



## **REQUEST FOR PROPOSALS (RFP)**

### **Lawn Mowing and Landscaping Services for Various Locations 2020**

**Proposal Deadline: Thursday, October 31, 2019, 11:00am**

#### **Overview**

The Town of Kersey, CO is seeking proposals from Contractors who are not only capable of performing the attached scope of work but are also take pride in their finished product. The contractor must currently be in the business of providing turf, landscaping maintenance services, and irrigation system work for a minimum of at least five (5) consecutive years. All applicable federal, state, and local laws, ordinances and regulations must be adhered to. Services to commence March, 2020.

Contractors submitting a proposal should review the procurement requirements listed. Specifically, the selected Contractor will be required to:

- Execute a Master Services Agreement with the Town of Kersey;
- Complete applicable forms and certifications;
- Maintain General Liability Insurance (\$1,000,000 minimum); Workers Compensation Insurance (\$500,000) and business automobile liability (\$1,000,000) and furnish proof of such insurance;

Bidders are encouraged to attend a pre-proposal meeting October 23, at 9am at 332 3<sup>rd</sup> St., Kersey (Town Hall) when Town staff will review regulations and requirements, answer questions, and provide a tour.

No Contractor who is the recipient of Town of Kersey funds, or who proposes to perform any work or furnish any goods under this agreement shall discriminate against any worker, employee, applicant, or any member of the public because of race, color, sex, gender, sexual orientation, religion, age, marital status, national origin, veteran status, physical or mental disability or perceived disability, or other criteria protected by law. Discriminatory practices based on the foregoing are declared to be contrary to the public policy of the Town. The Town of Kersey complies with all Equal Employment Opportunity requirements.

The selected contractor will report to the Public Works Operations Manager assigned to parks.

## **Proposal Submittal**

Proposal responses shall be submitted on the Proposal Submission Form (page 13). All costs are to be final.

Proposal must include a minimum of three professional references. These references should be attached to the Proposal Submission Form and include current contact information including name, address, telephone number and email address.

Please direct any questions regarding proposal submission to the Town Manager listed on Page 12.

Completed proposals must be received no later than October 31, 2019, 11:00am and delivered to: Town of Kersey, P.O. Box 657; 332 3<sup>rd</sup> St., Kersey, CO 80644, clearly marked "Lawn Mowing and Landscaping Services"

NOTE: The Town reserves the right to reject any and all proposals. Proposals received after this deadline may be refused and deemed ineligible for consideration at the Town's sole discretion.

## **Selection of Contractor**

The Town reserves the right to accept a proposal and enter into an agreement as a result of the initial proposals received, or alternatively, it may elect to conduct negotiations with those Bidders as determined by the Town, to be within an acceptable competitive range, or alternatively, to negotiate separately with any Bidders when it is determined to be in the best interest of the Town. In addition, the Town may request that Bidders provide a best and final offer. The Town may negotiate any proposal or best and final offer at any time after the deadline for the submission of proposals.

The Contractor selected will be required to submit a Certificate of Insurance naming the Town of Kersey as an additional insured, which will be reviewed by the Town Manager's Office.

A contract will then be negotiated between the Contractor and the Town, with each agreeing to the terms of the contract and affixing authorized signatures. The contractor will be required to complete all forms and certifications required by the Town, State and Federal governments. The Town may reject any or all proposals and may waive informalities and minor irregularities in any proposal received.

## **Proposal Requirements and Examination of Work to be Performed**

The contractor is required to thoroughly examine the request for proposal requirements and the work contemplated, and it will be assumed that the contractor has investigated and is satisfied as to the requirements. It is mutually agreed that submission of a request for proposal shall be considered prima facie evidence that the contractor has made such examination.

Before submitting the request for proposal, the contractor shall examine the scope of work and visit the site of the work to become familiar with the working conditions and the exact nature and extent of the work taking into account any special or unusual features peculiar to this project. By submitting a proposal, the contractor, if selected for award, shall be deemed to have accepted the terms of this RFP.

## **Section 1**

### **GENERAL INFORMATION**

This RFP contains instructions governing the content of the proposals and the format in which they are to be submitted. It does not attempt to define all of the contract needs nor detail them. Rather, it is flexible and allows for the credentials of the contractor to be demonstrated in the areas of expertise necessary to the contract. There are mandatory requirements to be met, but should the contractor foresee the need for qualification of the effort or additional requirements, concise and relevant discussion is encouraged. Questions from contractors shall be accepted by the Public Works Operations Manager via email or phone. Emails shall be submitted to [jroseberry@kerseygov.com](mailto:jroseberry@kerseygov.com) or by phone 970-356-5675.

### **SCOPE OF SERVICES, BACKGROUND, AND PURPOSE**

## **Section 2**

This scope of work pertains to the requirements of maintaining grass and landscaped areas at various locations in the Town. As part of the response to this RFP, bidders if awarded will be required to submit a weekly check sheet showing what tasks were completed. The overall responsibility of the Contractor is to coordinate, plan, manage, and perform activities described in this RFP to maintain an acceptable appearance in those areas included in the RFP.

The Contractor shall furnish all labor and materials necessary to perform the mowing and landscaping maintenance tasks in the RFP. Contractor shall complete all the tasks listed below and will comply with all the requirements and specifications. Contractor shall become familiar with ET irrigation controllers.

It shall be the Contractor's responsibility to verify the areas, sizes and quantities of the surfaces and items to be maintained in this RFP. Failure of the Contractor to verify the listed amounts shall not relieve the Contractor of the responsibility to provide all services required to the standards included herein, for the prices submitted in Contractors proposal.

### **2.1 HOURS WHEN WORK IS TO BE PERFORMED**

All work is to be performed Monday through Friday from 7am to 6 pm. No work shall be done on Saturday or Sunday without written permission from the Town. The selected Contractor will have to work around scheduled Town of Kersey recreation activities and events and adjust their schedules accordingly. The Contractor shall consult of the Town of Kersey Recreation Director for coordination.

### **2.2 SCHEDULING OF WORK- BEGINNING OF CONTRACT TERM**

- A. At least five (5) business days prior to the commencement of the contract, the Contractor shall submit in writing to the Contract Manager (Public Works Operations Manager) or his/her designee, the name of the On-site Supervisor authorized to act for the Contractor in every detail for the lawn mowing and landscape services.
- B. At least five (5) business days prior to the commencement of the contract, the Contract Manager or his appointee will confer with the Contractor and review the total specification requirements, total workload and the lawn mowing and landscaping services proposed by the Contractor.

### **2.3 SPECIFICATIONS**

The lawn and landscaped areas must be maintained and serviced at the frequency and to the standards as detailed in these specifications. The Contract Manager or his/her designee shall determine whether the tasks have been performed, and that the performance is in accordance with the standards set forth in

these specifications. Failure to perform a task or to perform a task to the specified standard will result in reductions in the Contractor's monthly invoice.

## **Landscape Maintenance Standards and Specifications**

**Overview:** The following standard outlines the scope of services and responsibilities required of the Contractor, but may not be inclusive of the entire scope of services. The specifications outline the quantity and category of work required. Other parts of the contract (**not included here**) provide requirements such as insurance and licensing standards, hours of work, work authorizations, etc.

### **A. GENERAL STANDARDS**

#### **1. GUARANTEE AND REPLACEMENT**

- a. Contractor shall replace, at no additional cost to Town, any turf, plant materials or any other Town property damaged as a result of improper maintenance attention or procedures. Replacement material shall be of the same size and variety as the dead or damaged material. Property damage must be done within two weeks of identification of damage. Alternatives to size, variety and scheduling of replacement must have written permission of Town.
- b. Contractor is not responsible for losses, repair or replacement of damaged work or plant material resulting from theft, extreme weather conditions, vandalism, vehicular incidents (other than Contractor's vehicles) or the acts of others over whom they have no reasonable control.
- c. Contractor shall inform the Town on a monthly basis of plant losses unrelated to the maintenance activities, provide the Town with a probable cause of the plant loss, and provide recommendations for replacement along with pricing for replacement.

#### **2. CONTRACTOR RESPONSIBILITIES**

- a. Contractor will provide staff able to perform work at the highest standards of horticultural excellence. Key staff shall have current knowledge of best management practices (BMP's) regarding: safety, hazardous materials spill response, lawn care, plant health, pruning, and integrated pest management. The Town reserves the right to demand the replacement of Contractor's staff who do not meet the Town's standards for safety, professionalism, or horticultural knowledge.
- b. Provide an emergency contact list identifying the names, positions held, and phone numbers of key maintenance personnel. Provide mobile numbers for the landscape maintenance manager and site supervisor.
- c. Attend meetings and site inspections of the grounds as requested.
- d. Contractor shall maintain a computerized log of activities performed and provide a written copy monthly.
- e. Establish a schedule/chart for regular maintenance activities by area and submit to Public Works for review. Contractor to review proposed schedules with the Contract Manager at the regularly scheduled meetings and adjust as necessary to avoid conflicts. There are several events that go on each year that require the property be in compliance with the specifications of the RFP at the time of the event (Kersey Days, Splash Days are two examples).

### **B. SCOPE OF WORK**

#### **1. GENERAL PRACTICE GUIDELINES FOR MATERIALS AND EXECUTION**

- a. This document is intended as a benchmark of the Town's minimum standards for maintenance, repair and improvements. However, the Town respects the Contractor as a professional and as such, will take under consideration, any and all recommendations

made by the Contractor.

- b. Contractor shall furnish all labor, equipment, and materials necessary to complete the maintenance of turf and plantings, as specified herein. It is the intent of the Town that this site be maintained in a resource-efficient, sustainable, and cost-effective manner.
  - c. Maintenance shall consist of spring removal of old mulch, pruning, mowing, Pest Management (including prairie dog mitigation), weed/insect/disease control, litter control and any other procedures consistent with good horticultural practice necessary to ensure normal, vigorous, and healthy growth of turf and landscape plantings.
  - d. All turf shall be mowed with professional quality turf-mowing equipment. Prior to award of contract, Contractor shall provide to the Town the make and model of the mower(s) that will be used.
  - e. Contractor is encouraged to use non-polluting devices like rakes and brooms when feasible. The Town prefers that blowers and other power equipment are low-decibel, low- fossil fuel consumption, and low-emissions models.
  - f. Contractor is encouraged to develop cultural practices which incorporate on-site recycling of organic materials, such as leaves and grass clippings, and the use of recycled materials in its maintenance operations.
  - g. Contractor shall visually inspect all landscape areas monthly from April through September to identify potential pest problems. Pest problems include insect, disease, and weed infestations. The presence of a pest does not necessarily mean there is a problem. Contractor shall keep written records of pests identified and areas where problems may be developing.
  - h. Control of Weeds: Use cultural methods (mulch, proper pruning,) to encourage plant health and growth and discourage weeds. Keep planter beds and tree wells free of weeds and debris on a rotational basis, weekly throughout the year by hand pulling or other mechanical means. Entire site shall be weeded by hand or mechanical weeding methods that remove the roots every week. Ground covers are to be trimmed so they meet but do not grow over walkways or outside any of the planters.
2. NOXIOUS WEED CONTROL
- a. Noxious Weed list can be found on **the Weld County** web site [https://www.weldgov.com/departments/public\\_works/weed\\_management/](https://www.weldgov.com/departments/public_works/weed_management/)
  - b. Noxious weeds must be bagged and disposed of at the landfill.
  - c. Non-designated and weeds of concern shall be controlled with ongoing landscape management techniques.

## C. MATERIALS AND EXECUTION – TURF MAINTENANCE

### 1. TURF MOWING

- a. All turf will be mowed with professional quality turf mower equipment. Pricing assumes that bagging and removing clippings will be required only when excessive leaf debris is present, turf is too long to mulch, or when moisture conditions are too high to allow effective mulching without substantial clumping of turf debris.
- b. Prior to each mowing, remove all litter and debris from lawn areas. Formal turf areas shall be mowed per the schedule below and maintained at a height of no less than 2-1/2 inches and no more than 3 inches.
- c. Alternate mowing direction where feasible every mowing. Maintain a uniform lawn height free from scalping.
- d. The Town and the Contractor will evaluate and determine any areas that require bagging and removal of clippings on a regular year-around basis.
- e. Contractor is responsible for any damage incurred as a result of mower damage to trees and shrubs and must repair or replace any such damage at no cost to the Town. Properly maintained tree wells are encouraged to minimize such damage.

- f. Clippings will be swept or blown from hardscapes after each mowing. Sweeping is encouraged when feasible.
2. TURF MOWING SCHEDULE

Month	Number of cuts
March	Pre-emergent/aerate
April	Weekly
May	Weekly
June	Weekly
July	Weekly
August	Weekly
September	Weekly
October	Bi-weekly
November	Bi-weekly/leaves

NOTE: Base Contract price includes approximately 28 mowings per the mowing schedule. Schedule of services may be altered per the Town 's request or as required by climatic conditions.

3. TURF EDGING AND TRIMMING
- a. Mechanically trim all landscape turf edges once a month. Edges include all formal lawn perimeters and tree wells in lawn areas. In April, June, and August, redefine all formal lawn edges with a mechanical blade-type edger or hand spade. Clean debris from hardscapes and non-turf landscape areas. Remove larger debris.
  - b. Trim all formal lawn areas that cannot be reached by a mower after each mowing. Areas to be trimmed include any lawn adjacent to poles, signs, bollards, trees, walls and all other obstacles. Perform trimming to the same height as mowing. Clean debris from hardscapes and non-turf landscape areas, remove larger debris.
  - c. Contractor shall trim around all guardrails every other mowing.
  - d. Contractor is responsible for any damage incurred as a result of trimmer or edger damage to trees and shrubs and must repair or replace any such damage at no cost to the Town. Properly maintained tree wells are encouraged to minimize such damage.

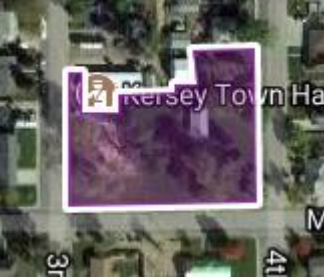
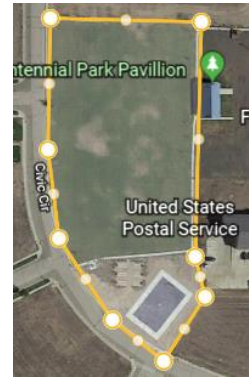

D. MATERIALS AND EXECUTION - GENERAL AREA MAINTENANCE





1. LEAF AND BRANCH REMOVAL
- a. Keep walks, patios, planting beds, roadway gutters and lawn areas free of leaves on a weekly basis throughout the year.
  - b. In autumn, leaf removal shall occur at each visit as needed to prevent smothering of turf and groundcovers and excessive clumping when mulch mowing. The Town's preference is that whenever safety and plant health are not compromised that leaves remain on-site and are incorporated into mulch under plantings. Remove leaves from site only as needed to maintain a neat appearance and the health of the planting.
2. LANDSCAPE DEBRIS REMOVAL
- a. Remove biodegradable landscape debris (turf clippings (limited to only those times when mulch mowing is not possible), leaves, branches, dead plant material, etc.) to yard refuse recycling sites. Acceptable sites include topsoil producing facilities and/or other facilities, which utilize yard waste for landscape purposes. No biodegradable material should be disposed of as garbage, except noxious weed debris.
3. LANDSCAPE TRASH REMOVAL
- a. Remove all trash from landscaping beds and turf areas. Contractor shall haul it away for appropriate disposal.
4. MULCH REPLACEMENT
- a. Early spring Contractor shall remove old mulch and replenish mulch to maintain a depth

of no less than two and a half inches (2-1/2'') in all planting areas and tree wells. Established beds where plant foliage or groundcover completely covers the soil surface require no additional mulch. Keep mulch at least two to three inches (2 – 3'') away from the crown of plants and trees.

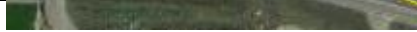




- b. After leaf removal in Fall, a light mulching is to be done in all landscaping to maintain the 2 ½'' depth in all planting areas.
- c. Mulch shall be brown shredded hardwood.
- d. "Red" bark mulch or dust shall not be used.




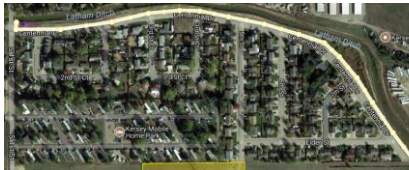

**2.4 PROPERTIES AND LOCATIONS OF WORK TO BE PERFORMED UNDER RFP (measurements are approximate):**


LOCATIONS	AREA DESCRIPTION	LANDSCAPE MAINTENANCE
1. Kohler Park	Entire Park including 332 3 <sup>rd</sup> St. 	Turf mowing. Rake mulch within playground area. Irrigation maintenance/timing. Irrigation done through well watering system. Aerate, seed as needed. Flower bed rehabilitation. Weekly schedule.  1.25 acres
2. Centennial Park	Entire Park including pavilion(s). 	Turf mowing. Irrigation maintenance/timing. Weekly schedule.  3.30 acres
3. West Wedge	Between Hwy 34 and Hill Street 	Weekly mowing/ weed management of native grass area. Irrigation to tree area near Kersey Town sign.  1.50 acres
4. Main Street West	1 <sup>st</sup> St. (Main) between Hwy 34 and Hill Street.	Weekly mowing/ weed management of native grass area. No irrigation.  0.20 acres

		
5. Main Street East	1st St. (Main) between Hwy 34 and Hill Street. 	Weekly mowing/ weed management of native grass area. No irrigation.  0.25 acres
6. Latham Corner	1st St. (Main) @ Centennial Drive 	Weekly mowing/ weed management of native grass area. No irrigation.  0.10 acres
7. Memorial Park	Hill St. @ 9th St. 	Bi-Weekly mowing/ weed management of native grass area. No irrigation.  2.5 acres
8. East Wedge	East of Memorial Park	Bi-Weekly mowing/ weed management of native grass area. No irrigation. Town Sign.  0.325 acres



		
9. Centennial Park parking	<p>Centennial Park</p> 	<p>Parking lot weed mitigation.</p> <p>0.8 acres</p>
10. 215 2 <sup>nd</sup> St. Community Center	<p>South of Centennial Park</p> 	<p>Turf, weekly mowing, irrigation, landscape management, parking lot.</p> <p>0.4 acres</p>
11. Water Tower	<p>5<sup>th</sup> St. south to dead end</p> 	<p>Monthly native grass/weed management</p> <p>4.50 acres</p>
12. Kohler Farms	<p>9<sup>th</sup> St. south to dead end</p> 	<p>Monthly native grass/weed management</p> <p>11.1 acres</p>

LOCATIONS	LAWN CARE	LANDSCAPE MAINTANCE
13. Hill St. ROW south 1	Hill Street 	Native grass/weed management.  0.290 miles
14. Hill St. ROW north 1	Hill Street 	Native Grass/ weed management.  0.293 miles
15. Hill St. ROW north 2	Hill Street, north side of road from 1 <sup>st</sup> . St. to east Highway access 	Weed management along ROW.  0.826 miles
16. Centennial Trail along Centennial Drive.	Centennial from 1 <sup>st</sup> . St. to dead east end. 	Weed Management along trail/ ROW.  0.545 miles
17. 446 1 <sup>st</sup> St.	Town Hall and Plaza area 	Turf, weekly mowing, irrigation, landscape management, parking lot.  0.79 acres

<p>18. ROW on both sides of 1<sup>st</sup> St. south of Centennial Drive.</p>		<p>Weed management along ROW.</p> <p>0.5 acres</p>
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## 2.5 CONTRACTOR’S EMPLOYEES

- A. Personnel employed by the Contractor shall be capable employees qualified in this type of work. A fully qualified work force shall be maintained throughout the period of this contract. All personnel shall receive close and continuing first-line supervision.
- B. The Contractor’s supervisors shall be fully and adequately trained and have a minimum of five (5) years’ experience in lawn and landscaping supervision sufficient in scope to meet the approval of the Contract Manager.
- C. The Contractor shall employ the quantity and quality of supervision necessary for both effective and efficient management of lawn and landscaping operations at all times.
- D. Contractor shall be liable for any damages caused directly or indirectly by its employees.

## 2.6 REDUCTIONS IN PAY

- A. Reductions for below standard work will be made if, after the second documented notification, the Contractor has not corrected the deficiency and Town worker(s) are assigned to perform the task(s) or was not completed at all by the contractor.
- B. Reductions for non-performance will be made if the task(s) was not done and Town worker(s) have to be assigned immediately to perform the task(s).
- C. Reductions for A. and B. above will be based on the hourly billing rate of the Town employee(s) plus benefits assigned to perform the task(s) times the hour(s) required for Town worker(s) to perform the task(s). If the work was not performed by the contractor and was just omitted, a deduction based on percentage of the overall monthly bill minus the work not completed will be calculated and the bill adjusted accordingly.

## 2.7 PAYMENT TO CONTRACTOR

- A. At the end of each month, the Contractor shall render to the Contract Manager their invoice, for the services provided during the preceding month. The invoice shall not exceed 1/9th of the annual base amount of the contract.

- B. All Alternate Tasks that were performed during that month shall be itemized separately.
- C. The Contract Manager or his designee shall review the invoice and any necessary reductions which must be made in accordance with the conditions of the Contract. Should the Contractor's invoice not include all necessary reductions, the invoice shall be reduced by the amount of the non-included reductions and processed for payment. The Contractor shall be notified of the reductions made and supplied with copies of documentation supporting those reductions.

## **2.8 CHANGES TO THE SCOPE OF WORK AND TERMINATION OF CONTRACT**

- A. The Contract Manager at any time may have to change the scope of the contract by written contract modification. On the designated effective date, the Contractor shall make the required changes in his/her operation.
- B. Upon receiving notice of the change, the Contractor's monthly invoice shall be adjusted if necessary to reflect the value of the change in the services under this contract.
- C. The Town may cancel the contract at any time for any reason upon giving 30 day written notice to the Contractor.
- D. The Town shall have the right to cancel this Agreement immediately without prior notice for any breach of any provision of the contract if not cured within 7 days from written notice from the Town.

## **2.9 INSPECTIONS AND APPROVAL OF WORK**

- A. The Town will demand strict conformance to the standards and frequency specified. The Contract Manager or his/her designee will inspect all completed work and will ascertain that the tasks have been satisfactorily accomplished.
- B. The Contract Manager or his/her designee will enforce the standards of this contract.

## **2.10 ON-SITE SUPERVISION AND TRAINING**

- A. The successful Contractor shall provide an On-site Supervisor who speaks and writes fluent English and will represent the Contractor concerning this Contract. This On-site Supervisor will make routine communications with the appropriate Contract Manager or his/her designee to receive instructions or other input regarding lawn mowing and landscaping services needs and activities.
- B. The On-site Supervisor is responsible for directing the Contractor's work force and accountable for all activities and behavior of all personnel assigned by the Contractor to perform work under this Contract.
- C. The Contractor shall be responsible for training and safety precautions for Contractor employees performing work under these specifications.

## **2.11 CONTACT INFORMATION**

### **Contract Manager**

Josh Roseberry

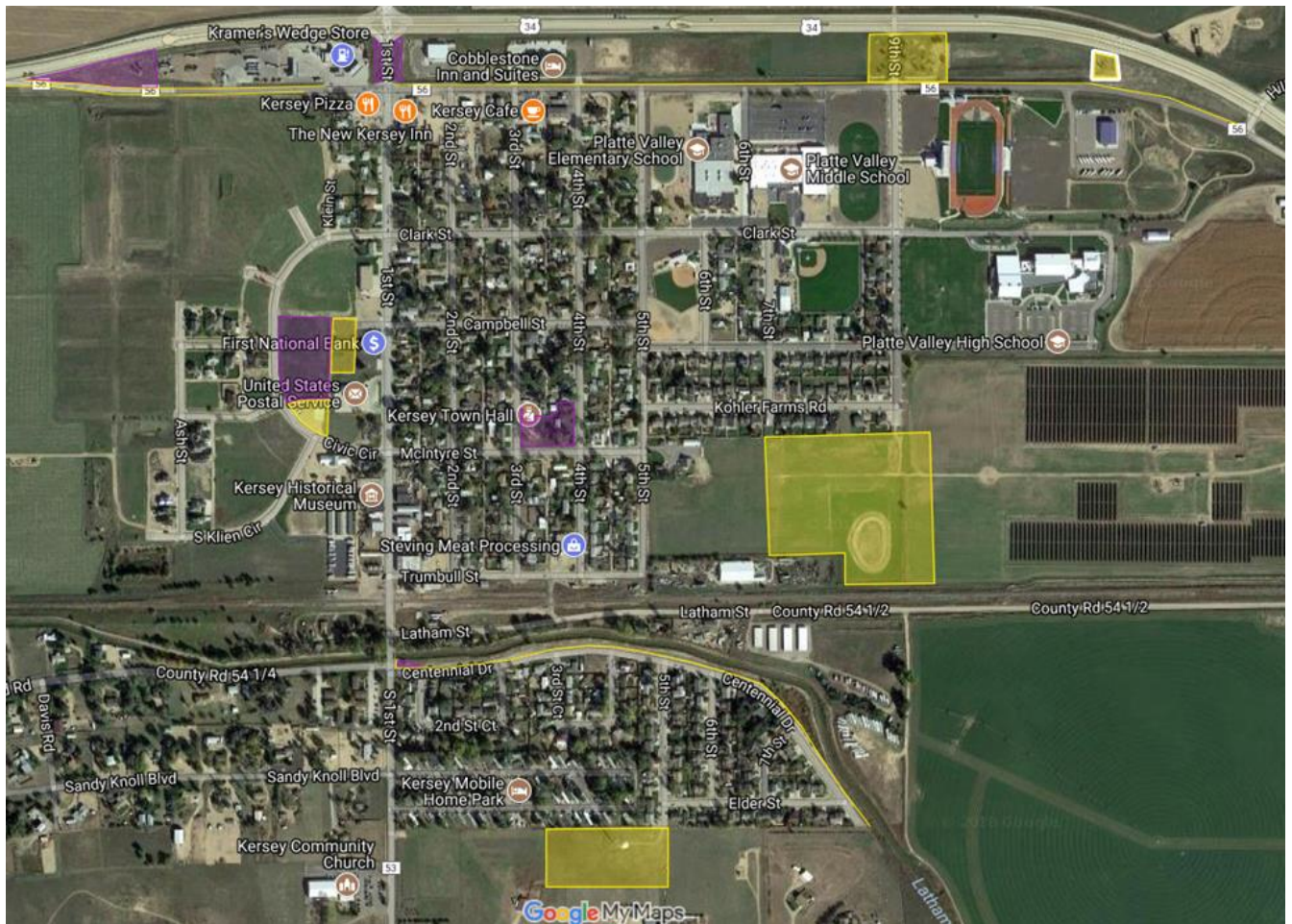
Public Works Operations Manager

Office: 970-356-5675

Cell: 970-324-3571

P.O. Box 657; 332 3<sup>rd</sup> St., Kersey, CO 80644

Email: [jroseberry@kerseygov.com](mailto:jroseberry@kerseygov.com)



*(map above does not include 446 1<sup>st</sup> St., 215 2<sup>nd</sup> St., ROW on 1<sup>st</sup> St. south of Centennial)*

**SECTION 3  
PROPOSAL SUBMISSION FORM  
Town of Kersey Lawn Mowing and Landscaping Services  
For Various Locations**

1. COMPANY NAME \_\_\_\_\_
2. ADDRESS (Home Office) \_\_\_\_\_
3. TELEPHONE NUMBER(office)\_\_\_\_\_ (cell) \_\_\_\_\_
4. NUMBER OF FULL-TIME EMPLOYEES \_\_\_\_\_
5. OWNERSHIP  
     \_\_\_\_\_ Sole Proprietor                      \_\_\_\_\_ Other – Please Specify  
     \_\_\_\_\_ Limited Partnership

**PROPOSAL PRICES.** Fixed prices for all requirements identified in Section 2 Scope of Services. Pricing submitted in this portion must be fully inclusive of all anticipated costs of the RFP and shall include all costs for management, supervision, labor and material associated with the RFP. The base bid includes the locations identified in Section 2.4 A and B.

**Pricing to comply with Section 2 Scope of Services of this RFP for locations identified in Section 2.4 A and B. This is the base bid for the lawn mowing and landscaping services:**

_____	X	9 Months	=	<b>Annual Cost</b> \$ _____
Monthly Cost				

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Name/Title of Authorized Representative

\_\_\_\_\_  
Date