



City of Crescent Springs

739 Buttermilk Pike
Crescent Springs, Kentucky 41017
Telephone: 859-341-3017
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City of Crescent Springs
739 Buttermilk Pike
Crescent Springs, KY 41017

SUBMISSION INFORMATION

BID/PROPOSAL LANDSCAPE/LAWN SERVICE
BID OPENING DATE: **April 27, 2021**
TIME: **3:00 P.M. LOCAL TIME**
LOCATION: **Crescent Springs City Building**

Submit 1 original and 3 copy(s) of the bid/proposal.

BUYER: Mike Daly
DATE OF RFB/RFP: April 8, 2021

REQUEST FOR BID/PROPOSAL INFORMATION

Date: _____ Telephone: _____

Company Name: _____ Fax: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____ Title: _____

Cell Phone: _____ E-mail: _____

Authorized Signature: _____

The signee hereby certifies that they have read and understand the contents of this solicitation and agree to furnish at the prices shown any or all of the items listed, subject to all instructions, conditions, specifications and attachments hereto. The bidder/offeror affirms to the City of Crescent Springs the ability to meet all requirements and further affirms that the work will be done in compliance with all Federal, State and Local codes, ordinances, and regulations.

CITY OF CRESCENT SPRINGS
REQUEST FOR BIDS/PROPOSALS: TERMS AND CONDITIONS

AUTHORITY: This Request for Bids/Proposals is issued pursuant to applicable provisions of the City of Crescent Springs Purchasing Ordinance.

BID/PROPOSAL OPENING: Sealed bids/proposals will be received at the Crescent Springs City Building until the date and time specified, at which time they shall be opened in public. Late bids/proposals shall be rejected and returned unopened to the sender. The City of Crescent Springs does not prescribe the method by which bids/proposals are to be transmitted; therefore, it cannot be held responsible for any delay, regardless of the reason, in transmission of the bids/proposals. **Facsimile bids/proposals will not be accepted.**

BID/PROPOSAL PREPARATION: Bids/Proposals must be submitted on the bid/proposal form when provided and all information and certifications called for must be furnished. Bids/Proposals submitted in any other manner, or which fail to furnish all information or certificates required, may be summarily rejected. Bids may be modified or withdrawn prior to the time specified for the opening of bids/proposals. Bids/Proposals shall be filled out legibly in ink or typewritten with all erasures, strikeovers and corrections initialed in ink by the person signing the bid. The bid shall include the legal name of the bidder, the complete mailing address, and be signed in blue ink by a person or persons legally authorized to bind the bidder/offeror to a contract. Name of person signing should be typed or printed below the signature.

BID/PROPOSAL ENVELOPES: Envelopes containing bids/proposals must be sealed and addressed to the City of Crescent Springs, Attention Mike Daly. The title of the bid/proposal as specified in the RFB/RFP document must be shown on the outside of the envelope.

ERRORS IN BIDS/PROPOSALS: Bidders/Offerors are cautioned to verify their bids/proposals before submission. Negligence on the part of the bidder/offeror in preparing the bid/proposal confers no right for withdrawal or modification of the bid/proposal after it has been opened. In case of error in the extension of prices in the bid/proposal, the unit prices will govern. All price extensions are to be checked by the buyer to insure the total bid/proposal is accurate.

RESERVED RIGHTS: City of Crescent Springs reserves the right at any time and for any reason to cancel this Request for Bids/Proposals, accept or reject any or all bids/proposals or any portion thereof, or to accept an alternate bid/proposal. Crescent Springs reserves the right to waive any immaterial defect in any bid. The City of Crescent Springs may seek clarification from any bidder/offeror at any time and failure to respond promptly is cause for rejection.

INCURRED COSTS: City of Crescent Springs will not be liable for any costs incurred by bidders/offers in replying to this Request for Bids/Proposals.

AWARD: It is the intent of the City of Crescent Springs to award a contract to the lowest responsible bidder/offeror meeting specifications. The City of Crescent Springs reserves the right to determine the lowest responsible bid/offer on the basis of an individual item, groups of items, or in any way determined to be in the best interests of Crescent Springs. Award will be based on the following factors (where applicable): (a) adherence to all conditions and requirements of the bid/proposal specifications; (b) price; (c) qualifications of the bidder/offeror, including past performance, financial responsibility,

general reputation, experience, service capabilities, and facilities; (d) delivery or completion date; (e) product appearance, workmanship, finish, taste, feel, overall quality, and results of product testing; (f) maintenance costs and warranty provisions; and (g) repurchase or residual value. Pursuant to KRS 45A.492, the City shall give preference to resident bidders.

PRICING: The price quoted for each item is the full purchase price, including delivery to destination, and includes all transportation and handling charges, premiums on bonds, material or service costs, patent royalties and all other overhead charges of every kind and nature. Unless otherwise specified, prices shall remain firm for the contract period.

DISCOUNTS: Prices quoted must be net after deducting all trade and quantity discounts. Where cash discounts for prompt payment are offered, the discount period shall begin with the date of receipt of a correct invoice or receipt or final acceptance of goods, whichever is later.

PERMITS AND LICENSES: All Bidders/Offerors must have or obtain a Kenton County and Cities Occupational License prior to performing any work in Crescent Springs. The City of Crescent Springs shall have the right to reject any bids/offers from Bidders/Offerors that are not in compliance with Kenton County and Cities' Occupational License Ordinances. Pursuant to the City of Crescent Springs KY Code of Ordinance, Chapter 110 "Annual Occupation License Fees" and Chapter 112 "Peddlers, Itinerant, Merchants, and Solicitors". The Contractor shall maintain in force and effect at his own expense any and all federal, state, local government or special district permits or licenses, required by law or ordinance, necessary to authorize the performance of the work, where applicable.

TAXES: The City of Crescent Springs is not subject to Federal Excise tax. Per Kentucky Administrative Regulation 103 KAR 30:225E, Crescent Springs is exempt from state and local taxes.

SPECIFICATIONS: Reference to brand names and numbers is descriptive, but not restrictive, unless otherwise specified. Bids/Proposals on equivalent items will be considered, provided the bidder/offeror clearly states exactly what is proposed to be furnished, including complete specifications. Unless the bidder/offeror specified otherwise; it is understood the bidder/offeror is offering a referenced brand item as specified or is bidding/offering as specified when no referenced, and does not propose to furnish an "equal." The City of Crescent Springs reserves the right to determine whether a substitute offer is equivalent to and meets the standard of quality indicated by the brand name and number.

SAMPLES: Samples of items, when called for, must be furnished free of expense and, if not destroyed in the evaluation process, will, upon request, be returned at the vendor's expense. Request for the return of samples must accompany the sample and include UPS Pickup Slip, postage or other acceptable mode of return. Individual samples must be labeled with bidder/offeror's name, item reference, manufacturer's brand name and number.

INTERPRETATION OR CORRECTION OF BIDDING DOCUMENTS: Bidder/Offerors shall promptly notify the City of Crescent Springs of any ambiguity, inconsistency or error which they may discover upon examination of the bidding documents. Interpretations, corrections and changes will be made by addendum. Each bidder/offeror shall ascertain prior to submitting a bid that all addenda have been received and acknowledged in the bid.

VARIANCES: State or list by reference on the reverse side of the Bid/Proposal form herein any variations to specifications, terms and/or conditions.

INDEMNIFICATION: The Seller shall indemnify and hold harmless the City of Crescent Springs, its agents, officials, and employees from and against all injuries, losses, claims, suits, costs and expenses which may accrue against Crescent Springs as a consequence of granting the Contract.

DEFAULT: Time is of the essence of this contract and if delivery of acceptable items or rendering of services is not completed by the time promised, City of Crescent Springs reserves the right, without liability, in addition to its other rights and remedies, to terminate the contract by notice effective when received by Seller, as to stated items not yet shipped or services not yet rendered and to purchase substitute items or services elsewhere and charge the Seller with any or all losses incurred. The City of Crescent Springs shall be entitled to recover its attorney's fees and expenses in any successful action by the City of Crescent Springs to enforce this contract.

BID BOND: A Bid Bond amounting to five (5%) percent of the proposed bid/proposal price must be provided with the response. The Bid Bond may be in the form of a surety bond, cashier check or other form of surety satisfactory to the City of Crescent Springs City Attorney. If the contract is awarded to the bonded bidder, the bidder will accept the contract as bid, or else the surety will pay the City of Crescent Springs a specific amount because of default on part of the bidder.

PERFORMANCE BOND: A Performance Surety Bond amounting to one hundred (100%) percent of the Contract price must be provided prior to execution of the contract assuring the City of Crescent Springs that the project will be pursued with due diligence and completed according to the plans and specifications. This requirement may also be met by a letter of credit.

INSPECTION: Materials or equipment purchased are subject to inspection and approval at the City of Crescent Springs destination. The City of Crescent Springs reserves the right to reject and refuse acceptance of items which are not in accordance with the instructions, specifications, drawings or data of Seller's warranty (express or implied). Rejected materials or equipment shall be removed by, or at the expense of, the seller promptly after rejection.

WARRANTY: Seller warrants that all goods and services furnished hereunder will conform in all respects to the terms of this solicitation, including any drawings, specifications or standards incorporated herein, and that they will be free from latent and patent defects in materials, workmanship and title, and will be free from such defects in design. In addition, Seller warrants that said goods and services are suitable for, and will perform in accordance with, the purposes for which they are purchased, fabricated, manufactured and designed or for such other purposes as are expressly specified in this solicitation. The City of Crescent Springs may return any nonconforming or defective items to the Seller or require correction or replacement of the item at the time the defect is discovered, all at the Seller's risk and expense. Acceptance shall not relieve the Seller of its responsibility.

REGULATORY COMPLIANCE: Seller represents and warrants that the goods or services furnished hereunder (including all labels, packages and container for said goods) comply with all applicable standards, rules and regulations in effect under the requirements of all Federal, State and local laws, rules and regulations as applicable, including the Occupational Safety and Health Act as amended, with respect to design, construction, manufacture or use for their intended purpose of said goods or services. Seller shall furnish "Material Safety Data Sheets" on all chemicals.

EQUAL EMPLOYMENT OPPORTUNITY: Contractor shall comply with the Kentucky Human Rights Act, HRA 344.150 – 344.270 as amended and any rules and regulations promulgated in accordance

therewith, including, but not limited to the Equal Employment Opportunity EEO 45.550 – 45.640 which is incorporated herein by reference. The Contractor shall comply with the Employment Discrimination Act, EDA 344.040, 344.050 as amended. Furthermore, the Contractor shall comply with the City of Crescent Springs's Fairness Ordinance (Ordinance 2021-2).

ROYALTIES AND PATENTS: Seller shall pay all royalties and license fees. Seller shall defend all suits or claims for infringement of any patent, copyright or trademark rights and shall hold the City of Crescent Springs harmless from loss on account thereof.

LAW GOVERNING: This contract shall be governed by and construed according to the laws of the Commonwealth of Kentucky. Pursuant to the provisions of KRS 45A.343, the contractor or vendor is required to reveal to City of Crescent Springs any final determination of a violation of KRS Chapters 136, 139, 141, 337, 338 and 342 by the contractor or vendor within the previous five (5) years; and further that said contractor or vendor has been and is in continuous compliance with the provisions of KRS Chapters 136, 139, 141, 337, 341, and 342 for the duration of the contract. The failure of a contractor or vendor to reveal a final determination of a violation to a local government, or to comply with the statutory requirements, is considered grounds for cancellation of a contract and disqualification of the contractor or vendor from eligibility for any City of Crescent Springs contracts for a period of two (2) years.

LIABILITY INSURANCE: Unless otherwise provided herein, Liability Insurance in the amount of \$1,000,000.00 must be maintained throughout the life of the contract. A Certificate of Insurance naming the City of Crescent Springs as co-insured must be submitted prior to execution of the Contract. The policy must provide that the City of Crescent Springs (as co-insured) shall be given at least a 10 day advance written notice of any proposed cancellation or termination of the policy.

WORKERS' COMPENSATION: A Workers Compensation certificate shall accompany all bidding documents as proof of payment. The City of Crescent Springs may request proof of Certification at such other times during the life of the Contract as it deems necessary.

MOWING SCHEDULE: All green space shall be maintained during the months of April through November at a frequency identified by the chart below. NOTE: Base contract price includes 31 mowing's per the mowing schedule. Schedule of mowing's may be altered per the City's request or as required by climatic conditions.

Month	Number of Cuts
April	Weekly
May	Weekly
June	Weekly
July	Weekly
August	Weekly
September	Every 10 Days
October	Every 10 Days
November	Every 10 Days

SECTION II

GENERAL:

The City of Crescent Springs is requesting bids for Lawn Services at the City Park, City Building and other City Facilities.

Section II of this request for bid needs to have separate pricing for each location. The City of Crescent Springs has the right to select a different bidder for each location, however it is preferred to have one contractor.

To obtain more detail on each location, a **non-mandatory** tour of the green space locations has been scheduled for the following dates and times:

April 20, 2021 at 9:00 AM: Meet at the Crescent Springs City Building located at 739 Buttermilk Pike, Crescent Springs, KY 41017.

April 21, 2021 at 9:00 AM: Meet at the Crescent Springs City Building located at 739 Buttermilk Pike, Crescent Springs, KY 41017.

CONTACT: Mike Daly, City Administrator
739 Buttermilk Pike
Crescent Springs, Kentucky 41017
(859) 341-3017 (Work Office Number)
(859) 912-4481 (Work Cell Phone)

LOCATIONS:

This document describes work to be completed for lawn services (mowing, trimming, landscaping, and general maintenance services) at the following twenty-three (23) locations. Please refer to Attachment C to view pictures for mowing areas.

The City of Crescent Springs reserves the right to exclude any location as we see fit.

LOCATION AND EXTENT OF AREAS TO BE MAINTAINED

Crescent Springs Public Works Department, 801 Buttermilk Pike, Crescent Springs, KY

MOWING: Front along Buttermilk Highway along front of building (firehouse side), along back and around fence. Weed eating everything: around fence trees and edge sidewalk pick up trash

LANDSCAPING: All the trees and front entrance of building rose bushes. Trim and mulch as needed.

Spring Clean Up

Fall Clean Up: Leaf Removal

Crescent Springs City Building, 739 Buttermilk Pike, Crescent Springs, KY

MOWING: Front along Buttermilk to the telephone pole and drain. Middle island around flag pole, front door area along light pole and around the side. Between bank and city building moving around to the back hill around old house and finish with the field that fenced in on the side. We pick up trash every time and also trim and edge this is all done weekly.

LANDSCAPING: Around the building front, side, and back. The middle island around flag pole, city sign, and small area light pole. We mulch, trim bushes and pull weeds as needed.

Crescent Springs Digital Sign, Corner of Buttermilk Pike and Hazelwood, Crescent Springs, KY

MOWING: Around city sign up to the landscaping in front of liquor store, in front of the building to telephone pole. Pick up trash, trim and edge weekly.

LANDSCAPING: Mulch, weed and trim bushes, plant flowers as needed per contract agreement.

Spring Clean UP

Fall Clean Up: Leaf Removal

Crescent Springs Permanent Limestone Sign, Corner of Buttermilk Pike and Western Reserve, Crescent Springs, KY

MOWING: From the flower pot to the electric box, along sidewalk and ditch. Pick up trash, trim, and edge weekly.

LANDSCAPING: Mulch, weed and trim bushes, plant flowers as needed.

Spring Clean Up

Fall Clean Up: Leaf Removal

Terry Street in Crescent Springs, KY

MOWING: Around drain to the street. Pick up trash, edge and trim weekly.

LANDSCAPING: None

Buttermilk Pike / I-75 (Near Speedway) in Crescent Springs, KY

MOWING: From the fence to Buttermilk Pike. Around to the off ramp to the light pole. Trim, pick up trash, edge sidewalks weekly.

LANDSCAPING: None

Crisler Avenue / Grandview Drive, 528 Buttermilk Pike, Crescent Springs, KY (Near Speedway)

MOWING: Start at the Speedway sign all the way around down Grandview to the City of Ft. Mitchell boundary.

LANDSCAPING: None

Ireland Avenue behind AT&T in Crescent Springs, KY

MOWING: From the back AT&T building (2426 Sarah Lane) down to stop sign just over to telephone pole, turn down Harris Street to fire hydrant 1-swipe. Trim, pick up trash, and edge weekly.

LANDSCAPING: None

Harris Avenue / Buttermilk Pike in Crescent Springs, KY

MOWING: start at the end of Harris Avenue and run-down sidewalk to fire hydrant. Only do road side until you get to wood line then do both sides. Trim, pick up trash, edge weekly.

LANDSCAPING: None

Euclid Avenue in Crescent Springs, KY

MOWING: Trim the ditch line on both sides. Pick up trash.

LANDSCAPING: None

Lorraine Court in Crescent Springs, KY

MOWING: From the road to the wood line, to the house up to the drain and road. Edge, trim and pick up trash weekly.

LANDSCAPING: None

Park & Ride along Anderson Road by Eubanks Road in Crescent Springs, KY

MOWING: In front of the park and ride, along the sidewalk, up to Euclid Street, on both sides. Both sides of Eubanks Road, to the guardrail. End of Eubanks Road, along Anderson Road (Both sides of the guardrail), to telephone pole. Across Anderson Road, beside Croley Street in front and behind the guardrail. Trim, edge, pick up trash weekly.

LANDSCAPING: None

Croley Street in Crescent Springs, KY

MOWING: Trim ditch on both sides of it.

LANDSCAPING: None

Old Veteran Park (Near Railroad) along Anderson Road in Crescent Springs, KY

MOWING: Ditch area across from Irene's Little Bar (2515 Anderson Road), from the parking lot by rail road tracks around down Anderson Road to the B.P. Gas Station. Trim, edge, and pick up trash weekly.

LANDSCAPING: None

Park Road (Road Permanently Closed) off Anderson Road in Crescent Springs, KY

MOWING: Trim both sides of the old road, we are responsible for trimming up & down the overhang brush. Pick up trash weekly.

LANDSCAPING: None

Terra Cotta Street in Crescent Springs, KY

MOWING: We trim the area from the road back to the brush along with trimming up and down the brush in order to keep it back off road. Pick up trash weekly.

LANDSCAPING: None

Woodhill Drive and Western Reserve Road in Crescent Springs, KY

MOWING: Start at the Woodline to the stop sign, trim up and down brush to keep off the road, pick up trash, trim, and edge weekly.

LANDSCAPE: None

Anderson Road behind Home Depot (500 Clock Tower Way) in Crescent Springs, KY

MOWING: Both sides along sidewalk to the 2nd light pole, at an angle from the no parking sign to the curb, around concrete and down sidewalk to the stop sign on both sides. Then skip down to the wood line past the Town center sign all the way to the rail road tracks both sides of guardrail and both sides of Anderson. Trim back brush also, pick up trash, trim, edge weekly.

LANDSCAPING: None

Amsterdam Road in Crescent Springs, KY

MOWING: Both sides of the road from Bromley Crescent Springs Road to the telephone pole after Foresthill Drive. Trim back the brush on both sides of the road. Pick up trash weekly.

LANDSCAPE: None

Foresthill Drive in Crescent Springs, KY

MOWING: Start at the stop sign all the way up to where the wood line stops, trim back brush so that it does not hang over onto the road.

LANDSCAPE: None

Crescent Pointe Drive in Crescent Springs, KY

MOWING: From Amsterdam Road up the hill on the left side to little black light pole, then skip over the yard to drain and up to where wood line stops. On the right side start at drain and go up to where wood

line stops. Trim back all brush so it does not hang over, pick up trash, edge weekly.

LANDSCAPE: None

Crescent Terrace in Crescent Springs, KY

MOWING: From Amsterdam Road on the left side just to the drain. On the right side all the way up the sidewalk to where the wood line stops. Edge, pick up trash, and trim weekly.

LANDSCAPE: None

Crescent Springs City Park, 800 Buttermilk Pike, Crescent Springs, KY

MOWING: Both sides of the entrance, along Buttermilk Pike, down around Collins Road, around all 3 shelters and playground area, soccer field also behind the field, around basketball court, basically ALL the City Park greenspace. Edge, pick up trash, and trim weekly.

LANDSCAPE: Front entrance both sides, all the trees, around the 3 shelter locations. The bushes around garage area, the small round area by bathrooms, around all the monuments, area near the gazebo, a small area by the soccer field (Possibly More) mulch, trim bushes, pull weeds, and plant flowers as needed

Spring Clean Up

Fall Clean Up: Leaf Removal

SPECIFIC WORK TASKS

GREEN SPACE MAINTENANCE

- 1) All green space areas shall be mowed to an approximate mowing height of 3 inches, as required to maintain neat, attractive and healthy conditions. Mowing frequency may vary with season of year and shall be performed as often as necessary to maintain proper height while removing no more than 30% of total green space height each mowing, normally a minimum of once per week during the growing season. All mowing patterns shall be periodically modified to avoid rutting. If shredding of debris will affect the appearance of the green space, the debris shall be removed from the turf prior to mowing. Sidewalks and paved areas shall be cleared of grass clippings, dirt and other debris after each mowing.
- 2) All green space areas adjacent to street pavements or sidewalks shall be "power edged" at least three (3) times each year. All green space adjacent to walkways, driveways, curbs, trees, shrubs, and planting beds, etc., shall be edge trimmed weekly to assure a crisp and clean appearance. Green Space adjacent to water sprinkler heads, tree wells, valve boxes and quick couplers shall be trimmed to maintain a clean appearance and good irrigation coverage. Chemical defoliant or herbicides (e.g., "Round Up", etc.) shall not be used as a substitute for power edging in these areas.
- 3) Excess and visible grass clippings shall be removed after mowing to enhance overall turf appearance and to prevent matting, clumping and thatch buildup. The mowing/raking pattern used shall result in a neat appearance.

- 4) Care shall be taken during mowing operations to avoid obstructions such as trees, shrubs, utility boxes, light fixtures, signage, buildings, water sprinkler heads or valves, etc. The Contractor shall be responsible for all damages caused by its turf maintenance activities.

SECONDARY MOWING

- 1) Secondary mowing is similar to GREEN SPACE MAINTENANCE with the addition of semi-annual brush-hogging services to keep vegetation off from encroaching upon the roadway.

GREEN SPACE TREATMENTS

- 1) All green space areas shall be fertilized based upon the type of grasses present. These turf areas shall be fertilized three (3) times, in the spring, the summer and fall. Fertilizer shall be applied at a rate of three (3) pounds per 1000 square feet over the course of the season.
- 2) All weeds shall be chemically killed and removed. Pre-emergent crabgrass control shall be applied to the green space in the spring. A broadleaf weed killer shall be applied to this green space at least twice a year, in the spring and summer. Weed control applications shall be applied in accord with the product manufacturer's recommendations.

TREE/SHRUB MAINTENANCE

- 1) The pruning of shrubs shall be performed to attain maximum desired effects while maintaining and retaining as much of the natural characteristics of the branches as possible.
- 2) Broken or diseased branches should be removed to assure general containment or appearance.
- 3) Natural Shape – The intent here is to feature the natural form of the shrub. Initial “pinch pruning” may be necessary to develop a compact shape and structure. Toward the end of the season, cutting the old stems to the ground will be necessary for proper rejuvenation for the next season. Shearing should be avoided which may eliminate the much of the flowering wood and destroy the character of the plant.
- 4) Natural Hedge – The intent here is to develop a loose, informal appearing hedge requiring only minimal attention for good shape and size. Initial “pinch pruning” may be necessary to maintain a compact shape. Growth should be allowed to in-fill horizontally.
- 5) Pruning during the proper times of the season is essential to maximize the plant's flowering potential.
- 6) Trees shall be pruned to remove any broken or diseased branches and for general containment. It shall be the Contractor's responsibility to implement the pruning program, subject to the approval of the Public Works Director or his duly authorized official knowledgeable in the area. This program shall be administered using adequate and stable tree scaffolding or other equipment with proper aesthetic appearance consistent with the intended purpose.

- 7) Tree stakes, ties, and guy wires in existence shall be checked and corrected as needed. Tree ties shall be adjusted to prevent girdling. Unnecessary tree stakes, tree ties and support guy wires shall be removed and disposed of, where necessary.
- 8) Personnel experienced and skilled in good pruning techniques shall perform the pruning. All cuts shall be done using proper horticulture practices.
- 9) Pruning trees shall be limited to heights not more than 12 feet, unless special equipment and qualified personnel is provided for safety. All suckers should be removed from trees.
- 10) All trees shall be fertilized at least once during the season, or as otherwise needed.
- 11) All trees shall be pruned to provide adequate clearance for pedestrians and vehicle circulation. In general, canopy clearances should be in the range of eight (8) feet to 12 feet.
- 12) Root systems observed on the surface causing maintenance or appearance problems shall be removed as required to prevent damage to adjacent paved areas.

LANDSCAPED BED MAINTENANCE

- 1) Landscaped bed maintenance shall be performed once per month for eight (8) months during April through November. Pruning certain plants shall be required, as needed. Perennial plantings shall be cut-off after the first frost in either October or November. All landscaped beds shall be de-weeded via chemical and/or other manual methods. Large weeds shall be controlled manually. Smaller weeds shall be controlled with an application of chemicals. All plants shall be checked for disease and pest problems. When such problems are observed, adequate measures shall be taken to control and remedy these problems.

SPRING CLEAN-UP/MULCHING

- 1) Early in the spring all shrubs, beds and tree rings shall be cleaned of leaves and debris deposited from the previous season. All beds and tree rings shall be edged to a depth of 4-inches to maintain a neat and crisp image. A pre-emergent herbicide shall be used to prevent unnecessary weed growth prior to mulching.
- 2) All shrubs and trees shall be pruned properly to enhance a neat appearance prior to mulching.
- 3) Double processed or shredded hardwood mulch shall be applied to all beds and tree rings to a uniform depth of two-(2) inches.
- 4) All bottom branches of plantings shall not be covered by mulch to prevent root rotting.

SPECIFICATIONS

1. **Call Prior to Mowing** – Prior to each mowing, the contractor shall contact the Public Works Director/City Administrator /or designee.
2. **Schedule of Mowing** – It is preferred the higher utilized city park with the soccer field be mowed later in the week to be game ready for the weekends. The Public Works Director /or his

designee will coordinate with the winning bidder on the best mowing schedule. No mowing should occur on the weekends unless approved by the Public Works Director or the City Administrator. Weekends are Saturday and Sunday.

3. **Grass Height** – Finished mowing height of grass shall be approximately 3” high or as determined by the Public Works Director /or his designee.
4. **Frequency of Mowing** – will be determined by average grass height and/or by the Public Works Director /or his designee. Frequency of mowing will need to be adjusted based upon weather and season.
5. **Maximum Mowing Times** – 31 mows per contract year. Therefore, the number days between mowing shall vary. For example, in the spring and early summer conditions are favorable for rapid grass growth, which may require more frequent mowing. During the hot summer month’s mowing should be limited based upon the weather.
6. **Trimming** – all areas along buildings, fences, trees, landscape areas, walkways, etc. shall be trimmed each mowing. The Public Works Director /or his designee may allow contractors to spray Roundup in selected areas as an alternative to trimming.
7. **Priority Mowing** – Event areas, such as City Building lot, City Park, soccer field, and around shelter houses, shall be mowed first.
8. **Removal of Clippings** – All non-grass areas such as parking lots, sidewalks, shelter houses, play areas, basketball courts, etc. shall have the grass blown off after each mowing.
9. **Debris Removal** – Debris shall mean paper, trash, limbs, plastic bottles, cans, etc. shall be picked up before mowing begins. If by accident the mower shreds a piece of debris, it will be the responsibility of the contractor to remove said debris.
10. **Signage** – The City of Crescent Springs places temporary signs in the parks advertising seasonal events. These signs should be removed and placed back in original position after mowing is complete. If consecutive signs are constantly damaged at area, the contractor shall be responsible for the cost to replace.
11. **Mower Blades and Tire Pressure** – Must be straight and sharp. The Public Works Director /or his designee shall be allowed to inspect blades and tire pressure.
12. **Meetings** – Four meetings a year for review of needs on green space work. First meeting before spring cleanup, two during the season, and one for fall clean up.
13. **Traffic Safety** – The Contractor shall be responsible for adequate traffic safety when working along city, county or state highways.
14. **Payment** – The City of Crescent Springs pays net 30 days.

CONTRACT TERM

The Contract period will be for two (2) calendar years – 2021 and 2022. Following the award on, the period will start on May 15, 2021 and shall expire on December 31st, 2022. Costs listed on the bid tabulation sheet should be honored in both 2021 and 2022 calendar years. The Contract may be extended for three one (1) year period upon request by the Contractor and with approval of the City of Crescent Springs. After the contract period, if the Contractor desires to extend the Contract and wishes to change prices, the request for extension and any price changes must be submitted to the City of Crescent Springs in writing for analysis and recommendation to the City sixty (60) days prior to the expiration of the contract. Either party may terminate the contract with thirty (30) days written notice at the end of the first twelve (12) months, and the contract may be terminated on an agreed date prior to the end of the contract period without penalty to either party.

The City of Crescent Springs Public Works Department reserves the right to mow areas that need to be touched up when grass is sporadically growing or mowing contractor is unable to mow due to rain, etc.

PRICE SUMMARY SHEET

Bid pricing is to be listed on the Section II price summary sheet attachment B.

TERMS AND CONDITIONS

The City of Crescent Springs reserves the right to reject any and all proposals, to waive formalities, and to negotiate with the apparent qualified offeror to such an extent as may be determined by Crescent Springs.

QUESTIONS

Any questions regarding this Request for Proposals should be directed to the City Administrator, Mike Daly in writing (preferably by email) to:

Email: mdaly@crescent-springs.ky.us

All questions must be received by 2:00 PM on April 22, 2021. Inquiries received after 2:00 PM on April 22, 2021 will not receive responses.

SUBMISSION OF PROPOSAL

Sealed Proposals are due in the office of the City Administrators Office, 739 Buttermilk Pike, Crescent Springs, KY 41017 no later than **April 27, 2021 at 3:00PM.**

Offerors shall submit an executed original of the Proposal Form and three (3) copies. All proposals must be returned in a sealed envelope and must be clearly marked on the outside of the envelope as **“The City of Crescent Springs Mowing Services”**. Proposals not marked may be rejected at the discretion of the City of Crescent Springs. Facsimile proposals will not be accepted. **Opening of the proposals will be at 3:00 P.M., April 27, 2021 at the same location as stated above.**

The City’s intent is to award the contract to one (1) company providing a direct contact with a single person/entity experienced to perform or have performed adequately all of the work items included within the scope of services contained herein. However, when the work requires additional specialties (e.g., new tree or landscaping plantings or re-plantings, décor entrances, sodding or seeding and mulching or other work, etc.) beyond the standard scope of services, the City Administrator or his other designated official may request additional work items to be compensated for on a Time and Materials (T&M) bases.