



DALLAS TOWNSHIP BOARD OF SUPERVISORS

105 Lieutenant Michael Cleary Drive

Dallas, Pennsylvania 18612

Telephone: 570-674-2000

Fax: 570-674-3827

BID INSTRUCTIONS

All bids need to be sent or brought to: Dallas Township
Attention: Gary Kirk, Secretary/Treasurer
105 Lieutenant Michael Cleary Drive
Dallas, Pennsylvania 18612

Bids shall be sealed and clearly marked "Proposal for Cutting and the Removal of Trees at Lt. Michael Cleary Drive" and must be received **BY Noon Monday, December 5, 2022.**

Bids will be opened during the Dallas Township Board of Supervisors' Meeting scheduled for Tuesday, December 6, 2022 at 6:30pm at the Administration Building. Bids must be accompanied with a bid bond or certified check in the amount of ten percent (10%) of the bid. Also, please mark the outside of the sealed envelope with "Proposal for Cutting and Removal of Trees at Lt. Michael Cleary Drive"

The Board of Supervisors reserves the right to reject any or all bids.



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GENERAL SPECIFICATIONS FOR THE CUTTING AND REMOVAL OF TREES AT LT. MICHAEL CLEARY DRIVE

Background:

Dallas Township has property on Lt. Michael Cleary Drive and is planning to build a new police station on the property. As part of preparing for the new police station, approximately 64 trees standing and on the ground will need to be cut and removed.

Contractors' Requirements:

1. The contractor shall be responsible for the completion of the "Statement of Bidders Qualifications", attached.
2. The contractor shall be responsible for the completion and submission of a "Non-Collusion Affidavit of Bidder", attached.
3. The contractor shall cut and remove approximately 64 trees standing and on the ground at Lt. Michael Cleary Drive. All trees 2" or greater shall be cut to ground level. Stumps do not have to be removed.



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BID FORM

Date: _____, 2022

To: Dallas Township Board of Supervisors

Re: Tree Removal Project

Proposal of _____
(hereinafter called "Bidder") *a corporation, organized and existing under the laws of the State of
_____ or a partnership or an individual doing business as*

_____ .

The Bidder, in compliance with the Notice to Bidders for the Dallas Township Tree Removal Project, and having examined the bid documents and the site of proposed work, and being familiar with all of the conditions surrounding the execution of the proposed project, including the availability of materials and labor, hereby proposed to furnish all labor, materials and supplies, and to execute the project in accordance with the contract documents, within the time set forth therein, and at the prices stated below. These prices shall cover all expenses incurred in performing the work required under the contract documents of which this Bid Proposal is part.

The Bidder understands that this project has budget limitations and that the scope of work may be adjusted subject to review of the prices compared to the funds available to complete the project.

Upon receipt of written notice of intent to award, the Bidder will within 10 business days, deliver Performance and Payment Bonds in the amounts as specified, insurance certificates, and the executed agreement.

The Bid Security attached in the sum of ten percent of the bid amount shall become the property of Dallas Township Board of Supervisors in the event the Agreement and Bonds are not executed and insurance certificate provided within the time set forth above as liquidated damages for the delay and additional expense to Dallas Township Board of Supervisors.

The Bidder agrees to complete the work for the Township's use by March 1, 2023.

A. Base Bid - We propose to furnish all labor, materials, tools, equipment to execute the scope of work complete and ready for use as required by the bid documents prepared by Dallas Township.

For the lump sum of: \$ _____

B. Attachment to bid:

We are enclosing with the Bid the following attachments:

1. This Bid Form.
2. Bid Security.
3. Non-Collusion Affidavit Form.

C. List of addenda received:

_____ DATE _____

_____ DATE _____

D. Submitted by: _____

Federal ID Number: _____

Address: _____

Signed by: _____

(authorized signature)

(title)

If the bidder is a corporation, write the state of incorporation under the signature, and affix the corporate seal, if a partnership, give full name of all partners.

E. List partners and % of ownership if company is a partnership:

(NAME AND TITLE AND % OF OWNERSHIP)

(NAME AND TITLE AND % OF OWNERSHIP)

(NAME AND TITLE AND % OF OWNERSHIP)

Name, address and telephone number of the bidder must be placed on the envelope containing bid, the contract for which this bid is submitted must also be clearly stated on the envelope.

STATEMENT OF BIDDERS' QUALIFICATIONS

All questions must be answered. Data given must be legible and comprehensible. This statement must be notarized. If necessary, questions may be answered on a separate sheet. The bidder may submit any additional information he desires.

1. Name of Bidder: _____
2. Permanent Main Office Address: _____
3. When organized: _____
4. If a corporation, where incorporated? _____
5. How many years have you been engaged in the contracting business under your present firm or trade name? _____
6. Contracts on hand: (List dates of anticipated work schedule for each contract): _____
7. General character of work performed by your company: _____
8. Have you ever failed to complete any work awarded to you? _____
9. Have you ever defaulted on a contract? If so, when, where, and why? _____
10. List your major equipment available for this contract: _____
11. List the most recent project completed by your company, stating the cost, month, and year that the project was completed: _____
12. Background and experience of the principal members of your organization – including the officers
13. Credit Available: \$ _____
14. Give Bank References: _____
15. Will you, upon request, fill out a detailed financial statement and furnish any other information that may be required by the Local Public Agency? _____

