

SIKESTON BOARD OF MUNICIPAL UTILITIES
INVITATION FOR BID

Date Issued: January 23, 2019

BID: Main Office: Lawn Care

General:

The Sikeston Board of Municipal Utilities (BMU) is soliciting bids for the mowing of the BMU's Main Office located at 107 East Malone. A bid package can be obtained at the Office of the Purchasing Manager at 107 East Malone, Sikeston, Missouri 63801 or <http://www.sikestonbmu.org/> under the Bid Notices tab. The sealed bids will be subject to the terms and conditions listed below and any special conditions set forth therein. The sealed bids will be received at the Office of the Purchasing Manager, 107 East Malone, Sikeston, Missouri 63801, until **2:00pm CDT Wednesday, February 20, 2019**. Bids should have the vendor's name and the bid name located on the outside of the sealed envelope.

Terms & Conditions:

1. Bidder must use the attached Bid Return Sheet for submission of bids. Return sheet must be signed by the vendor. Retain One (1) copy of the bid form for your files. Bidder must use the attached specifications in preparing the bid. By signing, the bidder acknowledges his full knowledge of, and agreement with the general specifications, conditions and requirements of this request for proposal.
2. Any act or acts of misrepresentation, collusion or offers of kickback by a vendor will be a basis for disqualification of any proposal submitted. In the event the BMU enters into an agreement or contract with a vendor who is found to have misrepresented material facts, participated in collusion or offerings of kickbacks, and such conduct is discovered after the execution of an agreement or contract, the BMU may cancel the agreement or contract without incurring liability, penalty or damages.
3. Any explanation desired by the bidder regarding the meaning or interpretation of the specifications listed in the Invitation for Bid must be submitted to Tre Holley, Purchasing Manager, 107 East Malone, Missouri 63801; (573)475-3211. All inquiries, whether written or oral, shall be submitted within the time limitations specified in the request for proposal.
4. The City of Sikeston is exempt from all federal and state excise, sales and use taxes.
5. The BMU reserves the right to accept or reject any and all proposals, as deemed, in its sole discretion, to be in the best interest of the BMU. The BMU reserves the right to reject any proposal if the vendor is delinquent in the payment of any fees owed to the BMU. In the event a vendor is delinquent in any payment to the BMU, the BMU may offset the delinquent amount due against sums owed the vendor.

6. The BMU may make such investigation as deemed necessary to determine the ability of the vendor to discharge the agreement or contract. The vendor shall furnish the BMU with all such information and data as may be required for that purpose. The BMU reserves the right to reject any bid if the vendor fails to satisfactorily convince the BMU that he is properly qualified to carry out the obligations of the agreement or contract, and to satisfactorily complete the work called for herein.
7. When determining the successful vendor, the BMU reserves the right to apply up to a five percent (5%) local vendor preference for goods and services provided by vendors located within the City Limits of Sikeston.

Bidders are advised the BMU has a local vendor preference purchasing policy in the following amounts:

\$ 0.01 - \$ 10,000	5%
\$10,001 - \$100,000	2%
\$100,001+	1%

8. The BMU reserves the right, in its sole discretion, to accept the lowest and best bid.
9. The successful bidder will provide insurances as required by the BMU: a certificate of insurance showing proof of liability insurance, proof of workman's compensation insurance and shall secure the appropriate City of Sikeston business license.
10. The BMU reserves the right with a 30-day written notice to cancel this agreement for any reason.

SPECIFICATIONS
BID: Main Office - Lawn Care

I. Insurance

The successful bidder shall furnish all Certificates of Insurance, with the Board of Municipal Utilities (BMU) listed as the certificate holder, to the Purchasing Manager prior to the award of this contract. Liability coverage afforded under the policy will not be canceled unless at least 15 days prior written notice has been given to the BMU. The limits of coverage shall not be less than \$1,000,000 for bodily injury and/or property damage per occurrence, with \$1,000,000 aggregate. Successful bidder performing service/installation must also show proof of Workman's compensation insurance with at least \$500,000 in coverage.

Any contractor unable to provide certificates of insurance as specified above will not be awarded the contract for the work specified herein.

II. Work required

1. The work included in this contract concerns the mowing and trimming of the Board of Municipal Utilities Main Office property which is located at 107 East Malone.
2. It is recommended all bidding contractors visit the job site to inspect and evaluate the amount of work to be done before submitting their bids.
3. The work to be performed under this contract includes furnishing all materials, labor, equipment, and supervision to provide lawn care services, which include mowing, trimming, pruning, and bed cleaning.
4. This contract will be awarded by February 28, 2019 and will become effective March 15, 2019 through October 31, 2020.
5. The Contractor will mow and trim the main office grass around the parking lots, sidewalks, driveway, and the empty lot to the east of the Main Office (Attachment 2). The contractor will keep all beds clean of vegetation and grass.
6. The Contractor will provide time & material pricing on the Bid Return Sheet to provide services that include but not limited to bush trimming, tree trimming, adding mulch to existing beds, replacing dead bushes (BMU will pay for additional replacement materials), etc. when needed and approved by the Purchasing Manager.

7. The Contractor will provide on the Bid Return Sheet all the services that their company can provide to the BMU not requested in this bid request.
8. The Contractor will mow the lawn and trim around the, curbs, drives, etc. Trimming shall be done by edger or string trimmer as required to keep the areas around the drives, curbs, and etc. free of vegetation. Trimming must be completed at the time of the mowing. The Contractor shall pick up trash and litter before each mowing as a part of his work.
9. The Contractor shall follow a schedule to mow and trim the Main Office four times each month, or approximately 7-day intervals, March/April through October; however, the BMU reserves the right to alter this schedule. The Contractor will make plans to mow the Main Office in preparation for holiday weekends.
10. All excessive grass clippings, trimmed, or dead materials will be hauled off by the contractor. All work will abide by Sikeston's Storm Water Pollution Prevention Plan (See Attachment 1).

ATTACHMENT 1

Sikeston's Storm Water Pollution Prevention Plan

This pollution prevention plan applies to all work done on this bid.

1. GENERAL SITE INFORMATION

The sites for these bids are existing road right of ways and parks in the City of Sikeston. These sites have a direct connection to drainage systems that eventually lead to underground piping and then discharged to drainage ditches that collect storm water runoff in Sikeston.

2. BEST MANAGEMENT PRACTICES (BMP'S)

2.1 Employee Education

The contractor should inform employees on how to minimize pollution on the work to be performed.

2.2 USE OF HERBICIDES AND OTHER CHEMICALS

Herbicides and other chemicals should not be applied directly to surface waters, unless the application is approved by label.
Herbicides or other chemicals should not be applied if rain is expected.
Herbicides or other chemicals should not be mixed or prepared near storm drains.
The minimum amount of chemical should be used.

2.3 SPILL PREVENTION

Spills should be cleaned up immediately.
Dry methods on spills are to be used if possible.
Any spill of petroleum or chemicals greater than 5 gallons which may cause pollution to groundwater must be reported immediately to the City. The City will contact the Department of Natural Resources as required by law.

2.4 SOLID WASTE DISPOSAL

Collected vegetation should not be disposed in waterways or storm drainage systems.
All grass clippings should be blown away from paved surfaces after mowing.

BID RETURN SHEET

BID: Main Office - Lawn Care

Price Per Mowing

Annual Amount(x30)

Contractor:

Hourly Time & Material Pricing

Contractor:

Company Name: _____

Contact Name: _____

Address: _____

Phone Number: _____

Email: _____

Signature: _____

Date: _____

Bidder's signature MUST appear on this form. Signature of bidder indicated he/she understands and will comply with the terms and conditions set forth within the Invitation for Bid.

List of services: _____

Main Office Mowing

Legend
Man office



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