DELAWARE DEPARTMENT OF TRANSPORTATION

State of Delaware

Invitation to Bid

Title: **MOWING CENTRAL, CY 17-19**

Contract ID: **DOT1707-MOWING_CENTRAL**

- Deadline to Respond –

Tuesday, April 11, 2017

2:00 P.M. Local Time

Bids shall be submitted to:

State of Delaware
DEPARTMENT OF TRANSPORTATION
Administration Building
Contract Administration
800 Bay Road, Dover, DE 19901

QUESTIONS are to be submitted via e-mail to dot-ask@state.de.us.

Responses to Questions will be posted to this project at http://www.bids.delaware.gov.

STATE OF DELAWARE
Department of Transportation
Contract No. DOT1707-MOWING_CENTRAL

ALL BIDDERS:

The enclosed packet contains an "INVITATION TO BID". The invitation consists of the following documents:

INVITATION TO BID -

I. DEFINITIONS AND GENERAL PROVISIONS

I.A – GENERAL PROVISIONS
I.B – AWARD AND EXECUTION OF CONTRACT
I.C – GENERAL AUTHORITY
I.D – EQUAL OPPORTUNITY

II. SPECIAL PROVISIONS

III. TECHNICAL SPECIFICATIONS

IV. BID QUOTATION REPLY SECTION

INFORMATIONAL DOCUMENTS: *(not required to be returned with bid)*

1 – SAMPLE MONTHLY USAGE REPORT (Sample Report 1)
2 – SAMPLE SUBCONTRACTING (2ND TIER) QUARTERLY REPORTING (Sample Report 2)
3 – OFFICE OF SUPPLIER DIVERSITY (OSD) APPLICATION INFORMATION
4 – NO BID REPLY FORM
5 – PROPOSAL REPLY REQUIREMENTS

REQUIRED BID DOCUMENTS: *(MUST be completed and returned with your bid)*

ATTACHMENT A – NON-COLLUSION STATEMENT AND ACCEPTANCE
ATTACHMENT B – BID BOND
ATTACHMENT C – SUBCONTRACTOR INFORMATION FORM
ATTACHMENT D – BUSINESS REFERENCES
ATTACHMENT E – CONFIDENTIAL AND PROPRIETARY INFORMATION
ATTACHMENT F – Bid Form – (Paper)

INFORMATIONAL DOCUMENTS and REQUIRED BID DOCUMENTS are made part of this solicitation and are contained within the ITB pdf file, or available for download at the following site: http://bids.delaware.gov/

In order for your bid to be considered, the REQUIRED BID DOCUMENTS shall be executed completely and correctly and received in a sealed envelope clearly displaying the contract number, by the date and time listed on the previous page.

I. DEFINITIONS AND GENERAL PROVISIONS

The attached Definitions and General Provisions apply to all contracts and are part of each invitation to bid. The requirement to furnish a bid bond and performance bond is applicable unless waived in the Special Provisions. Should the General Provisions conflict with the Special Provisions, the Special Provisions shall prevail. Bidders or their authorized representatives are required to fully acquaint themselves as to State procurement laws and regulations prior to submitting bid.

DEFINITIONS

Whenever the following terms are used, their intent and meaning shall be interpreted as follows:

STATE: The State of Delaware

AGENCY: Delaware Department of Transportation.

BIDDER OR VENDOR: Any individual, firm, or corporation formally submitting a proposal for the material or work contemplated, acting directly or through a duly authorized representative.

BIDDER'S DEPOSIT: The security designated in the proposal to be furnished by the bidder as a guaranty of good faith to enter into a contract with the Agency if the work to be performed or the material or equipment to be furnished is awarded to the bidder.

BID INVITATION: The "bid invitation" or "invitation to bid" is a packet of material sent to vendors and consists of General Provisions, Special Provisions, specifications, and enclosures.

BOND: The approved form of security furnished by the Vendors and its surety as a guaranty of good faith on the part of the Vendor to execute the work in accordance with the terms of the contract.

CONTRACT: The written agreement covering the furnishing and delivery of material or work to be performed.

CONTRACTOR: Any individual, firm, or corporation with whom a contract is made by the Agency.

DESIGNATED OFFICIAL: The agent authorized to act for the Agency.

GENERAL PROVISIONS: General Provisions are instructions pertaining to contracts in general. They contain, in summary, requirements of laws of the State, policies of the Agency, and instructions to vendors.

ITB: Invitation to Bid.

LOCAL TIME: Eastern Standard Time/Eastern Daylight Time

PROPOSAL: The offer of the bidder submitted on the approved form and setting forth the bidder's prices for performing the work or supplying the material or equipment described in the specifications.

SPECIAL PROVISIONS: Special Provisions are specific conditions or requirements peculiar to the contract under consideration and are supplemental to the General Provisions. Should the Special Provisions conflict with the General Provisions, the Special Provisions shall prevail.

SURETY: The corporate body which is bound with and for the contract, or which is liable, and which engages to be responsible for the contractor's payments of all debts pertaining to and for its acceptable performance of the work for which its has contracted.

SECTION I.A - GENERAL PROVISIONS

1. BID INVITATION

See "Definitions".

2. PROPOSAL FORMS

The invitation to bid shall contain pre-printed forms for use by the vendor in submitting its bid. The forms shall contain basic information such as description of the item and the estimated quantities and shall have blank spaces for use by the vendor for entering information such as unit bid price, total bid price, etc.

3. INTERPRETATION OF ESTIMATES

The attention of bidders is called to the fact that, unless stated otherwise, any quantities given in the proposal form are to be considered to be approximate only and are given as a basis for the comparison of bids. The Agency may increase or decrease the amount of any item as may be deemed necessary or expedient, during the period of the contract.

An increase or decrease in the quantity for any item is not sufficient ground for an increase or decrease in the unit price.

4. SILENCE OF SPECIFICATIONS

The apparent silence of the specifications as to any detail, or the apparent omission from it of detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and only material and workmanship of the first quality are to be used. Proof of specifications compliance will be the responsibility of the vendor.

5. EXAMINATION OF SPECIFICATIONS AND PROVISIONS

The bidder shall examine carefully the proposal and the contract forms for the material contemplated. The bidder shall investigate and satisfy itself as to the conditions to be encountered, quality and quantities of the material to be furnished, and the requirements of the Special Provisions and the contract. The submission of a proposal shall be conclusive evidence that the bidder has made examination of the aforementioned conditions.

6. PREPARATION OF PROPOSAL

a. **The bidder's proposal shall be written in ink or typewritten** on the form provided.

b. The proposal shall show a total bid price for each item bid and the total bid price of the proposal.

7. PRICES QUOTED

The prices quoted are those for which the material will be furnished F.O.B. Ordering Agency and include all charges that may be imposed during the period of the contract. **All prices must be quoted in U.S. Dollars.**

8. DISCOUNT

No qualifying letter or statements in or attached to the proposal, or separate discounts will be considered in determining the low bid except as may be otherwise herein noted. Cash or separate discounts should be computed and incorporated into unit bid price(s).

9. SAMPLES OR BROCHURES

Samples or brochures may be required by the agency for evaluation purposes. They shall be such as to permit the Agency to compare and determine if the item offered complies with the intent of the specifications.

10. PROPOSAL GUARANTY; BID BOND

Each bidder shall submit with its proposal a guaranty in sum equal to at least 10% of the total value of its bid, according to Delaware Code Title 29, Section 6927(a).

This bid bond shall be submitted in the form of good and sufficient bond drawn upon an insurance or bonding company authorized to do business in the State of Delaware, to the State of Delaware for the benefit of the Agency, or a certified check drawn on a reputable banking institution and made payable to the Agency in the requirement amount. If Agency bond form is not utilized, the substituted bond forms must conform to the minimum of conditions specified in the Agency bond form.

11. DELIVERY OF PROPOSALS

Proposals shall be delivered in sealed envelopes, and shall bear on the outside the name and address of the bidder as well as the designation of the contract. Proposals must be delivered to the address listed below. All bids must clearly display the bid number on the envelope.

State of Delaware
DEPARTMENT OF TRANSPORTATION
Administration Building
Contract Administration
800 Bay Road, Dover, DE 19901

All proposals will be accepted at the time and place set in the advertisement. Bidder bears the risk of delays in delivery. Proposals received after the time set for public opening will be returned unopened.

12. WITHDRAWAL OF PROPOSALS

A bidder may withdraw its proposal unopened after it has been deposited, if such a request is made prior to the time set for the opening of the proposal.

13. PUBLIC OPENING OF PROPOSALS

The bids shall be publicly opened at the time and place specified by the Agency. Bidders or their authorized representatives are invited to be present.

14. PUBLIC INSPECTION OF PROPOSALS

If the bidder designates a portion of its bid as confidential, it shall isolate and identify in writing the confidential portions. The bidder shall include with this designation a statement that explains and supports the firm's claim that the bid items identified as confidential contain trade secrets or other proprietary data.

15. DISQUALIFICATION OF BIDDERS

Any one or more of the following causes may be considered as sufficient for the disqualification of a bidder and the rejection of its proposal or proposals:

a. More than one proposal for the same contract from an individual, firm, or corporation under the same or different names.

b. Evidence of collusion among bidders.

c. Unsatisfactory performance record as evidenced by past experience.

d. Any suspension or debarment of the parent company, subsidiary or individual involved with the vendor by federal, any state or any local governments within the last five (5) years.

e. If the unit prices are obviously unbalanced either in excess or below reasonable cost analysis values.

f. If there are any unauthorized additions, interlineations, conditional or alternate bids or irregularities of any kind which may tend to make the proposal incomplete, indefinite, or ambiguous as to its meaning.

g. Non-attendance of mandatory pre-bid meetings may be cause of disqualification.

16. ADDENDA TO THE INVITATION TO BID (ITB)

If it becomes necessary to revise any part of this ITB, revisions will be posted at http://bids.delaware.gov/ . By submitting an offer to the State, vendors have acknowledged receipt, understanding and commitment to comply with all materials, revisions, and addenda related to the Invitation to Bid.

17. LOBBYING AND GRATUITIES

Lobbying or providing gratuities shall be strictly prohibited. Vendors found to be lobbying, providing gratuities to, or in any way attempting to influence a State of Delaware employee or agent of the State of Delaware concerning this ITB or the award of a contract resulting from this ITB shall have their proposal immediately rejected and shall be barred from further participation in this ITB.

The selected vendor will warrant that no person or selling agency has been employed or retained to solicit or secure a contract resulting from this ITB upon agreement or understanding for a commission, or a percentage, brokerage or contingent fee. For breach or violation of this warranty, the State of Delaware shall have the right to annul any contract resulting from this ITB without liability or at its discretion deduct from the contract price or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee. All contact with State of Delaware employees, contractors or agents of the State of Delaware concerning this ITB shall be conducted in strict accordance with the manner, forum and conditions set forth in this ITB.

18. SOLICITATION OF STATE EMPLOYEES

Until contract award, vendors shall not, directly or indirectly, solicit any employee of the State of Delaware to leave the State of Delaware's employ in order to accept employment with the vendor, its affiliates, actual or prospective contractors, or any person acting in concert with vendor, without prior written approval of the State of Delaware's contracting officer. Solicitation of State of Delaware employees by a vendor may result in rejection of the vendor's proposal. This paragraph does not prevent the employment by a vendor of a State of Delaware employee who has initiated contact with the vendor. However, State of Delaware employees may be legally prohibited from accepting employment with the contractor or subcontractor under certain circumstances. Vendors may not knowingly employ a person who cannot legally accept employment under state or federal law. If a vendor discovers that they have done so, they must terminate that employment immediately.

19. INDEPENDENT CONTRACTORS

The parties to the contract shall be independent contractors to one another, and nothing herein shall be deemed to cause this agreement to create an agency, partnership, joint venture or employment relationship between parties. Each party shall be responsible for compliance with all applicable workers compensation, unemployment, disability insurance, social security withholding and all other similar matters. Neither party shall be liable for any debts, accounts, obligations or other liability whatsoever of the other party or any other obligation of the other party to pay on the behalf of its employees or to withhold from any compensation paid to such employees any social benefits, workers compensation insurance premiums or any income or other similar taxes.

It may be at the State of Delaware's discretion as to the location of work for the contractual support personnel during the project period.

SECTION I.B - AWARD AND EXECUTION OF CONTRACT

1. CONSIDERATION OF BIDS

a. After the proposals have been opened, the bids will be tabulated and the results will be made available to the public. Tabulations of the bids will be based on the correct summation of items at the unit price bid.

b. The right is reserved to waive technicalities, to reject any or all bids, or any portion thereof, to advertise for new proposals, to proceed to do the work otherwise, or to abandon the work, if in the judgment of the Agency or its agent, the best interest of the State will be promoted thereby.

2. MATERIAL GUARANTY

Before any contract is awarded, the successful bidder may be required to furnish a complete statement of the origin, composition and manufacture of any or all of the material to be used in the contract together with such samples as may be requested for the purpose of testing.

3. CONTRACT AWARD

Within thirty days from the date of opening proposals, the contract will be awarded or the proposals rejected.

4. EXECUTION OF CONTRACT

The bidder to whom the award is made shall execute a formal contract and bond within twenty days after date of official notice of the award of the contract.

If the successful bidder fails to execute the required contract and bond, as aforesaid, within twenty days after the date of official notice of the award of the contract, its proposal guaranty shall immediately become forfeited as liquidated damages. Award will then be made to the next lowest qualified bidder of the work or re-advertised, as the Agency may decide.

5. REQUIREMENT OF CONTRACT BOND

Successful bidders shall furnish bond, unless bond(s) have been waived as noted in the Special Provisions, simultaneously with the execution of the formal contract, to the State of Delaware for the benefit of the Agency with surety in the amount of 100% of the total contract award or as otherwise provided in the Special Provisions. Said bonds shall be conditioned upon the faithful performance of the contract.

The bond forms shall be provided by the Agency and the surety shall be acceptable to the Agency.

6. WARRANTY

The successful bidder(s) shall be required to extend any policy guarantee usually offered to the general public, FEDERAL, STATE, COUNTY, or MUNICIPAL governments, on material in this contract against defective material, workmanship, and performance.

7. THE CONTRACT(S)

The contract(s) with the successful bidder(s) will be executed with the Department of Transportation.

8. RETURN OF BIDDER'S DEPOSIT

The deposits shall be returned to the successful bidder upon the execution of the formal contract. The deposits of unsuccessful bidders shall be returned to them immediately upon the awarding of the contract or rejection of their bids. Bidders are made aware that Certified Checks submitted in lieu of Bond will be deposited, and unsuccessful bidders will receive payment of the value of the check from the state.

9. INFORMATION REQUIREMENT

The successful bidder's shall be required to advise the state's Government Support Services the gross amount of purchases made as a result of the contract.

10. CONTRACT EXTENSION

The State reserves the right to extend this contract on a month-to-month basis for a period of up to three months.

SECTION I.C – GENERAL AUTHORITY

1. AUTHORITY OF AGENCY

On all questions concerning the interpretation of specifications, the acceptability and quality of material furnished and/or work performed, the classification of material, the execution of the work, and the determination of payment due or to become due, the decision of the Agency shall be final and binding.

2. LAWS TO BE OBSERVED

The contractor is presumed to know and shall strictly comply with all National, State, or County laws, and City or Town ordinances and regulations in any manner affecting the conduct of the work. The contractor shall indemnify and save harmless the State of Delaware, the Agency, and all Officers, Agency and Servants thereof against any claim or liability arising from or based upon the violation of any such laws, ordinances, regulations, orders, or decrees whether by itself or by its employees.

3. PERMITS AND LICENSES

All necessary permits, licenses, insurance policies, etc. required by local, State or Federal laws, shall be provided by the contractor at its own expense.

4. PATENTED DEVICES, MATERIAL AND PROCESSES

a. The contractor shall provide for the use of any patented design, device, material, or process to be used or furnished under this contract by suitable legal agreement with the patentee or owner, and shall file a copy of this agreement with the Agency.

b. The contractor and the surety shall hold and save harmless the State of Delaware, the Agency, the Director, their Officers or Agents from any and all claims because of the use of such patented design, device, material, or process in connection with the work agreed to be performed under this contract.

5. EMERGENCY TERMINATION OF CONTRACT

a. Due to restrictions which may be established by the United States Government on material, or work, a contract may be terminated by the cancellation of all or portions of the contract.

b. In the event the contractor is unable to obtain the material required to complete the items of work included in the contract because of restrictions established by the United States Government and if, in the opinion of the Agency, it is impractical to substitute other available material, or the work cannot be completed within a reasonable time, the incomplete portions of the work may be cancelled, or the contract may be terminated.

6. TAX EXEMPTION

a. Material covered by this proposal is exempt from all FEDERAL and STATE TAXES. Such taxes shall not be included in prices quoted.

b. Any material which is to be incorporated in the work or any equipment required for the work contemplated in the proposal may be consigned to the Agency. If the shipping papers show clearly that any such material is so consigned, the shipment will be exempt from the tax on the transportation of property under provisions of Section 3475 (b) of the Internal Revenue Code, as amended by Public Law 180

(78th Congress). All transportation charges shall be paid by the contractor. Each bidder shall take its exemption into account in calculating its bid for its work.

7. OR EQUAL (PRODUCTS BY NAME)

Specifications of products by name are intended to be descriptive of quality or workmanship, finish and performance. Desirable characteristics are not intended to be restrictive. Substitutions of products for those named will be considered provided the vendor certifies that the function, characteristics, performance and endurance qualities of the material offered is equal or superior to that specified. Final determination of equal status shall reside with the Agency.

8. BID EVALUATION AND AWARD

The Department of Transportation will award this contract to the lowest responsible bidder(s) which in their judgment best serves the interest of the State of Delaware in accordance with Delaware Code Title 29, Section 6923(k). Personnel with experience and technical background may be utilized by the Agency in making judgment. In case of error in price extension, the unit price(s) shall prevail.

9. INVOICING

After the awards are made, the agencies participating in the bid may forward their purchase orders to the successful bidder(s) in accordance with State Purchasing Procedures. The State will generate a payment voucher upon receipt of an invoice from the vendor.

10. SEVERABILITY

If any term or provision of this Agreement is found by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, the same shall not affect the other terms or provisions hereof or the whole of this Agreement, but such term or provision shall be deemed modified to the extent necessary in the court's opinion to render such term or provision enforceable, and the rights and obligations of the parties shall be construed and enforced accordingly, preserving to the fullest permissible extent the intent and agreements of the parties herein set forth.

SECTION I.D - EQUAL OPPORTUNITY

1. EQUALITY OF EMPLOYMENT OPPORTUNITY ON PUBLIC WORKS

During the performance of any contract for public works financed in whole or in part by appropriation of the State of Delaware, the contractor agrees as follows:

a. The contractor, as set forth in Title 19 Delaware Code Chapter 7 section 711, will not discriminate against any employee or applicant for employment with respect to compensation, terms, conditions or privileges of employment because of such individual's race, marital status, genetic information, color, age, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed and that employees are treated equally during employment without regard to their race, marital status, genetic information, color, age, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: advertising, lay-off or termination, rates of pay or other forms of compensation, and selection for training including apprenticeships. The contractor agrees to post in conspicuous places, notices to be provided by the contracting agency setting forth the provisions of this non-discrimination clause.

b. During the performance of this contract, the contractor agrees as follows:

   1. The contractor, as set forth in Title 19 Delaware Code Chapter 7 section 711, will not discriminate against any individual with respect to compensation, terms, conditions or privileges of employment because of such individual's race, marital status, genetic information, color, age, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take positive steps to ensure that applicants are employed and that employees are treated during employment without regard to their race, marital status, genetic information, color, age, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places available to employees and applicants for employment notices to be provided by the contracting agency setting forth this nondiscrimination clause.

   2. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, marital status, genetic information, color, age, religion, sex, sexual orientation, gender identity, or national origin."

c. The term "contractor for public works" means construction, reconstruction, demolition, alteration, and/or repair work, maintenance work, and paid for in whole or in part out of the funds of a public body except work performed under a vocational rehabilitation program. The manufacture or furnishing of materials, articles, supplies or equipment is not a public work within the meaning of this subsection unless conducted in connection with and at the site of the public work.

II. SPECIAL PROVISIONS

1. CONTRACT REQUIREMENTS

This contract will be issued to cover the requirements for the Delaware Department of Transportation.

2. AGENCY USE CONTRACT

Pursuant to 29 Del. C. §6904(e) respectively, if no state contract exists for a certain good or service, covered agencies may procure that certain good or service under another agency's contract so long as the arrangement is agreeable to all parties. Agencies, other than covered agencies, may also procure such goods or services under another agency's contract when the arrangement is agreeable to all parties.

3. CONTRACT TERM

Vendor's contract shall be valid for three (3) calendar years from contract execution. The contract may be extended for one (1) additional, one-year term through negotiation between the contractor and the Department of Transportation. Negotiation should be initiated no later than ninety (90) days prior to the termination of the current agreement.

4. PRICES

Prices shall remain firm for the initial term of the contract. All prices shall be quoted in U.S. Dollars.

5. PRICE ADJUSTMENT

The Vendor is not prohibited from offering price reductions, nor is the State prohibited from requesting price reductions, and the contract may be amended at any time upon agreement of both parties for such reductions.

Upon expiration of the initial Contract term, the one-year Contract extension may have adjusted pricing by mutual written agreement. The pricing must cover the full term of the Contract extension period. If the price difference for the extension period exceeds the previous one year period, approval of the price adjustment shall be at the discretion of the Department. The Department retains the right to reject a request for future year extensions at any time.

6. SHIPPING TERMS

F.O.B. destination; freight pre-paid.

7. QUANTITIES

The attention of bidders is called to the fact that, unless stated otherwise, the quantities given in the proposal are best estimates and are given as a basis for the comparison of bids. Quantities ordered may be increased or decreased by any eligible agency as deemed necessary during the period of the contract.

Prior contract utilization may be viewed at the following site, if available: http://contracts.delaware.gov/.

8. FUNDING OUT

The continuation of this contract is contingent upon funding appropriated by the legislature.

9. BID BOND REQUIREMENT

Each bidder shall furnish a bond to the State of Delaware for the benefit of the Delaware Department of Transportation in the amount equal to 10% of the respective bid value. The bond shall be drawn upon an insurance or bonding company authorized to do business in the State of Delaware. If the enclosed standard State of Delaware bond form is not used, the substitute bond must reflect the minimum conditions specified in the standard form. A certified check made out to the Delaware Department of Transportation in an amount equal to 10% of the respective proposed value may be submitted in lieu of a proposal bond.

10. PERFORMANCE BOND REQUIREMENT

Contractors awarded contracts are required to furnish a 100% Performance Bond in accordance with Delaware Code Title 29, Section 6927, to the State of Delaware for the benefit of the Delaware Department of Transportation with surety in the amount of 100% of the specific award. Said bonds shall be conditioned upon the faithful performance of the contract. This guarantee shall be submitted in the form of good and sufficient bond drawn upon an Insurance or Bonding Company authorized to do business in the State of Delaware.

11. MANDATORY INSURANCE REQUIREMENTS

As a part of the contract requirements, the contractor must obtain at its own cost and expense and keep in force and effect during the term of this contract, including all extensions, the minimum coverage limits specified below with a carrier satisfactory to the State. All contractors must carry the following coverage depending on the type of service or product being delivered.

a. Commercial General Liability - $1,000,000.00 per person/$3,000,000 per occurrence.

and

b. Medical/Professional Liability - $1,000,000.00 per person/$3,000,000 per occurrence.

and

c. Product Liability - $1,000,000.00 per person/$3,000,000 per occurrence.

and

d. Automotive Liability Insurance covering all automotive units used in the work with limits of not less than $100,000 each person and $300,000 each accident as to bodily injury and $25,000 as to property damage to others.

and

e. The vendor shall maintain such insurance as will protect against claims under Worker's Compensation Act and from any other claims for damages for personal injury, including death, which may arise from operations under this contract. The vendor is an independent contractor and is not an employee of the State of Delaware.

Before any work is done with the State, a Certificate of Insurance referencing the name and contract number stated herein, shall be filed with the State. The certificate holder is as follows:

Delaware Department of Transportation
Contract No. DOT1707-MOWING_CENTRAL
Send to Attention of:
Contract Administration
800 Bay Road, Dover, DE 19901

Note: The State of Delaware shall not be named as an additional insured.

Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

12. BASIS OF AWARD

The Delaware Department of Transportation shall award this contract to the lowest responsible and responsive bidder(s) who best meets the terms and conditions of the bid. The award will be made on basis of price, product evaluation, and prior history of service and capability.

The Delaware Department of Transportation reserves the right to reject any or all bids in whole or in part, to make multiple awards, partial awards, award by types, item by item, or lump sum total, whichever may be most advantageous to the State of Delaware.

13. STATE OF DELAWARE BUSINESS LICENSE

Prior to receiving an award, the successful vendor shall either furnish proof of State of Delaware Business Licensure or initiate the process of application where required. An application may be requested in writing to: Division of Revenue, Carvel State Building, P.O. Box 8750, 820 N. French Street, Wilmington, DE 19899-8750 or by telephone to one of the following numbers: (302) 577-8201 - Public Service, (302) 577-8205 - Licensing Department.

Information regarding the award of this contract will be given to the Division of Revenue. Failure to comply with the State of Delaware licensing requirements may subject your organization to applicable fines and/or interest penalties.

14. HOLD HARMLESS

The successful bidder agrees that it shall indemnify and hold the State of Delaware and all its agencies harmless from and against any and all claims for injury, loss of life, or damage to or loss of use of property caused or alleged to be caused, by acts or omissions of the successful bidder, its employees, and invitees on or about the premises and which arise out of the successful bidder's performance, or failure to perform as specified in the Agreement.

15. OWNERSHIP OF INTELLECTUAL PROPERTY

All copyright and patent rights to all papers, reports, forms, materials, creations, or inventions created or developed in the performance of this contract shall become the sole property of the State of Delaware. On request, the contractor shall promptly provide an acknowledgment or assignment in a tangible form satisfactory to the State to evidence the State’s sole ownership of specifically identified intellectual property created or developed in the performance of the contract.

16. NON-PERFORMANCE

In the event the vendor does not fulfill its obligations under the terms and conditions of this contract, the ordering agency may purchase equivalent product on the open market. Any difference in cost between the contract prices herein and the price of open market product shall be the responsibility of the vendor. Under no circumstances shall monies be due the vendor in the event open market products can be obtained below contract cost. Any monies charged to the vendor may be deducted from an open invoice.

17. FORCE MAJEURE

Neither the vendor nor the ordering agency shall be held liable for non-performance under the terms and conditions of this contract due, but not limited to, government restriction, strike, flood, fire, or unforeseen catastrophe beyond either party's control. Each party shall notify the other in writing of any situation that may prevent performance under the terms and conditions of this contract.

18. CONTRACTOR NON-ENTITLEMENT

State of Delaware Contractors for Materiel and for Services shall not have legal entitlement to, nor seek business from another Contractors' Central Contract. Additionally, they shall not utilize other Central Contracts to fulfill the requirements of their respective contract as they are not a "Covered Agency" as defined by Title 29 Chapter 69 of the State Procurement Code.

19. MANDATORY USAGE REPORTING

One of the primary goals in administering this contract is to keep accurate records regarding its actual value/usage. This information is essential in order to update the contents of the contract and to establish proper bonding levels, if they are required. The integrity of future contracts revolves around our ability to convey accurate and realistic information to all interested parties.

A complete and accurate Usage Report (Sample Report 1) shall be furnished in an Excel format and submitted electronically, no later than the 15th (or next business day after the 15th day) of each month, detailing the purchasing of all items on this contract. The reports shall be submitted and sent as an attachment to vendorusage@state.de.us. Submitted reports shall contain accurate descriptions of the products, goods or services procured, purchasing agency information, including the six-digit department and organization code, quantities procured and prices paid. Any exception to this mandatory requirement or failure to submit complete reports, or in the format required, may result in corrective action, up to and including the possible cancellation of the award. Failure to provide the report with the minimum required information may also negate any contract extension clauses. Additionally, Vendors who are determined to be in default of this mandatory report requirement may have such conduct considered against them, in assessment of responsibility, in the evaluation of future proposals.

In accordance with Executive Order 44, the State of Delaware is committed to supporting its diverse business industry and population. The successful Vendor will be required to accurately report on the participation by Diversity Suppliers which includes: minority (MBE), woman (WBE), veteran owned business (VOBE), or service disabled veteran owned business (SDVOBE) under this awarded contract. The reported data elements shall include but not be limited to; name of state contract/project, the name of the Diversity Supplier, Diversity Supplier contact information (phone, email), type of product or service provided by the Diversity Supplier and any minority, women, veteran, or service disabled veteran certifications for the subcontractor (State OSD certification, Minority Supplier Development Council, Women's Business Enterprise Council, VetBiz.gov). The format used for Subcontracting 2nd Tier reporting is shown as Sample Report 2.

Accurate 2nd Tier reports shall be submitted to the Office of Supplier Diversity at vendorusage@state.de.us on the 15th (or next business day) of the month following each quarterly period. For consistency quarters shall be considered to end the last day of March, June, September and December of each calendar year. Contract spend during the covered periods shall result in a report even if the contract has expired by the report due date.

20. BUSINESS REFERENCES

In order to have your bid considered, please supply three (3) business references consisting of current or previous customers with your reply. Please include name, address, telephone number, and a contact person.

PLEASE DO NOT UTILIZE STATE OF DELAWARE PERSONNEL AS REFERENCES.

21. ORDERING PROCEDURE

Successful contractors are required to have either a local telephone number within the (302) area code, a toll free (800) number, or agree to accept collect calls. Each agency is responsible for placing their orders and may be accomplished by written purchase order, telephone, fax or computer on-line systems. The contractor or vendor must accept full payment by procurement (credit) card and/or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions.

22. BILLING

The successful vendor is required to "Bill as Shipped" to the respective ordering agency(s). Ordering agencies shall provide contract number, ship to and bill to address, contact name and phone number.

23. PAYMENT

The agencies or school districts involved will authorize and process for payment each invoice within thirty (30) days after the date of receipt of a correct invoice. The contractor or vendor must accept full payment by procurement (credit) card and/or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions.

24. PRODUCT SUBSTITUTION

All items delivered during the life of the contract shall be of the same type and manufacture as specified or accepted as part of the bid proposal unless specific approval is given by the Delaware Department of Transportation to do otherwise. However, awarded vendors are highly encouraged to offer any like substitute product (s); either generic or brand name, at any time during the subsequent contract term, especially if an opportunity for cost savings to the state exists. In such cases, the state may require the submission of written specifications and/or product samples for evaluation prior to any approvals being granted.

25. BID/CONTRACT EXECUTION

Both the non-collusion statement that is enclosed with this Invitation to Bid and the contract form delivered to the successful bidder for signature **shall** be executed by a representative who has the legal capacity to enter the organization into a formal contract with the State of Delaware, Department of Transportation.

The State of Delaware requires completion of the Delaware Substitute Form W-9 to make payments to vendors. Successful completion of this form enables the creation of a State of Delaware vendor record. The

Taxpayer ID (SSN or EIN) and Applicant (vendor) name are submitted to the Internal Revenue Service for "matching." If the Taxpayer ID and name do not match, the vendor record cannot be approved.

It is the applicant's responsibility to select the appropriate 1099 Withholding Type and Class. If incorporated, a business is not subject to 1099 reporting unless the business is providing legal or medical services.

Any questions about completing this form or specific comments about a form that you have submitted, please contact vendor services by phone at 302-672-5000.

26. VENDOR RESPONSIBILITY

The State will enter into a contract with the successful Vendor(s). The successful Vendor(s) shall be responsible for all products and services as required by this ITB whether or not the Vendor or its subcontractor provided final fulfillment of the order. Subcontractors, if any, shall be clearly identified in the Vendor's proposal by completing Attachment C, and are subject to State approval and acceptance.

27. PERSONNEL, EQUIPMENT AND SERVICES

a. The Vendor represents that it has, or will secure at its own expense, all personnel required to perform the services required under this contract.

b. All of the equipment and services required hereunder shall be provided by or performed by the Vendor or under its direct supervision, and all personnel, including subcontractors, engaged in the work shall be fully qualified and shall be authorized under State and local law to perform such services.

c. None of the equipment and/or services covered by this contract shall be subcontracted without the prior written approval of the State. Only those subcontractors identified in Attachment C are considered approved upon award. Changes to those subcontractor(s) listed in Attachment C must be approved in writing by the State.

28. FAIR BACKGROUND CHECK PRACTICES

Pursuant to 29 Del. C. §6909B and effective November 4, 2014 the State does not consider the criminal record, criminal history, credit history or credit score of an applicant for state employment during the initial application process unless otherwise required by state and/or federal law. Vendors doing business with the State are encouraged to adopt fair background check practices. Vendors can refer to 19 Del. C. §711(g) for applicable established provisions.

29. LIFE CYCLE COSTING

If applicable, the specifications contained within this ITB have been developed through Life Cycle Cost Analysis that will allow the State to realize the lowest total cost of ownership and operation over the useful life of the equipment

30. ENVIRONMENTAL PROCUREMENT PRODUCTS

a. Energy Star - If applicable, the Contractor must provide products that earn the ENERGY STAR rating and meet the ENERGY STAR specifications for energy efficiency in order to keep overall event costs to a minimum. The Contractor is encouraged to visit www.energystar.gov for complete product specifications and updated lists of qualifying products.

b. Green Products – third party certification of green products accepted from GSS w/approved green certification shall be offered wherever available in addition to or as a substitute for non-green products.

c. Contractors shall report all green items procured during the monthly reporting period using the Usage Report that will be provided to the awarded Vendor(s).

d. Environmental Procurement Policies of the State shall determine acceptable consideration and credit for environmentally preferred products and services in the performance of this award. The State Environmental Procurement Policies may be found: http://gss.omb.delaware.gov/contracting/documents/agencyboilers/espp.pdf.

31. TERMINATION OF INDIVIDUAL ORDERS OR PURCHASE ORDERS

The individual orders may be terminated as follows:

a. Termination for Cause: If, for any reasons, or through any cause, the Vendor fails to fulfill in timely and proper manner his obligations, or if the Vendor violates any of the covenants, agreements, or stipulations of this contract, the Agency shall have the right to terminate the P.O. by giving written notice to the Vendor of such termination and specifying the effective date thereof, at least five (5) days before the effective date of such termination. In that event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports or other material prepared by the Vendor in the performance of the P.O. shall, at the option of the Agency, become its property, and the Vendor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials which is usable to the Agency.

b. Termination for Convenience: The Agency may terminate the P.O. at any time by giving written notice of such termination and specifying the effective date thereof, at least sixty (60) days before the effective date of such termination. In that event, all finished or unfinished documents, data, studies, surveys, drawings, models, photographs, reports, supplies, and other materials shall, at the option of the department, become its property and the Vendor shall be entitled to receive compensation for any satisfactory work completed on such documents and other materials which are usable to the Agency.

c. Termination for Non-Appropriations: In the event the General Assembly fails to appropriate the specific funds necessary to enter into or continue the contractual agreement, in whole or part, the agreement shall be terminated as to any obligation of the State requiring the expenditure of money for which no specific appropriation is available at the end of the last fiscal year for which no appropriation is available or upon the exhaustion of funds. This is not a termination for convenience and will not be converted to such.

32. TERMINATION OF CONTRACT

The contract resulting from this ITB may be terminated as follows by the Agency:

a. Termination for Cause: If, for any reasons, or through any cause, the Vendor fails to fulfill in timely and proper manner its obligations under this Contract, or if the Vendor violates any of the covenants, agreements, or stipulations of this Contract, the State shall thereupon have the right to terminate this contract by giving written notice to the Vendor of such termination and specifying the effective date thereof, at least thirty (30) days before the effective date of such termination. In that event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports or other material prepared by the Vendor under this Contract shall, at the option of the State, become its property, and the Vendor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials which is usable to the State.

On receipt of the contract cancellation notice from the State, the Vendor shall have not less than five (5) days to provide a written response and may identify a method(s) to resolve the violation(s). A vendor response shall not effect or prevent the contract cancellation unless the State provides a written acceptance of the Vendor response. If the State does accept the Vendor's method and/or action plan to correct the identified deficiencies, the State will define the time by which the Vendor must fulfill its corrective obligations. Final retraction of the State's termination for cause will only occur after the Vendor successfully rectifies the original violation(s). At its discretion the State may reject in writing the Vendor's proposed action plan and proceed with the original contract cancellation timeline.

b. Termination for Convenience: The State may terminate this Contract at any time by giving written notice of such termination and specifying the effective date thereof, at least sixty (60) days before the effective date of such termination. In that event, all finished or unfinished documents, data, studies, surveys, drawings, models, photographs, reports, supplies, and other materials shall, at the option of the State, become its property and the Vendor shall be entitled to receive compensation for any satisfactory work completed on such documents and other materials, and which is usable to the State.

c. Termination for Non-Appropriations: In the event the General Assembly fails to appropriate the specific funds necessary to enter into or continue the contractual agreement, in whole or part, the agreement shall be terminated as to any obligation of the State requiring the expenditure of money for which no specific appropriation is available at the end of the last fiscal year for which no appropriation is available or upon the exhaustion of funds. This is not a termination for convenience and will not be converted to such.

33. CHANGES

Both parties may, from time to time, require changes in the services to be provided by the Vendor under the Scope of Work. Such changes, including any increase or decrease in the amount of the Vendor's compensation, which are mutually agreed upon by and between the Agency and the Vendor shall be incorporated in written amendments to the Purchase Order or contract.

34. AUDIT ACCESS TO RECORDS

The Vendor shall maintain books, records, documents, and other evidence pertaining to this Contract to the extent and in such detail as shall adequately reflect performance hereunder. The Vendor agrees to preserve and make available to the State, upon request, such records for a period of five (5) years from the date services were rendered by the Vendor. Records involving matters in litigation shall be retained for one (1) year following the termination of such litigation. The Vendor agrees to make such records available for inspection, audit, or reproduction to any official State representative in the performance of their duties under the Contract. Upon notice given to the Vendor, representatives of the State or other duly authorized State or Federal agency may inspect, monitor, and/or evaluate the cost and billing records or other material relative to this Contract. The cost of any Contract audit disallowances resulting from the examination of the Vendor's financial records will be borne by the Vendor. Reimbursement to the State for disallowances shall be drawn from the Vendor's own resources and not charged to Contract cost or cost pools indirectly charging Contract costs.

35. VENDOR EMERGENCY RESPONSE POINT OF CONTACT

The awarded vendor(s) shall provide the name(s), telephone, or cell phone number(s) of those individuals who can be contacted twenty four (24) hours a day, seven (7) days a week to meet a critical need for commodities or services when the Governor of the State of Delaware declares a state of emergency under the current Delaware Emergency Operations Plan. Failure to provide this information could render the bid as non-responsive.

36. SUBCONTRACTS

Subcontracting is permitted under this ITB and contract. However, every subcontractor shall be identified in the Proposal (Attachment C) and agreed to in writing by the State or as are specifically authorized in writing by the Agency during the performance of the contract. Any substitutions in or additions to such subcontractors, associates, or consultants will be subject to the prior written approval of the State.

The Vendor(s) shall be responsible for compliance by the subcontractor with all terms, conditions and requirements of the ITB and with all local, State and Federal Laws. The Vendor shall be liable for any noncompliance by any subcontractor. Further, nothing contained herein or in any subcontractor agreement shall be construed as creating any contractual relationship between the subcontractor and the State.

If a company elects to be a subcontractor for another vendor, the subcontractor may not independently bid on this solicitation.

37. AGENCY'S RESPONSIBILITIES

The Agency shall:

a. Examine and review in detail all letters, reports, drawings and other documents presented by the Vendor to the Agency and render to the Vendor in writing, findings and decisions pertaining thereto within a reasonable time so as not to delay the services of Vendor.

b. Give prompt written notice to the Contractor whenever the Agency observes or otherwise becomes aware of any development that affects the scope or timing of the Contractor's services.

c. When an ordering agency first experiences a relatively minor problem or difficulty with a vendor, the agency will contact the vendor directly and attempt to informally resolve the problem. This includes failure to perform by the date specified and any unacceptable difference(s) between the purchase order and the merchandise received. Ordering agencies should stress to vendors that they should expedite correction of the differences because failure to reply may result in an unfavorable rating in the execution of the awarded contract.

d. The state has several remedies available to resolve non-performance issues with the contractor. The Agency should refer to the Contract Terms and Conditions to view these remedies. When a default occurs, the Agency should first review the contract to confirm that the issue is a part of the contract. If the issue is not covered by the contract, the state cannot expect the contractor to perform outside the agreement. If the issue is a part of the contract, the Agency or GSS - Contracting must then contact the contractor, discuss the reasons surrounding the default and establish a date when the contractor will resolve the non-performance issue.

e. If there is a performance deficiency, a Corrective Action Report (CAR) may be used. Complete this form to report concerns with vendors or commodities. Be sure to furnish as much detail as possible. http://gss.omb.delaware.gov/divisionwide/forms.shtml.

38. CONFIDENTIALITY

All documents submitted as part of the vendor's proposal will be deemed confidential during the evaluation process. Vendor proposals will not be available for review by anyone other than the State of Delaware/Proposal Evaluation Committee or its designated agents. There shall be no disclosure of any vendor's information to a competing vendor prior to award of the contract.

The State of Delaware is a public agency as defined by state law, and as such, it is subject to the Delaware Freedom of Information Act, 29 *Del. C.* Ch. 100. Under the law, all the State of Delaware's records are public records (unless otherwise declared by law to be confidential) and are subject to inspection and copying by any person. Vendor(s) are advised that once a proposal is received by the State of Delaware and a decision on contract award is made, its contents will become public record and nothing contained in the proposal will be deemed to be confidential except proprietary information.

Vendor(s) shall not include any information in their proposal that is proprietary in nature or that they would not want to be released to the public. Proposals must contain sufficient information to be evaluated and a contract written without reference to any proprietary information. If a Vendor feels that they cannot submit their proposal without including proprietary information, they must adhere to the following procedure or their proposal may be deemed unresponsive and will not be recommended for selection. Vendor(s) must submit such information in a separate, sealed envelope labeled "Proprietary Information" with the ITB number. The envelope must contain Attachment H describing the documents in the envelope, representing in good faith that the information in each document is not "public record" as defined by 29 *Del. C*. § 10002, and briefly stating the reasons that each document meets the said definitions.

Upon receipt of a proposal accompanied by such a separate, sealed envelope, the State of Delaware will open the envelope to determine whether the procedure described above has been followed.

If the Vendor does not have any documents it declares confidential or proprietary, Attachment H should be completed by checking the appropriate box found at the top of the attachment.

39. NUMBER OF COPIES WITH MAILING OF PROPOSAL

To be considered, all proposals must be submitted in writing and respond to the items outlined in this ITB. The State reserves the right to reject any non-responsive or non-conforming proposals. Each proposal must be submitted with one (1) paper copy of the Bid Form. Paper copies must contain original signatures in all locations requiring signatures.

40. NO PRESS RELEASES OR PUBLIC DISCLOSURE

The State of Delaware reserves the right to pre-approve any news or broadcast advertising releases concerning this solicitation, the resulting contract, the work performed, or any reference to the State of Delaware with regard to any project or contract performance. Any such news or advertising releases pertaining to this solicitation or resulting contract shall require the prior express written permission of the State of Delaware.

The State will not prohibit or otherwise prevent the awarded vendor(s) from direct marketing to the State of Delaware agencies, departments, municipalities, and/or any other political subdivisions, however, the Vendor shall not use the State's seal or imply preference for the solution or goods provided.

III. TECHNICAL SPECIFICATIONS

PROJECT DISCRIPTION: The Department will accept bids encompassing the following:

MOWING CENTRAL DISTRICT, CY 17-19

By reference, the following specifications are incorporated herein:

SUPPLEMENTAL SPECIFICATIONS
TO THE
AUGUST 2001
STANDARD SPECIFICATIONS

EFFECTIVE AS OF THE ADVERTISEMENT
DATE OF THIS PROPOSAL
AND INCLUDED BY REFERENCE

The Supplemental Specifications can be viewed and printed from the Department's Website.

To access the Website;
- in your internet browser, enter; http://www.deldot.gov
- on the left side of the page under 'INFORMATION', Click; 'Publications'
- scroll down under 'MANUALS' and Click; "Standard Specifications 2001"

The full Website Link is;
http://www.deldot.gov/information/pubs_forms/manuals/standard_specifications/index.shtml

Printed copies of the Supplemental Specifications are available upon request. A printed copy of the above referenced Supplemental Specifications will be included in the final contract documents upon award.

The Contractor shall make himself aware of these revisions and corrections (Supplemental Specifications), and apply them to the applicable item(s) of this contract.

SPECIAL PROVISIONS

763563 - PERFORMANCE AND PAYMENT BOND

Description:

Performance and Payment Bond shall be paid to compensate the cost of bonding the Contract in accordance with Subsection 103.05 of the Standard Specification.

Method of Measurement:

The Contractor shall be paid the total cost of bond necessary for the contract once the Contract is executed.

Basis of Payment:

For bidding purposes, the unit price is fixed at $3,200.00. Actual payment is based on the submitted invoice from the contractor's bonding agent.

3/17/17

908507 - MOWING FULL WIDTH

Description:

This work consists of mowing roadside, median, and/or any designated areas to a height between approximately five and seven inches (5" - 7"), unless otherwise indicated on the Plans, and in accordance with the locations, notes on the Plans and/or as directed by the Engineer.

Equipment:

Equipment used for mowing operations shall be mechanical, and shall be sufficiently equipped with safety devices to protect the operator, motorists, and pedestrians from moving hazards, and shall have prior approval of the Engineer. Hand mowing shall be performed on inaccessible areas at the direction of the Engineer.

Method of Measurement:

The quantity of mowing will not be measured.

Basis of Payment:

The quantity of Mowing Roadside and/or Mowing Median, will be paid for at the Contract unit price per Lump Sum. Price and payment shall constitute full compensation for all labor, tools, equipment, fuels, lubricants, safety devices, necessary traffic controls, location moves, and incidentals necessary for the performance of the work.

Mowing of traffic separation islands in intersections shall not be paid for separately, but are considered incidental to Mowing Full Width.

For new construction contracts, there shall be no payment for the final clean up mowing as required in Subsection 104.13 of the Standard Specifications.

A breakout sheet attached to the Proposal lists the work involved in completing this item. The Contractor shall fill in a unit price for each item and the cost (unit price times the proposed quantity). The Lump Sum cost for Item 908507, shall be derived from the total sum of the cost of all items listed. The breakout sheet shall be attached to the Bid Proposal.

The Department reserves the right to delete from the Contract one or more items listed and the right to add or subtract from the quantity of each item. The total price to be paid will be adjusted in accordance with the Contractor's unit prices as required above. There will be no extra compensation or increase in unit prices in the breakout sheet if such additions and/or deletions are made to the quantities.

3/7/17

PLANS & NOTES

THE STATE OF DELAWARE

DEPARTMENT OF TRANSPORTATION

OFFICE OF TRANSPORTATION SOLUTIONS

PLANS AND SPECIFICATIONS FOR

CONTRACT NUMBER- **DOT1707-MOWING_CENTRAL** **CENTRAL MAINTENANCE**

FEDERAL AID NUMBER- **NONE** **PAGE 1 OF 21**

CONTRACT TITLE- **MOWING CENTRAL, CY 2017-2019**

Original On File

PLANS PREPARED BY: _____

CENTRAL DISTRICT DESIGN ENGINEER

DATE RECOMMENDED: 3/3/17

_____

CENTRAL DISTRICT CONTRACTS ENGINEER

DATE RECOMMENDED: 3/3/17

Original On File

_____

CENTRAL DISTRICT MAINTENANCE ENGINEER

DATE RECOMMENDED: 3/3/17

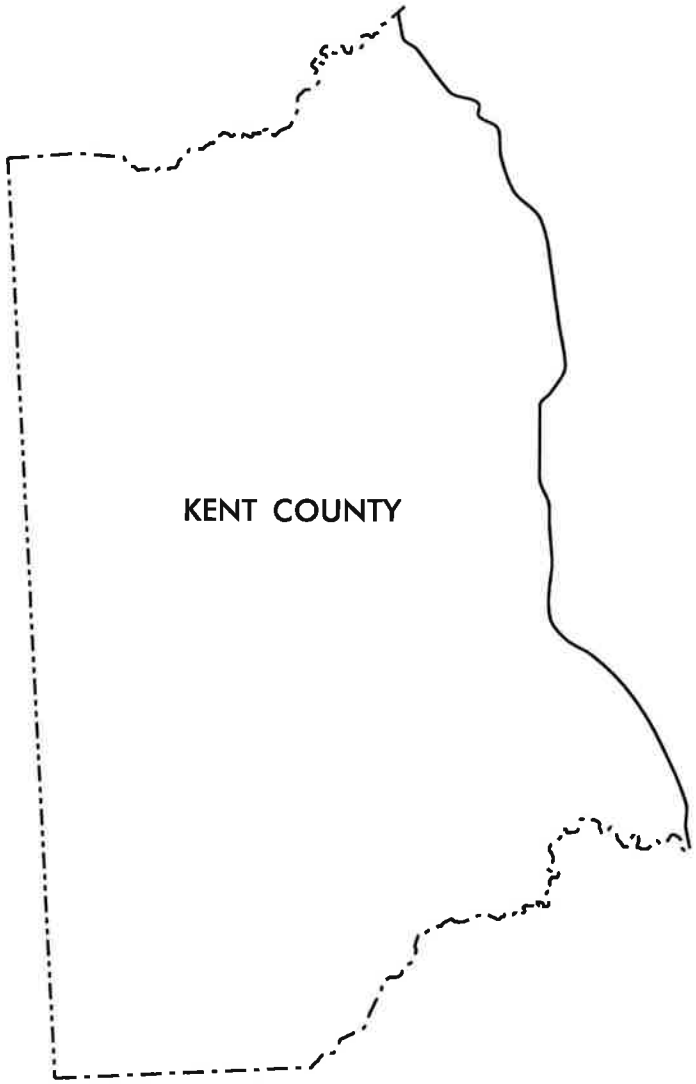
Original On File

CENTRAL DISTRICT ENGINEER

SHAHIN TAAVONI REGISTERED PROFESSIONAL ENGINEER No. 13183 DELAWARE

THOMAS E. C. NO. 0217 DELAWARE PROFESSIONAL ENGINEER

LOCATION MAP



NOTES

GENERAL:

1. THIS CONTRACT IS TO PROVIDE FOR THE MOWING OF GRASS ON ROAD SHOULDERS AND THE MEDIAN, WITHIN CENTRAL DISTRICT, AS LISTED UNDER "LOCATIONS."

2. WORK PERFORMED UNDER THIS CONTRACT SHALL CONSIST OF MOWING ROADSIDES IN CENTRAL DISTRICT FOUR (4) COMPLETE CYCLES IN A TWELVE-MONTH PERIOD. THE DEPARMENT RESERVES THE RIGHT TO EXTEND THIS CONTRACT FOR ONE ADDITIONAL YEAR. THE EXTENSION MUST BE APPROVED BY BOTH PARTIES IN WRITING AT LEAST 90 DAYS PRIOR TO EXPIRATION OF THE ORIGINAL CONTRACT. IF EITHER PARTY PROPOSES AN INCREASE OR DECREASE IN THE UNIT PRICES, THOSE PRICES MUST BE AGREED UPON IN WRITING BEFOR THE START OF THE EXTENSION. THE SUCCESSFUL BIDDER MAY EXTEND THE CONTRACT PRICE TO ANY OTHER STATE OR LOCAL AGENCY DURING THE CONTRACT PERIOD IF IT IS AGREEABLE WITH BOTH PARTIES.

3. THE PRICES QUOTED ARE THAT FOR WHICH THE SERVICES WILL BE FURNISHED AND SHALL INCLUDE ALL CHARGES THAT MAY BE IMPOSED DURING THE LIFE OF THE CONTRACT.

4. NOTICE TO PROCEED FOR THE CONTRACT WILL BE ISSUED AT SUCH TIME AS THE LEGISLATURE APPROVES FUNDING. NO WORK SHALL BE STARTED PRIOR TO RECEIPT OF "NOTICE TO PROCEED". IT IS TO BE UNDERSTOOD THAT THE CONTRACT MAY BE TERMINATED PRIOR TO ISSUANCE OF THE "NOTICE TO PROCEED". IF THE CONTRACT IS SO TERMINATED, ALL COSTS INCURRED BY THE CONTRACTOR SHALL BE BORNE BY THE CONTRACTOR. IF THE CONTRACT IS TERMINATED FOR REASONS BEYOND THE INTENT OF THIS NOTE, THE PROVISIONS OF SECTION 108.11 OF THE STANDARD SPECIFICATIONS WILL APPLY.

5. AREAS WHICH COME UNDER CONSTRUCTION DURING THE LIFE OF THIS CONTRACT SHALL BE REMOVED FROM THE CONTRACT AND PAYMENT REDUCED BY THE CONTRACT BID PRICE PER ACRE FOR THE DURATION OF THE CONSTRUCTION. AREAS TO BE REMOVED SHALL BE AS DETERMINED BY THE ENGINEER.

6. THE STANDARD SPECIFICATIONS, THE SUPPLEMENTAL SPECIFICATIONS, THE PROJECT NOTES, SPECIAL PROVISIONS, AND ALL SUPPLEMENTARY DOCUMENTS ARE ESSENTIAL PARTS OF THE CONTRACT, AND A REQUIREMENT OCCURRING IN ONE IS AS BINDING AS THOUGH OCCURRING IN ALL.

7. PROJECT NOTES ARE INTENDED TO BE COMPLEMENTARY AND TO DESCRIBE AND PROVIDE FOR COMPLETE WORK. IN THE CASE OF ANY DISCREPANCY BETWEEN THE PROJECT NOTES AND SPECIFICATIONS, THE PROJECT NOTES ARE TO GOVERN. IF THERE IS DISCREPANCY BETWEEN THE STANDARD SPECIFICATIONS AND SUPPLEMENTAL SPECIFICATIONS, THE SUPPLEMENTAL SPECIFICATIONS ARE TO GOVERN. SPECIAL PROVISIONS SHALL GOVERN OVER SPECIFICATIONS, SUPPLEMENTAL SPECIFICATIONS, AND PROJECT NOTES.

8. IF, IN THE PROGRESS OF THE WORK, THE CONTRACTOR SHOULD DISCOVER ANY ERRORS OR OMISSIONS IN THE PROJECT NOTES, SPECIFICATIONS, OR IN THE WORK UNDERTAKEN AND EXECUTED, IMMEDIATELY NOTIFY THE ENGINEER. DO NOT PROCEED WITH THE WORK UNTIL CORRECTIONS OR CLARIFICATIONS SHALL HAVE BEEN MADE.

9. THE FOLLOWING CLAUSES RELATE TO ROADSIDE MOWING IN THE CENTRAL DISTRICT MAINTENANCE AREAS 6, 7, & 8.

- THE WORD "CONTRACTOR" REFERS TO THE PERSON OR PERSONS, COMPANY OR CORPORATION FURNISHING THE SERVICES REQUIRED.
- IN CASE OF FAILURE ON THE PART OF THE CONTRACTOR TO COMPLY WITH THE TERMS OF THE CONTRACT, THE DELAWARE DEPARTMENT OF TRANSPORTATION, (DEPARTMENT), MAY PROCEED TO TAKE APPROPRIATE ACTION IN ACCORDANCE WITH THE PROVISIONS OF THE CONTRACT AGREEMENT CONTAINED HEREIN.

10. QUESTIONS CONCERNING THIS CONTRACT DURING THE BIDDING PERIOD SHALL BE SUBMITTED VIA EMAIL TO DelDOT CONTRACT ADMINISTRATION AT dot-ask@state.de.us. QUESTIONS RELATED TO ACTUAL LOCATIONS IN THE FIELD, AFTER FINAL CONTRACT EXECUTION SHALL BE DIRECTED TO THE CENTRAL DISTRICT MAINTENANCE ENGINEER AT (302) 760-2424 OR ITS REPRESENTATIVE.

11. THE DEPARTMENT RESERVES THE RIGHT TO CANCEL THIS CONTRACT AT ANY TIME IF THE WORK IS UNSATISFACTORY AS DETERMINED BY THE DEPARTMENT. THE ENGINEER HAS THE OPTION TO TERMINATE THE CONTRACT IF THE CONTRACTOR FAILS TO COMPLETE ANY MOWING CYCLE THAT GOES BEYOND TEN (10) DAYS OF ANY ONE MOWING CYCLE DEADLINE DATE OF COMPLETION. IN THE EVENT OF SUCH CANCELLATION, THE DEPARTMENT'S SOLE RESPONSIBILITY FOR PAYMENT SHALL BE FOR THAT WORK WHICH IS SATISFACTORILY COMPLETED ON THE TERMINATION DATE.

MAINTENANCE OF TRAFFIC:

12. TRAFFIC SHALL BE MAINTAINED ALONG THE ROUTE OF THE PROJECT. THE CONTRACTOR SHALL PROVIDE AND MAINTAIN INGRESS AND EGRESS FOR PROPERTIES ABUTTING THE WORK PROJECT. ACTIVITIES, WHICH MAY TEMPORARILY INTERFERE WITH PROPERTY ACCESS, SHALL BE COORDINATED IN ADVANCE WITH THE PROPERTY OWNER.

13. THE CONTRACTOR AND ALL OTHERS SHALL PERFORM ALL WORK IN A MANNER THAT WILL ENSURE THE LEAST PRACTICABLE OBSTRUCTION TO TRAFFIC CONSISTENT WITH SAFETY AND SHALL COMPLY WITH THE MANUAL TITLED, "DELAWARE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD)", LATEST REVISION, AND ANY UPDATES. THE DELAWARE MUTCD REQUIREMENTS CAN BE FOUND AT THE FOLLOWING LINK:
http://www.deldot.gov/information/pubs_forms/manuals/de_mutcd/index.shtml .

14. NO EQUIPMENT, GAS, OR FUEL, CAN BE STORED WITHIN 3O FEET OF THE ROADWAY.

15. ALL TRAFFIC CONTROL DEVICES SHALL BE IN NEW OR REFURBISHED CONDITION, SHALL BE IN COMPLIANCE WITH THE MANUAL TITLED, "DELAWARE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD)", LATEST REVISION, AND ANY UPDATES, MUST BE APPROVED BY THE ENGINEER PRIOR TO INSTALLATION, AND SHALL BE INSTALLED IN ACCORDANCE WITH APPLICATIONS 1A AND 1B OF THAT MANUAL.

16. TRAFFIC CONTROL DEVICES SHALL BE MAINTAINED IN GOOD CONDITION WITH ADEQUATE REFLECTIVITY FOR THE DURATION OF USE. THE CONTRACTOR SHALL UTILIZE, "MOWING AHEAD" AND "END MOWING" SIGNS TO ALERT MOTORISTS OF THE MOWING ACTIVITY.

17. EQUIPMENT SHALL BE FURNISHED WITH STROBE LIGHTS VISIBLE FROM 360 DEGREES AT ALL TIMES. ANYONE WORKING IN THE RIGHT OF WAY MUST WEAR A SAFETY VEST, MINIMUM ANSI CLASS II.

18. PAYMENT FOR ALL SIGNS, STANDARDS, AND APPROPRIATE INSTALLATION OF SUCH REQUIRED EQUIPMENT SHALL BE INCIDENTAL TO THE MOWING ITEM.

EQUIPMENT:

19. THE CONTRACTOR SHALL USE OF THE FOLLOWING EQUIPMENT:

MEDIUM-DUTY TRACTOR (2 OR 4-WHEEL DRIVE) WITH 3-POINT HITCH OR OTHER SUITABLE MOWER MOUNT, TO INCLUDE A SUITABLE BOOM TYPE MOWER, AS DETERMINED BY THE ENGINEER, WITH A MINIMUM NET ENGINE HORSEPOWER OF 5O AND REGISTERED AND LICENSED WITH THE DIVISION OF MOTOR VEHICLES, AS REQUIRED BY LAW. MOWER(S) SHALL BE CAPABLE OF MOWING ANY SLOPE WITHIN THE LIMITS OF THE RIGHT-OF-WAY.

20. MOWER OR MOWERS SHALL BE DESIGNED TO MOW A MINIMUM FIVE (5') FOOT SWATH AND BE A FLAIL, DISC OR ROTARY DESIGN WITH P.T.O. PUMP OR DIRECT-DRIVEN BLADE ASSEMBLY.

21. THE TRACTOR MOWERS SHALL BE EQUIPPED WITH THE FOLLOWING SAFETY DEVICES:

- ONE SET OF TURN SIGNALS WITH AN AUXILIARY SWITCH THAT WILL ENABLE ALL FOUR SIGNALS TO BE OPERATED SIMULTANEOUSLY.
- ONE SET OF HEADLIGHTS AND TAIL LIGHTS.
- ONE SET OF STOPLIGHTS.
- SLOW MOVING VEHICLE SYMBOL, CLEARLY VISIBLE.
- ONE OR MORE AMBER REVOLVING OR FLASHING STROBE LIGHT(S) THAT IS VISIBLE FRONT AND REAR FOR A DISTANCE OF 5OO FEET, AS DETERMINED BY THE ENGINEER.
- GUARDS PER MANUFACTURER RECOMENDATIONS

22. THE HEADLIGHTS, TAILLIGHTS, STOPLIGHTS, AND TURN SIGNALS SHALL MEET STATE MOTOR VEHICLE CODE REQUIREMENTS FOR LIGHT TRUCKS.

MOWING CYCLES:

23. THE DEPARTMENT RESERVES THE RIGHT TO REQUIRE THE CONTRACTOR TO MOW MORE THAN ONCE ANY LOCATIONS DURING ANY ONE MOWING CYCLE, AS DIRECTED BY THE ENGINEER. THE PRICE PER ADDITIONAL ACRE MOWED SHALL REMAIN THE SAME AS THAT BID FOR THAT YEAR. THE CONTRACTOR SHALL NOT BE COMPENSATED IF THE ADDITIONAL MOWING WAS THE RESULT OF AN INITIAL UNACCEPTABLE MOWING LOCATION.

SPRING
THE INITIAL MOWING SHALL BE DEFINED AS THE SPRING MOWING CYCLE AND SHALL BE INITIATED AS PER NOTIFICATION FROM THE ENGINEER OR IN SUCH A TIMELY MANNER SO AS TO BE COMPLETED BY MAY 23, OF EACH YEAR THE CONTRACT IS IN FORCE. THE INITIAL MOWING CYCLE SHALL NOT COMMENCE PRIOR TO MAY 1. THIS CYCLE SHALL REQUIRE THAT THE CONTRACTOR MOW FROM THE EDGE OF THE ROADWAY OR OUTSIDE EDGE OF THE SHOULDER TO THE LIMITS OF THE RIGHT OF WAY, OR THE ENTIRE MEDIAN AREA, WHERE SUCH MEDIAN AREA IS DESCRIBED UNDER THE SECTION ENTITLED "LOCATIONS."

EARLY SUMMER
THE EARLY SUMMER MOWING CYCLE SHALL REQUIRE THAT THE CONTRACTOR MOW FROM THE EDGE OF THE ROADWAY OR OUTSIDE EDGE OF THE SHOULDER TO THE LIMITS OF THE RIGHT OF WAY OR THE ENTIRE MEDIAN AREA. THIS CYCLE SHALL COMMENCE IN SUCH A TIMELY MANNER TO BE COMPLETED BY JULY 4 OF EACH YEAR THE CONTRACT IS IN FORCE.

LATE SUMMER
THE LATE SUMMER MOWING CYCLE SHALL REQUIRE THAT THE CONTRACTOR MOW FROM THE EDGE OF THE ROADWAY OR OUTSIDE EDGE OF THE SHOULDER TO THE LIMITS OF THE RIGHT OF WAY OR THE ENTIRE MEDIAN AREA. THIS CYCLE SHALL COMMENCE IN SUCH A TIMELY MANNER TO BE COMPLETED BY SEPTEMBER 5 OF EACH YEAR THE CONTRACT IS IN FORCE.

FALL
THE FALL MOWING CYCLE SHALL COMMENCE IN SUCH A TIMELY MANNER TO BE COMPLETED BY OCTOBER 31 OF EACH YEAR, BUT SHALL NOT COMMENCE PRIOR TO OCTOBER 10. THIS CYCLE SHALL REQUIRE THAT THE CONTRACTOR MOW FROM THE EDGE OF THE ROADWAY OR OUTSIDE EDGE OF THE SHOULDER TO THE LIMITS OF THE RIGHT OF WAY OR THE ENTIRE MEDIAN AREA.

WORK SCHEDULE:

24. PRIOR TO BEGINNING EACH MOWING CYCLE, THE CONTRACTOR SHALL SUPPLY THE ENGINEER WITH A WORK SCHEDULE LISTING THE ORDER IN WHICH THEY PLAN TO MOW THE VARIOUS ROADS AS LISTED UNDER "LOCATIONS," TOGETHER WITH AN APPROXIMATE TIME SCHEDULE. THE CONTRACTOR WILL CONTACT THE AREA SUPERVISOR AND OR THE AREA YARD OFFICE BEFORE STARTING THE MOWING OPERATION EACH DAY. FAILURE TO DO SO WILL RESULT IN WORK BEING SUSPENDED FOR THAT DAY.

25. FAILURE TO COMPLETE EACH MOWING CYCLE SATISFACTORILY PRIOR TO THE TERMINATION DATES AS STIPULATED UNDER "**MOWING CYCLE**" SHALL BE CAUSE FOR ASSESSMENT OF LIQUIDATED DAMAGES IN AMOUNT OF **FIVE HUNDRED DOLLARS ($500.00)** PER DAY PER MOWING CYCLE.

PROJECT:

26. ANY QUESTIONS REGARDING THE LIMITS OF THE RIGHT OF WAY SHALL BE REFERRED TO THE ENGINEER.

27. ALL ROADSIDE VEGETATION SHALL REQUIRE MOWING A MINIMUM OF FOUR (4) FULL-WIDTH MOWING CYCLES OF RIGHT-OF-WAY PER SEASON AND TO A MINIMUM HEIGHT OF SIX INCHES (6"). SCALPING AND RUTTING BY THE CONTRACTOR SHALL BE REPAIRED AND RE-SEEDED IN ACCORDANCE WITH SECTION 908 OF THE STANDARD SPECIFICATIONS AS DETERMINED BY THE ENGINEER AT THE CONTRACTOR'S EXPENSE.

28. THE CONTRACTOR SHALL BE REQUIRED TO TRIM AROUND GUARDRAILS, TELEPHONE POLES, ELECTRIC POLES, SIGNPOSTS, DELINEATOR POSTS, AND STANDARDS AS AN INCIDENTAL PART OF THIS ITEM. GRASS AROUND THESE OBSTACLES SHALL NOT EXCEED SIX INCHES (6") IN HEIGHT. AT THE CONTRACTOR'S DISCRETION, TRIMMING MAY BE ACCOMPLISHED BY MECHANICAL MEANS OR THROUGH THE USE OF HERBICIDE(S).

29. IF THE CONTRACTOR OPTS TO UTILIZE HERBICIDE(S) TO CONTROL GRASS AROUND SUCH OBSTACLES, HE SHALL SUBMIT CURRENT LABEL(S)AND MATERIAL SAFETY DATA SHEETS REPRESENTING THE HERBICIDE(S) HE INTENDS TO USE, ALONG WITH HIS INTENDED RATE(S) OF APPLICATION, THIRTY (30) DAYS PRIOR TO THE MOWING CYCLE. HERBICIDE(S) SHALL BE APPLIED AROUND POSTS TO CREATE A TREATED AREA WITH A RADIUS OF ONE-FOOT (1') AROUND THE OBSTACLE. FOR MULTIPLE POST SIGNS, THE APPLICATION SHALL BE CONTINUOUS BETWEEN THE POSTS, EXTENDING ONE FOOT (1') TO EITHER SIDE OF THE SIGNBOARD AND ONE-FOOT (1') BEYOND THE OUTSIDE POSTS.

30. THE CONTRACTOR SHALL NOT CONDUCT MOWING OPERATIONS ON SUNDAYS OR OFFICIAL HOLIDAYS UNLESS APPROVED IN WRITING BY THE ENGINEER. NO MOWING WILL BE CONDUCTED AFTER SUNSET OR BEFORE SUNRISE, WITHOUT THE EXPRESS AND WRITTEN PERMISSION OF THE ENGINEER.

31. THE CONTRACTOR SHALL BE RESPONSIBLE TO REMOVE LITTER AND DEBRIS FROM THE MOWING AREA THAT WOULD IMPEDE THE ACTUAL MOVEMENT OR OPERATION OF MOWING EQUIPMENT OR WHICH CREATES A HAZARD TO THE MOTORING PUBLIC OR ADJACENT PROPERTIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR DISPOSAL OF ANY LITTER OR DEBRIS REMOVED.

32. THE CONTRACTOR SHALL BE RESPONSIBLE FOR NOTIFYING TRAFFIC MANAGEMENT CENTER OF THEIR DAILY OPERATIONS, PROVIDING START AND STOP TIMES AS WELL AS

STARTING AND ENDING INTERSECTIONS. THE PHONE NUMBER FOR THE TRAFFIC MANAGEMENT CENTER IS 302-659-4600 OR #77 ON A CELL PHONE.

33. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL DAMAGES INCURRED AS A RESULT OF MOWING OPERATIONS. THIS INCLUDES REPAIRING RUTS AND ROADWAY EDGES TO THEIR EXISTING CONDITION. NO CLAIMS ARE TO BE MADE AGAINST THE DEPARTMENT FOR ANY DAMAGES TO EQUIPMENT.

34. THE CONTRACTOR SHALL MOW ON THE RIGHT SIDE OF THE HIGHWAY IN EACH DIRECTION WITH THE FLOW OF TRAFFIC, AS MUCH AS PRACTICABLE.

35. GRADING OF ROADS OR ROAD/SHOULDER REPAIR ACTIVITY THAT IMPEDES OR PREVENTS MOWING OR WHICH COULD RESULT IN DAMAGE TO MOWING EQUIPMENT SHALL BE BROUGHT TO THE ATTENTION OF THE CENTRAL DISTRICT ENGINEER FOR REMEDIAL ACTION.

36. METHOD OF MEASUREMENT SHALL BE BASED BINDING ON THE ACTUAL NUMBER OF ACRES OF MOWING AS CONTAINED IN THESE PROJECT NOTES AND AS DESCRIBED UNDER "MOWING CYCLE". QUANTITIES LISTED ARE FOR BIDDING PURPOSES ONLY. IT SHALL BE THE BIDDER'S RESPONSIBILITY TO REFLECT THIS CONDITION IN THE BID AS SUBMITTED.

37. MEASURED AS PROVIDED HEREIN, THE ACRES OF MOWING WILL BE PAID FOR AT THE CONTRACT UNIT PRICE BID PER ACRE FOR MOWING, WHICH PRICE AND PAYMENT SHALL BE FULL COMPENSATION FOR MOWING, MOBILIZATION, MAINTENANCE OF TRAFFIC, SIGNS, ALL LABOR, EQUIPMENT, AND INCIDENTALS NECESSARY TO COMPLETE THE WORK.

38. PAYMENT FOR INITIAL EXPENSE SHALL BE APPORTIONED EQUALLY OVER THE THREE-YEAR CONTRACT. PAYMENT WILL BE MADE IN CONJUNCTION WITH THE PAYMENT FOR SPRING MOWING CYCLE AS DETAILED IN THESE PROVISIONS.

39. AT THE DISCRETION OF THE DEPARTMENT PRIOR TO AWARD OF THE CONTRACT, THE CONTRACTOR MAY BE REQUIRED, AND AT HIS EXPENSE, TO ASSEMBLE HIS PROPOSED EQUIPMENT AND PERSONNEL AND DEMONSTRATE TO THE SATISFACTION OF THE ENGINEER THAT HIS EQUIPMENT AND PERSONNEL MEET THE CONTRACT SPECIFICATIONS. PAYMENT FOR ANY INSPECTION SHALL BE INCIDENTAL TO THE ITEM 908507.

LOCATIONS

AREA-6 HARRINGTON

ROAD #	FROM ROAD #	TO ROAD #	ACRES OF RIGHT-OF-WAY
K424	K008	K423	1.16
K425	K423	K124	5.89
K423	K008	K120	12.38
K422	K425	K120	5.46
K410	K124	K124	2.23
K409	K008	K021	10.91
K124	K425	K408A	8.76
K414	K123	DEAD END	2.18
K412	K123	DEAD END	1.45
K413	K412	DEAD END	0.58
K411	K124	K123	2.00
K123	K019	K019	21.48
K122	DEAD END	K019A	12.74
K418	K121	K122	5.24
K419	K121	K120	7.28
K420	K124	K019	1.16
K408	K409	K008	9.20
K019	K008	K120	13.47
K121	K019	DEAD END	15.29
K417	K121	DEAD END	0.29
K120	K008	K121	9.33
K421	K019	K422	5.46
K020	K008	K408	1.00
K021	K020	SUSSEX LINE	5.80
K408A	K408	K124	3.10
		SUB-TOTAL=	163.84

LOCATIONS

AREA-7 MAGNOLIA

ROAD #	FROM ROAD #	TO ROAD #	ACRES OF RIGHT-OF-WAY
K255A	ROUTE 10	K255	0.46
K255	K255A	K110	6.67
K256	ROUTE 10	K110	7.52
K268	K110	ROUTE 12	6.30
K269	K268	MARYLAND LINE	1.75
K267	K268	K266	2.84
K266	ROUTE 12	K110	5.96
K265	ROUTE 12	K110	3.25
K264	ROUTE 12	K110	2.52
K110	MARYLAND LINE	ROUTE 12	10.67
K258	K110	K056	7.09
K257	K256	K258	4.18
K259	K258	K260	0.82
K260	K056	K110	1.19
K254	K056	ROUTE 10	2.67
K253	K056	ROUTE 10	3.76
K261	K056	DEAD END	1.73
K252	K251	K253	2.35
K251	ROUTE 10	K056	5.45
K242	ROUTE 12	K056	0.95
K262	ROUTE 12	K056	5.77
K263	ROUTE 12	K056	3.82
K056	ROUTE 12	ROUTE 10	18.62
K249	K251	K108	3.39
K248	K249	K056	6.87
K247	K246	K248	3.30
K246	ROUTE 12	ROUTE 10	10.38
K108	K246	ROUTE 10	10.07
K250	K108	ROUTE 10	0.97
		SUB TOTAL =	141.32

LOCATIONS

AREA-8 CHESWOLD (WEST SIDE/RTE.13)

ROAD #	FROM ROAD #	TO ROAD #	ACRES OF RIGHT-OF-WAY
K041	MARYLAND LINE	K454	23.39
K045	K041	K002	0.60
K039	K041	MARYLAND LINE	22.50
K065	K454	NEW CASTLE LINE	1.01
K134	K039	K065	2.90
K453	K039	K038	0.25
K038	K453	NEW CASTLE LINE	6.00
K040	K039	K041	0.99
K133	K039	NEW CASTLE LINE	1.45
K138	K039	K041	5.56
K129	K039	NEW CASTLE LINE	10.86
K126	K039	NEW CASTLE LINE	14.00
K130	K129	K126	1.59
K135	K126	NEW CASTLE LINE	0.50
K128	K126	K039	4.00
K127	K126	MARYLAND LINE	0.75
K095	K039	K041	7.27
K096	K095	K093	1.50
K093	MARYLAND LINE	MARYLAND LINE	1.50
K143	K095	K041	6.50
K140	K095	K044	6.55
K142	K140	K094	2.00
K141	K140	K094	1.75
K094	K041	K095	23.39
K139	K094	K041	5.02
K131	K094	K039	7.27
K132	K131	K044	0.93
K044	K039	K041	12.37
		SUB-TOTAL =	172.40

LOCATIONS

AREA-8 CHESWOLD (EAST SIDE/RTE. 13)

ROAD #	FROM ROAD #	TO ROAD #	ACRES OF RIGHT-OF-WAY
K009	K001	K322	19.93
K064	K076	K009	4.00
K076	K009	NEW CASTLE LINE	0.25
K082	K009	K320	6.30
K317	K082	K320	8.87
K318	K317	K082	3.64
K319	K082	K009	1.21
K320	K009	NEW CASTLE LINE	9.96
K321	K320	DEAD END	1.04
K079	K320	DEAD END	0.50
K322	NORTH DEAD END	SOUTH DEAD END	1.50
K323	K009	K011	2.42
K324	K083	K009	1.21
K25	K009	K002	8.50
K011	K012	K009	14.00
K083	K325	DEAD END	8.72
K326	K083	DEAD END	9.10
K084	K011	K002	14.28
K448	K325	K084	5.49
K012	K002	K014	12.70
K328	K329	K011	3.90
K327	K328	K085	0.36
K329	K085	DEAD END	0.66
K333	K086	K015	3.63
K335	K086	DEAD END	1.63
K336	K015	K086	1.94
K087	K086	DEAD END	5.02
K066	K015	K051	8.03
K341	K066	K016	4.36
K002A	K002	DEAD END	0.50

LOCATIONS

AREA-8 CHESWOLD (EAST SIDE/RTE. 13) CONTINUED

ROAD #	FROM ROAD #	TO ROAD #	ACRES OF RIGHT-OF-WAY
K342	K016	K066	0.97
K338	K015	DEAD END	1.69
K339	K015	DEAD END	1.33
K340	K016	K015	1.94
K089	K016	DEAD END	8.88
K016	K007	K067	8.50
K014	K002	K015	14.50
K330	K002	DEAD END	2.87
K345	K332	K02	4.50
K331	K015	K154	12.75
K088	K002	K331	7.52
K332	K014	K088	11.96
K337	K088	K015	6.30
K334	K015	K088	1.94
K085	K012	DEAD END	8.36
K015	K014	K016	30.06
K154	K002	DEAD END	2.72
K088A	K088	DEAD END	2.25
K086	K015	K015	+15.13
		SUB-TOTAL	307.82
STREETS IN WOODLAND BEACH			
	BEACH AVENUE		
	WOODLAND AVENUE		
	SMYRNA AVENUE		
	BOMBAY HOOK AVENUE		
	KENT AVENUE		
	NORTH AVENUE		
	PEARSON AVENUE		
		WOODLAND BEACH STREETS TOTAL ACRES	+0.85
		SUB- TOTAL=	308.67

LOCATIONS

TOTAL ACREAGE
AREAS 6, 7, &8

AREA 6 - HARRINGTON	163.84
AREA 7 - MAGNOLIA	141.32
AREA 8 - CHESWOLD	481.07
TOTAL ACREAGE PER CYCLE	786.23
	X 4
* TOTAL YEARLY ACREAGE	3,144.92

* TOTAL ACREAGE LISTED CONSISTS OF FOUR (4) FULL - WIDTH MOWINGS PER SEASON AS DESCRIBED UNDER MOWING CYCLE.

*****This set of plans contain 14 pages, not 21.*****

Title: MOWING CENTRAL, CY 17-19

IV. BID QUOTATION REPLY SECTION

Please fill out the attached forms fully and completely and return with your bid in a sealed envelope clearly displaying the contract number, by the date and time bids will be opened.

Bids shall be submitted to:

State of Delaware
DEPARTMENT OF TRANSPORTATION
Administration Building
Contract Administration
800 Bay Road, Dover, DE 19901

PUBLIC BID OPENINGS

The public bid opening insures the citizens of Delaware that contracts are being bid fairly on a competitive basis and comply with Delaware procurement laws. The agency conducting the opening is required by law to publicly open the bids at the time and place specified and the contract shall be awarded within thirty (30) days thereafter. The main purpose of the bid opening is to reveal the name(s) of the bidders(s), not to serve as a forum for determining the apparent low bidders. The disclosure of additional information, including prices, shall be at the discretion of the contracting agency until such time that the responsiveness of each bid has been determined.

After receipt of a fully executed contract(s), the Delaware public and all bidders are invited to make an appointment with the contracting officer in order to review pricing and other non-confidential information.

NOTE: ONLY THE BIDDER'S NAME MAY BE READ AT THE BID OPENING

STATE OF DELAWARE
Department of Transportation

Informational Document- Sample Report 1.

STATE OF DELAWARE
MONTHLY USAGE REPORT

FOR ILLUSTRATION PURPOSES ONLY

State of Delaware

Monthly Usage Report

Supplier Name:	Insert Contract No.	**Report Start Date:**	
Contact Name:		**Report End Date:**	
Contact Phone:		**Today's Date:**	

Agency Name or School District	Division or Name of School	Budget Code	UNSPSC	Item Description	Contract Item Number	Unit of Measure	Qty	Contract Proposal Price/Rate	Total Spend
									$0.00
									$0.00
									$0.00
									$0.00
									$0.00
									$0.00
									$0.00
									$0.00
									$0.00
									$0.00
									$0.00
									$0.00

SAMPLE

Note: A copy of the Usage Report will be sent by electronic mail to the Awarded Vendor. The report shall be submitted electronically in **EXCEL** and sent as an attachment to vendorusage@state.de.us. It shall contain the six-digit department and organization code for each agency and school district.

STATE OF DELAWARE
Department of Transportation

Informational Document- Sample Report 2.

FOR ILLUSTRATION PURPOSES ONLY

State of Delaware

Subcontracting (2nd tier) Quarterly Report

Prime Name:							**Report Start Date:**											
Contract Name/Number							**Report End Date:**											
Contact Name:							**Today's Date:**											
Contact Phone:							*Minimum Required		Requested detail									
Vendor Name*	**Vendor TaxID***	**Contract Name/ Number***	**Vendor Contact Name***	**Vendor Contact Phone***	**Report Start Date***	**Report End Date***	**Amount Paid to Subcontractor***	**Work Performed by Subcontractor UNSPSC**	**M/WBE Certifying Agency**	**Veteran/Service Disabled Veteran Certifying Agency**	**2nd tier Supplier Name**	**2nd tier Supplier Address**	**2nd tier Supplier Phone Number**	**2nd tier Supplier email**	**Description of Work Performed**	**2nd tier Supplier Tax Id**	**Date Paid**	

SAMPLE

Note: A copy of the Subcontracting Quarterly Report will be sent by electronic mail to the Awarded Vendor.

Completed reports shall be saved in an Excel format, and submitted to the following email address: vendorusage@state.de.us

Informational Document- 3.

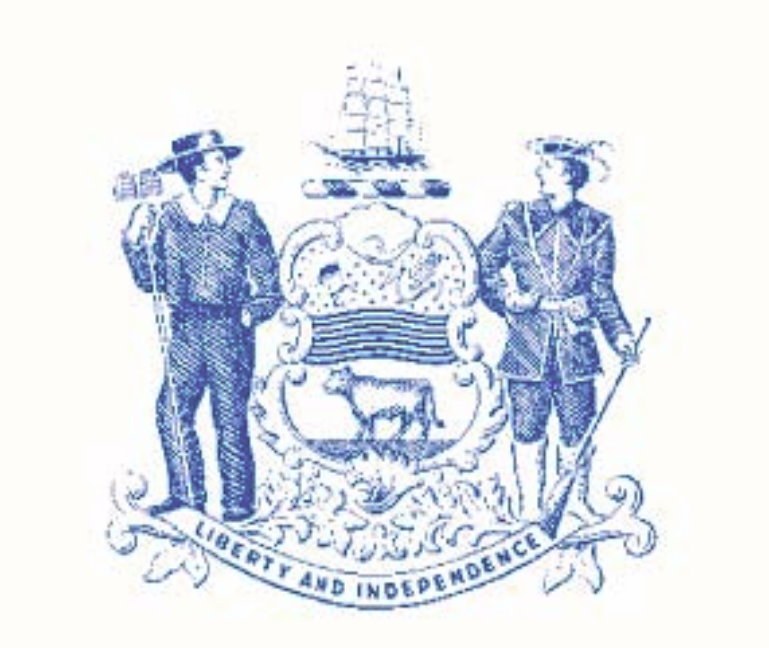
State of Delaware

Office of Supplier Diversity
Certification Application

The most recent application can be downloaded from the following site:
http://gss.omb.delaware.gov/osd/certify.shtml

Submission of a completed Office of Supplier Diversity (OSD) application is optional and does not influence the outcome of any award decision.

The minimum criteria for certification require the entity must be at least 51% owned and actively managed by a person or persons who are eligible: minorities, women, veterans, and/or service disabled veterans. Any one or all of these categories may apply to a 51% owner.



Complete application and mail, email or fax to:

Office of Supplier Diversity (OSD)
100 Enterprise Place, Suite 4
Dover, DE 19904-8202
Telephone: (302) 857-4554 Fax: (302) 677-7086
Email: osd@state.de.us
Web site: http://gss.omb.delaware.gov/osd/index.shtml

THE OSD ADDRESS IS FOR OSD APPLICATIONS ONLY.
NO BID RESPONSE PACKAGES WILL BE ACCEPTED BY THE OSD.

Informational Document- 4.

NO BID REPLY FORM

To assist us in obtaining good competition on our Request for Bids, we ask that each firm that has received an invitation, but does not wish to bid, state their reason(s) below and return in a clearly marked envelope displaying the contract number. This information will not preclude receipt of future invitations unless you request removal from the Bidder's List by so indicating below, or do not return this form or bona fide bid.

Unfortunately, we must offer a "No Bid" at this time because:

_____ 1. We do not wish to participate in the bid process.

_____ 2. We do not wish to bid under the terms and conditions of the Request for Bid document. Our objections are:

_____

_____

_____ 3. We do not feel we can be competitive.

_____ 4. We cannot submit a Bid because of the marketing or franchising policies of the manufacturing company.

_____ 5. We do not wish to sell to the State. Our objections are: _____

_____

_____ 6. We do not sell the items/services on which Bids are requested.

_____ 7. Other:_____

_____ _____
FIRM NAME SIGNATURE

Informational Document- 5.

PROPOSAL REPLY REQUIREMENTS

The response should contain at a minimum the following information:

1. One (1) complete, signed and notarized copy of the non-collusion agreement (See Attachment A). **MUST HAVE ORIGINAL SIGNATURES AND NOTARY MARK**

2. Bid Bond paperwork (See Attachment B) or certified check as required.

3. One (1) complete and signed copy of the Subcontractor Information Form (See Attachment C) for each subcontractor – only provide if applicable.

4. One (1) completed Business Reference form (See Attachment D) – please provide references other than State of Delaware contacts. Form must be included.

5. One (1) completed Confidential Information form (See Attachment E) – please check box if no information provided will be considered confidential or proprietary. Form must be included.

6. One (1) paper copy of the properly completed **Bid Form**. (See Attachment F)

7. NUMBER OF COPIES WITH MAILING OF PROPOSAL:

To be considered, all proposals must be submitted in writing and respond to the items outlined in this ITB. The State reserves the right to reject any non-responsive or non-conforming proposals. Each proposal must be submitted with the above required forms and submittals. Paper copies must contain original signatures.

The items listed above provide the basis for evaluating each vendor's proposal. **Failure to provide all appropriate information may deem the submitting vendor as "non-responsive" and exclude the vendor from further consideration.** If an item listed above is not applicable to your company or proposal, please make note in your submission package.

STATE OF DELAWARE
Department of Transportation
Contract No. DOT1707-MOWING_CENTRAL
Contract Title: MOWING CENTRAL, CY 17-19

Attachment: A

NON-COLLUSION STATEMENT

This is to certify that the undersigned bidder has neither directly nor indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this bid submitted this date to the Department of Transportation.

It is agreed by the undersigned bidder that the signed delivery of this bid represents the bidder's acceptance of the terms and conditions of this solicitation including all specifications and special provisions.

NOTE: Signature of the authorized representative **MUST** be of an individual who legally may enter his/her organization into a formal contract with the State of Delaware, Department of Transportation.

	Corporation
	Partnership
	Individual

COMPANY NAME _____ (Check one)

NAME OF AUTHORIZED REPRESENTATIVE _____

SIGNATURE _____ TITLE _____

COMPANY ADDRESS _____

PHONE NUMBER _____ FAX NUMBER_____

EMAIL ADDRESS _____

FEDERAL E.I. NUMBER _____ STATE OF DELAWARE LICENSE NUMBER_____

COMPANY CLASSIFICATIONS: CERT. NO.: _____	Certification type(s)	Circle all that apply
	Minority Business Enterprise (MBE)	Yes No
	Woman Business Enterprise (WBE)	Yes No
	Disadvantaged Business Enterprise (DBE)	Yes No
	Veteran Owned Business Enterprise (VOBE)	Yes No
	Service Disabled Veteran Owned Business Enterprise (SDVOBE)	Yes No

[The above table is for informational and statistical use only.]

PURCHASE ORDERS SHOULD BE SENT TO:
(COMPANY NAME) _____

ADDRESS _____

CONTACT _____

PHONE NUMBER _____ FAX NUMBER _____

EMAIL ADDRESS _____

AFFIRMATION: Within the past five years, has your firm, any affiliate, any predecessor company or entity, owner, Director, officer, partner or proprietor been the subject of a Federal, State, Local government suspension or debarment?
YES _____ NO _____ if yes, please explain _____

THIS PAGE SHALL BE SIGNED, NOTARIZED AND RETURNED FOR YOUR BID TO BE CONSIDERED

SWORN TO AND SUBSCRIBED BEFORE ME this _____ day of _____, 20 _____

Notary Public _____ My commission expires _____

City of _____ County of _____ State of _____

Attachment: B

10% BOND TO ACCOMPANY PROPOSAL
(NOT NECESSARY IF CERTIFIED CHECK IS USED) OR BOND IS WAIVED

KNOW ALL MEN BY THESE PRESENTS That _____ of _____ of the County of _____ and State of _____principal, and _____ of _____ of the County of _____ and the State of _____ as surety, legally authorized to do business in the State of Delaware, are held and firmly bound unto the State of Delaware in the sum of _____ Dollars or _____ per cent (not to exceed _____ Dollars) of amount bid on Contract No. _____ to be paid to said State of Delaware for the use and benefit of the _____ of said State, for which payment well (hereinafter referred to as Agency) and truly to be made, we do bind ourselves, our and each of our heirs, executors, administrators, and successors, jointly and severally for and in the whole, firmly by these presents.

NOW THE CONDITION OF THIS OBLIGATION IS SUCH That if the above bounden principal _____ who has submitted to said Agency of the State of Delaware, a certain proposal to enter into a certain contract to be known as Contract No._____, for the furnishing of certain products and/or services within the said State of Delaware shall be awarded said Contract No. _____, and if said _____ shall well and truly enter into and execute said Contract No. _____ and furnish therewith such surety bond as may be required by the terms of said contract and approved by said Agency, said contract and said bond to be entered into within twenty days after the date of official notice of the award thereof in accordance with the terms of said proposal, then this obligation to be void or else to be and remain in full force and virtue.

Sealed with _____ seal and dated this _____ day of _____ in the year of our Lord two thousand and _____ (20___).

SEALED AND DELIVERED IN THE
Presence of _____ _____ (Seal)
Name of Bidder (Principal)

Witness

_____ BY _____ (Seal)

Corporate
Seal

_____
Title

_____ BY _____ (Seal)
Name of Surety

_____ (Seal)

_____
Title

Attachment: C

SUBCONTRACTOR INFORMATION FORM

PART I – STATEMENT BY PROPOSING VENDOR		
1. CONTRACT NO.	2. Proposing Vendor Name:	3. Mailing Address
4. SUBCONTRACTOR		
a. NAME	4c. Company OSD Classification: Certification Number: _____	
b. Mailing Address:	4d. Women Business Enterprise ☐ Yes ☐ No 4e. Minority Business Enterprise ☐ Yes ☐ No 4f. Disadvantaged Business Enterprise ☐ Yes ☐ No 4g. Veteran Owned Business Enterprise ☐ Yes ☐ No 4h. Service Disabled Veteran Owned Business Enterprise ☐ Yes ☐ No	
5. DESCRIPTION OF WORK BY SUBCONTRACTOR		
6a. NAME OF PERSON SIGNING	7. BY (*Signature)*	8. DATE SIGNED
6b. TITLE OF PERSON SIGNING		
PART II – ACKNOWLEDGEMENT BY SUBCONTRACTOR		
9a. NAME OF PERSON SIGNING	10. BY (*Signature*)	11. DATE SIGNED
9b. TITLE OF PERSON SIGNING		

Attachment: D

BUSINESS REFERENCES

List a minimum of three business references, including the following information:

- Business Name and Mailing address
- Contact Name and phone number
- Number of years doing business with
- Type of work performed

Please do not list any State Employee as a business reference. If you have held a State contract within the last 5 years, please list the contract.

1.	**Contact Name & Title:**	
	Business Name:	
	Address:	
	Email:	
	Phone # / Fax #:	
	Current Vendor (YES or NO):	
	Years Associated & Type of Work Performed:	

2.	**Contact Name & Title:**	
	Business Name:	
	Address:	
	Email:	
	Phone # / Fax #:	
	Current Vendor (YES or NO):	
	Years Associated & Type of Work Performed:	

3.	**Contact Name & Title:**	
	Business Name:	
	Address:	
	Email:	
	Phone # / Fax #:	
	Current Vendor (YES or NO):	
	Years Associated & Type of Work Performed:	

STATE OF DELAWARE PERSONNEL MAY NOT BE USED AS REFERENCES.

Attachment: E

CONFIDENTIALITY FORM

☐ **By checking this box**, the Vendor acknowledges that they are not providing any information they declare to be confidential or proprietary for the purpose of production under 29 Del. C. ch. 100, Delaware Freedom of Information Act.

Confidentiality and Proprietary Information

Note: Add additional pages as needed.

DELAWARE DEPARTMENT OF TRANSPORTATION
SCHEDULE OF ITEMS

Attachment: F

CONTRACT ID: DOT1707.01 PROJECT(S): DOT1707

** ALL COLUMNS MUST BE COMPLETED AS INDICATED **
ALL FIGURES MUST BE TYPEWRITTEN OR HANDWRITTEN LEGIBLY IN INK

CONTRACTOR :_____

LINE NO	ITEM DESCRIPTION	APPROX. QUANTITY AND UNITS	UNIT PRICE DOLLARS	UNIT PRICE CTS	BID AMOUNT DOLLARS	BID AMOUNT CTS
SECTION 0001 Category 0001						
0010	763510 PERFORMANCE AND PAYMENT BOND	LUMP	LUMP		3200.00	
0020	908507 MOWING, FULL WIDTH	LUMP	LUMP			
	SECTION 0001 TOTAL					
	TOTAL BID					

BREAKOUT SHEET INSTRUCTIONS

BREAKOUT SHEET(S) MUST BE SUBMITTED EITHER WITH YOUR BID DOCUMENTS; OR WITHIN SEVEN (7) CALENDAR DAYS FOLLOWING THE BID DUE DATE BY THE LOWEST APPARENT BIDDER.

BREAKOUT SHEETS ARE TO BE SUBMITTED TO DELDOT'S CONTRACT ADMINISTRATION AS SHOWN BELOW. BREAKOUT SHEETS CANNOT BE CHANGED AFTER AWARD. THE DEPARTMENT WILL REVIEW THE FIGURES SUBMITTED ON THE BREAKOUT SHEET(S) TO ENSURE THEY MATCH THE RESPECTIVE LUMP SUM BID AMOUNT(S). MATHEMATICALLY INCORRECT BREAKOUT SHEETS WILL BE RETURNED FOR IMMEDIATE CORRECTION.

BREAKOUT SHEETS MAY BE SUBMITTED;

VIA E-MAIL TO: **DOT-ASK@STATE.DE.US**
SUBJECT: **T201580202.01 Breakout Sheet**

OR MAILED TO: **DELDOT**
CONTRACT ADMINISTRATION
PO BOX 778, DOVER, DE 19903

'BREAKOUT SHEET' AND THE PROJECT NUMBER MUST APPEAR ON THE ENVELOPE.

BREAKOUT SHEET - 1 **CONTRACT NO. DOT1707**
ITEM 908507 - MOWING, FULL WIDTH

ITEM NO.	YEAR	APPROX. QTY.	UOM	UNIT PRICE	AMOUNT
1	2017	3,144.92	ACRE	$	$
2	2018	3,144.92	ACRE	$	$
3	2019	3,144.92	ACRE	$	$

TOTAL ITEM 908507 - MOWING, FULL WIDTH $_____
(LUMP SUM BID PRICE FOR ITEM 908507 - MOWING, FULL WIDTH)