



RFP NO. 870

**FOR MOWING AND LANDSCAPING SERVICES
CITY OF BERKELEY, MISSOURI**

PROPOSALS WILL BE READ PUBLICLY

**Bid Opening Date: June 26, 2018
Time: 10:00 am**

**City Hall
8425 Airport Rd
Berkeley, MO 63134**

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**City of Berkeley
Request for proposal
Mowing and Landscaping Services**

PURPOSE OF REQUEST

The City of Berkeley (the “City”) seeks proposals for lawn and yard care services for a period from July 1 – October 31, 2018. Such services will include maintenance of the City owned Properties, Parks, Vacant Homes, and Vacant Lots.

The proposal must include all labor, materials, equipment, and tools necessary to perform the services described in the proposal.

INSTRUCTIONS TO CONTRACTORS

All proposals must be addressed to:

Debra M. Irvin, City Manager
8425 Airport Road
Berkeley MO 63134
314-400-3705

All proposals must be in a sealed envelope and clearly marked “**Sealed Bid – Mowing and Landscaping Services**”. The name and address of the proposing business must be shown on the face of the envelope.

All proposals must be received by **10:00 am on June 20, 2018**. Six (6) copies of the proposal must be enclosed in the sealed envelope. At this time all proposals will be opened and publicly read. No facsimile, electronic, or telephone proposals will be accepted. Bidders are cautioned that failure to comply may result in non- acceptance of the offer.

Proposals should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy requirements of the request. Special bindings, colored displays, promotional materials, etc. are not desired. Emphasis should be on clarity and completeness of information provided.

City Properties

Services to be performed at the following City properties:

Bill Miller Park, Lee Etta Hoskins Community Park, Jean Montgomery Park, and Lovenia C. Mathison Lake Park. **** NOTE- Ramona Lake shall be quoted as a separate amount from other City Properties.**

There are also **88 vacant lots**, and more than **200 vacant homes** on various streets in City that will need maintenance. Lots are less than 0.25 acres.

MOWING/TRIMMING

1. Mow all lawn areas with mulching mowers. Grass to be cut between 7 and 9 inches.
2. Trim around trees, beds and any area not accessed by mowers with string trimmers.
3. Edge all sidewalks, driveways and curbs if applicable.
4. Blow off any resulting debris from all hard surfaces.
5. Pick up all debris, rubbish and yard waste; remove from property and dispose of properly. Do not leave on City Streets
6. Mowing and trimming to be done every 10-14 days from July to September; every 21-days in October or as needed.

PRUNING

Prune all shrubs and trees to promote proper growth and shape retention, 1-3 times per season as appropriate for the type of plant.

FALL CLEAN-UP

Fall clean-up of all properties to be done on a weekly basis beginning October 15th to November 30th or until snow cover.

ADDITIONAL WORK:

As needed.

PRUNING

All shrubs and trees will be pruned to promote proper growth and shape retention 2-3 times per season.

FALL CLEAN-UP

Fall clean-up to be done on a weekly basis beginning October 15th to November 30th or until snow cover.

SPRING CLEAN-UP - 2019

Clean-up all properties of branches and leaves. Clean-up to begin April 15th or as soon as the snow is gone.

ADDITIONAL WORK

As needed.

General Information

The successful bidder shall:

1. Show evidence of familiarity with work of comparable scope and size;
2. Supply the City with the Company's qualifications and experience, including a list of references for which it has rendered services during the last five (5) years;
3. Provide a certificate of insurance to cover the period of the contract for Worker's Compensation, General Liability in the amount of \$1,000,000.00; and
4. Provide a list of all personnel who will be assigned to Berkeley, including their years of experience and qualifications. Before any of the Contractor's employees work in the City, evidence of satisfactory background check will be required.

Proposals will be evaluated based on the following criteria:

- Qualifications and experience of the individuals assigned to the contract, and relevant experience in conducting similar services;
- History of the individual or firm, including years in business, and ability of the firm to perform the work described;
- Previous work experience with entities of similar size and region;
- How well the proposal communicates an understanding of the scope of work in the City of Berkeley; and
- Cost of services.

The City of Berkeley reserves the right to reject any or all proposals or accept the proposal the City deems to be in its best interest, regardless of the lowest bid amount. The City reserves the right to request additional data or information or a presentation in support of written proposals, however the City may award a contract based on the offers received, without additional submissions. The proposal should be submitted on the most favorable terms, from all aspects, which the Contractor can submit. The City reserves all rights to negotiate with the consultant of its choice based not solely upon cost alone, but on the qualifications and ability of the consultant to perform, consistent with the City's intent, requirements, time schedule, and funds availability. The City further reserves the right to:

- Not award a contract for the requested services;
- Waive any irregularities or informalities in any proposals;
- Accept the proposal deemed to be the most beneficial to the public and the City;
- Negotiate and accept, without advertising, the proposal of any other respondent in the event a contract cannot be successfully negotiated with the selected firm; and
- Retain products submitted by respondents for its own use at its sole discretion.

BID PROCESS SCHEDULE

CITY OF BERKELEY
8425 AIRPORT RD
BERKELEY, MO. 63134

Dates

1. Deadline for submittal of Bidder's request for clarification, modifications or questions regarding the Bid #870.
June 21, 2018 @ 11:00am
2. Modifications and/or answers to questions may be posted on the City of Berkeley Website: <http://www.cityofberkeley.us>
Submittal Deadline for Bid #870 June 26, 2018 at 10:00 a.m.
3. Bid #870 Opening June 26, 2018 at 10:00 a.m.

**MOWING AND LANDSCAPING SERVICES
CITY OF BERKELEY, MISSOURI**

Please print legibly, except where signature is required.

Company Name: _____

Company Address: _____

Phone Number: _____

E-mail Address: _____

Website: _____

Authorized Officer: _____

Signature: _____

Title: _____

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REFERENCES

Bidder's Name: _____

List 3 references of similar projects

Company Contact Name

Project Description Project Amount (\$)

Address/City/State/Zip

Phone Number Email

Company Contact Name

Project Description Project Amount (\$)

Address/City/State/Zip

Phone Number Email

Company Contact Name

Project Description Project Amount (\$)

Address/City/State/Zip

Phone Number Email

AFFIRMATIVE ACTION STATEMENT

THE CITY OF BERKELEY, MISSOURI is an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

We acknowledge that we will hire and develop qualified people, solely on merit and qualifications, without regard to race, color, creed, religion, sex, national origin, ancestry, handicaps or age.

While acknowledging an obligation to the community to reaffirm its Fair Employment Policy, we also reaffirm our support for the various Presidential Executive Orders and regulations of the Equal Employment Opportunity Commission. In addition, we support the applicable provisions contained in the Civil Rights Acts, the Equal Pay Law, the Age Discrimination and Employment Act. The regulations, acts, orders and laws provide that discrimination based on race, color, creed, religion, sex, national origin, ancestry, handicaps or age is prohibited.

Our policy can be implemented only through the efforts of everyone within the company. A simple statement is not enough without full support. It is hoped that through an Equal Opportunity Plan, a fair and equitable program might be practiced. Through such a plan, applicants and employees should feel they could become an active part of the company without fearing reprisals due to extraneous factors not related to merit or qualifications.

Signed

Position

Date

Note: THIS FORM IS VALID FOR THIS CALENDAR YEAR ONLY (2018)

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AFFIRMATIVE ACTION/PRIME VENDOR QUESTIONNAIRE

Many of you will probably be compiling similar information for your yearly E.E.O. Reports. If this is the case, and you would prefer to wait and complete this form at that time, please feel free to do so. If you want to be placed on the prime vendor list prior to that time we can do so with a copy of your Affirmative Action Plan.

1. Name and address of your organization: _____
2. Name and position of person completing this report _____
3. We do not wish to be on your prime vendor list and are returning this form incomplete:
Yes _____ No _____
4. Do you consider your organization to be an Equal Employment Opportunity Employer?
Yes _____ No _____
5. Are you part of or a division of a larger parent organization? Yes _____ No _____
If yes, please give parent organization name and home office address:

6. How many employees were on the payroll last pay period?
Full Time _____ Part Time _____
7. How many women were on the payroll? Full Time _____ Part Time _____
8. How many minorities were on the payroll?
Full Time Male Minority employees: _____
Full Time Female Minority employees: _____
Part Time Male Minority employees: _____
Part Time Female Minority employees: _____
9. Does your organization include in its employment advertising a phrase similar to: "We are an Equal Employment Opportunity Employer _____"; or if your organization has not advertised recently, will similar phrase be included if advertising is undertaken in the future
Yes ___ No _____
10. Does your organization or you parent organization have an Affirmative Action Plan?
Yes ___ No _____ If Yes, please supply a copy of the current plan.
11. Does your organization have a designated department or person to function in the Equal Opportunity Position? Yes _____ No _____ If Yes, please supply the name, title, phone number and address for future correspondence.

The City of Berkeley wishes to thank you for your cooperation in filling out this form.

FEDERAL WORK AUTHORIZATION PROGRAM AFFIDAVIT

Pursuant to Section 285.530 RSMo as a condition of the award of any contract in excess of five thousand dollars (\$5,000.00), the successful bidder shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection to the contracted services. Successful bidders shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection to the contracted services.

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PRICE SHEET

COST PROPOSAL 2018

William Miller City Park	=	\$ _____per cut
Lee Etta Hoskins Community Park	=	\$ _____per cut
Jean Montgomery Community Park	=	\$ _____per cut
Pruning	=	\$ _____per cut
TOTAL for 2018	=	\$ _____

ADDITIONAL WORK REQUESTED ABOVE SERVICES OUTLINED - 2018

Vacant Home- Single Family Lot	=	\$ _____per cut
Vacant Lot - Single Family Lot	=	\$ _____per cut

COST PROPOSAL 2019

William Miller City Park	=	\$ _____
Louvenia Mathison Lake Park	=	\$ _____
Lee Etta Hoskins Community Park	=	\$ _____
Jean Montgomery City Park	=	\$ _____
Pruning	=	\$ _____per cut
TOTAL for 2019	=	\$ _____

ADDITIONAL WORK REQUESTED ABOVE SERVICES OUTLINED - 2019

Vacant Home- Single Family Lot	=	\$ _____per cut
Vacant Lot	=	\$ _____per cut

Louvenia Mathison Lake Park

2018 = \$ _____ per cut

2018 = \$ _____ per cut

Pruning = \$ _____ per cut

By signing below, you certify the costs above and a full understanding of the project as proposed in accord with the scope of work.

Signature _____ Date: _____

Email _____