

REQUEST FOR BIDS

MOWING & TRIMMING OF WELLSBORO BOROUGH PROPERTIES

Bid Submission: Borough of Wellsboro, 14 Crafton St., Wellsboro, PA 16901; wellsboroparks@ptd.net

Bid Due Date: FRIDAY, NOVEMBER 21, 2025, 4:00 PM

Attention: Brian Kennedy

Bid Opening Date: MONDAY, NOVEMBER 24, 2025, 9:00 AM

Bid Award Date: MONDAY, DECEMBER 8, 2025, 5:00 PM Council Meeting

Work Term: Spring 2026 - Fall 2028

Mowing Season: mid April through October

I. OVERVIEW

The Borough of Wellsboro is seeking bids from qualified individuals/companies to mow the lawns and grassy areas on Borough properties with self-maintained equipment during the growing season of mid April to October.

II. SCOPE OF WORK

Mowing is to be performed so as not to interfere with weekend pavilion reservations. Preferably schedule cuttings on Wednesday/Thursday. Grass under picnic tables should be neatly mowed and tables returned to appropriate locations.

Contractor is responsible for removal of all litter within each mowing area prior to cutting and for removal of grass clippings from pavilions, drives, and walkways.

Contractor shall perform mowing in a manner to allow for complete, uniform cutting in the area.

All bids shall include string trimming at each mowing with the exception of the sewer plant and reservoir which shall be done no less than every other mowing.

PARCELS TO BE BID

WEEKLY CUTTING (25 cuttings / year)

Boulevards, Main Street & Central Avenue (clippings must be bagged)
Packer Park, 3 & 7 Queen Street
Hamilton Lake Picnic Area / Boat Launch, 30 Hamilton Lake Lane
Sewer Plant, 300 Tioga Street
Welcome Sign on Tioga Street
Woodland Park, 49 Bryden Street
Woodland Park Reservoir, 67, 74 & 81 Bryden Street (both sides of the road)

EVERY OTHER WEEK CUTTING (12 cuttings / year)

Police Department Firing Range, 222 Young Lane (Duncan Township)
Borough Cemetery on Pearl Street, next to 78 Pearl Street
Nichols Street Sidewalk, from Highland St. & Nichols St. intersection down to 1 Nichols St.

MONTHLY CUTTING (6 cuttings / year; start in May)

Hamilton Lake dike face, 1883 Round Top Road

Woodland Park Reservoir drainage (ditch and pond; areas along the fence)

SEMIANNUAL CUTTING (2 cuttings / year)

Hamilton Lake dike back side + spillway + launch field

ANNUAL CUTTING (1 mulching cut / year at the end of October)

Packer Park, 3 & 7 Queen Street

Woodland Park, 49 Bryden Street

MOWING SEASON BEGINS IN MID APRIL AND CONCLUDES AT THE END OF OCTOBER.

The Director of Parks and Recreation or Borough Manager reserves the right to alter the total number of cuttings based upon rate of growth. Additional cuttings (exceeding the contract limit) must be approved in advance.

III. CANDIDATE QUALIFICATIONS

- A. Candidate shall have liability insurance and must demonstrate such by including a current insurance certificate with bid submission. Insurance shall include:
 - 1. Comprehensive General Liability - \$1,000,000 each occurrence bodily injury, and \$1,000,000 each occurrence property damage. Borough of Wellsboro shall be listed as additional insured.
 - 2. Workmen's Compensation and Employer's Liability - Statutory coverage for Pennsylvania.
 - 3. Automobile Liability - \$1,000,000 combined single limit bodily injury and property damage each occurrence.
- B. The contractor is responsible for the maintenance of his/her own equipment, including fuel. Reserve equipment must be available. Equipment requirements:
 - 1. A list of equipment to be used should be included in the bid (i.e. Year, make, model, type of mower). If equipment is anticipated to be purchased, please supply the information conditional upon bid acceptance.
 - 2. All tractors should be equipped with turf tires to allow minimal tracking of the turf areas. Mowing decks should be of rotary design.

IV. BID SUBMISSIONS

Bids may be submitted for individual parcels, multiple parcels, or all the parcels. Bids may be awarded to more than one contractor.

Bids should be made on the supplied bid documents. Bids should include a cost per cutting per parcel and a total for the season.

Call the Borough office to request a tour of the parcels (570.724.3186)

Submit bids to: Borough of Wellsboro, Attn. Brian Kennedy, 14 Crafton St., Wellsboro, PA 16901
All bids must be received by 4:00 PM on NOVEMBER 21, 2025, to be eligible for consideration.

V. TERMS

The bid awardee will enter into a one year contract with an annual option for the municipality to renew, based upon favorable review (2 year maximum renewal). Total contract period not to exceed 3 years.

Penalties for Non-Compliance: Contract specifications call for complete mowing/trimming of designated parcels. In the event the contractor fails to completely mow/trim a designated area, the Director of Parks and Recreation will contact the contractor immediately. Upon notification of the contract violation, the contractor will remedy the situation within 24 hours. In the event the situation is not remedied within the aforementioned time frame, a penalty of \$100.00/incident shall be assessed.

Submission of Bills for Payment: Upon completion of mowing/trimming, the contractor shall submit a MONTHLY statement, to include the date and time the parcel mowing/trimming was completed. The Director of Parks and Recreation will verify the parcel has been properly cut, and will authorize payment accordingly. Payments will be made to contractor on a monthly basis. Contractor should maintain records keeping track of number of mowings completed.



Borough of Wellsboro
14 Crafton St., Wellsboro, PA 16901
570.724.3186 www.wellsboroborough.com

BID SUBMISSION DOCUMENT

MOWING & TRIMMING OF WELLSBORO BOROUGH PROPERTIES

BUSINESS NAME: _____ **OWNER'S NAME:** _____

BUSINESS ADDRESS: _____ **PHONE:** _____

YEARS IN MOWING BUSINESS: _____

PLEASE LIST 3 COMMERCIAL MOWING REFERENCES & APPROXIMATE ACREAGE MOWED:

OWNER OF PARCEL MOWED

ACREAGE

1.

2.

3.

WHAT OTHER MOWING CONTRACTS HAVE YOU SECURED OR ANTICIPATE FOR 2026?

LIST BELOW ALL MOWING EQUIPMENT (MAKE, MODEL, HORSEPOWER, ETC.)

COMMENTS

PARCEL MOWING BIDS

WEEKLY CUTTING (25 cuttings / year)

BOULEVARDS, bagged.....\$/CUTTING x 25 = \$ TOTAL/YR.

PACKER PARK.....\$/CUTTING x 25 = \$ TOTAL/YR.

HAMILTON LAKE BOAT LAUNCH.....\$/CUTTING x 25 = \$ TOTAL/YR.

SEWER PLANT.....\$/CUTTING x 25 = \$ TOTAL/YR.

WELCOME SIGN, TIOGA ST.....\$/CUTTING x 25 = \$ TOTAL/YR.

WOODLAND PARK.....\$/CUTTING x 25 = \$ TOTAL/YR.

WOODLAND PARK RESERVIOR.....\$/CUTTING x 25 = \$ TOTAL/YR.

EVERY OTHER WEEK CUTTING (12 cuttings / year)

POLICE DEPT. FIRING RANGE.....\$/CUTTING x 12 = \$ TOTAL/YR.

BOROUGH CEMETERY.....\$/CUTTING x 12 = \$ TOTAL/YR.

NICHOLS ST. SIDEWALK.....\$/CUTTING x 12 = \$ TOTAL/YR.

MONTHLY CUTTING (6 cuttings / year)

HAMILTON LAKE DIKE FACE.....\$/CUTTING x 6 = \$ TOTAL/YR.

WOODLAND RESERVIOR DRAINAGE\$/CUTTING x 6 = \$ TOTAL/YR.

SEMIANNUAL CUTTING (2 cuttings / year)

HAMILTON LAKE DIKE BACK SIDE.....\$/CUTTING x 2 = \$ TOTAL/YR.

ANNUAL CUTTING (1 mulching cut / year)

PACKER PARK MULCHING.....\$/CUTTING

WOODLAND PARK MULCHING.....\$/CUTTING

signature

date