CITY

OF

JOPLIN, MISSOURI

BID PACKAGE

#2020-05

for

Landscape Maintenance Services

Joplin Parks and Recreation
3301 West 1st Street
Joplin, Missouri 64801

NOTICE TO BIDDERS

The City of Joplin, Missouri will accept sealed bid proposals until 2 p.m., Friday, March 27, 2020 at the Joplin Athletic Complex, 3301 W. 1st Street, Joplin, Missouri, 64801 to PURCHASE the following:

Landscape Maintenance Services

Specifications and bid forms are available from Paul Bloomberg by calling 417-625-4750 or by writing to the address indicated above. Any bids received after the specified deadline will be returned to the vendor.

The City reserves the right to evaluate all bids, to reject any or all bids and re-bid at a later date. The City may waive any irregularities in the bid or negotiate variances from specifications and make awards that are in the best interests of the City. The City will have final decision in all matters regarding acceptance of bids and issuance of awards.

The City encourages minority and female owned businesses to submit bids on all City purchases.

Leslie Haase, CPA
Finance Director

Publication Date: February 26, 2020

INVITATION TO BID

The City invites your firm to submit a proposal in accordance with this Request for Proposal (RFP) for Landscape Maintenance Services at several locations within the City of Joplin. These specific areas are listed in this RFP for your consideration. However, the City reserves the right to select a firm's bid by each individual area or as a whole. Proposals must adhere to the format and content of this RFP. Proposals will not be evaluated unless all parts requested are submitted in a complete package. The successful bidder shall be required to enter into a landscape maintenance agreement based on the specifications outlined in this RFP.

CONTACT INFORMATION

The contact, identified below, is the sole point of contact regarding the RFP form the date of issuance until selection of the successful vendor. *The contact information is also the address to submit bids.*

Paul Bloomberg
Director of Parks and Recreation
City of Joplin
3301 West 1st Street
Joplin, MO 64801
Email: pbloombe@joplinmo.org
Phone: 417-625-4750

SUBMISSION OF PROPOSALS

In order to qualify for the work on this project, bidders must submit all information requested in the following bid forms. All proposals must be received by 2:00 p.m. on Friday, March 27, 2020. Bids shall be sealed. The bid opening shall be public.

PROJECT TOURS

Before submitting a bid, each bidder shall have the opportunity to thoroughly examine the Project and fully understand the conditions that in any way affect the work proposed. Failure to inspect the Sites will in no way relieve the successful contractor from the necessity of furnishing any materials or performing any labor necessary for the satisfactory completion of the work.

To schedule a tour please contact Paul Bloomberg, 417-625-4750. The available times for tours will be between 9:00am-3:00pm. If Paul Bloomberg is not available, he may select the Parks Superintendent to conduct the tour. Please call prior to visiting the project to guarantee availability.

SCOPE OF WORK

The Landscape Maintenance Contractor (hereinafter called the "Contractor") shall recognize and perform in accordance with all stated intents, specifications and stipulations contained or referenced herein.

Each bidder shall be responsible for researching the existing conditions and matters that affect the cost or performance of the services.

The Landscape Contractor shall furnish all labor, equipment, tools, services, skills, etc., required to maintain the landscape in an attractive condition throughout the contract period. The intent is to maintain a Class A appearance of the property as determined by the City. Any discrepancies in the understanding of this clause shall be resolved in a manner as determined by City. The City also reserves the right to set the frequency of maintenance at each location.

DURATION OF AGREEMENT

The term of the agreement shall be for a period of one (1) year with an option to renew for an additional two (2), one (1) year periods at the discretion of the City.

QUALITY CONTROL

Work covered shall be performed by a single firm experienced in landscape maintenance or similar in nature. Subject to approval of the City, the Contractor may subcontract any work to be performed under this Contract. However, the election to subcontract work shall not relieve the Contractor from responsibility or liability which it has assumed under this Contract and the Contractor shall remain liable to the same extent that its liability would attach, as if the work had been performed by the Contractor's own employees.

INFORMATION TO BE INCLUDED IN BID RESPONSE

1. Bidder must provide previous examples of this type of work and the ability to perform regular routine contractual commercial landscape experience.
2. Bidder must include their permanent place of business, with a minimum of five (5) years in business.
3. Bidder must provide listing of all necessary equipment to comply with the scope of work along with a signed statement of access to such equipment.
4. Bidder must prove their organizational capacity and technical competence necessary to do the work properly and expeditiously.
5. Bidder must provide a documented safety program with a history of satisfactory past performance.
6. Bidder must provide information on completed past contracts according to established schedules.

LICENSES AND INSURANCE

Any successful bidder will maintain a City of Joplin business license with the appropriate required bond and insurance. Throughout the term of this Agreement, the Contractor shall maintain at its sole expense effective insurance covering its activities at the project premises. Said insurance shall be secured from a company(s) licensed to do business in Missouri. The Contractor shall furnish the City with documentation of this insurance coverage.

Such insurance shall be in the amounts stated below.

1. Worker's Compensation Insurance:
    a. For all the Contractor's employees engaged in work associated with the Project.
    b. The Contractor shall carry workers' compensation coverage per Chapter 287, RSMo.

2. General Liability Insurance:
   The Contractor shall maintain during the life of this Contract Commercial General Liability Insurance and Completed Operations for all claims that might occur in carrying out the Contract. Minimum coverage shall be $1,000,000 per occurrence, $1,000,000 general aggregate per project, combined single limit for bodily injury, personal injury and property damage. Such coverage shall be the "occurrence" type form. Such General Liability coverage shall include employees of the Contractor as insureds

3. Auto Liability Insurance:
   Contractor shall procure and shall maintain during the life of the Contract, Commercial Automobile Liability Insurance for all owned, non-owned and hired vehicles that are used in carrying out the Contract. Minimum coverage shall be $1,000,000 per occurrence combined single limit for Bodily Injury and property damage.

4. Scope of Insurance and Special Hazards:
   The insurance required shall provide adequate protection for the Contractor against damage claims that may arise from operations under this Contract, whether such operation be by the insured and also against any of the special hazards that may be encountered in the performance of this Contract.

   Each of the policies described above shall include the City as an Additional Insured as respects the activities carried out under this Contract.

   Proof of Insurance: Contractor shall provide a certificate of insurance from a company licensed to do business in the State of the Project locale indicating coverage is in place at the limits set forth in this Article. The insurer shall give the City thirty (30) day notice of cancellation or changes in coverage. The insurance certificate shall be provided before commencement of the Contract.

INDEMNIFICATION

Contractor shall indemnify, reimburse and hold the City harmless against any and all claims, damages, causes of action, liabilities, expenses, costs and fees, including attorney fees, that City incurs arising out of or occurring in connection with Contractor's performance of the work pursuant to this Agreement.

PAYMENTS

Contractor shall submit an Application Payment/Invoice, to the City, for services on a monthly basis. The City shall render the Contractor regularly scheduled payments in remuneration for the Contractor's Maintenance Services in amounts as specified.

PROJECT CONDITIONS

The Contractor shall be familiar with the Project premises and how the existing conditions will affect his work during maintenance services. The Contractor shall visit and examine the sites to become acquainted with the adjacent areas, means of approach to the site and conditions of actual job sites. Failure to visit the sites or failure to examine any and all Contract Documents will in no way relieve the Contractor from necessity of furnishing any equipment or performing any work that may be required to complete the work in accordance with the RFP. Neglect of above requirements will not be accepted as reason for delay in the work or additional compensation.

The City shall provide full information regarding all requirements for the Project, not specifically contained herein, and shall establish and maintain an effective communications system with the Contractor throughout all phases of the work.

SEQUENCING AND SCHEDULING

Upon acceptance of the Bid, the Contractor shall coordinate with the City to arrange a schedule of services and shall continue coordination at intervals set forth by the City.

The City shall diligently endeavor to facilitate the Contractor's work by providing reasonable access to all work areas. The City shall facilitate the Contractor's Services program by providing access to the project premises during both regular business hours and, as is necessary, at other times so that the Contractor can conduct both regular, scheduled maintenance and any special services(s).

TERMINATION OF AGREEMENT

During the Landscape services period, (30) days' notice shall be required for termination of this agreement.

BID EVALUATION CRITERIA

The bid responses will be evaluated on the following criteria:

a. Experience and Expertise (Maximum 25 points)
b. Past Performance and References (Maximum 15 points)
c. Ability to meet scope of work (Maximum 25 point)
d. Cost (Maximum 35 points)

LANDSCAPE SERVICE AREAS

CITY PARKING LOTS (Located at 5th & Joplin Street; 6th & Joplin Street; 6th and Virginia; 303 East 3rd Street; and Joplin Memorial Hall)

1. Trash removal from parking lot area, parking medians, landscaped areas and sidewalks that surround each parking lot. Trash receptables will be maintained by City. This is to be done on a weekly basis.
2. All landscaped areas within parking lot area will be weeded by hand or mechanical device. The Contractor is responsible for disposing of all weeds that are pulled. This is to be done on a weekly basis.

MAIN STREET & JOPLIN STREET PLANTERS, HANGING BASKETS AND LANDSCAPED AREAS

Between 2nd Street and 8th Street

1. Planters are to be weeded by hand or mechanical device once per week or as needed. The Contractor is responsible for disposing of all weeds that are pulled.
2. Planters and Hanging Baskets are to be watered 3 days per week. This will be scheduled with City.
3. Removal of trash from planters are to be done on a weekly basis.

Between 15th Street and 32nd Street

1. Planters, landscaped areas, and trees are to be weeded by hand or mechanical device once per week or as needed. The Contractor is responsible for disposing of all weeds that are pulled.
2. Planters, landscaped areas, and trees are to be water twice per week. This will be scheduled with City.
3. Removal of trash from planters and landscaped areas are to be done on a weekly basis.

CITY OF JOPLIN ENTRY SIGNS

Locations:

- 7th Street and Schifferdecker Avenue
- 7th Street and Range Line Road
- North of Ozark Christian College on North Main Street
- South of Olive Garden on South Range Line Road

1. Landscaped areas around City of Joplin Entry Signs are to be weeded by hand or mechanical device. This is to be done on a weekly basis. The Contractor is responsible for disposing of all weeds that are pulled.
2. Removal of trash from landscaped areas are to be done on a weekly basis.

PARK ENTRY SIGNS

Locations and number of signs per park:

- Cunningham Park (2)

- Ewert Park (1)
- Humphrey Park (1)
- Leonard Park (2)
- McClelland Park (1)
- Mercy Park (1)
- Parr Hill Park (3)
- Schifferdecker Park (3)

1. Landscaped areas around Park Entry Signs are to be weeded by hand or mechanical device. This is to be done on a weekly basis. The Contractor is responsible for disposing of all weeds that are pulled.
2. Removal of trash from landscaped areas are to be done on a weekly basis.

PLAYGROUNDS

Locations and number of playgrounds per park:

- Cunningham Park (2)
- Ewert Park (1)
- Humphrey Park (1)
- Joplin Athletic Complex (1)
- Landreth Park (2)
- Leonard Park (1)
- McClelland Park (2)
- Parr Hill Park (2)
- Roanoke Park (1)
- Schifferdecker Park (2)

1. Playgrounds are to be weeded by hand or mechanical device. This is to be done on a weekly basis. The Contractor is responsible for disposing of all weeds that are pulled.
2. Removal of trash from landscaped areas are to be done on a weekly basis.

PARK FLOWER BEDS & LANDSCAPE AREAS

Locations:

- Cunningham Park and Aquatic Center
- Ewert Park and Aquatic Center
- Joplin Senior Center
- Leonard Park
- Mercy Park
- Parr Hill Park
- Schifferdecker Park and Aquatic Center

1. Flower beds and landscape areas are to be weeded by hand or mechanical device. This is to be done on a weekly basis. The Contractor is responsible for disposing of all weeds that are pulled.
2. Removal of trash from flower beds and landscaped areas are to be done on a weekly basis.

BID FORMS

Proposals must adhere to the format of these bid forms and content of this RFP. Proposals will not be evaluated unless all parts of the bid form are submitted in a complete package. The information set forth is the minimum required in order to qualify for consideration. Please note the actual maintenance schedule may occur at different intervals, at the City's direction. RFP will be assessed as outlined in bid evaluation criteria section.

COST BID:

Detail your cost bid, based on the estimated number of occurrences per year, for the following services:

Work Description	Bid Cost Per Occurrence	Occurrences Per Year	Total Estimated Annual Service Fee
City Parking Lots *Weeding and Trash Removal*		28 minimum	
Planters and Hanging Baskets Main Street & Joplin Street Between 2nd & 8th Street *Weeding and Trash Removal*		28 minimum	
Planters and Hanging Baskets Main Street & Joplin Street Between 2nd & 8th Street *Watering*		84 minimum	
Planters, Landscape Areas & Trees Main Street Between 15th & 32nd Street *Weeding and Trash Removal*		28 minimum	
Planters, Landscape Areas & Trees Main Street Between 15th & 32nd Street *Watering*		56 minimum	
City of Joplin Entry Signs *Weeding and Trash Removal*		28 minimum	
Park Entry Signs *Weeding and Trash Removal*		28 minimum	
Playgrounds *Weeding and Trash Removal*		28 minimum	
Park Flower Beds & Landscape Areas *Weeding and Trash Removal*		28 minimum	
Total (Per occurrence cost in first column & total estimated annual cost in third column)			

BID FORM PRICE AUTHORIZATION

The said Bidder has examined the RFP and specifications, carefully prepared the bid form, and has checked the same in detail before submitting said bid; and that said bidder, or the agents, officers, or employees thereof, have not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this bid.

That all of said work will be performed at the Bidder's own proper cost and expense. The Bidder will furnish all necessary materials, labor, tools, machinery and other means to accomplish the maintenance tasks and at the time stated in the contract.

The undersigned, being a reputable Contractor and having submitted the necessary pre-qualification forms, hereby submits in good faith and in full accordance with all specifications, attached or integral, his/her Bid Proposal for the landscape services of:

City of Joplin Landscape Maintenance Services

_____

Firm Name

_____

Address

_____

City, State, Zip

_____

Telephone

_____

Date

_____

Authorized Signature

_____

Printed Name & Title of Signatory

MONTHLY LANDSCAPE SERVICES BID:

In compliance with your Invitation to Bid, we propose to furnish all labor, equipment and services necessary to perform the Landscape Maintenance Services for a period of one (1) year for the landscaping for the above stated project, for an annual fee of:

_____

_____Dollars ($_____) per Year.

REFERENCES

Complete and submit the following for other projects of similar complexity as the project specified.

1) _____ Phone:_____

2) _____ Phone:_____

3) _____ Phone:_____

MARK BID ENVELOPES: #***2020-05; Landscape Maintenance Services, Friday, March 27, 2020***