



REQUEST BID FOR NUISANCE LAWN CARE CONTRACT

INTRODUCTION

The City of Osawatomie is requesting bids for a 2023 nuisance lawn care contract. The contractor will be responsible for maintaining all nuisance properties that have overgrown grass, weeds, or brush as determined by the City Nuisance Officer. In 2022, the city had over 40 nuisance lots that were maintained on at least one occasion and some as many as seven.

TIME SCHEDULE

The city will use the following approximate timetable, which should result in a contract with a firm by April 1, 2023, or earlier:

Issue RFP	February 3, 2023
Deadline for Submittal of Proposals	12:00pm - March 3, 2023
Approval of Bid by City Council	March 23, 2023
Begin Contract	March 31, 2023

INSTRUCTIONS FOR PROPOSALS

Send all proposals to:

Tammy Seamands, City Clerk
City of Osawatomie, Kansas
PO Box 37
Osawatomie, Kansas 66064
tseamands@osawatomieks.org

1. All proposals must be received by 12:00 pm March 3, 2023. Bids may be hand-delivered to City Hall, 509 5th Street, Osawatomie, KS 66064, clearly labeled "Nuisance Lawn Care Bid," but no faxed or telephone proposals will be accepted.
2. Proposals shall clearly set forth a flat fee for a "standard" 12,000 square foot lot and a charge per 1,000 square feet on lots larger than a standard lot size. Any costs charged to the city must be identified.
3. City lots should be bid for the total of one service on each lot, while nuisance lots should be bid per lawn care service of a "standard" lot.
4. The city will consider bids for one (1) and up to three (3) year(s).

TERMS AND CONDITIONS

1. Proposals are selected based on the information provided, information gathered from references and the fee presented.
2. The City reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal and to negotiate further terms.
3. The City reserves the right to request clarification of information submitted, and request additional information from any proposer.
4. The City reserves the right to negotiate with any or all bidders subject to the proposals provided.
5. The City reserves the right to award the contract to the next most qualified contractor if the successful proposer does not execute a contract within 30 days after the award of the proposal.
6. Any proposal may be withdrawn up until the date and time set above for closing of the proposals.
7. The City shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the proposal.

SCOPE OF SERVICE

1. All lots should be maintained free of excessive grass, weeds, and brush including the berm and existing alley.
2. Nuisance lots will need maintenance once grass gets above 12". Nuisance lots will be longer the first time the contractor mows them for the summer.
3. All lots should be cut to 3" or less.
4. Nuisance lots must be maintained within seven days of notification by the City Code Enforcement Officer
5. The contractor shall maintain lots under the direction of the Chief Building Official and/or the City Code Enforcement Officer.
6. The contractor shall utilize his/her own equipment to perform the duties assigned in the contract.
7. All loose trash/debris must be picked up prior to mowing beginning. It will be the responsibility of the contractor to dispose of the trash as the city will not provide any trash receptacles.

COMPENSATION

1. The proposal shall include a fee for the lawn care of a single standard size (12,000 sq. ft.) lot and an additional charge per 1,000 square feet for lots larger than 12,000 sq. ft.
2. All lots larger than 12,000 square feet or containing excessive growth shall be approved by the Director of Community Development and/or the City Code Enforcement Officer.
3. The contractor will be compensated per lot and will provide a detailed invoice to the city on a **monthly basis.**

4. All lots must be reasonably maintained free of weeds, grass, and brush from the berm to the existing alley.

INSURANCE REQUIREMENTS

The chosen proposal will be required to provide the same insurance requirements as all city registered contractors. Any contractor who performs work in the City of Osawatomie shall provide the following documentation:

1. Liability Insurance Requirements:
 - a. General Aggregate: \$1,000,000.00
 - b. Each Occurrence: \$ 500,000.00
2. Contractor must have workers compensation coverage or provide the city with an "Affidavit of Exempt Status Under the Workers' Compensation Act"

Attached: Bid Form

Building and Codes Department
509 5th Street
PO Box 37
Osawatomie, Kansas 66064
(913) 755 - 2146
codes@osawatomieks.org



City Hall
439 Main Street
PO Box 37
Osawatomie, Kansas 66064
(913) 755 - 2146
info@osawatomieks.org

NUISANCE LAWN CARE BID FORM

TOTAL BID Per Single Standard Nuisance Lot (12,000 sq. ft. One Year)	
CHARGE Per Additional 1,000 sq. ft. (Lots Over 12,000 sq. ft One Year)	
[<i>OPTIONAL</i>] Total Bid per single standard Nuisance lot (12,000 sq. ft. Multi-Year)	
[<i>OPTIONAL</i>] Charge Per Additional 1,000 sq. ft. (Lots Over 12,000 sq. ft Multi-Year)	

Please Print the Following Information:

Business Name _____

Business Address _____
(Street) (City) (State) (Zip)

Business Phone _____

Business Email _____

Signature of Authorized Agent

Date