



**CITY OF WHITE HOUSE
REQUEST FOR BIDS
FOR
LAWN CARE SERVICES**

January 5, 2016

105 College Street
White House, Tennessee, 37188

CITY OF WHITE HOUSE, TENNESSEE REQUEST FOR SEALED BIDS

I. INTRODUCTION

A. General Information

The City of White House 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 White House 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 Mr. Derek Watson, Purchasing Specialist at 105 College Street, White House, Tennessee, 37188 **before** 2:00 PM on Monday, February 8th, 2016. At this time, bids will be opened and read aloud.

The City of White House 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 White House 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 White House and the firm selected.

It is anticipated the selection of a company will be completed by February 18, 2016. Following the notification of the selected firm it is expected a contract will be executed between both parties following the February 18, 2016 meeting of the City of White House Board of Mayor and Aldermen.

B. Term of Engagement

A (3) three-year contract is contemplated, subject to the annual review and recommendation of the City departments, the satisfactory negotiation of terms and the concurrence of the Board of Mayor and Aldermen of the City of White House.

II. NATURE OF SERVICES REQUIRED

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

Mowing, Trimming, and Cleanup

- 1) Contractor will be responsible for mowing the grounds in the **Property Schedule** (Appendix A) every 7-10 days, not more than once weekly and not less than every ten (10) days from March 1-October 31.
- 2) The accepted height of cut shall be approximately 3", but not less than 2.75".
- 3) The mowing equipment used shall be commercial grade in design and in good repair, with sharp blades and an evenly adjusted cutting deck.
- 4) 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.
- 5) Mowing shall be delayed after lack of rain until the grass has grown enough to be cut to prevent damage to the grass.
- 6) 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.
- 7) Any trash or debris found on the ground shall be removed and disposed of prior to the mowing operation.
- 8) Trimming around hard surfaces such as curbs, sidewalks, and landscape bed edging should occur every time the grass is cut to maintain a neat appearance.
- 9) It is not acceptable for trimmer line to hit against the bases of the trees planted in the landscape. **Injury to trees due to misuse of trimmers will not be tolerated, and will lead to revocation of the contract.**
- 10) 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

- 1) 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 White House
3. Must have experience in managing comparably sized operations
4. Any equipment that is essential to the company's operation must be provided by the company.

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

IV. SUBMITTAL REQUIREMENTS

One (1) copy of the company's bid shall be submitted to the City of White House no later than 2:00 p.m. on Monday, February 8th, 2016. **Please have company information on the outside of the bid envelope.**

City of White House--- Bid# 15-1029A--Lawn Care Service
Attention: Derek Watson, Purchasing Specialist
105 College Street
White House, TN 37188

V. SCHEDULE

Advertisement publication date.....January 12, 2016
RFP Deadline (2:00 p.m. CST).....February 8, 2016 at 2:00PM
Submit Recommendation to City Board if applicable.....February 11, 2016
Award Contract by this date, if applicable..... February 18, 2016
Start Date for Contractor, if applicable..... March 1, 2016

VI. BID OPENING

Sealed bids shall be opened publicly on February 8, 2016 at 2:00 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 addenda 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 White House. 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 White House. 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 White House to reimburse responding firms for any expenses incurred in preparing bids in response to this request.

**CITY OF WHITE HOUSE
NONDISCRIMINATION POLICY**

It is the policy of the City of White House not to discriminate on the basis of race, color, national origin, age, sex, or disability in its hiring and employment practices, or in admission to, access to, or operation of its programs, services, and activities. In addition, the City of White House does not discriminate based on race, color, or national origin in federal or state sponsored programs, pursuant to Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d). With regard to all aspects of this contract, the contractor certifies and warrants it will comply with this policy.

COMPANY NAME

DATE

REPRESENTATIVE

TITLE

**CITY OF WHITE HOUSE
105 COLLEGE STREET
WHITE HOUSE, TN 37188
615.672.4350
615.672.2939 FAX**

STATE OF TENNESSEE/CITY OF WHITE HOUSE
COUNTY OF SUMNER/ROBERTSON

DRUG-FREE WORKPLACE AFFIDAVIT OF PRIME BIDDER

NOW COMES AFFIANT, who being duly sworn, deposes and says:

1. He/She is the principal officer for;

Company Name

Address

2. That the proposing entity has submitted a bid to the City of White House for;

Project

3. That the proposing entity employs no less than five (5) employees;
4. That Affiant certifies that the bidding entity has in effect, at the time of submission of its bid to perform the construction referred to above, a drug-free workplace program that complies with 50-9-113, Tennessee Code Annotated.
5. That this affidavit is made on personal knowledge.

Further Affiant saith not.

Affiant

SUBSCRIBED AND SWORN TO before me this ____ day of _____.

Notary Public

My commission expires: _____

**CITY OF WHITE HOUSE
105 COLLEGE STREET
WHITE HOUSE, TN 37188
615.672.4350
615.672.2939 FAX
www.cityofwhitehouse.com**

DRUG AND ALCOHOL TESTING PROGRAM

Proposers must have a testing program for employees in place that is at least as stringent as the drug and alcohol-testing program of the City of White House, which is attached. Proposers must provide a copy of their drug and alcohol-testing program at the time the bid is made.

APPENDIX A
City of White House
Request for Bids
Lawn Care Service

Below are the properties that need quotes for mowing services during the season. Please provide a quote for each property separately and then have a total bid at the bottom. Some properties may be serviced internally instead of contracted out. **This page must be filled out and turned in with the sealed bid.**

Property Schedule

| Department | Location Address | Location Description | Approx. Lot Size | Times to Cut | Quote Per Week |
|----------------------|-------------------------|---|-------------------------|-----------------------|-----------------------|
| Building Maintenance | 105 College Street | City Hall and Library | 5 acres | After Business Hours | |
| Museum | 414 Hwy 76 | Museum and Welcome Center | 1 acre | After Business Hours | |
| Police | 303 N. Palmers Chapel | Police Station | 2.5 acres | During Business Hours | |
| Police | 725 Industrial Drive | Gun Range | 1 acre | During Business Hours | |
| Parks and Recreation | 3042 Hwy 31W | Hillcrest Cemetery | 5.5 acres | Any time | |
| Parks and Recreation | Hwy 76 by Sonic | Andrew Jackson Trailhead | Less than 1 acre | Any time | |
| Parks and Recreation | Hwy 31W by Vet Clinic | James K. Polk Trailhead (both sides of 31W) | 1.5 acre | Any time | |
| Parks and Recreation | Tyree Springs by WHHS | Tyree Springs Trailhead | Less than 1 acre | Any time | |
| Parks and Recreation | Hwy 31W North | Honey Run Trailhead | Less than 1 acre | Any time | |
| Parks and Recreation | Brinkley Lane | Veterans Memorial Trailhead | Less than 1 acre | Any time | |

| Department | Location Address | Location Description | Approx. Lot Size | Times to Cut | Bid Per Week |
|--|------------------------------|---|-------------------------|---------------------|---------------------|
| Wastewater | Hester Drive at Lowe's Plant | Sage Road Lift Station | Less than 1 acre | Any time | |
| Wastewater | 2533 Union Road | Union Road Lift station | Less than 1 acre | Any time | |
| Wastewater | 400 Artesa Drive (behind) | Cambria Lift station | Less than 1 acre | Any time | |
| Wastewater | 508 Tyree Springs Rd | Tyree Springs/Copes Crossing Lift station | Less than 1 acre | Any time | |
| Wastewater | 119 Brookview Drive | North Palmer's Chapel Lift station | Less than 1 acre | Any time | |
| Wastewater | 469 Portland Road | Portland Road Lift station | Less than 1 acre | Any time | |
| Wastewater | 342 Calista Road | Calista Road Lift station | Less than 1 acre | Any time | |
| Wastewater | 409-A Wilkinson Lane | Wilkinson Lane lift station | Less than 1 acre | Any time | |
| Wastewater | 7744 TN-76 | Heritage High School Lift station | Less than 1 acre | Any time | |
| TOTAL BID FOR ALL PROPERTIES PER WEEK | | | | | |
| TOTAL BID FOR ALL PROPERTIES PER YEAR | | | | | |