

TOWN of MOORESVILLE

4 East Harrison Street

Mooreville, Indiana 46158



Telephone (317) 831-9547
Public Works Department
Dave Moore, Superintendent

Request For Bids

Landscape Maintenance For Gateways

Bid Deadline: Tuesday, June 16, 2020, 4:00 p.m.

The Town of Mooreville is seeking a lump sum bid for landscape maintenance of the Gateways. Contractors submitting a bid should review the procurement requirements listed.

Specifically, the selected Contractor will be required to:

- Complete applicable forms and certifications;
- Maintain General Liability Insurance (\$1,000,000 minimum); Workers Compensation Insurance (\$500,000) and business automobile liability (\$1,000,000) and furnish proof of such insurance.

Bidders are encouraged to attend a pre-bid meeting June 8, 2020 at 10:00 a.m. at 4 East Harrison Street, Mooreville, IN (The Government Center) in the Meeting Room. The town will review regulations and requirements and answer questions at this time.

The selected contractor will report to the Superintendent of Public Works.

Bid Submittal

Bids Shall be submitted to the Clerk Treasurers Office at 4 E. Harrison St., Mooreville. Bids must include A minimum of three professional references with current contact information including name, address, Telephone number and email address.

Questions regarding bid submission may be directed to Superintendent Dave Moore at 317-831-9547.

Completed bids must be received no later than June 16, 2020 @ 4:00 p.m and delivered to: Town of Mooreville Clerk Treasurers Office, 4 E. Harrison St., Mooreville, IN. All bid packages are to be marked "Landscape Maintenance".

The Town reserves the right to reject any and all bids. Bids received after this deadline will be refused and Deemed ineligible for consideration at the Town's sole discretion.

Selection of Contractor

The Contractor selected will be required to submit a Certificate of Insurance naming the Town of Mooresville as an Additional insured, which will be reviewed by the Superintendent's office.

The Town may reject any or all bids and may waive informalities and minor irregularities in any bid received.

Proposal Requirements and Examination of Work to be Performed

The contractor is required to thoroughly examine the request for bid requirements and the work contemplated, and it will be assumed that the contractor has investigated and is satisfied as to the requirements.

Before submitting bids, the contractor shall examine the scope of work and visit the site of the work to become familiar with the working conditions and the exact nature and extent of the work to be done.

Scope of Services, Background and Purpose

This scope of work pertains to the requirements of maintaining landscaped areas of the Gateways in various locations.

The overall responsibility of the Contractor is to coordinate, plan, manage and perform the work to maintain an acceptable appearance in those areas.

The Contractor shall furnish all labor and materials necessary to perform landscaping maintenance tasks. Contractor shall complete all the tasks listed and will comply with all requirements and specifications.

It shall be the Contractor's responsibility to verify the areas, sizes and quantities of the surfaces and items to be maintained. Failure of the Contractor to verify the listed amounts shall not relieve the Contractor of the responsibility to provide all services required to the standards included herein, for the prices submitted in Contractor's bid.

Specifications

The landscaped areas must be maintained and serviced at the frequency and to the standards as detailed in these specifications. The Contract Manager or his designee shall determine whether the tasks have been performed, and that the performance is in accordance with the standards set forth in these specifications. Failure to perform a task to the specified standard will result in reductions in the Contractor's monthly invoice.

LANDSCAPE MAINTENANCE STANDARDS AND SPECIFICATIONS

Overview: The following standard outlines the scope of services and responsibilities required of the Contractor, but may not be inclusive of the entire scope of services. The specifications outline the quantity and category of work required. Other parts of the contract (not included here) provide requirements such as insurance and licensing standards, work authorizations, etc.

1. Guarantee and Replacement
 - a. Contractor shall replace, at no additional cost to Town, any turf, plant materials or any other Town property

damaged as a result of improper maintenance attention or procedures. Replacement material shall be of the same size and variety as the dead or damaged material. Property damage must be done within two weeks of identification of damage. Alternatives to size, variety and scheduling of replacement must have written permission of Town.

- b. Contractor is not responsible for losses, repair or replacement of damaged work or plant material resulting from theft, extreme weather conditions, vandalism, vehicular incidents (other than Contractor's vehicles) or the acts of others over whom they have no reasonable control.
- c. Contractor shall inform the Town on a monthly basis of plant losses unrelated to the maintenance activities, Provide the Town with a probable cause of the plant loss, and provide recommendations for replacement along with pricing for replacement.

2. Contractor Responsibilities

- a. Contractor will provide staff able to perform work at the highest standards of horticultural excellence. Key staff shall have current knowledge of best management practices (BMP's) regarding: safety, hazardous materials spill response, plant health, pruning, and integrated pest management. The Town reserves the right to demand the replacement of Contractor's staff who do not meet the Town's standards for safety, professionalism or horticultural knowledge.
- b. Provide an emergency contact list identifying the names, positions held, and phone numbers of key maintenance personnel. Provide mobile numbers for the landscape maintenance manager and site supervisor.
- c. Attend meetings and site inspections of the Gateways as requested.
- d. Contractor shall maintain a log of activities performed and provide a copy monthly.
- e. Establish a schedule for regular maintenance activities by area and submit to Superintendent for review. Contractor to review proposed schedules with the Superintendent or his designee at the regularly Scheduled meetings and adjust as necessary to avoid conflicts.

Scope of Work

1. General Practice Guidelines for Materials and Execution

- a. This document is intended as a benchmark of the Town's standards for maintenance, repair and improvements. However, the Town respects the Contractor as a professional and as such will take Into consideration, any and all recommendations made by the Contractor.
- b. Contractor shall furnish all labor, equipment, and materials necessary to complete the maintenance of mulch and plantings, as specified herein. It is the intent of the Town that these sites be maintained in a resource-efficient, sustainable, and cost-effective manner.
- c. Maintenance shall consist of mulch turning three times annually, pruning, pest management, weed/insect/disease control, litter control, mulch placement once annually, irrigation maintenance, spring and fall clean up, perennial clean up and cut down grasses, bed maintenance and any other procedures consistent with good horticultural practice necessary to ensure normal, vigorous and healthy growth of landscape planting.
- d. Contractor shall visually inspect all landscape areas twice monthly from April through September to Identify potential pest problems. Pest problems include insect, disease, and weed infestations. The Presence of a pest does not necessarily mean there is a problem. Contractor shall keep written records Of pest identified and areas where problems may be developing.
- e. Control of Weeds: Use cultural methods (mulch, proper pruning,) to encourage plant health and growth and discourage weeds. Any weed over 2 inches must be removed by hand. Keep planted areas and mulched areas free of weeds and debris on a rotational basis, throughout the year by hand pulling or other means. Ground covers are to be trimmed so they meet but do not grow outside any medians.
- f. Contractor shall remove all debris, weeds, trash and branches in landscape beds.
- g. Early spring Contractor shall replenish mulch to maintain a depth of no less than two and a half inches (2-1/2") in all planting areas and tree wells. Keep mulch at least two to three inches away from the crown of plants and trees. Mulch is to be natural color (not red) and mid-grade or higher.