

# PAUPACKAN LAKE ASSOCIATION

## INVITATION TO BID

### GENERAL ROAD MAINTENANCE SERVICES

**Bid Notice Date: September 22, 2023**

**Bid End Date: October 15, 2023**

Anticipated Start Date: January 1, 2024

## CONTACT

**128 SHERIDAN ROAD**

**HAWLEY, PA 18428**

**[PLA.AELLISON@GMAIL.COM](mailto:PLA.AELLISON@GMAIL.COM)**

**845-489-5726**

Project Manager:

Ann Ellison

Paupackan Lake Association (PLA) hereby requests bids for general maintenance for our roads and community properties for the 2024 calendar year.

**Summary** – PLA is seeking services to maintain the 17 miles of road, parking lots, storm water drainage routes, 5 boat basins, a community building, pavilion, beach, swimming area, park area, and maintenance shed. Bidders are encouraged to make an appointment to become familiar with the community.

**Terms** - As an HOA, PLA has budgetary constraints so services will be needed on-demand (not automatically performed maintenance). To understand our requirements - PLA Committees monitor the properties. For any maintenance that may be needed, the Board or Committee then requests a cost estimate from our contracted service provider. The Board then votes for approval of funds. On approval, work is scheduled and then executed within a 2-week timeframe. Submitted invoices will be paid within 20 days, subject to satisfaction of work.

PLA retains the option of having volunteers perform some services.

The ITB is open to PLA residents in good standing, having no outstanding dues, fines or penalties with the association.

**Bids shall be accepted via email until 5pm on October 15, 2023. Emails should be sent to [pla.aellison@gmail.com](mailto:pla.aellison@gmail.com) and [pla-president@echoes.net](mailto:pla-president@echoes.net).**

Services (please check off services that can be provided):

- 1. Remove debris (tree limbs) from roads.
- 2. Clear debris from ditches and culverts.
- 3. Provide leaf vacuum services.

# PAUPACKAN LAKE ASSOCIATION

- \_\_\_ 4. Maintain street signs (install new posts/signs or replace damaged posts/signs)
- \_\_\_ 5. Mow road shoulders.
- \_\_\_ 6. Clear berm from sides of road.
- \_\_\_ 7. Weed whack or mow ditches to facilitate drainage.
- \_\_\_ 8. Inspect and clear catch basins.
- \_\_\_ 9. Define ditches (dredging/digging) for clear path for storm water runoff.
- \_\_\_ 10. Clean and fill potholes with asphaltic material. Permanent pothole patching shall include cutting edges back at least 3 inches from distress, removing all loose debris and standing water, excavation to a depth of 3 inches, placing of 3 inches of hot mix asphalt, compaction, and sealing of the edges. Temporary Cold Weather (below 40 degrees F) pothole patching shall include removing all loose debris and standing water and placement of cold patch material.
- \_\_\_ 11. Paint speed bumps and stop sign lines. Line parking lot. Paint crosswalks.
- \_\_\_ 12. Deliver fill, stone or sand.

**Term of Contract** – PLA seeks a 1-year commitment from January 1, 2024 to December 31, 2024, with the opportunity to extend the contract if fully agreed upon by both parties. Prices remain firm throughout for first year's contract. Second year pricing will be negotiated.

- All bids must be submitted by October 15, 2023.
- The signed contract will include all agreed upon modifications to the ITB.
- Insurance Certificates are required with a minimum coverage of \$1,000,000 for property damage and personal injury.
- The Contractor will be responsible and shall restore at its expense any and all damage to PLA or private properties.
- PLA and its employees and volunteers will not be liable in any way for injury or damage done during snow removal operations under this contract.
- All work shall be performed to PLA standards.
- PLA is not restricted to the lowest bidder. Selection is based on judgment of qualifications of contractor, quality of product/services, and best value to PLA.
- Breaching party to the contract shall be liable for court costs, all damages and attorney fees that an arbitrator can award.
- Any dispute in regards to this contract shall be submitted to binding arbitration in Wayne County, Pennsylvania. The contractor and the Association's legal counsel shall agree upon an attorney as the arbitrator from Wayne County, Pennsylvania and the costs of the arbitrator shall be shared equally between the parties.

# PAUPACKAN LAKE ASSOCIATION

- All disputes shall be submitted to arbitration within sixty (60) days of request for arbitration, unless extended in writing by the parties.
- **All questions will be by email to Ann Ellison ([pla.aellison@gmail.com](mailto:pla.aellison@gmail.com)).**
- **Pre-bid meetings are encouraged.**
- **Please submit bids (all pages of this form) to Ann Ellison ([pla.aellison@gmail.com](mailto:pla.aellison@gmail.com)) and copy Chuck Marsh ([pla-president@echoes.net](mailto:pla-president@echoes.net)) by email no later than 5:00 PM, October 15, 2023.**
- **Letter of Acceptance will be sent to approved Contractor by November 1, 2023.**

# PAUPACKAN LAKE ASSOCIATION

## Bid Form

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

Project Manager: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Date \_\_\_\_\_

### Hourly Bid Proposed Rates:

Equipment/Service	Hourly Rate

# PAUPACKAN LAKE ASSOCIATION

**References:**

Reference Name	Phone	Email

**Name other Services provided by Contractor, for consideration by PLA:**

Service	Hourly Rate