



City of Goddard

Your Home, Our Community!

P.O. Box 667 • 118 North Main Street • Goddard, Kansas 67052 • ph 316-794-2441 • fax 316-794-2401

INVITATION FOR BIDS CITY PROPERTY, RIGHT-OF-WAY, and NUISANCE ABATEMENT MOWING SERVICES

The purpose of this Request for Proposals (RFP) is to obtain quotes and/or bids for providing City property, right-of-way, and nuisance abatement mowing services for the City of Goddard, Kansas for the 2016 mowing season (March 30 – October 30). All Communications regarding this RFP and for obtaining a complete RFP packet of information should be directed to the City internet site, www.goddardks.gov, or Justin Constantino, Assistant to the City Administrator at jconstantino@goddardks.gov or 316-794-2441.

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 | February 8, 2016 |
| • Pre-Bid Conference | February 17, 2016 (10:30am) |
| • Proposal Submission Deadline | February 29, 2016 (by 2pm) |

Note: A pre-bid meeting to answer contractor questions and describe the mowing areas (maintenance areas) will be held on Wednesday, February 17, 2016 at 10:30am Goddard City Hall, 118 North Main St., Goddard, KS 67052.

Written proposals will be accepted until 2:00 p.m. on Monday, February 29, 2016, and are to be submitted to Justin Constantino, Assistant to the City Administrator, at the address listed above for the City of Goddard, KS. Electronic proposals will not be accepted.

Envelopes shall be clearly marked "Request for Proposals – Mowing 2016" on the outside of the envelope.

INSTRUCTIONS FOR BIDDERS CITY PROPERTY & RIGHT-OF-WAY MOWING SERVICES

The City of Goddard is requesting bids to mow more than 38.111 acres of park & public land space and public right-of-way space. The City desires contractors to supply mowing services for city land and right-of-way properties. The selected contractor will be responsible for mowing services in the City of Goddard for the

2016 calendar year from March 30th through October 30st. 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. **The City requests that the mowing of public parks (Linear Park and Means Park) occur on either Thursday or Friday prior to the weekend.** 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, weedy whip, weed whipping, etc.). The contractor shall neatly mow grass and vegetation to a height of three and one half inches (3.5"). 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.

Some of the areas described in Exhibit A are irrigated; however, 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 this expectation. The City of Goddard maintains the option of requesting additional mowing services prior to community events within a 48 hour notice to the contractor.

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 and one half inches (3.5")
- ✓ 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
- ✓ Contractor mowing equipment must have caution strobe lights moving vehicle plaques affixed to them
- ✓ 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 of Goddard requests that contractors interested in submitting proposals do the following:

1. Clearly outline (on the provided bid form) the unit price for each mowing area specified as well as the total lump sum for all areas under the **REQUESTED SERVICES** section of this document, for the season (March 30 – October 30).
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).**

GENERAL INFORMATION

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 Goddard, KS.
- The lowest proposal will not necessarily be the successful proposer. 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 2016**" with the proponent's name and address shown on the upper left hand corner of the envelope, must be received by the City of Goddard, Attn: Justin Constantino, Assistant to the City Administrator, at 118 North Main, PO Box 667, Goddard, KS 67052 prior to 2pm on Monday, February 29, 2016.

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**INSTRUCTIONS FOR BIDDERS
MUNICIPAL NUISANCE ABATEMENT MOWING SERVICES**

The Contractor shall have sufficient and reliable equipment along with adequate employees to finish all jobs within 5 days from when a work order is received. ***Failure to do so will result in a \$100.00/day fine against the contractor until the work is completed to the satisfaction of the Code Enforcement Officer (In the event of inclement weather or other unforeseen circumstances the Code Enforcement Officer may grant a variance of time).*

Mowing shall be done in a neat fashion, which includes, but is not limited to: trimming along and/or around sidewalks/curbs/fence lines/trees etc..., handwork, sweeping of the street, alley and/or sidewalk, picking up trash and limbs.

The Contractor shall have the ability to start jobs within a 24 hour notice.

The Contractor shall have the ability to handle a large quantity of jobs at the same time.

The Contractor and employees shall conduct themselves in a responsible and professional manner while engaged in City of Goddard business.

Leave the property, if asked by the property owner/resident, and immediately call the Code Enforcement Officer for assistance (and Police Department, if needed).

All sites shall be approved and cleared for payment by the Code Enforcement Officer and/or designated agent of the City of Goddard.

It is the Contractor's responsibility to submit an invoice for payment within 48 hours after completion of the job.

The Contractor will be responsible, at each property (front and back yard as needed), for taking and then storing before and after photos of each property at the time they are mowed. It is important to take the pictures from a standpoint that not only shows the height of the grass but also captures a defining feature of the property **If discrepancies arise regarding a City ordered abatement and the contractor cannot provide pictures and the City must waive a bill, the contractor will not be paid and in the case payment has already been made, will be charged for the cost of the mowing.

Qualified bidders shall ensure that all personally owned property within Goddard City limits is in compliance with City of Goddard Codes at all times.

Addendum #1

Background Checks Required

The successful Contractor shall provide, at their expense, the City, with background check verification that, at a minimum covers the following for any employee that will perform any duties defined in this proposal;

1. Social Security Number (SSN) Trace;
2. Criminal Records (County and State Criminal Felony and Misdemeanor, National Criminal Database, Federal Criminal); and
3. National Sex Offender Registry.

Employees may be disqualified from performing contracted work with the city for offenses. Disqualifying convictions or charges include, but are not limited to, sexual offenses, violent offenses, theft offenses and drug offenses.

Duty to Report

If awarded, the Contractor shall report any pending criminal charges or convictions against any employee to the city within 24 hours of learning of such charges.

Disqualification

The city reserves the right to disqualify any employee of the contractor based on results of the background check or self-reporting of criminal charges. Additionally, the city reserves the right to cancel this contract without notice if the contractor is found to be in violation of this section.



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CITY PROPERTY, RIGHT-OF-WAY, and NUISANCE ABATEMENT MOWING SERVICES CONTRACTOR PROPOSAL BID FORM – BID ITEMS FOR ANNUAL 2016 MOWING

- 1) Casado/Martens: +/- 0.877 acres Unit Price: _____
- 2) North Frontage Road: +/- 4.866 acres Unit Price: _____
- 3) Vermeer Easement: +/- 0.422 acres Unit Price: _____
- 4) South Frontage Road: +/- 3.693 acres Unit Price: _____
- 5) Pate Addition
 - a. 3rd Street: +/- 0.215 acres Unit Price: _____
 - b. Cindy Street: +/- 0.122 Unit Price: _____
- 6) Industrial Rd: +/- 1.22 acres Unit Price: _____
- 7) 23rd & 199th: +/- 1.026 acres Unit Price: _____
- 8) 23rd & Walnut: +/- 0.143 acres Unit Price: _____
- 9) Means Park: +/- 2.5 acres Unit Price: _____
- 10) Linear Park: +/-14.614 acres Unit Price: _____
- 11) Easy Street/Water Tower: +/- 0.762 acres Unit Price: _____
- 12) 7th & Spruce: +/- 0.153 acres Unit Price: _____
- 13) 100 Block N. Main St. Lot +/- 0.161 acres Unit Price: _____
- 14) City Offices
 - a. Post Office Easement: +/- 0.114 acres Unit Price: _____
 - b. Library Grounds: +/- 0.126 acres Unit Price: _____
 - c. City Hall Grounds: +/- 0.084 acres Unit Price: _____
- 15) Sewer Lift Stations
 - a. Elk Ridge: +/- 0.083 acres Unit Price: _____
 - b. 183rd & Maple Easement: +/-0.329 acres Unit Price: _____
 - c. Springhill: +/- 0.397 acres Unit Price: _____

16) 215th Trail ROW: +/- 3.3135 acres Unit Price: _____

17) Trail Segments

a. 215th East: +/- 0.037 acres Unit Price: _____

b. Walnut: +/- 0.016 acres Unit Price: _____

c. 199th: +/- 0.079 acres Unit Price: _____

d. 183rd West: +/- 0.040 acres Unit Price: _____

e. 183rd East: +/- 0.034 acres Unit Price: _____

18) Water Wells

a. #4 +/- 0.06 acres Unit Price: _____

b. #5 +/- 0.06 acres Unit Price: _____

c. #7 +/- 1.0 acres Unit Price: _____

d. #8 +/- 1.0 acres Unit Price: _____

19) South Street Easement: +/- 0.902 acres Unit Price: _____

LUMP SUM FOR ALL AREAS 1-18 COMBINED: Lump Sum Price: _____

NUISANCE PRICE per Square foot: \$ _____

NUISANCE PRICE per Hour: \$ _____

Bid Valid Through: _____

Name: _____

Company: _____

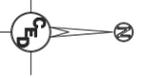
Date: _____

Phone: _____

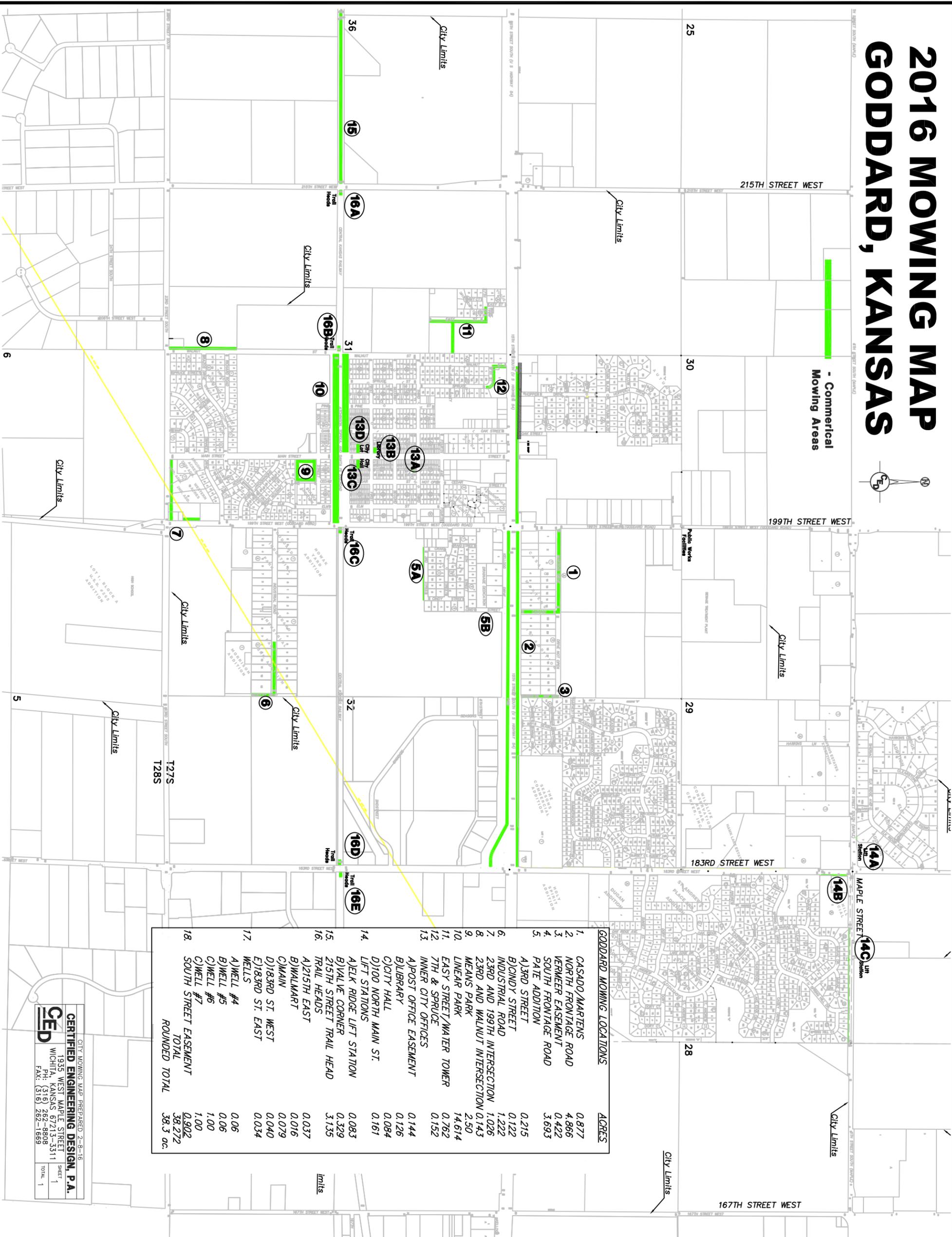
Email: _____

Signature: _____

2016 MOWING MAP GODDARD, KANSAS



 - Commerical
Mowing Areas



GODDARD MOWING LOCATIONS	ACRES
1. CASADO MARTENS	0.877
2. NORTH FRONTAGE ROAD	4.866
3. VERMEER EASEMENT	0.422
4. SOUTH FRONTAGE ROAD	3.693
5. PAITE ADDITION	
A) 3RD STREET	0.215
B) CINDY STREET	0.122
6. INDUSTRIAL ROAD	1.222
7. 23RD AND 199TH INTERSECTION	1.026
8. 23RD AND WALNUT INTERSECTION	0.143
9. MEANS PARK	2.50
10. LINEAR PARK	14.614
11. EASY STREET/WATER TOWER	0.762
12. 7TH & SPRUCE	0.152
13. INNER CITY OFFICES	
A) POST OFFICE EASEMENT	0.144
B) LIBRARY	0.126
C) CITY HALL	0.084
D) 100 NORTH MAIN ST.	0.161
14. LIFT STATIONS	
A) ELK RIDGE LIFT STATION	0.083
B) VAL VE CORNER	0.329
15. 215TH STREET TRAIL HEAD	3.135
16. TRAIL HEADS	
A) 215TH EAST	0.037
B) WALMART	0.016
C) MAIN	0.079
D) 183RD ST. WEST	0.040
E) 183RD ST. EAST	0.034
17. WELLS	
A) WELL #4	0.06
B) WELL #5	0.06
C) WELL #6	1.00
C) WELL #7	1.00
18. SOUTH STREET EASEMENT	0.902
TOTAL	38.272
ROUNDED TOTAL	38.3 ac.

CITY MOWING MAP PREPARED 2-8-16
CERTIFIED ENGINEERING DESIGN, P.A.
 1935 WEST MAPLE STREET
 WICHITA, KANSAS 67213-3311
 PH: (316) 252-8808
 FAX: (316) 252-1689

SHEET 1
 TOTAL 1