

**LOWER MAKEFIELD TOWNSHIP LEAF COLLECTION  
MAINTENANCE BID – CONTRACT FORM**

Lower Makefield Township  
1100 Edgewood Road  
Yardley, PA 19067  
267-274-1130

**I. Contract Information**

1. All envelopes containing Bids shall be clearly marked "LEAF COLLECTION" for Opening on: Thursday, September 17, 2020.
2. Sealed Bids shall be received on or before 10:00 AM on the above opening date at the Township Building at 1100 Edgewood Road Yardley, PA 19067, and opened and read at that time.
3. Contractor agrees to perform services for the Township in accordance with the cost or prices indicated on the Schedule of Prices and in accordance with the Bid specifications for the Township's Leaf Collection Program.
4. Contract shall expire at the end of the 2020 Leaf Collection Program.

**II. Contractor's Certification**

Proposal of \_\_\_\_\_  
(Name of Contractor)

\_\_\_\_\_  
(Address of Contractor)

\_\_\_\_\_  
(Telephone Number & Fax Number)

It is hereby certified as follows:

- A. The only person(s) having an interest in this proposal is/are: (list self & other interested persons)
- B. None of the above persons are employees of the municipality.
- C. This proposal is made without collusion with any other person, firm, or corporation. Furthermore, Bidder agrees that they shall not discriminate against any of their employees based on race, creed, or gender.
- D. All specifications referred to above herein have been examined by and agreed to by the Contractor. The Contractor understands and agrees that all leaf collection services shall be performed and provided in accordance with all the requirements of the Bid Specifications for Township Leaf Collection Program attached hereto and incorporated herein. The Contractor further understands and agrees that all work is payable in accordance with the requirements of said Bid Specifications and the Schedule of Prices attached hereto and incorporated herein.

**This Agreement with Attachments hereto contains the entire understanding between the Township and Contractor. It may be modified only in writing signed by both parties and is to be construed in accordance with the laws of Pennsylvania. The Township reserves the right to terminate this agreement by giving Contractor thirty (30) days written notice.**

IN WITNESS WHEREOF, the Contractor intending to be legally bound has hereto set his hand and seal on the \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_. SEAL  
(Contractor)

---

(By Title)

Attest: \_\_\_\_\_

Municipality:

To be executed upon acceptance of Contractor's Bid by majority vote of the Lower Makefield Township Board of Supervisors.

ACCEPTED ON: \_\_\_\_\_

MUNICIPALITY: \_\_\_\_\_

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

ATTEST: \_\_\_\_\_

## **BID SPECIFICATIONS FOR TOWNSHIP LEAF COLLECTION**

### **1. General Specifications**

Bidder must submit bid on the Township Leaf Collection Bid Contract Form and Schedule of Prices Form provided by the Township. Contractor shall provide all labor, equipment, and supplies necessary to accomplish the work.

Contract is on an **as-needed basis** with the Township solely determining the need for all leaf collection services. The work week for Leaf Collection is Monday thru Friday 7am-3:30pm (30-minute lunch break). Contractors shall not work more than eight hours per day without prior approval by the Director of Public Works. Township may, at any time, direct, limit, or curtail any and all leaf collection services. In the event the Township assumes the performance of all leaf collection services with Township work forces, the Township may terminate any or all contractors' leaf collection services without any further obligation on the part of the Township. The Township may, for any reason, terminate all leaf collection services.

Contractors shall take all measures reasonably necessary to ensure the safety of their employees and agents, and the public, during the work.

**All Equipment must be inspected and approved by the Township Public Works Director or his designee prior to awarding of the contract.**

It is the bidding contractor's responsibility to arrange for the inspection of their equipment with the Township Public Works Department to verify compliance to bid specifications. Any non-compliance will make null and void that contractor's bid.

Contractor is to provide all equipment in a well-maintained condition furnished with a driver and a minimum three-person ground crew. (Example: 1 hose operator & 2 rakers).

Equipment/Labor Prices: Rates for equipment with operator and ground crew shall be on an hourly basis.

Time is of the essence with respect to the start and completion of all work set forth in this Agreement. Contractors shall report to the Public Works office each day for work assignments. Contractors shall be responsible for completing a daily work completion form and map provided by the Township.

## **II. Locations of Leaf Collection**

Contractors will be assigned specific areas for leaf pick-up of Township roads. Contractors will be available to assist in other areas of the Township after their assigned areas are completed.

## **III. Contract Duration**

The contract period is to begin upon execution of the contract and to terminate at the completion of the 2020 leaf collection season. Depending on the weather this period usually runs from November through December. On occasion we will be picking up leaves in January.

## **IV. Insurance Bonding**

Bidders shall supply Lower Makefield Township a certificate of insurance, worker's compensation statutory per State of Pennsylvania, General Liability, and Automobile Liability. Hold harmless clause certificate to be provided to protect Lower Makefield Township and at least one million (\$1,000,000) bodily injuries and property damage per occurrence and aggregate in order to qualify. Contractor shall continuously maintain such insurance during the term of the agreement.

## **V. Hold Harmless and Indemnification Agreement**

The Contractor shall save and hold harmless and indemnify the Township, its agents, and employees against any and all liability, claims, and costs of whatsoever kind and nature for injury to or death of any person or persons and for loss or damage to any property occurring in connection with or in any way incident to or arising out of the occupancy, use, service, operations, or performance of work under the terms of their contract, resulting in whole or in part from the negligent acts or omissions of Contractor, any subcontractor, or any employee, agent or representative of Contractor.

## **VI. Lower Makefield Township Department of Public Works**

The Department of Public Works shall act as the sole liaison for the Township with the contractor and shall interpret the contract documents and shall inspect the work and determine whether the work is being accomplished in accordance with the contract documents and in a first-class workmanlike manner. The Department of Public Works may reject any work not so conforming or give such instructions as, in its discretion, may be necessary to correct any deficiencies. The Department of Public Works shall determine when the project has been substantially completed, and when it has been finally completed, for the purpose of approving payments to the contractor that may be dependent thereon.

**LOWER MAKEFIELD TOWNSHIP, BUCKS COUNTY, PA**  
**PROPOSAL FOR LEAF COLLECTION – 2020 SEASON**

In accordance with the agreement, General Conditions and Contract Documents, the undersigned proposes to furnish leaf collection services for Lower Makefield Township.

Minimum requirement for leaf collection is a 20-cubic yard truck mounted container with a minimum of 16” diameter collection hose. The contractor shall provide towing vehicle, leaf vacuum trailer, driver and three (3) person ground crew per machine. Contractor is to provide all necessary equipment (Example: rakes, pitch forks, gloves, and all personal protective equipment) to complete the job in a satisfactory manor.

Any equipment which will be used for leaf collection of township roads shall be listed below.

**Primary and back-up equipment:** (List year, vehicle model, and type of equipment)

---

---

---

---

---

---

**EQUIPMENT AND MAN POWER RATES**

Leaf machine with towing vehicle, driver &  
3-person ground crew  
(Per Hourly rate)

\$ \_\_\_\_\_

