

Contractual Mowing Request for Proposals



Following is the request for proposals on contractual services for the mowing of City owned property; ROW; and landscape maintenance.

City owned
property,
ROW and
Landscape
maintenance

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Invitation for Bids

The purpose of the Request for Proposal (RFP) is to obtain quotes and/or bids for providing mowing, and landscape maintenance to City property and right-of-way for the City of Troy, IL for 2021.

All Communications regarding this RFP and for obtaining a complete RFP packet of information should be directed to;

Robert Hancock
Director of Public Works
116 E. Market St.
Troy, IL 62294
rhancock@troyil.us

To be considered, each contractor must submit a completed proposal bid form, certificate of liability insurance, and any additional information requested in the RFP with their proposal packet. The proposal bid form must be signed and include a statement as to the period during which the proposal remains valid.

Responses to this RFP will be evaluated based on a selection process consisting of:

- A review by the City of the contractor's response to the RFP, to determine if the proposal meets all criteria for consideration.
- Relevant experiences, project understanding, project requirements, strength of the proposal, and proposed fees.

Every effort will be made to adhere to the following schedule:

- | | |
|-------------------------------------|--|
| • Advertise RFP | February 18th, 2021 |
| • Pre-Bid site inspections with PWD | Mon-Fri 7am-3:30pm thru March 3 rd , 2021 |
| • Proposal Submission Deadline | March 4th, 2021 (10:00 AM) |
| • Selection | March 15, 2021 |

Note: Pre-Inspection of locations must be scheduled with our Public Works Director Rob Hancock at 618-420-3367 prior to bid acceptance.

Proposals will be accepted until 10:00 AM on March 4th, 2021. Proposals will be publicly opened and read at that time.

Envelopes shall be clearly marked "Request for Proposal – Mowing 2021" on the outside of the envelope.

Instructions for Bidders

The City of Troy is requesting bids to mow park, cemetery, public land space and public right-of-way. The City desires contractors to supply mowing service for this city land and right-of-way. The selected contractor will be responsible for mowing and landscape maintenance services to the City of Troy for the 2021 season from April 2021 through April 2022. Please refer to Exhibit A for the complete list of locations to be mowed. Exhibit B is landscape maintenance instructions for the 162 bridge. Exhibit C is landscape maintenance/mowing instructions for a variety of sites.

Insurance

Certificate of insurance. The city shall require all contractors performing public works projects or performing work on city property in connection with a purchase order, to maintain insurance of the types and with limits of liability not less than those set out below at the contractor's expense during the term (including the warranty period) of the purchase order from insurers reasonably acceptable to the city covering items, risks and operations required to fulfill the purchase order.

- **Workers' compensation.** Insurance that the contractor is obliged by law to carry that covers all of contractor's employees performing work under this purchase order ("worker compensation")
- **Employer's liability insurance.** Employer's liability insurance with a limit of \$1,000,000 any one occurrence or the statutory requirement, whichever is greater. Such insurance shall protect the city as an alternate employer against claims asserted against the contractor by the contractor's workers as "borrowed servants," statutory employees or maritime employees ("employer' liability")
- **Commercial or comprehensive general liability insurance.** Commercial or comprehensive general liability insurance, including contractual liability coverage, with a limit of \$1,000,000 any one occurrence. Such insurance shall include sudden and accidental pollution liability coverage.
- **Automobile liability insurance.** Automobile liability insurance with a combined bodily injury and property damage limit of \$1,000,000 any one occurrence or the statutory requirement, whichever is greater, for all owned and leased vehicles.

Scope of Work

The work to be completed will include weekly mowing of all established grasses and vegetation within each reported area in a neat and professional manner. Vegetation in and around structures, walks, trees, parking areas, sidewalks, or other similar items shall be mowed to a neat appearance as well as string trimmed (weed eater, weed whipping, etc.). The contractor shall neatly mow grass and vegetation to a height of 2.5 inches (2.5"). All trash and debris in the mowing area shall be removed from the area before and after mowing by the contractor. Grass and vegetation clippings shall be blown or swept off of walkways, driveways, trails, sidewalks, etc. Vegetation clippings shall not be blown or deposited on the city streets or walkways.

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A number of areas described above dry out and do not grow during hot periods of the summer months. It will be the responsibility of the contractor to factor this into their bidding for services listed in Exhibit A to provide for the best possible price. The City's expectation is that these areas are to be kept in a neat and orderly groomed appearance at all times and it will be the responsibility of the contractor to choose a mowing cycle for each area to meet the expectation, with the approval of the Public Works Director.

The chosen contractor must be able to respond to and comply with all elements listed in this section. Failure to comply can and will result in termination of a bid proposal or service contract. Elements include:

- Mowing height is 2.5 inches (2.5")
- Grass clippings will not be mowed or blown into the streets or roads
- Mowing over garbage is prohibited
- All garbage must be picked up and disposed of
- Damage to trees, light posts, sign posts, etc. by mowers or string trimmers is prohibited
- Equipment operators must wear at all times high visibility reflective safety vests, jackets, or shirts while operating equipment in road ROW

Selection Process

The City will take into account such matters it considers appropriate in selecting the successful contractor. The City reserves the right to contract with one or more vendors for maintenance and mowing and to reject, for any reason, any and all bids. Evaluation criteria will include:

- The contractor's understanding of the assignment and ability to follow bidding instructions
- The contractor's proposed fee for individual maintenance areas and one lump sum for all areas
- The contractor's experience, qualifications and past performance.
- References (provide a minimum of three account references)

Bidder Qualifications & Proposals

The requests that contractors interested in submitting proposals:

1. Clearly outline (on the provided bid form) the unit price for each mowing area or landscape maintenance area specified as well as total lump sum for all areas under the REQUESTED SERVICES section of this document, for the season (April 2021 thru April 2022).
2. Submit a summary of your experience and qualifications.
3. Submit three account references that you currently service.
4. Specify the staff to be involved (primary contact, mowing operators, single proprietor, clerical contact, and owner or owner's agent).
5. Submit **two (2) signed copies** of the proposal packet (failure to not submit two full copies of your proposal may result in your proposal not being considered).

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The contractor should be aware of the following:

- The proposal should confirm that neither the contractor nor any employee would be in a conflict of interest with respect to the proposal if the contractor were to be selected to perform the services required.
- All proposals will be property of the City of Troy, IL.
- The lowest proposal will not necessarily be accepted. The City reserves the right to reject all bids, award the agreement, interview contractors, negotiate specific terms of the agreement, and make other adjustments as required in consultation with the successful contractor.
- Sealed envelopes marked "Request for Proposal – Mowing 2021" with the proponent's name and address shown on the upper left hand corner of the envelope, must be received at City Hall, Attn: Robert Hancock, Director of Public Works, 116 E. Market St. Troy, IL 62294 prior to 10:00am on March 4th , 2021.

Terms and Conditions

1. Bidders shall inform themselves of all the conditions under which the work is to be performed concerning the site of the work, the obstacles which may be encountered, and all other relevant matters concerning the work to be performed under this contract.
2. The Contractor shall assume full responsibility for the actions of its employees or agents and shall repair or replace any damaged item or area of the City properties caused by the actions of its employees or agents unless said damage occurred under circumstances beyond their reasonable control as determined by the City.
3. Any damage of public or private property caused by the Contractor's operations shall be resolved with the property owner within ten (10) days after damage occurs to the satisfaction of the City. The Contractor shall inform the City of any damage caused by the Contractor's operation on the day such damage occurs. Should the damage not be rectified within the time frame agreed upon or to the satisfaction of the City, the City reserves the right to repair or replace that which was damaged or assess the Contractor such cost as may be reasonable and related to damaged caused by the Contractor, and deduct these costs from any payment due the Contractor.
4. It is mutually understood and agreed that the Contractor shall not assign, transfer, convey, sublet, or otherwise dispose of this contract or his right, title, or interest therein, or his power to execute such contract, to any other person, firm, or corporation, without the previous written consent of an authorized representative of the City of Troy; but in no case shall consent relieve the Contractor from his obligations or change the terms of the contract.
5. The contract may be canceled or annulled by the City in whole or in part by written notice of default to the Contractor upon nonperformance or violation of contract terms. The City of Troy reserves the right to terminate the service at any time during the term of the contract upon thirty (30) days written notice to the Contractor. Failure of the Contractor to deliver services within the time stipulated, unless extended in writing by the City of Troy, shall constitute contract default.

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6. Contractor shall supply cell phone numbers, daytime office numbers, fax numbers, and pager numbers of supervisors handling this contract. The Contractor shall return all calls or pages within one hour of the City placing the call. On-site response time for complaints must be made within 24 hours of the initial call being made by the City. The Contractor must assign an English speaking crew leader to monitor all work being performed within the City. Failure to comply with the accessibility requirements shall be deemed as substandard work and will be subject to the same penalties.
7. The undersigned hereby affirms and states that the prices quoted herein constitute the total cost to the City for all work involved in the respective items. This cost also includes all proposal preparation costs, insurance, royalties, transportation charges, use of all tools and equipment, superintendent, overhead expense, inspection costs, all profits and all other work services and conditions necessarily involved in the work to be done in accordance with the requirements of the contract documents considered collectively.
8. Payment for mowing services shall be made in eight (8) equal payments, once all work has been completed in a satisfactory manner and the specifications stated herein have been met, for the following months: April May, June, July, August, September October and November following receipt of an invoice from the Contractor for the month in question. Payment for Landscape Maintenance locations shall be billed separately according to the landscape maintenance schedule Payments are approved on the third (3rd) Monday of each month. In order to ensure sufficient time for the payment to be processed, invoices must be submitted for payment on the first (1st) Wednesday of each month. If an area is missed and not mowed the same week, a minimum deduction of \$25 will be deducted from the invoice per occurrence. For larger areas, the average ft2 mowing costs will be determined for similar class categories and an appropriate deduction will be applied.

This Agreement entered into on _____
Date

City of Troy (Signature)

(Printed name and title)

Contractor (Signature)

(Printed name and title)

[2021 Mowing and landscape location map](#)

To view mowing and landscape maintenance locations click on the interactive link above. This link has street view capabilities.

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Exhibit A

Ftr ID	Location	Description	Frequency	Level of Service	Area (ac)	unit cost
1	116 E. Market St.	City Hall	Weekly	Mow/Trim/Blow	0.58	
2	610 E. Center St	Waste Water Plant	Weekly	Mow/Trim/Blow	5.9	
3	610 E. Center St	Waste Water Plant	Weekly	Mow/Trim/Blow	0.77	
4	610 E. Center St	Waste Water Plant	Weekly	Mow/Trim/Blow	2.99	
5	610 E. Center St	Waste Water Plant	Weekly	Mow/Trim	0.47	
6	610 E. Center St	Mersinger Log Cabin	Weekly	Mow/Trim/Blow	0.22	
7	416 E. Center St	Public Works Department	Weekly	Mow/Trim/Blow	0.08	
8	416 E. Center St	Public Works Department	Weekly	Mow/Trim/Blow	0.08	
9	416 E. Center St	Former Waste Water Plant	Weekly	Mow/Trim/Blow	0.06	
10	416 E. Center St	Former Waste Treatment Plant	Weekly	Mow/Trim/Blow	0.59	
11	S. Main St	Spencer Park Memorial	Weekly	Mow/Trim/Blow	0.16	
12	Clay St @ Edwardsville Rd	Paul Simon Memorial	Weekly	Mow/Trim/Blow	0.43	
13	Edwardsville Rd	Dairy Queen Water Tower	Weekly	Mow/Trim/Blow	1.12	
14	SrA Bradley R. Smith Drive	Right of Way	Weekly	Mow/Trim/Blow	1.14	
15	Turtle Creek outlot A	Adjacent to 102 Turtle Creek	Weekly	Mow/Trim/Blow	0.13	
16	1340 Springvalley Rd	Springvalley Lift Station	Weekly	Mow/Trim/Blow	0.11	
17	Hwy 162	Ground Storage Tank	Weekly	Mow/Trim/Blow	0.99	
18	Troy Rd	Troy Rd Water Tower	Weekly	Mow/Trim/Blow	0.3	
19	113 United Dr. Collinsville	Water Treatment Plant	Weekly	Mow/Trim/Blow	2.71	
20	113 United Dr. Collinsville	Water Treatment Plant	Weekly	Mow/Trim/Blow	2.49	
21	113 United Dr. Collinsville	Water Treatment Plant	Weekly	Mow/Trim/Blow	2.23	
22	Frontage Rd	Right of way	Weekly	Mow only	0.32	
23	SRA Bradley Smith Dr	Right of Way	Weekly	Mow/Trim/Blow	0.39	
24	SRA Bradley Smith Dr	Right of Way	Weekly	Mow/Trim/Blow	0.37	
25	Formosa Rd	Right of Way	Weekly	Mow only	0.38	
26	Formosa Rd	Right of Way	Weekly	Mow only	0.35	
27	162 bridge	Landscape	every two month	Landscape Maintenance	0.17	
28	162 bridge	landscape	every two month	Landscape Maintenance	0.26	
29	162 bridge	landscape	every two month	Landscape Maintenance	0.26	
30	162 bridge	landscape	every two month	Landscape Maintenance	0.18	
31	S. Main St	City Cemetery	Weekly	Mow/Trim/Blow	2.79	
32	S. Main St	landscape	every two month	Landscape Maintenance	0.01	
33	S. Main St	landscape	every two month	Landscape Maintenance	0	
34	S. Main st	landscape	every two month	Landscape Maintenance	0	
35	S. Main St	landscape	every two month	Landscape Maintenance	0	
36	S. Main St	landscape	every two month	Landscape Maintenance	0.01	
37	Ameritech	landscape	twice per season	Landscape Maintenance	0.02	
38	440 Orchard Ct	outlot	Weekly	Mow/Trim/Blow	0.3	
39	Collinsville Rd	Right of Way	Weekly	Mow only	0.09	
40	Commercial Dr	Right of Way	every two weeks	Mow only	0.22	
41	162 bridge	Right of Way	Weekly	Mow only	0.27	
42	162 Bridge	Right of Way	Weekly	Mow only	0.31	
43	162 bridge	Right of Way	Weekly	Mow only	0.51	
44	162 bridge	Right of Way	Weekly	Mow only	0.31	
45	Edwardsville Rd @ Taco Bell	Right of Way	Weekly	Mow only	0.2	
46	Dorothy Dr	Right of Way	Weekly	Mow only	0.32	
47	Dorothy Dr	Right of Way	Weekly	Mow only	0.39	
48	Diana St to Laundry St	Right of Way	Weekly	Mow only	0.11	
49	S. Main bridge	Right of Way	Weekly	Mow only	0.02	
50	Commercial Dr	Right of Way	every two weeks	Mow/Trim/Blow	0.18	
51	Collinsville Rd	Right of Way	Weekly	Mow only	0.64	
52	1530 Troy Ofallon Rd	Retention Pond	Weekly	Mow/Trim	0.53	
Totals:						
1378					33.46	



Exhibit B

Landscape Maintenance at 162 Bridge

Frequency	Service	Unit cost
Jan-Feb	<ul style="list-style-type: none"> • Weed pulling/trash removal • Repair rock from drive thru's 	
Mar-April	<ul style="list-style-type: none"> • Weed pulling/trash removal • Replant any dead plants • Pre-emergent application to entire site • New mulch 	
May-June	<ul style="list-style-type: none"> • Weed pulling/trash removal • Plant maintenance (removal of dead blooms, etc.) • Pre-emergent application to entire site 	
July-August	<ul style="list-style-type: none"> • Weed pulling/trash removal • Plant maintenance (removal of dead blooms, etc.) • Pre-emergent application to entire site 	
Sept.-Oct.	<ul style="list-style-type: none"> • Weed pulling/trash removal • Replant any dead plants • Pre-emergent application to entire site • Cut ornamental grass after dormant 	
Nov.-Dec.	<ul style="list-style-type: none"> • Weed pulling/trash removal • Repair rock from drive thru's 	
Total Cost		

Exhibit C

LANDSCAPE MAINTENANCE LOCATIONS

In addition to regular mowing, the following locations have landscape maintenance requirements;

- **City Hall**
 - Shrub trimming two times during the mowing season
 - Weed pulling from landscaping
 - Leaves and trash removal
- **ATT Building**
 - Shrub trimming two times during the mowing season
 - Weed pulling from landscaping
 - Leaves and trash removal
- **Paul Simon Park**
 - Shrub trimming two times during the mowing season
 - Weed pulling from landscaping
 - Leaves and trash removal
- **Spencer Park**
 - Shrub trimming two times during the mowing season
 - Weed pulling from landscaping
 - Leaves and trash removal
- **South Main St**
 - Shrub trimming two times during the mowing season
 - Weed pulling from landscaping
 - Leaves and trash removal
- **City Cemetery Holiday requirements**
 - **The City cemetery will be mowed, trimmed and markers blown off two days prior to the holidays listed below;**
 - **Easter**
 - **Memorial Day**
 - **Fourth of July**
 - **Labor Day**



BIDDER REFERENCES

NAME	ADDRESS	CONTACT PERSON & PHONE #
1.		
2.		
3.		