



RAYTOWN PARKS & RECREATION DEPARTMENT

RFP – Mulch Services



Request for Proposal for Mulch Services: Raytown Parks & Recreation Dept. (City), is seeking proposals from qualified lawn care professionals to perform landscaping maintenance of mulch application to Street Median Right of Way (ROW) flower beds.

Description of Raytown Parks:

Raytown Parks is an arm of the Raytown City government, which provides services and maintenance of public facilities and grounds. For more information and a description of our major program services, visit our web site at www.raytownparks.com. The administrative office of Raytown Parks Dept. is located at 5912 Lane Ave, Raytown MO 64133.

Scope of Work

- A. Mulching: A new layer of Dark brown mulch shall be added to all listed locations in landscaped medians on the right of ways, **no later than October 9, 2020**. Hardwood mulch should be applied at a minimum depth of **two (2) inches**, evenly spread, mulch to be ground to a uniform size, and examples must be approved by Parks staff before being applied.
- B. Tacking adhesive or tackifier application to hold the new layer of mulch in place in the medians right of ways. This application needs to be spread evenly and thoroughly on the surface of the new mulch, so that it stays in place when rain occurs. No mounds of mulch around tree trunks.
- C. Contractor is responsible for all traffic control needs in applying mulch to landscaped medians on Right of Ways. No more than 1 (one) lane of traffic in each direction may be used in the application of the mulch. Traffic disruption to be kept to a minimum, with contractors' staff safety being kept as an utmost importance. Follow uniform traffic control guidelines.
- D. City reserves to right to choose which work will be completed, or not completed, in Option A. or Option B. and does not guarantee all listed work will be completed by any bidding contractor. City will choose only the scope of work that will fit budgetary needs.

Locations:

Option A.

Site locations
Raytown Trafficway & 63rd St. North & South traffic islands
Raytown Rd. & Gregory Blvd. North island & East landscape beds

(Overhead visual views attached at the back of this document)

Option B.

Site location
63rd St. & Raytown Rd to Blue Ridge Blvd-Streetscape

(Overhead visual views attached at the back of this document)

Personnel and Equipment

The Contractor shall designate, hire, and dismiss the personnel and provide all equipment necessary for the performance and completion of the contract.

Insurance and Licenses.

The Contractor shall maintain General Liability Insurance from an insurance company to cover bodily injury and/or property damage directly due to the negligence of the Contractor, his agents, or his employees. The Contractor shall also maintain Worker's Compensation Insurance, as required by the laws of Missouri.

General Indemnity

The Contractor shall save and hold harmless, pay on behalf of, protect, defend, indemnify The City of Raytown, assume entire responsibility and liability for losses, expenses, demands and claims in connection with or arising out of any injury, or alleged injury (including death) to any person, or damage, or alleged damage, to property of The City of Raytown, or others sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the performance or the intended performance of any work/service, outlined or resulting from this agreement, by the Contractor or their employees, including losses, expenses or damages sustained by The City of Raytown or their officials (including the Director, the Board of Directors, as well as any City of Raytown employees) from any and all such losses, expenses, damages, demands and claims. The Contractor further agrees to defend any suit or action brought against The City of Raytown or their officials (as outlined above) based on any such alleged injury or damage and to pay all damages, cost and expenses in connection therewith or resulting there from.

As an integral part of this agreement, the Contractor agrees to purchase and maintain, during the life of this contract, **general liability insurance with City of Raytown listed as Additional Insured**. The obligations of the Contractor pursuant to this paragraph shall not be limited in any way by any limitation in the amount or type of proceeds, damages, compensation, or benefits payable under any policy of insurance or self-insurance maintained by or for the use and benefit of the Contractor.

Pricing

The Contractor warrants that the pricing stated herein shall remain firm for a period of one (1) application of mulch from the first day of the contract period. Pricing shall include all charges that may be imposed in fulfilling the terms of the contract less any in-kind contributions made by the Contractor. The City is required to pay agreed upon funds to provide services to the community of Raytown.

The City plans for this to be a one-time contract, but the performance of the Contractor may lead to more work between the Contractor and the City in the future.

Payment Terms

Payment terms are NET 30 days following receipt of correct invoice. Invoice must be submitted to Raytown Parks no later than October 31, 2020. Invoices must be submitted to:

Raytown Parks Department
5912 Lane Ave
Raytown MO 64133

Evaluation Criteria

The City, at its sole discretion, following an objective evaluation, will award this contract to the most responsible, responsive Contractor. Bids will be evaluated using an internal evaluation process. Contract awards will be based on a combination of experience, the bidder's operational capacity, and price. The lowest price may not always receive the contract award. The final decision will be based on what is in the best interest of the City to ensure the City that quality workmanship is performed to achieve maximum results. The City reserves the right to make independent investigations as to the qualifications of the Contractor. Such investigations may include contacting existing customers. The City reserves the right to accept or reject any and all proposals, and to waive any irregularities as may be permitted by law when it is deemed that such action will be in the best interest of the City.

Proposal Information

- A. Proposals will be received by the City of Raytown City Clerk's office. until **September 15, 2020 at 12pm.** Proposals may be submitted by mail or delivered in person. NO faxed proposals will be accepted. The City must receive all proposals PRIOR to the date and time specified. Any proposal received after the date and time prescribed shall NOT be considered for award and the proposal shall be returned to the Contractor. Each sealed envelope containing a proposal must be plainly marked with the Contractor's Name and Mulch Bid.
- B. Each bidder must submit a proposal including:
1. Mulch RFP
 2. Narrative on how the work will be completed with a list of tools and equipment that will be used.
 3. Proof of General Liability insurance & Worker's Compensation Insurance

Proposal Form Notification of Award: The successful Contractor will be notified within five (5) working days of this award.

Termination

Either party reserves the right to terminate the awarded contract with or without cause by notifying the other in writing 30 days prior to the termination date. Written notice of termination must be sent via certified U. S. mail to the last known address of the recipient. If you have questions, please call Dave Turner, 816-358-4100 prior to the proposal deadline.

Contact & Telephone for questions related to this RFP before September 15, 2020:

Dave Turner, Raytown Parks Director, 816-358-4100, davet@raytownparks.com for any questions related to this RFP document or contract.

Contract Bid Submission Deadline:

12pm on Tuesday September 15, 2020: Proposals received after the opening date and time will not be accepted. The Raytown Parks Dept. solicits your company to submit a proposal on the above referenced project. By signing this form, the Contractor signifies their acceptance of all terms, conditions, and specifications set forth in this Request for Proposals. All proposals must have an authorized signature in the space provided below. One (1) copy of your proposal must be delivered to: **City of Raytown, 10000 E 59th ST, Raytown MO 64133: ATTN City Clerk,** before the RFP deadline.

The sealed envelope containing proposals for this project must reference the "BUSINESS NAME" and "RFP MULCH". NO faxed proposals will be accepted. City of Raytown will not be responsible for late or lost bids by the U.S. Postal service or any other delivery services used by the Contractor.

RFP Mulch
September 15, 2020 12:00 Noon

1. Business Name: _____

2. Business Owner(s) Name: _____

3. Business Physical Address: _____

4. Mailing Address (if different from above): _____

5. Business Telephone: _____ Fax: _____

6. Email address: _____

7. Company Structure (corporation, partnership, sole proprietorship):

8. Primary Business Purpose: _____

9. Years in Business: _____

10. Federal Tax Identification Number: _____

11. Years of doing work similar to the work sought in this bid request: _____

12. References – list at least 3 Customer Main Contact Person Telephone Number

Customer	Contact	Phone number

13. Attach a copy of licenses (include professional, state and/or local business or privilege licenses).

14. Attach a copy of insurances (Worker's Compensation and Commercial General Liability)

Business Name: _____

Option A.

Site location	Bid for cost of services
Raytown Trafficway & 63rd St. North & South traffic islands	
Raytown Rd. & Gregory Blvd. North island & East landscape bed	

(Overhead visual views attached at the back of this document)

Option B.

Site location	Bid for cost of services
63rd St. & Raytown Rd to Blue Ridge Blvd-Streetscape	

(Overhead visual views attached at the back of this document)

I CERTIFY THAT THIS PROPOSAL IS MADE WITHOUT PRIOR UNDERSTANDING, AGREEMENT, OR CONNECTION WITH ANY OTHER CONTRACTOR SUBMITTING A PROPOSAL FOR THE SAME SERVICES AND IS IN ALL RESPECTS FAIR AND WITHOUT COLLUSION OR FRAUD. I AGREE TO ABIDE TO ALL TERMS AND CONDITIONS OF THIS RFP AND CERTIFY THAT I AM AUTHORIZED TO SIGN THIS RFP AS OR FOR THE CONTRACTOR.

AUTHORIZED SIGNATURE: _____

TYPED OR PRINTED NAME: _____

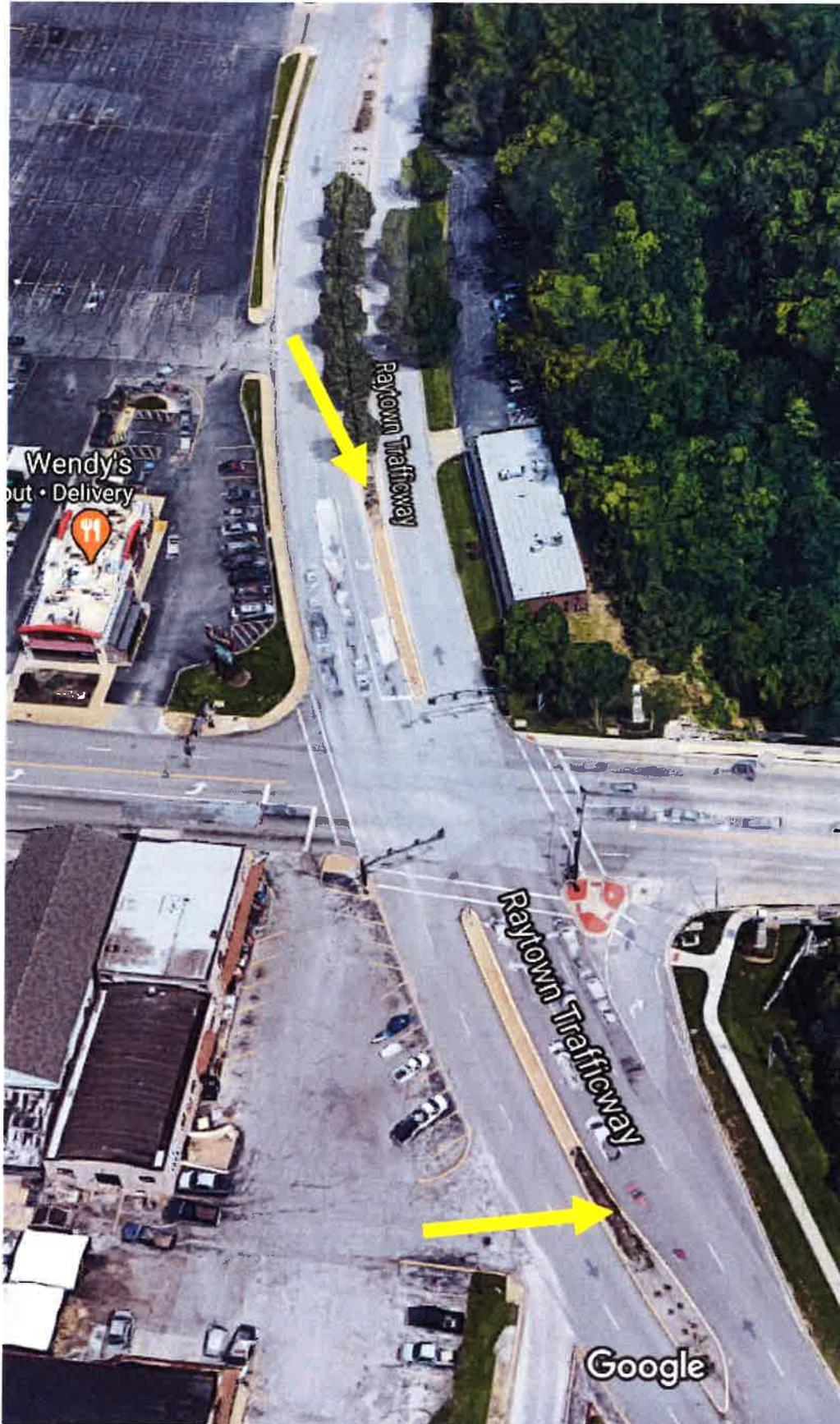
TITLE: _____ DATE: _____

Traffic Islands at Gregory Blvd. & Raytown Road

places



Traffic Islands at 63rd & Raytown Trafficway.



63rd ST Street Scape Between Raytown RD & Blue Ridge BLVD

Option B.

