



Robertson County Tennessee

Jody Stewart, Finance Director

Finance Department

523 South Brown Street, Springfield, TN 37172

(615) 384-0202

Fax (615) 384-0237

Robertson County is accepting quotes for:

RFQ #2017-1 County Mowing Services

POST DATE: March 20, 2017

Quotes shall be received through: **Monday, March 27, 2017 at 3:00 PM**

Robertson County Finance Office
523 South Brown Street
Springfield, TN 37172

Note: This is not a sealed bid. However, in the interest of fairness to all interested vendors, all quotes received will not be made available to the public until after 3:00 PM, March 27, 2017.

Pre-bid: A pre-bid meeting will be held at the Robertson County Office Building in the Third Floor Conference Room at **8:30 AM on Thursday, March 23, 2017. Attendance is required unless absence is excused by Director Fort.** Please note, in case of a tie quote, pre-bid attendees shall be given preference. Quotes will be accepted up to the time all quotes are made public at 3:00 PM on Monday, March 27, 2017.

Each vendor may submit more than one quote provided each quote meets the stated specifications. Each quote must be submitted on a separate document with any appropriate notations. All quotes must be signed by an authorized agent and submitted in the requested manor on the prescribed forms.

Quotes may be submitted by mail, fax, email or hand delivery. Quotes will not be accepted verbally by any means. Vendor must note any exceptions to the requested specifications.

For assistance with technical / product information contact:

Joe Fort, Director of Buildings and Grounds, joefort@robertsoncountyttn.org, at 615-382-6140 or Shawn Morris, Adm. Assistant shawn.morris@robertsoncountyttn.org

For assistance with bid procedures, contact Cheryl Moon, Robertson County Finance Office at (615) 384-0202 or by email: cheryl.moon@robertsoncountyttn.org.

Note: Robertson County reserves the right to reject any or all quotes, to waive any technicalities or informalities, and to accept any quote deemed in the best interest of the County. All quotes will be considered in accordance with Title VI and without regard to age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit the performance of duty.

Contract for County Mowing Services RFQ #2017-1

Robertson County is accepting quotes for the following:

County Mowing Services

Please provide a price based on the following contract specifications:

_____ (Contractor) hereby agrees to provide Robertson County with mowing services as quoted for the period of March 1, 2017 through February 28, 2018.

1. INTENT

To enter into a contract for one (1) mowing season during the year of 2017, beginning March 1 and continuing through February 28, 2018 with an option to renew four times, making this contracted period a possible total of (5) five consecutive years. The contract will renew automatically each year unless one party issues a Notice of Termination to the other party at least 30 days prior to the beginning of the next contract period. Each contract renewal period shall be dependent upon the availability of funding for each contract period.

Properties shall be quoted as one complete package. It is the intent of Robertson County to award all properties under one Contractor. Robertson County reserves the right to award contracts in the best interest of the County.

2. SCOPE

Contractor shall furnish all supervision, machinery, labor and materials required to mow, trim and remove clippings from contracted areas.

All areas inside the boundaries of the properties will be mowed or maintained. Trim mow areas around the buildings for a well-groomed lawn look. Mowing will be done no more than once every (10) ten days in the wet growing season and shall be spaced in the dry seasons so as not to mow these areas more than (26) twenty-six times in a year.

Planted beds located on the property when the bid is let will be maintained; we will discourage any additional planting beds.

Where fencing is within the property boundaries, vegetation on both sides of the fence will be mowed and maintained. Fencing surrounding the property will be cut with a string trimmer and will have a neat look.

Tree lines within the property will be maintained to the tree line.

Cut using a string trimmer those areas that cannot be reached by a trim mower or tractor mower.

This includes all ditches, flower beds, sidewalks, drives, curbs, parking areas, fence rows, tree, light poles, guide wires and around buildings, etc. The use of herbicides for grass and weed control is forbidden unless approved in writing from the director Buildings and Grounds Department for specifically designated areas. The written approval for the use of herbicides will be for the growing season in which it is requested and will expire at the end of that season. A request for herbicide use will be obtained at the beginning of each mowing season.

Blow or sweep grass clippings away from all sidewalks, entrances, drives and foot paths.

Cut and remove all low hanging limbs around wooded areas from the property. Mow around the edge of wooded areas, cutting anything that can be cut with a mower.

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Mow so that the mower blows all grass clippings away from all air conditioners, vehicles, trees and beds.

All trimmings shall not exceed three (3) inches in height after trimming. All tractor mowing shall not exceed five (5) inches in height after mowing. In time of drought, trimming shall not be so low as to kill the grass.

The Contractor will be responsible for picking up small amounts of trash. If there is a large amount of trash the Contractor will not mow that area until the trash can be removed. **At no time will trash be mowed.**

The finished look shall not have skips or wheel tracks showing.

Fenced areas (holding ponds, sewer plant, electrical transformers, etc) will be maintained in the same manner as the surrounding grassed areas.

3. JOB PERFORMANCE

Do not mow or trim while County employees or the public are in the danger zone. Danger zones are any areas where anyone is in danger of injury from the mowing or trimming process.

Report to the Department of Buildings and Grounds, 615-382-6140, anything that interferes with the fulfillment of the contract, such as: downed trees, downed wires, people in the mower danger zone, cars parked in areas to be mowed, etc.

Contractor will mow on a schedule that will keep the properties well groomed. This schedule will depend on the growing season but will not exceed (26) twenty-six cuttings per contract year. Only (1) one mowing each month will be required for the Robertson County Office Building property hill adjacent to Memorial Blvd and shall not exceed (12) twelve cuttings per contract year.

4. GENERAL

Robertson County reserves the right to terminate contract for failure to perform the work outlined and failure to comply with the stipulations in this contract document.

The successful Contractor and their employees will be the only mowing Contractor allowed to provide services for Robertson County property. Absolutely no subcontracting will be permitted.

5. PAYMENT

Each invoice shall contain the following information: Property name, date of service and the contracted amount owed by Robertson County. Completed invoices shall be presented to the Finance Department in the Robertson County Office Building, 523 South Brown Street, Springfield, TN 37172 no later than Monday, 9:00 a.m. for payment to be made on Friday of that week.

6. SITE INSPECTION

Interested Contractors shall visit the sites and familiarize themselves with any conditions that may affect performance and pricing. Submission of a quote will be prima facie evidence that the Contractor did, in fact, make a site inspection and is aware of all conditions affecting performance and pricing. Please contact Joe Fort, County Buildings Director, at (615) 382-6140 for any additional information.

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7. RELATED SERVICES

The County reserves the right to negotiate with the Contractor for the purchase of additional mowing services and negotiate hourly rates for services such as tree trimming and limb removal, etc.

8. CONTRACTOR RESPONSIBILITIES

The Contractor is responsible for providing applicators that have been trained and certified by a properly designated State agency as competent to handle and apply the classes of chemical products required for this contract. If a Contractor applies any chemicals requiring a State or Federal license without having the proper license(s), the contract shall be terminated immediately. Any license(s) to apply controlled chemicals will be assigned to the Contractor holding the contract to mow County property.

During the contract period, the Contractor will not store any chemicals on or at any County property.

9. CHEMICAL PRODUCTS

No chemical shall be used in any activity required by this contract in any manner inconsistent with its labeling. All chemicals used in the control programs covered by this contract shall be properly labeled for the control of the target vegetation against which they are being used and label instructions shall be strictly adhered to.

10. SAFETY

The Contractor shall be responsible for the safe use and application of the chemicals used under this contract. Protective clothing, equipment and devices shall, as a minimum, conform to OSHA standards for the products being used.

11. COMPLAINTS

All complaints must be handled within the (24) hour period after notification.

12. DAMAGE / INJURY

The Contractor shall be responsible for any damage and/or injury that occur in the performance of the contract. Robertson County will not be responsible for any injury that occurs during the performance of this contract.

13. EMPLOYEE STATUS

Any Contractor found to be using workers who are in the U.S. illegally shall be in violation of this contract. That Contractor's services will be terminated immediately.

14. INSURANCE & LICENSES

Each Contractor will have a Robertson County Business License.

Contractors shall be required to submit with their bid a Certificate of Insurance showing that they have the minimum insurance requirements listed below.

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The liability insurance coverage shall be considered as primary and not as excess insurance. The carrier(s) shall provide thirty-day written notice to the County by registered mail prior to any modification, cancellation, non-renewal or other change in coverage. Failure to name Robertson County to the carrier for notification of the listed changes described above will result in the termination of the contract.

Policies must be effective prior to the commencement of work and must remain in force until termination of work under this contract. In the event of interruption of coverage for any reason, all work under the contract shall cease and shall not resume until coverage has been restored.

If at any time during the term of this contract or any extension thereof, any required policies of insurance should expire, or are canceled, it will be the responsibility of the Contractor to furnish the County a Certificate of Insurance indicating renewal or an acceptable replacement of the expiring policy prior to the expiration or cancellation date so that there will be no lapse in coverage.

The minimum coverage required is:

A. Workmen Compensation – **REQUIRED** for Contractors employing 5 or more full or part-time employees. If a Contractor is exempt from the Workers' Compensation requirement under Tennessee Law, the Contractor must provide proof of registration with the State of Tennessee Online Workers' Compensation Exemption Registry and keep such registration current annually. **No Exceptions.**

B. General Liability in a comprehensive form with a minimum limit of \$1,000,000.00 C.S.L. and \$2,000,000.00 aggregate.

C. Motor Vehicle Liability in a comprehensive form with a minimum limit of \$100,000.00 C.S.L. with excess covered under the General Liability Insurance policy.

15. FOLLOW UP INSPECTIONS

During the life of this contract, and any renewal periods, the premises covered shall be inspected periodically to determine the effectiveness of the programs in progress. Any areas not being addressed as stipulated by the contract shall be determined by a representative of the Robertson County Building and Grounds Department and the Contractor shall promptly initiate actions to correct all deficiencies found.

16 . PROGRAM EVALUATION

Robertson County reserves the right to evaluate the effectiveness and safety of programs in progress in terms of effectiveness and safety, and to require such changes as are indicated. The Contractor shall take prompt action to correct identified program deficiencies.

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| Property | Maximum Cuts | Price Per Cut | Annual Lump Sum |
|----------------------------------|---------------------|----------------------|------------------------|
| Robertson County Office Building | 26 | | |
| RCOB Hillside | 12 | | |
| Archives Building | 26 | | |
| WIC Building | 26 | | |
| EMS – Coopertown Station | 26 | | |
| EMS – Cedar Hill Station | 26 | | |
| Woodland Street School Building | 26 | | |
| Total | | | \$ |

AUTHORIZATION AND NON-COLLUSION AFFIDAVIT

The agent of the Contractor hereby certifies to the best of his/her knowledge and belief that this quote to Robertson County, Tennessee has not been prepared in collusion with any other seller of similar products. The agent also certifies that the prices, terms and conditions of said proposal have not been communicated by the undersigned, or by any employee or agent of the Contractor, to any other seller of similar products and will not be communicated to any such seller prior to the official deadline of this quote. The agent further states that no official or employee of Robertson County Government has promised any personal financial or other beneficial interest, either directly or indirectly in order to influence award of this contract.

_____ **Authorized Signature, Title (Owner/ Corporate Officer)** _____ **Date**

Printed Name _____

Company Name _____

Mailing Address _____

_____ **Telephone No.** **Fax No.**

Contact email address _____

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ATTACHMENT 1

ADDRESSES

| | | |
|------------------------------|----------------------------|------------------------|
| Robertson Co Office Building | 511 South Brown Street | Springfield, TN 37172 |
| Archives Building | 504 South Willow Street | Springfield, TN 37172 |
| WIC | 800 South Brown Street | Springfield, TN. 37172 |
| EMS - Coopertown Station | 2688 Joe Mac Lipscomb Road | Springfield, TN 37172 |
| EMS – Cedar Hill Station | 6331 Highway 41 North | Cedar Hill, TN 37032 |
| Woodland Street School Bldg | 2121 Woodland Street | Springfield, TN 37172 |