

NOTICE TO BIDDERS

Sealed electronic bids will be received by Newtown Borough, Bucks County, PA ("Borough") via email at manager@boroughofnewtown.com no later than **12:00 p.m. prevailing time on Tuesday April 7th 2026**. At this time the bids will be opened and logged electronically.

The proposal consists of the following:

- Lawn and landscaping care and maintenance of designated Newtown Borough facilities and areas.
- Grass mowing, shrubbery pruning, and general landscaping.
- Porter service: trash removal from designated Newtown Borough facilities, areas, and bins along various streets and other Borough areas once per day, five (5) days per week, and at times designated by the Borough.

General Requirements:

- Minimum specific equipment is needed and must be provided to perform the work.
- A minimum number of hand laborers must be provided; however, unless otherwise agreed to by the Borough, one laborer shall be considered sufficient to perform the work.
- The contract term shall commence on or about **May 1st, 2026**, and shall terminate on or about **May 1st, 2027**, subject to additional renewal terms in the sole discretion of Borough Council, as stated in the Invitation to Bid.
- Bid documents may be obtained from Newtown Borough by inquiry at manager@boroughofnewtown.com and the subject line shall read *Landscaping Services Bid – (“name of company”)*
- Bids may be submitted electronically to manager@boroughofnewtown.com or in hard copy to 23 North State Street Newtown PA 18940.
- This proposal is NOT subject to the Pennsylvania Prevailing Wage Act.
- The successful bidder must ensure that its employees and applicants for employment are not discriminated against because of their race, color, religious creed, national origin, ancestry, sex, or age.
- The Bid must be accompanied by a certified check or bid bond in the amount of **10% of the bid**, made payable to Newtown Borough.
- The successful bidder will be required to provide liability insurance with required minimum coverage limits naming Newtown Borough, and its officials, employees, and agents as additional insureds.
- The successful bidder will be required to furnish and pay for satisfactory Performance and Payment Bonds in the amount of 100% of the contract price with a corporate surety approved by the borough.
- The successful bidder will be required to otherwise comply with the contract bid documents.

Newtown Borough reserves the right to reject any or all proposals, and to waive any informalities or irregularities in the best interest of the Borough.

Craig Totaro, Borough Manager

INVITATION TO BID
LANDSCAPING, LAWN MAINTENANCE AND TRASH REMOVAL CONTRACT

Advertisement Date: March 11th, 2026

1. GENERAL BIDDING CONDITIONS AND INFORMATION

1.1 Purpose. Newtown Borough is seeking bids for landscaping, lawn maintenance and trash removal work throughout Newtown Borough as described in this Invitation to Bid and its attachments.

1.2 Definitions.

- **"Borough"** means Newtown Borough, Bucks County, PA, a political subdivision, and its departments.
- **"Bidder"** means any business entity submitting a Bid in response to this Invitation to Bid.
- **"Contractor"** means the Bidder whose Bid is determined by the Borough to meet the best interests of the Borough. The Contractor, once selected for award of the Contract, will enter into a Contract to provide the goods and/or services described in the Invitation to Bid.
- **"Invitation to Bid"** means this entire document, including the attachments.
- **"Bid"** means the sealed electronic or hard copy document(s) submitted by a Bidder according to the terms of this Invitation to Bid.

1.3 Interpretation. If any person contemplating submission of a Bid in response to this Invitation to Bid is in doubt as to the true meaning of any provision, a written question may be submitted to the Borough by email at manager@boroughofnewtown.com. Answers, citing the question asked but not identifying the questioner, will be distributed simultaneously to all known prospective Bidders within seven (7) business days prior to the scheduled bid opening. The Borough will not be bound by oral questions or oral responses to inquiries. The Borough will only be bound by written Addenda. Submission of a questions does not guarantee it will be answered.

1.4 Bidder Responsibility. The Bidder is presumed to be thoroughly familiar with all specifications and requirements of this Bid. A Bidder's failure or omission to examine any relevant form, article, site or document will not relieve them from any obligation regarding this Invitation to Bid. At the time of the opening of, each Bidder will be presumed to have read and understood the terms and conditions of all bid documents, and to be thoroughly familiar with the sites of the work before submission of its Bid.

1.5 Addenda. If the provisions of this Invitation to Bid are amended, the Borough will issue a formal written Addendum to all known prospective Bidders. If necessary, a new due date will be established.

1.6 Acceptance of Bid and Its Effect. When a bid has been determined by the Borough to be satisfactory, a contract will be awarded to the lowest responsive and responsible bidder whose Bid reflects the best interest of the Borough from the standpoint of suitability to purpose, quality, service, previous experience, price, lifecycle cost, ability to deliver, or other relevant factors deemed appropriate by the Borough, within forty-five (45) days from the date of the bid opening and may be extended with written consent of the Bidder.

Notice of acceptance of a bid will be given to the successful Bidder, requiring the Bidder to execute a contract. The successful Bidder, upon failure or refusal to enter a contract with the Borough within fifteen (15) days after receiving notice of acceptance of the Bid, forfeits to the Borough, as liquidated damages, but not a penalty, for such failure or refusal, the bid security submitted with the Bid. The rights and obligations provided for in the Bid and

Contract shall become effective and binding upon the parties only with its formal execution. The acceptance of a Bid, as provided herein, shall constitute the award of a Contract.

The Contract may be awarded on a single item, item group, or total price basis of the Bid Grid (**Attachment C**) whichever is deemed to be in the best interest of the Borough. The Borough reserves the right to conduct any investigations it may deem advisable, and to make all evaluations, in its consideration of an award. The Borough reserves the right to reject any or all Bids, in whole or in part. The Borough reserves the right to waive any minor irregularities. A Bid may be rejected if it is in any way incomplete, irregular or does not meet or qualify in any way (technical or otherwise) with the Invitation to Bid.

1.7 Withdrawal & Taxes. Bids may be modified or withdrawn at any time prior to the posting of the bids. The Borough reserves the right to accept or reject any or all bids within forty-five (45) days of bid opening, and shall remain open during this time period, but the Borough may, in its discretion, release and bid and return the bid Security prior to that date. Withdrawal of a bid after the bids are posted shall be permitted only in accordance with the Public Contract Bid Withdrawal Law (Act of January 23, 1974, P.L 9, No.4). The Borough is exempt from Federal and Pennsylvania states taxes. Exemption certificates will be issued upon request. Each Bidder shall execute and submit with the Bid an Affidavit of Non-Collusion (**Attachment D**) included with this Invitation to Bid. Failure to submit an Affidavit of Non-Collusion shall result in the Bidders disqualification.

1.8 Contract Execution; Precedence. The successful Bidder shall execute a Contract in the form included with this Invitation to Bid, within fifteen (15) days of the Borough's issuance of a notice of intent to award. This Invitation to Bid and the Bid of the successful Bidder will be made part of any resultant Contract and will be incorporated in the Contract as set forth, verbatim. In the event of contradictions or conflicts between the provisions of the documents comprising the Contract, they will be resolved by giving precedence in the following order:

1. The provisions of the Contract (as it may be amended).
2. The provisions of the Invitation to Bid.
3. The provisions of the successful Bid.

1.9 Bid Security. Each bid shall be accompanied by a certified check or bid bond payable to or in favor of the Borough in the amount of **10% of the bid**. The check or bid bond of all bidders will be returned when the contract is signed or, if no award has been made within forty-five (45) days after the date of the opening of bids, upon demand of the unsuccessful bidder(s) at any time thereafter. Failure to submit bid security as specified in this section shall result in the Bidders disqualification.

1.10 Contract Time Period. The Contract awarded hereunder shall be for an initial one (1)-year term, commencing upon approval by the Borough, with an option for the Borough to extend the contract for successive one-year periods ("extended term"), unless cancelled in writing by Borough or Contractor no less than ninety (90) days prior to expiration of the current term. Each bidder must submit a Bid on the Bid Form provided, indicating the proposed Bid for the first year and for each of the optional years.

1.10 a Contract Price. The contract price shall be fixed at the award amount and shall not increase more than two and one-half percent (2.5%) for any extended term unless such increase is accepted by the Borough in writing. The Borough reserves the right to reject any proposed price increase and to solicit bids for any successive term at any time prior to the expiration of the initial term or extended term. However, any such solicitation shall not be a waiver of the Borough's right to timely exercise the option to extend the contract for an extended term.

1.11 Compliance with Standard Terms and Conditions. Bidder agrees to be bound by the Terms and Conditions attached to this Bid as **Attachment "A"**.

2. PRIMARY SPECIFICATIONS

2.1 Scope of Work. This is a contract for landscaping and lawn maintenance and minor trash removal in Newtown Borough, PA. The work location areas are described in **ATTACHMENT B: Designated Properties and General Services**. Contractor shall be responsible for areas not identified on Attachment "B" if determined to be necessary by Borough.

2.1.a Landscaping and Lawn Maintenance. Landscaping and lawn maintenance services shall include complete grounds maintenance at designated Newtown Borough facilities, properties, and public areas, as identified in **ATTACHMENT B: Designated Properties and General Services**. Services include, but are not limited to:

- Routine and ongoing mowing, trimming, edging, hedging, pruning, and removal of grass, weeds, invasive species, shrubs, and excessive tree branches, as necessary and as directed by the Borough.
- Continuous maintenance using approved equipment and/or manual methods, as necessary, to keep all areas neat, groomed, and free of accumulated growth or debris.
- Emergency removal of fallen trees, limbs, or branches when required.
- Removal, relocation, and lawful disposal of all grass clippings, landscaping trimmings, trees, and bushes to facilities for which the Contractor is authorized to use. Such materials shall not be permitted to accumulate on the Designated Properties.
- Limited use of pesticides, only where permitted by law and only if pet-safe and approved for use in tot lots and playground areas.
- Annual procurement and installation of play-area fall-zone wood carpeting at two children's park areas (approximately 100 sq yds total).
- Edging and mulching at a limited set of existing non-perennial planted areas.

Alternate Pricing:

The Bid Grid includes a separate line item requesting alternate pricing for the use of electric-powered equipment. Submission of alternate pricing is encouraged but not required and will not be used in determining bidder responsiveness or award.

2.1.b Coordination with Borough Master Gardener – Scope Clarification

The Borough employs a professional master gardener responsible for the horticultural care of designated sensitive perennial planting beds. At present, these designated beds include most or all perennial planting areas located within the **Common, Old Skunky Swale**, and portions of **Patriots Park**. The purpose of this section is to clearly delineate responsibilities and prevent any overlap between the services performed by the Borough's master gardener and those included in the general landscaping contract.

Unless otherwise expressly excluded, the services included under this contract consist of edging and mulching of all landscaped beds at all locations, as well as pruning and trimming of all shrubbery and hedges Borough-wide. Horticultural care activities within designated sensitive perennial beds are addressed separately and are not included in this contract.

2.1.b.i Included Services (All Applicable Locations):

- Edging of landscaped beds as identified by the Borough
- Mulching of landscaped beds as identified by the Borough

2.1.b.ii Excluded Services at Master Gardener Locations:

Within sensitive perennial planting beds maintained by the Borough's master gardener, the following services are **excluded** from this contract and shall not be performed by the Contractor:

- Weeding
- Pruning
- Plant care and maintenance
- Chemical or non-chemical treatments (including fertilization and pest management)

2.1.b.iii Fully Included Landscaped Areas:

Landscaped areas containing larger shrubbery, mature trees, larger plant varieties, and hedges are fully included in this contract, including edging, mulching, weeding, pruning, and routine landscape maintenance, unless otherwise noted.

2.1.b.iv Coordination Requirement:

The Contractor shall coordinate with the Borough to avoid duplication and/or unnecessary activity or services. Any uncertainty regarding scope or location-specific responsibilities shall be resolved by the Borough prior to performance. The Borough reserves the right to identify or modify landscaped areas subject to master gardener oversight during the contract term. Such changes shall not alter the contract price unless they materially change the overall scope of work

2.1.C Trash Removal. Trash removal services shall include the collection and disposal of refuse from designated Newtown Borough facilities, public areas, and street-side receptacles, as identified in *Attachment "B"*, and shall include:

- Collection and removal of trash and debris from all Designated Properties.
- Daily emptying of pedestrian public trash receptacles located along streets and other Borough areas, including receptacles affixed to utility poles, once per day, five (5) days per week, and as needed for special events, at times designated by the Borough.
- Park and borough property trash container removals shall occur prior to the performance of lawn and landscaping services at each location. Tipping frequency is approximately 1 tip per week per location.
- All collected trash shall be delivered to the Borough dumpsters located at 23 North State Street, a location for which the Contractor is authorized to deliver materials. The Contractor shall not be responsible for tipping fees or costs associated with the Borough dumpsters.

2.4 Minimum Qualification Specifications.

- Contractor must have a current and valid "**Pesticide for Turf Application Business License**" registered with the Commonwealth of Pennsylvania in the name of the Bidder.
- Contractor shall have a minimum of ten (10) years' experience with the maintenance work required in this Invitation to Bid, including previous experience within Bucks County, PA pursuant to contracts of similar scope and size.
- Bidder shall be the legal owner of the equipment necessary to perform the obligations under the Contract, including but not limited to dump truck, mowers, trimmers, blowers, hedgers, and pruning equipment.

2.5 Vehicle and Equipment Inspections.

- All equipment used shall be in good working condition and comply with annual vehicle inspection requirements.
- The Borough specifically reserves the right to direct the Contractor to discontinue using any unit of equipment at any time if the Borough determines it is not performing satisfactorily.

2.6 Response Time.

- The Contractor shall respond to emergency events promptly and within a reasonable time period, commensurate with the nature of the event, and shall provide labor, equipment, and supervision as necessary to address such conditions.
- All work shall be executed continuously and in an orderly, timely, and efficient manner, consistent with accepted industry standards and Borough expectations.
- The Contractor shall not deviate from the assigned lawn and landscaping maintenance schedule or trash removal schedule without the prior written consent of the Borough.
- At all times during the term of the Contract, the Contractor shall maintain and provide the Borough with current contact information for:
 - a direct supervisory contact with authority to direct work and respond to Borough instructions;
 - an on-site or on-call field contact available during work hours and for emergency response.
 - Such contact information shall include, at a minimum, name, title, and telephone number, and shall be updated promptly whenever changes occur.

2.7 Contractor Responsibilities.

- Bidders shall identify in their Bids the equipment proposed to be used in performing the services pursuant to the Contract. Upon execution of the Contract, the Borough may inspect the Contractor's equipment including dump trucks, trash removal vehicles, and other landscaping maintenance equipment.
- Contractor will be responsible for keeping all equipment in good working order and possess a valid vehicle inspections.
- Contractor is responsible to immediately notify the Borough if Contractor is unable to perform any services required. Contractor shall ensure that each operator is insurable, properly licensed, and fit for duty.
- Contractor is responsible to report to the designated Borough personnel any damage to the property of others or bodily injury to others.
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2.8 Evaluation of Contract Award. Award will be based upon the Bid meeting the Borough's minimum specifications and made to the lowest responsible and responsive Bidder. Consideration will be given to Bidder's references and ten (10) years' experience requirement.

2.9 Payment Per Unit.

- The payment for each unit of equipment and for each man-hour will be for the actual "operating"

time at the hourly rate submitted in the Bid.

- The Borough will **not** compensate for mealtime, sleep time, or excessive downtime.
- The Borough will **not** compensate for time for minor repairs, adjustments and fueling.
- All operating time shall be subject to verification and approval by the Borough.
- The work under this contract is considered “maintenance” under the Pennsylvania Prevailing Wage Act and regulations, and therefore the Pennsylvania Prevailing Wage Act does not apply.

2.10 Contract Termination. The Borough may terminate the Contract in the event Contractor fails to perform the services required in a satisfactory manner. If Contractor fails to correct a default within three (3) days of delivery of a Default Notice, the Borough may immediately terminate the Contract. The Borough may, in its sole discretion, terminate the Contract, in whole or in part, for convenience upon written notice to the Contractor. Such termination may be effective immediately or at a future date specified by the Borough, including for the purpose of continuing the Contract for a reduced scope or reduced term period.

In the event of termination, compensation shall be limited to services satisfactorily performed and accepted by the Borough up to the effective date of termination.

Termination under this section shall be in addition to, and not in limitation of, the boroughs termination rights set forth in Attachment A Terms and Conditions.

The Borough reserves the right to hire another contractor to perform the work subject to the Contract in the event the Contractor fails to perform contracted services within a reasonable amount of time as determined by the Borough following notice to Contractor

2.11 Insurance Requirements. During any term of this Contract, the Contractor shall maintain:

- Workers’ Compensation and Employers Liability Insurance, complying with the laws of the State in which the work is to be performed (Pennsylvania).

Employers Liability insurance limits shall be no less than:

- Bodily Injury by Accident: \$100,000
- Bodily Injury by Disease \$100,000
- Bodily Injury by Disease: \$500,000 policy limit
- Waiver of subrogation required

- Commercial General Liability Insurance: \$2,000,000 General Aggregate; \$1,000,000 Each Occurrence.
- Commercial Automobile Liability: \$1,000,000 Combined Single Limit.
- Umbrella Liability Policy: Minimum Limit of \$1,000,000 each Occurrence/Aggregate.

2.12 Execution of Contract: The successful bidder(s) shall be obligated to enter into a written contract with the Borough within ten (10) days of issuance of a Notice of Intent to Award the Contract, in a form provided by the Borough.

3. BID PRESENTATION AND REVIEW

3.1 Bid Content. Each Bidder shall submit a Bid in strict conformity with the requirements stated in **Attachment "C" Bid Grid and Attachment "D" Bid Form**. Failure to adhere to all requirements may result in a Bid

being disqualified as non-responsive. All Bids shall be submitted using the provided Bid Sheets as attachments "C" and "D". Every question must be answered and if not applicable marked "N/A"

3.2 Submission. Bids must be submitted to manager@boroughofnewtown.com in electronic PDF format Bids must be received no later than 12:00 p.m. on April 7th 2026. Mailed bids must be received on or before the submission date and time and clearly marked as bids according to the following envelope format: **Newtown Borough**

ATTN: Boro Manager -- Landscaping Services BID
23 North State Street
Newtown PA 18940

3.3 Bid Understanding: By submitting a Bid, the Bidder agrees and assures that the specifications are adequate, and the Bidder accepts the terms and conditions herein.

3.4 Bid Security: Each Bidder must submit bid security as designated in Paragraph 1.9 of this Invitation to Bid.

3.5 Performance and Payment Bond: The successful Bidder will be required to furnish a Performance Bond and Payment Bond in the amount of 100% of the contract price as specified in the Notice of Intent to Award.

4. ADDITIONAL PROVISIONS AND TERMS

4.1 Assignment. The Contractor shall not assign the Contract or any money due without the prior written consent of the Borough which consent may be withheld for any reason.

4.2 Indemnification. The Contractor agrees to be responsible for, and to protect, save harmless, and indemnify the Borough from and against all loss, damage, cost and expense (including reasonable attorney's fees) sustained by the Borough by reason of injury to persons or property or other causes whatsoever, in connection with the operations of the Contractor or any subcontractor pursuant to the Contract.

4.3 Independent Contractor. The Contractor shall be considered an independent contractor, not an employee or agent of the Borough and has no authority to make any binding commitments or obligations on behalf of the Borough except as expressly provided herein.

4.4 Payments. Payment will be made within forty-five days of submittal of an invoice and upon approval by the Newtown Borough Council on a net 45 basis.

4.5 Sexual Harassment. Failure to comply with the Borough's policy to ensure an environment free of sexual harassment could result in termination of this Contract without advanced notice.

4.6 Subcontractors: Whenever any of the work is performed by a sub-contractor or sub-contractors, the Borough reserves the right to determine if the sub-contractor complies with the terms of the specifications. This determination will in no way relieve the contractor of prime responsibility for the completion of terms and conditions of the specifications.

4.7 Contract Documents: The Contract entered into by the parties shall consist of the Invitation to Bid, the Bid submitted by the Contractor, and the specifications including all modifications thereof, all of which shall be referred to collectively as the "Contract."

4.8 Contract Validity: In the event one or more clauses of the Contract are declared invalid, void, unenforceable or illegal, that shall not affect the validity of the remaining portions of the contract.

4.9 Contract Modification and Amendment: The parties may adjust the specific terms of the Contract (except for pricing) where circumstances beyond the control of either party require modification or

amendment. Any modification or amendment proposed by the Contractor must be in writing to the Borough. Any agreed upon modification or amendment must be in writing and signed by both parties.

4.10 Equal Opportunity: In the execution of the Contract, the Contractor and all subcontractors agree, consistent with Borough policy, not to discriminate on the grounds of race, color, religion, sex, sexual orientation, national origin or citizenship status, age disability, or veteran's status and to provide reasonable accommodations to qualified individuals with disabilities upon request.

ATTACHMENT A -- TERMS AND CONDITIONS

A-1. Incorporation

These Standard Terms and Conditions are incorporated into the Invitation to Bid, the Bid submitted, and any Contract awarded by Newtown Borough ("Borough"). Submission of a Bid constitutes acceptance of these Terms and Conditions.

A-2. Bid Submission

Bidders shall use the forms provided by the Borough, fully complete all required fields, acknowledge any addenda, and execute the Bid with the signature of an authorized representative. Failure to comply may result in rejection of the Bid.

A-3. Reservation of Rights

The Borough reserves the right to accept or reject any or all Bids, in whole or in part, to waive informalities or irregularities, and to award the Contract in the manner determined to be in the best interest of the Borough.

A-4. Compliance With Laws

The Contractor shall comply with all applicable federal, state, and local laws, ordinances, regulations, and Borough policies. This Contract is not subject to the Pennsylvania Prevailing Wage Act.

A-5. Contract Execution and Default

The successful Bidder shall execute the Contract within the time required by the Invitation to Bid. Failure to do so shall result in forfeiture of bid security as liquidated damages.

The Contractor shall perform all services in a timely and satisfactory manner. Failure to do so shall constitute a default.

A-6. Cover Procurement

In the event of default, the Borough may procure services from other sources and hold the Contractor responsible for any excess costs incurred.

A-7. Insurance

The Contractor shall maintain all insurance required by the Contract Documents for the duration of the Contract and any extensions.

A-8. Independent Contractor

The Contractor is an independent contractor and not an employee or agent of the Borough.

A-9. Assignment

The Contractor shall not assign the Contract or any monies due without the prior written consent of the Borough.

A-10. Indemnification

The Contractor shall indemnify and hold harmless the Borough and its officials, employees, and agents from and against claims, damages, losses, and expenses arising from or relate to the performance of the Contract.

A-11. Termination for Convenience

The Borough may terminate the Contract for convenience upon written notice. Compensation shall be limited to services satisfactorily performed to the date of termination.

A-12. Governing Law

The Contract shall be governed by the laws of the Commonwealth of Pennsylvania, with venue in Bucks County, PA.

ATTACHMENT B -- Designated Properties and General Services

Trash/Porter Services

Trash cans are located at several locations on State Street between Penn Street and Green Street. All of cans are emptied **five times a week**. Plastic trash bags are not supplied by the Borough but may be stowed in the Borough Garage at 23 North State Street.

In the Municipal Parking Lot, there are **two trash cans**:

- One is located at the north end of the parking lot [in the triangle-shaped bed](#).
- The second is at the southern end, next to the [steps leading to State Street](#).

Trash on the ground is expected to be picked up when collecting trash from the cans.

In addition to the State Street cans, there are trash cans located in other areas including: Common, SEPTA lot, and at the corner of State and Sterling Streets.

Trash cans are also located in all Borough parks including:

- [Linton Park](#): three trash and one recycle can.
- [Brian Gregg Park](#): two trash, one recycle, and one dog waste can.
- [Patriots Park](#): one trash can will be added once construction is finished.
- [Newtown Commons](#): one trash and one recycle can.
- [Old SEPTA Lot](#): two trash cans.

All park cans are emptied **once a week**.

Trash bags are not supplied by the Borough but may be stored in the Borough garage. Each trash bag is held in place by a **40–42 inch bungee cord**.

All trash is to be placed in the dumpsters behind Borough Hall.

Properties and Scoping

[Borough Hall / Police Department](#)

- Mow grass in front and along the north side of Borough Hall and the two small strips around the Police Building.
- Trim bushes at Veterans Plaza.
- Weed beds.
- Check the brick parking apron for weeds and spray as needed.
- Pick up any trash on the ground.

State Street Tree Wells

- Edge and mulch approximately **forty (40)** tree wells in the spring.
- Pull weeds and shoots as needed

[Newtown Commons](#)

- Mow grass as needed
- Mulch and edge beds

Old SEPTA Lot

- Mow grass as needed.
- Leaf cleanup in the fall.
- Check curb lines for weed growth.

Municipal Parking Lot

- Grass cutting and leaf cleanup as needed.
* Special Area – the slope is to be mowed and maintained as needed.
- Keep islands and curb lines weed-free.
- Cut down perennials in summer and fall.
- Prune brush from the guardrail along the creek bank once a year.
- Keep the area trash-free.

Parks

Recurring landscaping maintenance:

- Spring cleanup
- Edge and mulch beds
- Grass cutting
- Bush trimming
- Fall leaf cleanup

Tot Lots

- New certified wood carpet must be installed each spring.
- **Linton Park:** 25 yards for the tot lot, 10 yards around the swing set and tire.
- **Brian Gregg Park:** 75 yards for the tot lot.

Example – Annual Tasks at Linton Park

- **Trash:** Empty cans weekly.
- **Spring:** Clean up property, edge and mulch beds (flower bed by monument excluded), install wood carpet in tot lot and swing/tire areas.
- **Spring & Fall:** Cut grass, edge sidewalks and curbs, control weeds in beds, tot lot, sidewalks, curbs, and around the flagpole.
- **Bushes:** Trim hedges other bushes as necessary.
- **Trees:** Prune limbs above head height as needed.
- **Mow** as necessary.

Odds and Ends

“Skunky” (State & Sterling Streets):

- Check once a week (ideally during trash runs) and remove debris as needed.
- Weedwack/trim/mow rim of swale 2-3 feet

Rights-of-Way (Pedestrian Paths from Lot to Retail on State Street):

- Keep three ROWs including shrubbery clear and tidy from Municipal Parking Lot to State Street.

Tree Pruning:

- Prune trees away from street signs as directed by the Borough.

Damage:

- Report any property damage to the Borough Manager.

Consolidated Links:

[Municipal Parking Lot](#)

[Borough Hall](#)

[Newtown Commons](#)

[Brian Gregg Park](#)

[Patriots Park](#)

[Old Skunky - Swale](#)

[Linton Park](#)

[Old SEPTA Lot](#)

[Police Department](#)

ATTACHMENT C -- Bid Grid

BIDDER INSTRUCTIONS – READ CAREFULLY

PART A: Services --> Populate Column C: Rate Per Occurrence Gas Powered for each row. If bidder has electric powered equipment, populate Column E: Rate Per Occurrence Electric Powered

PART B: Rates --> Populate Column B: Rate Per Labor Classification. Populate Column D: Rate Per Equipment Type

- Notes:**
- Electric-powered equipment pricing is requested as an alternate and will not be used for base bid evaluation.
 - The descriptions in column A and G are illustrative and do not expand scope beyond bid documents.
 - Estimated frequencies and quantities are provided for bid comparison only and do not guarantee a minimum or maximum amount of work.

PART A: Services						
Service	Estimated annual Recurrences	Rate Per Occurrence -- Gas Powered Equipment	Annual Year 1 2026 -- Gas	Rate Per Occurrence Electric Powered (if applicable)	Annual Year 1 2026 -- Electric	Description
Porter Services						
Porter Services: State Street and Central Business District trash cans	250	\$ -	\$ 0.00		\$ 0.00	Porter services: empty all trash containers along North and South State Street into dumpster at Borough Hall. Dumpster supplied and tipped by the Borough.
Porter Services: Parks, SEPTA Lot, The Common, Patriots Park	52	\$ -	\$ 0.00		\$ 0.00	Porter services: empty all trash receptacles one-day per week year-round. Sites: Linton, Common, Brian Gregg Park, Patriots Park
Seasonal Landscaping						
Seasonal - all locations clean-up: Leaves branches and debris	3	\$ -	\$ 0.00		\$ 0.00	Collect and remove leaves and landscape debris from landscaped and hard surface areas. Sites: Borough Hall, Police Building, Muni Parking Lot, Common, Brian Gregg Park, Patriots Park
Spring Mulch - State Street tree wells (40) Penn to Greene Streets	1	\$ -	\$ 0.00		\$ 0.00	Mulching of all previously treated bed areas. Weed pre-emergent as necessary
Mulch and Edge all Planting Beds	2	\$ -	\$ 0.00		\$ 0.00	Mulch and edging of all beds at Brian Gregg park, Muni Parking Lot, Borough Hall, and the Old Skunky Swale
Municipal Lots brush control: Perimeter and curbline weeding	12	\$ -	\$ 0.00		\$ 0.00	Vegetation control to areas susceptible to invasive unintended vegetation (fence lines and curblines)
Seasonal Shrub Pruning: Hedge trimming of all shrubs at all locations	2	\$ -	\$ 0.00		\$ 0.00	Prune seasonal growth of shrubs in all designated bed areas and perimeters to ensure a professionally maintained appearance. Locations: Boro Hall/PD, Brian Gregg Park, Linton Park, Commons Park
Specialty Services						
Wood chips -- Fall Areas Playground	1	\$ -	\$ 0.00		\$ 0.00	Procure and install certified fall safe wood chips in playground fall zones (2) (Linton and Brian Gregg)
Mowing Trimming						
Fine Turf Mowing: Mow and weed-wack all locations	28	\$ -	\$ 0.00		\$ 0.00	Mow all designated turf areas during active growth periods. Clear and sweep all clippings from sidewalks, streets and patios. Edge all hard surface edging with mechanical line trimming as needed.
Routine Planting Bed Maintenance and Weeding	28	\$ -	\$ 0.00		\$ 0.00	Mulch, weed and clean all planting beds per specifications Sites: all Parks, Borough Hall/PD, Municipal Lot
Swale: Bi-weekly rim-trimming	14	\$ -	\$ 0.00		\$ 0.00	Trim Swale perimeter - 210 South Chancellor Street
			\$ 0.00		\$ 0.00	

PART B: Rates

Unit prices rates shall apply to non-routine services that may arise. Work initiated under this schedule shall be performed at the direction of the Borough.

Labor Classification	Hourly Rate	Equipment	Hourly Rate
Crew Laborer		Chainsaw	
Equipment Operator		Skid Steer/Loader	
Foreman / Supervisor		Bucket Truck	
After-Hour Call: Premium (%)		Stump Grinder	
		Chipper	
		Dump Truck	
		Other:	
		Other:	
		Other:	
		Other:	

ATTACHMENT D

BID FORM

I. GENERAL INFORMATION

Company Name: _____

Address: _____

City, State and Zip Code: _____

Phone Number: _____

Fax Number: _____

Email address: _____

Cell Number: _____

Federal Tax EIN: _____

Business Type: Corporation Partnership – Name: _____

LLC – Name: _____

Individual/Proprietorship – Name: _____

Other (specify): _____

II. REFERENCES

Bidder must provide three (3) references for services rendered to commercial or municipal clients. These references should be municipalities or other entities your firm has done business within the past three (3) years **on projects with a similar scope to this one**, as specified in Paragraph 2.4.b hereof.

Reference 1:

Individual Name: _____
Company Name: _____
Address: _____
Telephone: _____
Brief Description of Work: _____

Reference 2:

Individual Name: _____
Company Name: _____
Address: _____
Telephone: _____
Brief Description of Work: _____

Reference 3:

Individual Name: _____
Company Name: _____
Address: _____
Telephone: _____
Brief Description of Work: _____

III. EQUIPMENT; ADDRESS INFORMATION

A. List make and model of all vehicles and equipment to be used for this Contract (attach additional sheets if necessary).

B. List addresses and location of facility(ies) storing equipment and materials.

IV. CERTIFICATION

A. The undersigned offers to furnish and deliver the articles and/or services as specified at the prices and terms stated and in strict accordance with all requirements contained in the Invitation to Bid, which have been read, understood and all of which are made part of this Bid

B. If designated as the successful Bidder, the Contractor will begin work on the date specified in any Notice to Proceed, or as otherwise required in the Contract, and will complete the work within the time period(s) specified.

C. Accompanying this proposal is a certified check or bid bond in the amount of 10% of Bid made payable to Newtown Borough as a Bid guarantee which, it is understood, will be forfeited in case the Contractor fails to comply with the requirements of this Invitation to Bid and Bid.

D. None of the persons associated with the Bidder are employees or affiliated with Newtown Borough. This Bid is made without collusion with any other person, firm, corporation or other business entity. Bidder has completed the Non-Collusion Affidavit included with this Invitation to Bid.

E. The Contractor shall comply with all requirements of the laws and regulations of the Commonwealth of Pennsylvania, the United States and Newtown Borough relating to human relations, equal opportunity and non-discrimination in employment.

BIDDER: _____ (by Authorized Representative (Sign By Hand))

_____ Date: _____

By: _____
Print Authorized Representative Name and Title

TO BE EXECUTED ONLY IN THE EVENT CONTRACT IS AWARDED

ACCEPTED ON: _____

ATTEST

NEWTOWN BOROUGH

By: _____

By: _____
Craig Totaro
Borough Manager

