



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 Bids (RFB) 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 2019 mowing season (March 30 – October 30). *The term of the contract for services will be for one mowing season plus the option to renew the agreement annually for up to two additional years through the 2021 mowing season.* All communications regarding this RFB should be directed to the City internet site, www.goddardks.gov, or Joe Turner, Director of Public Works at jturner@goddardks.gov or 316-249-2007.

To be considered, each contractor must submit a completed proposal bid form, certificate of liability insurance, and any additional information requested in the RFB 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 RFB will be evaluated based on a selection process consisting of:

- A review by the City of the contractor's response to the RFB, 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 7, 2019 |
| • Deadline for Questions* | February 21, 2019 |
| • Proposal Submission Deadline | February 25, 2019 (by 4:00 pm) |

****The City of Goddard will NOT host a pre-bid meeting pertaining to this project. All questions or communications regarding this RFB may be directed to Joe Turner, Public Works Director at jturner@goddardks.gov or 316-249-2007. Answers to all questions will be compiled and sent to prospective proposers at their request. The deadline to submit questions is February 21, 2019.***

Written proposals will be accepted until 4:00 p.m. on Monday, February 25, 2019, and are to be submitted to Joe Turner, Public Works Director, 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 2019" 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 approximately 38.5 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 2019 calendar year from March 30th through October 30th. Please refer to Exhibit A for the complete list of locations to be mowed. Exhibit B is a series of maps highlighting the areas and routes to be mowed along with descriptions.

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 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 right-of-way (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 contract 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.
- The City of Goddard may remove or reduce mowing areas from the contract to account for construction and development projects. Payments will be reduced on a pro-rata basis based on the square footage price.
- If mutually agreed to by the City of Goddard and successful bidder, the City may elect to add mowing areas to the contract with payment adjustments to reflect these changes.
- 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 2019**" 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: Joe Turner, Public Works Director, at 118 North Main, PO Box 667, Goddard, KS 67052 prior to 4pm on Monday, February 25, 2019.

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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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EXHIBIT A

CITY PROPERTY, RIGHT-OF-WAY, AND NUISANCE ABATEMENT MOWING SERVICES CONTRACTOR PROPOSAL BID FORM – BID ITEMS FOR ANNUAL 2019 & 2020 MOWING

| Location | +/- Sq. ft. | +/- Acres | 2019 Unit Price | 2020 Unit Price |
|---|-------------|-----------|-----------------|-----------------|
| Frontage Roads | | | | |
| A. Northwest - Walnut to 199th St. | 45000 | 1.033 | _____ | _____ |
| B. Northeast - 199th St. to Kellogg Dr. (at Vermeer) | 45000 | 1.033 | _____ | _____ |
| C. Vermeer Easement | 18382 | 0.422 | _____ | _____ |
| D. Northeast - Kellogg Dr. to 183rd St. | 62400 | 1.433 | _____ | _____ |
| E. Northeast - between Pathways Church and Bank | 11400 | 0.262 | _____ | _____ |
| F. Southeast - 199th St. to 183rd St. | 110880 | 2.545 | _____ | _____ |
| F. Southeast - East of 19931 Kellogg Dr. to 183rd St. | 42900 | 0.985 | _____ | _____ |
| STAR Bond Project Area | | | | |
| A. Crowne Dr./Grand Slam | 68700 | 1.577 | _____ | _____ |
| Casado/Martens | 37000 | 0.849 | _____ | _____ |
| Pate Addition | | | | |
| A. 3rd St. | 9100 | 0.209 | _____ | _____ |
| B. Cindy St./Hibbetts Field Fence line | 19775 | 0.454 | _____ | _____ |
| Industrial Rd. | 22980 | 0.528 | _____ | _____ |
| 23rd & 199th | | | | |
| A. Between Main St. and 813 S. Goddard Rd. | 34000 | 0.781 | _____ | _____ |
| B. Between 813 S. Goddard Rd and Church property | 9585 | 0.220 | _____ | _____ |
| Linear Park | 636585 | 14.614 | _____ | _____ |
| South St. Easement | 39291 | 0.902 | _____ | _____ |
| Means Park | 108900 | 2.500 | _____ | _____ |
| Easy St. & Water Tower Complex | 28676 | 0.658 | _____ | _____ |
| 7th St. & Spruce | 6576 | 0.151 | _____ | _____ |

| Location | +/- Sq. ft. | +/- Acres | 2019 Unit Price | 2020 Unit Price |
|--|-------------------------------------|---------------|-----------------|-----------------|
| Downtown Corridor | | | | |
| A. City Hall grounds | 2117.5 | 0.049 | _____ | _____ |
| B. Community Center side yard | 945 | 0.022 | _____ | _____ |
| C. Vacant Lot (across from City Hall) | 14420 | 0.331 | _____ | _____ |
| D. Library | 10535 | 0.242 | _____ | _____ |
| E. Post Office easement | 6400 | 0.147 | _____ | _____ |
| Sewer Lift Stations | | | | |
| A. Elk Ridge | 2500 | 0.057 | _____ | _____ |
| B. Spring Hill Lift Station and Maple Easement | 20640 | 0.474 | _____ | _____ |
| C. 183rd St. at Maple | 23030 | 0.529 | _____ | _____ |
| Sunset Prairie Trail | | | | |
| A. West of 215th St. | 144315 | 3.313 | _____ | _____ |
| B. Trailhead East of 215th St. | 4138 | 0.095 | _____ | _____ |
| C. Trailhead West of Walnut St. | 4138 | 0.095 | _____ | _____ |
| D. Trailhead East of 199th St. | 4138 | 0.095 | _____ | _____ |
| E. Trailhead West of 183rd St. | 4138 | 0.095 | _____ | _____ |
| F. Trailhead East of 183rd St. | 4138 | 0.095 | _____ | _____ |
| G. Trailhead West of 167th St. | 4138 | 0.095 | _____ | _____ |
| Water Wells | | | | |
| A. Well #4 | 3600 | 0.083 | _____ | _____ |
| B. Well #5 | 3600 | 0.083 | _____ | _____ |
| C. Well #7 | 33250 | 0.763 | _____ | _____ |
| D. Well #8 | 33250 | 0.763 | _____ | _____ |
| TOTALS | 1,680,561 | 38.580 | _____ | _____ |
| | NUISANCE PRICE (per sq. ft.) | | _____ | _____ |
| | NUISANCE PRICE (per hr.) | | _____ | _____ |

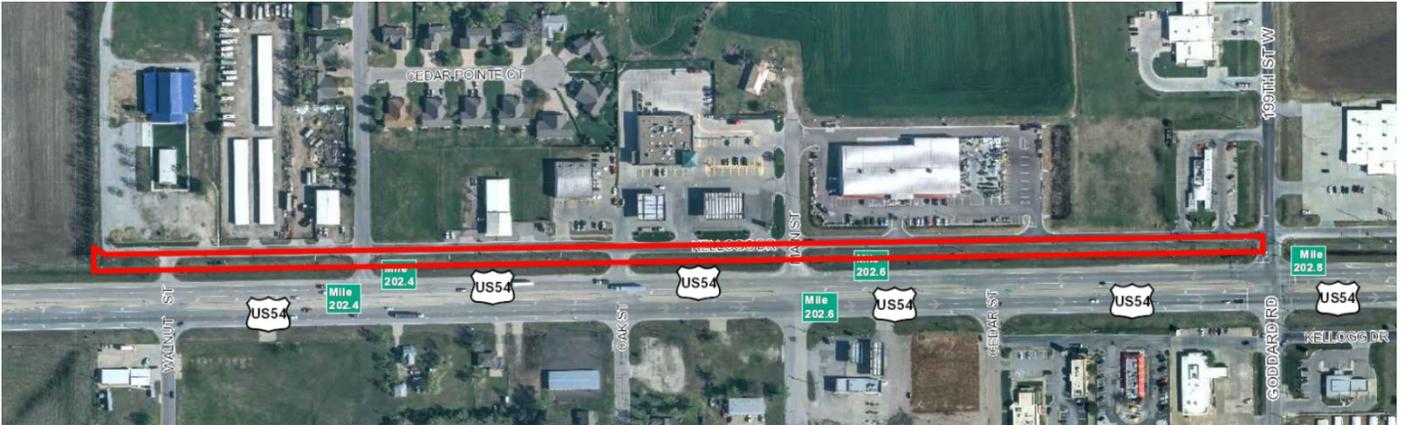
Bid Valid Through: _____
 Name: _____
 Company: _____
 Date: _____
 Phone: _____
 Email: _____
 Signature: _____

EXHIBIT B

FRONTAGE ROADS

A. & B. North Frontage road from Walnut to Kellogg Dr. (at Vermeer)

Mow an 18-foot swath of grass from TAAG church hedgerow to 199th and Kellogg intersection.
Mow an 18-foot swath of grass from 199th and Kellogg intersection to Kellogg Dr.



C., D. & E. Northeast – Vermeer Easement/Kellogg Dr. to 183rd St. (pictured below)



Mow the “Vermeer Easement” which includes the area of grass around the signs to the east of the driveway/approach into the easement. Mow a 24-foot swath of grass from Kellogg Dr. to 183rd St. and a 12-foot swath between Pathway Church and bank.

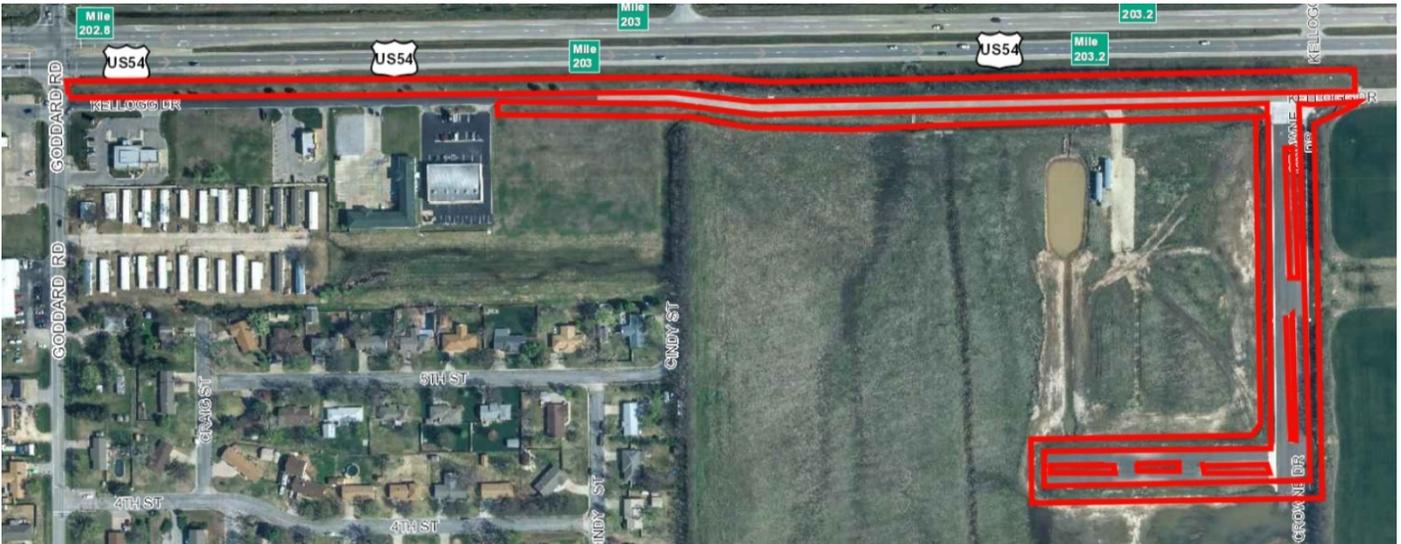
F. Southeast - 199th St. to 183rd St.

Mow a 21-foot swath on the northside of the south frontage road between 199th St. and 183rd St.



G. Southeast - East of 19931 Kellogg Dr. to 183rd St.

Mow a 10-foot swath on the southside of the south frontage road between 19931 Kellogg Dr. and 183rd St.



STAR BOND PROJECT AREA (pictured above)

Along Crowne Dr. mow from the back of the curbing to the silt fencing which is approximately 28 feet to the west and 10 feet to the east, plus center medians.

Along Grand Slam mow to the silt fencing which is approximately 26 feet to the north and 29 feet to the south, plus center medians.

CASADO/MARTENS

Along the northside of Martens mow a 13-foot swath and a 12-foot swath on the southside. At the intersection of Martens and 199th, mow 25-feet to the north and south of each culvert opening. Along Casado mow a 12-foot swath south to the fire hydrant on the west side of the road.



PATE ADDITION (pictured above)

Along 3rd St. mow a 13-foot swath of grass. On Cindy, mow the triangle area, a 10-foot swath north and an 18-foot swath along the fence line. Also mow/weed eat the triangle area at the top of the cul-de-sac.

INDUSTRIAL RD.

Mow an 8-foot swath on both sides of Industrial and the 60x275-foot grass area at the end of the cul-de-sac.



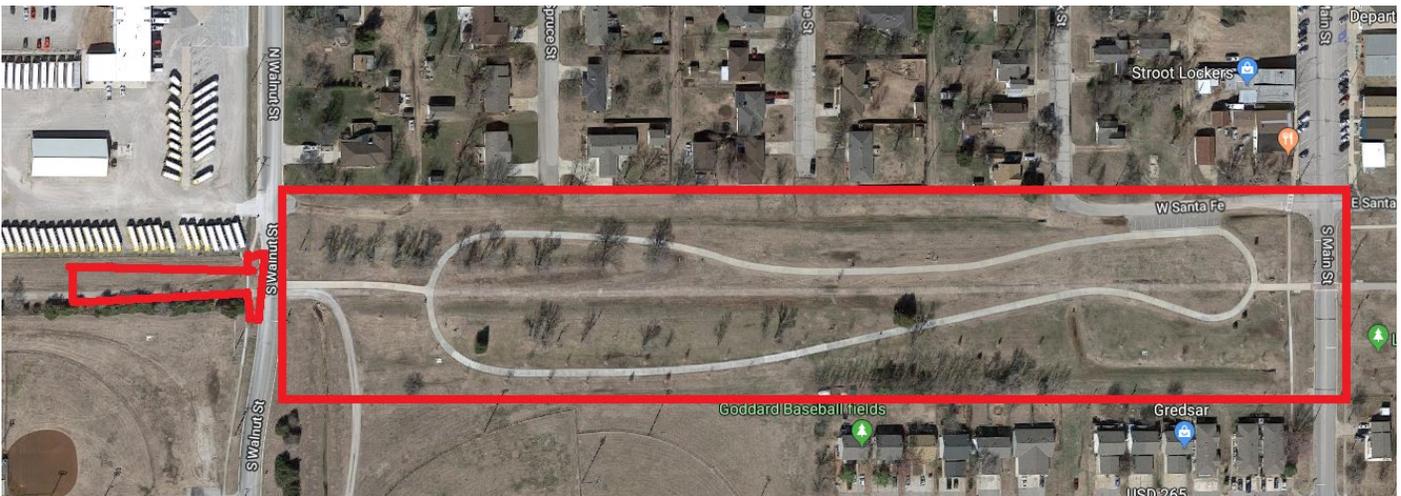
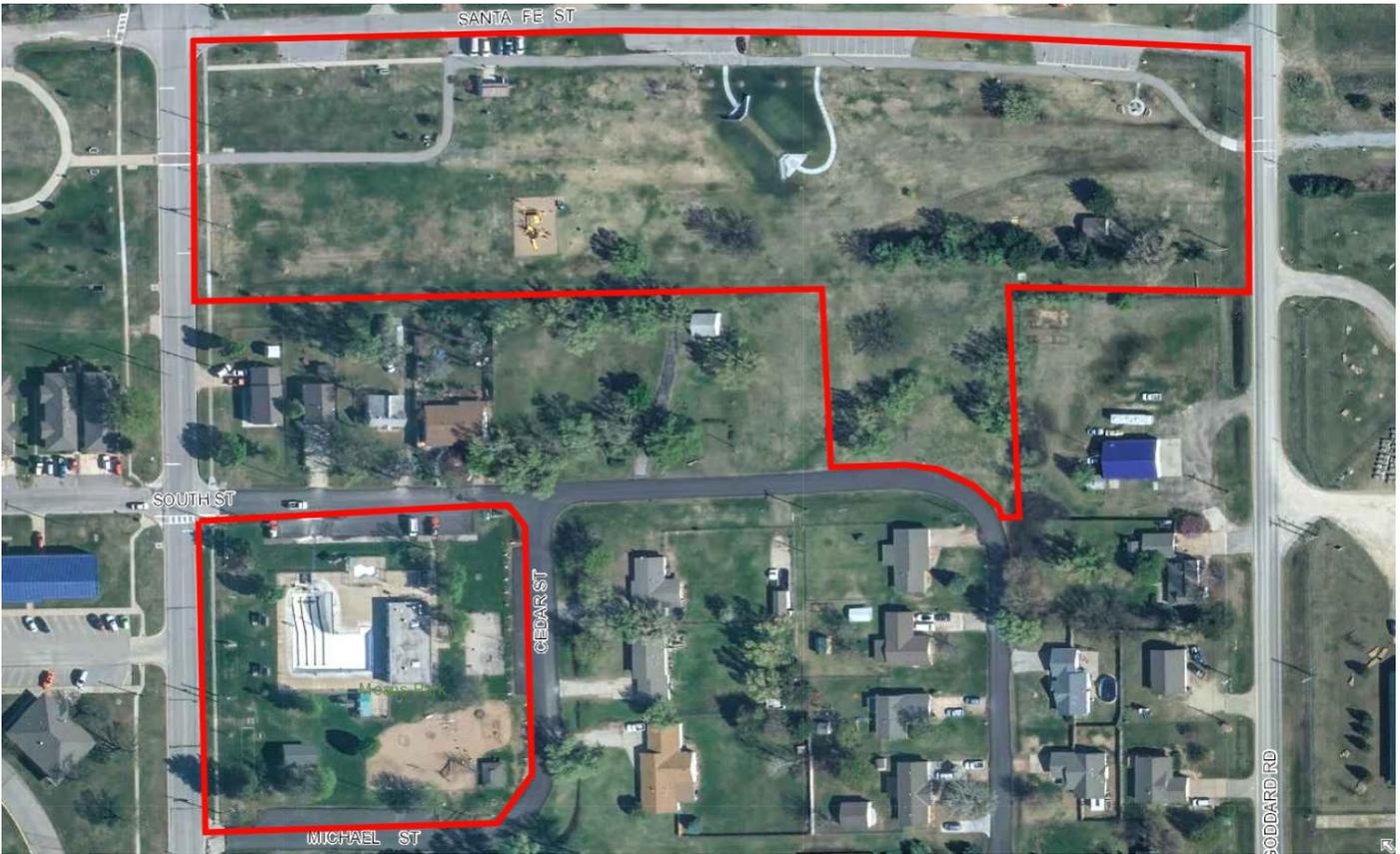
23rd St. & 199th St.

Along 23rd St. mow 40-feet from the asphalt between Main St. and the home on the corner roughly using the northside of the sidewalk at 23rd and Main as a line marker. Additionally, mow the strip of grass between the sidewalk and the asphalt along 199th St. between the home and the first driveway near the church property.



LINEAR PARK & MEANS PARK

Mow and weed Linear Park (east and west side of Main St.), the South St. easement, and the entirety of Means Park which is bordered by Main St., Michael St., Cedar St., and South St.



EASY ST. & WATER TOWER COMPLEX

Mow the entire Water Tower Complex (inside and outside), including a 10-foot swath along its outer perimeter and a 10-foot swath north to the telephone pole at Highway 54.



7th ST. & SPRUCE ST. (pictured above)

Mow a 12-foot swath between Highway 54 and Walnut St. and a 12-foot swath along 7th St. until you reach the fire hydrant where 7th St. turns into Spruce.

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DOWNTOWN CORRIDOR (pictured below)

- A. City Hall grounds (121 x 17.5-foot swath south of building)
- B. Community Center (135 x 7-foot swath north of building)
- C. Vacant Lot across from City Hall (140 x 100-foot)
- D. Library (all grass areas including fence line along west parking lot)
- E. Post Office Easement (20-foot swath between 3rd Ave. and 2nd Ave.)



SEWER LIFT STATIONS (183rd & MAPLE)

- A. Elk Ridge - Mow the 60 x 60-foot area between the telephone pole/pedestal and from the edge of asphalt.
- B. Spring Hill Lift Station – Mow the entire length of the Spring Hill development (approx. 1720-feet) between the fence line and the top of the drainage ditch along Maple (approx. 12 feet).
- C. 183rd St. at Maple St. – From the telephone pole at HOA boundary, mow north toward Maple (approx. 490 ft.) Use the top of the drainage ditch along 183rd as the western boundary and mow/weedeat 18 inches to the east of the sidewalk, including around the telephone pole around the halfway point.



TRAIL & TRAILHEAD SEGMENTS

Mow the half-mile section of trail west of 215th St.

Mow the mouths/entrances of each trailhead and the grass area between brush and tree lines at least 100-feet from the asphalt.

- A. West of 215th St.
- B. Trailhead east of 215th St.
- C. Trailhead west of Walnut St. (pictured above with Linear Park West)
- D. Trailhead east of 199th St. (pictured above with Linear Park East)
- E. Trailhead west of 183rd St.
- F. Trailhead east of 183rd St.
- G. Trailhead west of 167th St.





WATER WELLS

- A. Well #4
- B. Well #5

Mow the interior and weed eat both sides of the fence line. Located on 119th St. near Mel Hambelton Ford.

- C. Well #7
- D. Well #8

Mow the interior and weed eat the inside fence line of each location. Located southeast of Mel Hambelton Ford at 119th St. and Dora St. in the Granview Neighborhood.

