



TOWNSHIP OF WEST ORANGE

25 LAKESIDE AVENUE, WEST ORANGE, N.J. 07052

DEPARTMENT OF PUBLIC WORKS

ROBERT D. PARISI

Mayor

Tel: (973) 325-4160

Fax: (973) 669-9588

Email: Engineering@westorange.org

LEONARD R. LEPORE

Director, Municipal Engineer

March 9, 2022

Mayor and Township Council
Municipal Building
66 Main Street
West Orange, New Jersey 07052

RE: **AWARD OF SERVICE CONTRACT**
THE MAINTENANCE OF VARIOUS TOWNSHIP
OWNED PARCELS- 2022

Mayor Parisi, Council President McCartney, and Council Members:

On February 3, 2022 the Township advertised for bids, as required by the Local Public Contracts Law, for the service contract entitled "2022 The Maintenance of Various Township Owned Parcels, Including Turf Maintenance, Litter and Debris Collection, Weed Control and Fall Leaf Collection and Disposal". This advertisement was pursuant to the appropriation in the operating budget of the Department of Public Works for grounds maintenance by a private contractor.

A total of two contractors purchased bid documents, but only one bid was received on March 3, 2022.

In preparing the specifications and bid documents, we divided the work associated with grounds maintenance into seven major tasks as follows with Task A divided into four sub tasks:

- A.
 1. **Turf maintenance** including cutting, edging and trimming.
 2. **Litter and debris collection** (including disposal) in turf areas, plant beds, play equipment areas, driveway, parking areas, pathway and sidewalks, tree beds and tree wells.
 3. **Weed control** including chemical applications in plant beds, tree beds and wells, driveways, parking areas, pathways and sidewalks, public sidewalks and curb lines and play equipment.
 4. **Leaf collection** and disposal.
- B. **Maintenance of shrubs and beds for trees, shrubs and flowers** including fertilizing, pruning, shearing and mulching.
- C. **Chemical and fertilizer applications** during three seasons.
- D. **Final fall cleanup** in December of all leaves and debris.

- E. **Weed control** along public curb lines, sidewalks and traffic islands in the Downtown Special Improvement District.
- F. **Property clean up and maintenance** for parcels not specified in the bid documents with services bid on an hourly basis.
- G. **Maintaining Mulch** in all shrub, tree and flower bed areas.

Tasks A-3, C and E of particular importance since special certifications are required for the applications of pesticides, fertilizers and weed deterrent products. Weed deterrent products such as "Roundup" which can be applied by a homeowner at their residence, cannot be used by the Township on its properties and streets without certifications issued by the New Jersey Department of Environmental Protection. Personnel in the Department currently do not have those certifications.

In addition to identifying the seven tasks, the parcels to be maintained were identified. They were divided into three categories by size: large, medium and small. A total of 111 parcels were identified ranging in size from O'Connor Park to the St. Cloud School path off Lenox Terrace. A list of all parcels is attached.

In preparing the Proposal Form a Base Bid was specified as the costs of providing the services to perform the tasks included in A above for **all parcels** listed. Alternate 1B were costs for the tasks in B above for **all parcels**. Alternates 1C and 1D were costs for the tasks in C and D above respectively for **all parcels**.

In the event sufficient funds were not available to award all tasks for all parcels (the Base Bid plus Alternates 1B, 1C and 1D), other Alternate Bids were specified based on parcel size. Alternates 2A, 2B, 2C and 2D were for the costs associated with providing the services required to perform Task A (Alternate 2A), Task B (Alternate 2B), Task C (Alternate 2C) and Task D (Alternate 2D) for the large parcels only. A similar breakdown of Alternates was provided for the medium size parcels (Alternates 3A thru 3D) and the small parcels (Alternates 4A thru 4D). The prices bid for the Base Bid and all Alternates, except Alternates 5 and 7 were lump sum prices. Alternate 5 for weed control was bid on a linear foot basis with a 1000 foot minimum per application. Alternate 6 for specific property services was bid on an hourly basis. Alternate 7 for mulch maintenance was bid on a cubic yard basis. Also, an Alternate No. 8 was added for the maintenance of 10 Rooney Circle. This will be when directed and the cost prorated.

Costs were requested for a one-year period beginning April 1, 2022 and ending November 30, 2022 with the final fall cleanup extending into early December. In addition to the costs for all alternates for the period described above, contract costs were requested for a second and third year.

In 2019 a contract was awarded for the period April 1, 2019 through November 30, 2019 with two one-year extensions for all parcels for Task A- Turf Maintenance Litter and Debris Collecting, Weed Control and Leaf Collection, Task B – Maintenance of Shrubs and Beds for Trees, Shrubs and Flowers, Task C – Chemical and Fertilizer Applications. The lowest bidder for this work was D'Onofrio & Son, Inc., Landscaping of Maplewood, New Jersey whose bid totaled \$141,150.00. They were awarded a contract for those three tasks and an allowance for Task 7 – Maintaining Mulch, of \$4,750 bring their total contract to \$145,900.00.

Now, I recommend D'Onofrio & Son, Inc., Landscaping be awarded a contract for all parcels for Task A, the Base Bid, Task B Alternate 1B-1, Task C, Alternate 1C-1, Task D, Alternate 1D-1 and an allowance of \$6,000.00 for Task G Alternate 7-1. The four - Base Bid, Alternate 1B-1, Alternate 1C-1 and Alternate 1D-1 total \$170,300.00. With the allowance for Task G, Alternate 7-1 and Alternate 8-1 the contract award will be \$184,500.00 for the period beginning April 1, 2022 and ending November 30, 2022.

Additionally, since D'Onofrio & Son maintained these costs for years two and three, I recommend they be awarded the option to extend this contract into 2023 and 2024.

Also, under Alternate 6-1 property cleanup and maintenance of unspecified properties D'Onofrio and Son, Inc., Landscaping bid the following hourly rates for the following services: Initial Property Cleanup - \$95/hr; Weekly Maintenance \$95/hr; Biweekly Maintenance \$95/hr and Fall Cleanup \$110/hr. I recommend this Alternate be awarded also.

Their bid is summarized as follows:

1. Base Bid - 1 - Turf Maintenance, Litter & Debris Collection, Weed Control, Leaf Collection All Parcels	\$103,150.00
2. Alternate 1B - 1 Maintenance of Shrubs & Beds for Trees, Shrubs and Flowers All Parcels	\$ 10,700.00
3. Alternate 1C - 1 Chemical & Fertilizer Application All Parcels	\$ 36,950.00
4. Alternate 1D-1 Final Fall Clean-up	\$ 19,500.00
5. Alternate 7 - 1 Maintain Mulch in Beds (Allowance @ \$60 per cubic yard)	\$ 6,000.00
6. Alternate 8-1 10 Rooney Circle Prorated when directed	\$ 8,200.00
TOTAL	\$184,500.00

7. Alternate 6-1 Property Cleanup and Maintenance of unspecified properties:
- | | |
|--------------------------|-----------|
| Initial Property Cleanup | \$95/hr. |
| Weekly Maintenance | \$95/hr. |
| Biweekly Maintenance | \$95/hr. |
| Fall Cleanup | \$110/hr. |

Pesticide application in the SID areas will be performed by others or rebid.

A Resolution of Award is attached, and should you have any questions please contact me.

Very truly yours,
Leonard R. Lepore
 Leonard R. Lepore, Municipal Engineer
 Director of Public Works

LRL/tb

cc: John Gross
 Richard D. Trenk
 Kenneth Kayser
 Joseph Pelose
 D'Onofrio & Son, Inc. Landscaping