

Town of Jerusalem

Lawn Maintenance Services Needed

The Town of Jerusalem is seeking providers for lawn maintenance services on an as needed basis for code enforcement cases.

Pick up application documents at: Town Offices
3816 Italy Hill Road
Branchport, NY

Application Deadline: 12 PM, Monday, August 1, 2024

The Town of Jerusalem is seeking interested parties to provide lawn maintenance services for code enforcement cases on a rotational on-call basis.

Scope of Work: Mowing and clean-up of any lot in the Town of Jerusalem, on an as-needed basis, following failure of the owner to do so. This work will be accomplished to keep growth of grass and weeds less than ten (10) inches in height in accordance with Town of Jerusalem Code, Chapter 118, Property Maintenance.

Insurance Requirements:

Prior to commencing any work in the Town of Jerusalem, all contractors and their sub-contractors shall obtain, at their own expense, general liability insurance. The Town shall be listed as an additional insured on the liability policy. Proof of such coverage, workers compensation and disability insurance (or exemption) are required and must be filed with the Town of Jerusalem office (3816 Italy Hill Road Branchport, NY 14418) prior to any work being assigned.

Mowing and clean up:

- Mowing and clean up may be accomplished by use of a lawn mower, weed eater, or other means as approved by the Code Enforcement Officer or a designated representative.
- Mowing and clean-up will commence as soon as possible but no later than forty-eight (48) hours after notification of need by the Code Enforcement Officer or his/her designated representative.
- Weeds, grass, etc. must be entirely cleaned up and removed.
- The contractor will be responsible for protecting all work areas to prevent injuries to the public or adjacent properties.

Expectations:

- No mowing and clean-up will occur on weekends or Town designated holidays without prior approval from the Code Enforcement Officer or designated representative.
- There are risks associated with code enforcement cleanups, such as unknown debris, stumps, and trash hidden in tall grass or weeds. It is the contractor's responsibility to determine the safest approach to cleaning the property. The Town of Jerusalem is not liable for any damage to contractor equipment.
- Following notice to the property owner and failure to comply, the Code Enforcement Officer or designated representative will issue a request and forward to the contractor via fax or email. The originals will be given to the contractor after the site inspection.

- Contractor shall upon arrival and departure from the jobsite take photographs of the jobsite with a camera that provides a date and time stamped photograph to validate the work that was completed.
- Site inspection will occur after the contractor has finished all mowing and cleanup work; the Code Enforcement Officer or a designated representative will inspect jobsite for completion of work and initial the work request.
- The contractor is responsible for the protection of the grounds, sidewalk, structures, etc. from damage caused by their operations, and must repair any damage to the satisfaction of the Code Enforcement Officer or designated representative. When damage is identified upon inspection of site, repairs are to be completed in a timely manner as determined by representative and contractor. If contractor fails to make adequate repairs in the agreed upon time frame the Town of Jerusalem will repair all damages and bill the contractor all necessary costs encumbered to make these repairs. No further work will be assigned until all outstanding repairs are made and/or paid for.
- Should the contractor fail to complete the mowing and yard clean up in the allotted forty-eight (48) hour period the Town reserves the right to rescind the work order and offer it to another contractor.
If work is not done to the satisfaction of the Code Enforcement Officer or designated representative, the contractor will be given 24 hours to remedy the situation or the work order will be rescinded and offered to another service provider with no payment due.
- A copy of the completed work request will be kept on file at the Town office.
- Invoices shall be submitted monthly by the 2nd Friday and shall include a detailed list of dates and times of the work performed, the locations of such work and the before and after photographs of each jobsite. Invoice payments will be sent out monthly within 7 days of the Town Board Meeting

Failure to meet these specifications described in this document may prevent the contractor from working for the Town in the future.

The Town of Jerusalem reserves the right to contract with multiple service providers as needed, no contract will be exclusive.

I have read and understand the required process and expectations.

Contractor Representative: _____ **Date:** _____

Interested parties respond no later than 12 pm on Monday, August 1, 2024

Minority and Women’s Business Enterprises are strongly encouraged.

A Non-Collusion Certificate and Sexual Harassment Prevention Certificate (attached) must be returned with the application or the application will be rejected.

Mowing and Yard Clean Up Application

The Town of Jerusalem reserves the right to reject any and all applications.

Date _____

Applicants Name, Title _____

Signature _____

Name of Company _____

Company Address _____

Phone Number _____

Liability Insurance Provider: _____ Policy # _____

W/C and Disability Provider: _____ Policy#: _____

Auto Insurance Provider: _____ Policy#: _____

Applicant Signature: _____

NON-COLLUSION AFFIDAVIT

Project: **Code Enforcement Mowing/Cleanup**

State of _____

County of _____

I state that I am _____ of _____
(Title) *(Name of my firm)*

and that I am authorized to make this affidavit on behalf of my firm and its owners, directors and officers.

I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that:

1. The price(s) and amount of this bid have arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
2. Neither the price(s) nor the amount of this bid and neither the approximate price(s) nor approximate amount of this bid have been disclosed to any other firm or person who is a bidder or potential bidder and they will not be disclosed before bid opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract or to submit a bid higher than this bid or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with or inducement from any firm or person to submit a complementary or other noncompetitive bid.
5. _____, its affiliates,
(Name of my firm)

subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that _____ understands and
(Name of my firm)

acknowledges that the above representations are material and important and will be relied on by the Owner.

(Name typed or printed)

(Signature and date)

INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.
3. Bid rigging and other efforts to restrain competition and the making of false sworn statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate making diligent inquiry as necessary of all other persons employed by or associated with the bidder with responsibilities for the preparation approval or submission of the bid.
4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents and an Affidavit must be submitted separately on behalf of each party.
5. The term “complementary bid” as used in the Affidavit has the meaning commonly associated with that term in the bidding process and includes the knowing submission of bids higher than the bid of another firm and intentionally high or noncompetitive bid and any other form of bid submitted for the purpose of giving a false appearance of competition.
6. Failure to file and Affidavit in compliance with these instructions will result in disqualification of the bid.

Sexual Harassment Prevention Certification Form

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section two hundred one-g of the labor law.

Company Name: _____

Signature: _____

Print Name and Title: _____

Date: _____

If the above certification cannot be made, the bidder must submit a signed statement below detailing the reasons why the certification cannot be made.

Company Name: _____

Signature: _____

Print Name and Title: _____

Date: _____

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See S specific instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	Exempt payee code (if any) _____
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	Exemption from FATCA reporting code (if any) _____
	<input type="checkbox"/> Other (see instructions) ▶ _____	(Applies to accounts maintained outside the U.S.)
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number										
or										
Employer identification number										

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶ _____	Date ▶ _____
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.