

CITY OF ADAMS
REQUEST FOR BIDS
FOR
LAWN CARE SERVICES

January 10th, 2023

BID 2023-011

7617 Highway 41N, Suite 101
Adams, Tennessee 37010

**CITY OF ADAMS, TENNESSEE
REQUEST FOR SEALED BIDS**

I. INTRODUCTION

A. General Information

The City of Adams is requesting bids from qualified companies to provide lawn care services for several properties.

There is no expressed or implied obligation for the City of Adams to reimburse responding firms for any expenses incurred in preparing bids in response to this request.

To be considered, please submit one (1) copy of the bid sealed in an envelope. The bid must be received by Ms. Anna Luke City Recorder at 7617 Highway 41N, Suite 101, Adams, Tennessee, 37010 **before 4:00 PM on Thursday, February 9th, 2023**. Bids will be opened and read aloud, at the regularly scheduled City Meeting on Thursday, February 9th, 2023 at 7:00 PM.

The City of Adams reserves the right to reject any or all bids submitted.

During the evaluation process, the City reserves the right to request additional information or clarifications from proposers, or to allow corrections of errors or omissions.

The City of Adams reserves the right to retain all bids submitted and to use any ideas in a bid regardless of whether that bid is selected. Submission of a bid indicates acceptance by the company of the conditions contained in this request for sealed bids, unless clearly and specifically noted in the bid submitted and confirmed in the contract between the City of Adams and the firm selected.

It is anticipated the selection of a company will be completed by March 10th, 2023. Following the notification of the selected firm it is expected a contract will be executed between both parties following the March 9th, 2023 meeting of the City of Adams Board of Commissioners.

B. Term of Engagement

A (2) two-year contract is contemplated, subject to the annual review and recommendation of the City, the satisfactory negotiation of terms and the concurrence of the Board of Commissioners of the City of Adams.

II. NATURE OF SERVICES REQUIRED

The selected company will be required to provide services including, but not limited to, the following:

Mowing, Weed Eating, Trimming, and Cleanup

1. **Contractor will be responsible for mowing the grounds in the Property Schedule (Appendix A) every 7-14 days, not more than once weekly and not less than every 14 days from April 1 – October 31.**
2. The mowing equipment used shall be commercial grade in design and in good repair, with sharp blades and an evenly adjusted cutting deck.
3. Mowing shall be delayed after heavy rains until the grass has dried sufficiently to prevent clumping of discharged clippings and to prevent turf damage by the tires of the equipment.
4. Mowing shall be delayed after lack of rain until the grass has grown enough to be cut to prevent damage to the grass.
5. **Contractor should be flexible on scheduled mowing times. There may be times the contractor will be instructed to hold off on mowing a location until the next day for unexpected events at that location.**
6. Any trash or debris found on the ground shall be removed and disposed of prior to the mowing operation.
7. **Weed eating around hard surfaces such as curbs, sidewalks, and landscape bed edging should occur every time the grass is cut to maintain a neat appearance.**
8. Trimming the bushes aligned against the front of Bell School will need to be done once or twice a year.
9. All sidewalks, parking areas, and mulched areas shall be cleared of litter, grass clippings, leaves, and debris before the work is considered complete.

Bed Maintenance

Contractor may be asked to provide separate quotes during the contract period for removing weeds, trimming shrubbery, and mulching landscape beds. (labor and materials)

III. AWARDED BID REQUIREMENTS

1. Must submit at least three (3) references on similar projects.
2. Must have a business license with the City of Adams or obtain one within 30 days of being awarded the contract.
3. Any equipment that is essential to the company's operation must be provided by the company

4. **Insurance Requirement**-The Contractor shall provide Commercial Liability insurance naming the City of Adams as an Additional Insured. Proof of Workers Compensation insurance (if applicable) will be required as evidenced by a certificate.

IV. SUBMITAL REQUIREMENTS

One (1) copy of the company’s bid shall be submitted to the City of Adams no later than 4:00 PM on Thursday, February 9th, 2023. **Please have company information on the outside of the bid envelope.**

City of Adams---Bid#2023-011 Lawn Care Service
Attention: City Recorder
7617 Highway 41N, Suite 101
Adams, TN 37010

V. SCHEDULE

Advertisement publication date.....January 10th, 2023
RFB Deadline (4:00 PM CST) February 9th, 2023
Award Contract **by this date**, if applicable.....March 9th, 2023
Start Date for Contractor, if applicable..... April 1, 2023

VI. BID OPENING

Competitive bids shall be opened no later than February 9th, 2023 at **7:00 PM**.

VII. NEGOTIATIONS

The City retains the right to make an award based on initial bids without negotiations.

VIII. CHANGES IN BID DOCUMENTS

Any communication from the City to a Company will be transmitted simultaneously to all Companies along with written questions submitted. Any Company who fails to recognize or utilize this process of communication will be notified of its violation of the process and may be disqualified. All agenda will be numbered in sequence, dated as of the date of issue, and sent via email, fax, or mail to all Proposers.

IX. VERBAL AGREEMENTS

No verbal agreement or conversation with any officer, agent or employee of the City, either before or after execution of the Contract, shall affect or modify any of the terms or obligations contained in the Contract. Any such verbal agreement or conversation shall be considered unofficial information and in no way binding upon the City or the Contractor.

X. RESERVATION OF RIGHTS

The City reserves and holds at its discretion the following rights and options:

- a. Issue addenda to the Request for Bids, including extending or otherwise revising the timeline for submittals;

- b. Withdraw the Request for Bids;
- c. Request clarification and/or additional information from the Company at any point in the procurement process;
- d. Execute a Contract with a Company, on the sole basis of the original bid;
- e. Reject any or all Bids, waive irregularities in any Bid, accept or reject all or any part of any Bid, waive any requirements of the Request, as may be deemed to be in the best interest of the City; and
- f. Reissue or modify the Request for Bids.

In order to be considered for selection, responses must be received on or before the date and time specified. Firms mailing responses should allow normal mail delivery time to ensure timely receipt by the City. Bids received after the stated time shall not be considered. No fax or email transmittals will be accepted.

XI. DISPOSITION OF BIDS

All materials submitted in response to this Bid will become the property of the City of Adams. One (1) copy of each bid shall be retained for official files. It is understood that the bid will become part of the official file on this matter without obligation on the part of the City of Adams. All Bids become the property of the City upon submission and will not be returned to the applicant.

XII. DISCLOSURE

Any trade secrets or proprietary information submitted by a vendor in connection with this procurement shall not be subject to public disclosure. However, the vendor must invoke the protection of this section prior to or upon submission of the data or other materials by identifying the specific area or scope of data or other materials to be protected and state the reasons protection is necessary. An all-inclusive statement that the entire bid is proprietary is not acceptable. A statement that cost bids are to be protected is not acceptable. There is no expressed or implied obligation for the City of Adams to reimburse responding firms for any expenses incurred in preparing bids in response to this request.

Before submitting a bid or proposal each bidder shall carefully examine the project site and the specifications, drawings and plans and inform themselves fully concerning the existing conditions, and shall make their bid or proposal to provide the items covered at the lowest cost while offering the best service and quality.

Map A

Robertson County - Parcel: 041C C 014.00



Red lines are boundaries

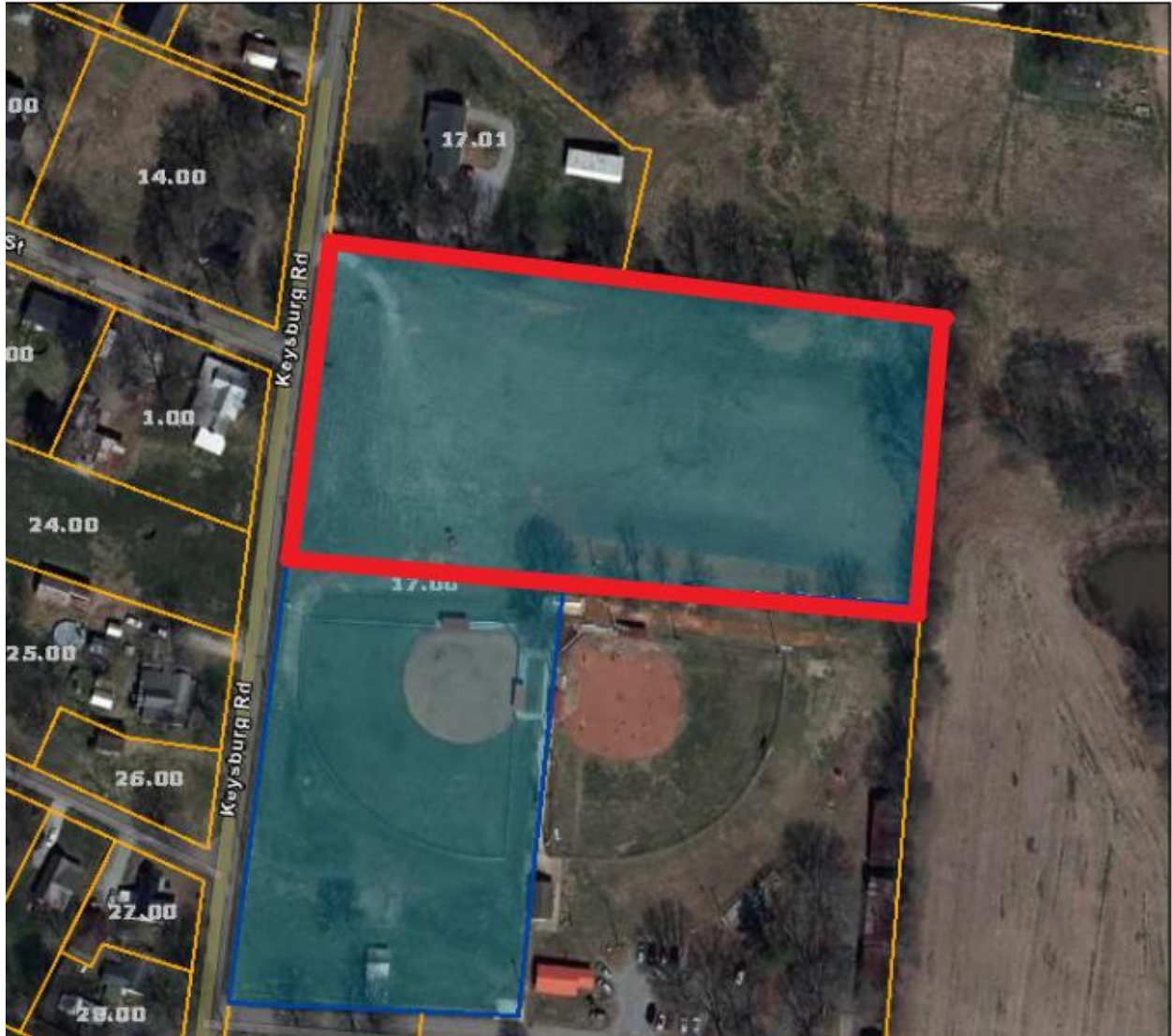
Map A - Fire Department

Map & Parcel Information: 041C C 014.00

Address: 7721 Hwy 41 North, Adams, TN 37010

Map B

Robertson County - Parcel: 041 017.00



Red lines are boundaries

Map B: Ball Field Parking Area

Map & Parcel Information: 041 017.00 (This is just half of parcel)

Address: Keysburg Road

Map C

Robertson County – Parcel: 041 017.00 – Second Half



Red lines are boundaries

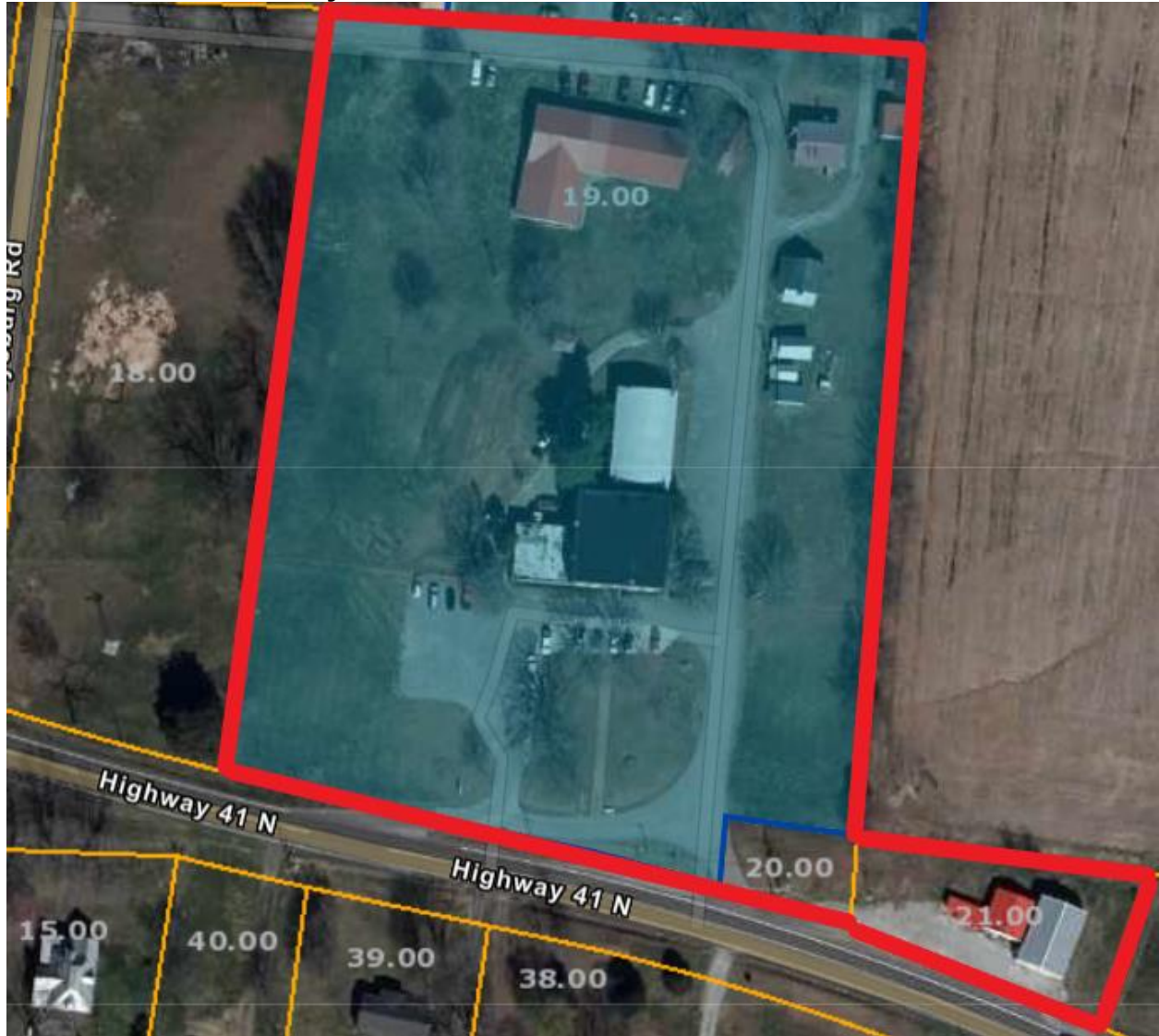
Map C: Outside & Inside Ball Fields

Map & Parcel Information: 041 017.00 (second half)

Address: Keysburg Road

Map D

Robertson County – Parcels: 041 019.00, 041 020.00, 041 021.00



Red lines are boundaries

Map D: Bell School Complex

Map & Parcel Information: 041 019.00 and 041 020.00

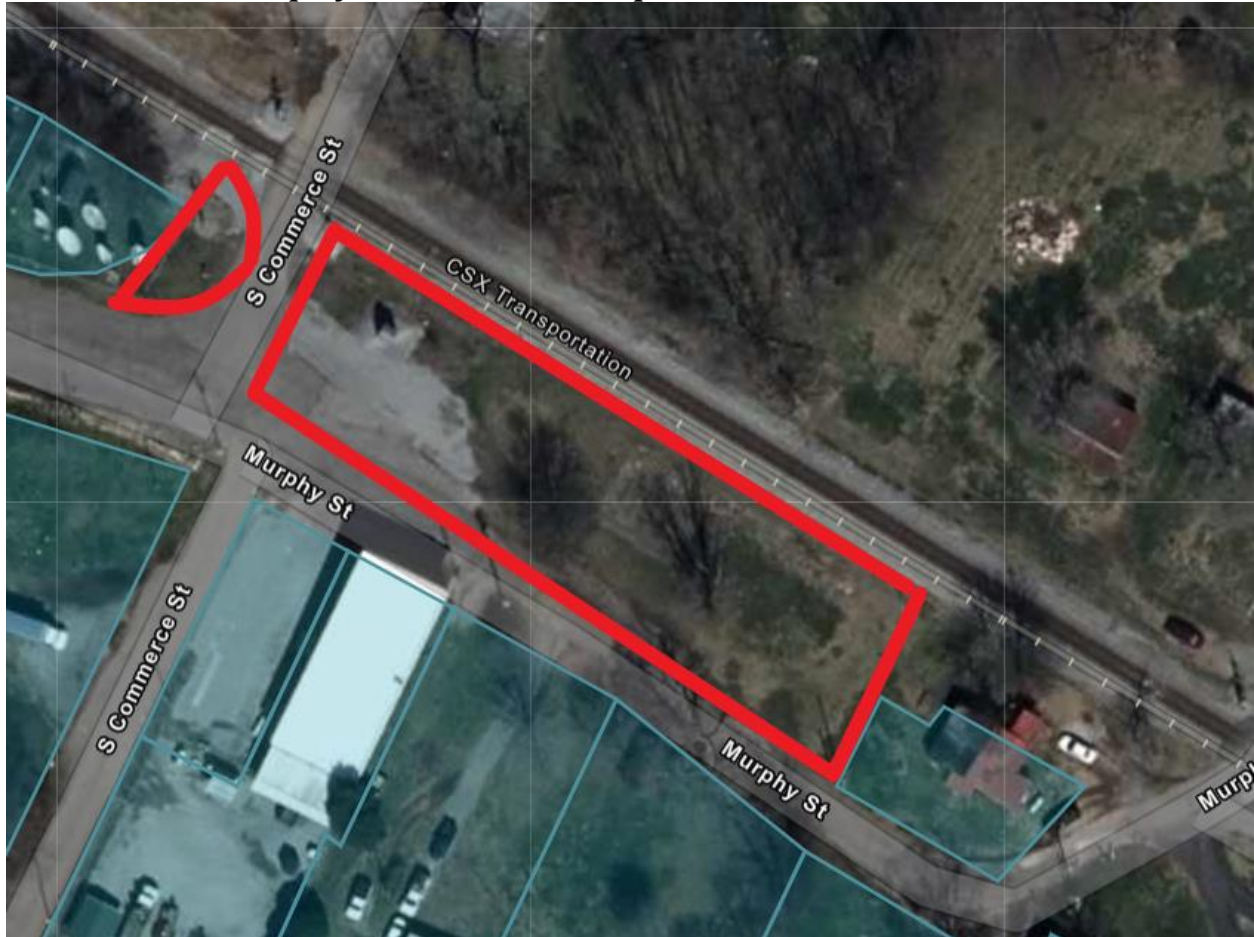
Address: 7617 Hwy 41 N, Adams TN 37010

Map & Parcel Information: 041 021.00

Address: 7581 Hwy 41 N, Adams TN 37010

Map E

Right ways for City of Adams on Main Street, South Commerce & Murphy Street – No Map & Parcel Information



Red lines are boundaries

Map E: Right Aways

Map & Parcel Information: NONE

Area: Corner of South Commerce & Main Street by satellite dishes and the stop sign.

Area: In-between CSX and Adams Gas Business on Murphy Street

BID FORM: Bid #2023-011

Company/Bidder: _____

Contact Name: _____

E-mail Address: _____

Address: _____

Phone: _____

Fax: _____

Federal Tax Identification # (Please send a W-9 with Bid Form): _____

Property Schedule

Map Reference	Description	Parcel Numbers	Times to Cut	Quote Per Location
A	Fire Department	14	Every Week	
B	Ball Field Parking Area	Partial 17	Every Week	
C	Outside & Inside Ball Fields	Partial 17	Every Week	
D	Bell School Complex	19,20,21	Every Week	
E	Right Aways	NO PARCEL NO.	Every Week	
Total				

The above quantities are listed for calculation and comparison purposes only. Quantities may vary based on the City of Adams priorities and budgetary considerations.