

REQUEST FOR PROPOSALS

Parks Grass Cutting, Weed Trimming, and Litter/Debris Pickup

Issuing Entity: City of Hazleton, Pennsylvania

Issue Date: August 31, 2026

Proposal Deadline: Tuesday, September 8, 2026, at 3:00 p.m., prevailing time

Public Opening: Immediately after the deadline at Hazleton City Hall

Submission Location: Mayor's Office, 40 North Church Street, Hazleton, PA 18201

Contract Term: From notice to proceed through December 31, 2026

The City of Hazleton requests sealed proposals for two separately priced park-maintenance services at 17 City parks and playgrounds: (A) litter and loose-debris pickup and (B) grass cutting and weed trimming. Offerors may propose on either service, both services, any individual site, or any combination of sites. Each park and each service must be priced separately on the forms included in this RFP.

Solicitation Summary

Schedule A	Litter and loose-debris pickup, priced separately per service visit for each park/playground.
Schedule B	Grass cutting and weed trimming, priced separately per service visit for each park/playground.
Award Structure	The City may award by service schedule, by park, by group of parks, or in any combination determined to be in the City's best interest.
No Minimum	The City does not guarantee a minimum number of service visits or a minimum contract value.

Purpose and Contract Structure

The purpose of this RFP is to establish reliable, responsive park-maintenance coverage for the balance of the 2026 calendar year. Prices must be quoted on a per-service basis. The City will order work as needed and will pay only for services authorized and satisfactorily completed.

The two service schedules are independent. A proposer is not required to bid both schedules. Within either schedule, a proposer may bid all 17 locations or selected locations. The City may make one award, multiple awards, or no award.

Scope of Work

Schedule A - Litter and Loose-Debris Pickup

At each authorized service visit, the contractor shall:

- Walk the accessible park/playground grounds, perimeter, fence lines, landscaped areas, play-equipment areas, and other maintained areas included within the assigned site.
- Collect visible litter and loose debris, including paper, plastic, cans, bottles, food wrappers, discarded packaging, and small naturally occurring debris that can be safely handled by one worker without specialized equipment.
- Bag, remove, transport, and lawfully dispose of all collected material off-site. City receptacles may not be used for contractor disposal unless the City expressly authorizes it.
- Leave paved areas, play areas, turf, and site entrances free of collected material and any debris generated by the contractor's work.
- Promptly report illegal dumping, hazardous materials, needles or suspected biohazards, animal carcasses, bulky items, damaged equipment, vandalism, or other unsafe conditions to the City's designated representative. Those items are excluded from routine pickup unless separately authorized.

Schedule B - Grass Cutting and Weed Trimming

At each authorized service visit, the contractor shall:

- Mow all maintained turf within the assigned site to a generally uniform finished height of approximately three to four inches, unless the City directs otherwise for a particular area.
- Trim grass and weeds around fences, trees, signs, benches, curbs, playground equipment, buildings, poles, landscaped features, and other obstacles that cannot be reached by the mower.
- Before mowing, inspect the work area and remove or avoid visible objects that could become projectiles or damage equipment.
- Remove grass clippings and work debris from sidewalks, courts, play surfaces, streets, entrances, and other paved or improved areas before leaving the site. Excessive clumps of clippings must be dispersed or removed.
- Avoid mowing saturated ground or operating equipment in a manner that creates ruts, scalping, erosion, property damage, or an unreasonable hazard to park users.
- Do not apply herbicides, pesticides, fertilizers, or other chemicals unless specifically authorized in writing by the City.

General Performance Standards

- **Work orders.** The City may authorize work by written notice, email, text message, or other documented communication from the designated City representative. Unauthorized work will not be paid.
- **Response.** Unless the work order states otherwise, the contractor must confirm receipt within one business day and complete the service within two business days, subject to reasonable weather delays.
- **Hours.** Work should ordinarily be performed between 7:00 a.m. and 7:00 p.m. The contractor shall avoid unreasonable disruption of scheduled recreation programs and shall follow any temporary scheduling direction issued by the City.
- **Public safety.** Parks may remain open during service. The contractor shall use guards, cones, spotters, warning signs, and other reasonable safeguards; maintain safe separation from park users; and stop work when members of the public enter an unsafe work zone.
- **Quality.** Work must be complete, neat, and consistent with accepted commercial grounds-maintenance practices. The City may require deficient work to be corrected promptly at no additional charge.
- **Damage.** The contractor is responsible for damage caused by its personnel, vehicles, or equipment and shall promptly notify the City of any damage or incident.
- **Documentation.** Each invoice must identify the park, service schedule, date of service, City work-order authorization, and line-item price. The City may require time-stamped photographs or another reasonable completion record.

Site Inspection and Scope Verification

Each proposer is responsible for inspecting the sites, confirming access and observable conditions, and determining the labor and equipment required before submitting prices. The addresses in the pricing schedules identify the general locations; the contractor must perform within the maintained City park/playground area assigned by the City.

There are several locations that have multiple fields which require service. City View Park, and Columbus Park/Playground, proposers must state prices both including and excluding the dog-park area. For Pagnotti Field and Saint Stanislaus Park, proposers must state prices both including and excluding the baseball-field area. The City will select the applicable alternate at award or when issuing work orders.

Contractor Responsibilities

- Provide all labor, supervision, vehicles, mowers, trimmers, blowers, bags, tools, fuel, personal protective equipment, disposal, and incidentals necessary to complete the work.

- Use properly maintained equipment with all manufacturer guards and safety devices in place, and comply with applicable federal, Commonwealth, and local laws and safety requirements.
- Maintain an English-speaking supervisor or designated contact who can receive work orders and communicate with the City during normal business hours.
- Employ trained personnel who will conduct themselves professionally and will not interfere with park users, City employees, recreation programs, or adjoining properties.
- Obtain any permits, licenses, registrations, and approvals required for the contractor's operations and lawful disposal of collected material.
- Do not assign or subcontract any material portion of the work without the City's prior written approval. The contractor remains fully responsible for approved subcontractors.

Proposal Requirements

A complete proposal should include:

- The completed Proposal Cover and Signature Form.
- A completed Schedule A pricing form, Schedule B pricing form, or both. Every line that the proposer wishes the City to consider must contain a per-service price.
- A brief description of the proposer's relevant grounds-maintenance experience, staffing, equipment, and capacity to satisfy the response time.
- Three recent references for comparable commercial or governmental work, if available.
- Disclosure of any proposed subcontractors and the work they would perform.
- Any clearly identified exceptions to the RFP. Silence will be treated as acceptance of the stated requirements.

Evaluation and Award

The City intends to select the lowest responsible and responsive proposer for each service and site or grouping selected for award. The City may consider price, responsiveness, relevant experience, available staffing and equipment, ability to meet the required response time, past performance, references, proposed exceptions, and any other reasonable factor related to responsibility and service quality.

The City may request clarification, verify references, correct obvious arithmetic errors using the stated line-item prices, negotiate non-price administrative terms, and make awards by schedule, site, group of sites, or combination. The City is not required to select the lowest aggregate price if another proposal or award structure is determined to be more responsible, responsive, practical, or advantageous to the City.

Any award is contingent upon City approval, availability of funds, submission of required insurance, and execution of a written contract or notice of award acceptable to the City.

Insurance and Risk Allocation

Before beginning work, the successful contractor must provide certificates of insurance from insurers authorized to do business in Pennsylvania showing at least the following coverage, unless the City approves a written modification:

- Commercial general liability: \$1,000,000 per occurrence and \$2,000,000 general aggregate.
- Automobile liability: \$1,000,000 combined single limit covering owned, hired, and non-owned vehicles used in the work.
- Workers' compensation: statutory Pennsylvania coverage, together with employers' liability of at least \$500,000, unless the contractor lawfully qualifies for and documents an exemption.

The City of Hazleton, its elected and appointed officials, officers, employees, and agents must be named as additional insureds on the general-liability policy for ongoing and completed operations. Coverage shall be primary and noncontributory to City insurance to the extent commercially available.

To the fullest extent permitted by law, the contractor shall defend, indemnify, and hold harmless the City and its officials, officers, employees, and agents from claims, losses, liabilities, damages, and reasonable costs arising from the contractor's negligent acts, omissions, willful misconduct, breach of contract, or violation of law, except to the extent caused by the City's own negligence or willful misconduct.

Payment, Default, and Termination

- The contractor shall invoice no more frequently than monthly. Payment is subject to City verification, approval, and applicable municipal payment procedures.
- No fuel surcharge, mobilization charge, disposal surcharge, overtime premium, or other additional charge will be paid unless expressly authorized in writing before the work is performed.
- The City may withhold payment for incomplete, deficient, unauthorized, or undocumented work and may require correction at no additional charge.
- The City may terminate an award for convenience on seven calendar days' written notice and may terminate for default after notice and a reasonable opportunity to cure. The City may act immediately when a safety risk, repeated nonperformance, abandonment, lapse of insurance, or material legal violation requires prompt action.
- Upon termination, the contractor will be paid only for authorized and acceptable services completed through the effective date of termination.

Submission Instructions

Submit one signed original in a sealed envelope plainly marked:

**PARKS GROUNDS MAINTENANCE PROPOSAL
DO NOT OPEN BEFORE SEPTEMBER 1, 2026 - 3:00 P.M.**

Deliver the proposal to the Office of the City Clerk, City of Hazleton, 40 North Church Street, Hazleton, PA 18201. Proposals must be physically received by the City no later than Tuesday, September 1, 2026, at 3:00 p.m., prevailing time. Late proposals will not be considered. Proposals will be publicly opened immediately after the deadline at Hazleton City Hall.

Questions concerning site access or the scope of services may be directed to the Hazleton Recreation Department at 570-459-4960, extension 611. Any oral explanation is informal and does not amend the RFP. A binding change must be issued by the City in writing.

Reservations and General Conditions

- The City reserves the right to reject any or all proposals, waive immaterial defects or informalities, request additional information, cancel or reissue the solicitation, reduce or modify the scope before award, and make any award determined to be in the City's best interest.
- The proposer bears all costs of preparing, inspecting sites for, and submitting a proposal. The City is not responsible for those costs.
- Proposals must remain open for acceptance for 60 days after the deadline unless the City agrees otherwise in writing.
- Proposal materials may become public records subject to the Pennsylvania Right-to-Know Law. A proposer should clearly identify any material it believes is protected from disclosure and state the legal basis, but the City will make disclosure decisions under applicable law.
- The successful contractor will act as an independent contractor. Nothing creates an employment, agency, partnership, or joint-venture relationship with the City.
- The contract will be governed by Pennsylvania law. Venue for a dispute shall lie in a court of competent jurisdiction in Luzerne County, Pennsylvania.

Schedule A - Litter and Loose-Debris Pickup Pricing

The price for each line is the complete charge for one authorized litter and loose-debris pickup service at that site under the Schedule A scope.

Enter a separate price for each site and each listed alternate. A blank line will be treated as no proposal for that line item. All prices must be stated as a complete per-service charge and include all labor, supervision, equipment, fuel, travel, disposal fees, taxes, and incidental costs.

No.	Park / Playground	Location and Scope Option	Price Per Service
1	AltMiller Park/Playground	East 14th Street Entire listed park/playground	\$ _____
2	Arthur Street Park/Playground	East 10th and Arthur Streets Entire listed park/playground	\$ _____
3	Beech Street Park/Playground	200 Beech Street Entire listed park/playground	\$ _____
4	CANDO Community Park	Broad and Laurel Streets Entire listed park	\$ _____
5	City View Park	700 South Poplar Street Including dog park	\$ _____
		700 South Poplar Street Excluding dog park	\$ _____
6	Columbus Park/Playground	Columbus Court Playground	\$ _____
7	Pagnotti Field	Columbus Court Including baseball field	\$ _____
8	East End Park/Playground	100 Block of Mill Street Entire listed park/playground	\$ _____
9	James Street Park/Playground	700 Block of James Street Entire listed park/playground	\$ _____
10	Lahm Avenue Park/Playground	Lahm Avenue and South Hazle Street Entire listed park/playground	\$ _____
11	Memorial Park	Church Street and West Diamond Avenue Entire listed park	\$ _____
12	Pine Street Park/Playground	Pine and Hemlock Streets Entire listed park/playground	\$ _____
13	Roosevelt Park	17th and McKinley Streets Entire listed park	\$ _____
14	Saint Stanislaus Park	East 17th Street and Hayes Street Including baseball field	\$ _____
		East 17th Street and Hayes Street Excluding baseball field	\$ _____

No.	Park / Playground	Location and Scope Option	Price Per Service
15	Schiavo Park	14th and Church Streets Entire listed park	\$ _____
16	Vine Street Park	Broad and South Vine Streets Entire listed park	\$ _____
17	West Court Park/Playground	West Court Entire listed park/playground	\$ _____

Aggregate Comparison Prices

These totals are for proposal comparison only. The individual line-item prices control if there is any discrepancy.

Aggregate price for one complete service cycle at all 17 sites, INCLUDING each listed dog park and baseball field	\$ _____
Aggregate price for one complete service cycle at all 17 sites, EXCLUDING each listed dog park and baseball field	\$ _____
Minimum charge, if any, for a City-ordered visit to a single site	\$ _____

Schedule B - Grass Cutting and Weed Trimming Pricing

The price for each line is the complete charge for one authorized grass-cutting and weed-trimming service at that site under the Schedule B scope.

Enter a separate price for each site and each listed alternate. A blank line will be treated as no proposal for that line item. All prices must be stated as a complete per-service charge and include all labor, supervision, equipment, fuel, travel, disposal fees, taxes, and incidental costs.

No.	Park / Playground	Location and Scope Option	Price Per Service
1	AltMiller Park/Playground	East 14th Street Entire listed park/playground	\$ _____
2	Arthur Street Park/Playground	East 10th and Arthur Streets Entire listed park/playground	\$ _____
3	Beech Street Park/Playground	200 Beech Street Entire listed park/playground	\$ _____
4	CANDO Community Park	Broad and Laurel Streets Entire listed park	\$ _____
5	City View Park	700 South Poplar Street Including dog park	\$ _____
		700 South Poplar Street Excluding dog park	\$ _____
6	Columbus Park/Playground	Columbus Court Playground	\$ _____
7	Pagnotti Field	Columbus Court Including baseball field	\$ _____
8	East End Park/Playground	100 Block of Mill Street Entire listed park/playground	\$ _____
9	James Street Park/Playground	700 Block of James Street Entire listed park/playground	\$ _____
10	Lahm Avenue Park/Playground	Lahm Avenue and South Hazle Street Entire listed park/playground	\$ _____
11	Memorial Park	Church Street and West Diamond Avenue Entire listed park	\$ _____
12	Pine Street Park/Playground	Pine and Hemlock Streets Entire listed park/playground	\$ _____
13	Roosevelt Park	17th and McKinley Streets Entire listed park	\$ _____
14	Saint Stanislaus Park	East 17th Street and Hayes Street Including baseball field	\$ _____
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No.	Park / Playground	Location and Scope Option	Price Per Service
15	Schiavo Park	14th and Church Streets Entire listed park	\$ _____
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Minimum charge, if any, for a City-ordered visit to a single site	\$ _____

Proposal Cover and Signature Form

Legal Name of Proposer	_____
Trade Name, if different	_____
Business Address	_____ _____
Contact Person and Title	_____
Telephone	_____
Email	_____
Business Type	☐ Individual ☐ Partnership ☐ LLC ☐ Corporation ☐ Other
Pennsylvania Entity / Registration No.	_____
Federal Tax ID (last four digits only)	_____

Schedules Submitted

- ☐ Schedule A - Litter and Loose-Debris Pickup
- ☐ Schedule B - Grass Cutting and Weed Trimming
- ☐ Both Schedules

Experience, Staffing, and Equipment

Years providing comparable services:

Number of workers available for this contract:

Primary equipment available:

Normal response time after a City work order:

Proposed subcontractors, if any:

References

Reference / Organization	Contact Person	Phone / Email	Comparable Work Performed

Proposer Certifications

By signing below, the authorized representative certifies that:

1. The proposer has reviewed the RFP, inspected or had the opportunity to inspect the sites, and understands the required services.
2. The submitted prices are firm per-service prices through December 31, 2026, and include all costs necessary to perform the work, except a written exception expressly accepted by the City.
3. The proposal was independently prepared without collusion, consultation, communication, agreement, or arrangement with another proposer for the purpose of restricting competition.
4. The proposer is authorized to do business in Pennsylvania, is not presently suspended or debarred from public contracting, and will comply with applicable laws and City requirements.
5. The signer is authorized to bind the proposer, and the proposal will remain valid for 60 days after the deadline.

Authorized Signature	_____
Printed Name and Title	_____
Date	_____
Exceptions attached?	☐ No ☐ Yes - clearly identified and attached