



MYERSTOWN

EST 1768

**BOROUGH OF MYERSTOWN  
REQUEST FOR PROPOSALS (RFP)  
FOR PUBLIC PROPERTY GRASS MOWING AND TRIMMING SERVICES**

**DUE DATE: March 22, 2024**

**SUMMARY**

**Purpose:**

The Borough of Myerstown (“Borough”) is requesting proposals from responsible parties for general grass mowing, trimming, and related services for various publicly owned properties for the 2024 mowing season. Parcel list below and maps attached.

**Overview:**

The Borough of Myerstown owns eight (8) parcels and one (1) unidentified lot at six (6) separate locations in the Borough with grass that requires mowing, trimming, and related services to maintain a well-manicured appearance (see parcel list below and attached maps). The eight (8) parcels and one (1) unidentified lot total 32.85 acres in land area and have approximately 20.67 acres of grass. The awarded Contractor (“Contractor”) will perform mowing, trimming, and related services a minimum of once a week to keep the well-manicured appearance of the grass consistent throughout the 2024 mowing season. It may sometimes be necessary to mow twice a week to keep up this appearance depending upon the growth rate of the grass. Contractor will furnish all labor, equipment, supplies, and other resources to perform the specified work.

**Point of Contact**

Questions about this RFP should be directed to the Borough’s Assistant Manager, Barry Ludwig. His contact information is as follows:

Barry Ludwig  
Office: (717) 866-5826  
Cell: (717) 821-2276  
Email: [ludwig@myerstownpa.org](mailto:ludwig@myerstownpa.org)  
Office Hours: 6:00 a.m. to 2:30 p.m.

**SCOPE OF WORK**

**Mowing and Trimming Locations (See attached map)**

The Borough of Myerstown owns eight (8) parcels and one (1) unidentified lot at six (6) separate locations in the Borough with grass that requires mowing, trimming, and related services to maintain a well-manicured appearance (see parcel list and attached map). The eight (8) parcels and one (1) unidentified lot total 32.85 acres in land area and have approximately 20.67 acres of grass. The six (6) locations are as follows:



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1. Community Center – 101 S Railroad St  
The Myerstown Community Center at 101 S Railroad St is the former Myerstown Elementary School. There is approximately 0.40 acres of grass sectioned around the property.
2. Public Works Maintenance Garage – 515 S College St  
The Public Works Maintenance Garage consists of two parcels. One at 515 S College St that includes approximately 0.25 acres of grass and one at 523 S College St that includes the Public Works Maintenance Garage, a softball field and approximately 4.40 acres of grass.
3. Recreation Area and Community Pool – SE corner of S College St and W Center Ave  
The Recreation Area consists of two parcels. One at WS S Railroad St (just north of 601 S Railroad St) that includes 0.25 acres of grass and one at the southeast corner of South College that encompasses the entire 14.28-acre recreation area, including the community pool, tennis courts, pavilions, and the Isaac Meier Homestead that includes approximately 8.50 acres of grass. The Tulpehocken Creek runs through this parcel, and the Fish Dam Pond is also on this parcel. There is grass at the community pool that is enclosed within a fenced area and must be mowed before 11:00 a.m. when pool staff arrives. The pool opens to patrons at 12:00 p.m.
4. Public Library – 199 N College St  
The Public Library consists of two parcels. One at 199 N College St which includes both the Myerstown Library and the U.S. Post Office that includes approximately 0.70 acres of grass, and one along Juniper Alley just south of the U.S. Post Office that includes approximately 0.30 acres of grass. The U.S. Post Office mows the grass around the Post Office building. The Contractor will be responsible for mowing the grass around the Library and the lot along Juniper Alley.
5. Legion Baseball Field – Park Ave between S Locust St and S Race St  
The Legion Baseball Field consists of two baseball fields, the North Legion Field and the South Legion Field. There is approximately 5.70 acres of grass on this property. Grass must be mowed by 3:30 p.m. on weekdays before baseball teams begin practice. A schedule with baseball field use times will be provided by the Borough's Point of Contact.
6. West Carpenter Ave Lot  
A small lot exists on W Carpenter Ave between 342 and 246 W Carpenter Ave where a right-of-way was created for a road, but the road was never constructed. There is approximately 0.17 acres of grass on this lot.

### **Parcel List – Acreage of Grass**

Approximate acreage of grass is as follows:



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Location	Parcel Address	Total Land Area	Est. Grass Area
Community Center	101 S Railroad St	2.80 acres	0.40 acres
Maintenance Garage	515 S College St	0.31 acres	0.25 acres
Maintenance Garage	523 S College St	5.90 acres	4.40 acres
Recreation Area and Pool	ES S College St	14.28 acres	8.50 acres
Recreation Area and Pool	WS S Railroad St	0.25 acres	0.25 acres
Public Library	199 N College St	2.00 acres	0.70 acres
Public Library	NS Juniper Aly	0.45 acres	0.30 acres
Legion Baseball Field	NS W Park Ave	6.69 acres	5.70 acres
West Carpenter Ave Lot	No address (Between 342 & 346 W Carpenter Ave)	0.17 acres	0.17 acres
<b>TOTAL</b>		<b>32.85 acres</b>	<b>20.67 acres</b>

### Work Days and Hours

All work must take place Monday through Friday between the hours of 7:00 a.m. and 6:00 p.m. Work cannot be completed on weekends and/or holidays unless written permission is provided by the Borough. Coordination with sports organizations may require sports fields to be completed by a set time. Coordination with community pool will require pool grass to be mowed by 11:00 a.m. during pools season. Special instructions will be provided by the Public Works staff for mowing grass at the pool. At no time will grass clippings, etc., be permitted to enter the pool.

### Height of Cut

Unless directed otherwise by the Borough's point of contact, the height of cut for all listed areas shall be a minimum of 3.0 to 3.5 inches. Mowing operations shall not cause damage to the existing turf – specifically scalping or creating turf tearing/damage by following the same path each mowing, especially around trees and posts.

### Litter and Debris Removal

All litter and debris (paper; plastics; trash/rubbish; sticks/limbs less than 1/2" in diameter) must be picked up and properly disposed of before any mowing operations commence so the debris is not cut up and scattered by the mowing equipment. Limbs greater than 1/2" in diameter may be placed at a convenient location for pick-up by Borough staff.

### Trimming and Edging

Trimming and edging shall be done around all buildings, landscaping, trees, bushes, sidewalks, driveways, curbs, and all other permanent fixtures within the cutting field by using string trimmers. Care shall be taken to not damage the bark or stems of living plants, nor damage physical objects such as lamp posts or buildings. Any scrap or excess trimmer line shall be picked up and disposed of properly.

### **Herbicide/Pesticide Treatment**

No spraying of herbicide or pesticide is allowed around any Borough property unless approved, in writing, by the Borough's Point of Contact. If the Contractor is permitted by the Borough to apply pesticide, the Contractor must have a pesticide license and provide a copy of the license.

### **Clean Up**

After grass mowing, trimming, and related services are performed, all clippings shall be blown out of any landscaped areas, landscaped beds, walks, drives, pavilions, play equipment, parking lots, etc. and back onto grass areas. Clippings shall not be blown onto sidewalks or paved areas. Under no circumstances shall clippings be blown into the street, bodies of water, or neighboring properties. During periods of extended rain events, bagging the clippings may be necessary. If so, please provide a separate cost for collection and disposal as a separate item.

### **Frequency of Cut**

Mowing and trimming shall be performed on a weekly cycle during the 2024 mowing season, depending on the weather conditions (too wet or dormancy during dry periods), or as otherwise directed by the Borough's Point of Contact. Start date and finish date of the 2024 mowing season will be agreed upon between the Contractor and the Borough's Point of Contact pending weather and seasonal conditions. The Point of Contact must be notified of the mowing schedule and any deviations to that schedule. If additional weekly mowing is required, please provide a separate cost for additional services, per site, as some sites may not require additional services.

### **Weather Conditions**

The grass shall not be cut when weather conditions are such that it is not reasonable. No cutting shall be done when the ground is soft and ruts will be left by the mowing equipment. Check with the Borough's Point of Contact for approval not to cut during periods of drought. No payment will be received for services not performed.

### **Billing Procedures**

Contractor is to provide the Borough a monthly invoice due on or about the last day of the month, for review and possible discussion. Invoices must specify on the invoice the specific date(s), times, and locations for services billed. Invoices require approval by Borough Council which meets monthly on the second Tuesday. Contractor must anticipate a short lag period between the time the invoice is submitted, and the time payment is received. Restoration payment will be deducted from the total due to the Contractor for damage to trees, shrubs, floral or cultivated vegetation, or damage to Borough/other property.

## **SERVICE STANDARDS**

### **Labor and Equipment**

Contractor will furnish all labor, equipment, supplies, and other resources to perform the specified work.

### **Safety**

Contractor personnel must operate all equipment on Borough streets and public grounds in a manner that conforms to all State and Federal safety laws.

### **Professional Work**

All properties are “open to the public” and open to “public perception.” All services are to be performed in a professional manner, and substandard finish work will not be tolerated.

Contractor is a reflection of the Borough and must be professional in conduct, attire, and work performed.

### **Damage to Borough/Other Property**

Contractor must be responsible for damage to any Borough or private property, facilities, or structures damaged as a result of Contractor’s operations. The Contractor must notify the Borough Point of Contact of any damage that results from Contractor’s operations on the day the damage is first noticed. The Borough may deduct the total cost of damages from any amount owed the Contractor from the sum to be paid for mowing and trimming.

### **Inspection**

The Borough’s Point of Contact reserves the right to inspect any activity by the Contractor on the work site at any time and issue directives to the Contractor for corrective work needed.

## **ADDITIONAL TERMS AND CONDITIONS**

### **Rejection/Acceptance of Proposals**

The Borough reserves the right to reject any or all proposals, to accept a proposal which is not the lowest cost, and to accept a proposal which does not conform strictly to the requirements of this RFP.

### **Insurance**

A Certificate of Insurance must be provided by the Contractor prior to the issuance of the contract and must be maintained throughout the life of the contract. Other requirements are as follows:

- Coverage amount must be a minimum of \$1,000,000.
- Myerstown Borough named as an “Additional Insured” on the Contractor’s Commercial General Liability, Automotive Liability, and Comprehensive Bodily Injury & Property Damage Combined policies.
- Statutory Workers’ Compensation limits as required by the Commonwealth of Pennsylvania. Should subcontractor(s) be utilized for any portion of this contract, the Contractor must include subcontractor(s) under its insurance policies, or Contractor must furnish separate certificates and endorsements for each subcontractor.

### **Employment Law**

Contractor shall comply with all State and Federal employment laws, including for payment of wages, unemployment compensation, worker’s compensation, and minimum wage requirements.



MYERSTOWN

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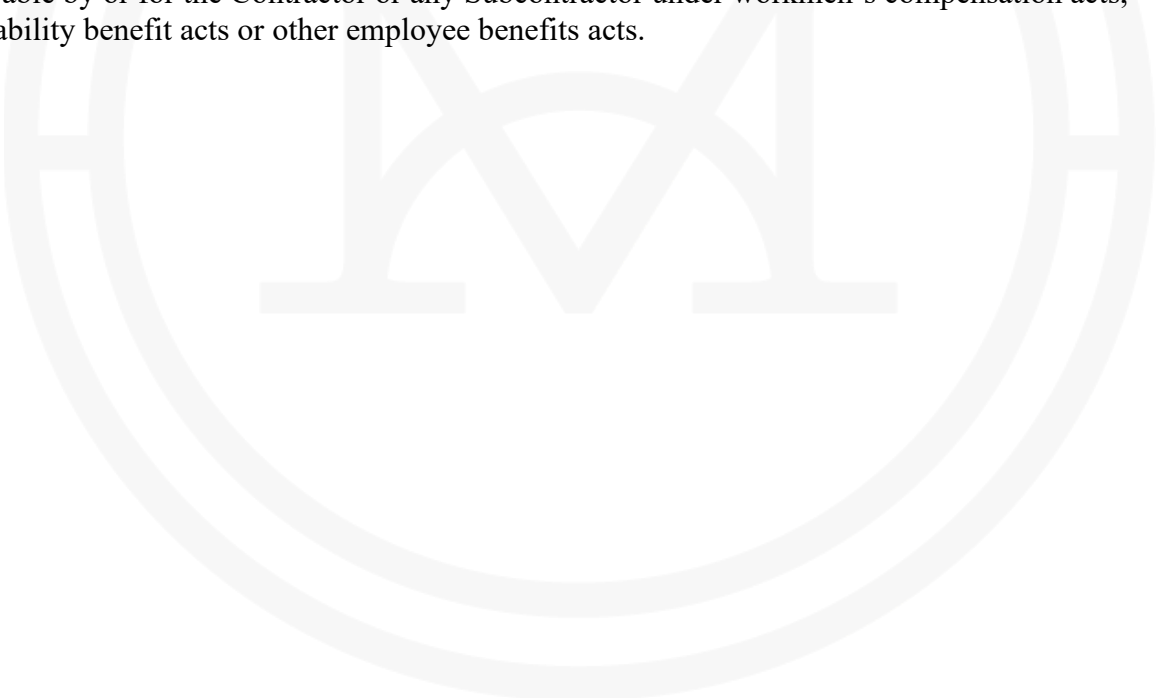
Contractor shall be an independent contractor and neither the Contractor nor its employees shall be considered employees of the Borough.

**Subcontracting**

Contractor is not permitted to subcontract (or otherwise assign its interest in any contract) without written approval from the Borough.

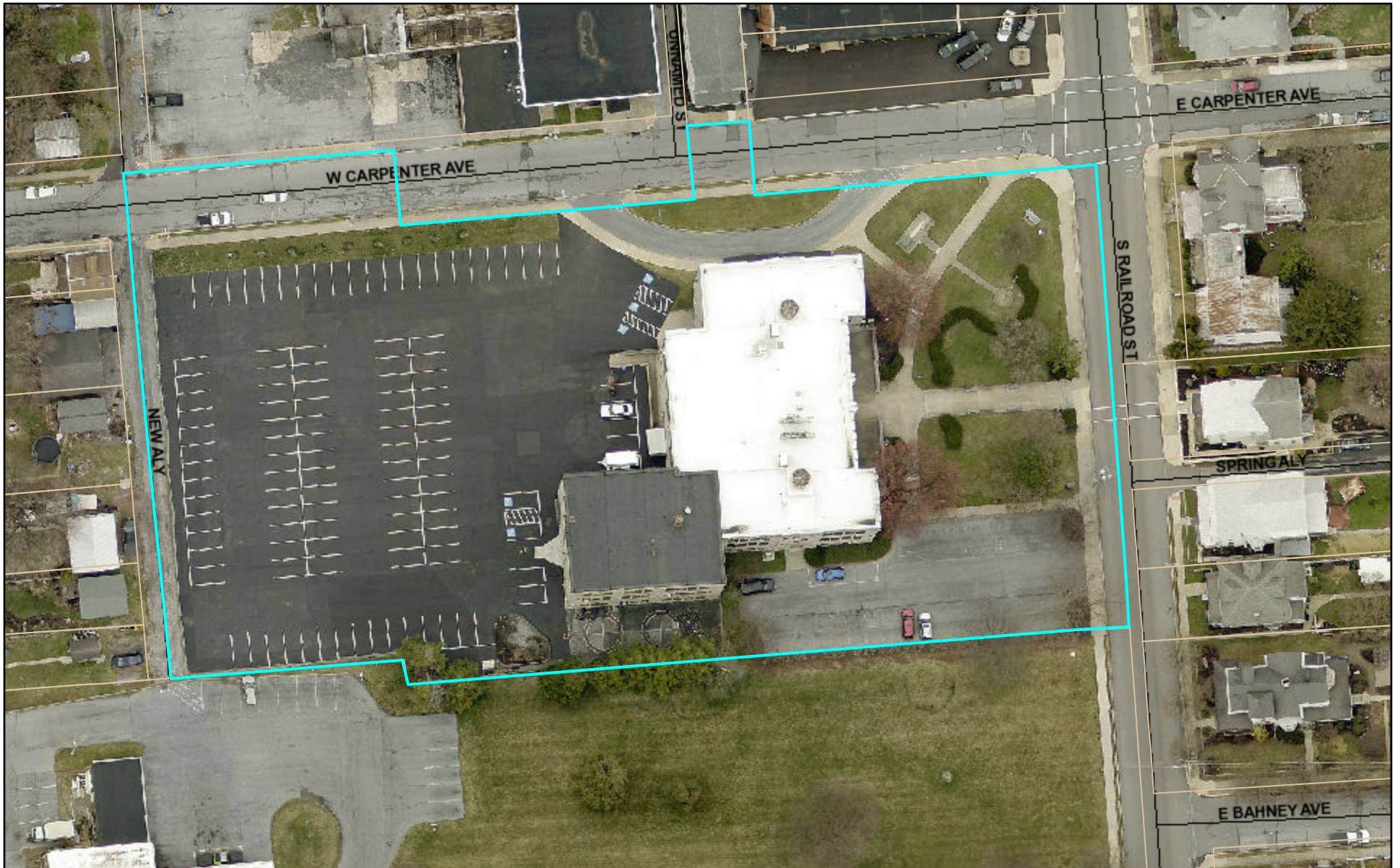
**Indemnification and Hold Harmless**

The Contractor will indemnify and hold harmless the Borough and their agents and employees from and against all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the performance of the work, provided that any such claims, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property including the loss of use resulting therefrom; and is caused in whole or in part by any negligent or willful act or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. In any and all claims against the Borough, or any of their agents or employees, by any employee of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor or any Subcontractor under workmen's compensation acts, disability benefit acts or other employee benefits acts.



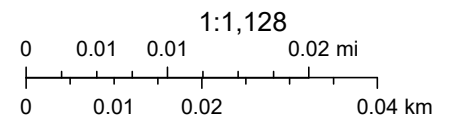


# Community Center - 101 S Railroad St



2/20/2024, 3:26:36 PM

- 2022 Imagery
- Property Lines
- Roads
- Planned Street
- Red: Band\_1
- Green: Band\_2
- Blue: Band\_3
- Built Street
- Municipal Boundaries



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Lebanon County

Disclaimer: Tax maps show the approximate boundaries of taxable and non-taxable property. The property boundaries depicted should not be interpreted as the legal boundary description. The legal boundary description can be obtained from the property's deed.



# Maintenance Garage - 515 S College St



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2022 Imagery

Roads



Red: Band\_1

— Built Street



Green: Band\_2

- - - Planned Street

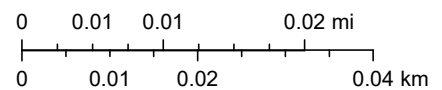


Blue: Band\_3

▭ Municipal Boundaries



Property Lines



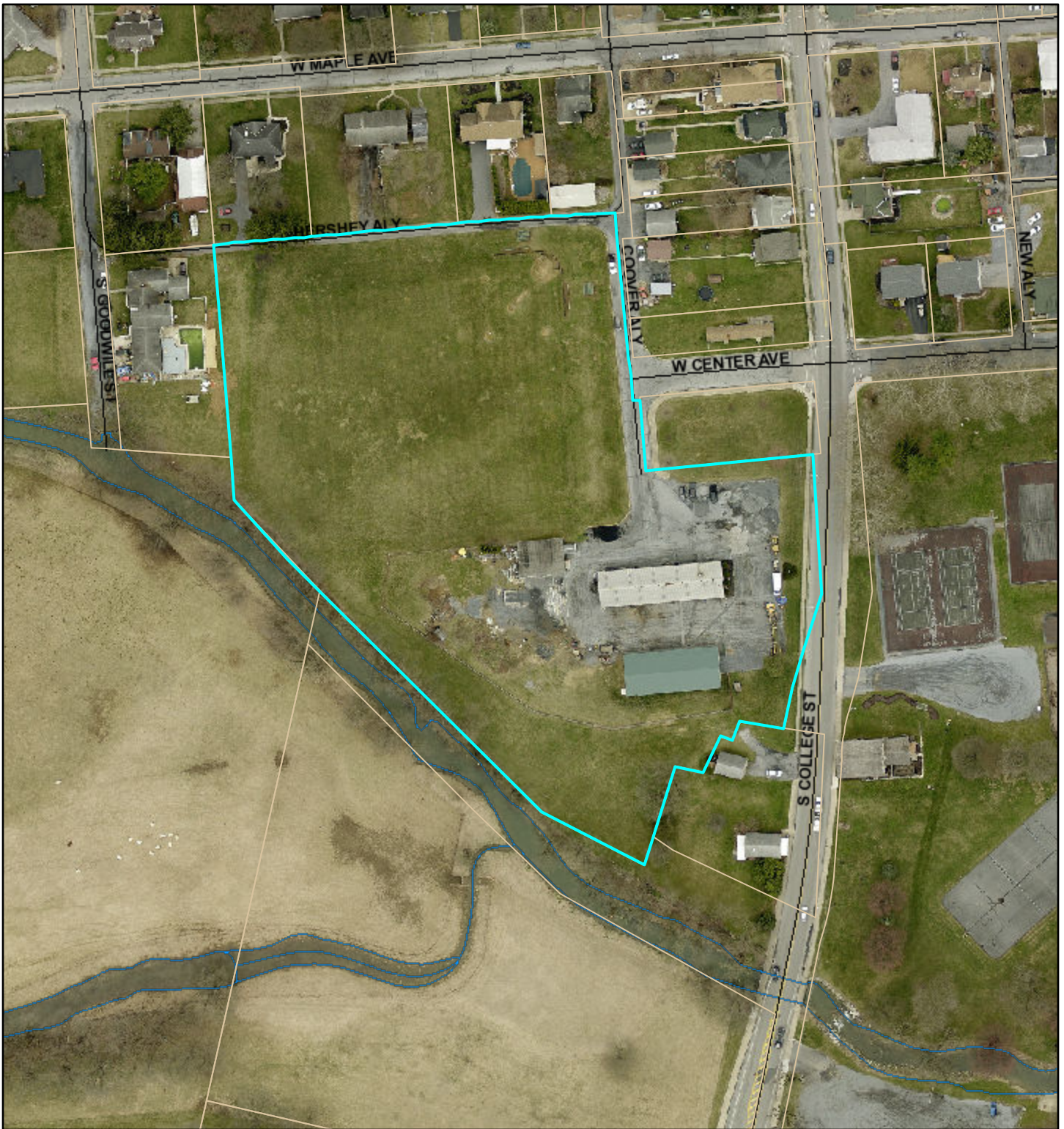
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# Maintenance Garage - 523 S Railroad St

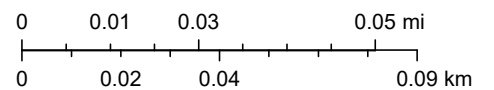


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2022 Imagery

Roads



Red: Band\_1

— Built Street



Green: Band\_2

- - - Planned Street



Blue: Band\_3



Municipal Boundaries



Property Lines

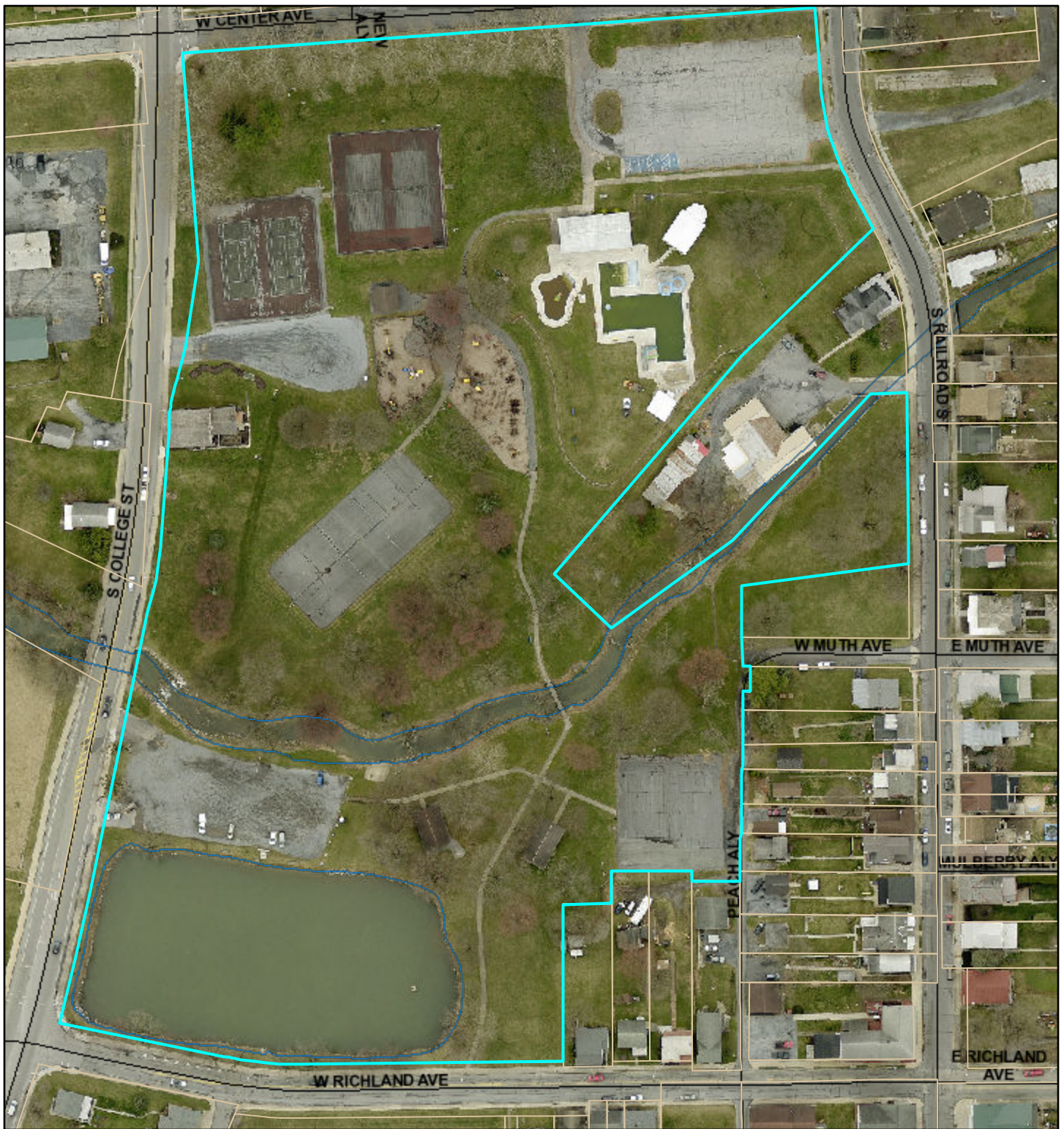
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# Recreation Area and Pool - ES S College St

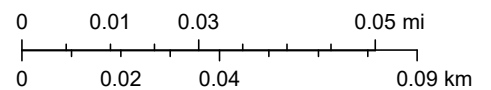


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2022 Imagery

Roads



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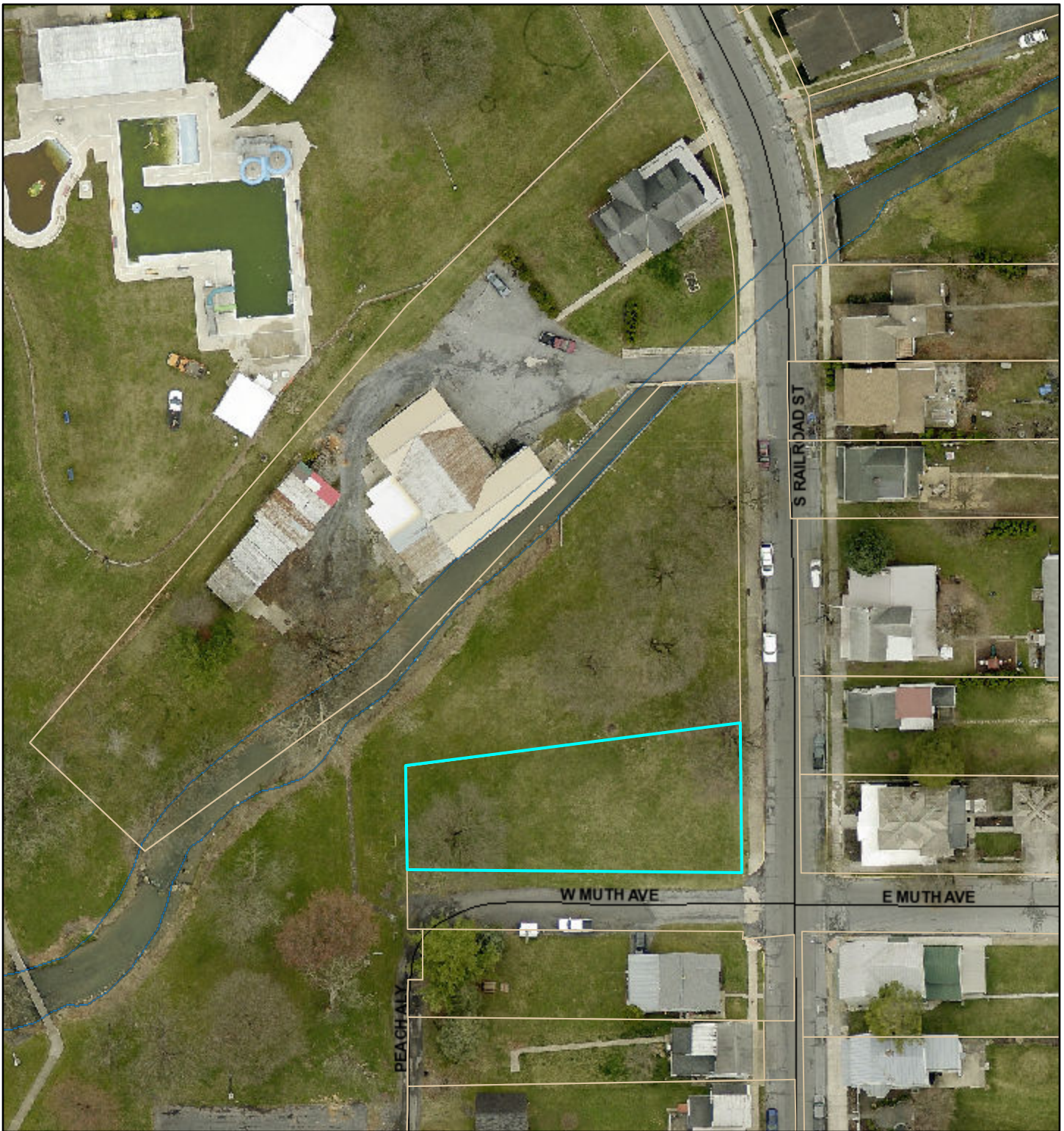
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# Recreation Area and Pool - WS S Railroad St

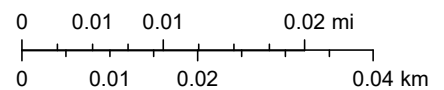


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2022 Imagery

Roads



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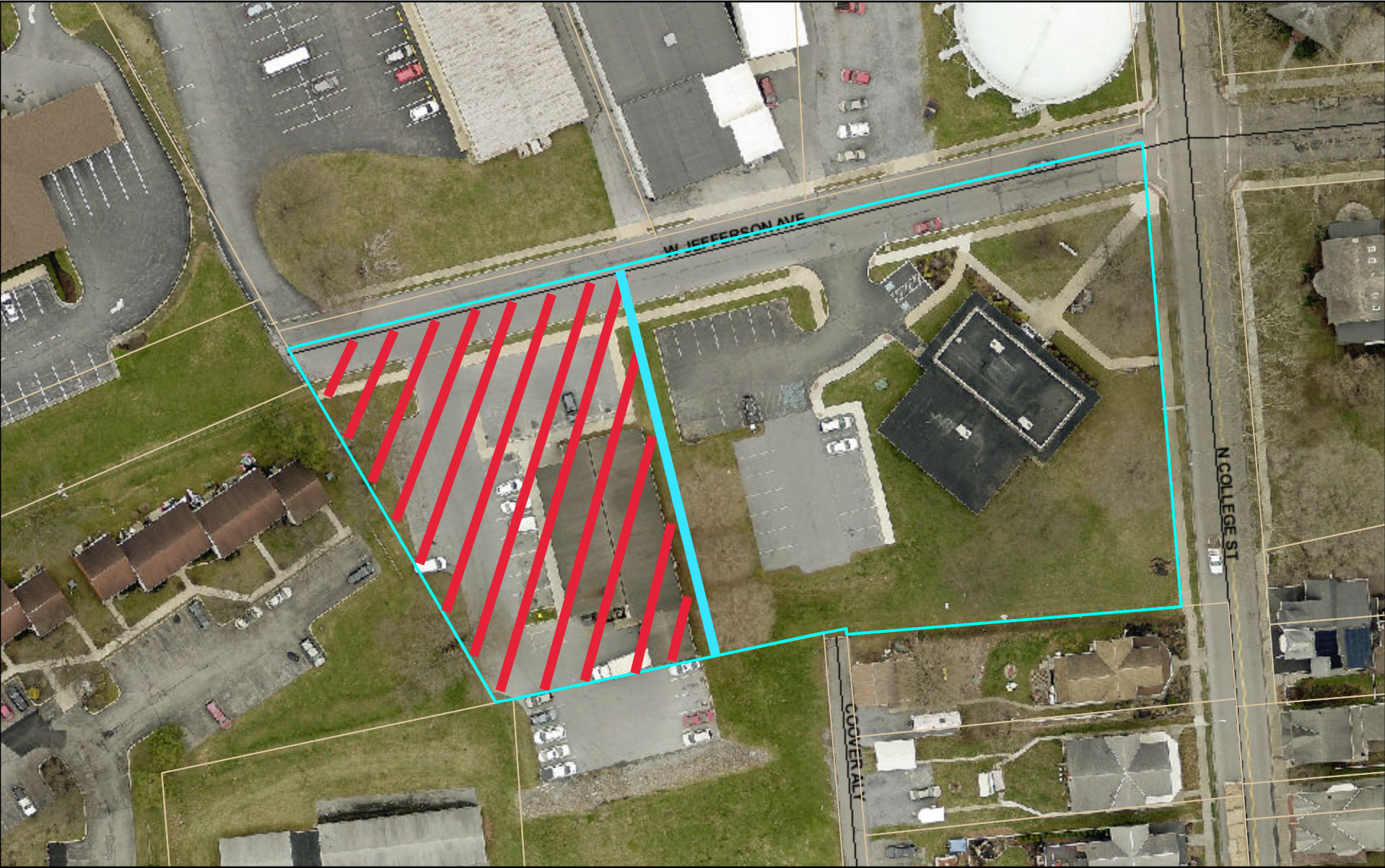
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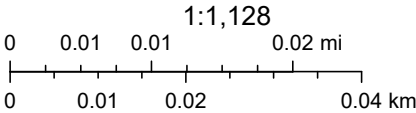


# Public Library - 199 N College St



2/20/2024, 3:34:06 PM

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# Public Library - NS Juniper Alley



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2022 Imagery



Property Lines Roads

Planned Street

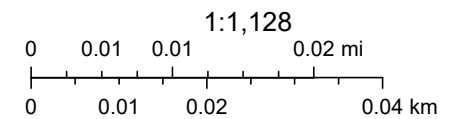
Red: Band\_1

Built Street

Municipal Boundaries

Green: Band\_2

Blue: Band\_3



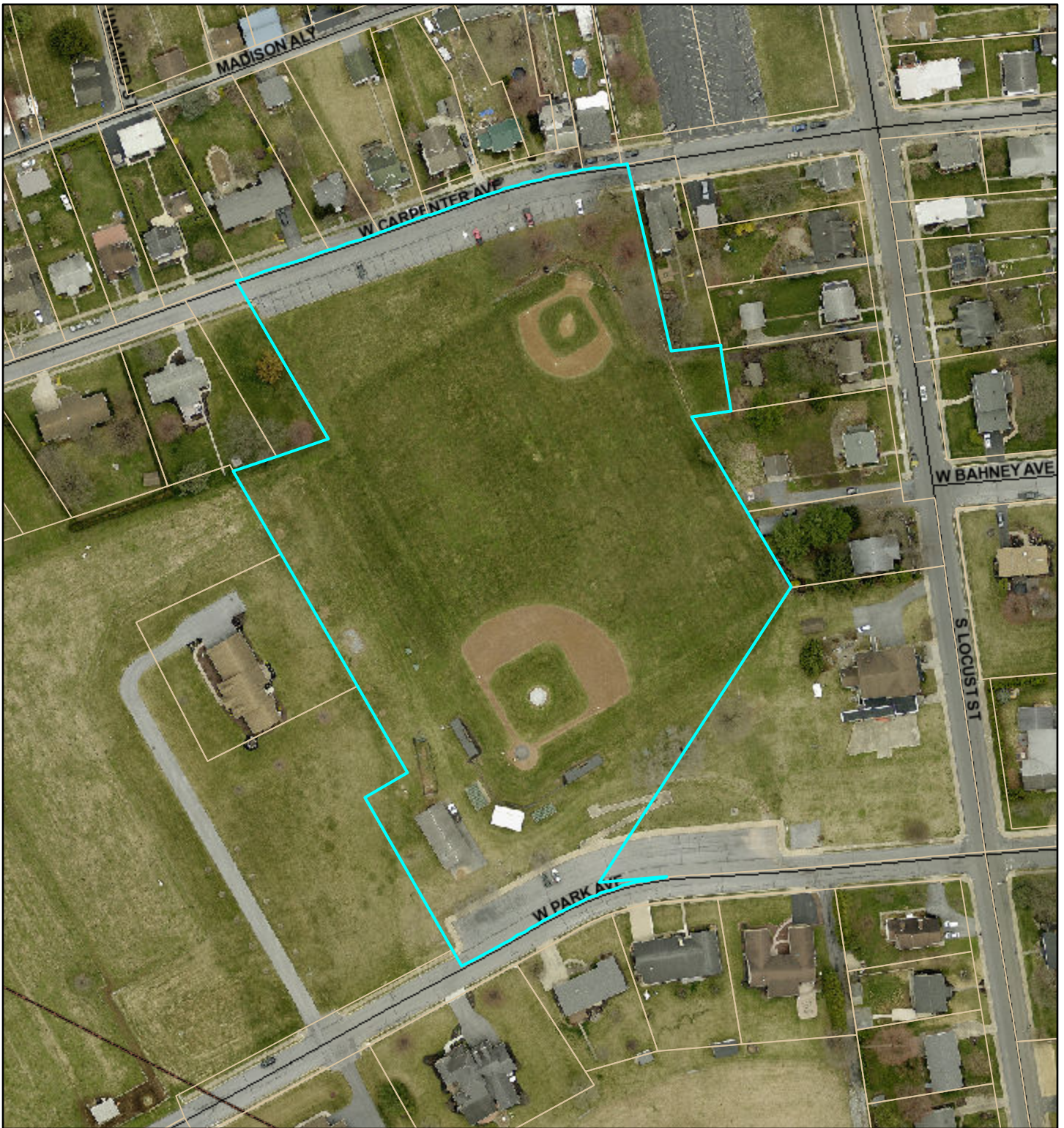
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# Legion Baseball Field - NS W Park Ave

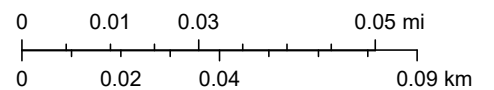


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2022 Imagery

Roads



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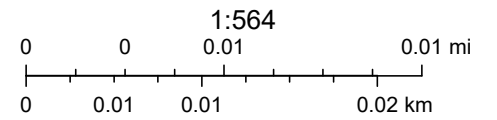


# West Carpenter Ave Lot



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