

Solicitation to Bid
Lawn Services for Ridley School District



Ridley School District
901 Morton Avenue
Folsom, PA 19033

Due Date:
February 24, 2026 by 10:00 A.M. EST

A. INTRODUCTION

The Ridley School District is a public school district in southeastern Delaware County, Pennsylvania. It serves the residents of Ridley Township, and the boroughs of Ridley Park and Eddystone. Ridley School District encompasses approximately 8 square miles. The district has one high school, one middle school, and seven elementary schools. The K-12 enrollment is around 5,600.

B. OBJECTIVE

The contract resulting from this Solicitation to Bid shall commence the week of March 23, 2026, and shall continue through November 13, 2026. The contract shall be subject to annual review by the Ridley School District and may be renewed or extended at the District's discretion, subject to satisfactory performance, availability of funds, and approval by the Ridley School District Board of School Directors. The building locations in which lawn services will be performed are as follows:

Amosland Elementary School	Lakeview Elementary School	Ridley High School
Eddystone Elementary School	Leedom Elementary School	Ridley Community Center
Edgewood Elementary School	Woodlyn Elementary School	Ridley Services Center
Grace Park Elementary School	Ridley Middle School	Independent Living Facility

C. DESCRIPTION OF PROCUREMENT PROCESS

It is anticipated that the process for the procurement of lawn services will proceed as follows:

1. Submission of Written Proposals

The Ridley School District will review and evaluate bid submissions in accordance with the evaluation criteria specified in the Bid Evaluation Section of the bid.

To be considered, bids must be a complete response to the RFP. Bids are to be concise, straightforward, and follow the instructions under the "Proposal Submission Time & Location" section. The finalist(s) Vendor may be selected for detailed review and evaluation, including presentation either virtually or in person, if deemed necessary.

2. Rejection of Proposals

The Ridley School District reserves the right to reject any or all proposals and to waive, at its discretion, any irregularities, mistakes, omissions, or informalities relative thereto, and to further negotiate with any firms submitting proposals. Non-responsive bids (those not conforming to RFP requirements) will be eliminated. The district reserves the right to be the sole judge as to the overall acceptability of any proposal or to judge the individual merits of specific provisions within competing offers.

3. Incurring Costs

The Ridley School District is not liable for any costs or expenses incurred by contractors in the

preparation of their written responses or for attendance at any conferences and meetings related to this bid. The Vendor assumes sole responsibility for the items included or not included in the response submitted. Any cost or expense incurred by the contractor in performing any analysis associated with this bid shall be the responsibility of the contractor.

4. **Damage to Property and Persons**

Bidders shall be responsible for any damages to property caused by themselves or their agent(s). Bidders shall further covenant and agree to hereby assume all liability for, and shall and do agree to indemnify and save harmless the Board of School Directors against any and all loss, costs, suits, claims, charges or damages arising from injuries sustained by mechanics, laborers, workmen, or any person or persons whatsoever to their persons or property, whether employed in and about the said work or otherwise, by reason of any accidents, damages or injuries, torts or trespasses happening in and about, or in any way incident to or by reason of the performance of this contract and the performance of said work and labor, including costs, counsel fees and all expenses of defense, and agree to carry property damage liability insurance and to furnish certificates therefore when required by the Board.

5. **Addendum to the RFP**

If it becomes necessary to revise any part of this RFP, an addendum will be issued to all proposers who received the basic RFP and any others who expressed interest in the RFP.

6. **Proposal Submission Time & Location**

All bids shall be sealed and submitted in a clearly labeled envelope and addressed to the following:

Mrs. Diane Martin
Ridley School District
901 Morton Avenue, Suite 100
Folsom, PA 19033
LAWN SERVICES BID

The Vendor's name and "Lawn Services Bid" must be clearly marked on the outside of the envelope. Sealed bids will be received at the Business Office of the Ridley School District no later than Tuesday, **February 24, 2026, at 10:00 A.M. EST**, and be opened at a meeting to be held at **10:15 A.M. EST** of said date in the District Administration Office located at 901 Morton Avenue, Suite 100, Folsom, PA 19033.

No bids shall be permitted to be withdrawn after the time set for the opening of bids. All bids shall remain valid for sixty-five (65) days after the date set for opening bids. The district shall have a maximum of sixty-five (65) days from the date of opening bids for issuing notice of acceptance and the awarding of contract.

7. **Signature**

No bid(s) shall be entertained unless properly signed by an authorized agent of the company or a member of the firm submitting the bid, signifying agreement to all terms and conditions.

8. **Confidentiality**

To the extent allowed by law, proposals will be held in confidence by the Ridley School District. While Ridley School District will attempt to keep such information confidential, as a public body it cannot guarantee that it will remain confidential. Ridley School District will inform you of a public records request to see such information. You may contest such a request at your sole expense. Ridley School District assumes no responsibility for any liability whatsoever in relation to its compliance with the Public Records Law.

9. **Conflicts of Interest**

The Vendor certifies that, to the best of its knowledge and belief, there are no conflicts of interest or potential conflicts of interest associated with this bid. If any such conflicts or potential conflicts exist, the Vendor must disclose them in the attached Conflict of Interest Disclosure Form.

10. **Restriction of Contact**

From the issue date of this bid until a determination is made regarding the final selection of a Vendor, all contacts with Ridley School District personnel (including School District Board Members) concerning this bid, must be made in writing through the Business Manager's Office.

11. **Issuing Office & Questions**

This bid is issued by the Ridley School District Business Office listed below.

Ms. Cynthia Cherkas, Business Manager
Ridley School District
901 Morton Avenue, Suite 100
Folsom, PA 19033

Any questions regarding this bid shall be submitted by email to Mr. John Tsafos at jtsafos@ridleysd.org and Diane Martin at dmartin@ridleysd.org.

The deadline for the submission of questions is February 18, 2026 at 4:00 P.M.

D. PROPOSED SOLICITATION TO BID SCHEDULE

Issue Solicitation to Bid: January 26, 2026
Pre-Bid Meeting: February 17, 2026
Bid Questions Deadline: February 18, 2026
Addendum Release (If applicable): February 20, 2026
Receipt of Bids: February 24, 2026
Anticipated Bid Award: TBD

E. PRE-BID MEETING (ATTENDANCE REQUIRED FOR ALL SUBMITTING A BID)

A pre-bid meeting and building walkthrough will be held on **Tuesday, February 17, 2026, at 10:00 a.m. (EST)**, beginning at **Ridley High School**, located at **901 Morton Avenue, Folsom, PA 19033**. Vendors shall report to the **front lobby** upon arrival.

Attendance at the pre-bid walkthrough is **mandatory**. Site visits will be conducted during the pre-bid meeting. **Aerial views of each building, a bid pricing sheet, and a vendor sign-in sheet** will be provided at the pre-bid walkthrough.

F. SUBCONTRACTING AND SUB CONSULTING

The Vendor shall not be permitted to enter into a subcontract or sub consulting agreement for any of its contractual duties without the advanced, written, express consent of the District.

G. WAIVER OF CONSEQUENTIAL DAMAGES

The Vendor shall waive any claim against the District for lost profits, lost expected profits, consequential damages and/or incidental damages arising out of or relating to the contract or termination thereof.

H. INSURANCE REQUIREMENTS

The following insurance coverages are required by the School District:

Commercial General Liability	
Each Occurrence	\$1,000,000
Damage to Rented Premises	\$1,000,000
Workers' Compensation	Per state requirements
Medical Expense:	\$15,000
Personal & Advertising Injury:	\$1,000,000
General Aggregate:	\$2,000,000
Products Completed	\$1,000,000
Professional Liability	
Per Claim	\$2,000,000
Aggregate	\$2,000,000

All prospective bidders must submit a Certificate of Insurance with their bid submission.

Ridley School District and the Ridley School Board of Directors are to be included and listed as “Additional Insured” for any and all third-party liability claims, including defense costs.

I. PRICING & TIMING

Base pricing should be based on a straight purchase. No minimum purchase requirement shall be included in any bid or applied to the district. Any attempt to insert an addendum or additional language providing for a minimum purchase requirement shall be proper grounds for the district to reject the bid. Quantities included in the bid specifications are estimated quantities but will vary based upon need and available funding.

It is the responsibility of the Vendor to clearly identify ALL costs associated with the proposal as well as any additional services or support included.

Bidders shall NOT INCLUDE FEDERAL EXCISE TAX, TRANSPORTATION TAX, or STATE RETAIL SALES TAX in their cost proposal, as these taxes do not apply to the district.

All bids are subject to Ridley School Board approval. After receipt of the bid and prior to signing a contract, Ridley School District reserves the right to modify the services/goods to be received by adding or removing services/goods. A purchase order issued by the district following the award of the successful bid shall be deemed the contract for delivery.

It is the Vendor’s responsibility to comply with all applicable prevailing wage laws. The proposal must identify the anticipated project start and end dates (March 2026 through November 2026). In addition, the Vendor must indicate whether work can be performed outside the regular school day (7:30 A.M. to 4:00 P.M. EST).

J. SCOPE OF WORK

The purpose of this specification is to perform Lawn Services for all buildings operating under the Ridley School District.

- Any work conducted at a building must be scheduled and approved solely by the Director of Facilities or the Facilities Manager. No other individuals are authorized to approve work. Direct communication with building principals regarding work requests, scheduling, or approval is not permitted.
- All areas requiring service are outlined in white and shall exclude the mowing of athletic fields within the District, which are identified and labeled in red on the Site Plan Exhibits at the end of this bid package.

- All invoices must be numbered and include a detailed description of services provided. Invoices must be submitted by the 15th of each month to ensure timely payment after presentation to the Ridley School District Board of School Directors at its regularly scheduled meeting.

5. General Requirements

- All work must be performed by properly trained personnel.
- **Work must be coordinated with the Director of Facilities to minimize disruption to educational activities.**

K. VENDOR REQUIREMENTS

- Sealed bids will be received at the Business Office of the Ridley School District no later than: Tuesday February 24, 2026 at 10:00 A.M. EST.
- All proposals shall be sealed and addressed to:

*Mrs. Diane Martin, Accounting/ Grant Coordinator
Ridley School District
901 Morton Avenue, Suite 100
Folsom, PA 19033*

- No proposal shall be entertained unless properly signed by an authorized agent of the company or member of the firm submitting the proposal.
- Suppliers are required to take a guided tour of the District grounds on Tuesday February 17, 2026 at 10:00 A.M. EST. starting at Ridley High School. Contact for tours:

*Mr. John Tsafos, Director of Facilities
610-534-1900 x1110
jtsafos@ridleysd.org*

- Suppliers should include in their proposal a list of the cost for lawn services at each individual building, not the entire district as a whole.
- All prospective bidders must provide a Certificate of Insurance for operation liability and workers compensation.
- Suppliers are required to demonstrate their ability and experience in successfully delivering lawn services similar to those requested by a school district. These specifications have a standard that all references have a minimum rating of “acceptable performance.” Each proposer shall submit as part of proposal all current lawn service contracts to a maximum of 25. Educational facility contracts preferred but not required. All references to be complete with name, contact individual, location, phone number, and type of facility.
- Suppliers must provide criminal, child abuse and FBI fingerprint background checks for all employees who will be on Ridley School District property.
- Bidders shall be a reputable, recognized organization with at least five years of successful

experience on work of this type. References of three (3) accounts now being serviced, for which comparable work has been performed, must be furnished. Failure to include references may be ample cause for rejection.

- The District shall conduct a final inspection after cutting each week to ensure that all work performed meets specifications.
- The Vendor must secure all equipment and materials at the site. Vendor shall be responsible for any and all damages to existing building or grounds, sustained as a result of work under this contract. The cost of repairing or replacing such damage shall be borne by the responsible Vendor. The repair or replacement work shall be done in a manner as to leave the facilities in the same condition as before the damage occurred, to the complete satisfaction of the District.
- The Vendor is responsible for all damages and losses accepted by the District.
- Vendor is responsible for cleaning all areas in which grass clippings and other debris are evident.
- The Vendor shall identify one person, acceptable to the District, who shall act as liaison with the District. This individual should have the authority to make decisions on behalf of the Vendor.

L. BID EVALUATION PROCESS

The contract shall be awarded to the lowest responsible and responsive bidder, as determined by the Ridley School District.

M. CLEARANCES, CERTIFICATIONS, AND LICENSURE

At no cost to the School District, the Vendor shall provide the School District with copies of the following valid clearances and certifications for each Vendor employee or permitted subcontractor prior to performing any services for the district:

Child Abuse History Clearance (Act 151)
Federal Criminal History Records (Act 114)
Pennsylvania Background Checks (Act 34)

The school district shall have the sole right to remove any person from the job site that it deems necessary.

N. PREVAILING WAGE RATES

If the project is subject to the Davis Bacon wage rates and the regulations issued pursuant thereto, the Prevailing Wage Rates as determined by the Administrator of the Wage and Hour Division of the U.S. Department of Labor, for the locality of the work and for each classification of workers needed to perform the Contract shall apply, and workers shall be paid not less than these Prevailing Wage Rates. The provisions of the Davis Bacon Act, regulations and the Prevailing Minimum Wage Rates, as determined by the Administrator of the Wage and Hour Division of the U.S. Department of Labor, are made part of all said Contract.

O. PROPOSAL SUBMISSION

As part of the proposal submission a Vendor must supply the following:

1. A Bid Pricing Sheet completed with a breakdown by building, service, and costs.
2. Please provide a total number of employees that will be needed to complete work at each building.
3. References of three (3) accounts now being serviced, for which comparable work has been performed, must be furnished. Please share any work performed in Delaware County and/or Pennsylvania.
4. Non-Collusion Affidavit
5. Proof of Insurance
6. Certification of Non-Indebtedness to Ridley School District
7. Non-Discrimination Statement
8. W-9

NON-COLLUSION AFFIDAVIT

PROJECT/PROPERTY LOCATION (STREET ADDRESS):	CONTRACT/PROJECT NUMBER:
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This Non-Collusion Affidavit is material to any contract/purchase order awarded pursuant to this bid. According to Section 4507 of Act 57 of May 15, 1998, 62 Pa. C.S., ss 4507, governmental agencies may require Non-Collusion Affidavits to be submitted with any bids.

By submittal of a bid for the above referenced project and execution of this affidavit, the following statements are acknowledged:

- The price(s) and amount of bid have been arrived at independently and without consultation, communication or agreement with any other Contractor, potential Contractor or bidder.
- Neither the price(s), amount of this bid nor the approximate price(s) or amount of bid, have been disclosed to any other company or person who may be a Contractor or potential Contractor, nor will they be disclosed prior to this bid opening.
- No attempt has been made, or will be made, to induce any company or person to refrain from bidding on this contract or submit a proposal higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
- This bid is made in good faith and not pursuant to any agreement or discussion with, or inducement from any company or person to submit a complementary or other noncompetitive bid.
- To my best knowledge, the Contractor, its affiliates, 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.
- The Contractor is not currently under suspension or review by the commonwealth, or any other Federal, State or Local Governmental entity. If certification cannot be made, a written explanation to support the inability of providing such shall be submitted with this bid.

LEGAL NAME OF CONTRACTOR OR CONSTRUCTION COMPANY (PLEASE PRINT):	
AUTHORIZED REPRESENTATIVE (PLEASE PRINT):	TITLE:
<i>I state that I am authorized to make this affidavit on behalf of the above name Contractor or Construction Company and am the person responsible for submitting this bid and price(s) and amount included therein.</i>	
SIGNATURE (AUTHORIZED REPRESENTATIVE):	
NOTARY PUBLIC:	

SWORN TO AND SUBSCRIBED BEFORE ME THIS DAY OF _____, 20__

MY COMMISSION EXPIRES:

NON-COLLUSION AFFIDAVIT PAGE 2

The following information is to provide (at minimum) an overall explanation of non-collusion and the role/responsibility of entities desiring to participate in the bidding process for pending projects as advertised.

- A Non-Collusion Affidavit must be executed by the person responsible (i.e; owner, employee, officer) for making decisions on price(s) and amount(s) quoted in the bid.
- Bid rigging and other efforts to restrain competition, and making 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 be aware of all bidding requirements and protocol. By signing this document, she or he must be assured that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder as to their responsibilities for the preparation, approval and/or submission of the bid.
- In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid proposal, and an affidavit be submitted separately on behalf of each party.
- The term "complementary bid" as used in the affidavit, incorporates the meaning commonly associated with its' use in the bidding process. This includes the knowing submission of bid amounts higher than the bid from another Contractor, any intentionally high or noncompetitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.
- Failure to submit an affidavit with the bid proposal in compliance with these instructions may result in disqualification of the bid.

**PROVIDER'S CERTIFICATION OF NON-INDEBTEDNESS TO THE RIDLEY
SCHOOL DISTRICT**

Provider hereby certifies and represents that Provider and Provider's parent company(is) and subsidiary(is) are not currently indebted to the Ridley School District (the "School District"), and will not at any time during the term of this Contract (including any extensions or renewals thereof) be indebted to the School District, for or on account of any delinquent taxes, liens, judgments, fees or other debts for which no written agreement or payment plan satisfactory to the School District has been established. In addition to any other rights or remedies available to the School District at law or in equity, Provider acknowledges that any breach or failure to conform to this certification may, at the option of the School District, result in the withholding of payments otherwise due to Provider and, if such breach or failure is not resolved to the School District's satisfaction within a reasonable time frame specified by the School District in writing, may result in the offset of any such indebtedness against said payments and/or the termination of this Contract for default (in which case Provider shall be liable for all excess costs and other damages resulting from the termination).

Name of Provider

By:

Authorized Signatory

Title:

President or Vice President

Attest:

NON-DISCRIMINATION STATEMENT

The undersigned hereby certifies that it shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, handicap, familial status, or national origin. The undersigned shall take affirmative action to ensure that applicants for employment are employed, and that employees are treated fairly during employment, without regard to their race, color, religion, sex, handicap, familial status, or national origin.

BIDDER

TITLE

Exhibit Name & Location	Exhibit Number	Mowing, Trimming & Edging	Pruning & Trimming Shrubs	Mulching, Weeding & Edging of mulch beds	Weeding Playground Areas
Amosland Elementary 549 Amosland Road Morton PA 19070	LS-AES	X			X
Eddystone Elementary 1410 9th Avenue Eddystone, PA 19022	LS-EES	X			X
Edgewood Elementary 525 8th Avenue Folsom, PA 19033	LS-EDGES	X			
Grace Park Elementary 1097 7th Ave Swarthmore, pa 19081	LS-GPES	X			X
Lakeview Elementary 333 Constitution Ave Ridley Park, PA 19078	LS-LES	X			X
Leedom Elementary 620 E. Chester Pike Ridley Park, PA 19078	LS-LDES	X			X
Woodlyn Elementary 1200 Colson Rd. Woodlyn, PA 19094	LS-WES	X			X
Ridley Middle School 400 Free St Ridley Park, 190978	LS-RMS	X	X	X	
Ridley High School 901 Morton Ave. Folsom, PA 19033	LS-RHS	X	X	X	
Ridley Community Center 801 Morton Ave. Folsom, PA 19033	LS-RCC	X	X	X	
Ridley Service Center 1001 Morton Ave. Folsom, PA 19033	LS-RSC	X	X	X	
Independent Living Center 1306 12th St. Eddystone, PA 19022	LS-ILC	X			

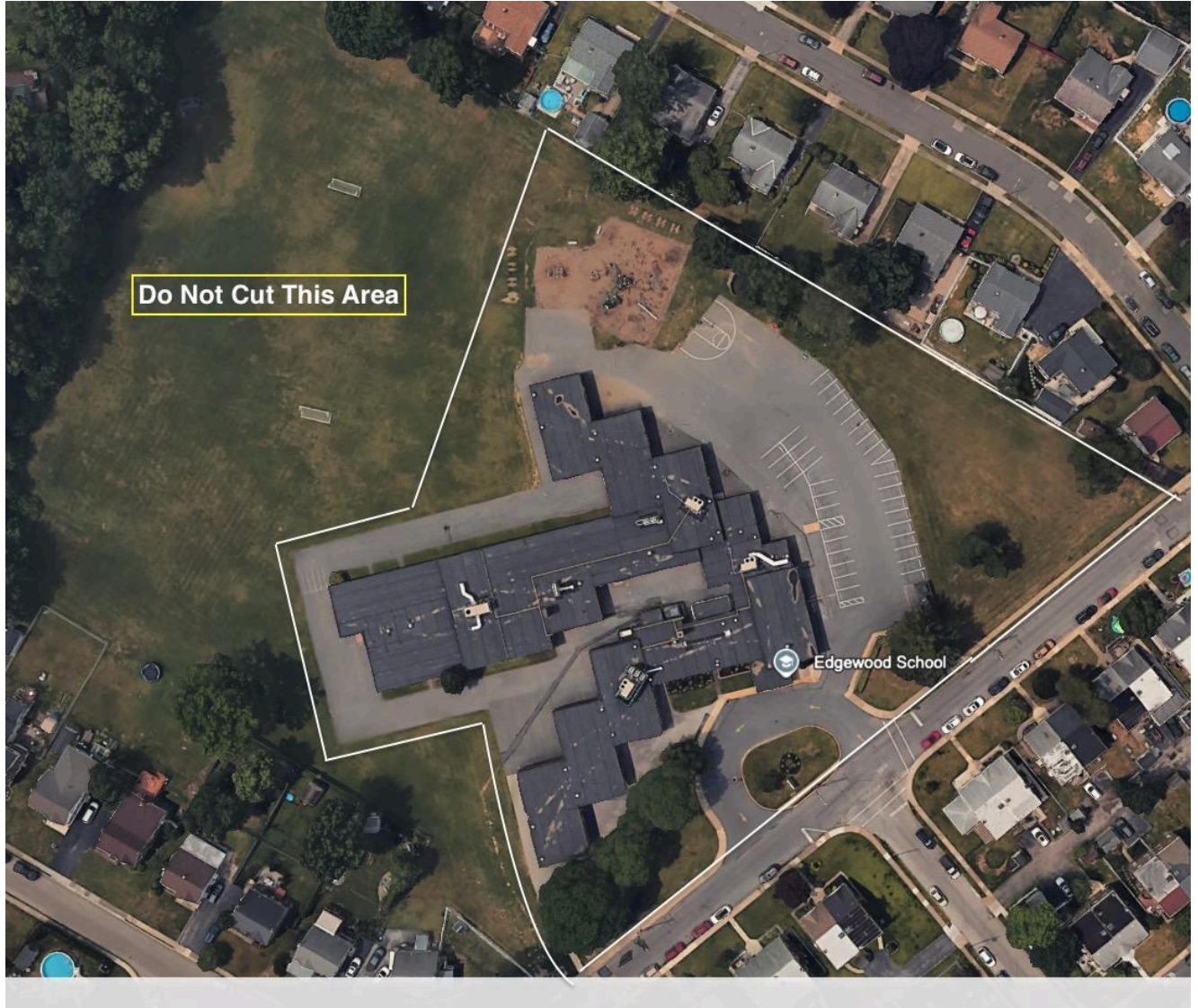
Amosland Elementary School
Exhibit LS-AES



Eddystone Elementary School
LS-EES



Edgewood Elementary School
LS-EDGES



Grace Park Elementary School
LS-GPES



Lakeview Elementary School
LS-LES



Leedom Elementary School
LS-LDES



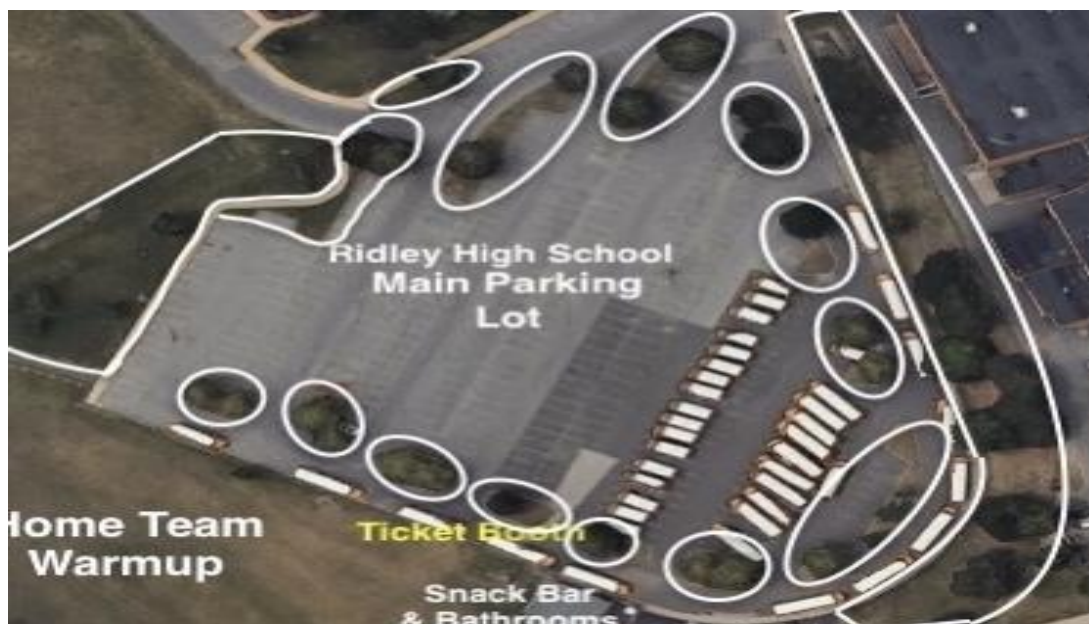
Woodlyn Elementary School
LS-WES



Ridley Middle School
LS-RMS



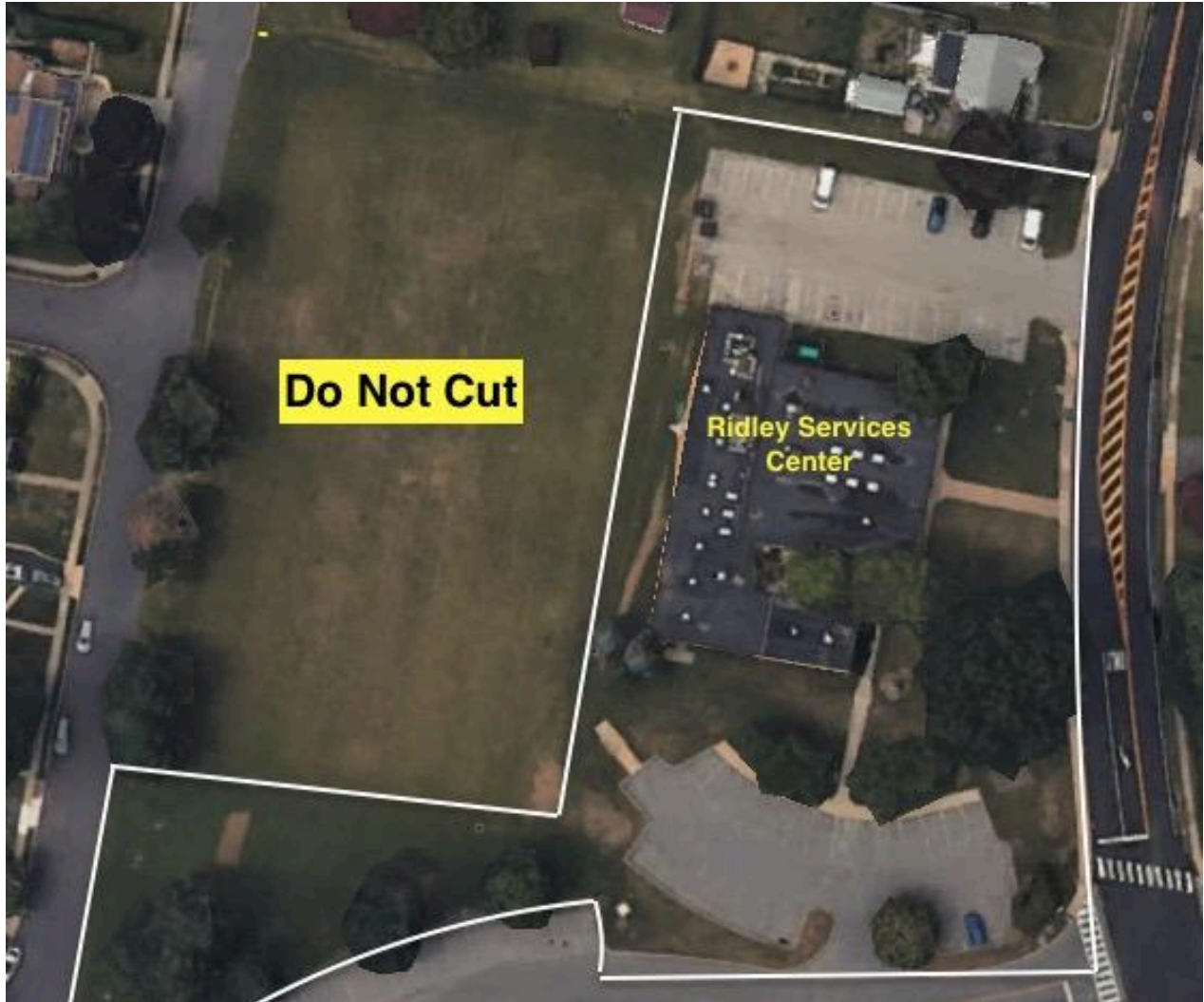
Ridley High School
LS-RHS



Ridley Community Center
LS-RCC



Ridley Service Center
LS-RSC



Independent Living Facility
LS-ILC

