CITY OF

FORT MITCHELL

SPECIFICATIONS & BID FORMS

FOR

LANDSCAPE MAINTENANCE

3/01/21 TO 12/31/22

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Instructions to Bidders

- 1. Each bid must be signed by the bidder with his usual signature. Bids by a Partnership must be signed with the partnership name by one of the members of the partnership, or by an authorized representative, followed by the signature and title of the person signing. Bids by Corporations must be signed with the name of the corporation, followed by the signature and designation of the president, secretary, or person legally authorized to bind the corporation.
- 2. Bids must be received prior to 10:00 a.m. on MARCH 5, 2021 as designated in the invitation. Late Bids received will be returned unopened to the bidder.
- 3. Envelopes should be sealed when submitted and properly noted with title of bid, date and time deadline. ___2021 LANDSCAPE MAINTENANCE BID, ___.
- 4. Bids containing erasures or corrections thereon will be rejected unless said erasures or corrections are noted over the initials or signature of the bidder.
- 5. References in the <u>Technical Specifications</u> describing the material, supplies, or services required of a particular trade name, catalog or model number are made for descriptive purposes to guide the bidder in interpreting the type of material or supplies or nature of the work described. They should not be construed as excluding offers on other type of materials and supplies or of performing the work in a manner other than specified. However, the bidder's attention is called to Paragraph 6 of the <u>General Conditions</u> which must be strictly adhered to.
- 6. Bids are to be mailed to or delivered to the Office of the City Clerk, City of Fort Mitchell, 2355 Dixie Highway, Fort Mitchell, Kentucky 41017.
- 7. The City's sales tax exemption status may <u>not</u> be used by the bidder to acquire materials or supplies on a sales tax exempt basis. Any sales taxes or other taxes incurred by the bidder remain the responsibility of the bidder. It is assumed that all such costs incurred by any bidder are included in his bid price.

- End of Section –

GENERAL CONDITIONS

- 1. The City of Fort Mitchell reserves the right to reject any and all bids, and unless otherwise specified by the bidder, to accept any item or group of items in the bid. In case of error in extending the total amount of the bid, the unit price will govern.
- 2. The City of Fort Mitchell's payment terms are payment will be made monthly for work completed in prior month upon receiving an invoice from the contractor for the areas cut as outlined on the Bid Form.
- 3. In case of default by the bidder or contractor, the City of Fort Mitchell may procure the articles or services from other sources and hold the bidder or contractor responsible for any excess cost occasioned thereby.
- 4. Prices shall be stated in units of quantities specified.
- 5. Whenever a reference is made in the specifications or in describing the materials, supplies or services required; or a particular trade name; manufacturer's catalog; or model number, the bidder, if awarded a contract, will be required to furnish the particular item referred to in strict accordance with the specifications or description unless a departure or substitution is clearly noted and described in the proposal by the bidder.
- 6. The bidder, if awarded an order or contract; agrees to protect, defend, and save harmless the City against any demand for the use of any patented materials, process, article, or device, that may enter into the manufacture, construction, or form a part of the work covered by either order or contract and he further agrees to indemnify and save harmless the City from suits or actions of every nature and description brought against it, for or on account of any injuries or damages received or sustained by any party or parties, by or from any of the acts of the contractor, his servants, or agents.
- 7. Samples, when requested, must be furnished free of expense prior to the opening of bids and if not destroyed will, upon request, be returned at the bidder's expense.
- 8. Terms and conditions, unless stated otherwise herein, are to be effective for one year from the date of bid acceptance.
- 9. All bids shall remain valid for a period of thirty (30) days after bid opening unless a longer period is otherwise stated herein.

- 10. Bidder is required to obtain a City of Fort Mitchell Occupational License within ten days of contract award
- 11. All federal, state, and local law requirements must be followed.
- 12. Prior to a contract being awarded to the lowest and best responsible and responsive bidder whose bid meets specifications, a resident bidder of the Commonwealth shall be given a preference against a nonresident bidder registered in any state that gives or requires a preference to bidders from that state. The preference shall be equal to the preference given or required by the state of the nonresident bidder.

Bids will be evaluated and awarded on the following basis (as marked):

X Lowest and Best Bid; or

Lowest Evaluated Bid Price. The objective measurable criteria for this evaluation are enclosed.

"Responsible bidder" means a person who has the capability in all respects to perform fully the contract requirements, and the integrity and reliability, which will assure good faith performance.

- 13. <u>Special Conditions</u>, if any, are enclosed. A conflict between *Special Conditions* and *General Conditions* shall be construed in favor of the *Special Conditions*.
- 14. The <u>Description of Requirements and Specifications (technical specifications)</u> for the procurement are enclosed herewith.

End of Section

- SPECIAL CONDITIONS

The City of Fort Mitchell is soliciting sealed bids for LANDSCAPE MAINTENANCE services for the City Building at 2355 Dixie Highway, Fort Mitchell, Kentucky.

BID PROCEDURE

- The bid shall be submitted with prices for each item listed.
- Contact Matt Stegman, Public Works Director, to ask any questions or to set up a site visit.
- Read and understand all of the technical specifications (call if clarification is needed).
- Furnish three (3) references as specified.
- Read, completely fill out, sign and return the City of Fort Mitchell's Bid Pricing Sheet.

Return all requested information to the City Clerk's Office by the Date and Time indicated.

REFERENCES

Three (3) references shall be included with the bid. These references must be from facilities that are currently being serviced or have been serviced by the bidder and are office complexes of the approximate size of the one for which this contract is for. They are to include

- Facility, including the address
- Contact Person
- Contact Person's telephone number

GENERAL PROVISIONS

The LANDSCAPE MAINTENANCE contractor shall be required to provide names and social security numbers of all service personnel so that a security clearance can be obtained by the Fort Mitchell Police Department. The City shall be notified any time there is a change in personnel. The contractor shall provide names and social security numbers of the replacement personnel for security clearance at least three working days prior to their placement in the City building. The City reserves the right to accept or reject personnel should a security check be unfavorable.

The successful bidder shall furnish the City with a direct contact person who is expected to supervise and train their employees. The City also requires that the contractor abide by all applicable laws and regulations.

Each bidder is urged to read the entire set of documents thoroughly and be prepared to comply with all provisions contained herein. The City of Fort Mitchell and its personnel will work with each potential Bidder individually or as a group, on any question(s) that may arise. Each Bidder shall contact Matt Stegman, Public Works Director, at (859) 331-1212, with any questions.

The City expects the successful bidder to respond immediately to correct any deficiencies and to respond immediately to any and all correspondence from the City. The successful vendor shall have five (5) working days to correct any deficiencies. If vendor fails to correct the deficiencies within the five (5) day period, the City shall have the right to cancel this contract.

INSURANCE REQUIREMENTS

Prior to commencement of your services, you must provide the city with a certificate of insurance evidencing the following insurance coverage:

- Commercial General Liability insurance on ISO form CG00011001 (or a substitute providing equivalent coverage). The limit shall not be less than \$1,000,000 per occurrence. The City of Ft. Mitchell must be named as an Additional Insured; the certificate shall specify that the coverage afforded is primary and Noncontributory with respect to any other coverage available to the City of Ft. Mitchell. If you are providing construction services, you must use additional insured endorsements CG20100704 AND CG20370704.
- 2. Comprehensive owned and non-owned automobile liability insurance with a minimum combined single limit of \$1,000,000.
- 3. Workers Compensation Coverage specific to the State of Kentucky.
- 4. Professional Liability / Errors or Omissions coverage in the amount of \$1,000,000 per occurrence if your services are professional in nature (legal, architectural, etc.).

If your services involve pyrotechnics, mechanical amusement devices, inflatable amusement devices, animals of any type (including petting zoo or pony rides) or any other services that the City of Ft. Mitchell deems applicable, you must also provide the following:

1. Commercial Umbrella Liability policy with a minimum limit of \$1,000,000.

If your services include the sale of alcohol, you must also provide the following (in addition to above requirements):

1. Liquor liability coverage with a minimum limit of \$1,000,000.

<u>Any and all liability coverage shall name the City of Ft. Mitchell as Additional Insured</u> on a primary and non-contributory basis. A satisfactory certificate of insurance evidencing the coverage outlined above shall be provided before any services are rendered.

CONTRACT DURATION

The successful bidder shall be awarded a contract for a two (2) year period beginning March 01, 2021 or as soon as possible thereafter, and ending December 31, 2022. This contract may be renewed for an additional one-year period upon mutual agreement of both parties. If this contract is renewed, all provisions of the original contract shall apply.

Any contractor who is awarded a contract pursuant to this advertisement and specifications shall not be in financial arrears to the City of Fort Mitchell for any reason during the first or any subsequent contract. Failure to honor this specific provision shall be the basis for immediate contract cancellation.

- End of Section -

Addendum # received	
of the statements made herein, certifies that: (1) The has been submitted without collusion with, and with course of action with any other vendor of materials designed to limit independent bidding or compet communicated by the bidder or its employees or age	der, having fully informed himself regarding the accuracy bid has been arrived at by the bidder independently and nout any agreement, understanding, or planned commons, supplies, equipment, or services described in the bid ition, and (2) The contents of the bid have not been that to any person not an employee or agent of the bidder d will not be communicated by any such person prior to
	Signature of Authorized Official
	Name and Title (printed)
	Legal Name of Business
	Address
	Address
	Telephone Number
Affix seal below if bid is by corporation.	Date
This seal was herewith affixed in the preser	nce of:
Signature	Title

REQUIRED AFFIDAVIT FOR BIDDERS CLAIMING KENTUCKY RESIDENT BIDDER STATUS

The bidder or offeror hereby swears and affirms under penalty of perjury that, in accordance with KRS 45A.494(2), the entity bidding is an individual, partnership, association, corporation, or other business entity that, on the date the contract is first advertised or announced as available for bidding:

- 1. Is authorized to transact business in the Commonwealth;
- 2. Has for one year prior to and through the date of advertisement
 - a. Filed Kentucky corporate income taxes;
 - b. Made payments to the Kentucky unemployment insurance fund established in KRS 341.49; and
 - c. Maintained a Kentucky Workers' Compensation policy in effect.

The City of Fort Mitchell reserves the right to request documentation supporting a bidder's claim of resident bidder status. Failure to provide such documentation upon request shall result in disqualification of the bidder or contract termination.

Signature	Printed Name		
Title	Date		
Company Name			
Address			
Subscribed and sworn to before me by			
Successive and swell to obtain the of	(Affiant) (Title)		
of(Company Name)	Thisday of, 20		
Notary Public			
[seal of notary]	My commission expires:		

TECHNICAL SPECIFICATIONS

The intent of these specifications is to describe what is expected of a LANDSCAPE MAINTENANCE contractor to accomplish a successful LANDSCAPE MAINTENANCE program for the City of Fort Mitchell.

Specifications for Landscape Bed Maintenance

The City is soliciting bids for Landscape bed maintenance for all City Property listed in these specifications. The work shall include the trimming and pruning bushes, reestablishment of proper edge to mulch beds, placement of mulch around tree pockets and landscaped areas, preemergent treatments of landscaped areas, vegetation control, removal of any limbs, branches, and miscellaneous trash and debris to your disposal site. The contractor will be expected to recommend plantings and removal of overgrown or dying plants and trees as needed.

Monthly treatment of Landscape beds shall include removal of all weeds and chemical treatment of the beds to prevent further weed growth. Care should be taken to avoid damaging the intended plants while treating the unwanted weeds.

Horticultural education or commensurate experience in landscape design and installation is preferred. Having a certified arborist on staff is preferred but not required. It is preferred to have the arborist on site for all tree trimming work. Bidders should include copies of all licenses or other qualifications with their bid.

The bidder, for a period beginning March 01, 2021 and terminating on December 31, 2022 with an option for a third year, agrees to furnish and provide all necessary labor and equipment for maintaining all areas set forth in these specifications. The bidder shall notify the City of Fort Mitchell within 45 days of the expiration date of the base contract or of a renewal if it does not plan on accepting the renewal option.

The bidder shall begin maintaining landscaping as is described herein.

Work shall be done Monday through Thursday between the hours of 7:00 A.M. and 6:30 P.M. unless otherwise permitted by the Director of Public Works. No work shall be performed on Sundays and Holidays.

Contractor's employees must display a clean appearance with proper work uniform and dress code at all times while working on any city property. High visibility shirts must be worn at all times.

Payment will be made monthly for work completed in prior month upon receiving an invoice from the contractor for the areas cut as outlined on the Bid Form.

The pictures on the following pages show the landscape areas that correspond to the streets listed on the bid form. The bidder shall provide a per item cost for each of the landscape maintenance areas on the attached bid form.

SITE LOCATIONS FOR

LANDSCAPE MAINTENANCE AREAS

CITY OF FORT MITCHELL 2021-22 LANDSCAPE BID

"A" - SPRING CLEANUP & MULCHING

The bidder shall provide the cost for landscaping work in all areas listed below for the following work:

SPRING CLEANUP AND MULCHING - March or April

- a) Remove any trash/debris and all old mulch and apply new mulch to all beds (unless otherwise indicated)

- b) Prune/ Trim/ cleanup all trees and bushes for good health and to allow for vehicle & pedestrian traffic

- c) Vegetation Control and remove all weeds including the root and treat beds with pre-emergent

		Two Year Proposal		Option Yr
		3/1/2021	1/1/2022	1/1/2023
		То	То	То
		12/31/2021	12/31/2022	12/31/2023
	Inia Danid David. Cant Mitchall Ave Chic. All turns and landanesed			
1	Iris Road Park - Fort Mitchell Ave & Iris - All trees and landscaped			
	areas.			
2	City Building - All trees and Landscaped Areas			
-	Oity Building - Air trees and Earldscaped Areas			
3	Cornell Ave Landscaped Area south end of park & the			
3	Landscaped areas of the triangle at Sunnymede & Cornell			
	,			
4	Requardt @ Dixie- Landscaped island just south of Requardt Ln.			
	Princeton Ave All trees and landscaped areas of triangles at each			
5	end of street.			
	end of street.			
	Dixie Highway - West Side, from Sunnymede to Sunoco Foodmart			
6	just North Beechwood Rd, All trees between the sidewalk Dixie			
	Highway.			
7	Superior & Dixie - both sides of intersection with Dixie Highway,			
•	the landscaped areas at each corner			
8	Pleasant Ridge and Dixie - both sides of the intersection with Dixie			
0	Highway the landscaped areas at each corner.			
	• •			
•	Burdsall and Dixie - both sides of the intersection with Dixie			
9	Highway the landscaped areas at each corner.			
	99			
	Sunnymede and Harvard & Superior & Harvard - The Islands in the			
10	culdesacs.			
	Cuiucsacs.			
11	Dixie Highway @ I-75 NB Ramp.			
	Divis Highway was West Marie Lands and had assend the NOite			
12	Dixie Highway near West Maple - Landscaped bed around the "City			
	of Fort Mitchell" Monument sign.			
13	Chelsea Drive Island - Landscaped bed in center island of street			
-				
14	Dixie Hwy @ Fortside Drive - Landscaped bed at North corner of			
	Fortside Drive.			
	TOTAL AMOUNT FOR "A" - SPRING CLEANING, CULTIVATING &			
	INSTALLING MULCH AROUND TREES & IN LANDSCAPED AREAS			

CITY OF FORT MITCHELL 2021-22 LANDSCAPE BID

"B" - MONTHLY BED MAINTENANCE

The bidder shall provide the cost for landscaping work in all areas listed below for the following work: MONTHLY BED MAINTENANCE (One time per month - April thru September - October if needed)

a) Cleanup - Remove all trash / debris from beds.

b) Vegetation Control - Remove all weeds by the root and treat landscape beds with appropriate herbicide.

		Two Year Proposal		Option Yr
		3/1/2021	1/1/2022	1/1/2023
		To 12/31/2021	To 12/31/2022	To 12/31/2023
1	Iris Road Park - Fort Mitchell Ave & Iris - All trees and landscaped areas.			
2	City Building - All trees and Landscaped Areas			
3	Cornell Ave Landscaped Area south end of park & the Landscaped areas of the triangle at Sunnymede & Cornell			
4	Requardt @ Dixie- Landscaped island just south of Requardt Ln.			
5	Princeton Ave All trees and landscaped areas of triangles at each end of street.			
6	Dixie Highway - West Side, from Sunnymede to Sunoco Foodmart just North Beechwood Rd, All trees between the sidewalk Dixie Highway.			
7	Superior & Dixie - both sides of intersection with Dixie Highway, the landscaped areas at each corner			
8	Pleasant Ridge and Dixie - both sides of the intersection with Dixie Highway the landscaped areas at each corner.			
9	Burdsall and Dixie - both sides of the intersection with Dixie Highway the landscaped areas at each corner.			
10	Sunnymede and Harvard & Superior & Harvard - The Islands in the culdesacs.			
11	Dixie Highway @ I-75 NB Ramp. (No mulch, just clean up and remove excess vegetation)			
12	Dixie Highway near West Maple - Landscaped bed around the "City of Fort Mitchell" Monument sign.			
13	Chelsea Drive Island - Landscaped bed in center island of street			
14	Dixie Hwy @ Fortside Drive - Landscaped bed at North corner of Fortside Drive.			
	TOTAL AMOUNT FOR " B " MONTHLY BED MAINTENANCE			

CITY OF FORT MITCHELL 2021-22 LANDSCAPE BID

"C" 4TH OF JULY MAINTENANCE & MULCHING

The bidder shall provide the cost for MAINT. & MULCHING for all areas listed below the week before the 4th of July for refreshing all of the mulch beds and adding new mulch as needed.

		i wo fear Proposal		Option Yr
		3/1/2021 To 12/31/2021	1/1/2022 To 12/31/2022	1/1/2023 To 12/31/2023
1	City Building - All trees and Landscaped Areas			
2	Dixie Highway - West Side, from Sunnymede to Sunoco Foodmart just North Beechwood Rd, All trees between the sidewalk Dixie Highway.			
3	Cornell Ave Landscaped Area south end of park & the Landscaped areas of the triangle at Sunnymede & Cornell			
4	Requardt @ Dixie- Landscaped island just south of Requardt Ln.			
5	Superior & Dixie - both sides of intersection with Dixie Highway, the landscaped areas at each corner			
6	Pleasant Ridge and Dixie - both sides of the intersection with Dixie Highway the landscaped areas at each corner.			
7	Burdsall and Dixie - both sides of the intersection with Dixie Highway the landscaped areas at each corner.			
8	Dixie Highway near West Maple - Landscaped bed around the "City of Fort Mitchell" Monument sign.			
	TOTAL AMOUNT FOR " C " 4TH OF JULY MAINT. & MULCHING			

CITY OF FORT MITCHELL 2021-22 LANDSCAPE BID

" D " FALL CLEANUP

The bidder shall provide the cost for FALL CLEANUP - CLEANING & CULTIVATING in October or November for all landscape areas and tree pockets listed below:

		Two Year Proposal		Option Yr
		3/1/2021	1/1/2022	1/1/2023
		То	То	То
		12/31/2021	12/31/2022	12/31/2023
1	Iris Road Park - Fort Mitchell Ave & Iris - All trees and landscaped			
•	areas.			
			-	
2	City Building - All trees and Landscaped Areas			
3	Cornell Ave Landscaped Area south end of park & the			
•	Landscaped areas of the triangle at Sunnymede & Cornell			
				-
4	Requardt @ Dixie- Landscaped island just south of Requardt Ln.			
5	Princeton Ave All trees and landscaped areas of triangles at each			
•	end of street.			
				-
	Dixie Highway - West Side, from Sunnymede to Sunoco Foodmart			
6	just North Beechwood Rd, All trees between the sidewalk Dixie			
	Highway.			
7	Superior & Dixie - both sides of intersection with Dixie Highway,			
•	the landscaped areas at each corner			
			-	
	Discount Bidge and Divis hath sides of the interpretion with Divis			
8	Pleasant Ridge and Dixie - both sides of the intersection with Dixie Highway the landscaped areas at each corner.			
	riigiiway the landscaped areas at each corner.			
9	Burdsall and Dixie - both sides of the intersection with Dixie			
•	Highway the landscaped areas at each corner.			
	Sunnymede and Harvard & Superior & Harvard - The Islands in the			
10	culdesacs.			
11	Dixie Highway @ I-75 NB Ramp. (No mulch, just clean up and			
	remove excess vegetation)			
	Dixie Highway near West Maple - Landscaped bed around the "City			
12	of Fort Mitchell" Monument sign.			
	-			
13	Chelsea Drive Island - Landscaped bed in center island of street			
	•			
4.4	Dixie Hwy @ Fortside Drive - Landscaped bed at North corner of			
14	Fortside Drive.			
	TOTAL AMOUNT FOR " D " FALL CLEANUP			

CITY OF FORT MITCHELL 2021-22 LANDSCAPE BID

TOTAL BID SUMMARY

	Two Year	Proposal	Option Yr
	3/1/2021 To 12/31/2021	1/1/2022 To 12/31/2022	1/1/2023 To 12/31/2023
TOTAL FOR LANDSCAPING MAINTENANCE FOR A, B, C & D			
Bidders name, address, telephone number and signature of corporate officer:			
NAME			
ADDRESS			
TELEPHON <u>E</u>			
SIGNATURE			
TITLE			



Landscape Maintenance - #1 Iris Rd Park off Fort Mitchell Ave



Landscape Maintenance - #2 City Building & #6 Dixie Highway @ Greenbriar



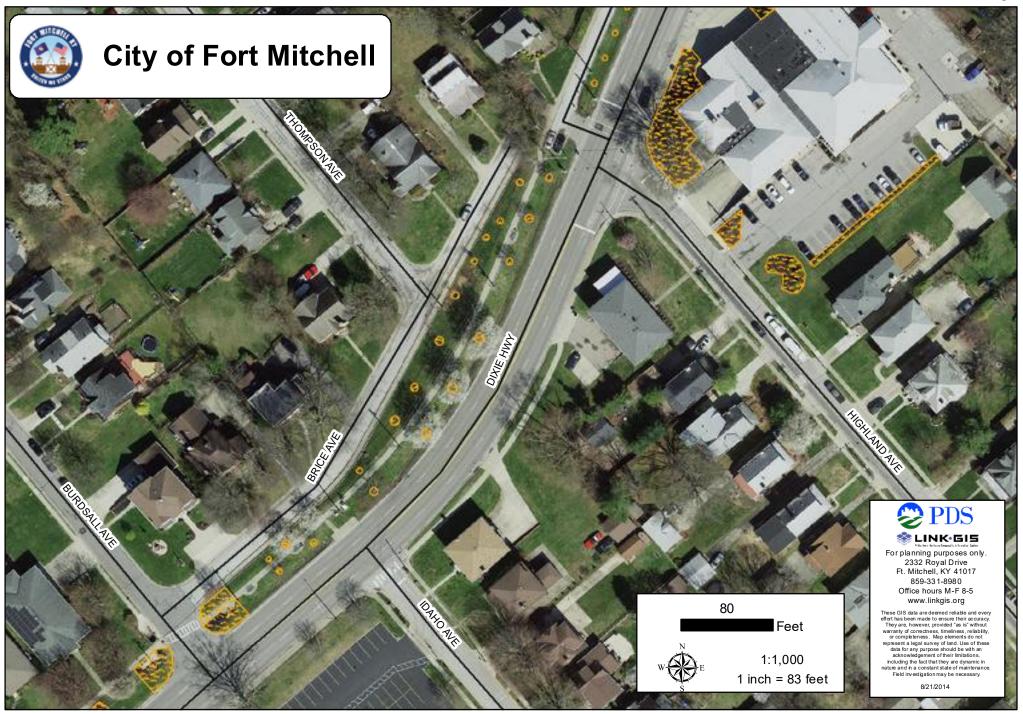
Landscape Maintenance - #3 Cornell Ave, #4 Requardt, #6 Dixie Highway Sunnymede to Superior, #7 Superior & Dixie



Landscape Maintenance - #5 Sunnymede & Superior @ Princeton



Landscape Maintenance - #8 Pleasant Ridge at Dixie & #6 Dixie Highway Pleasant Ridge to Burdsall



Landscape Maintenance - #9 Burdsall at Dixie & #6 Dixie Highway Burdsall to Greenbriar



Landscape Maintenance - #6 Dixie Highway Greenbriar towards Woodlawn



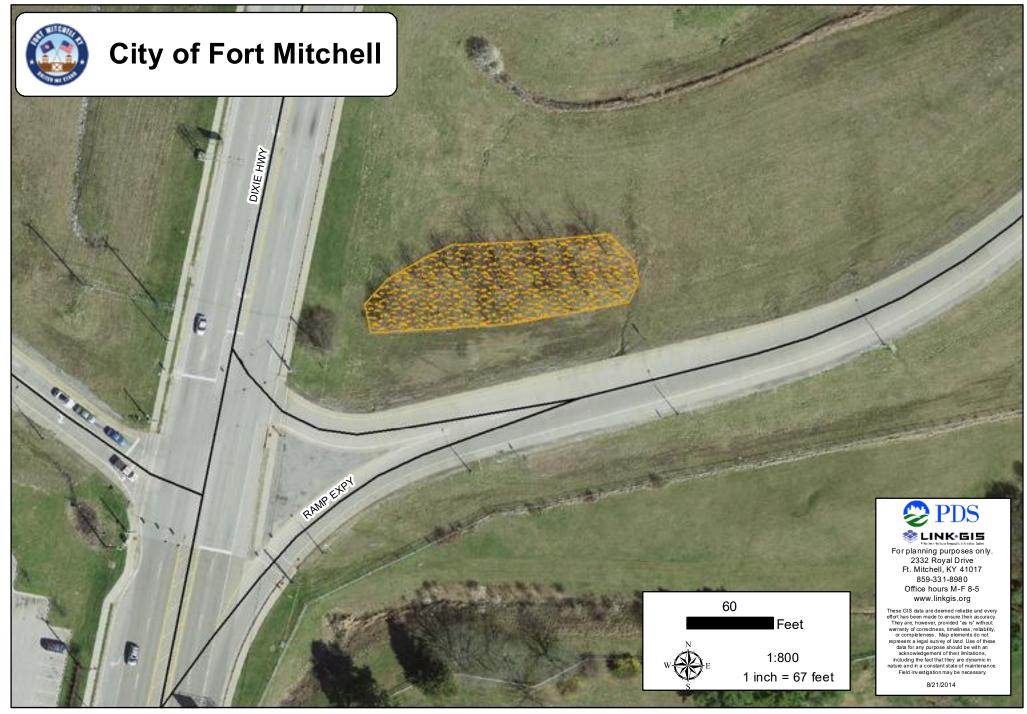
Landscape Maintenance - #6 Dixie Highway Greenbriar towards Woodlawn



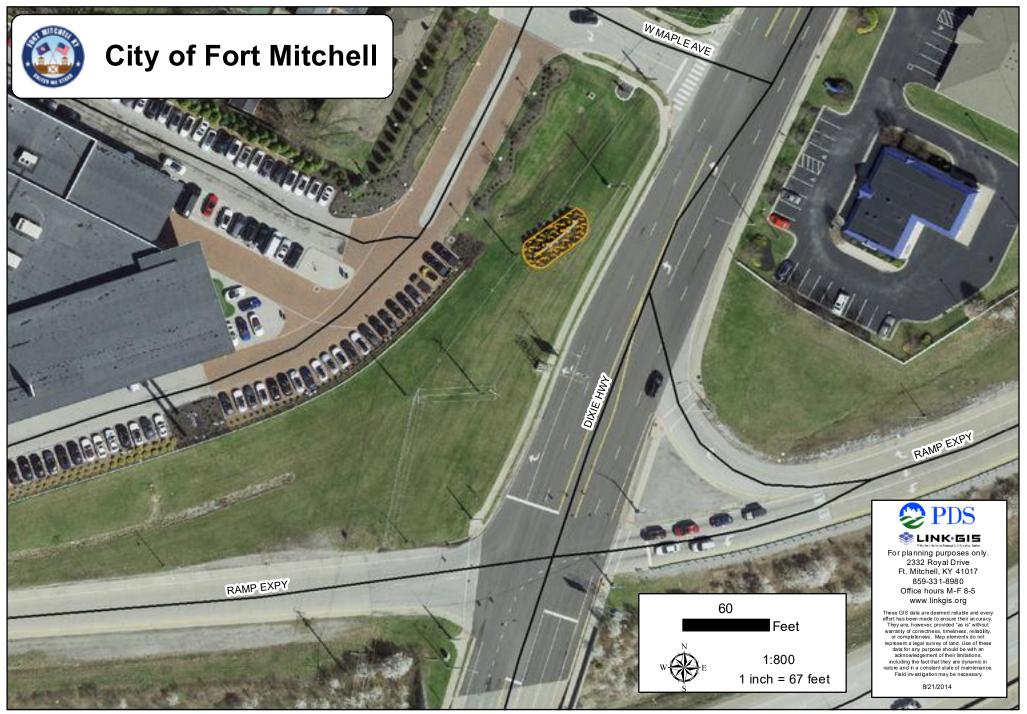
Landscape Maintenance - #6 Dixie Highway Greenbriar to Beechwood



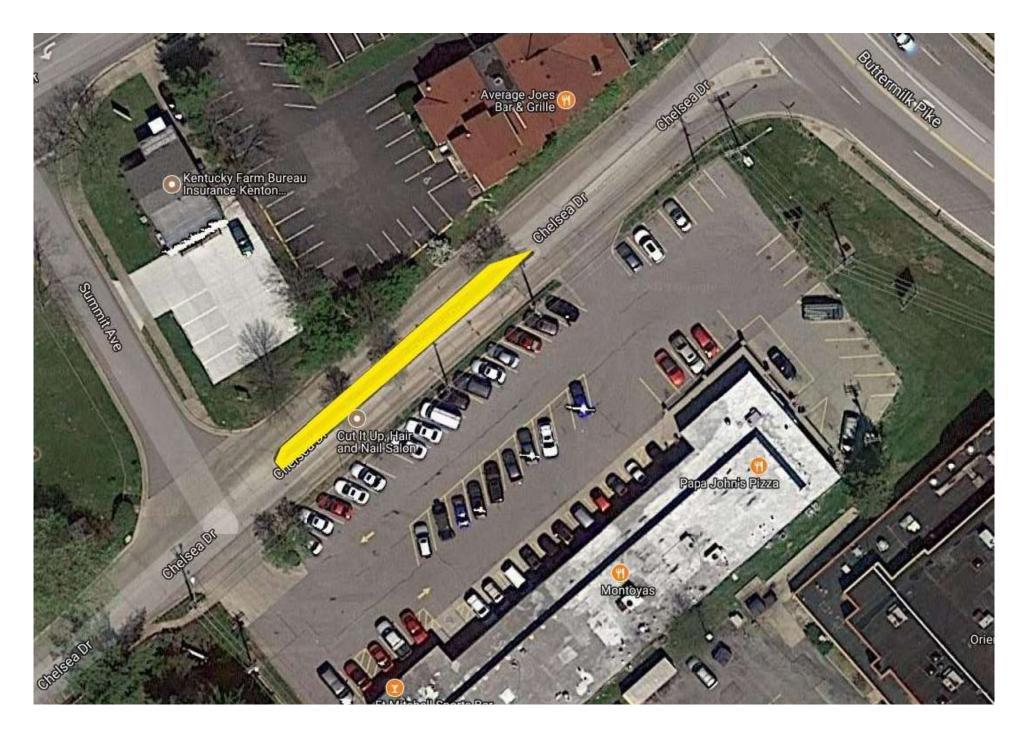
Landscape Maintenance - #10 Sunnymede & Superior @ Harvard



Landscape Maintenance - #11 Dixie Highway at I-75 NB Ramp



Landscape Maintenance - #12 Dixie Highway at West Maple Landscape bed around Monumnet Sign



Landscape Maintenance #13 Chelsea Drive Island



Landscape Maintenance - Map 14