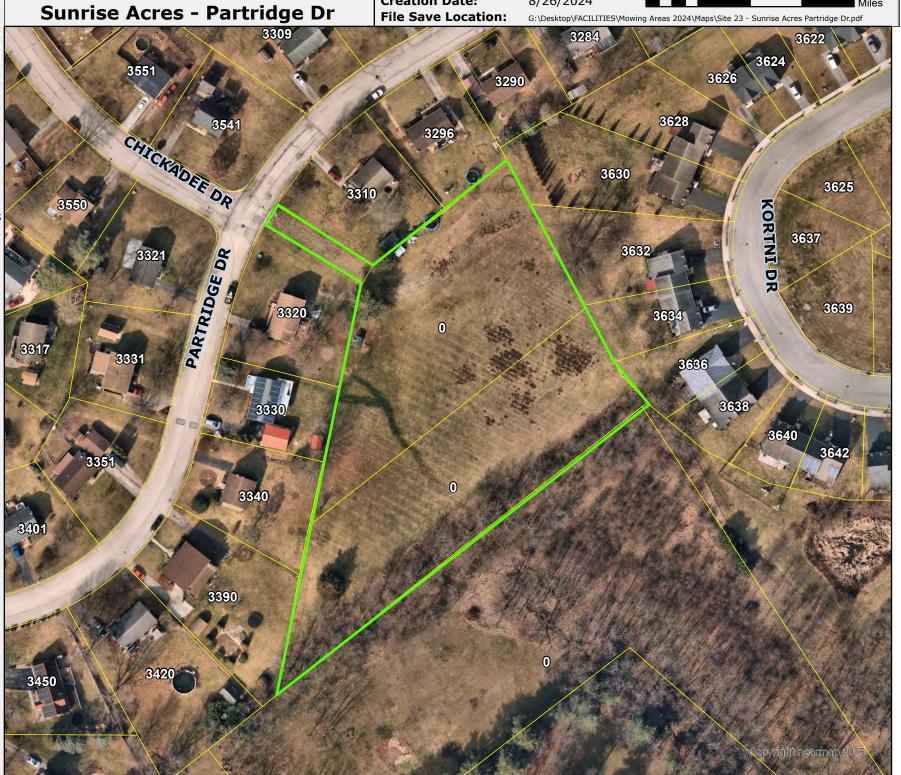




Nathan W. Stone
Technology Specialist
2480 W Canal Rd
Dover, PA 17315







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SITE ID: 23

Judd Wolfe

8/26/2024

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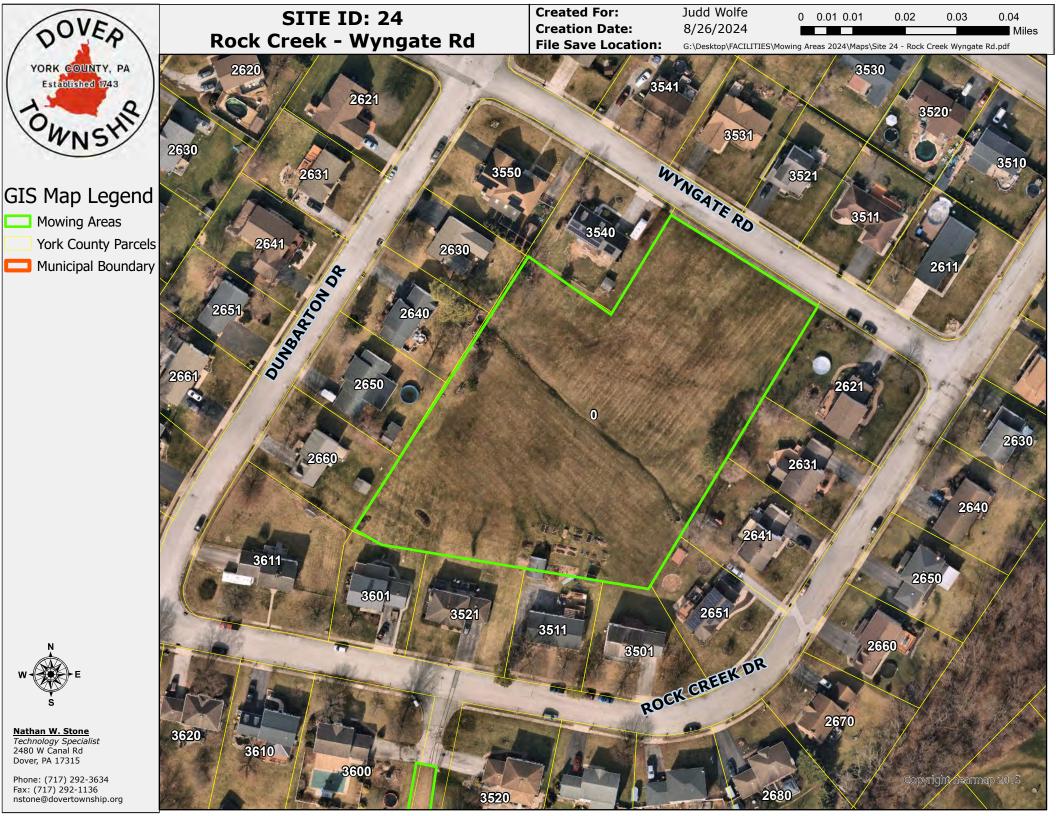
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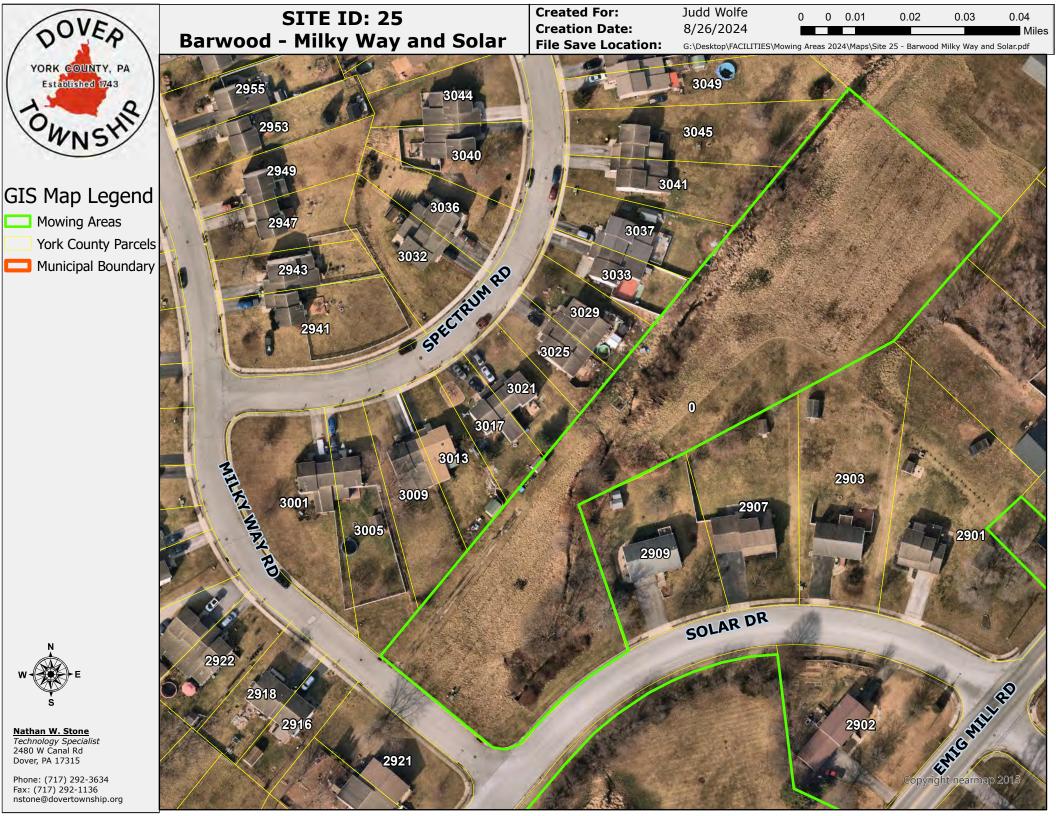
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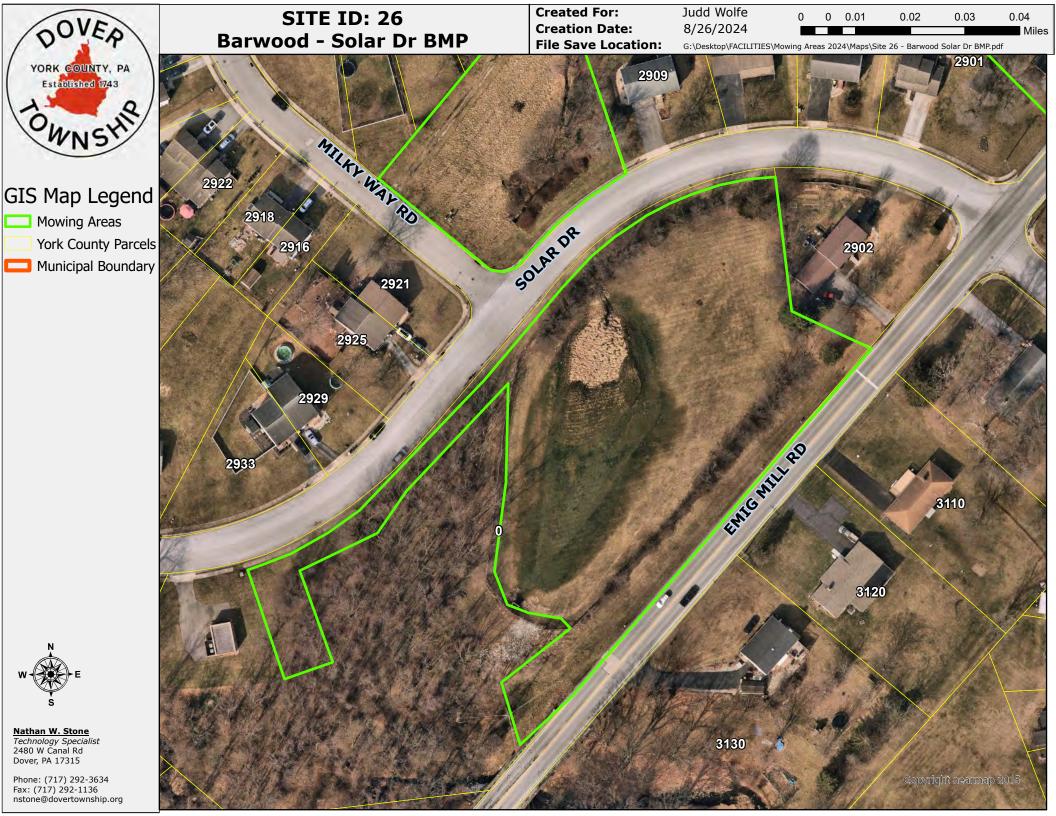
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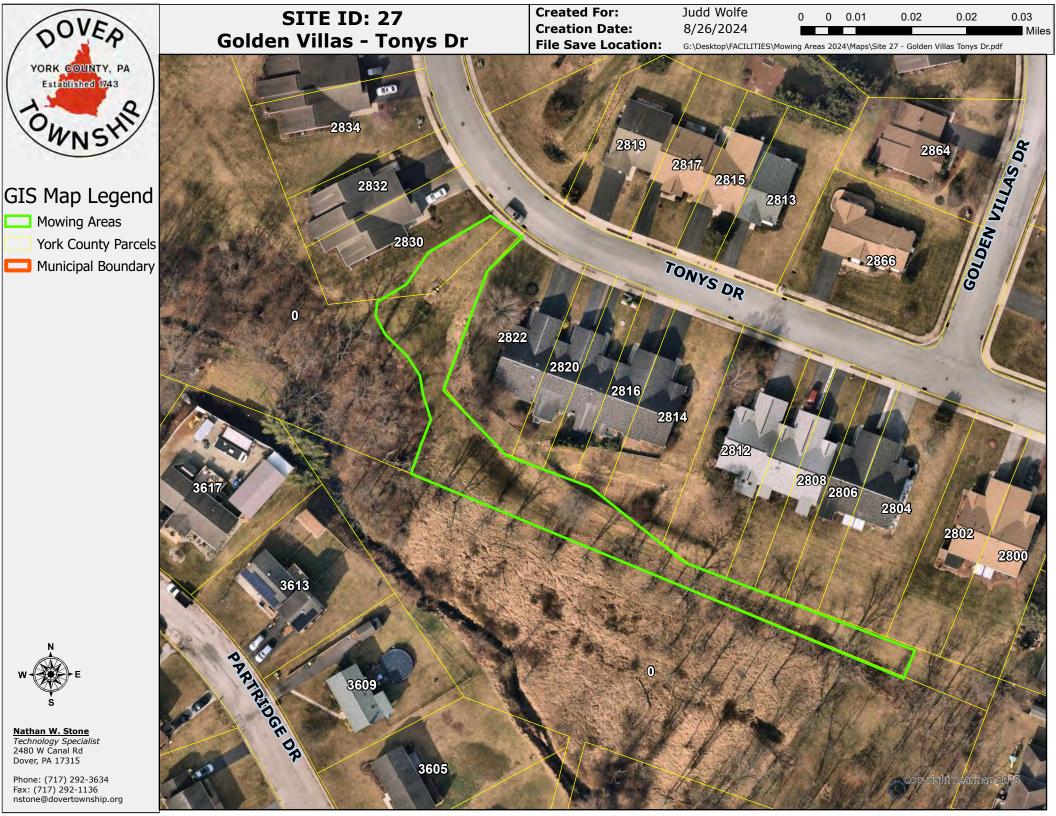


Nathan W. Stone Technology Specialist 2480 W Canal Rd Dover, PA 17315











GIS Map Legend MOWING

Mowing Areas

BASE

Streams



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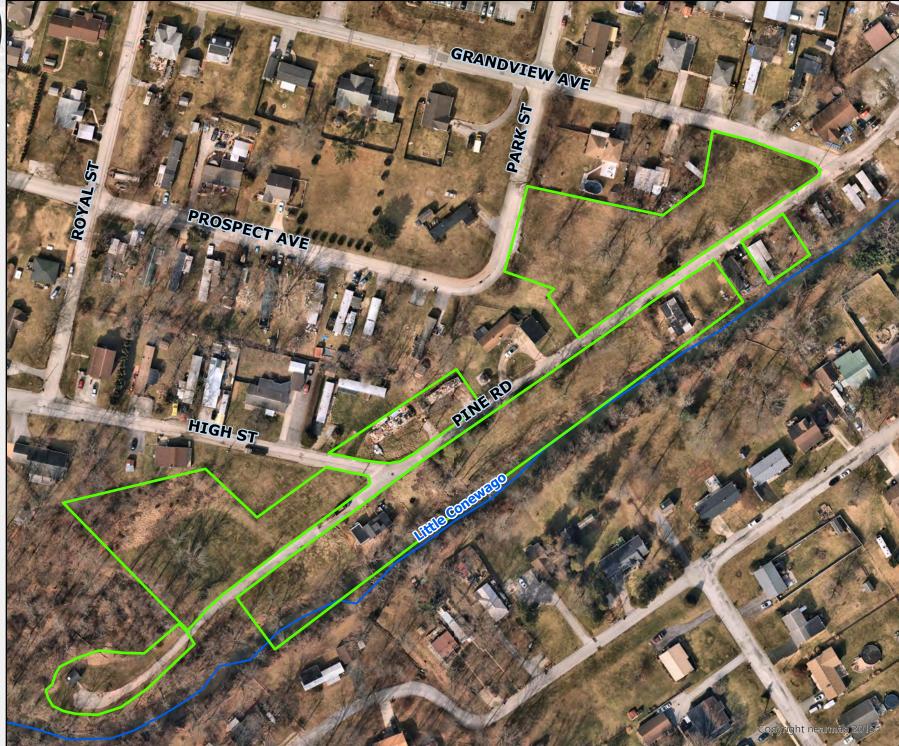
Phone: (717) 292-3634 Fax: (717) 292-1136 nstone@dovertownship.org

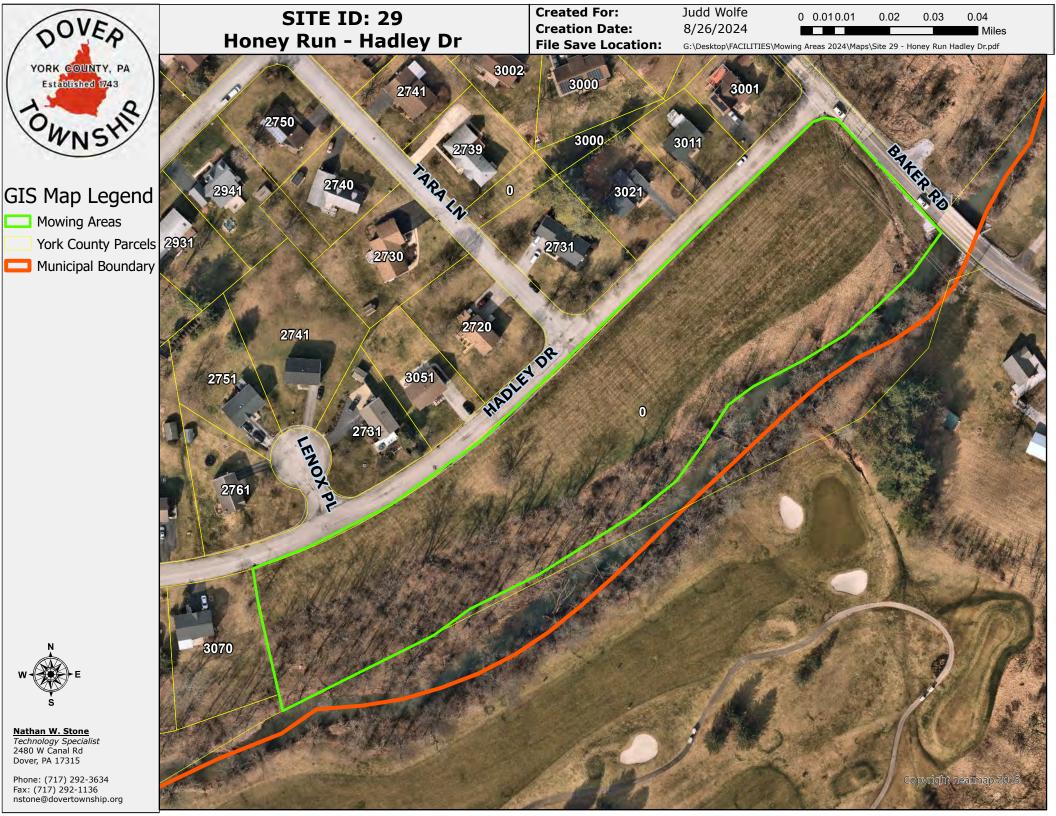
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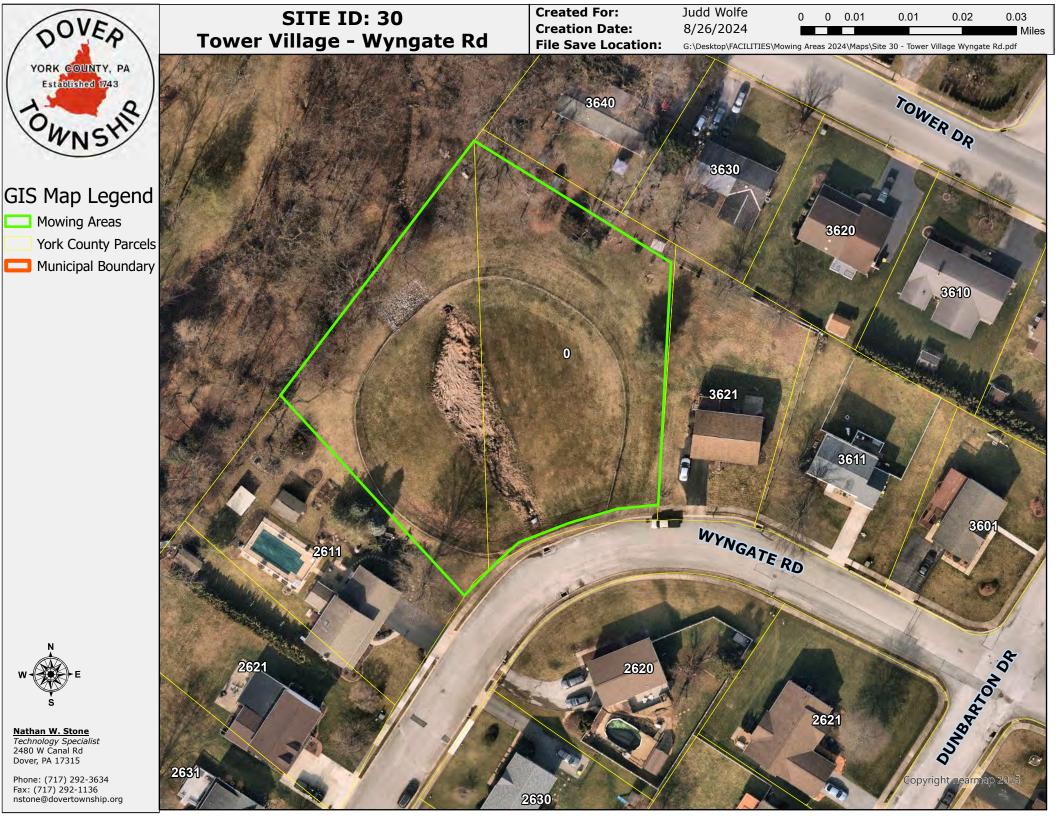
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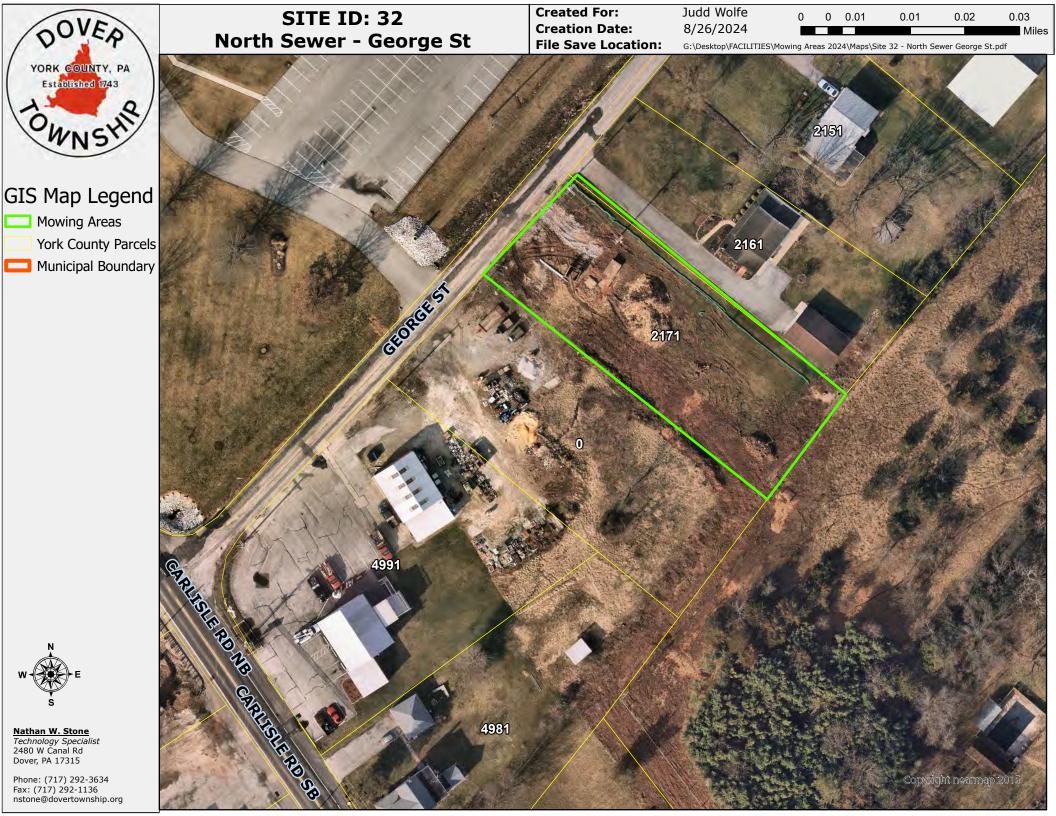
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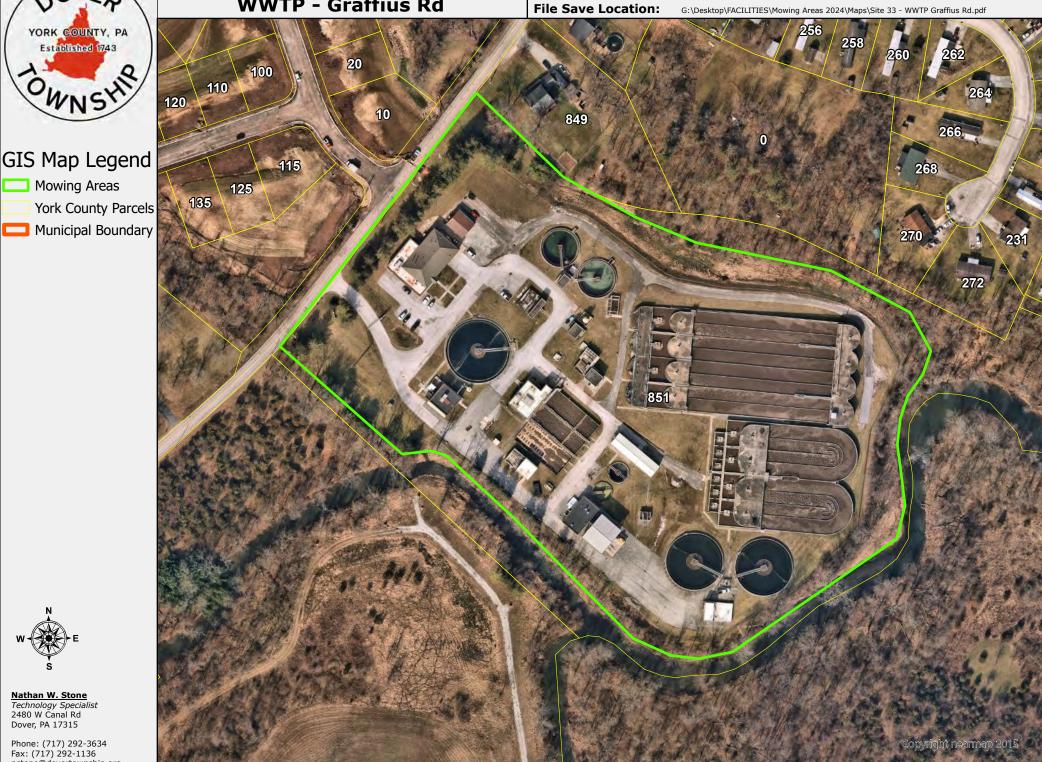
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Mowing Areas

York County Parcels



Created For: Creation Date: File Save Location: Judd Wolfe 8/19/2024

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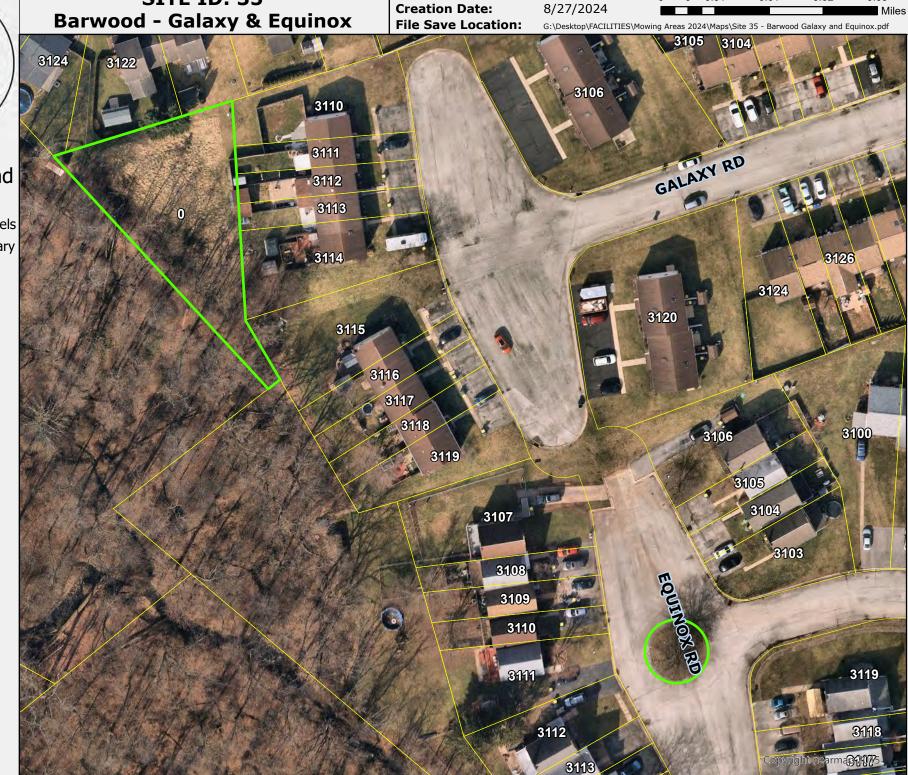
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Created For:

SITE ID: 35

Judd Wolfe

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