

City of Paola, Kansas

Community Development

Subject: Codes Enforcement Mowing Services for the 2016 Season.

Dear Contractor,

The City of Paola is seeking bids for Codes Enforcement mowing services for the 2016 mowing season. Interested parties must return a signed copy of the attached bidding documentation no later than March 31, 2017, at 10:00 am. The bidding document must be signed and all blanks filled in. Bids will be opened at that time.

The bids are scheduled to be opened at 10:01 am on Friday, March 31, 2017, in Paola City Hall, 19 E Peoria, Paola, KS 66071.

Instructions and General Conditions of Bidding

- 1) The City of Paola has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the City considers the most advantageous to the City.
- 2) Bidders must give unit price and sign the bid.
- 3) Prices must be stated in the bid document and must be firm. Bids qualified by escalator clauses will not be considered.
- 4) The successful bidder must provide copies of insurance as defined in the bidding documents once bid is awarded.
- 5) A list of references must be returned with the bidding documents.
- 6) Failure to comply with any of the above instructions and general conditions of bidding may disqualify the bidder.

I have read and understand the above instructions and general conditions:

Signature

Date



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2017 Codes Enforcement Mowing Services Bid Document

The City of Paola is seeking bids for Codes Enforcement mowing services for the 2017 mowing season.

Contact Person: For information, clarification of any requirements or terms of the bid, contact the Building Inspection Department or the City Clerk at 913-259-3600.

Work: The contractor will complete all work described as follows:

- 1) Mowing and trimming personal real property (various locations) within Paola city limits. Work completed under this section to bid with two separate performance standards: (1) rough mowing and trimming, and (2) finish mowing and trimming.
- 2) The contractor will make an effort to remove any large trash items that pose obstacles or that, if mowed over, would result in an unsightly condition. The contractor will remove this debris or place this debris in an area accessible to city personnel and notify the city for collection.
- 3) Mowers must have chains or other methods of minimizing projectiles in place and in good repair at all times. When school is in session, the contractor shall not mow Monday through Friday from 7:30 to 8:30 am or from 2:30 to 4:00 pm. In no instance shall the contractor mow where a projectile from the mower would travel onto a City park, school playground or athletic field when those facilities are in use.
- 4) Response time. Upon notification by the City that a property needs mowing, the contractor shall mow the property within 48 hours, weather permitting, unless the City accepts an alternate schedule.
- 5) Mechanical breakdown, personnel problems or other impediments shall not relieve the contractor of any duty to perform under this contract.
- 6) The City may designate the priority sequence for mowing multiple properties.
- 7) Mowing must be completed in an area before moving to another area. Contractor shall be as close as practical without striking, but no further than 24 inches away from any desirable tree, bush or shrub. Contractor shall be as close as practical without striking, but no further than 12 inches away from inanimate objects such as foundations, walls, signs, posts, and other objects.
- 8) Trimming must be completed at the same time as mowing. Contractor shall trim within 3 inches, but without striking, the trunk of any tree, bush or shrub. Contractor shall trim around buildings, walks and inanimate objects completely.



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- 9) Location(s) of property and frequency of mowing shall be directed by the Building Inspection Department or the City Clerk.
- 10) The contractor shall be fully clothed at all times while performing these services. Fully clothed means that a shirt, pants and shoes shall be worn. Courtesy shall be exercised at all times during contact with the public.
- 11) All work is to be performed at the request of the City only.

Invoice: The contractor shall provide a detailed invoice for each property mowed. Said invoice to list the property owner's name, property address, date mowed, and the amount charged for rough mowing and finish mowing. The invoice shall also list the contractor's name, address, and contact phone number(s).

Payment: Invoices for work performed shall be submitted by the contractor. Payment will be made to the contractor on the Wednesdays following the 2nd and 4th Tuesdays of each month. The contractor shall provide the City with an IRS Form W-9 prior to payment of the first invoice.

Liability Insurance: The contractor shall provide a current certificate of insurance to the City with general liability, automobile liability and excess liability in amounts of not less than \$500,000 and name the City of Paola as certificate holder.

Workers' Compensation Insurance: The contractor shall provide evidence of Workers' Compensation and Employers Liability Insurance. Independent Contractors who meet the requirements to qualify as exempt under Kansas Statutes may submit a notarized AFFIDAVIT OF EXEMPT STATUS UNDER THE WORKERS' COMPENSATION ACT in lieu of providing evidence of Workers' Compensation Insurance. Note: Employers who knowingly and willfully require an employee or subcontractor to execute an affidavit when the employer knows that the employee or subcontractor is required to be covered under a workers' compensation insurance policy shall be liable for a civil penalty of up to \$1,000.00 per offense.

Contractor-furnished equipment and supplies: The contractor shall furnish all manpower, mowing, trimming and edging equipment, fuels and all other supplies necessary to accomplish the services. Mowing equipment shall include safety equipment designed to minimize projectiles. This safety equipment shall be in place and in good repair at all times of operation to minimize the risk to the public.

Subcontractors: The City of Paola must approve all subcontractors.

Term: The contractor shall provide services for the 2017 mowing season. There shall be no increase in price during the term. The City shall have the right to modify or discontinue services for non-performance.



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Bid Form for Codes Enforcement Mowing Services – 2017

City of Paola

Contractor Name: _____

Contractor Address: _____

Contractor Federal Tax ID # _____

Phone Number _____

Cell Number _____

References:

Name	Address	Phone Number
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____

Bid Price:

A) Rough Mowing / Trimming: \$ _____ / Hour

B) Finish Mowing / Trimming: \$ _____ / Hour

Signature

Date

