



Request for Proposal

Lawn Mowing Services for (23) City Parks, Trails & Facilities for Growing Season 2015

The City of Lake Elmo Public Works Department is accepting proposals from qualified individuals or firms to provide Lawn Maintenance & Landscape Services at 23 owned city parks, trails and turf yards servicing city-owned buildings for the FY 2015 growing season. The scope of work includes providing labor, equipment and affiliated material for lawn maintenance landscape care to properties owned and operated by the City of Lake Elmo.

The City requires weekly mowing and trimming of 38.8 acres and bi-weekly mowing and trimming of an additional 1.8 acres from April 15, 2015 through October 15, 2015. 35.9 acres are in regularly used public parks and 4.7 acres are auxiliary yards adjoining buildings, signs, well houses, and roadway boulevards. A map and acreage listing are available on request from the Deputy Clerk at bgumatz@lakeelmo.org. Questions can be answered by Mike Bouthilet, Director of Public Works, 651-248-7848.

Respondents agree that there will not be discrimination as to race, sex, religion, color, age, creed, or national origin in regard to obligations, work and service performed under those terms of any contract ensuing from this RFP.

Respondents agree to provide the City with a Certificate of Insurance with no less than \$1,000,000 of liability coverage at the time of bid submittal.

Bids will be due no later than December 1st, 2014 at 1 PM and must be delivered / mailed to the Lake Elmo City Hall at 3800 Laverne Avenue North, Lake Elmo, MN

Scope of Proposal

The bidder shall be held to have examined the 23 premises and site and specifications and to have satisfied themselves as to the condition of the premises, obstructions, the actual levels and other factors necessary for carrying out the work before the delivery of their proposal. The bidders shall also acquaint themselves with the character and extent of the Owner's operations in the area of the work, so that they may plan their services accordingly. No allowances or extra payment will be made to a Contractor for or on account of costs or expenses occasioned by failure to comply with the provisions of this paragraph or by reason of error or oversight on the part of the bidder or on account of interference by the Owner's or other Contractor's activities. It shall be expressly understood that the Owner's operations will take precedence over any other activity

Mowing Services

Mowing services shall be performed at times mutually agreed upon between Owner and Contractor. Contractor shall be responsible for complying with all local ordinance regarding working times. Contractor assumes all liability for complying with local ordinances. Any changes to the established schedule must have prior approval of the Owner and scheduled at the least disruptive time possible. All mowing shall be performed on same day at each site. **The contractor agrees that once mowing has begun on any date, mowing will be completed within twenty-four (24) hours, unless unusual weather prevents compliance.**

All litter such as paper, cans, bottles, branches, etc., must be picked up and disposed of prior to mowing.

Mowing frequency shall be such that the grass cutting or clippings are not sufficient quantity to detract from the overall site appearance. If the time between cuttings must be extended for any reason, thereby causing an excessive amount of clippings on the lawn, the clippings shall be eliminated by whatever means are available to the Contractor and at no expense to the Owner.

Mowing shall be coordinated to prevent the depositing of mowing debris into planters or flowerbeds. Any clippings or debris blown into these areas shall be removed immediately. All non-turf areas such as sidewalks, patios, entrances, planters, etc., shall be free of clippings and cutting debris by means of blowers, sweepers or other equipment.

Weed Control

Weed control services shall be performed at times mutually agreed upon between Owner and Contractor. Contractor shall be responsible for complying with all local and state laws or ordinances. Contractor assumes all liability for complying with afore mentioned laws and ordinances.

One or two spring applications to lawns will be needed to control weeds with contact spray herbicide. Apply only at manufacturers approved rates to avoid toxicity. Verify the herbicide is appropriate for use with various plant materials. Contractor is responsible for any damages incurred as a result of herbicide application and must repair or replace any such damage at no cost to the Owner. Contractors shall be responsible for posting perimeter signs of spray area as per Pesticide Control Act.

Workmanship

Performance will be evaluated based upon the expectation of a neat, professional looking appearance of the grounds. Where, not more specifically described in any of the various sections of these specifications, workmanship shall conform to all the methods and operations of best standards and accepted practices of the trade or trades involved and shall include all items required for completion of the services. Personnel skilled in their respective lines of work shall execute all work.

The Owner may request a meeting with the Contractor at any time for the purpose of evaluating the Contractor's performance. Item not completed to the satisfaction of the Owner will be corrected by the Contractor within a mutually agreed upon timeframe. Failure by the Contractor to remedy concerns of the Owner may results in the termination of this contract.

Trimming

Trimming shall be done simultaneously with the mowing operation. Trimming (including ditches) is to be completed each time a site is mowed. Trimming shall be done in all areas that are inaccessible to mowing equipment. This includes fence lines, ditches, back stops, play areas, playground equipment, under fixed bleachers, next to buildings where established plantings are not present and around all other obstacles to provide a neat and even appearance to the entire site. Care shall be used when trimming around trees and wooden posts to prevent damage to these items.

Edging

All turf terminations at cement details shall be vertically edged to remove overgrowth. Treatments to all sidewalk cracks, etc. on an as needed basis.

Attachments

Weekly / BI Monthly Park Acreage Schedule By Area

Lake Elmo Park Map

**Bid Proposal for Lawn Mowing & Landscape Services for the City of Lake Elmo
2015 Growing Season (April 15-October 15, 2015)**

Contractor Name: _____

Business Address: _____

Business Phone: _____

Key Contact: _____

Bid Proposal

- | | |
|---|----------|
| 1. Weekly Lawn Mowing / Trimming (38.8 Acres) | \$ _____ |
| 2. Bi-Weekly Mowing / Trimming (1.8 Acres) | \$ _____ |
| 3. Weed Control (40.6 acres) | \$ _____ |
| 4. Edging / Crack Treatment | \$ _____ |

Total Cost FY 2015 Growing Season \$ _____

Equipment to Be Used:

Mower Type (s) _____

Trimming Equipment

City of Lake Elmo Park Acreage Weekly Mowing Schedule - Equipment

Northwest Sector

Pebble Park	4.1 Acres
Demontreville Park	5.5 Acres
Demontreville West	0.2 Acres
Kleis	2.0 Acres
Public Works Building / Blvd.	0.7 Acres
Fire Station No. 2	1.2 Acres

Northeast Sector

Carriage Station	2.0 Acres
Tana Ridge	4.3 Acres
Well House No. 1	0.2 Acres

Central Sector

Reid Park	2.5 Acres
VFW	2.5 Acres
Lions Park	2.1 Acres
Fire Station No.1	0.1 Acres
City Hall	0.7 Acres
30 th Boulevard (BiMonthly)	0.4 Acres

West Sector

Tablyn Park	2.2 Acres
Ridge Park	4.0 Acres

South Sector

Stonegate Park	4.5 Acres
Stonegate Trail (BiMonthly)	0.5 Acres
Hammes Park	1.0 Acres
5 th Street	TBD
Keats Sign (BiMonthly)	0.1 Acres

