

**GARNET VALLEY SCHOOL DISTRICT
80 STATION ROAD
GLEN MILLS, PENNSYLVANIA 19342
PHONE: (610) 579-7374 FAX: (610) 579-7369
GENERAL INSTRUCTION TO BIDDERS**

The Board of Education of the Garnet Valley School District will receive sealed bids for the purchase of the following services:

- Snow Plowing
- Athletic Field Preparation, Maintenance & Lining
- Landscaping
- Grass Cutting and Trimming

There will be a Mandatory Pre-Bid Meeting on Wednesday April 22, 2015 at 3:00 PM at the Garnet Valley Administrative Offices inside the Garnet Valley Education Center, 80 Station Road, Glen Mills, PA 19342, at which time all Bidders may ask questions to clarify the Specifications, Terms and Conditions outlined herein.

Aerial drawings of the buildings/grounds will be available for review at the pre-bid meeting. If a copy of the drawings is required by the Bidder, please bring a check payable to Garnet Valley School District for \$25.00 and the drawings will be mailed within five (5) working days after the pre-bid meeting.

All sealed bids must be clearly labeled/marked "Snow Plowing/Landscape Services Bid" and received in the office of the Director of Business and Support Services at the Education Center of the Garnet Valley School District, 80 Station Road, Glen Mills, Pennsylvania 19342. **Bid deadline: Friday, May 8, 2015 at 11:00 AM.** Bids will be publicly opened on Friday, May 8, 2015 at 11:15 AM in the Garnet Valley Education Center, Garnet Valley School District, 80 Station Road, Glen Mills, Pennsylvania 19342.

Contract Period will be January 1, 2016 through December 31, 2018 (3 Year Period)

The original term of the contract is three (3) calendar years, with a two (2) year option to renew, if terms are agreeable to both the Contractor and Garnet Valley School District.

The Contractor shall purchase and maintain throughout the period of the Contract insurance listed in the Specifications and shall submit a Certificate of Insurance to Garnet Valley School District, naming Garnet Valley School District as Additional Insured within ten (10) days of the Contract Award.

Copies of specifications and contract documents may be obtained from the office of the Director of Business and Support Services at the above address, weekdays between 8:00 AM and 4:00 PM or you may obtain copies by calling (610) 579-7374 or by sending an e-mail request for "Snow Plowing/Landscape Bid Spec" to smithdi@garnetvalley.org.

A certified check or bid bond, drawn to the order of the Garnet Valley School District in the amount of ten percent (10%) of the total amount of the Grass Cutting & Trimming bid for 2016 (Summary on last page) must accompany each bid. The check or bid bond shall be forfeited as liquidated damages should the bidder fail to sign a contract within ten (10) days after bid is awarded. A 100% performance bond will be required of the successful bidder at the time of signing the contract. Please do not include the cost of either bond (bid bond or performance bond) in the bid price of the services requested.

All bids must be in writing, signed and sealed, and clearly marked "Snow Plowing/Landscape Services Bid".

All bids must be submitted on the bid forms provided with the unit price(s) and equipment stated as requested.

Price quotes shall remain firm for sixty (60) days from the date that the bids are opened.

The Garnet Valley School Board reserves the right to reject any or all bids, or any items or parts thereof, or to make any decision that best serves the interest of the Board.

If bidders find discrepancies in or omissions from the specifications, or have doubt as to the meaning of the latter, they should immediately contact Bruce Craig in the Business Office, Garnet Valley School District, 80 Station Road, Glen Mills, Pennsylvania, 19342 (Phone: 610-579-7370) in order that written correction or clarification may be sent to all bidders.

John T. Scully
Director of Business and Support Services