Notice of Lawn Mowing Bids

City of Shueyville

The City of Shueyville is now accepting lawn mowing and trimming proposals for 2020 for the Shueyville City property, right of way and nuisance abatement mowing services. Bid forms are available at www.shueyvilleia.com or by phone at 319-848-7626. Forms are also by available by emailing Shueyville@southslope.net to request a bid packet. Bid forms are due to the City Clerk April 9, 2020 by 2:00 pm.

Contractual Mowing Request for Proposals

March 10

2020

Following is the request for proposals on contractual services for the mowing of City owned property; including James Avenue South, 120th Street NE, Club Road NE, Council Street NE, Water Street NE, and the City Hall property.

Invitation for Bids

The purpose of the Request for Proposal (RFP) is to obtain quotes and/or bids for providing City property, right-of-way, and nuisance abatement mowing services for the City of Shueyville, Iowa for 2020. All Communications regarding this RFP and for obtaining a complete RFP packet of information should be directed by email to the City Clerk, shueyville@southslope.net

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:

• Distribute RFP	March 10, 2020
• Pre-Bid Conference	March 31, 2020 (2:00 PM)
• Proposal Submission Deadline	April 9, 2020 (by 2:00 PM)
• Selection	April 14, 2020

Note: A pre-bid meeting to answer contractor questions and describe the mowing areas (maintenance areas) will be held on Tuesday, March 31, 2020 at 2:00 PM at Shueyville City Hall, 2863 120th Street NE, Swisher, IA 52338.

Proposals will be accepted until 2:00 p.m. on April 9, 2020, and are to be submitted to Teresa Eadie, City Clerk, at the address listed above for the City of Shueyville, IA.

Envelopes shall be clearly marked "Request for Proposal – Mowing 2020" on the outside of the envelope.

Instructions for Bidders

The City of Shueyville is requesting bids to mow 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 services to the City of Shueyville for the 2020 calendar year from April 15th through October 31st. Please refer to Exhibit A for the complete list of locations to be mowed. Exhibit B is a map highlighting the areas and routes to be mowed.

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 three inches (3"). 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.

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 contactor 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 City Clerk.

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 three inches (3")
- 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 contact with one or more vendors for maintenance and nuisance abatement 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 experience and qualifications of the contractor
- References (provide a minimum of three account references)

Bidder Qualifications & Proposals

The City requests that contractors interested in submitting proposals:

1. Clearly outline (on the provided bid form) the unit price for each mowing area specified as well as total lump sum for all areas under the REQUESTED SERVICES section of this document, for the season (April 15th – October 31st).
2. Submit a summary of your experience and qualifications.
3. Submit three account references that you currently service.
4. Submit a certificate of liability insurance and automobile/mowing equipment insurance (The contractor will need to name the City as additional insured and meet the following liability limits if awarded a maintenance contract: $500,000 per claimant and $1.0 million per occurrence).
5. Specify the staff to be involved (primary contact, mowing operators, single proprietor, clerical contact, and owner or owner's agent).
6. Submit two (2) copies of the proposal packet (failure to not submit two full copies of your proposal may result in your proposal not being considered).

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 Shueyville, IA.
- 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 2020" with the proponent's name and address shown on the upper left hand corner of the envelope, must be received by the City of Shueyville, Attn: Teresa Eadie, City Clerk, at 2863 120th Street NE, Swisher, Ia 52338 prior to 2:00 PM on April 9, 2020.

Exhibit A – Locations to be Mowed

1. City Hall Property ..... $_____/mowing
2. 120th Street from James Avenue to Bank..... $_____/mowing
3. James Avenue South - West Side to South City Limits..... $_____/mowing
4. Council Street from Water Street to Deen Street..... $_____/mowing
5. Water Street from Club Road to West Side of Bridge..... $_____/mowing
6. Club Road from Water Street to North City Limits..... $_____/mowing
7. Miscellaneous Mowing ..... $_____/hour