

# **Project Manual and Request for Proposals**

## **Landscaping and Mowing**

### **City of Ranson, West Virginia**



**Mandatory Pre-Bid Meeting:**      **January 7, 2016 @ 10:00 a.m.**  
Ranson City Hall  
312 S. Mildred Street  
Ranson, West Virginia 25438

**Bids Close:**                                      **January 25, 2016 @ 11:00 a.m.**  
City of Ranson  
312 S. Mildred Street  
Ranson, West Virginia 25438

## NOTICE

INVITATION TO BID: The City of Ranson Public Works Department is seeking sealed bids for the landscaping and mowing of City owned properties at various locations throughout the City. Bids must be submitted in a sealed envelope clearly marked "LANDSCAPING AND MOWING PROJECT BID" on the outside. Bids will be accepted until 11:00 a.m. on January 25, 2016, at Ranson City Hall, 312 S. Mildred Street, Ranson, WV 25438. Detailed specifications and bid forms are available at <http://cityofransonwv.net/351/City-Bid-Opportunities> or at City Hall. Any questions concerning the bid specifications should be directed to Bill Silveous, Public Works Director, by email at [bsilveous@ransonwv.us](mailto:bsilveous@ransonwv.us). A mandatory pre-bid conference will be held on January 7, 2016, at 10:00 am at Ranson City Hall. The City shall award the contract or reject all bids within thirty (30) days of bid closing, unless there has been an agreed extension. The City of Ranson reserves the right to accept or reject any and all bids, waive any informality in the bidding process and accept the bid that is in the best interests of the City of Ranson. The City of Ranson also reserves the right to reduce or eliminate the scope of work once bids are received.

Bill Silveous  
Director, Public Works

# **CITY OF RANSON LANDSCAPING AND MOWING SPECIFICATIONS**

## **Section 1: Timeline/Schedule of Events**

Following are key dates for this RFP. The City is committed to adhering to this schedule but reserves the right to make modifications.

- Release RFP – By December 14, 2015
- Mandatory Pre-bid conference – January 7, 2016 at 10:00 a.m.
- Vendor Proposal Due – January 25, 2016. Bidding closes at 11:00 a.m. (local time)
- Anticipated Vendor Selection and Contract Approval by City Council – February 2, 2016

## **Section 2: Contract Terms and Inquiries**

This is a requirements type contract for 1 year commencing on or about February 3, 2015, after approval and execution of the RFP, with renewal option at the discretion of the City for additional 2 years, in 1 year increments (for a total of 3 years). These options are pending adequate funding in the next fiscal year and exercisable at the sole discretion of the City. Bidder must be able to perform both landscaping and mowing services.

All questions should be directed in writing via email to:

Bill Silveous  
Public Works Director  
City of Ranson  
[Bsilveous@ransonwv.us](mailto:Bsilveous@ransonwv.us)

Each contractor submitted a proposal must completely satisfy themselves as to the exact nature and existing conditions of working areas and requirements of the specifications for extent and quality of work to be performed. Failure to do so will not relieve the successful contractor of their obligation to carry out the provisions of the contract. A site visit(s) is encouraged to verify boundaries and scope of the properties.

## **Section 3: Selection Criteria:**

The City has no obligation to buy or issue a solicitation to any vendor as a result of this RFP. Each response to this RFP shall be done at the sole cost and expense of each proposing firm and with the express understanding that no claims against the City for reimbursement will be accepted.

The selection of the best proposal will be based on a consideration of costs, demonstrated ability to produce quality services that satisfy the needs of public agencies and private clients similar to the City, and the proposer's ability to meet the needs of the City. The proposal with the lowest monetary cost will not necessarily be selected.

#### **Section 4: Landscaping Locations:**

- City Hall – 312 South Mildred Street (grounds, Centennial Park and rain garden)
- Ranson Civic Center – 432 W. 2<sup>nd</sup> Avenue
- Ranson Visitors Center – 216 N. Mildred Street
- Ranson Police Department – 700 N. Preston Street
- Mildred Street - Streetscape - (“Welcome to Ranson” sign near Topper Avenue – north end to Lancaster Circle);
- S. Mildred Street from south of Lancaster Circle to Ranson border (just south of 2<sup>nd</sup> Avenue)
- 3<sup>rd</sup> Avenue from the east side of Fairfax Boulevard to Preston Street;
- Fairfax Boulevard from the “Welcome to Ranson” sign near 2<sup>nd</sup> Avenue to and including Lancaster Circle). Includes both sides of Fairfax, plus the median strip.

#### **Section 5: Mowing Locations:**

- Cranes Lane Park – 450 Cranes Lane
- West End Park – 432 W. 2<sup>nd</sup> Avenue
- Lance-Slusher Park – 216 N. Mildred Street
- Briar Run Park – Oak Lee Drive
- Lancaster Circle and Fairfax Boulevard Median (from Lancaster Circle to City limits near 2<sup>nd</sup> Avenue)

#### **Section 6: Scope of Work – Landscaping**

##### **Description:**

Provide necessary tools, labor, equipment and material to provide landscaping and maintenance as called for in bid documents. Care and maintenance of the existing City-owned landscape and plantings in locations as specified in Section 4, including: pruning, trimming, weeding, mulching, and feeding as needed and defined below.

##### **Maintenance:**

- All plantings and landscaping covered in this proposal shall be maintained on a continuous year-round basis as plant type, growth and season dictates.
- Annual mulching (once) of all properties and beds at locations listed above.
- Bed maintenance and weeding (at least fourteen times per year) of all properties listed above.
- Pruning and trimming of the shrubs, perennials, and trees of all properties listed above.
- Replace missing plants or filling planting bed void(s) as needed.

##### **General information about the service:**

- All trees and plantings in the areas specified above shall be pruned/trimmed at appropriate times as to produce healthy and manicured trees.
- Environmentally friendly and safe herbicides and pesticides must be applied by a licensed applicator and shall be used at appropriated times to ensure safe and healthy plantings and weed-free beds.
- Any products used must be safe for pedestrians and pets.
- Pedestrian and traffic safety shall be considered while performing pruning and other landscaping activities.
- No plantings shall be introduced that will or may interfere with vehicular traffic or pedestrian safety.

- Missing plants to be replaced and or re-spaced.
- Existing plants may be split/divided and reused for future replacements.
- Replacement plantings must be consistent with the existing plantings and theme.
- All replacement plantings must be either perennials or evergreen type.
- All limbs, clippings, mulch, and miscellaneous debris created from the above activities shall be removed and disposed of by the contractor on the day they are produced. Grass clippings, trash, debris, glass, etc., is to be swept for blown from sidewalks, curbs, parking lots and otherwise paved areas. No trash or debris of any type is to be left on side at the completion of the operation so as to leave the entire site in a neat, clean and safe condition.

#### **Section 7: Scope of Work – Mowing**

- Provide necessary tools, labor, equipment and material to provide mowing and maintenance as called for in bid documents.
- All lawn areas shall be cut at each location at the direction of the Director of Public Works. In general, lawns shall be cut weekly during the part of the season with average rainfall. During the dry part of the season, lawns will be cut every 2 or 3 weeks or as directed by the Director. Yearly average number of mowings is approximately 24.
- All grass shall be cut to an average height of 3". When mowing next to curbs, roads, and sidewalks, move as to throw clippings toward lawn areas.
- Mowing operations shall be performed in such a manner as to prevent mowers, blowers, line trimmers and other equipment from propelling debris onto automobiles.
- Grass clippings, trash, debris, glass, etc., is to be swept for blown from sidewalks, curbs, parking lots and otherwise paved areas. No trash or debris of any type is to be left on side at the completion of the operation so as to leave the entire site in a neat, clean and safe condition. The contractor shall provide its own disposal site for grass clippings. Care shall be taken so as not to allow clippings to get into air conditioning and heat exchanger units and shrubs and tree beds or vehicles. If grass is excessively long, clippings may be required to be bagged or otherwise collected and removed at the discretion of the City. Clean up at each location shall be performed before crews leave that location.

#### **Section 8: Change Orders:**

- No change from the approved design and/or maintenance plans shall be considered without review and approval by the City.
- If necessary, the City reserves the right to bid out any additional services, territory, properties, or planting requests as needed during the contract period.

#### **Section 9: Payment schedule:**

- Payments by the City shall be divided into monthly installments based on the total price of the contract.
- Should new areas be identified by the City, the costs of design and maintenance will be negotiated in a manner consistent with the main contract. The City reserves the right to bid out any additional services or products.
- The City reserves the right to sign a one, two, or three year contract with yearly renewable option (up to two years of renewal after the expiry of original contract date).

#### **Section 10: Qualifications:**

- The chosen Contractor must be licensed to work in the State of West Virginia, and must obtain a City of Ranson business license.

- Contractor must meet EEOC guidelines.
- Contractor must provide documentation of at least two years history of successful projects.
- Contractor must be bondable and have current workers' compensation insurance.
- Contractor must provide general commercial liability insurance with a limit of liability not less than \$1,000,000 per occurrence. Contractor agrees to maintain a standard ISO version Commercial General Liability occurrence form, or its equivalent providing coverage for, but not limited to, Bodily Injury and Property Damage, Premise/Operations, Products/Completed Operations, Independent Contractors, Automobile Liability. The City of Ranson is to be named as an additional insured on other than workers compensation and automobile insurance. This coverage is primary to all other coverage the City may possess.

### **Section 11: Indemnity**

If a contract is awarded, the successful bidder will be required to indemnify and hold the City harmless from and against all liability and expenses, including attorney's fees, howsoever arising or incurred, alleging damage to property or injury to, or deal of, any person arising out of or attributable to the bidder's performance of the contract awarded.

### **Section 12: Submission of Documents**

The required Bid Form and Proposal and required bid documents shall be submitted sealed in duplicate (original and 1 copy) to the City of Ranson, 312 S. Mildred Street, Ranson, WV 25438 no later than 11:00 a.m. on January 25, 2015.

The submission of a proposal of this work and serve will be considered as a representation that the bidder has carefully investigated all conditions which affect or may, at some future date, affect the performance of the work or services covered by the proposal, the entire area to be serviced as described in the attached specifications and that the bidder is fully informed concerning the conditions to be encountered, character quality and quantity of work to be performed and equipment and materials to be furnished; also, that the bidder is familiar with Federal, State and City laws, all codes and ordinances of the City which in any way affect the prosecution of the work or persons engaged or employed in the work or the materials and equipment used in the work.

### **Section 13: Availability of Funds; Termination; Assignment**

The contractual obligation of the City of Ranson is contingent upon the availability of appropriated funds from which payment for this contract can be made.

The City of Ranson may terminate a contract, in whole or in part, whenever the City determines what such termination is in the best interest of the City, with or without cause, upon giving written notice to the Contractor. The City of Ranson shall pay all reasonable costs incurred by the contractor up to the date of termination. However, in no event shall the contractor be paid an amount which exceeds the price bid for the work performed. The contractor shall not be reimbursed for any profits which may have been anticipated but which have not been earned up to the date of termination.

When the Contractor has not performed or has unsatisfactorily performed the contract, the City may terminate the contract for default. Upon termination for default, payment may be withheld at the discretion of the City. Failure on part of a contractor to fulfill contractual obligations shall be considered just cause for termination of the contract. The contractor will be paid for work satisfactorily performed prior to termination less any excess costs incurred by the City in re-procuring and completing the work.

The contractor shall not assign the contract, or any portion thereof, except upon written approval of the City of Ranson.

**Section 14: Prevailing Wage Exclusion:**

This contract shall not be subject to WV prevailing wage as the project is projected less than \$500,000.

**CITY OF RANSON LANDSCAPING AND MOWING  
BID FORM AND PROPOSAL**

To the Public Works Director  
City of Ranson  
Ranson, West Virginia 25438

I \_\_\_\_\_, Contractor, hereby declares that he/she is, or they are, the only persons, interested in this proposal as principal, or principals, and that no other person than herein above named has any interest in this proposal or in the contract proposed to be taken; that this proposal is made without any connection with the person or persons making a bid or proposal for the same purpose; that the proposal is in all respects fair and without collusion or fraud, and that no officer nor any person in the employ of the said City is directly or indirectly interested in this proposal, or in the supplies or work to which it relates, or in any portion of the profits thereof; that he/she has or they have, examined the Notice to Bidders, General Terms and Instructions to Bidders and Terms and Conditions of Proposal, Standard Specifications and Supplemental Guidelines, herein referred to and hereto attached and that he/she proposes and agrees, or they will, contract to provide the specific work/materials/supplies for the respective items listed below, which prices and payment shall be full compensation for furnishing all the materials and doing all the work prescribed in a workmanlike and acceptable manner, including all labor, tools, equipment, supplies, and incidentals necessary to complete street construction at the following prices to wit;

**Projects**

**Estimated Cost**

**1. Landscaping:**

- City Hall – 312 South Mildred Street (grounds, Centennial Park and rain garden)
- Ranson Civic Center – 432 W. 2<sup>nd</sup> Avenue
- Ranson Visitors Center – 216 N. Mildred Street
- Ranson Police Department – 700 N. Preston Street
- Mildred Street - Streetscape on both sides - ( “Welcome to Ranson” sign near Topper Avenue north end to Lancaster Circle);
- S. Mildred Street from south of Lancaster Circle to Ranson border (just south of 2<sup>nd</sup> Avenue)
- 3<sup>rd</sup> Avenue from the east side of Fairfax Boulevard to Preston Street;
- Fairfax Boulevard from the “Welcome to Ranson” sign near 2<sup>nd</sup> Avenue to and including Lancaster Circle). Includes both sides of Fairfax, plus the median strip.

\$ \_\_\_\_\_

**2. Mowing**

- Cranes Lane Park – 450 Cranes Lane
- West End Park – 432 W. 2<sup>nd</sup> Avenue
- Lance-Slusher Park – 216 N. Mildred Street
- Briar Run Park – Oak Lee Drive
- Lancaster Circle and Fairfax Boulevard Median (from Lancaster Circle to City limits near 2<sup>nd</sup> Avenue)

\$ \_\_\_\_\_

**TOTAL BID FOR LANDSCAPING AND MOWING    \$ \_\_\_\_\_**



**ADDENDA**

The Bidder acknowledges receipt of the following Addenda issued during the bid period and acknowledges that the provisions set out in the issued Addenda form part of these contract Documents and Specifications and further acknowledge that the total lump-sum firm price includes the provisions set out in the issued Addenda. If no addenda were received prior to the time of bid indicate below by the placement of "NONE".

Addendum No.\_\_\_\_ Dated \_\_\_\_\_

Addendum No.\_\_\_\_ Dated \_\_\_\_\_

\_\_\_\_\_  
Contractor Signature\_\_\_\_\_  
Printed Name\_\_\_\_\_  
Telephone Number\_\_\_\_\_  
Printed Title\_\_\_\_\_  
Fax Number\_\_\_\_\_  
Printed Company Name\_\_\_\_\_  
City of Ranson Business License # (not required unless successful)\_\_\_\_\_  
Address

***Provide the following items with proposal: (1) Bid Form; (2) Certificate of Insurance; (3) Contractor's License; (4) West Virginia Business Registration; (5) Name and contact information of (3) references.***

***(Ability to obtain a City Business License will be requirement of successful bidder)***

**LIST BELOW THE NAMES AND ADDRESSES OF ALL SUBCONTRACTORS TO BE USED IN THIS PROPOSAL:**

**NAME****ADDRESS****STATE AND CITY  
LICENSE NUMBERS**\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
(Name of Prime Contractor)

Signed \_\_\_\_\_

Title \_\_\_\_\_

Signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

**CITY OF RANSON LANDSCAPING AND MOWING  
AFFIDAVIT OF NON-COLLUSION**

THIS AFFIDAVIT IS TO BE FILLED OUT AND EXECUTED BY THE BIDDER  
IF THE BID IS MADE BY A CORPORATION, THEN BY ITS  
PROPERLY AUTHORIZED AGENT

State of \_\_\_\_\_, County of \_\_\_\_\_

\_\_\_\_\_  
(Name of Authorized Individual Making Bid)

residing at \_\_\_\_\_, being duly sworn does depose and say that

\_\_\_\_\_  
(Give Name of Bidder or Bidders)

\_\_\_\_\_  
(Business Address)

and, \_\_\_\_\_  
(Give Names and Addresses of All other persons, firms or corporations interested)

is or are the only person or persons interested with sharing in the profits of the herein contained Bid; that the said Bid is made without any connection or interest in the profits thereof with any other persons making any bid or proposal for said work; that said bid is on our part, in all respects fair and without collusion and fraud; and also that no member of, head of any department or Bureau, or employee therein, or any Officer of the City of Ranson, County of Jefferson is directly or indirectly interested therein.

\_\_\_\_\_  
(Signature of Authorized Individual Making Bid)

Subscribed and sworn to this \_\_\_\_\_ day of \_\_\_\_\_,

Before \_\_\_\_\_  
(Notary Public)

My Commission Expires: \_\_\_\_\_, 20\_\_\_\_.

**CITY OF RANSON LANDSCAPING AND MOWING  
CERTIFICATE EQUAL OPPORTUNITY EMPLOYMENT**

The undersigned contractor does hereby certify to the City of Ranson that it complies in all respects with the provisions of the equal employment opportunity provisions of Title VII of the United States Civil Rights Act of 1964, as amended and supplemented, and that it does not practice discrimination in employment because of race, color, religion, sex or national origin.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Printed Name:\_\_\_\_\_

Company:\_\_\_\_\_

Address:\_\_\_\_\_

Telephone:\_\_\_\_\_

WITNESS:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date