



PRINTED NAME OF BIDDER

LAWN MOWING, CITY OWNED PARKS AND OPEN SPACES

Invitation to Bid No. 121270 Issued: February 4, 2013

PURCHASING BUREAU CONTACT: Roslyn K. Phillips, Purchaser, (585) 428-7042

Bid responses are to be returned to the Office of the Purchasing Agent, City Hall, Room 105A, Rochester, NY 14614, by the date and time indicated, at which time and place all bids will be opened, read and recorded.

BID OPENING: Tuesday, February 19, 2013 at 11:00 a.m.

PRE-BID: Monday, February 11, 2013 @ 9 a.m.,
at City Hall Council Chambers, 30 Church Street, 3rd Floor, Rochester, NY 14614.

The bidder's attention is directed to the General Conditions and Instructions to Bidders which appears immediately following this title page and is incorporated into the bidding document and contract by reference.

CONTRACT CHARACTERISTICS
(For definitions or explanations, see General Conditions)

Type of Contract: TERM CONTRACT WITH OPTION TO EXTEND

Bid Deposit Requirement: PER SECTION 22.1

Performance Security Requirement: PER SECTION 22.2

Insurance Requirement: PER SECTION 21

Samples Requirement: NONE

Descriptive Literature/Technical Data Requirement: NONE

BIDDERS: Please note that prices, company identification and authorized signature are to be entered on the Proposal which appears at the end of the specifications.



LAWN MOWING, CITY OWNED PARKS AND OPEN SPACES

1. SCOPE

It is the intent of the City of Rochester to establish two (2) contracts for lawn maintenance, including mowing and debris cleanup, at various assigned City-owned small and large site Parks and Open Spaces.

2. PRE-BID CONFERENCE

A Pre-Bid Conference will be held on Monday, February 11, 2013 at 9:00 a.m., at City Hall Council Chambers, 3rd floor, 30 Church Street, Rochester, NY 14614. Prospective bidders are urged to attend.

3. TERM OF CONTRACTS

- 3.1 The terms of these contracts shall commence on April 1, 2013 and end March 31, 2014.
- 3.2 The contract may be extended for up to three (3) additional one (1) year periods under the same terms and conditions, provided such extension is mutually agreeable to both the City and the Contractor.
- 3.3 The City will notify the Contractor of its intent to extend during the month of February. It is the responsibility of the Contractor to respond to the City's request within 15 days, to indicate its intention to extend or not to extend. Failure to do so may result in default of the contract, and any damages that may occur may be collected from the Contractor's performance bond.

4. QUANTITIES

- 4.1 There are 18-22 cycles expected during the term of this contract. This is an estimate only. Individual cycle durations will be indicated to the contractor by the City and can fluctuate at the discretion of the City as climate and growing conditions warrant.
- 4.2 The City reserves the right to reduce the term of the contract, or any part of the contract, if circumstances arise to require such a reduction, in accordance with the best interests of the City.

5. CYCLE PRICES

- 5.1 Cycle prices quoted shall accurately reflect the work involved. Unbalanced prices may result in rejection of the bid.
- 5.2 Cycle prices are requested for the total of the 70 locations listed as Group 1 in Appendix A, and the 60 locations listed as Group 2 in Appendix B. The typical work site for the locations in Group 1 shall be less than one (1) acre of land. The typical work site for the locations in Group 2 shall be one (1) acre or more of land.

LAWN MOWING, CITY OWNED PARKS AND OPEN SPACES

5.3 All locations must be included in the cycle price to be considered for award.

6. ADDITION & DELETION OF ACREAGE

6.1 At the discretion of the City, and as occasion warrants, sites may be added to either Group 1 or Group 2 during the mowing season. In this event, the adjusted cycle price for the Group shall be increased for the added acreage using the following formula:

Awarded cycle price + (added acreage X (Awarded cycle price / Awarded acreage))

6.2 At the discretion of the City, and as occasion warrants, sites may be deleted from either Group 1 or Group 2 during the mowing season. In this event, the adjusted cycle price for the Group shall be reduced for the deleted acreage using the following formula:

Awarded cycle price - (deleted acreage X (Awarded cycle price / Awarded acreage))

7. METHOD OF AWARD

7.1 Award will be made to the two (2) lowest responsive and responsible bidders, one (1) for Group 1 for all 70 locations, and one (1) for Group 2 for all 60 locations, based on the **total cycle price for each group**.

7.2 The City reserves the right to award both Group 1 and Group 2 to one contractor, in the event that contractor has the lowest bids on both groups, and upon mutual consent of the contractor.

7.3 The Purchasing Agent's decision shall be final.

8. REQUEST FOR PRICE CHANGE

8.1 Prices bid shall remain firm for the initial contract term.

8.2 Request for price increases to take effect during a contract extension must be submitted with the offer to extend or earlier.

8.3 Requests for increases must be documented as representing increased costs only. No request shall be granted to increase net profit.

8.4 The decision to grant a price increase during the extension period will rest solely with the Purchasing Agent.

LAWN MOWING, CITY OWNED PARKS AND OPEN SPACES

9. SPECIFICATIONS

9.1 LITTER, DEBRIS AND TRASH CLEANUP

9.1.1 DESCRIPTION

- A. The City will perform an initial spring cleaning and removal of any large items on assigned parks or open spaces such as heavy litter, large rocks, or any other material that is impractical for the Contractor to move.
- B. With each visit, the Contractor is to remove all litter, debris and accumulated trash from the site, including, but not limited to, lawns and walks, in order to cut the grass. All litter, debris and accumulated trash are to be cleared off of lawns prior to mowing. Under no circumstances are litter, debris and accumulated trash to be mown over.
- C. All litter, debris and accumulated trash are to be prepared according to City Code and placed between the curb and sidewalk for the City to pick it up that day or the next day.

9.2 MOWING SERVICES

9.2.1 DESCRIPTION

- A. Grass is to be mowed. Grass and weeds at perimeters and at base of trees or shrubs, around curbs and concrete/asphalt sections, and around fences and posts or any other objects that the lawn mower cannot reach, are to be trimmed to the same height as the mowed grass.
- B. Mowing to begin May 1. Sites will be mowed in May, June and July on approximately a one week cycle. Sites will be mowed every three weeks in August, September and October. Each mowing will be considered a cycle.
- C. Cycles are subject to change at the discretion of the City as a result of wet or dry weather conditions.
- D. Mowing shall be performed in an orderly manner to prevent a spotty, patchwork appearance to lawn when weather prohibits completion of site within one (1) day.
- E. No grass clippings shall remain on any adjoining sidewalks or drives.
- F. No work is to be performed without the specific prior authorization of the City.
- G. The Contractor shall maintain all sites in a neat and orderly fashion at all times and shall remove all tools, equipment and personal belongings at the end of each work day. Any tools, equipment or personal belongings left behind by the Contractor shall not be the responsibility of the City of Rochester.

LAWN MOWING, CITY OWNED PARKS AND OPEN SPACES

9.3 LOCATION

- 9.3.1 There will be various City-owned parks and open spaces within the limits of the City of Rochester assigned to the Contractor at the beginning of the contract period.
- 9.3.2 The City will provide the Contractor with a list of sites to be maintained, and a set of detail maps for each site. The list and maps will be generated from a database maintained by the City.
- 9.3.3 The Contractor will maintain a log of dates indicating when the sites were cut and a description of the work that was performed, and will submit the log to the City on a daily basis. The log will be conveyed in an electronic format via fax machine, or hand delivered.
- 9.3.4 The Contractor may use the site sheet as its log. The Contractor will indicate the date the site is mowed and any clean-up required by the City.
- 9.3.5 A large scale City map outlining approximate site locations can be obtained by contacting Karen St. Aubin at 585-428-6012.

10. PERFORMANCE

- 10.1 Upon completion of any maintenance visit (e.g., debris and trash removal, cutting, and trimming), the Contractor shall request an inspection by the Contract Manager. Any noted deficiencies in the work shall be corrected by the Contractor prior to final approval and payment.
- 10.2 The City reserves the right to inspect the Contractor's work at any time, and notify the Contractor of deficiencies. If the Contractor fails to correct the noted deficiencies or the maintenance work continues to be deficient, the City may elect to terminate the contract due to the Contractor's non-performance.
- 10.3 It is the responsibility of the Contractor to notify the Contract Manager of any problems that may arise during the course of the contract.
- 10.4 In addition, the Contractor, when feasible, will provide information to the City on the need for the City to provide code inspection, street sweeping, bulk pick-up, or other sanitation services at the location of the sites in order to improve the overall aesthetics of the designated areas.

11. WORK SCHEDULES

- 11.1 The Contractor will notify the City Contract Manager as to which sites will be mowed each day, and will also notify the City after completion of maintenance work, including, but not limited to, trash and debris removal, cutting, trimming, etc.
- 11.2 All work will be closely monitored and approved by the City (or a duly authorized City representative).

LAWN MOWING, CITY OWNED PARKS AND OPEN SPACES

- 11.3 It will be the responsibility of the Contractor to inform the City of the time, location and nature of all work to be performed one (1) day prior to start-up.
- 11.4 The Contractor must notify the City after work has been completed.

12. EQUIPMENT

- 12.1 The Contractor shall provide all lawn mowing and trimming equipment, materials and supplies sufficient for completion of this work, including but not limited to mowers, trimmers, plastic bags, rakes, gloves, etc. The equipment shall be fit for its purpose to the reasonable satisfaction of the City, and shall evenly and uniformly cut the grass to the required height.
- 12.2 If the Contractor's equipment damages the existing turf, he shall cease using the equipment and shall replace it with suitable equipment that does not damage the turf. The Contractor shall restore any damaged areas in a timely manner as determined by the City.
- 12.3 Lack of proper equipment may result in the rejection of the Contractor's bid.

13. CONTRACTOR'S EMPLOYEES

- 13.1 The Contractor shall employ only competent and trustworthy individuals to work under the supervision of an experienced foreman.
- 13.2 The Contractor shall assign an adequate number of employees to be able to cut the site in one day.
- 13.3 The City reserves the right to direct the removal and / or replacement of any employee who demonstrates a lack of competence or experience in the work that is specified within this document, or presents himself / herself in an inappropriate manner, either in conduct or attire.

14. COMMUNICATION

- 14.1 The City of Rochester may issue the Contractor a GPS-enabled cellular phone for any or all crews.
- 14.2 The Contractor must be available by cell phone during regular working hours, 7 a.m. to 6 p.m. The Contractor will supply a cell phone number AND an office number where they can be reached as needed.

15. REFERENCES AND EQUIPMENT

- 15.1 Bidders must submit with their bid a list of the equipment that they have available and at least three (3) references from previous contracts which will demonstrate the ability to perform the work.

LAWN MOWING, CITY OWNED PARKS AND OPEN SPACES

- 15.2 Lack of proper equipment or references may result in the rejection of the Contractor's bid.

16. NON-SPECIFIED RELATED WORK

- 16.1 The City may negotiate prices with the Contractor for incidental work of a similar nature not specified herein that may come up during the contract term.
- 16.2 Any work as described in 16.1 may only be authorized by the Purchasing Agent or his/her authorized agent prior to any notice to proceed.
- 16.3 The contract vendor must submit a written price quotation to the Office of the Purchasing Agent for proper authorization and/or approval. Services rendered without prior consent of Purchasing will not be paid for by the City.
- 16.4 The City reserves the right to bid any additional work competitively if it is in the City's best interest.

17. CITY AND NYSDOT CONSTRUCTION DOCUMENTS

The City (November, 1991) and NYSDOT (January 2, 1990) Standard Construction Specifications as they apply to the work of this contract, are incorporated herein by reference.

18. METHOD OF PAYMENT

- 18.1 The method of payment will be the cycle price bid times the quantity of cycles completed. Provision shall be made for the proration of the cycle price in the following circumstances:
- a. Assigned work is not satisfactorily completed during the cycle
 - b. The City chooses not to assign specific sites during a particular cycle as climate and growing conditions warrant
- 18.2 The cycle price bid shall include the cost of all materials, labor, equipment and appurtenances necessary to complete the work ordered in a workmanlike manner.
- 18.3 All costs incidental to this contract shall be borne by the Contractor.
- 18.4 The Contractor shall invoice the City at least once each month for mowing cycles completed. Payment will be made for all work satisfactorily completed since the previous payment.
- 18.5 Each invoice shall contain an itemized listing of all work activities performed during the current billing period and their associated costs.
- 18.6 Invoices are to be submitted to the following address for approval by the City:

LAWN MOWING, CITY OWNED PARKS AND OPEN SPACES

City of Rochester
Attention: Lauren Nelson (585) 428-6645
Department of Environmental Services
Bureau of Operations and Parks Division
400 Dewey Avenue
Rochester, NY 14613

- 18.7 Invoices shall be due and payable forty-five (45) days after submission of a complete and detailed invoice.
- 18.8 Payment will be made as a lump sum.
- 18.9 It is the responsibility of the Contractor to submit any and all invoices in a clear, concise, complete, and timely manner. The City will not be responsible for delayed payment due to Contractor error, omission, or tardiness.

19. PREVAILING WAGES

No prevailing wages are required for this contract.

20. TERMINATION OF CONTRACT

20.1 TERMINATION FOR CONVENIENCE OF CITY

This contract may be terminated by the City in accordance with this Section in whole, or from time to time, in part, whenever for any reason the City shall determine that such termination is in the best interest of the City. Any such termination shall be effective upon written notice to the Contractor, and the City shall not be held liable for such termination.

20.2 TERMINATION FOR DEFAULT

- 20.2.1 One or more incidences where the City must obtain lawn maintenance service on the open market may result in the Contractor being found in default of this contract.
- 20.2.2 The performance of work under this contract may be terminated by the City in accordance with this clause in whole, or from time to time, in part, if the Contractor defaults in performance of this contract in accordance with its terms and fails to cure diligently such default within a period of a mowing cycle (or such longer period as the City may allow) after delivery by the City of a notice specifying the default.
- 20.2.3 If this contract is terminated, the City may take over the work and services and prosecute the same to completion by contract or otherwise, and the Contractor shall be liable to the City for any excess cost occasioned thereby.
- 20.2.4 This contract may not be terminated if the failure to perform arises from unforeseeable causes beyond the control and without the fault or negligence of the Contractor.

LAWN MOWING, CITY OWNED PARKS AND OPEN SPACES

21. INSURANCE

- 21.1 The Contractor shall procure and maintain at his/her own expense until final acceptance of the work covered by the contract documents, insurance for liability for damages imposed by law of the kinds and in the amounts hereinafter provided from insurance companies authorized to do such business in the State of New York covering all operations under the contract documents, whether performed by him or his subcontractors.
- 21.2 Within ten days of request, the Contractor shall furnish to the City Purchasing Agent a certificate or certificates of insurance in form satisfactory to the City Purchasing Agent showing that he/she has complied with this Section, which certificate or certificates shall provide that the policies shall not be materially changed or canceled until ten days' written notice has been given to the City Purchasing Agent.
- 21.3 In each policy of insurance except insurance for Workers' Compensation and Disability Insurance, the City shall be named as an additional insured for liability arising under this agreement. Except for Workers' Compensation and Disability Insurance, no insurance required herein shall contain any exclusion of municipal operations performed in connection with the project.
- 21.4 The kinds and amounts of insurance are as follows:

21.4.1 WORKERS' COMPENSATION AND DISABILITY INSURANCE

The agreement shall be void and of no effect unless the person or corporation making or executing same shall secure Workers' Compensation and Disability coverage, covering all operations under the contract--whether performed by him or his subcontractors--for the benefit of, and keep insured during the life of, said agreement, employees in compliance with the provisions of the Workers' Compensation Law.

A. Workers' Compensation Insurance

A policy covering the operations of the contractor in accordance with the provisions of Chapter 41 of the Laws of 1914, as amended, known as the Workers' Compensation Law.

B. Disability Insurance

A policy covering the operations of the contractor in accordance with the provisions of Article 9 of the Workers' Compensation Law, known as the Disability Benefits Law (Chapter 600 of the Laws of 1949), and amendments thereto.

21.4.2 PROPERTY AND CASUALTY INSURANCE

- A. **CONTRACTOR'S COMPREHENSIVE GENERAL LIABILITY INSURANCE** issued to the contractor and covering the liability for damages imposed by law upon the contractor with respect to all work

LAWN MOWING, CITY OWNED PARKS AND OPEN SPACES

performed by him under the within agreement. The Contractor's Comprehensive General Liability Insurance shall include: independent contractor's insurance, premises operation insurance, completed operations insurance and broad form property damage insurance. The x., c., u. exclusion shall be eliminated from the Contractor's Comprehensive General Liability Insurance. The comprehensive general liability policy shall furnish limits of not less than:

BODILY INJURY AND PROPERTY DAMAGE LIABILITY
Combined Single Limit
\$1,000,000

for all damages arising during the policy period.

- B. MOTOR VEHICLE INSURANCE issued to the contractor and covering public liability and property damage on the contractor's vehicles in the amount of:

BODILY INJURY AND PROPERTY DAMAGE LIABILITY
Combined Single Limit
\$1,000,000

22. BONDS

22.1 BID BOND

In the event that the total yearly cycle price exceeds \$100,000, a bid bond in an amount equal to five (5%) percent of the bid price shall be furnished with each bid. At its option, the City shall have the right to accept cash, a certified check, or a letter of credit in satisfaction of this requirement.

22.2 PERFORMANCE AND OTHER BONDS

22.2.1 In the event that the total yearly cycle price exceeds \$100,000, the Contractor must furnish two executed surety company bonds, each in an amount equal to one hundred percent (100%) of the bid price.

- A. A Performance Bond shall be furnished as security for the faithful performance by the Contractor of all terms and conditions of the contract documents.
- B. A Labor and Material Payment Bond shall be furnished as security for the claims of laborers and material suppliers.
- C. Both bonds shall be made out to the City of Rochester, prepared on an approved form and submitted by the Contractor to the Purchasing Agent within ten (10) days of notification that his bid was accepted. The surety thereon must be such surety company or companies as are authorized and licensed to transact business

LAWN MOWING, CITY OWNED PARKS AND OPEN SPACES

in the State of New York. The surety furnishing the Performance Bond and the Labor and Material Payment Bond must waive notice of any change in the contract price or contract time. Attorneys-in-fact who sign bonds must file with each bond a certified copy of their power of attorney to sign said bonds.

22.2.2 Alternate Security

- A. At its option, the City shall have the right to accept cash, a certified check, or a letter of credit in satisfaction of the foregoing requirements.
- B. In the event the Contractor submits cash or a cash instrument as alternate security, the City will accept 100% of the contract total as satisfying both Performance and Payment security requirements.
- C. Any security accepted in lieu of a payment bond shall be retained until the City is no longer liable for mechanic's liens against the work of the contract.

23 NON-DISCRIMINATION

The bidder agrees, as required by the Labor Law of the State of New York and ordinance of the City of Rochester:

- 23.1 To hire employees without regard to age, race, creed, color, national origin, sex, sexual orientation, disability or marital status;
- 23.2 That he, his subcontractors, and any person on his behalf shall not, in any manner, discriminate against or intimidate any employee hired for the performance of work under this contract on account of age, race, creed, color, national origin, sex, sexual orientation, disability or marital status;
- 23.3 That this contract may be canceled or terminated by the City and all monies due or to become due hereunder may be forfeited for a second day of any subsequent violation of the terms or conditions of this section of the contract.

24. NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief:

- 24.1 The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.
- 24.2 Unless otherwise required by law, the prices which have been quoted in this bid have not knowingly been disclosed by the bidder and will not knowingly be

LAWN MOWING, CITY OWNED PARKS AND OPEN SPACES

disclosed prior to the bid opening, directly or indirectly, to any other bidder or to any competitor.

- 24.3 No attempt has been or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

25. REJECTION OF BIDS

25.1 The City of Rochester reserves the right to reject any and all bids or proposals if the best interest of the City of Rochester will be served by such action.

25.2 The Purchasing Agent reserves the right to reject any bid that is unrealistic or where a disproportionate unit cost is proposed.

25.3 The Purchasing Agent reserves the right to reject any bidder who proposes an unacceptable product or cannot prove to the satisfaction of the City its ability to execute the terms and conditions of this contract

LAWN MOWING, CITY OWNED PARKS AND OPEN SPACES

PROPOSAL

The undersigned bidder hereby agrees to furnish the goods or services specified and to otherwise fully meet all terms, conditions, and specifications contained in this Invitation to Bid without exception, unless exceptions are clearly noted in this proposal. Signature must be that of the bidder or of an employee or agent authorized to sign on behalf of the bidder.

MOWING SERVICES:

Group 1 (Small Site & CBD) \$ _____ Per Cycle x 18 = \$ _____
(per Appendix A) Total Yearly Cycle Price

Group 2 (Large Site) \$ _____ Per Cycle x 18 = \$ _____
(per Appendix B) Total Yearly Cycle Price

[There is no guarantee as to the actual quantity of mowing cycles that will be ordered.]

Authorized Signature

Typed Name and Title of Authorized Signer

Typed Name of Company

(Continued through Page 13)

LAWN MOWING, CITY OWNED PARKS AND OPEN SPACES

PROPOSAL

PRINT OR TYPE THE FOLLOWING INFORMATION:

Name of Firm or Corporation

Street Address

City State Zip Code

Telephone / Fax No. Federal Employer Identification No.

E-mail Address of Recipient of Contract Awards and Extensions

Date

ACCEPTED ON BEHALF OF THE CITY OF ROCHESTER FOR:

Contract No. _____ Contract Term: _____

Purchasing Agent

Date: _____

LAWN MOWING, CITY OWNED PARKS AND OPEN SPACES

APPENDIX A – Group 1

SMALL SITES

LAWN MOWING, CITY-OWNED PARKS AND OPEN SPACES

PARKS OPERATIONS MOWING LOCATIONS SMALL AREA SITES & CBD (UNDER ONE ACRE)

LOCATION NAME	ADDRESS / DESCRIPTION	SQUARE FEET	ACREAGE
Allen St. Mall (CBD)	north of City Hall parking lot	5,216	0.12
Anderson Pk	E. Main & Union, University	15,587	0.36
Arnold Park Mall	East Avenue to Park Avenue	8,787	0.20
Avon/Otto Henderberg Pk	Avon & Sycamore	23,210	0.53
Barrington St. Pk.	Corner Barrington & Park Ave	11,696	0.27
Bishop's Backyard (CBD)	along Broadway, Broad St. to Lawn St.	5,570	0.13
Boulevard Pkwy	West Blvd Pkwy	19,382	0.44
Broad & Chestnut (CBD)	triangle east of Chestnut	11,183	0.26
Broad & W. Main (CBD)	Broad & Main intersection, south of Broad	18,065	0.41
Bronson Ave. Playground	Dr Samuel McCree Way	20,518	0.47
Brown & Allen Sts.	Corner Brown & Allen	10,223	0.23
Burke Terrace Mall	Corner Birr & Burke Terrace	4,360	0.10
Carthage Drive Mall	off 1241 St. Paul St.	33,948	0.78
Charles Carroll Park (CBD)	west side of river, Andrews to Corinthian	67,365	1.55
Charlotte Cemetery	Lake Ave	38,747	0.89
Clinton Avenue Triangle (CBD)	north of Andrews & south of Inner Loop	6,397	0.15
Congress Ave. Cemetery	Congress Ave.	41,446	0.95
Cornerstone Park (CBD)	northwest corner of Broad & Stone	6,612	0.15
Court Street Park (CBD)	between Blue Cross Arena & river, Court to Broad	20,401	0.47
Daley Pk	Highland & Chadbourne	9,770	0.22
Eastmoreland Playground	Eastmoreland & Shelbourne	37,696	0.87
Elmwood Ave. Malls	South Ave. to S. Goodman Sts.	20,889	0.48
Evergreen Pk	w side St. Paul b/w Scrantom & Evergreen	28,213	0.65
Exchange St. Malls	from Ford St. to S. Plymouth Ave.	23,514	0.54
Ford St. Malls	from S. Plymouth to Ford St.	13,708	0.31
Frederick Douglass Triangle	Cor. Cumberland, Central, St. Paul Sts.	3,443	0.08
Genesee Crossroads Park (CBD)	e side of river, from Andrews to Mortimer	13,908	0.32
Glendale Mall	Oriole St. to Malvern St.	21,917	0.50
Goodman & Linden Mall	corner Goodman & Linden Sts.	959	0.02
Goodwin & Sibley Pk.	end of Sibley Pl.	26,735	0.61
Grape & Wilder Pk	Corner Grape & Wilder Sts.	11,225	0.26
Hazelwood Terrace Mall	Culver Road to Merchants Road	13,454	0.31
Highland Parkway Mall	intersection Highland Pkwy & Greenview	17,173	0.39
Hillside Avenue Mall	S. Winton Road to Cathaway Park	16,205	0.37
Hopper & Harding	Corner Hopper & Harding Rds.	1,002	0.02
Knickerbocker Mall	Knickerbocker/Summit Grove	32,950	0.76
Lafayette Park Mall	at S. Union Street	2,499	0.06
Lafayette Park Open Space (CBD)	w Lafayette Pk between Union Inner Loop	13,742	0.32

LAWN MOWING, CITY OWNED PARKS AND OPEN SPACES

LAWN MOWING, CITY-OWNED PARKS AND OPEN SPACES

**PARKS OPERATIONS MOWING LOCATIONS
SMALL AREA SITES & CBD (UNDER ONE ACRE)**

LOCATION NAME	ADDRESS / DESCRIPTION	SQUARE FEET	ACREAGE
Lake & River Street Islands	ROW corner of Lake and River Street	1,030	0.02
Lewis & Scio Playground	Corner of Lewis, Scio, Ontario Sts.	38,982	0.89
Lunsford Cir.	Glasgow/Douglass Sts.	26,071	0.60
Lynchford Pk A & B	Danforth St. in back of comm. ctr.	17,473	0.40
Manhattan Square Park (CBD)	bounded by Court, Chestnut & Manhattan Sq Dr.	76,542	1.76
Manhattan Square Park Area Near Tennis Bubble	part of 15 Manhattan Sq Dr & part of 47 Savannah St	25,000	0.57
Maplewood Rose Garden (max)	Lake Ave./Driving Pk	43,559	1.00
Meigs / Linden Pk	Corner Meigs & Linden	33,425	0.77
Nye Pk Mall	between Strong & Norton Sts.	6,277	0.14
Orchard Pk - RCSD cuts large area	Saxton & Campbell Pk	13,288	0.31
Pleasant Street & St. Joseph Park [church] (CBD)	northeast corner of Clinton & Pleasant	13,039	0.30
Portsmouth Terrace Mall	traffic circle between University Ave. & East Avenue	2,167	0.05
Quamina Pk	Joseph Ave.	14,648	0.34
Raines Pk Mall	between Magee & Clay	15,355	0.35
Ralph Avery Pk	S. Plymouth & Adams Sts.	10,032	0.23
Rockingham & Mulberry	on corner of Rockingham	8,112	0.19
Rundel Park Mall	University Avenue to Upton Court	15,641	0.36
Schiller Park (CBD)	north of intersection of Andrews & Franklin	19,859	0.46
Seth Green Dr.	St. Paul & Norton Sts.	39,725	0.91
Seward / Magnolia Mall	intersection of Seward & Magnolia	1,328	0.03
Sibley Place Mall	East Avenue to deadend	11,257	0.26
St. John's Pk.	Lake Ave. & River Sts.	9,785	0.22
Sumner St. Mall	Monroe Ave	19,582	0.45
Susan B. Anthony	Madison & King Sts.	33,161	0.76
University Ave. Park (UARC)	University & Merriman St.	17,208	0.40
Wadsworth Sq. Pk	Howell & Marshall Sts.	43,560	1.00
Washington Playground	Thomas St.	35,612	0.82
Washington Square (CBD)	bounded by Clinton, Court, St. Mary's & Woodbury	40,686	0.93
Werner Park Mall	between Monroe Ave. & Hinsdale St.	12,316	0.28
West High Park [RCSD cuts large area]	between Frost Ave. & Arnett Blvd.	25,870	0.59
Winton / Highland	corner	15,393	0.35
Winton / Merchants	corner	17,798	0.41
T O T A L S		1,381,496	31.70

LAWN MOWING, CITY OWNED PARKS AND OPEN SPACES

APPENDIX B – Group 2

LARGE SITES LAWN MOWING, CITY-OWNED PARKS AND OPEN SPACES

PARKS OPERATIONS MOWING LOCATIONS LARGE AREA SITES (OVER ONE ACRE)

LOCATION NAME	ADDRESS / DESCRIPTION	SQUARE FEET	ACREAGE
Aberdeen Park	Post Ave and Woodbine	66,966	1.54
Adams Street Rec Center	85 Adams Street & School #3	186,724	4.29
Avenue D Rec. Center	200 Avenue D	120,620	2.77
Baden Park	Upper Falls Boulevard & School #6	282,995	6.50
Bausch & Lomb Park / Upper Falls Mall	Upper Falls Boulevard. & St. Paul Street	81,468	1.87
Brewster Playground	Harding Road	64,868	1.49
Browncroft Rose Garden	Corner Merchants & Browncroft	71,721	1.65
Brown Square	251 Verona Street	174,510	4.01
Campbell Street Rec Center	524 Campbell Street	84,813	1.95
Carter Street Rec Center	500 Carter Street	120,381	2.76
Central Park Mall	between Goodman & Union Streets	88,862	2.04
Charlotte Village Green	Latta & Spanish Trail	95,551	2.19
Clinton/Baden Community Center	458 N. Clinton Avenue next to School #9	170,281	3.91
Cobbs Hill Park	Culver & Monroe	1,774,632	40.74
Danforth Center	200 West Avenue	154,115	3.54
Don Samuel Torres Playground	20 Oakman Street / N. Clinton Avenue	90,513	2.08
Durand Eastman Park	Lakeshore Blvd	531,407	12.20
Edgerton Pk / Community Center	41 Backus Street & Bloss / Dewey & Bloss / Saratoga triangles	815,454	18.72
El Camino Trail	from Conkey & Clifford north to St. Paul & Navarre	129,150	2.96
Excel Drive	off Norton Street	145,243	3.33
Exchange Street Playground	in b/w S. Plymouth & Exchange Streets	76,017	1.75
Farmington Playground	Farmington/Wyand Crescent	120,302	2.76
Field Street	194 Field Street / School #35	56,023	1.29
First Street Playground	140 First Street	76,517	1.76
Flint Street Rec. Center	271 Flint Street / School #19	122,707	2.82
Fourth & Peck Playground	Fourth & Peck Streets	60,765	1.39
Gardiner Avenue Playground	Gardiner Avenue	118,209	2.71
Genesee Gateway Park	East side of river, from Ford to South Avenue	460,115	10.56
Genesee River Trail	West side of river, Ford to S. Plymouth & Exchange to Violetta Street	385,870	8.86
Genesee Valley Park West	131 Elmwood Avenue	2,213,817	50.82
Grand Ave. Park	1250 Grand & Chamberlain	93,623	2.15
High Falls Park	(St. Paul St.) East side of river	77,086	1.77
Humboldt Street Rec Center	1045 Atlantic Avenue	119,354	2.74
JP Riley Playground	130 Santee Street	63,977	1.47

LAWN MOWING, CITY OWNED PARKS AND OPEN SPACES

LAWN MOWING, CITY-OWNED PARKS AND OPEN SPACES

**PARKS OPERATIONS MOWING LOCATIONS
LARGE AREA SITES (OVER ONE ACRE)**

LOCATION NAME	ADDRESS / DESCRIPTION	SQUARE FEET	ACREAGE
JR Wilson	160 Burrows Street	100,753	2.31
Jefferson Terrace	off Jefferson Avenue	109,051	2.50
Jones Square Park	Between N. Plymouth/Saratoga	278,929	6.40
Kings Landing Cemetery	Lake Avenue	48,504	1.11
LaGrange Park	455 LaGrange Avenue	523,414	12.02
Lake View Park Mall	Pierpont Street to Lake Avenue	77,701	1.78
Lexington Corridor	1635 Lexington w side of Edison to McCrackanville	69,019	1.58
Lower Falls Park	Hastings Street along Genesee River	67,493	1.55
Maplewood Park (includes Rose Garden large site)	Maplewood & Eastman	1,477,339	33.92
Marie Daley Park	160 Gregory Street	79,073	1.82
North St. Community Center	700 North Street	187,760	4.31
Norton Village Playground	350 Waring Road	393,775	9.04
Paul Bianchi Park	corner Emerson/Glide Street	323,432	7.42
Pulaski Park	Avenue D, North, Carter Streets	280,790	6.45
Rose Street	Maplewood, north of Rose Garden	86,134	1.98
Sebastian Park	20 Planet Street	173,769	3.99
Seneca Parkway Mall	Maplewood & west to dead end	301,335	6.92
South Ave. Rec. Center	999 South Avenue /School #12	152,375	3.50
Tacoma & Glenwood Park	30 Tacoma Street	51,815	1.19
Troup St. Playground	Prospect & Troup Street	151,359	3.47
Tryon Park West	between Edmonton/Tryon Park	209,326	4.81
Turning Point Park: (main)	From middle of Boxart to end, north to boardwalk	68,912	1.58
(River Trail N)	From north end of boardwalk to Petten Street	10,086	0.23
(River Trail S)	From Lake Avenue to park parking lot	60,248	1.38
Verona St. Park	between Jay & Smith Streets	142,747	3.28
Webster Recreation Center	530 Webster Avenue / Bay Street	373,255	8.57
T O T A L S		15,093,050	346.50

LAWN MOWING, CITY OWNED PARKS AND OPEN SPACES



City of Rochester

Bureau of Purchasing

Department of Finance

GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS

(Vendor: The general rules and conditions which follow apply to all purchases and become a definite part of each formal invitation to bid, purchase order or other award issued by the City Purchasing Agent, unless otherwise specified. Bidders or their authorized representative are expected to fully inform themselves as to the conditions, requirements and specifications before submitting bids. Failure to do so will be at the bidder's own risk and he cannot secure relief on the plea of error.)

Subject to applicable Federal, State and Local laws, ordinances, rules, regulations and limitations, bids on all advertisements and invitations issued by the Department of Finance, Purchasing Bureau will bind bidders to applicable conditions and requirements herein set forth unless otherwise specified in the Invitation to Bid.

CONDITIONS OF BIDDING

1. **Proposal Forms:** Bids shall be submitted only on the forms provided by the City. The bidder shall retain one copy for his files and submit two (2) copies signed and sealed in the envelope provided by the City for that purpose. When using an envelope other than the one provided by the City, the following required information must be entered in the lower left corner on the face of the envelope: Bid Number, Bid Title, Bid Open Date and Time, and Submitted By. The envelope must be mailed or hand delivered to the Office of the Purchasing Agent, City Hall, Room 105A, 30 Church St., Rochester, NY 14614.
2. **Late Bids:** Formal bids, amendments thereto, or requests for withdrawal of bids received by the City after time specified for bid opening will not be considered.
3. **Withdrawal of Bids:** A written request for the withdrawal of a bid or any part thereof may be granted if the request is received by the City prior to the specified time of opening.
4. **Mailing of Bids:** Bids which are to be publicly opened will have attached a special mailing envelope which must be used by bidders in presenting such bids. In the event that the bid contains bulky subject material, the special mailing envelope must be firmly affixed to any other wrapper being used. Bids not received in the actual office of the Purchasing Agent at the time established for bid opening will not be considered, even if mailed earlier.
5. **Completeness:** All information required by Invitation to Bid must be supplied to constitute a proper bid.

LAWN MOWING, CITY OWNED PARKS AND OPEN SPACES

6. **Bids Binding 45 Days:** Unless otherwise specified, all formal bids submitted shall be binding for forty-five (45) days following bid opening date unless the bidder(s), upon request of the Purchasing Agent, agrees to an extension.
7. **Conditional Bids:** Qualified bids are subject to rejection in whole or in part.
8. **Payment Terms:** Prompt payment discounts allowing less than thirty (30) days for discount to apply shall not be considered as a cost factor in the evaluation of bids. In connection with any prompt payment discount offered, time will be computed from the date of receipt of correct invoice or receipt and acceptance of shipment, whichever is later.
9. **Bids for All or Part:** Unless otherwise specified by the City or by the bidder, the Purchasing Agent reserves the right to make award on all items, or on any of the items according to the best interests of the City. The Purchasing Agent shall further have the right to award separate items or groups to different vendors. Bidder may restrict his bid to consideration in the aggregate by so stating, but should name a unit price on each item bid upon; any bid in which the bidder names a total price of all the articles without quoting a price on each and every separate item may be rejected at the option of the City.
10. **Errors in Bids:** When an error is made in extending total prices, the unit bid price will govern. Carelessness in quoting prices, or in preparation of bid otherwise, will not relieve the bidder. Erasures or changes in bids should be initialed.
11. **Questions Re: Specifications:** Except for Public Works, any information relative to interpretation of specifications and drawings shall be requested of the Purchasing Agent, in writing, in ample time before the opening of bids.

DO NOT MAKE INQUIRES BY PHONE OR IN PERSON.

No inquiries, if received within five (5) days of the date set for the opening of bids, will be given any consideration. Any interpretation made to prospective bidders will be expressed in the form of an addendum to the specifications which, if issued, will be sent by ordinary or certified mail, at the City's option, to all prospective bidders no later than three (3) days before the date set for opening of bids. Oral answers will not be binding on the City.

12. **Response to Invitations:** In the event you cannot submit a bid on our requirements, as set forth in the "Invitation, Bid, and Agreement" attached hereto, please return the Invitation, Bid and Contract form with an explanation as to why you are unable to bid on these requirements. (Because of the large number of firms listed on the City's qualified lists of Bidders, it is necessary to delete from these lists the names of those persons, firms or corporation who fail to respond after having been invited to bid on a commodity or commodities for three successive bid openings). City reserves the right to delete.
13. **Multiple Bids:** No bidder will be allowed to offer more than one price on each item even though he may feel that he has two or more types or styles that will meet specifications. Bidders must determine for themselves which to offer. IF THE BIDDER SHOULD SUBMIT MORE THAN

LAWN MOWING, CITY OWNED PARKS AND OPEN SPACES

ONE PRICE ON ANY ITEM, ALL PRICES FOR THAT ITEM MAY BE REJECTED AT THE DISCRETION OF THE CITY PURCHASING AGENT.

14. **Taxes:** The City of Rochester is exempt from State and Local sales and use taxes under Certificate No. AC 946 and is exempt from paying Federal excise taxes.
15. **Catalogs:** Each bidder shall submit in duplicate where necessary or when requested by the Purchasing Agent, catalogs, descriptive literature, and detailed drawings, fully detailing features, designs, construction, finishes and the like necessary to fully describe the material or work he proposes to furnish.
16. **Competency of Bidder:** No proposal will be accepted from or contract awarded to any person, firm or corporation that is in arrears or is in default to the City upon any debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to said City or had failed to perform faithfully within the prior three (3) years of any contract with the City. The bidder must present within 48 hours of a request evidence satisfactory to the Purchasing Agent of performance ability and possession of necessary facilities, pecuniary resources and adequate insurance to comply with the terms of these specifications and contract documents.

BID DEPOSIT

17. **Bid Bond, Cash, Certified or Cashier's Check:** When required, each bid shall be accompanied by a bid bond signed by a surety company authorized to do business in the State of New York, or by a cashier's check, certified business check, Treasurer's check or other direct obligation drawn on a responsible bank doing business in the United States, and shall be made payable to the City of Rochester, unless the bidder has on file with the Purchasing Agent an annual bid bond approved by the City with an uncommitted balance equal to the certified check requirements. When computing amount of Bid for Certified Check purposes, do NOT deduct for trade-ins. U.S. Postal Money Orders are acceptable in lieu of certified checks.
18. **Annual Bid Bonds:** Bidders who regularly do business with the City shall be permitted to file with the Purchasing Bureau an annual bid bond in the amount specified below. Such annual bonds shall be acceptable as surety in lieu of the furnishing of surety with each individual transaction.

Annual bid bonds shall be in an amount as determined by the bidder, of no less than Three Thousand Five Hundred Dollars (\$3,500.00). If at any time, the requirements of a specific bid invitation exceed the amount of the annual bid bond, or should the aggregate amount of the bid security requirements on all unresolved bids submitted by your firm exceed the amount of the annual bid bond, additional surety will be required in the appropriate sum.
19. **Performance Bond:** The successful bidder or bidders on this bid must furnish a performance bond as indicated on the bid cover, made out to the City of Rochester, prepared on an approved form or on a form supplied by an approved surety, as security for the faithful performance of his contract, within ten (10) days of his notification that his bid has been accepted. The surety thereon must be such surety company or companies as are authorized and licensed to transact

LAWN MOWING, CITY OWNED PARKS AND OPEN SPACES

business in the State of New York. Attorneys in fact who sign bid bonds must file with each bond a certified copy of their power of attorney to sign said bonds.

The successful bidder or bidders, upon failure or refusal to furnish within ten (10) days after his notification the required performance bond, shall forfeit to the City of Rochester as liquidated damages their bid deposit. At its option, the City shall have the right to accept cash, certified checks, letters of credit or such other security as the City deems appropriate in satisfaction of the foregoing bond requirements.

20. **Samples:** The samples submitted by bidders on items which they have received an award may be retained by the City until the delivery of contracted items is completed and accepted. Bidders whose samples are retained may remove them after delivery is accepted. Bidders who are not awarded a bid must remove their samples as soon as possible after award has been made on the item or items for which the samples had been submitted. The City will not be responsible for such samples if not removed by the bidder within thirty (30) days after the award has been made.

Bidders shall make all arrangements for delivery of samples to place designated by the City as well as the removal of samples. Cost of delivery and removal of samples shall be borne by the bidder. All samples packages should be marked "Samples for Purchasing Bureau" and each sample should bear the name of the bidder, item number, bid number, and shall be carefully tagged or marked in a substantial manner. Failure of the bidder to clearly identify samples as indicated may be considered sufficient reason for rejection of bid, and in such cases the City will not be liable for the loss of samples.

SPECIFICATIONS

21. **Trade Names:** In cases where an item is identified by a manufacturer's name, trade name, catalog number or reference, it is understood that the bidder proposes to furnish the item so identified and does not propose to furnish an "equal" unless the proposed "equal" is definitely indicated therein by the bidder.

The reference to a name brand is intended to be descriptive but not restrictive and only to indicate to the prospective bidder articles that will be satisfactory. Bids on other makes and catalogs will be considered, provided each bidder clearly states on the face of his proposal exactly what he proposes to furnish, and forwards with his bid, a cut, illustration, or other descriptive matter which will clearly indicate the character of the article covered by the bid.

The Purchasing Agent hereby reserves the right to approve as an equal, or to reject as not being equal, any article the bidder proposes to furnish which contains major or minor variations from specification requirements but may comply substantially therewith.

If no particular brand, model, or make is specified, and if no data are required to be submitted with the bid, the successful contractor, after award and before manufacture or shipment, may be required to submit working drawings or detailed descriptive data sufficient to enable the Purchasing Agent to judge if each requirement of the specifications is being complied with.

LAWN MOWING, CITY OWNED PARKS AND OPEN SPACES

22. **Formal Specifications:** The Bidder shall abide by and comply with the true intent of the specifications and not take advantage of any unintentional error or omission, but shall fully complete every part as the true intent and meaning of the specifications and drawings. Whenever herein mention is made of any article, material, or workmanship to be in accordance with laws, ordinances, building codes, underwriter's codes, A.S.T.M. standards, or similar expressions, the requirements of these laws, ordinances, etc. shall be construed as the minimum requirements of these specifications.

AWARD

23. **Award or Rejection of Bids:** The contract will be awarded to the lowest responsible and responsive bidder complying with the provisions of the Invitation, provided the bid price is reasonable and it is to the interest of the City to accept it. The Purchasing Agent reserves the right to reject any or all bids and to waive any informality in bids received whenever such rejection or waiver is in the interest of the City. The Purchasing Agent also reserves the right to reject the bid of a bidder who has previously failed to perform properly or complete on time contracts of a similar nature, or a bid of a bidder where investigation shows the bidder is not in a position to perform the contract.

In determining responsibility, the following other qualifications, in addition to price, will be considered by the Purchasing Agent:

- a) The ability, capacity and skill of the bidder to perform the service required within the specified time.
- b) The character, integrity, reputation, judgment, experience and efficiency of the bidder.
- c) The quality of performance of previous contracts or services.
- d) The previous and existing compliance by the bidder with laws and ordinances relating to previous contracts with the City and to the bidder's employment practices.
- e) The sufficiency of the final resources and ability of the bidder to perform the contract or provide services.
- f) The quality, availability and adaptability of the supplies or contractual services to the particular use required.
- g) The ability of the bidder to provide future maintenance and service for the use of the subject of the contract.
- h) Whether the bidder is in arrears to the City, in debt on contract, is a defaulter on surety to the City, or whether the bidder's taxes or assessments are delinquent.
- i) Such other information as may be secured by the Purchasing Agent having a bearing on the decision to make the award.

LAWN MOWING, CITY OWNED PARKS AND OPEN SPACES

In determining a bidder's responsiveness, the Purchasing Agent shall consider material deviations from the advertised specifications which materially affect price, quantity, quality or limit the bidder's liability.

24. **Notice of Acceptance:** A written award (or Acceptance of Bid) mailed (or otherwise furnished) to the successful Bidder within the time for acceptance specified in the Invitation to Bid shall be deemed to result in a binding contract without further action by either party.
25. **Tie Bids:** If two or more bidders submit identical bids and are equally qualified, the decision of the City to make award to one or more of such bidders shall be final. Selection may be made by drawing lots.
26. **Resident Bidders - Preference:** Price and other factors being equal, preference may be given first to resident bidders of the City, except when in the judgment of the City such purchases would operate to the disadvantage of the City, and selection by drawing lots shall not apply where the tie bids are between a resident and non-resident bidder.
27. **Specific Bid Quantities:** Where quantities are specifically stated, acceptance will bind the City to order quantities specified and to pay for at contract prices all such supplies or services delivered that meet specifications and conditions of the contract. However, the City will not be required to accept delivery of any unordered balances as of the contract expiration date unless the contractor furnishes the Purchasing Agent with a statement of unordered balances not later than ten (10) days after the termination date of the contract.
28. **Requirements Bid Quantities:** On "Requirements" bids, acceptance will bind the City to pay for, at unit bid prices, only quantities ordered and delivered.
29. **Availability of Funds:** The City shall be obligated to pay for goods and services received only to the extent that money has been appropriated and encumbered for such purpose. The contractor in turn shall be obligated to perform only so long as money is available to pay for the goods and services it supplies. If this contract extends through one fiscal year of the City into the next year, the City's obligations hereunder shall be specifically limited to and shall be conditioned upon the appropriations for such following year.
30. **Contract Alterations:** The contractual terms, conditions and provisions of this contract, including all general conditions and instructions to bidders, shall not be modified by the bidder. The Purchasing Agent shall have the right, at his option, to treat any bid submitted with additional or differing contract provisions as informal or to ignore such additional provisions and to award as if such additional provisions had not been submitted by the bidder. This section shall not apply if the request for bids or the specifications specifically invite the bidder to submit additional or modifying provisions, but only to the extent that such additional or modifying provisions are requested by and are acceptable to the Purchasing Agent. Where the bidder submits a bid for goods or services which vary from the City's specifications, the decision of the Purchasing Agent of whether such goods or services are functionally equivalent to the goods or services requested by the City shall be final. Alterations or changes in the specifications of the goods or services furnished under this contract can only be made upon the written authorization

LAWN MOWING, CITY OWNED PARKS AND OPEN SPACES

signed by the Purchasing Agent, and any other alteration or modification that is not signed by the Purchasing Agent or his designated representative shall be void. Alterations in contract language shall further require the approval of the City Department of Law.

31. **Term of Contract:** This contract shall remain in force for the period specified unless extended by mutual consent of both parties or terminated as provided herein.
32. **Termination of Contracts:** Contracts shall remain in force for full periods specified and until all articles ordered before date of termination shall have been satisfactorily delivered and accepted and thereafter until all requirements and conditions shall have been met, unless:
 - a) terminated prior to expiration date by satisfactory deliveries of entire contract requirements.
 - b) extended upon written authorization of the Purchasing Agent and accepted by contractor, to permit ordering of unordered balances or additional quantities at contract prices and in accordance with contract terms.
33. **Subletting of Contract:** It is mutually understood and agreed that the Contractor shall not assign, transfer, convey, sublet or otherwise dispose of his contract or his right, title or interest therein, or his power to execute such contract, to any other person, firm or corporation without the previous written consent of the City Purchasing Agent, but in no case shall such consent relieve the Contractor from his obligations, or change the terms of the contract.
34. **Default:** The contract may be cancelled or annulled by the Purchasing Agent in whole or in part by written notice of default to the Contractor upon non-performance or violation of contract terms. An award may be made to next low bidder, or, articles specified may be purchased on the open market similar to those so terminated. In either event, the defaulting Contractor (or his surety) shall be liable to the City for costs to the City in excess of the defaulted contract prices. Provided, that the contractor shall continue the performance of this contract to the extent not terminated under the provisions of this clause. Failure of the contractor to deliver materials or services within the time stipulated on his bid, unless extended in writing by the Purchasing Agent, shall constitute contract default.
35. **Delivery Failures:** Failure of a Contractor to deliver within the time specified, or within reasonable time as interpreted by the Purchasing Agent, or failure to make replacements of rejected articles when so requested, immediately or as directed by the Purchasing Agent, shall constitute authority for the Purchasing Agent to purchase in the open market articles of comparable grade to replace the articles rejected or not delivered. On all such purchases, the Contractor shall reimburse the City within a reasonable time specified by the Purchasing Agent, for any expense incurred in excess of contract prices or the City shall have the right to deduct such amount from monies owed the defaulting Contractor. Such purchases shall be deducted from contract quantities. Should public necessity demand it, the City reserves the right to use or consume articles delivered which are substandard in quality, subject to an adjustment in price to be determined by the Purchasing Agent.

LAWN MOWING, CITY OWNED PARKS AND OPEN SPACES

36. **Non-Liability:** The Contractor shall not be liable in damages for delay in shipment or failure to deliver when such delay or failure is the result of fire, flood, strike, act of God, act of government, act of an alien enemy or by any other circumstances which, in the Purchasing Agent's opinion, is beyond the control of the contractor. Under such circumstances, however, the Purchasing Agent may at his discretion, cancel the contract.
37. **New Goods, Fresh Stock:** All contracts, unless otherwise specifically stated, shall produce new commodities, fresh stock, latest model, design or pack.
38. **Equal Employment Opportunities:**
- a) The City of Rochester, New York reaffirms its policy of Equal Opportunity in its commitment to require all contractors, lessors, vendors and suppliers doing business with the City to follow a policy of Equal Employment Opportunity, in accordance with the requirements set forth herein. This policy is adopted pursuant to the City's Affirmative Action Plan, Article XV, Contract Compliance. The City does not discriminate on the basis of handicap status as defined in 31 CFR Part 51, in admission, access to, or treatment or employment in its programs and activities. The City is including this policy statement in all bidding documents, contracts, and leases. Contractors, lessors, vendors and suppliers shall agree to comply with State and Federal Equal Opportunity laws and regulations and Federal regulations 31 CFR Part 51 and shall submit documentation regarding Equal Employment Opportunity upon the City's request.
- b) Definitions:
1. Good Faith Effort - shall mean every reasonable attempt to comply with the provisions of this policy by making every reasonable effort to achieve a level of employment of minority groups and female workers that is consistent with their presence in the local work force.
 2. Minority Group Persons - shall mean a person of Black, Spanish surname American, Asian American or American Indian ethnic or racial origin and identity.
- c) Compliance: The Contractor shall comply with all of the following provisions of the Equal Employment Opportunity Requirement:
- 1) The Contractor agrees that he will not discriminate against any employee for employment because of race, color, religion, sex, age, or of employees for performance of work under this Agreement or any subcontract hereunder, the Contractor and its subcontractors, if any, shall not, by reason of race, creed, color, sex, age or national origin, discriminate against any person who is qualified and available to perform the work to which the employment relates. The Contractor agrees to take affirmative action to ensure that applicants are employed, and that applicants are hired and that employees are treated during their employment, without regard to their race, color, religion, sex, age or national origin.

LAWN MOWING, CITY OWNED PARKS AND OPEN SPACES

2) If the Contractor is found guilty of discrimination in employment on the grounds of race, color, sex, religion, age or national origin by any court or administrative agency that has jurisdiction pursuant to any State or Federal Equal Employment Opportunity Laws or regulations, such determination will be deemed to be a breach of contract, and this Agreement will be terminated in whole or part without any penalty or damages to the City on account of such cancellation or termination and the Contractor shall be disqualified from thereafter selling to, submitting bids to, or receiving awards of contract with the City of Rochester for goods, work, or services until such time as the Contractor can demonstrate its compliance with this policy and all applicable Federal and State Equal Opportunity laws and regulations.

3. The Contractor shall cause the foregoing provisions to be inserted in all subcontracts, if any, for any work covered by this Agreement so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to subcontracts for standard commercial supplies or raw materials.

39. **Purchase of Products from Companies Doing Business in Northern Ireland Supporting Fair Employment:**

1. The vendor understands that the City has adopted a policy prohibiting contracting for goods or services with a person, firm, or corporation doing business in Northern Ireland, who does not support fair employment without religious discrimination and does not cooperate with agencies monitoring equal opportunity employment.

2. If, because of applicable law, a contract is awarded to a contractor who does not support equal opportunity employment without religious discrimination, the contractor must submit a statement to the Director of Finance detailing the reasons for such nonsupport of fair employment.

40. **Guarantee:** Unless otherwise specified, the Contractor shall unconditionally guarantee the materials and workmanship of all equipment furnished by him for a period of one year from date of acceptance of the items delivered and installed, unless otherwise specified herein. If, within the guarantee period, any defects or signs of deterioration are noted, which, in the opinion of the City are due to faulty design and installation, workmanship, or materials, the Contractor, at his expense, shall repair or adjust the equipment or parts to correct the condition, or he shall replace the part or entire unit to the complete satisfaction of the City. These repairs, replacements or adjustments shall be made only at such time as will be designated by the City as least detrimental to the operation of City business.

41. **Placing of Orders:** Orders against contracts will be placed with the Contractor on either a Purchase Order or Blanket Purchase Order executed and released by the Purchasing Agent. Telephone orders placed directly with the contractor by the ordering Agency may be authorized by the Purchasing Agent only after execution of a Blanket Purchase Order.

42. **Provisions for Other Agencies:** Unless otherwise stipulated by the bidder, the bidder agrees when submitting his bid that he will make available to all City agencies and departments and the

LAWN MOWING, CITY OWNED PARKS AND OPEN SPACES

City School District the bid prices he submits in accordance with the bid terms and conditions, should any said department or agency wish to buy under this bid proposal.

DELIVERY PROVISIONS

43. **Responsibility for Materials Shipped and Risk of Loss:** The Contractor shall be responsible for the materials or supplies covered by this contract until they are delivered to the designated point and received, properly installed if necessary, and accepted by the City and the Contractor shall bear all risk on rejected materials or supplies. Rejected materials or supplies must be removed by and at the expense of the Contractor promptly after notification of rejection, unless public health and safety require immediate destruction or other disposal of rejected delivery. Upon failure to do so within ten (10) days after notification, the City may return the rejected materials or supplies to the contractor at his risk and expense, or dispose of them as its own property.
44. **Inspections:** Inspection and acceptance of materials or supplies will be made after delivery. Final inspection shall be conclusive except as regards latent defects, fraud, or such gross mistakes as amount to fraud. Final inspection and acceptance or rejection of the materials or supplies will be made as promptly as practicable, but failure to inspect and accept or reject materials or supplies shall not impose liability on the City for such materials or supplies as are not in accordance with the specifications. All delivered materials shall be accepted subject to inspection and physical count.
45. **Time of delivery:** Deliveries will be accepted between 9:00 A.M. and 4:00 P.M. on weekdays only. No deliveries will be accepted on Saturdays, Sundays or Holidays.
46. **Packing Slips or Delivery Tickets:** All shipments or deliveries shall be accompanied by Packing Slips or Delivery Tickets and shall contain the following information for each item delivered:

The Purchase Order Number

The Name of the Article and Stock Number (Supplier's)

The Quantity Ordered

The Quantity Shipped

The Quantity Back Ordered

The Name of the Contractor

Bidders are cautioned that failure to comply with these conditions SHALL BE CONSIDERED SUFFICIENT REASON FOR REFUSAL TO ACCEPT THE GOODS.

47. **FOB Destination Delivery:** Unless otherwise specifically stated in the City's request for bids, all goods, equipment and materials shall be delivered to the location designated by the City. The bidder shall include in his bid price all reasonable and necessary transportation, shipping, handling and delivery charges. Delivery shall not be complete until the goods, etc. are placed in the

LAWN MOWING, CITY OWNED PARKS AND OPEN SPACES

building, room, or other location specified by the City, either in the bid documents or in the Purchase Order.

48. **General Guaranty:** Contractor agrees to:

a) save the City, its agents and employees harmless from liability of any nature or kind for the use of copyrighted or non-copyrighted composition, secret process, patented or non-patented invention, article or appliance furnished or used in the performance of the contract which the contractor is not the patentee, assignee, licensee or owner.

b) protect the City against latent defective material or workmanship and to repair or replace any damages or marring occasioned in transit or delivery.

c) furnish adequate protection against damage to all work and to repair damages of any kind, to the building or equipment, to his own work or to the work of other contractors for which he or his workmen are responsible.

d) pay for all permits, licenses and fees and give all notices and comply with all laws, ordinances, rules and regulations of the City and the State of New York.

49. **Indemnity:** Contractor shall indemnify, keep and save harmless the City, its agents, officials and employees, against all injuries, death, loss, damages, claims, patent claims, suits, liabilities, judgments, costs and expenses, which may in anyway accrue against the City in consequence of the granting of this contract or which may in anyway result therefrom, whether or not it shall be alleged or determined that the act was caused through negligence or omission of the Contractor or his employees, of the subcontractor or his employees, if any, and the Contractor shall, at his own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith, and if any judgment shall be rendered against the City in any such action, the Contractor shall at his own expense, satisfy and discharge the same. Contractor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the City as herein provided.

50. **Collusive Bidding:** The Bidder certifies that his bid is made without any previous understanding, agreement or connection with any person, firm or corporation making a bid for the same project without prior knowledge of competitive prices, and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.

51. **Identical Bidding:** Executive Order No. 10946: All identical bids submitted to the City as a result of advertised procurement for materials, supplies, equipment or services exceeding \$1,000.00 in total amount may at the discretion of the City, be reported to the Attorney General of the United States in accordance with Form DJ-1510 and the Presidential Order dated April 24, 1961 for possible violation and enforcement of antitrust laws.

52. **Employees Not To Benefit:** As a prerequisite for the payment pursuant to the terms of this contract, there shall be furnished to the City a statement under oath that no employee or officer of

LAWN MOWING, CITY OWNED PARKS AND OPEN SPACES

the City, or members of his or her immediate family, including spouse, parents, or children, or any person representing or purporting to represent any member or members of the elected governing body has received or has been promised directly or indirectly, any financial benefit, by way of fee, commission, finder's fee, political contribution, or any other similar form of remuneration and/or on account of the acts of awarding and/or executing the contract. Upon request by the City, as a prerequisite to payment pursuant to the terms of this contract, there will be furnished to the requester, under oath, answers to any interrogatories related to a possible conflict of interest as herein embodied. Any contract made or entered into where it is discovered that violation of the intent of this provision exists shall be declared null and void and all monies received by the Contractor shall be returned to the City.

Any person executing a false statement or violating the provisions of this section shall be subject to possible prosecution.

53. **Child Labor:** Pursuant to Resolution No. 37-38 of the City of Rochester, the bidder certifies to the best of his/her knowledge that Child Labor has not been employed in the manufacture of the materials, supplies, the containers thereof, or services represented hereon.
54. **Prevailing Wages:** Bidder hereby certifies that to the extent applicable to this contract the wage rates to be paid to employees on this contract shall be in conformity with the wage rates established by the Comptroller pursuant to and in conformity with Section 220 of the New York State Labor Law. To the extent that prevailing wages are not applicable to the contract, the bidder hereby certifies that he/she shall pay employees working hereunder the minimum wages established by law.
55. **Testimony Concerning Contracts:** The refusal of the vendor, or any of its officers, directors, partners, members or agents, when called before a Grand Jury, to testify concerning any transaction or contract had with the State of New York, any political subdivision thereof, a public authority or with any public department, agency or official of the State of New York or of any political subdivision thereof or of a public authority, to sign a waiver of immunity against subsequent criminal prosecution or to answer any relevant questions concerning such transaction or contract, shall disqualify the vendor and such officer, director, member or agent thereof from thereafter selling to or submitting bids to or receiving awards from or entering into any contracts with any municipal corporation in the State of New York or any public department, agency or official thereof, for goods, works or services, for a period of five (5) years after such refusal and any or all contracts made with any municipal corporation or a public department, agency or official thereof, by such person, and by any firm, partnership or corporation of which he is a member, partner, director or officer, may be cancelled or terminated by the municipal corporation without any liability on the part of the municipal corporation or any penalty or damages on account of such cancellation or termination.
56. **Status As Independent Contractor:** The Contractor, in accordance with his status as an independent contractor, covenants and agrees that he shall conduct himself in a manner consistent with such status, that he will neither hold himself nor his employees out as, nor claim to be an officer or employee of the City by reason hereof, and that he and his employees will not by reason hereof, make any claim, demand or application for any right or privilege applicable to an

LAWN MOWING, CITY OWNED PARKS AND OPEN SPACES

officer or employee of the City, including but not limited to Workers' Compensation coverage, unemployment insurance benefits, social security coverage, and retirement membership or credit.

57. **Audit:** The Contractor agrees to permit on-site inspection and auditing of all records, books, papers, and documents associated with this Agreement by authorized representatives of the City, and further agrees to provide necessary staff support for the performance of such audit. The Contractor agrees to maintain for a period of three (3) consecutive years following termination of this Agreement any and all records, reports and other documentation arising from the performance of this agreement; however, this period shall be extended beyond three years for any and all records and information pertaining to unresolved questions, which have been brought to the Contractor's attention by written notice by the City.
58. **Compliance With All Laws:** The Contractor agrees that, during the performance of the work required pursuant to this Agreement, the Contractor, and all employees working under his direction, shall strictly comply with all local, state or federal laws, ordinances, rules or regulations controlling or limiting in any way their actions during their said performance of the work required by this Agreement. Furthermore, each and every provision of law and contractual clause required by law to be inserted in this Agreement shall be deemed to be inserted herein. If, through mistake or otherwise, any such provision is not inserted or is not correctly inserted, then upon the application of either party this Agreement shall be forthwith physically amended to make such insertion or correction.
59. **Extent of Agreement:** This Agreement constitutes the entire and integrated Agreement between and among the parties hereto and supersedes any and all prior negotiations, agreements, and conditions, whether written or oral. Any modification or amendment to this Agreement shall be void unless it is in writing and subscribed by the party to be charged or by its authorized agent.
60. **Law and Forum:** This Agreement shall be governed by and under the laws of the State of New York and the Charter of the City of Rochester. The parties further agree that the Supreme Court of the State of New York, held in and for the County of Monroe shall be the forum to resolve disputes arising out of either this agreement or work performed according thereto. The parties waive all other venue or forum selections. The parties may agree between themselves on alternative forums.
61. **No Waiver:** In the event that the terms and conditions of this agreement are not strictly enforced by the City, such non-enforcement shall not act as or be deemed to act as a waiver or modification of this Agreement, nor shall such non-enforcement prevent the City from enforcing each and every term of this Agreement thereafter.
62. **Severability:** If any provision of this Agreement is held invalid by a court of law, the remainder of this Agreement shall not be affected thereby, if such remainder would then continue to conform to the laws of the State of New York.

LAWN MOWING, CITY OWNED PARKS AND OPEN SPACES

NOTICE TO BIDDERS

Effective October 1, 1984, Section 38, Part a) of the General Conditions and Instructions to Bidders incorporated in this document has been amended to read:

38. Equal Opportunities:

- a) The City of Rochester, New York reaffirms its policy of equal opportunity in its commitment to require all contractors, lessors, vendors, and suppliers doing business with the City to follow a policy of equal opportunity, in accordance with the requirements set forth herein. This policy is adopted pursuant to the City's Affirmative Action Plan, Article XV, Contract Compliance. The City does not discriminate on the basis of handicap status as defined in 31 CFR Part 51, in admission, access to, or treatment or employment in its programs or activities. The City is including these policy statements in all bidding documents, contracts, and leases. Contractors, lessors, vendors, and suppliers shall agree to comply with State and Federal equal opportunity laws and regulations and Federal regulation 31 CFR Part 51 and shall submit documentation regarding equal opportunity upon the City's request.

Effective June 15, 1989, the General Condition and Instructions to Bidders incorporated in this document has been amended by the insertion of the following new section:

38(A). Purchase of Products from Companies Doing Business in Northern Ireland Supporting Fair Employment

- 1) The vendor understands that the City has adopted a policy prohibiting contracting for goods or services with a person, firm, or corporation doing business in Northern Ireland, who does not support fair employment without religious discrimination and does not cooperate with agencies monitoring equal opportunity employment.
- 2) If, because of applicable law, a contract is awarded to a contractor who does not support equal opportunity employment without religious discrimination, the contractor must submit a statement to the Director of Finance detailing the reason for such nonsupport of fair employment.