



State of New Jersey

DEPARTMENT OF THE TREASURY
DIVISION OF ADMINISTRATION
NEW JERSEY PUBLIC BROADCASTING AUTHORITY
P. O. Box 777
TRENTON, NEW JERSEY 08625-0777

Telephone (609) 777-5000 / Facsimile (609) 633-2920

PHILIP D. MURPHY
Governor

TAHESHA L. WAY
Lt. Governor

ELIZABETH MAHER MUOIO
State Treasurer

RICHARD WILLIAMS
Executive Director

March 27, 2024

NOTICE OF BID PROPOSAL

LAWN CARE SERVICES FOR MULTIPLE LOCATIONS

The New Jersey Public Broadcasting Authority (“NJPBA”) is inviting quotes from qualified bidders known to be experienced and regularly engaged in lawn care work for lawn care services including spring clean-up, grass mowing, weed control application, and brush cutting for the following locations:

1. LAWRENCE: 301 Grovers Mill Road, Lawrence Township, Mercer County.
2. WATERFORD: 1647 Arrowhead Drive, Waterford Township, Camden County.

Quotes will be evaluated and awarded for each location separately. **Bidders can quote on either one or both of the sites.**

SCOPE OF WORK

The successful bidder(s) must furnish all labor, tools, supplies, and equipment required to perform the services described below. The successful bidder(s) must be able to provide all services required at each site: grass mowing, grass trimming, weed control, and brush cutting.

- A. Spring Clean-up: Spring clean-up includes: first grass mowing of season; first weed control application of season; removal of accumulated debris from around fence lines, guy anchor cage enclosures, equipment located inside compound, and grass areas. Tree debris can be removed to the woods.
- B. Grass Mowing: Grass areas surrounding the gated compound and guy wire paths must be mowed bi-weekly during the mowing season (April-October) except during drought periods when the schedule may vary at the NJPBA's discretion. Grass areas along access roads should be mowed up to the brush/tree line on a monthly basis during the mowing season.
- C. Trimming: All grass and weeds around compound perimeter fencing, inside compound, around entrance sign posts, and around guy wire anchor enclosures must be trimmed monthly using hand held trimmers where appropriate.

D. Weed Control: Weed control product must be applied to compound perimeter fencing, inside compound where needed, and inside guy wire anchor enclosures on a monthly basis.

E. Brush Cutting: All vines and vegetation between grass areas and the tree line must be cut back two times per year, in late spring (May-June) and late summer (September-October). Note that both locations are situated in or near wooded areas.

F. MSDS Required: The Material Safety Data Sheet (“MSDS”) for the weed control product(s) being used must be supplied to the NJPBA before the first weed control application for each site. The NJPBA will be responsible for posting the MSDS.

MINIMUM QUALIFICATIONS

Bidders must provide the name, address, and contact telephone number of at least two recent customers for which the bidder has provided lawn care services similar in size and scope to this scope of work. The NJPBA reserves the right to contact those customers to verify the information the bidders provide.

Upon award, the successful bidder(s) must complete a NJSTART Profile, Business Registration, and Affirmative Action form online. The successful bidder must also complete and submit the following forms, which will be provided by the NJPBA upon award:

- Certificate of Insurance
- Disclosure of Investigations form
- Disclosure of Investment Activities of Iran form
- Ownership Disclosure form
- MacBride Principles form
- Source Disclosure form
- Vendor Certification and Disclosure of Political Contribution Chapter 51 form
- Political Contribution Disclosure Chapter 271 form

BID PROCESS

Voluntary, on-site, pre-bid meetings are scheduled as follows:

LAWRENCE: Wednesday, April 3, 2024 at 9:00 – 10:00 AM

WATERFORD: Thursday, April 4, 2024 at 9:00 – 10:00 AM

Please notify the NJPBA at nichol.gee@treas.nj.gov if a representative from your company will attend.

Pre-bid questions should be sent to Nichol R. Gee at nichol.gee@treas.nj.gov. All responses will be posted to our website at <http://www.state.nj.us/treasury/njpba/proposal.shtml>. Bidders are responsible for checking the website for updated information.

Bids must be submitted in the format attached. Pricing should be listed as per service per location. **Bid responses are due on Wednesday, April 17, 2024,** to Nichol R. Gee at nichol.gee@treas.nj.gov. The NJPBA will award the contract(s) to the responsible bidder(s) whose proposal is most advantageous to the State, with price, expertise, and other factors considered.

After the contract(s) is awarded, and upon receipt of the required documents listed above from the successful bidder(s), a purchase order(s) will be issued for services through June 30, 2024. If performance is satisfactory, a second purchase order(s) will be issued at the start of the new fiscal year (July 2024) for the remainder of the mowing season.

NJPBA LAWN SERVICES QUOTE SHEET
2024

Service Description	Frequency	LAWRENCE			WATERFORD		
		Price per service	Annual Quantity	Annual Total	Price per service	Annual Quantity	Annual Total
Spring clean up	Once per year	\$	1	\$	\$	1	\$
Grass mowing	Bi-weekly	\$	14	\$	\$	14	\$
Trimming	Monthly	\$	7	\$	\$	7	\$
Weed control application	Monthly	\$	7	\$	\$	7	\$
Brush cutting	Twice per year	\$	2	\$	\$	2	\$
TOTAL				\$			\$

Company Name & Address

**Quotes will be evaluated and awarded for each location separately.
Bidders can complete quote on either one or both sites.**

Contact Name

Signature

Contact Phone & Email

Date