

BERGEN COMMUNITY COLLEGE
400 PARAMUS ROAD
PARAMUS, NJ 07652
Request for Bids
For
On-Call Mowing and Landscaping Services
PUBLIC BID NO. P-2358

NOTICE TO BIDDERS

PUBLIC NOTICE is hereby given that SEALED BIDS for **On-Call Mowing and Landscaping Services, Public Bid No. 2358**, will be received at the Office of the Director of Purchasing and Services, Bergen Community College, Pitkin Education Center, 400 Paramus Road, Paramus, New Jersey until **11:00 am local time, Wednesday, February 16, 2022; Room # A-231**, at which time they will be publicly opened and read aloud.

A complete set of Bid Documents may be obtained by registering on the Bergen Community College website at <http://www.bergen.edu/community/purchasing/current-vendor-opportunities>. A PRE-BID CONFERENCE will be held in **Room # A-231**, Pitkin Education Center, 400 Paramus Road, Paramus, New Jersey on **Thursday, January 27, 2022, at 10:00 am**. Attendance is **STRONGLY RECOMMENDED**.

Bid Bond: Bid security in the amount of 10% of the bid, but not to exceed \$20,000.00, must accompany each bid that is submitted. At the option of the bidder, the bid security may be in the form of a certified check, cashier's check or Bid Bond payable to Bergen Community College. If a Bid Bond is submitted, it shall be in substantially the form set forth in Section C of the Request for Bids, Form 00600. The Bid Bond shall be obtained from a surety that is authorized to do business in the State of New Jersey, that satisfies the requirements set forth in N.J.S.A. 2A:44-143 a.(1)(b), and that is listed in the United States Treasury Department Circular 570. Such Bid Bond shall not contain any conditions to the obligations of the surety company issuing the Bid Bond. Bid Bonds signed by an Attorney-in-Fact shall be accompanied by an executed and certified Power-of-Attorney.

BIDDER IS REQUIRED TO COMPLY WITH THE REQUIREMENTS OF N.J.S.A. 10:5-31 et seq. AND N.J.A.C. 17:27-1 et seq., AND BIDDER MUST SUBMIT PRIOR TO THE AWARD OF A CONTRACT BY THE COLLEGE A COPY OF ITS BUSINESS REGISTRATION CERTIFICATE ISSUED BY NEW JERSEY DEPARTMENT OF TREASURY PURSUANT TO N.J.S.A. 52:32-44. ALL BUSINESS ORGANIZATIONS THAT CONDUCT BUSINESS WITH A NEW JERSEY GOVERNMENT AGENCY ARE REQUIRED TO BE REGISTERED WITH THE NEW JERSEY DEPARTMENT OF TREASURY. THEREFORE, BIDDER MUST SUBMIT THE BUSINESS REGISTRATION CERTIFICATE FOR ITSELF AND ITS SUBCONTRACTORS PRIOR TO THE AWARD OF A CONTRACT BY THE COLLEGE AS PROOF THAT, AT THE TIME OF THE BID, THE BIDDER AND ITS SUBCONTRACTORS WERE REGISTERED WITH THE NEW JERSEY DEPARTMENT OF TREASURY, DIVISION OF REVENUE.

Proposals must be made upon and in accordance with the forms provided in the Bid Documents. No bids will be received after the time and date specified above, and no bidder may withdraw its bid within sixty (60) days after bid opening. Bergen Community College reserves the right, pursuant to applicable law, to waive any informalities in the bid or to reject any or all bids.

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Bid envelopes must be marked with "Bid No. P-2358" and indicate "Sealed Bid" in the lower left-hand corner.

DATE: January 19, 2022

For Bergen Community College:
S. Weise, Interim Director
Purchasing and Services

FOR INFORMATION ONLY, NOT AN OFFICIAL DOCUMENT

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SECTION E

Specifications for Main Paramus Campus, Ciarco Learning Center, and
Meadowlands Campus

MOWING AND LANDSCAPING SPECIFICATIONS

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1. Services Required

Bergen Community College (College) is requesting bids for landscape maintenance, lawn mowing and irrigation maintenance at the College, as more fully described herein.

The term “Manager” shall mean the College’s Manager, Supervisor, and/or his or her designated representative.

2. Locations Services Required

The College requires the services at the following locations:

- Main Campus - 400 Paramus Rd, Paramus, NJ
- Phillip J. Ciarco Learning Center (CLC) - 55 Main Street, Hackensack, NJ
- Meadowlands - 1280 Wall Street, Lyndhurst, NJ

3. Duration of Contract

The contract base term will be two (2) years: on or about March 1, 2022 through December 31, 2023. An option period will be for one year: March 1, 2024 to December 31, 2024.

4. Option Period

The College shall have the right, at its sole discretion, to extend this Contract for one (1) year following the expiration date of this Contract, upon the same terms, conditions, and 2nd year contract costs herein; however, any price change from the prices bid for the 2nd year for all of the services listed on the bid sheets shall not exceed the change in the index rate for the 12 months preceding the most recent quarterly calculation available at the time the contract is renewed.

The College will provide no less than thirty (30) days written notice prior to the expiration date of the Contract that the Contract will be extended for one (1) additional year.

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5. Payment

Subject to the provisions of this Contract, the College agrees to pay to the Contractor and the Contractor agrees to accept from the College as full and complete consideration for the performance of all its obligations under this Contract and as sole compensation for the Work performed by the Contractor hereunder, a compensation calculated from the actual quantities of services performed and the respective prices inserted by the Contractor in the Bid Sheet(s), forming a part of this Contract. All computations made by the Contractor and all billing and billing procedures shall be done in conformance with the following procedures:

- a. For each month in which Mowing, Line Trimming, and Edging and Landscape Bed Maintenance services required by this Contract are performed by the Contractor, the Lump Sum Price for said services quoted by the Bidder in the Bid Sheet (for the applicable Contract year), as such amount may be adjusted pursuant to the provisions of this Contract.
- b. For each month in which Spring Cleanup, Edging of Beds & Trees, Fall Cleanup, and other hourly services required by this Contract are performed by the Contractor, the unit price per hour for such services quotes by the Bidder in the Bid Sheet (for the applicable Contract year) may be adjusted pursuant to the provisions of this Contract to reflect the actual number of hours expended in that month for these Services.
- c. Upon completion of work, payment will be made for services made during the 10 months March through December for each year of the contract, as quoted in the Bid Sheet.
- d. All invoices must have a purchase number on the invoice with the date(s) of each visit to each location with description of work done.
- e. Billing is for hours actually worked on site (on campus) and will not include travel time to and from the College locations.
- f. The Contractor shall bill for spring and fall cleanups, edging, and mulch installation in the following process:
- g. Main Campus and Meadowlands: Spring cleanup (in beds and on turf) and edging of landscape beds will be priced hourly and mulch installation by total yards installed.
- h. CLC: Spring and fall clean-up will be billed by time and material for the entire property.

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6. Bidder Prerequisites

- a. The Bidder shall have had at least four (4) years of continuous experience immediately prior to the date of submission of its bid in the management and operation of a landscaping and mowing business in a commercial setting and during that time such services shall not have been provided through subcontracts, but Bidder shall have actually engaged in performing such services.
- b. During the time period in (a) above, the Bidder or persons or entities owning and controlling the Bidder, shall have satisfactorily performed or be satisfactorily performing under at least one (1) contracts requiring similar services of similar scope to those required under this Contract.
- c. Four commercial references with years of service at the sites and a contact person with phone number.
- d. Contractor must submit a current New Jersey Pesticide Applicator License with their bid.

Proof that the above prerequisites are met should be submitted with the bid.

7. Management and Supervision

When onsite the contractor shall assign a Supervisor to receive and put into effect promptly all orders, directions and instructions from the Building and Grounds Department of the College regarding the performance of the services specified in the Contractor.

The Supervisor shall be able to speak and write in the English language.

The Manager reserves the right to require Bidder to replace a Supervisor or other employee assigned by Bidder to perform services at the College if Supervisor or employee does not perform in compliance with the specifications or otherwise violates College policies or the law.

Primary telephone and alternate phone numbers of the Supervisor shall be made available to the Manager for use in emergency notifications and shall be updated as necessary.

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All costs for the Supervisor shall be included in the Monthly Lump Sum and shall not be separately billable hereunder.

8. Materials, Equipment, and Supplies

The Contractor in performing the required services hereunder shall furnish all labor, supervision, materials and equipment, including, but limited to, equipment for the maintenance and care of the grounds including turf and landscape plantings (beds, shrubs & trees) and removal of weeds along curbs in roadways & parking lots and in sidewalk joints/cracks and in gravel parking areas.

An itemized list of equipment the Contractor currently owns and will use in performance of this work including but not limited to, dump trucks, loaders, pesticide/fertilizer application equipment and any specialized equipment (bed shapers for edging) that may be used. All equipment, materials, and supplies used in the performance of Work required shall be used in accordance with the manufacturers' instructions.

The Contractor shall use only equipment, materials and supplies approved in advance by the Manager. The Contractor may propose additional equipment, materials, and supplies for the Manager's approval.

9. Employee Uniform and Appearance

The Contractor agrees that its employees will present a neat, clean, and orderly appearance at all times. The Contractor shall provide a distinctive uniform to each employee performing the services listed, which shall be worn at all times during which services are being performed.

10. Scheduling and Timing of Work

Within thirty (30) days of contract award, the Contractor will provide a computer-generated schedule for submission to the Manager describing the scheduling for all services occurring in the calendar year. This will include the dates, time of day, areas, number of employees, and locations. The Contractor shall submit any proposed changes to this schedule promptly to the Manager for approval. The Manager may make any changes to this schedule at any time.

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Generally, landscaping and mowing services will be required for a period of ten (10) months for each calendar year, from 3/1 through 12/30 with 7 months of mowing from 4/1 through 10/31. The Contractor will perform spring cleanup including bed edging and mulch installation during spring break, usually the third week in March, when student traffic is minimal. Fall leaf cleanup and other non-mowing services can extend into December as needed but will be invoiced according to bid sheet.

The Manager must be contacted by email or phone call 48 hours prior to each visit to any of the three college campuses.

11. Safety Provisions

The Contractor will exercise every precaution to prevent injury to workers and the public and damage to property. The Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the services. The Contractor will use appropriate safety equipment and barriers to protect their work area at all times. Contractor must furnish evidence of a safety program for their employees that meet OSHA requirements.

12. Compliance

The Contractor will be responsible for compliance with all federal, state, county and municipal laws and regulations. All work shall be performed in accordance with the standards of the American Association of Nurserymen.

Pesticide applications shall be done in accordance with the regulations as per New Jersey Department of Environmental Protection's (NJDEP) Pesticide Control Program. All conventional broadleaf herbicide treatments on turf must be posted seventy-two (72) hours in advance (in accordance with N.J.A.C. 7:30-9.13) with proper warning signs left after applications. This is not necessary with the use of low impact pesticides, as directed by NJDEP.

Contractor personnel applying pesticides must be a registered commercial pesticide operator working under the direct supervision of a commercial certified pesticide applicator. The names and pesticide licenses of all pesticide operators working on site must to be given to the Manager prior to performing applications. Damage that

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has been done by improper applications of pesticides or by using an inappropriate herbicide or any desirable plants that have been removed, damaged, or destroyed will be the liability of the Contractor and the cost of replacement shall be deducted from the invoiced amount accordingly.

13. Scope of Work

The scope of work for all locations will include, but not be limited to:

- a. Spring cleanup and mulch installation, including bed edging
- b. Mowing, line mowing, edging & blowing grass clippings off paved surfaces
- c. Landscape bed maintenance including weed control, pruning shrubs, perennial bed cleanup, cutting back perennials, and debris removal
- d. Fall leaf cleanup
- e. Irrigation work: spring start up and fall shut down.

Mowing at Main Campus and Meadowlands locations will be billed on a monthly basis. Maps are provided for Main campus indicating areas where turf and landscape beds are to be maintained. CLC will require the same services every two (2) weeks. Billing at CLC for all services will be done on a time and material basis.

The contractor will reimburse the College for any damage to property or plantings caused by their employees while performing services on campus.

At the Main Campus, contractor must call or text the Grounds Supervisor or Head Working Groundskeeper before contractor leaves the campus for inspection of services performed.

14. Spring Clean Up, Edging of Beds & Installation of Mulch

The Manager will direct Spring cleanup of leaves and fallen tree branches on turf and in bed areas, edging of beds & trees, and mulch installation.

The Manager reserves the right to change the content (amount and type of plant material) in any landscape bed at any location without affecting costs in this Contract.

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The Contractor will be responsible for edging and cleanup of landscape beds including litter, leaves, and tree branches. If any annuals remain, they must be removed.

Turf areas will be cleaned of litter, leaves and tree branches.

The Contractor will remove all landscape debris and edging from the site. Material from Main Campus may be disposed of at the Paramus Borough Recycling Site located behind the Bergen County Annex in Paramus (220 E Ridgewood Ave Paramus, NJ 07652). Hours of Operation are 7 am to 3 pm Monday to Friday (closed Saturday) and are subject to change. The Contractor must be escorted by a representative from the College for the first disposal. The Contractor will be responsible for the removal and disposal of debris and material from Meadowlands and CLC. The Contractor will not bill the College for these costs.

The Contractor will install uncolored/natural shredded hardwood bark mulch at the Main campus during spring break (usually the third week in March, weather permitting). Mulching will continue in April but must be completed before turf mowing begins (mid-April).

The Contractor will provide a sample of mulch to be installed for College approval. The Contractor will provide trucks, all necessary tools, and personnel for mulch installation. Standards for mulching, especially, around trees will be demonstrated by the Manager before the Contractor will be permitted to begin mulch installation. The Contractor must not allow mulch to be in contact with tree trunks.

The Contractor shall supply and install 275 cubic yards of shredded hardwood mulch annually. The following amounts will be delivered to each College location:

- a. Main Campus: 200 cubic yards
- b. Meadowlands: 50 cubic yards
- c. CLC: 25 cubic yards

The Contractor will have all quantities of mulch verified, delivered, and installed and confirmed by the Manager before payment for mulch is made.

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15. Mowing, Line Trimming & Edging

The Contractor will pick up and dispose of all litter prior to mowing. Lawns shall be maintained at a height of 2.5" to 3," as conditions dictate. The Contractor will mow weekly (except at CLC, which will be mowed every other week), so that no more than 1/3rd of the grass blade is removed per cutting. Mowing blades on all equipment shall be sharp to prevent tearing of grass blades. Mowing guards should be in place at all times to prevent flying debris (and injury to pedestrians and property). An alternate mowing pattern shall be used for each cutting.

The Contractor will edge turf adjacent to curbs and walks at the time of mowing. All grass clippings shall be swept or blown from sidewalks or pavement. Mulched grass clippings may be left on the lawn if presenting a neat appearance, free of clumping. Occasionally, grass clippings will need to be collected and removed, particularly in the Administration circle area, Administration parking, north side of Health Professions Building, Ciccone Theatre, and any other areas, at the discretion of the Manager. Excess clippings shall be removed and disposed of.

The Contractor must line trim or spray weeds growing at base of all curbs (between curb and asphalt) at all locations, except those at Ender Hall at Main Campus. No line trimming will be allowed around trees or other woody plant material. The Contractor is responsible for controlling excessive weed growth in sidewalk joints. Line trimming along curbs or on sidewalks is included in monthly cost for mowing turf & line trimming/edging. Cost of spraying herbicide is based on the hour, as per bid sheet.

The Contractor will begin mowing the parking lot berms at Main Campus promptly at 6:00A.M. During summer sessions (late May through mid-August), the Contractor will mow on Fridays.

The total number of cuttings in this contract is approximately 28 per season. If a mowing is cancelled the College reserves the right to reschedule the cutting or repurpose an equivalent number of man hours on other landscaping tasks, at its sole discretion.

16. Landscape Bed/Tree Maintenance: Weed Control, Pruning Shrubs and Fall Perennial Cutting

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The Contractor will maintain seven (7) large landscape beds at Main Campus and three (3) beds at Meadowlands.

The Contractor will maintain Landscape beds to the following standard:

- a. Free of litter and debris
- b. Free of weeds or unintended plantings
- c. Shrubs pruned
- d. Perennials cut back in November

At Main Campus, the Manager will direct where and when weeding and pruning is done, as well as any chemical applications.

The Contractor must receive approval from the Manager prior to any pruning in landscape beds. The Contractor will prune in to preserve and develop the natural form of the plant, while preventing plants from growing over walkways or interfering with any built infrastructure (heavy shearing is discouraged). Improper pruning that results in the loss of ornamental value of the plant is subject to replacement at the sole discretion of the Manager.

To maintain landscape beds and mulched tree areas to a weed-free standard the Contractor may use the following means, or any combination thereof:

- a. Pre-emergent herbicide such as, Snapshot (isoxaben & trifluralin). This will be billed by time and material at all three campus locations.
- b. Post-emergent herbicide. An herbicide appropriate to the weeds being addressed must be used. This will be billed by time and material at Main and CLC locations. **Note:** Pesticide applicator must be able to distinguish a weed from an ornamental plant and exercise caution and care not to spray herbicides on ornamental plants. The Manager will assist in proper identification of desirable plant material.
- c. Regular cultivation and hand pulling of weeds. Some beds at Main Campus have woody perennial vines that must be pulled.

The Contractor's maintenance of these areas may be changed at the discretion of the

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Manager.

Backpack spraying of weeds will be priced per man hour (includes cost of material).
Liquid Broadleaf Herbicide sprayed with a boom system on Main Campus and Meadowlands locations will be priced per acre.

Granular pre-emergent weed control is priced by time and material (i.e. labor and material priced separately).

Note: At the Meadowlands campus in Lyndhurst there is an island bed of plants at the intersection of Wall Street and Clay Avenue that will need to be kept weed free during the growing season.

Main Campus Meadow

Main Campus has a meadow in a detention basin, as indicated on map. The Contractor will provide an annual cutting of the Meadow in the fall using a brush hog rotary mower. The Contractor will not line trim this area. This will be billed separately by the job (done once a year). Woody plant material needs to be disposed of but cut herbaceous/meadow material can be left on site.

Included in the scope of this work is cutting any woody trees & perennial vines and treating the cut stems/stumps with a brush herbicide suitable for this use, as approved by the Manager.

17. Fall Leaf Cleanup

The Contractor will perform leaf cleanup at Main Campus, as directed by the Manager twice from November to December.

The Contractor will use no less than 12 men, with all necessary leaf clearing equipment needed to collect and transport leaves to the Paramus Recycling Center. The Contractor may be directed by the Manager to allow certain areas with leaves to be removed by the College Grounds crew. See bid sheet for how billing is determined for CLC locations.

18. Turf Applications: Fertilizing, Weed Control, Etc.

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The Contractor will provide the Manager with a schedule for all turf applications including, but not limited to, fertilizing, weed control, pH control, and micro and macro nutrient. The Manager may adjust this treatment schedule at their discretion at any time.

The Contractor will fertilize according to the standards of the Association of Official Agricultural Chemists. Granular fertilizer must be delivered in sealed and labeled bags with certification as to quality and quantity of the contents. Organic fertilizers include, but are not limited to:

- North Country Organics “Nature’s Turf 8-1-9”
- Lesco Fertilizer 25-0-6 50% PolyPlus 5% Fe
- Lesco Fertilizer 18-0-2 40% PolyPlus 2% Fe

Other products may be substituted if approved by the Manager. An approved lime product may be substituted for a fertilizer application, as well as fertilizer products that contain any pesticides (herbicides, insecticides or fungicides).

The Manager must approve of all herbicide proposed for weed control.

These applications will be priced per acre for labor and materials.

19. Irrigation System Maintenance for Main Campus

The Contractor will have all irrigation systems operational by April 1st and will shut down all irrigation systems by Oct 31th at Main Campus. Dates provided are approximate and timing of start-up and winterization is at the discretion of the Manager.

Spring start-up will include the following irrigation maintenance services:

1. Turn water main on, start up and check lines for any leaks
2. Check and adjust all heads & nozzles for direction and flow
3. Check for faulty nozzles and broken heads
4. Raise & straighten sprinkler heads, as needed
5. Check zone valves for worn or leaking parts
6. Verify pressures

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7. Test automatic controls for timing, accuracy, and performance
8. Test entire system for overall performance, which includes running and inspecting each zone and each head in each zone for proper performance and to minimize overspray.

Any leaks will be immediately brought to the attention of the Manager.

Using the maintenance activities above, the Contractor will provide an electronic inspection report on the irrigation system which will include locations, pictures, and recommendations for maintenance or replacement of:

1. System controls and timers
2. Meters
3. Wiring
4. Pumps
5. Pressure regulators
6. Valves
7. Any piping accessible for inspection
8. Filters
9. Fittings
10. Heads and nozzles

The cost for preparation of the report referenced above shall be included in the bid sheet under Irrigation System Maintenance.

Labor to repair and maintain the items above are to be included in spring start-up with the exception of replacing heads, nozzles and raising (elevating) heads. Parts (such as replacement heads and nozzles) and minor repairs of irrigation system and labor to replace parts at spring start-up will be billed separately on a time and material basis (this anticipated work should not be included in Spring Start-Up line item on bid sheet). The College reserves the right to supply contractor with irrigation parts as needed for spring start-up.

The Contractor will winterize the system in the Fall by turning water main off and blowing water out of each irrigation line of each zone with an adequate air compressor. There are five (5) irrigation systems at the Main Campus with approximately sixty-four (64) total zones.

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The Contractor will notify the Manager of irrigation work forty-eight (48) hours in advance.

20. Extra Services

Additional landscaping services may be required during the contract at any college location. The scale and extent of these services will be provided by the Manager.

The Contractor will have forty-eight (48) hours to respond with a proposal to requests for additional services, which shall be effected through a change order to the contract.

21. General Landscaping Work

(foreman and worker/laborer) - Labor is for planting flowers, bulbs, shrubs, small trees, etc. and for landscape work such as soil work, grass seeding, etc. or maintenance work such as pruning, cutting perennials, removing weeds or undesirable woody plants, etc. The College reserves the right to supply plants and other necessary material or will have contractor supply materials.