

**BOROUGH OF MACUNGIE
CURBSIDE LEAF COLLECTION
SPECIFICATIONS FOR LEAF COLLECTION**

1. Pick-up Locations
 - a. Leaf collection is to include all residences within the Borough of Macungie, except for the residential communities listed in item c. (See Appendix A - Map).
 - b. Pickup to include the VFW twice during performance cycle (1x on the second week and 1x on the final week).
 - c. Exclusions from leaf collection are 1) Macungie Village Apartments, 2) Brookfield Apartments, and 3) Ridings Condominium Association.
 - d. All leaves within 8 feet of the cart-way shall be collected.

2. Pick-up Frequency
 - a. First pick-up to be performed starting Monday of the second full week in November.
 - b. Service to include four (4) full rounds of pickups between the first full week of November and the last week of November.
 - c. In the event of inclement weather, the round may be delayed at the discretion of the Borough of Macungie.

3. Material Collected
 - a. LOOSE LEAVES ONLY; NO BAGS
 - b. No piles of grass, twigs, branches or materials of any other kind are to be collected. Leaves are to be loose; not placed in bags.
 - c. If the material placed curbside contains unacceptable materials, is bagged or a car or other obstruction prevents efficient collection, a tag or flier (provided by the Contractor) is to be placed at the residence indicating the requirement of clear spaces for collection and listing acceptable materials. The pile is left until it contains acceptable material only. The acceptable material or unobstructed piles will then be picked up during the next scheduled round.

4. Drop-off Site
 - a. The Borough shall provide a drop-off site for materials collected as part of this contract. Use of the site for any other materials is prohibited.

5. Hours of Operation
 - a. Collection shall not begin before 7 AM and end no later 3 PM. Drop-off of materials will be between 7 AM and 3 PM.
 - b. Collection can be done Monday through Friday.
 - c. Coordinate collection with the Borough's Public Works Supervisor.

6. All piles of leaves placed must be completely removed each round.

**BOROUGH OF MACUNGIE
21 LOCUST STREET
MACUNGIE, PA 18062**

Contract for Curbside Leaf Collection in the Borough of Macungie

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Bidder's Name

**BOROUGH OF MACUNGIE
21 LOCUST STREET
MACUNGIE, PA 18062**

BIDDERS RESPONSE SHEET \ PROPOSAL:

Contract for the Curbside Collection of Leaves

1. Curbside collection of leaves in accordance with the attached Specifications

Year #1	Lump Sum Total	\$ _____
Year #2	Lump Sum Total	\$ _____
Year #3	Lump Sum Total	\$ _____
Total Bid Amount		\$ _____

Equipment to be used:

Labor (by classification)

2. Curbside Collection of leaves on a time and material basis for work beyond the scope of Item #1 and beyond the attached Specifications. (Item #1 above must be completed.)

Labor and above equipment based on a 10 hour day \$ _____

Bidder's Name _____

**BOROUGH OF MACUNGIE
21 LOCUST STREET
MACUNGIE, PA 18062**

SIGNATURE PAGE

To: Borough of Macungie
21 Locust Street
Macungie, PA 18062

The undersigned, having examined the Specifications, Instruction to Bidders and Terms and Conditions and all other Bidding Documents, and being familiar with the various conditions under which these services and/or supplies are to be provided and used, agrees to and hereby will furnish all labor, material, tools, equipment and services necessary to furnish the requirements and perform and complete the work called for in the Bidding Documents for the prices stated on the proposal submitted herewith. The undersigned further agrees to assume all the duties and liabilities of the Contractor and provide all the work described in the contract, Specifications and attached Bidding Documents at the price provided on the proposal and at the direction of the Borough and hereby agrees to execute the contract, furnish the necessary Performance Bond and do and complete the work in the manner and in the time specified in the Bidding Documents if awarded the Contract. Additionally, the undersigned recognizes that any delays beyond the contract period will be subject to liquidated damages of \$300 per day for each day of delay. The undersigned Contractor further specifically agrees to indemnify, hold harmless and defend the Borough of Macungie of and from any and all claims and/or causes of action resulting from injury and/or damage from the work and/or activities performed by Contractor and/or Contractor's employees, agents and/or subcontractors in relation to the contract, and to secure the requisite insurance for such work and to have the Borough of Macungie named as an additional insured thereunder. All of the Bidding Documents are hereby incorporated herein and shall be considered a material part of the contract.

This offer shall be irrevocable for sixty (60) days after the date on which the Owner opens this proposal.

Date _____

Company _____

Name _____

Address _____

Signature _____

Title: _____

Phone: _____ Fax: _____

Years in Business _____ as () Individual () Partner or () Corporation

Federal I. D. # _____ or Social Security # _____

**BOROUGH OF MACUNGIE
21 LOCUST STREET
MACUNGIE, PA 18062**

To be executed only in the event the above proposal is accepted by the Borough of Macungie.

ACCEPTED ON: _____
Date

Attested by:

Date

By: _____
Name

Title

(SEAL)

Name

Title

Total Amount of Contract:

\$ _____

Items included in contract:

BIDDER'S QUALIFICATION STATEMENT

EXPLANATORY

Before any bids are deemed to be properly submitted to the Borough of Macungie, it will be required that each and every question herein contained be answered, giving specific, definite and detailed information. An answer must not be evasive, indefinite or general.

Qualifications of Bidders: After the bid opening, the Borough of Macungie may make such investigation as it deems necessary to determine the ability of the bidders to perform the work, and the bidders shall furnish to the Borough of Macungie all such information and data for this purpose as the Borough may request. The Borough of Macungie reserves the right to reject any bid if the evidence submitted by or investigation of, such bidder fails to satisfy the Borough that such bidder is properly qualified and responsible to carry out the obligations of the contract and to complete the work contemplated therein.

If the space provided in this form to answer any question is not large enough, the contractor shall add additional sheets or space.

1. How many years has your organization been in business as a contractor under your present name? _____

2. Have you ever failed to complete any work awarded to you? If so when, where and why?

3. Has any officer or partner of your organization ever failed to complete a municipal contract handled in his/her own name? If so, when, where, and why?

a. Has any officer or partner of your organization been in business under any other corporate organization or partnership which failed to complete a municipal contract? If so, when, where and why?

4. Have liens or lawsuits of any kind been filed against any of your contracts? Give full details.

5. If a corporation, state:

a. Organization Date: _____

b. Under the laws of what state was the corporation organized?

6. List Surety Companies and Bonding Companies which have heretofore bonded you (give name and address of company and name and amount of contract and amount of bond for the same) within the last five (5) years.

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

7. List all contracts which you are now performing, or for which you have signed contracts but not started work. (Give names and amounts of contracts and owners).

8. State all your banking connections and give banking references:

9. Provide the name of the person supervising the work, if awarded?

NON-COLLUSION AFFIDAVIT

State of PENNSYLVANIA:

County of LEHIGH:

I state that I am _____ of _____ 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 the 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 has 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 non-competitive 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 or other noncompetitive bid.
- (5) _____, its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years have been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction 2016, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that _____ understands that
(Name of firm)

the above representations are material and important and will be relied on by Macungie Borough in awarding the contract 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 Macungie Borough of the true facts relating to the submission of bids for this contract.

Signed: _____

Title: _____

SWORN AND SUBSCRIBED

BEFORE ME THIS _____ DAY OF _____, 2019.

NOTARY PUBLIC

MY COMMISSION EXPIRES

INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to the Pennsylvania Anti-Rigging Act, 73 P.S. 1611 et seq., governmental agencies may require Non-Collusion Affidavit to be submitted together with bids.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.
3. Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the preparation, approval or submission of the bid.
4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term “complementary bid” as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or noncompetitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.
6. Failure to file an Affidavit in compliance with these instructions will result in a disqualification of the bid.

PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS, that

_____ as Principal and

_____ as Surety, are held and firmly bound unto the Borough of Macungie, Lehigh County, Pennsylvania, (Hereinafter called Obligee), in the sum of:

_____ DOLLARS (\$ _____),

lawful money of the United States of America, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, personal representatives, successors and assigns, jointly and severally, firm by these present.

WHEREAS, OBLIGEE, on _____ accepted the bid of the Principal, in the amount of:

_____ DOLLARS (\$ _____),

to furnish all tools, workmen and materials to do and perform all the work required, and awarded the work to the Principal; and

WHEREAS, it is required by law that a bond with sufficient surety and conditioned as hereinafter set forth should be given; and

WHEREAS, the advertisement for bids, conditions and award are made a part hereof, with the same effect as though they were herein set forth at length.

NOW, THEREFORE, the condition of this Obligation is such, that if the said Principal shall well, truly and faithfully perform and comply with all the terms, covenants and conditions on its part to be kept and performed, according to the true intent and meaning of said advertisement for bids, conditions and award, then this obligation to be void; otherwise to be and remain in full force and effect.

SIGNED, SEALED AND DATED THIS _____ **DAY OF** _____, 2019.

WITNESS:

BY:

Principal

Attorney-in-Fact Surety