



38 Bomboy Lane
Berwick, PA 18603
Phone: 570-752-4399
Fax: 570-752-4661

Email: salemtwp@salemtwp.org

REQUEST FOR PROPOSALS (RFP): PROPERTY MAINTENANCE & VIOLATION REMEDIATION

1. Project Overview & Objective

- **Purpose:** Secure professional property maintenance services for a contract period of one year, with possible annual reappointment, to remediate existing violations and maintain ongoing compliance.
- **Property Location:** Salem Township.
- **Current Status:** Under municipality notice of violation with specific compliance deadlines.
- **Salem Township reserves the right to reject any or all bids.**

2. Scope of Work (SOW)

The contractor must resolve all violations cited under the local International Property Maintenance Code framework. Core tasks include:

Exterior Sanitation & Grounds

- **Weed Mitigation:** Cut and clear overgrown grass and weeds below the municipal threshold 8 inches.
- **Debris Removal:** Remove all rubbish, indoor furniture, abandoned appliances, and car parts from exterior areas.
- **Rodent Control:** Seal potential rodent entry points and eliminate harborages.

Structural Deficiencies

- **Protective Treatment:** Repair or replace fences or gates that are damaged.
- **Roofing & Drainage:** Repair rain gutters and downspouts to divert water away from the foundation.

3. Contractor Requirements & Qualifications

- **Familiarity:** Preservation and property maintenance issues.
- **Insurance:** Must be registered with Salem Township as a licensed contractor.
- **Permitting:** Contractor is responsible for obtaining any necessary municipal building or repair permits.

4. Bidding & Submission Instructions

- **Format:** Submissions must include an itemized cost estimate matching the specific violation list.



38 Bomboy Lane
Berwick, PA 18603

Phone: 570-752-4399

Fax: 570-752-4661

Email: salemtwp@salemtwp.org

5. Performance Clauses & Deliverables

- **Timeline:** Works must be completed at least 5 business days prior to the municipality's re-inspection deadline.
 - **Proof of Compliance:** Contractor must provide time-stamped "before and after" photos of every remediated violation area.
 - **Inspection Pass:** Final payment is contingent upon the property receiving a "Pass" status from the local Code Official.
 - **Liquidated Damages:** Contractor will be liable for municipal daily fines if deadlines are missed due to unexcused delays.
-

SECTION 2: SCOPE OF WORK (VACANT & CONDEMNED PROPERTY STABILIZATION)

The contractor must resolve all violations to meet municipal board-up, safety, and exterior sanitation standards. All work must strictly align with IPMC Chapter 3 (General Requirements).

1. Grounds Maintenance & Exterior Sanitation

- **Grass & Weed Abatement:** Cut, weed-whack, and clear all overgrown grass, brush, and noxious weeds down to a height of under 8 inches across the entire parcel.
- **Debris & Rubbish Removal:** Collect, haul away, and legally dispose of all exterior waste, abandoned furniture, building materials, trash, and organic yard debris. Provide dump receipts upon request.
- **Fence Repair:** Repair, brace, or replace broken panels, posts, and gates for all exterior fencing to ensure they are structurally sound, upright, and secure.

2. Emergency Board-Up & Structural Security

- **Window Boarding:** Secure all broken, open, or accessible windows using exterior-grade CDX plywood. Plywood must be cut to fit the casing exactly and secured with carriage bolts or heavy-duty wood screws to prevent easy removal.
- **Door Boarding:** Secure all secondary or non-functional exterior doors with plywood sheeting matching the window security specifications.
- **Padlocking & Entry Controls:** Secure the primary designated access door with a heavy-duty, weather-resistant, hardened steel padlock and a commercial-grade hasp.

3. Condemned Property Compliance & Posting

- **Securing Openings:** Ensure the entire building envelope is completely impervious to trespassers, weather, and pests.



38 Bomboy Lane
Berwick, PA 18603

Phone: 570-752-4399

Fax: 570-752-4661

Email: salemtwp@salemtwp.org

- **Placard Protection:** Ensure any municipality-issued "Condemned" or "Keep Out" signs remain clearly visible and are not covered up or damaged during the board-up process.
-

SECTION 3: SCOPE OF WORK (DEMOLITION)

The contractor must resolve all violations to meet municipal board-up, safety, structural safety, and exterior sanitation standards. All work must strictly align with IPMC Chapter 3 (General Requirements).

1. Accessory Building Demolition & Removal

- **Structure Knockdown:** Completely demolish detached accessory structures (including dilapidated wooden sheds, metal sheds, and detached garages) designated by the Township.
- **Foundation & Slab Management:** Break up and remove concrete slabs, footings, or flooring foundations *[or alternative: Grade over existing concrete if structurally safe, per local code requirements]*.
- **Utility Disconnection Check:** Verify and document that all electrical, gas, or water lines running to the accessory structures are safely disconnected and capped at the source prior to demolition.
- **Hazardous Materials:** Separate and legally dispose of any hazardous materials found inside the structures (e.g., old car batteries, paint cans, oils, propane tanks) before structural teardown.

2. Grounds Maintenance & Exterior Sanitation

- **Grass & Weed Abatement:** Cut, weed-whack, and clear all overgrown grass, brush, and noxious weeds down to a height of under 8 inches across the entire parcel.
- **Debris & Rubbish Removal:** Collect, haul away, and legally dispose of all exterior waste, abandoned furniture, building materials, trash, organic yard debris, and all demolition waste. Provide dump receipts upon request.
- **Post-Demo Site Grading:** Backfill any holes left by demolition with clean fill dirt. Grade the area smooth to match the surrounding topography and prevent water pooling.
- **Fence Repair:** Demolish, repair, brace, or replace broken panels, posts, and gates for all exterior fencing to ensure they are structurally sound, upright, and secure.

3. Emergency Board-Up & Structural Security

- **Window Boarding:** Secure all broken, open, or accessible windows using exterior-grade CDX plywood. Plywood must be cut to fit the casing exactly and secured with carriage bolts or heavy-duty wood screws.
- **Door Boarding:** Secure all secondary or non-functional exterior doors with plywood sheeting matching the window security specifications.
- **Padlocking & Entry Controls:** Secure the primary designated access door with a heavy-duty, weather-resistant, hardened steel padlock and a commercial-grade hasp.



38 Bomboy Lane
Berwick, PA 18603

Phone: 570-752-4399

Fax: 570-752-4661

Email: salemtwp@salemtp.org

ITEMIZED PRICING SHEET FOR THIS BID

Contractors must provide separate flat-rate pricing for each stabilization and demolition category:

Task Description	Quantity / Units	Unit Price	Total Cost
Shed Demolition & Disposal	Per Structure / Sq. Ft.	\$	\$
Garage Demolition & Disposal	Per Structure / Sq. Ft.	\$	\$
Post-Demo Grading & Fill Dirt	Per Cubic Yard / Flat	\$	\$
Initial Lawn Cut & Clear	Per Sq. Footage / Acre	\$	\$
Debris Hauling & Disposal Fees	Per Truckload / Dumpster	\$	\$
Fence Repair (Post & Panel Fix)	Per Linear Foot	\$	\$
Window Board-Up	Per Window Opening	\$	\$
Door Board-Up & Padlock Install	Per Door Opening	\$	\$

Contact: _____ Phone Number: _____

Company Name: _____

Address: _____

Signature: _____ Date: _____

Salem Township Acceptance:

_____ Date: _____

Richard Talanca, Chairman