



CITY OF GRANDVIEW
1200 Main Street
Grandview, MO 64030
(816) 316-4800

PROJECT DATA SHEET

Project Name: Contract Mowing & Public Nuisance Abatement Services for the City of Grandview

Description: The City of Grandview, Missouri is accepting sealed bids to retain a qualified firm for mowing and nuisance abatement services for the Community Development Department within the City of Grandview. Scope of Work is specified in this document. Bids shall include all labor and equipment necessary to complete the project.

All inquiries or contacts related to this Request For Bids are required to be made exclusively through Amy Nash, City of Grandview, by email at ANash@grandview.org or at (816) 316-4829.

A MANDATORY PRE-BID MEETING Will Be Held On Friday, April 14, 2023 at 9:30 A.M. in the Mayor's Conference Room, Grandview Municipal Services Building (City Hall), 1200 Main Street, Grandview, Missouri 64030.

CITY OF GRANDVIEW, MISSOURI INVITATION FOR BIDS

The City Clerk of the City of Grandview, Missouri, will receive sealed bids for mowing and nuisance abatement services for the Community Development Department until 10:00 A.M. on the 18th day of April, 2023, at the Municipal Services Building, 1200 Main Street, Grandview, Missouri 64030, at which time all bids received will be publicly opened and read aloud.

The Bid submission process begins, and bids can be submitted, Monday, April 3 at 10:00 AM.

A. Interested firms are invited to submit sealed bids for consideration until **10:00 A.M. on Tuesday, April 18, 2023** at the Municipal Service Building (City Hall), 1200 Main Street, Grandview, Missouri, 64030, to the attention of Becky Schimmel, City Clerk.

B. Bids must be furnished **on the bid forms enclosed (Exhibits 1 through 4)** and delivered prior to the time and at the place indicated above. Each proposal shall be placed in a *sealed envelope* labeled:

"Contract Mowing & Nuisance Abatement Services for 2023 for the City of Grandview, Missouri"

Electronic (e-mail) or fax bids WILL NOT BE ACCEPTED. Bid proposals received after the 10:00 A.M. deadline WILL NOT BE ACCEPTED.

C. **Proposal forms and bid specifications** are available in the office of Municipal Service Building (City Hall), 1200 Main Street, Grandview, Missouri, 64030, and may be obtained upon request or may be obtained from the City's web site: <http://www.grandview.org/work/public-notices>

D. Invitation For Bid Number: CD-MW2023:001

The City of Grandview, Missouri (“CITY”) wishes to contract with a qualified Company (“CONTRACTOR”) for mowing and nuisance abatement services for properties within city limits that need abatement services. A full Scope of Work is included in this proposal. The proposal requested must address all mowing and nuisance abatement services necessary for abatement.

The Purpose of this **Request for Bids** is to establish a two (2) year contract, subject to annual budget appropriation, with up to two (2) one (1) year renewal terms with a qualified Company who can provide all necessary transportation, supervision, labor, licenses, tools, equipment, services and expertise to perform contractual trash removal and nuisance abatement.

INSTRUCTIONS TO BIDDERS

1. The CITY reserves the sole right to reject any or all proposals and to waive, or not to waive, any irregularities in the proposal, and to determine the best and most responsive proposal for the work. The proposals become the property of the CITY upon receipt.
2. Each proposal shall be legibly written or printed in ink. No alterations in proposals, or in the printed forms therefore, by erasures, interpolations, or otherwise will be acceptable unless each such alteration is signed or initialed by the bidder; if initialed, the owner may require the bidder to identify any alteration so initialed. Any and all addenda to the Contractor Documents on which a proposal is based, properly signed by the bidder, shall accompany the proposal when submitted.
3. Each bidder shall **carefully examine the Specifications and other Contract Documents, and fully inform themselves of all conditions affecting the work or the cost thereof**, and *shall be presumed to have done so and their bid shall be based upon their own conclusions from such examination*. Each bidder shall be informed concerning all Federal, State and local laws, ordinances or regulations which may in any manner affect CONTRACTOR’s proposed operations of construction, or those engaged or employed on the work or the material or equipment. Should bidder find discrepancies in or omissions from Specification or other Contract Documents, CONTRACTOR should at once notify Community Development to obtain clarification or interpretation prior to submitting any bid. Any interpretation of the proposed Contract Documents will be made only by addendum duly issued, and a copy of such addendum will be mailed or delivered to each person obtaining a set of such documents from Community Development. The CITY will not be responsible for any other explanations or interpretations of the proposed Contract Documents.
4. No bidder may submit more than one proposal. Two proposals under different names will not be received from one firm or association.
5. No bidder may withdraw their proposal for a period of forty-five (45) days after the date and hour set for the opening herewith. A bidder may withdraw their proposal at any time prior to the expiration of the period during which proposals may be submitted, by written request of the same persons or person who signed the proposal.
6. The CITY reserves the right to accept the bid which, in its judgment, is the most responsive bid; to reject any or all bids; and to waive irregularities or informalities in any bid submitted. Bids received after the specified time of closing will be returned unopened.

7. None of the Instructions to Bidders, Proposal, Performance and Payment Bonds, Contract Agreement, General Provisions, Special Provisions, Job Special Provisions or Specifications shall be removed from the bound copy of the Contract Documents prior to filing the proposal contained therein. Bids by LLCs shall be signed with the company name followed by the signature of the managing member or a member authorized to sign on behalf of the LLC.
8. Each bidder shall sign their proposal, giving their usual signature and giving their full business address. Bids by partnerships shall be signed with the partnership name followed by the signature of one of the members of the partnership or by an authorized representative and designation of the person signing. Bids by corporations shall be signed with the name of the corporation, followed by the signature and designation of the president, secretary, or other person authorized to bind it in the matter. The names of all persons signing shall also be typed or printed below the signature. A bid by a person who affixes to their signature the word "president", "secretary", "agent", or other designation, without disclosing their principal, may be held to the bid of the individual signing. When requested by the CITY, satisfactory evidence of the authority of the officer signing on behalf of a corporation shall be furnished.
9. Each bidder shall include in their proposal the following information: Partners/Principals Names, Partners/Principals Complete Home Addresses; the Firm Name, Treasury Number, Complete Business Address and Telephone Number.
10. The *Notice to Proceed* shall be issued within ten (10) days of the execution of the Agreement by the CITY. Should there be reasons why the Notice to Proceed cannot be issued within such period, the time may be extended by mutual agreement between the CITY and the CONTRACTOR.
11. All applicable laws, ordinances, and the rules and regulations of all authorities having Jurisdiction over construction of the project shall apply to the contract throughout.
12. All prospective bidders shall submit with their proposal, or within five calendar days of submittal, CONTRACTOR shall deliver to the CITY substantially in the form of Exhibit 4 (1) a sworn Affidavit of Enrollment in a Federal Work Authorization Program stating the CONTRACTOR is enrolled and participates in a Federal Work Authorization Program with respect to the employees working in connection with the contracted services and (2) CONTRACTOR does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. The sworn affidavits, substantially in the form of the enclosed "WORKER ELIGIBILITY VERIFICATION AFFIDAVIT FOR ALL CONTRACT AGREEMENTS IN EXCESS OF \$5,000", assure that the bidder and all known subcontractors participate in E-Verify or other federal work authorization program as defined in RSMo Sec. 282.525(6).
13. **Occupational License:** Required for the contractor to do business in Grandview. The CONTRACTOR shall obtain licenses and permits required to work with the CITY at CONTRACTOR's own expense.
14. **INSURANCE:** The CONTRACTOR shall maintain, throughout the duration of the Contract, insurance coverage not less than the types and amounts specified below as stated below. In the event that additional insurance, not specified herein, is required during the term of this Agreement,

CONTRACTOR shall supply such insurance, if available, at CITY's cost. Policies containing a Self-Insured Retention are unacceptable to CITY.

It shall be the CONTRACTOR's responsibility to maintain adequate insurance coverage at all times, and their failure to do so shall not relieve them of any contractual obligation or responsibility. Failure on the part of the CONTRACTOR to maintain adequate insurance in full effect will be considered as failure in Contract performances and will be treated as such by the CITY.

1. Bodily injury \$1,000,000 per person, \$1,000,000 per occurrence
2. Property damage \$1,000,000 per occurrence, \$1,000,000 aggregate
3. Worker's compensation - \$500,000 per person, \$500,000 per accident
4. Auto liability – bodily injury same as above, property damage \$50,000 per occurrence; Combined Bodily & Property Damage, Limit of \$2,000,000
5. Personal injury \$2,000,000 per person, \$2,000,000 per occurrence; Combined Single Limit of \$2,000,000

The policies listed above may not be canceled until after thirty (30) days written notice of cancellation to CITY, ten (10) days in the event of nonpayment of premium. The Commercial General and Automobile Liability Insurance specified above shall name the CITY and its agencies, officials, officers, and employees, while acting within the scope of their authority, as an additional insured on all insurance policies required by the Agreement. CONTRACTOR shall provide to CITY at execution of this Agreement a certificate of insurance showing all required endorsements and additional insureds.

The certificate shall be on a form acceptable to CITY. Certificates evidencing such insurance shall be furnished to the CITY prior to the selected company commencing the work. The insurance evidenced by the certificate shall indicate that it will not be cancelled or altered, except that it may be cancelled or altered upon twenty days prior written notice to the CITY.

All insurance coverage must be written by companies that have an A.M. Best's rating of "B+V" or better and are licensed or approved by the State of Missouri to do business in Missouri.

Regardless of any approval by CITY, it is the responsibility of CONTRACTOR to maintain the required insurance coverage in force at all times; its failure to do so will not relieve it of any contractual obligation or responsibility. In the event of CONTRACTOR's failure to maintain the required insurance in effect, CITY may order CONTRACTOR to immediately stop work, and upon ten (10) days' notice and an opportunity to cure, may pursue its remedies for breach of this Agreement as provided for herein and by law.

Should the CONTRACTOR hire a subcontractor for performance of services hereunder, said

subcontractor shall maintain at least the same minimum insurance amounts and terms listed above.

MINIMUM SPECIFICATIONS

- A. The bidder will provide all labor and materials for the scope of work specified within this bid. Generally, all quality of work details are spelled out in the specifications.
- B. A Bidder shall submit an hourly rate for mowing and nuisance abatement services. The actual frequency of the required mowing will depend on the number of parcels requiring abatement. Mowing will depend upon unknown and unpredictable weather-related circumstances. The actual amount paid will be based on the amount and frequency of work as directed by the Manager.
- C. The hourly bid price shall reflect and include all costs necessary to comply with such provisions as outlined above in B. It is the bidder's responsibility to fully understand the project scope of work.
- D. City Staff may provide on-site, routine inspections of work throughout the process.

JOB SPECIAL PROVISIONS

I. SCOPE OF SERVICES

- A. **General Scope of Work and Service Specifications:** The Scope of work includes mowing of lots requiring abatement within the City of Grandview city limits – April 1 through November 1, annually. Unless otherwise specified or as needed to maintain areas according to code, mowing and edge trimming shall be performed.
 - 1. **Work orders.** The Primary Contractor shall comply with the following obligations:
 - a. **Time for Completion.**
 - **Regular Work Orders.** Primary Contractor shall complete the work ordered within three (3) working days from the date a work order is issued by City staff. No work will be performed on Saturdays, Sundays, or on holidays observed by the City of Grandview. Work performed on weekends, holidays or after 5PM will NOT be accepted by the City and payment will not be made. *Nearly all work orders will be regular work orders.*
 - **Emergency Work Orders.** These work orders shall clearly be labeled as Emergency Work Orders, as identified by the Director of Community Development. These work orders require that the work be completed by the end of the next business day.
 - b. **E-Mail Notification of Work Orders.** Contractor is required to have a valid, operating e-mail address to which City staff will send signed work orders.
 - c. **Phone Notification of Work Orders.** The Neighborhood Services Officer, after providing work orders via e-mail notification, will communicate via phone with the Contractor informing them that the work orders were e-mailed and that paper copies are located at the Community Development front counter for pickup.
 - d. **Work Orders On-Site During Provision of Service.** Contractor shall have a copy of City work order in its possession when carrying out the work ordered.

- e. **Work Order Return to City with Bill.** All bills are to be submitted to the City on a monthly basis following completion of work ordered with the work order attached. ***The City cannot process billing requests unless the related work order is attached to the bill.***
- f. **Contractor Invoicing.** All invoices from the Contractor, for work ordered by the City and completed within that month, are to be submitted to the City within 7 days after the close of the month. Each work order shall be attached to the individual Contractor invoice. Each invoice will contain the start time, end time, and other required information to allow for processing of invoices for payment. Other required information includes the number of tires (with and without rims, number of appliances, yards of trash, yards of brush removed from the private property). The contractor shall include a monthly master summary invoice listing all of the work orders completed by address, type of abatement removal and contractor cost for each abatement removal.
- g. **Unauthorized Work.** The City will only pay for work specified in the work order. Any work not included in the work order, but completed by the Contractor, shall be the sole responsibility and expense of the Contractor. The City reserves the right to inspect work performed prior to payment to ascertain completion of the work order and compliance with the Contract and Contract Documents.
- h. **Contractor Identification.** Primary Contractor and/or employees shall prominently display on their person the Primary Contractor name when providing the service approved by City Staff. Vehicles shall have the company name prominently displayed on both sides as approved by City Staff.
- i. **Communication with City Staff.** Communications by the Contractor with City Staff shall be limited to Community Development Department Staff and, preferably, the Manager of Neighborhood Services. The Contractor is not to contact other departments in the course of performing work covered by these specifications. The Contractor is required to have access to a cell phone while performing all work orders.
- j. **Trash and Litter.** All trash and/or sticks, limbs and other organic debris on turf areas shall be collected and disposed of by the Contractor prior to mowing.
- k. **Mowing and Edge Trimming.** All mowing shall comply with city ordinances. Mowing shall not occur before April 1 or after November 1, unless specifically requested by the City.
 - (i) String trimming shall be required at all turf transitions; including but not limited to landscape beds, tree bases or edges of tree rings, sidewalks, retaining walls, fences, curbs, drain grates, catch basins, manholes, structures and in locations that mowers cannot reach. **Spraying of any chemicals instead of mechanized trimming is STRICTLY UNACCEPTABLE.**
 - (ii) The service shall also include the blowing of all grass and mowing clippings from sidewalks and trails, shelters, curb lines, parking areas, landscaped areas, mulch beds and any other non-turf areas, and back into the mowed areas. Contractor shall prevent the discharge of grass clippings onto any paved surface such as street, parking lot, sidewalk or trail, driveway, shelter or adjacent property. Any material so discharged shall be removed immediately prior to proceeding with mowing other areas. Contractor shall in no way allow grass clippings to be discharged into the City's storm sewer system (e.g., boxes, gutters, etc.) may result in immediate termination of the mowing agreement.

- (iii) All areas where turf grass meets hardscape shall be edged to maintain a clean sharp appearance. Grass shall not be allowed to grow over paved areas.
- (iv) All mowed areas shall be free of clumped or rowed grass and tire tracks or ruts from the mowing equipment. Clippings shall be mulched (preferred) or removed but shall not lie on top of the turf. Turf shall be cut in a professional manner so as to not scalp turf, leave areas of uncut turf or noticeable tracks or ruts.
- (v) Disposal of clippings shall be the responsibility of the Contractor.

II. SELECTION CRITERIA

The quality of the provided services is important to the City of Grandview and its citizens. The City will consider the contractor’s approach to developing and completing the services of the highest quality as part of the bid evaluation to ensure the contractor’s ability to meet or exceed our citizens’ expectations.

In addition to the items listed in Section IV: Submission Requirements, the BIDDER shall submit a written Quality Assurance Plan to describe and outline at a minimum the following:

1. **The professional and ethical reputation of the company.**
2. **Ability to perform the services.** In a narrative format, describe your understanding of the services required. Include any potential challenges or concerns you might foresee.
3. **Approach to Interaction with Public.** The Contractor is required to submit a brief description of the approach to interactions with the public. Inclusion of past experiences demonstrating the Contractor’s approach is encouraged.
4. **Approach to Traffic Control (when applicable).** The Contractor is required to describe the importance of traffic control and how it will be conducted to provide a safe working environment to the traveling public. Inclusion of past experiences demonstrating the Contractor’s approach is encouraged.
5. **Equipment list.** Include year, make, and model of all equipment.
6. **Cost of services.**

NOTE: The Contractor is cautioned that it is their sole responsibility to submit information related to the evaluation criteria. The City is under no obligation to solicit such information if it is not included in the Contractor's original proposal. Failure to provide such information may affect the evaluation of the Contractor's proposal.

EXHIBIT 1: Contractual Mowing & Nuisance Abatement Company Prerequisites.

"Contract Mowing & Public Nuisance Abatement Services for 2023 for the City of Grandview, Missouri"

Name of Company: _____

Address: _____

Telephone No.: _____ Cell No.: _____

1. Does your firm have Municipal or County Trash Removal/Abatement Service experience within the last three (3) to five (5) years? YES NO

A. Municipality/County _____

Facility Name: _____

B. Municipality/County _____

Facility Name: _____

C. Municipality/County _____

Facility Name: _____

2. List your Business Owner by position and name, and Licenses:

**"Contract Mowing & Public Nuisance Abatement Services for 2023 for the
City of Grandview, Missouri"**

BID AFFIDAVIT

STATE OF _____)

) SS.

COUNTY OF _____)

The undersigned, _____ of the City of _____, County of _____, State of _____ ("Affiant"), being duly sworn on her or his oath, deposes and says:

1. I am the _____ (Title of Affiant) of _____ (Name of Bidder) and have been authorized by said Bidder to make this Affidavit on the Bidder's behalf.
2. No City elected official, City Administrator, nor other City Officer is financially interested in services the Bidder is proposing to offer the City pursuant to Bidder's Invitation to Bid ("Invitation"), nor is the Bidder a City employee or elected official whose bid creates a conflict of interest. A conflict of interest would arise if a City employee or elected official is in a position to affect either the decision to solicit bids or the selection of the successful bidder.
3. Bidder has not participated in collusion or committed any act in restraint of trade, directly or indirectly, which bears upon anyone's response or lack of response to Bidder's Invitation.
4. The authorized signer of this Affidavit certifies that the Bidder and each of its principals are not suspended, debarred or otherwise prevented from performing work for the City of Grandview, State of Missouri, Jackson County, or the Federal government.

_____ (Name of Bidder)

By: _____ (Signature of Affiant)

Subscribed and sworn to before me this _____ day of _____, 2023.

NOTARY PUBLIC in and for the County of _____, State of _____.

My commission expires: (SEAL)

EXHIBIT 3: BID SHEET

Company Name: _____

Contact Person: _____

CONTRACTOR bids a Base Yearly Rate of _____ and NO/100 Dollars (\$_____.00) for mowing and abatement services performed for the City of Grandview.

Description	Base Bid (per hour)
Mowing & Nuisance Abatement Services	\$

Contractor List of All Equipment To Be Used on This Contract (attach separate sheet if necessary)

Contractor List of Crew members on This Contract

EXHIBIT 4: AFFIDAVIT BY CONTRACTOR, SUBCONTRACTOR, OTHER BUSINESS ENTITY, OR GRANTEE OF COMPLIANCE WITH RSMo § 285.530

WORKER ELIGIBILITY VERIFICATION AFFIDAVIT FOR ALL CITY OF GRANDVIEW CONTRACT AGREEMENTS IN EXCESS OF \$5,000

(for joint ventures, a separate affidavit is required for each business entity)

STATE OF _____)

) ss

COUNTY OF _____)

On this _____ day of _____, 20____, before me appeared _____ personally known to me or proved to me on the basis of satisfactory evidence to be a person whose name is subscribed to this affidavit, who being by me duly sworn, deposed as follows:

My name is _____, and I am of sound mind, capable of making this affidavit, and personally certify the facts herein stated, as required by Section 285.530 RSMo, to enter into a contract agreement with the City of Grandview ("City") to perform a certain job, task, employment, labor, personal services, or other activity for which compensation is provided, expected, or due, said contract more particularly described as _____ (the "Contract"); and

I am the _____ of _____ (the "Company"),
title business name

and I am duly authorized, directed, and/or empowered to act officially and properly on behalf of the Company.

I hereby affirm and warrant that the Company and the subcontractors listed on Exhibit 1 are enrolled in a federal work authorization program operated by the United States Department of Homeland Security as defined by Section 285.525 RSMo to verify information of newly hired employees, and the Company and the listed subcontractors shall participate in said program with respect to all employees working or providing services under the Contract. I have attached documentation to this affidavit to evidence enrollment/participation by the Company and the listed subcontractors in a federal work authorization program, as required by Section 285.530 RSMo.

In addition, I hereby affirm and warrant that the Company and all of its subcontractors do not and shall not knowingly employ, in connection with work or services provided under the Contract, any alien who does not have the legal right or authorization under federal law to work in the United States, as defined in 8 U.S.C. § 1324a(h)(3).

I am aware and recognize that, unless certain contract and affidavit conditions with respect to subcontractors (both those listed and others that the Company may contract with) are satisfied pursuant to Section 285.530 RSMo, the Company may be held liable under Sections 285.525 through 285.550 RSMo for such subcontractors that knowingly

EXHIBIT 4: AFFIDAVIT BY CONTRACTOR, SUBCONTRACTOR, OTHER BUSINESS ENTITY, OR GRANTEE OF COMPLIANCE WITH RSMo § 285.530, Page 2

employ any unauthorized alien to work within the City.

I acknowledge that I am signing this affidavit as a free act and deed of the aforementioned business entity and not under duress.

[NAME OF ENTITY]

SIGNATURE AND TITLE OF AUTHORIZED REPRESENTATIVE OF ENTITY

STATE OF _____)

) SS.

COUNTY OF _____)

Subscribed and sworn to before me this _____ day of _____, 2022.

NOTARY PUBLIC in and for the County of _____, State of _____.

My commission expires: _____ (SEAL)

(documentation of enrollment/participation in a federal work authorization program attached)

CHECK ONLY ONE			
<input type="checkbox"/>	Missouri Individual	<input type="checkbox"/>	Foreign Individual
<input type="checkbox"/>	Missouri Partnership	<input type="checkbox"/>	Foreign Partnership
<input type="checkbox"/>	Missouri Limited Liability Corporation	<input type="checkbox"/>	Foreign Limited Liability Corporation Licensed in Missouri, incorporated in the state of
<input type="checkbox"/>	Missouri Corporation	<input type="checkbox"/>	Foreign Corporation Licensed in Missouri, incorporated in the state of

CHECK IF APPLICABLE	
<input type="checkbox"/>	Individual or Partnership, Missouri or Foreign, doing business in Missouri under fictitious name, registered in the office of Secretary of State.