



Request for Bids (RFB)

CITY OF NEVADA
NEVADA, MO 64772

2022- Contract Mowing- Nevada Street

RFB Number: **RFB # 2022-STM**

Bid Issued:

Contact: **Tim Wiggans**

Phone: 417-448-5114

Email: twiggans@nevadamo.gov

RETURN BIDS NO LATER THAN: **March 30, 2022 @ 1:00 p.m.**

The City of Nevada is actively soliciting bid for **2022- Contract Mowing of Various Street Department properties in the City of Nevada, Missouri** as described and specified on the attachment hereto. All bids are to be sealed and submitted to:

**City of Nevada, City Clerk
110 S. Ash St.
Nevada, MO 64772**

SEALED Bids will be received on or before **March 30, 2022 @ 1:00 p.m.** in a sealed envelope at City Hall, 110 S. Ash St., Nevada, Missouri 64772 and marked

RFB # 2022-STM – Street Mowing

All bids are to be submitted by mail or hand delivered. No facsimile or other electronically submitted bids will be accepted, unless otherwise noted.

INSTRUCTIONS TO BIDDERS

1. BIDDER'S QUESTIONS:

- 1.1 All Question regarding technical specification, bid process, or other related questions must be directed to the contact person indicated on the RFB.

2. REQUEST FOR ACCOMMODATION:

- 2.1 If you are an individual with special needs as addressed by the Americans with Disabilities Act, please notify city Hall, 110 south Ash Street, Nevada, Missouri, 64772 or Call 417-448-5102, at least five (5) working days prior to the bid opening.

3. BID EVALUATION/CONTRACT AWARD:

- 3.1 Any contract resulting from this request shall be awarded in response to a bid providing the lowest and best bid to the City of Nevada.
- 3.2 The City of Nevada reserves the right to reject any and all bids, to waive any and all informalities not involving price, time or changes in the work, and the right to disregard all nonconforming, non-responsive, unbalanced or conditional bids. Also, the City reserves the right to reject the bid of any bidder it believes would not be in the best interest of the City to make an award to that bidder, whether because the bid is not responsive or the bidder is unqualified or of doubtful financial ability or fails to meet any other pertinent standards or criteria established for the proposed services. The City also reserves the right to select the bid it deems most beneficial and economical.
- 3.3 The City of Nevada hereby notifies all bidders that it will insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, religion, creed, sex, age, ancestry or national origin in consideration for an award.

4. STATE CONTRACT: (if applicable)

- 4.1 This is to advise all Bidders that the City of Nevada will check the State of Missouri Contract pricing.

5. STATE SALES TAX: (if applicable)

5.1 This transaction is exempt from state sales tax and the City will assist the successful bidder in obtaining the necessary documents to exclude sales tax.

6. SUBMISSION OF BIDS:

6.1 Bids must be priced, signed and returned (with all necessary attachments) to the office of the City Clerk by the closing date and time specified.

The bidder must respond to this RFB by submitting all data required herein in order for the bid to be evaluated and considered for award.

Written assurance that the quoted rate/price will be honored for at least 30 days to allow for reasonable and expeditious processing by City staff and the City Council.

Date: _____

Company Name: _____

Authorized Signature: _____

Name (please Print): _____

Company address: _____

Phone: _____

Email: _____

Bid Specifications for contract mowing of **City of Nevada Street Department property** are as follows:

Section I. Mowing Specifications

- 1.1 Hours of Work: The contractor agrees to complete all required mowing between the hours of 8:00 a.m. and 6:00 p.m., Monday through Friday of each week during the term of the contract. No mowing will be allowed outside these times or on the weekends without prior approval of the Street Supervisor.
- 1.2 Trash and Debris: All contracted sites to be mowed shall be cleared of trash and debris by contractor prior to mowing. All branches shall be picked up and piled at the base of a nearby tree.
- 1.3 Height of Cut: Contractor shall set his equipment to cut at 3 inches, except where specified. Height of cut will be checked by department staff.
- 1.4 Frequency of Mowing: All contracted sites shall be mowed every seven (7) days, except where specified.
- 1.5 Inspection: The Street Supervisor or designee, shall inspect all contracted sites each week for contract compliance.
- 1.6 Trimming: Final trimming around permanent objects such as trees, posts, shrubs, fences, play equipment, bleachers, signs, etc. will be accomplished with suitable equipment and at the same height as the rest of the turf areas on the same seven (7) day cycle as the mowing.
- 1.7 Final Appearance: Mowing patterns shall be such that the clippings are evenly distributed and not wind-rowed, or blown into playground or planting areas, sidewalks, or roadways.
- 1.8 Equipment Condition: Mowing equipment shall be kept in good, safe operating condition with sharp blades to ensure a proper cut, and in such condition that oil and fuel is not leaked. Mowing deck shoots must be in the down position whenever the mower is running.
- 1.9 Fueling and Oiling: Spilled fuel and oil kills grass. Mowers may not be fueled or oiled in grass areas.
- 1.10 Damage Penalty: Any damage caused during fueling/oiling or by mowers to trees, plantings or park amenities will be deducted from the Contractors payment to compensate for renewal or replacement.
- 1.11 Term of Contract: The term of the contract shall be for a firm, fixed price for the timeframe stated in the bid documents and contracts. The term of the contract

will be from the week of April 11, 2022 to the last week of October ending October 30, 2022. We reserve the right to change the end date of the contract time, based on the needs of the City.

Section II. Payment

- 2.01 Payments: Contractors are paid monthly. Contractors must submit invoice to the Street Supervisor no later than 5:00 pm on the 1st Friday of the month for the previous month's payment. Late submissions will be pushed back to the next month's billing cycle by the Department. Payments will be processed and mailed the 2nd Friday of each month. Invoices and be mailed to:

Street Department **ATTN: Tim Wiggans, 501 S Jefferson, Nevada MO 64772.**

Invoices may also be dropped off at the **Public Works, ATTN: Tim Wiggans, 501 S Jefferson, Nevada MO 64772 or Emailed to: twiggans@nevadamo.gov**

Section III. Insurance

- 3.01 Contractor shall provide a Certificate of Insurance, effective April 1, 2022 through November 30, 2022 and naming the City of Nevada MO as an additional insured, no later than April 3, 2022. Contractor shall minimum limits of insurance no less than:
- a. Workman's Compensation as required by statute and Employers Liability Insurance: Employers Liability limits shall be no less the \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.
 - b. General Liability: a limit of not less than \$1,000,000 each occurrence.
 - c. Automobile Liability: limit not less than \$500,000 each occurrence.

Section IV. Contract Mowing Bid Form

To schedule site viewing and Street property: Contact: **Public Works 417-448-5114 or twiggans@nevadamo.gov**

- 4.01 It is the responsibility of each bidder to contact Richard Brockman to view each site to determine their pricing. By recording a bid price and signing this bid form, the bidder affirms that they have viewed each site. Bid prices in response to this solicitation shall be firm for the full term of the awarded contract.
- 4.02 Interested parties may bid on any or all sites listed.

4.03 Bids will be awarded to the lowest bidder for each site.

4.04 **PLEASE NOTE: The maps are for reference only and may not show the precise mowing location. Please schedule a property viewing:: Public Works 417-448-5114 or twiggans@nevadamo.gov**

4.05 Street Property Locations

SITE	LOCATION	NOTES	MONTHLY BID PRICE
Industrial Park	Maps 1, 1-A		
Roadways Triangles	Maps 2, 2-A		
Downtown Parking	Map 3		

I hereby certify that I am duly authorized to sign as a representative for the contractor submitting this bid to the City of Nevada Mo, and that I/they have read, fully understand, and accept the items detailed in this bid.

Signed this _____ day of _____, 2022

Submitted By: _____

Company: _____

Address: _____

Phone: _____

Company Email: _____