



CROWN MOUNTAIN
PARK & RECREATION DISTRICT

RFP-Landscape Maintenance Crown Mountain Park

2022 Season

Qualifications

- The contractor shall provide all labor, materials, and equipment necessary to perform and complete the services within the scope of the contract. The successful contractor will also be required to have modern, up-to-date equipment which will efficiently provide the landscaping, irrigation, and/or snow removal maintenance services requested.
- The contractor must be organized for the purpose of providing landscaping and irrigation repairs.
- The contractor must have a local irrigation tech available to make repairs within the Roaring Fork Valley.
- The contractor must be able to trouble-shoot, and problem solve a variety of complex issues facing typical and non-typical problems concerning irrigation, and landscape maintenance. This must be evidenced by previous performance with clients of similar project size and characteristics.
- The contractor must evidence its ability to provide the insurance requirements specified:
 - a) Comprehensive Liability.....\$1,000,000.00 minimum
 - b) Worker's Compensation.....As required by lawThe contractor shall deliver certificates of required insurance prior to approval of the bid.
- To the fullest extent of the law, the contractor shall indemnify and hold harmless Owner, Crown Mtn Park & Rec District Board, employees and any and all agents, of any of them, from and against claims, damages, losses and expenses, including by not limited to attorney fees, arising out of, or resulting from work performance.
- The contractor shall provide a minimum of two business references which may be contacted by the District regarding the client's satisfaction.
- The contractor shall provide a minimum of two financial references.
- Work shall be performed during the hours of 7:00am-5:30pm, Monday through Friday, unless otherwise pre-approved in advance.
- Contractor will be available for emergency maintenance throughout the season on a 24 hour basis.
- The contractor shall mow turf areas to a height of 2" unless otherwise pre-approved or requested in advance, and shall maintain all equipment at the correct height as well as keeping all mowing blades sharp and in good condition. All turf areas are to be kept clean prior to and following mowing by keeping all mowed areas and walkways free of debris and grass clippings.

- The terms of this bid will be for one complete season, 12 months from bid acceptance, based on a weekly maintenance program, and will be subject to termination, eliminations or partial eliminations of the weekly maintenance programs, or alterations of the program, at the discretion of the District.
- The contractor shall specify within the bid, the type of equipment to be used to accomplish the maintenance project(s).
- The contractor shall bill monthly, in arrears, for the services rendered. Any additional services shall be billed at the time performed according to the rates and schedule established. Rates established shall remain in effect throughout the season. Invoices shall describe the services performed, and upon request, the contractor shall provide supporting information documenting the service. The contractor shall maintain accurate comprehensive records that the District may periodically inspect with reasonable notice and time, for the purpose of auditing for compliance with the terms of the bid.
- The contractor shall designate a project manager who shall be the contact with the Crown Mtn Park & Rec staff.
- All invoices are to be tax free, as the District is government tax-exempt.

Within Scope Request:

Landscape Management Specifications

A. Mowing

1. Mowing approximately 45 acres of turf grass to owner's specification's (2") on a weekly basis or as determined by growth rate. Mower(s) are to be kept properly adjusted for height with sharpened blades and all clippings cleared from sidewalks and courts.
2. Mechanical trimming of turf grass will be done around all fences, goals, trash receptacles, benches, shrubs, trees, etc. walks, etc.
3. Wet and dry turf shall only be mowed when it is possible to do so without harm to the turf.
4. Mowing will be completed in one day during the weekday. Damage to park amenities, landscaping, fencing, goals are the responsibility of the contractor.

Cost of mowing and trimming \$_____ (23 visits)

Available mowing days _____

B. Irrigation System Maintenance

The irrigation system clocks and pumps are cycled through once a week and adjustments and repairs are made weekly (eg. Week 1: check & repair clock 1, 2, 3 Week 2: check & repair clock 4, 5, 6)

Contractor damage to irrigation system is the responsibility of the contractor.

Cost of Irrigation checks: _____ (20 visits/2 staff/3 hrs/week)

Irrigation repairs: _____ (cost per/hr)

Cost of irrigation season start up: _____

Cost of irrigation season winterizing with compressed air: _____

Total Irrigation System Maintenance: _____

Total cost for 2022 landscape maintenance _____

Total cost per month billing _____ (billed May-October)

Contractor Name and Owner

Contractor Name _____

Contractor Owner _____ Phone # _____

Agreement to the bid proposals as stated _____

Authorized Signature, Title & Date

Please attach any documents, scope of contractor's work to be performed if necessary.

Contractor will provide proof of Comprehensive Liability Insurance and the names of two business references.

Thank You,

Rebecca Wagner

Executive Director for Crown Mountain Park District

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