

CITY OF BELLEVUE REQUEST FOR PROPOSAL GRASS CUTTING 2018

INTRODUCTION

The City of Bellevue has initiated a “Request for Proposal” (RFP) process to procure grass cutting services for various properties located within the City of Bellevue for a two year period beginning April 23rd, 2018 and concluding on the week of October 29th, 2019.

BIDDING PROCEDURE

All bids submitted in response to this RFP must comply with the following instructions. Bidders should examine the specifications carefully and the submission of a proposal will confirm that the bidder has read the specifications and inspected the various properties described within.

One (1) original and one (1) identical copy of each proposal shall be delivered in a sealed envelope to the City Clerk / Treasurer and be clearly marked “Grass Cutting Proposal.”

The proposal shall be submitted on a form supplied by the City and received by the City at the below listed address no later than 3:00 p.m., Thursday April 19, 2018. Proposals will be reviewed shortly thereafter. All prices listed in the proposal shall remain firm for Sixty (60) days from the date of the proposal.

All proposals shall be submitted to:

City of Bellevue
City Clerk
616 Poplar Street
Bellevue, KY 41073

Upon the completion of the review and evaluation of all proposals submitted in response to the RFP, all proposals shall become public documents of the City and shall be available for review by the public.

Questions regarding discrepancies, errors, omissions or ambiguities in the RFP shall be directed to the City Administrative Officer, at the above address. The City will not be responsible for oral instruction, written responses or other communication by anyone other than the City Administrative Officer.

Acceptance of bids and proposals to this RFP does not obligate the City in any way. The right to accept or reject any and all proposals shall be exercised solely by the City. The City will not pay costs incurred by contractor in the preparation of proposals.

The successful contractor shall comply with all rules, regulations, ordinances, codes and laws; shall secure and pay for permits necessary for initiation and completion of work; and shall adhere to any provisions of Social Security, Worker’s Compensation or Unemployment Insurance laws (local, state or federal). The successful contractor will also comply with Title VI of the Civil rights Act of 1964 and with the Governor’s Code of Fair Practices of Kentucky which provide that the contractor shall not discriminate against any employee or any matter

directly or indirectly related to employment, because of race, color, religion, sex, disability, national origin, age or ancestry.

The successful contractor shall furnish all materials, equipment, labor and licenses to complete the work required in the RFP. Work shall be performed professionally by skilled laborers.

Contractors are to provide the best price available with any applicable discounts applied. Contractors will not have the opportunity to resubmit new pricing schedules. Contractors will be notified of the award decision as soon as it is made by the Board of Council of the City of Bellevue.

Any written statements agreed upon by both parties, including the RFP, may become part of the contract. Any addendum to the original contractor proposal, such as letters or facsimiles, may become part of the same contract. Provisions of the RFP shall be incorporated into the resultant contract.

Contractors responding to the RFP are encouraged to visit each site prior to submitting their bid. Bid proposals will remain due not later than 3:00 p.m., Thursday, April 19 2018, with or without visits to the site.

The successful bidder and any subcontractor, if applicable, will be required to purchase an occupational license prior to the signing of the contract.

DESCRIPTION OF WORK

The contractor agrees to maintain the below listed areas in an aesthetically pleasing condition throughout the spring, summer and fall of 2018. Aesthetically pleasing shall include: cutting; trimming and removing clippings from all sidewalks, basketball courts, volleyball courts, and any other paved surface; the removal of heavy cuttings and trimmings from grass and lawn areas; and cutting in such a manner that does not direct trimmings into landscaped areas. Care for these areas shall begin the week of April 23, 2018 and conclude the week of October 29, 2018. The areas shall be maintained on a weekly cycle, and completed within a four (4) day period. The City requests that all cuts take place on Wednesday, Thursday, or Friday. Numbers 6, 7 and 8 shall be completed on the same day. Maintenance of the specified areas in the second year shall begin during the week of April 15th 2019 and end during the week of October 29th, 2019

1. City park at Washington and Walnut.
2. Swope Park at Taylor and Covert Run.
3. Garden and lawn around steps from Taylor to Grandview at railroad bridge.
4. Nagel Park at Northeast intersection of Grandview and Taylor.
5. Lawn area at Northeast corner of Foote and Center between sidewalk and fence.
6. Garden at Southwest corner of Center and Ward.
7. Hillside at Northwest corner of Center and Ward.
8. City park at 300 block of O'Fallon, West side.

9. City park between Van Voast and Foote along Ohio River.
10. Lot bounded by Foote Avenue R-O-W, 434 Foote, and railroad R-O-W.
11. Lot bounded by alley, 417 Foote and railroad R-O-W.
12. Western R-O-W along Riviera between Party Source and Donnermeyer Drive. Eastern right-of-way along Riviera between Bellevue Veterans Club and Landmark Drive.
13. South side of Lincoln Road between Ward and 712 Lincoln adjacent to parking area.
14. Southern side of Covert Run R-O-W between 338 and 630.
15. City owned property on Memorial Parkway at Wilson Avenue and at Ft. Thomas border
16. The Bellevue Beach Park
17. Riverbanks along the Bellevue Beach Park with a weed eater on a three week cycle beginning the week of April 23rd, 2018. Trimming and cutting must be in conjunction with planned City-sponsored events in the Beach Park.
18. City-owned lot adjacent to 124 Lafayette

The contractor shall submit a monthly invoice for work performed. Invoices will be presented to council for approval the second Wednesday of each month during the contract period.

If at any time during the contract period the City of Bellevue sells, leases or disposes of any or all parcels contained in this contract, the contractor shall adjust the contract by an amount contained in the bid documents for said parcel(s).

Failure of the City of Bellevue to enforce any of the provisions of the contract or any of its rights with respect thereto, or to exercise any election herein provided, shall in no way be considered a waiver of such provisions, rights or elections, or in any way affect the validity of the contract. The exercise of the City of Bellevue of any of its rights or any of its elections under the terms of conditions of the contract shall not preclude or prejudice the City of Bellevue from exercising the same or any other right it may have under the contract.

The contractor will agree to indemnify and save harmless the City of Bellevue, its officers, agents and employees from all suits, including attorneys' fees and costs of litigation, actions, loss, damage, expense, cost or claim of any character arising out of the failure of the contractor to conform to any statutes, ordinances, regulations, laws or court decrees governing the services to be provided by the contractor pursuant to the contract or from the breach of any duty whatsoever.

The contractor shall provide a certificate of insurance in an amount not less than \$300,000 for liability and damage.

**CITY OF BELLEVUE
2018 GRASS CUTTING BID FORM**

NAME OF BIDDER: _____

NAME OF COMPANY: _____

ADDRESS: _____

TELEPHONE: _____

TOTAL LUMP SUM BID: (one year contract) _____

(Written amount): _____

(two year contract) _____

(Written amount): _____

Please identify any additional costs not included in the lump sum bid(s): _____

BID AMOUNTS BROKEN DOWN FOR EACH INDIVIDUAL PARCEL FOR THE PURPOSE OF DISPOSAL BY THE CITY DURING THE CONTRACT PERIOD:

	(FIRST YEAR PRICE)	(SECOND YEAR PRICE)
1. City park at Washington and Walnut:	\$ _____	\$ _____
2. Swope Park at Taylor and Covert Run	\$ _____	\$ _____
3. Garden and lawn area around steps from Taylor to Grandview at railroad bridge.	\$ _____	\$ _____
4. Nagel Park at Northeast intersection of Grandview and Taylor.	\$ _____	\$ _____
5. Lawn area Northeast corner of Foote and Center between sidewalk and fence.	\$ _____	\$ _____
6. Garden at Southwest corner of Center and Ward.	\$ _____	\$ _____
7. Hillside at Northwest corner of Center and Ward.	\$ _____	\$ _____

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| 8. | City park at 300 block of O'Fallon,
west side. | \$ _____ | \$ _____ |
| 9. | City park between Van Voast and
Foote along river | \$ _____ | \$ _____ |
| 10. | Lot bounded by Foote Avenue
right-of-way, 434 Foote and
railroad R-O-W. | \$ _____ | \$ _____ |
| 11. | Lot bounded by alley, 417 Foote
and railroad right-of-way. | \$ _____ | \$ _____ |
| 12. | Western right-of-way along Riviera
Drive between Party Source and
Donnermeyer Drive. Easter right-of
way along Riviera Drive between
Bellevue Veterans Club and
Landmark Drive. | \$ _____ | \$ _____ |
| 13. | South side of Lincoln Road between
Ward and 712 Lincoln Road adjacent
to parking area. | \$ _____ | \$ _____ |
| 14. | Southern side of Covert Run
right-of-way between 338 and 630. | \$ _____ | \$ _____ |
| 15. | City owned property on Memorial
Parkway at Wilson Avenue and at
Ft. Thomas border. | \$ _____ | \$ _____ |
| 16. | The Thomas J. Wiethorn Memorial
Beach Park | \$ _____ | \$ _____ |
| 17. | The riverbanks along the Thomas
J. Wiethorn Memorial Beach Park
with a weed eater on a three week cycle beginning the
week of April 23 2018. | \$ _____ | \$ _____ |
| 18. | City-owned lot adjacent to 124 Lafayette | \$ _____ | \$ _____ |

I, _____, hereby certify that as an employee or agent of _____ that I am authorized to submit this proposal and enter into an agreement with the City of Bellevue for same. I further certify that I have carefully prepared this proposal and am fully capable of executing a contract and completing the conditions contained within the Request for Proposal upon acceptance by the City of Bellevue.

Signature

Date