



**BID A-24-19**

Please bid on the following, and e-mail ([mcvetic@ccac.edu](mailto:mcvetic@ccac.edu)) your reply back to Mike Cvetic **no later than Wednesday, April 10, 2019**.

Provide all labor, material, equipment, and supervision for the cutting and trimming of lawn areas for the 2019 and 2020 grass cutting season.

Interested contractors may contact Brian Richards, Physical Plant Supervisor, at 412-369-3658 and visit site for additional details.

CCAC will not sign any agreement or contract submitted by the vendor.

This work will require full grass cutting and trimming services at a frequency of no less than 10 days and no more than 15 days during the growing season. Any variance must be communicated to the college.

See attached sketch – Shaded areas for grass cutting.

Grass must be cut to three inches, maintained to pre-existing cut lines, and at least six feet from curb line.

The contractor will be responsible for removal of all grass clippings and debris from site to include all necessary cleanup of hard surfaces.

2019 2020

Full service visit - main site \$\_\_\_\_\_ /visit \$\_\_\_\_\_ /visit

Full service visit - water treatment site      \$\_\_\_\_\_ /visit      \$\_\_\_\_\_ /visit

Grand Total per grass cutting visit: \$ \_\_\_\_\_/visit \$ \_\_\_\_\_/visit

Two prunings to be completed in May and September.

Maintain and mulch tree wells to no less than four feet around each tree.  
Trim work shall be required along all buildings, driveways, parking lots, curbs, planting beds, and tree wells.

Additional pruning and matching.  May 2019  May 2020

Additional pruning and mulching: \$\_\_\_\_\_ Sept 2019 \$\_\_\_\_\_ Sept 2020

Site visits must be scheduled at least 24 hours prior to cutting to allow for coordination of parking and equipment.

Insurance Requirements: See "Form B" attached. A certificate showing required insurance must be submitted by the awarded vendor.

The college may terminate the contract with a 60 day notice.

Company Name: \_\_\_\_\_

# COMMUNITY COLLEGE OF ALLEGHENY COUNTY

800 Allegheny Avenue Pittsburgh, PA 15233

## INSURANCE REQUIREMENTS

### FORM B

**Indemnification.** To the fullest extent permitted by law, Contractor shall defend, indemnify and hold harmless the Community College of Allegheny County (CCAC), its agents, officers, employees, and volunteers from and against all claims, damages, losses, and expenses (including but not limited to attorney fees and court costs) to the extent directly arising from the acts, errors, mistakes, omissions, work or service of Contractor, its agents, employees, or any tier of its subcontractors in the performance of this Contract. The amount and type of insurance coverage requirements of this Contract will in no way be construed as limiting the scope of indemnification in this Paragraph.

**Insurance.** Contractor shall maintain during the term of this Contract insurance policies described below issued by companies licensed in Pennsylvania with a current A.M. Best rating of A- or better. At the signing of this Contract, and prior to the commencement of any work, Contractor shall furnish the CCAC Purchasing Department with a **Certificate of Insurance** evidencing the required coverages, conditions, and limits required by this Contract at the following address: Community College of Allegheny County, Purchasing Department, 800 Allegheny Avenue, Pittsburgh, PA 15233.

The insurance policies, except Workers' Compensation and Professional Liability, shall be endorsed to name Community College of Allegheny County, its agents, officers, employees, and volunteers as Additional Insureds with the following language or its equivalent:

*Community College of Allegheny County, its agents, officers, employees, and volunteers are hereby named as additional insureds as their interest may appear.*

All such Certificates shall provide a 30-day notice of cancellation. Renewal Certificates must be provided for any policies that expire during the term of this Contract. Certificate must specify whether coverage is written on an Occurrence or a Claims Made Policy form.

Insurance coverage required under this Contract is:

- 1) **Commercial General Liability** insurance with a limit of not less than \$1,000,000 per occurrence for bodily injury, property damage, personal injury, products and completed operations, and blanket contractual coverage, including but not limited to the liability assumed under the indemnification provisions of this Contract.
- 2) **Automobile Liability** insurance with a combined single limit for bodily injury and property damage of not less than \$1,000,000 each occurrence with respect to Contractor's owned, hired, and non-owned vehicles.
- 3) **Workers' Compensation** insurance with limits statutorily required by any Federal or State law and **Employer's Liability** insurance of not less than \$100,000 for each accident, \$100,000 disease for each employee, and \$500,000 disease policy limit.
- 4) **Professional Liability** insurance (where applicable) covering acts, errors, mistakes, and omissions arising out of the work or services performed by the Contractor, or any person employed by the Contractor, with a limit of not less than \$1,000,000 each claim.



## WEST HILLS CENTER

**1000 McKee Road  
Oakdale, PA. 15071**

# PLOT PLAN

# GRASS CUTTING

shaded areas  
for contracted  
lawn services

