

CITY OF
FRONTENAC
Your Hometown

Contractual
Landscaping:
Request For
Proposals

2019

Following is the request for proposals on contractual services
for the landscaping of the city owned Frontenac Cemetery.

Invitation for Bids

The purpose of the Request for Proposal (RFP) is to obtain quotes and/or bids for providing landscaping services for the City of Frontenac, Kansas for 2019. All communications regarding this RFP, and for obtaining a complete RFP packet of information should be directed to the City website, www.frontenacks.net, or

Brad Reams
City Administrator
313 E McKay St.
Frontenac, KS 66763
cityadmin@frontenacks.net

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

- A review by the City of the contractor's response to the RFP, 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 January 7, 2019
- Proposal Submission Deadline February 8, 2019
- Selection February 19, 2019

Proposals will be accepted until 4:30 p.m. on February 8, 2018, and are to be submitted to Brad Reams, City Administrator, at the address listed above for the City of Frontenac, Kansas.

Envelopes shall be clearly marked "Request for Proposal – Landscaping 2019 " on the outside of the envelope and include a contractors name and contact information.

Instructions for Bidders

The City of Frontenac is requesting bids to landscape the Frontenac Cemetery. The City does not require contractors to supply mowing service for this city land and right-of-way. The selected contractor will be responsible for services to the City of Frontenac from March 1, 2019 through February 29, 2020. Please refer to Exhibit A for the map of the location to be serviced.

Scope of Work

The work to be completed will include seasonal and monthly maintenance of vegetation, including purchase, installation, pruning, trimming, fertilization, and removal, within each reported area in a neat and professional manner. Mulching and weeding of beds and spraying for pests are also required. Subcontracting of a licensed spray tech is allowed through this agreement. This subcontractor must also possess a city business license. The contractor shall also test, repair, program, and winterize the irrigation system when necessary. All trash and debris in the mowing area shall be removed from the area before and after work by the contractor. Vegetation clippings shall be removed or swept off of walkways, driveways, trails, sidewalks, etc. Vegetation clippings shall not be deposited on the city streets or walkways.

The vegetation does not grow as rapidly during hot periods of the summer months. It will be the responsibility of the contractor to factor this into their bidding for services to provide for the best possible price. The City expects vegetation in all areas to be kept in a neat and orderly groomed appearance at all times. It will be the responsibility of the contractor to monitor the vegetation on a regular basis to meet expectations. No work shall be completed without the approval of the City Administrator and Director of Public Works. Work schedules should be coordinated with the mowing cycles of the City's Public Works employees.

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:

- Mulching
- Spraying of pesticides and herbicides
- Pruning/Trimming
- Purchase, installation and removal of vegetation
- Testing, repair, programming, and winterizing of the irrigation system
- Debris removal

Selection Process

The City will take into account such matters it considers appropriate in selecting the successful contractor. The City reserves the right to reject, for any reason, specific sections of bids, or 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 requests that contractors interested in submitting proposals:

1. Clearly outline (on the provided bid form) the unit price for each landscaping area specified as well as total lump sum for all areas for the season (March 1 – February 29).
2. Submit a summary of your experience and qualifications. Submit three account references that you currently service.
3. 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).
4. Specify the staff to be involved (primary contact, irrigation techs, single proprietor, clerical contact, and owner or owner's agent).
5. 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).

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.
- Bidders are responsible to analyze the serviced area and requested work prior to bidding.
- All proposals will be property of the City of Frontenac, Kansas.
- The lowest proposal will not necessarily be accepted. 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 – Landscaping 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 Frontenac, Attn: Brad Reams, City Administrator, at 313 E. McKay St, Frontenac, KS 66763 prior to 4:30 PM on February 8, 2019.

Exhibit A



Irrigation System Map

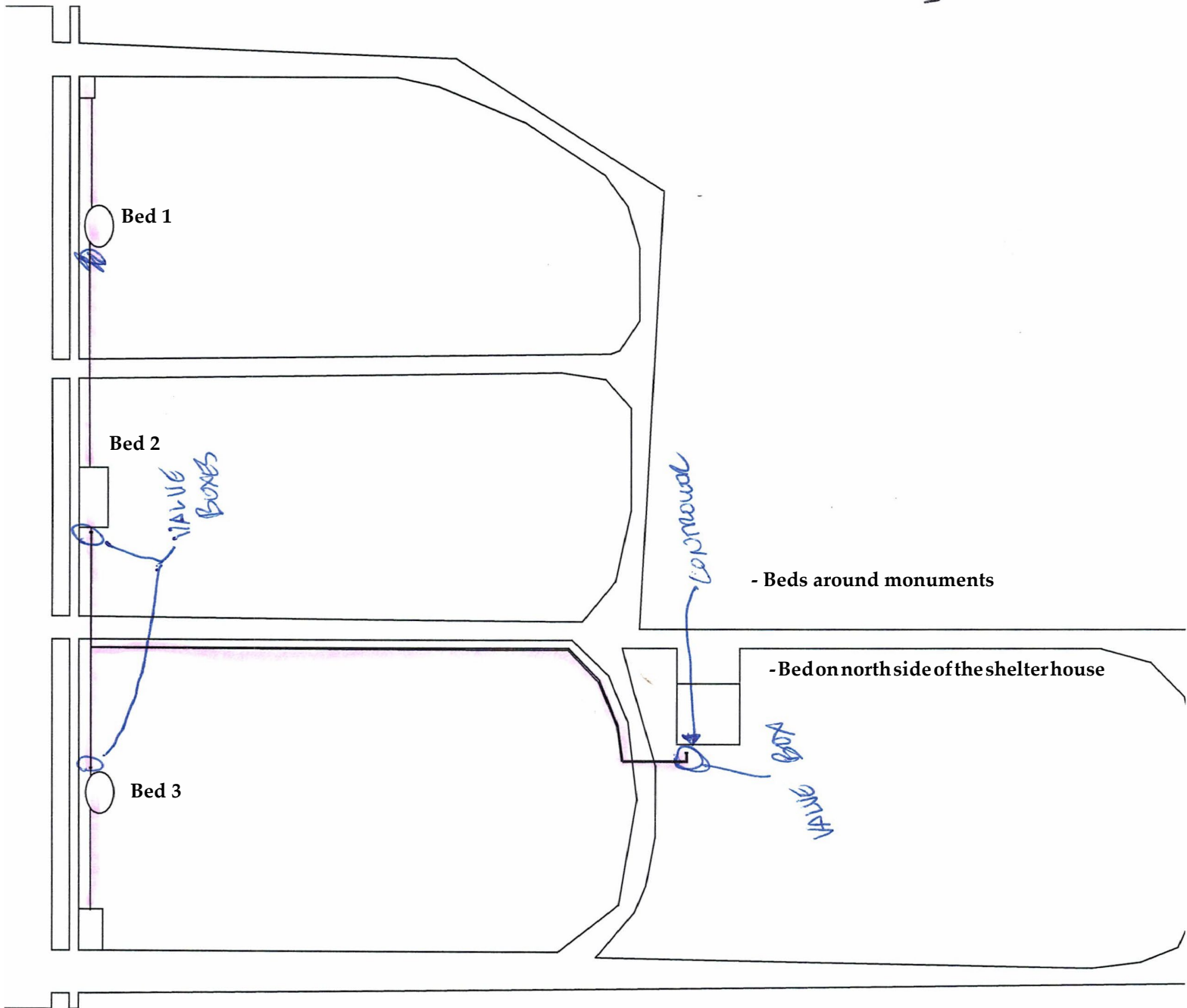
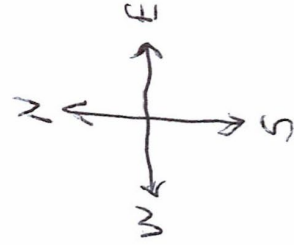


Exhibit A – Locations to be Serviced

1. Frontenac Cemetery

Cost Estimates

\$_____ Mulching, pruning, debris removal, installation and removal of vegetation

\$_____ Spraying of pesticides and herbicides

\$_____ Testing, repair, programming, and winterizing of the irrigation system

\$_____ Materials

The cost of materials aggregating \$2,000.00 in a one month shall be approved before purchase by the City Clerk.

Total for all services = \$_____.

Price Per Hour*

\$_____ Mulching, pruning, debris removal, installation and removal of vegetation

\$_____ Spraying of pesticides and herbicides

\$_____ Testing, repair, programming, and winterizing of the irrigation system

Estimated Total Work Hours = _____

* Contractors may provide a rate schedule in lieu of filling out this section.