



SPRINGFIELD WATER AND WASTEWATER DEPARTMENT

2016 MOWING/TRIMMING/SPRAYING CONTRACT

INSTRUCTIONS TO BIDDERS

The intent of the Springfield Water and Wastewater Department (SWWD) is to procure the services of a company that will be able to keep each of the enumerated pieces of property in a neat appearance. This is a contract for the entire mowing season for this year. SWWD maintenance personnel will be monitoring the execution of the contract and will determine when the successful bidder can begin work, usually in the middle-to-end of March, and when the last mowing/trimming/spraying is to occur in the fall.

Prospective bidders must carefully read all the information that is included in this packet because each site has requirements that are specific to that site. Further, all bidders are required to visit each site, in the presence of the SWWD maintenance personnel, to become familiar with the instructions for each site, as they will all be somewhat different. Please contact Jamie Jackson, in this office at (615) 382-1600, to accompany him as he makes his rounds to the various tanks and water and wastewater pumping stations, as well as to the water and wastewater treatment plants.

Bidders are to use the attached form for submitting their bids. The award of the contract will be based on the lowest dollar bid amount on a weekly basis. Any bid that uses other than a weekly basis will not be considered. The award of this contract will be made only to a bidder who submits, with his bid, evidence of a current business license and insurance (in an amount of at least \$500,000). **Failure of the bidder to include evidence of licensing and insurance with the bid will result in the bid being rejected.** The successful bidder will be notified by mail of the award. All other bidders will also be notified by mail that the contract had been awarded and will be given a tabulation of the bids.

On a weekly basis, after each mowing/trimming/spraying event, the contractor will submit a payment request, using the payment request form that will be given to the contractor by the SWWD. Any submitted payment request form must indicate the date(s) on which any mowing/trimming/spraying event(s) took place. Any payment request form that is received by the SWWD by 4:30 p.m. on a Monday should result in payment being made on the Friday of that week.

The successful bidder will be provided with a key, where entrance to locked facilities is necessitated. **Access to all sites is restricted solely for the purpose of complying with the terms of the mowing/trimming/spraying contract. Under no circumstances is the successful bidder to use the key for allowing any other person to gain access to the facilities.**

If you have any questions regarding the intent of these instructions or the mowing/trimming/spraying requirements for any of the sites, please do not hesitate to contact Jamie Jackson or Roger Lemasters, at (615) 382-1600.



SPRINGFIELD WATER AND WASTEWATER DEPARTMENT

MOWING/TRIMMING/SPRAYING SPECIFICATIONS

2016

The use of mowers is required on several of the properties, some much more extensively than others. Spraying with an approved vegetation killer is allowed in lieu of trimming with a trimmer, except for three sites which specifically stipulate that vegetation killer is not to be used and a fourth site where there are restrictions on the use of vegetation killers. Sites that require mowing are denoted as such on these instructions and on the payment request form by an asterisk and are to be mowed on a weekly basis. Under no circumstances will mowing result in "windrows" being left behind. Sites that require trimming/spraying are to be visited each week to insure that all vegetative growth is kept to a height of 12" or less.

1. Water treatment plant*

Treatment plant site: mow inside the fenced area at the front and sides of the treatment building site up to the inside of the fence. Viewing the building from the entrance, extend mowing to include around the two concrete sludge basins at the left side of the treatment building. Mow up to the fence. On the right side, viewing from the plant entrance, mow between the building and the fence. At the rear of the treatment building, mow from the building to the secondary road, approximately 100 feet from the building. Extend the mowing to the fence or the wooded area. At the sludge basins, mow the area from these basins to the fence. Trim with a weed trimmer inside and outside the fence on the front and two sides from the front gate to the two side gates. Also, weed trim around the treatment building, high service pump building, and all sidewalks or roadways. As an alternative to weed-trimming, spray with an approved vegetation killer an area that is approximately six (6) inches from each basin and building and each side of the fence. Spray approximately three (3) inches from the edge of any sidewalk or driveway. Where vegetation killer is used, all weeds shall not be allowed to be more than six-eight (6-8) inches high and shall be kept below that level by weed trimming. Any grass clippings are to be blown/swept off sidewalks.

River intake site: At the intake structure at the river, mow within the fenced area. Mow also outside the fenced area between the fenced area and the river, an area approximately 120 feet wide and 100 feet along the river. Trim with a weed-trimmer the perimeter of the fenced area, inside and outside. Also, weed trim around the pump building and all sidewalks or roadways as

required for a uniform appearance. As an alternative to weed trimming, spray with an approved vegetation killer an area approximately six (6) inches from each building and fence. Spray approximately three (3) inches from the edge of any sidewalk or driveway. Where vegetation killer is used, all weeds shall not be allowed to be more than six-eight (6-8) inches high and shall be kept below that level by weed trimming. Any grass clippings are to be blown/swept off sidewalks.

2. Betts Road elevated water tank (4970 Betts Road; Greenbrier, TN 37073)

Spray with an approved vegetation killer the entirety of the graveled area inside the fence. On the outside of the fence, spray approximately two (2) feet on the outside of the sides and back of the fence. On the front, spray from the fence outward to the road. Where vegetation killer is used, all weeds shall not be allowed to be more than six-eight (6-8) inches high and shall be kept below that level by weed trimming.

3. York Road elevated water tank (2954 York Road; Pleasant View, TN 37146)

Spray with an approved vegetation killer the entirety of the graveled area inside the fence. On the outside of the fence, spray approximately two (2) feet on the outside of the sides and back of the fence. Along the fence on the right side (as one is standing on York Road facing the tank), mow an additional five feet wide strip. On the front, spray from the fence outward to the road. Where vegetation killer is used, all weeds shall not be allowed to be more than six-eight (6-8) inches high and shall be kept below that level by weed trimming.

4. 8th Avenue elevated water tank* (801 S. Mabel Street; Spfd)

Spray with an approved vegetation killer the entirety of the graveled area inside the fence. On the outside of the fence, spray approximately twelve (12) inches on the outside of the sides and back of the fence. On the front, spray the fence line along the sidewalk. Where vegetation killer is used, all weeds shall not be allowed to be more than six-eight (6-8) inches high and shall be kept below that level by weed trimming. Mowing is required on the three sides that have grass. On the side toward Mabel Street, mow all of the grass between the fence and Mabel Street. On the two other sides, mow an area approximately thirty (30) feet wide, to meet with the area that is mowed by the Health Department.

5. 17th Avenue elevated tank (1703 17th Avenue, E, Spfd)

Spray with an approved vegetation killer the entirety of the graveled area inside the fence. On the outside of the fence, spray approximately two (2) feet on all four sides. On the front drive, spray approximately ten (10) feet wide along the entire length of the gravel driveway and spray all the way over to the fence that is on the right (as one is looking toward the tank). Where vegetation killer is used, all weeds shall not be allowed to be more than six-eight (6-8) inches high and shall be kept below that level by weed trimming.

6. Mount Denson 5.0 MG ground level tank and pump station* (4604 Hwy 161; Spfd)

Mow the entire site inside the fenced area. In areas that a mower cannot reach, such as around equipment or material, spray an area six (6) inches wide with an approved vegetation killer.

Spray an area approximately two (2) feet wide around the tank base, and about 6" wide around the pump station and around the generator. On the outside of the fence on both sides and the back, mow to the edge of the cultivated fields. On the front, mow the grass that is between the fence and the gravel drive. On the outside of the fence, spray approximately one (1) foot wide. Spray the gravel drive that extends from the drive-through gates all the way down to the gate near the church. Where vegetation killer is used, all weeds shall not be allowed to be more than six-eight (6-8) inches high and shall be kept below that level by weed-trimming.

7. East Hillcrest 3.0 MG ground level tank and pump station* (110 Cook Lane; Spfd)

Mow the entire site inside the fenced area. Mow or weed trim a two (2) foot wide strip outside the fence (except for the fence with the entrance gate that is beside the private property). Spray the entire fence (all four sides) six (6) inches on the inside and six (6) inches on the outside. Weed trim or spray with an approved vegetation killer around each structure and driveway as well as the gravel around the tank. Where vegetation killer is used, all weeds shall not be allowed to be more than six-eight (6-8) inches high and shall be kept below that level by weed trimming.

8. 17th Avenue and East Hillcrest check valve vault

Spray the entirety of the gravel area. Where vegetation killer is used, all weeds shall not be allowed to be more than six-eight (6-8) inches high and shall be kept below that level by weed trimming.

9. Josephine Street water pump station*

Mow around the building and on both sides of the driveway. Mow on both sides to where the property slopes away. Trim with a weed-trimmer around the pump building and all sidewalks or driveways. As an alternative to weed trimming, spray with an approved vegetation killer an area approximately one (1) foot from the building and approximately three (3) inches from the edge of the driveway. Where vegetation killer is used, all weeds shall not be allowed to be more than six-eight (6-8) inches high and shall be kept below that level by weed trimming.

10. Old US 431 South water pump station

Spray with an approved vegetation killer an area that is about twenty-six (26) feet wide by forty-eight (48) feet long in which the pump station is located. Spray from the driveway over to the middle of the ditch and from the railroad ties all the way to the road. Where vegetation killer is used, all weeds shall not be allowed to be more than six-eight (6-8) inches high and shall be kept below that level by weed trimming.

11. York Road water pump station*

Spray the triangular-shaped gravel area with an approved vegetation killer. Mow from the edge of the gravel area to the center-line of the ditch (along Highway 49). Where vegetation killer is used, all weeds shall not be allowed to be more than six-eight (6-8) inches high and shall be kept below that level by weed trimming.

12. Pressure reducing valve (PRV) vault at Cook Lane and East Hillcrest Drive*

Weed trim one (1) foot around the vault and the vents, to match the yard that is mowed by the property owner. **DO NOT USE ANY TYPE OF VEGETATION KILLER.**

13. Pressure reducing valve (PRV) vault at Applebee's restaurant*

Mow and/or weed-trim a four (4) feet wide area around the vault and vents. **DO NOT USE ANY TYPE OF VEGETATION KILLER.**

14. Wastewater treatment plant*

Mow the entire area inside the fence. On the outside of the fence, mow a strip five (5) feet wide around the fence. Trim with a weed-trimmer the perimeter of the fenced area on all sides. Also, weed trim around buildings, basins, sidewalks, roadways, pipes, manholes, etc. As an alternative to weed trimming, spray with an approved vegetation killer an area approximately six (6) inches from each basin or building and each fence. Spray approximately three (3) inches from the edge of any sidewalk and driveway. Where vegetation killer is used, all weeds shall not be allowed to be more than six-eight (6-8) inches high and shall be kept below that level by weed trimming. Grass clippings shall be blown/swept off sidewalks. No vegetation killer shall be used around the office building. This area must be trimmed with a weed trimmer. Grass that is mowed shall be to a height of 4" or less.

15. Bluebird Court wastewater pump station

Spray with an approved vegetation killer four (4) feet around the perimeter of the pump station and the entire gravel surface from the pump station all the way to Bluebird Court, plus a width of one (1) foot along each side of the gravel surface all the way from the pump station to Bluebird Court. Spray all the way to the electrical pole. Where vegetation killer is used, all weeds shall not be allowed to be more than six-eight (6-8) inches high and shall be kept below that level by weed trimming.

16. Curtiswood Drive wastewater pump station

Spray with an approved vegetation killer twelve (12) feet around the perimeter of the pump station, the entire gravel surface and a width of six (6) inches along each side of the asphalt driveway from the pump station to South Hillwood Court. Where vegetation killer is used, all weeds shall not be allowed to be more than six-eight (6-8) inches high and shall be kept below that level by weed trimming.

17. Legacy Drive wastewater pump station

Spray with an approved vegetation killer ten (10) feet around the perimeter of the pump station, the entire gravel surface, and a width of one (1) foot along each side of the asphalt driveway, all the way to Legacy Drive. Where vegetation killer is used, all weeds shall not be allowed to be more than six-eight (6-8) inches high and shall be kept below that level by weed trimming.

18. Queen Ann Court wastewater pump station

Spray with an approved vegetation killer ten (10) feet around the perimeter of the pump station, the entire gravel surface, and a distance of one (1) foot from the gravel edge. Where vegetation killer is used, all weeds shall not be allowed to be more than six-eight (6-8) inches high and shall be kept below that level by weed trimming.

19. 19th Avenue wastewater pump station

Spray with an approved vegetation killer the entire thirty-eight (38) foot by forty (40) foot gravel area up to the edge of the roadway. Where vegetation killer is used, all weeds shall not be allowed to be more than six-eight (6-8) inches high and shall be kept below that level by weed trimming.

20. Sleepy Hollow wastewater pump station

Spray with an approved vegetation killer the entire gravel area at the pump station. Spray the ditch along Main Street. Spray near the drainage ditch, but do not allow spray to get into any water. Where vegetation killer is used, all weeds shall not be allowed to be more than six-eight (6-8) inches high and shall be kept below that level by weed trimming.

21. Deerfield Drive wastewater pump station (Timberlake S/D)

Spray with an approved vegetation killer a distance of six (6) feet around the pump station vault and around the check valve vault. Spray the entire gravel area up to the edge of the roadway. Where vegetation killer is used, all weeds shall not be allowed to be more than six-eight (6-8) inches high and shall be kept below that level by weed trimming.

22. Tulip Grove wastewater pump station (in the Townhouse on South Main apartment complex)

Spray with an approved vegetation killer the entire gravel area around the perimeter of the pump station and the gravel area that goes between the two buildings, all the way to Landrum Court. Where vegetation killer is used, all weeds shall not be allowed to be more than six-eight (6-8) inches high and shall be kept below that level by weed trimming.

23. Saddlebrook wastewater pump station

Spray with an approved vegetation killer the nearly rectangular fenced area that surrounds the structures (the two concrete vaults and the electrical panel stand). Do not spray beyond the end of the fence at the open end. Be careful to not get spray on the vegetation on the private property that is on the other side of the fence. Where vegetation killer is used, all weeds shall not be allowed to be more than six-eight (6-8) inches high and shall be kept below that level by weed trimming.

24. Southwark Drive wastewater pump station

Spray with an approved vegetation killer the perimeter of any paved areas, around the pump station and along both sides of the driveway all the way to Southwark Drive. Vegetation killer shall be used on all graveled areas. Where vegetation killer is used, all weeds shall not be

allowed to be more than six-eight (6-8) inches high and shall be kept below that level by weed trimming.

25. Stacy Springs wastewater pump station

Spray with an approved vegetation killer the area encompassed by the riprap, to prevent vegetation from growing up among the rocks. Do not spray in the drainage ditch along Stacy Springs Road.

26. Highway 41S wastewater pump station*

Mow a 5-foot wide strip along both sides of the asphalt driveway, from Highway 41S all the way to the pump station. Mow a 5-foot wide strip around the paved area around the pump station. If the riprap near the power pole prevents mowing, use a weed trimmer. **Do not use spraying with vegetation killer at any place at this site.**

27. Central Office (924 Central Avenue)

Spray with an approved vegetation killer the entire area inside the fence where vegetation exists or begins to grow. Spray a one (1) foot wide area outside the fence along M S Couets Boulevard and outside the fence across the back. **Do not spray outside the fence on the side that faces the apartment complex.** Trim the shrubbery along the front of the building as necessary, to keep it looking neat (pick up and dispose all trimmings). Where vegetation killer is used, all weeds shall not be allowed to be more than six-eight (6-8) inches high and shall be kept below that level by weed trimming.

28. Precision building (1100 Central Avenue)*

Mow all of the existing grassy areas. Mow on the west side between the building/fence and the property line with Dollar General. On the east side, mow outside the fence, between the fence and the rocks in the drainage ditch. Mow the front and the areas inside the fence. Use weed killer on the paved areas, especially the cracks in the pavement. At this time, do not use weed killer along the fence lines. Use weed killer in the rocks in the drainage ditch. Where vegetation killer is used, all weeds shall not be allowed to be more than six-eight (6-8) inches high and shall be kept below that level by weed trimming.

29. Tom Austin Highway Elevated Water Tank (2635 Tom Austin Hwy)*

Mow all of the existing grassy areas. Use a weed trimmer around the inside of the fence and around structures. Only use weed killer as necessary to keep vegetation from growing in the graveled areas.



SPRINGFIELD WATER AND WASTEWATER DEPARTMENT

2016 MOWING/TRIMMING/SPRAYING

BID FORM

Each bidder is to use this form for submitting a bid for this mowing/spraying/trimming contract.

Bids are to be submitted in sealed envelopes. The outside of the envelope shall indicate that it contains a bid for providing mowing/trimming/spraying services for the Springfield Water and Wastewater Department. **The bid number, 964, shall be included on the outside of the sealed envelope.** Bids are to be received at the Office of the City Recorder, at the Springfield City Hall, 405 N. Main Street, Springfield, TN, no later than 2:30 p.m. on Monday, March 7, 2016, at which time bid envelopes will be opened and the bids will be read aloud. Any bid received after 2:30 p.m. on March 7 will be rejected. Any envelop that does not contain the bid number and a reference to mowing/trimming/spraying services for the Springfield Water and Wastewater Department will not be opened.

By submitting this bid, the bidder confirms that he/she has read the information in the bid packet and has visited each site to ascertain the mowing/trimming/spraying requirements that are specific to each site. Bidder also agrees that access to each site will be solely for the purpose of providing the contracted services and that at no time will anyone else be allowed to have access to the sites.

The bid is to be based on a weekly basis, for the mowing season for this year. Any bid that is based on other than a weekly basis will be rejected.

BID AMOUNT \$ _____ per week

BIDDER INFORMATION

Name of business: _____

Address of business: _____

Telephone number: (office) _____ (cell) _____

Name of bidder (printed) _____ signature _____