



CITY OF ADAMS
REQUEST FOR BIDS
FOR
LAWN CARE SERVICES

February 18, 2016

7617 Highway 41N, Suite 101
Adams, Tennessee 37010

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

I. INTRODUCTION

A. General Information

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

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 in an envelope. The bid must be received by Ms. Dawn Ray, City Recorder at 7617 Highway 41N, Suite 101, Adams, Tennessee, 37010 **before** 4:00 pm on Monday, March 7, 2016.

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 11, 2016. Following the notification of the selected firm it is expected a contract will be executed between both parties within 10 days.

B. Term of Engagement

A three (3) year contract is contemplated, subject to the annual review and recommendation of the City, the satisfactory negotiation of the 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, 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 through 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 grounds 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:

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 February 29, 2016. **Please have company information on the outside of the bid envelope.**

City of Adams---Bid#2016-002 Lawn Care Service
 Attention: Dawn M. Ray, City Recorder
 7617 Highway 41N, Suite 101
 Adams, TN 37010

V. SCHEDULE

Public notice advertisement date.....February 18, 2016
 RFP Deadline (4:00 PM CST).....March 7, 2016
 Award Contract by this date, if applicable.....March 11, 2016
 Start Date for Contractor, if applicable.....April 1, 2016

VI. BID OPENING

Competitive bids shall be opened no later than March 11, 2016.

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.

APPENDIX A

Lot Number	Location Description	Map Number	Times to Cut
20	Bell School Grounds	1	Anytime
27	Main Street – around satellite dishes and across from Adams Gas	2	Anytime
65	Main Street – corner lot across the street from Adams Gas	2	Anytime
66 & 67	Main Street – lot across from Keeling Building beside old Methodist Church	2	Anytime

MAP I



