



STAFF REPORT

DATE: 2/20/2018

CONSENT

ITEM #: 11

TO: City Council

FROM: Rob Weldon, Public Works Director

AGENDA ITEM: Advertisement for Lawn Mowing RFP

REVIEWED BY: Kristina Handt, City Administrator

BACKGROUND: In 2014 the City of Lake Elmo sought Requests for Proposals (RFP') to mow city property (parks, buildings, and ROW's). This included weekly mowing of all areas excluding ROW's which are mowed on a bi-monthly basis. Staff would like to issue an RFP for these services to be conducted during the 2018 Mowing Season in an effort to determine competitive pricing versus hiring additional part-time staff.

ISSUE BEFORE COUNCIL: Should council approve an RFP for Lawn Mowing Services in 2018?

PROPOSAL DETAILS/ANALYSIS: Upon receipt and review of mowing RFP's it shall be determined if it is more cost and time effective to contract city lawn mowing services. If RFP's are found favorable there could be a reduction in the amount of seasonal staff that is required to undertake these tasks. Additionally, if contracting mowing services is beneficial excess mowing equipment could be sold.

FISCAL IMPACT: TBD

OPTIONS: Approve issuing RFP for 2018 Lawn Mowing Services
Deny issuing RFP for 2018 Lawn Mowing Services
Amend and Approve RFP for 2018 Lawn Mowing Services

RECOMMENDATION:

“Motion to approve issuing an RFP for 2018 Lawn Mowing Services of city properties.”

ATTACHMENTS:

- RFP

Request for Proposal

Lawn Mowing Services for 29 City Parks, Trails & Facilities For Growing Season 2018

The City of Lake Elmo Public Works Department is accepting proposals from qualified individuals or firms to provide lawn maintenance at 29 owned city parks, trails and turn yards servicing city-owned buildings for the FY 2018 growing season. The scope of work includes providing labor, equipment and affiliated material for lawn maintenance care to properties owned and operated by the City of Lake Elmo.

The City requires weekly mowing and trimming of 44.6 acres and bi-weekly mowing and trimming of an additional 3.3 acres from April 15, 2018 through October 15, 2018. Areas are in regularly used public parks, auxiliary yards adjoining buildings, signs, well houses, and roadway boulevards. A map and acreage listing are available on request from the Deputy Clerk at tnuss@lakeelmo.org. Questions can be answered by Rob Weldon, Director of Public Works, 651-747-3940.

Respondents agree that there will not be discrimination as to race, sex, religion, color, age, creed or national origin in regard to obligations, work and service performed under those terms of any contract ensuing from this RFP.

Respondents agree to provide the City with a Certificate of Insurance with no less than \$1,000,000 of liability coverage at the time of bid submittal.

Bids will be due no later than March 2, 2018 at 1:00 p.m. and must be delivered/mailed to the Lake Elmo City offices at 3880 Laverne Avenue North, Lake Elmo, MN 55042.

Scope of Proposal

The bidder shall be held to have examined the 29 premises and site and specifications and to have satisfied themselves as to the condition of the premises, obstructions, the actual levels and other factors necessary for carrying out the work before the delivery of their proposal. The bidders shall also acquaint themselves with the character and extent of the Owner's operations in the area of the work, so that they may plan their services accordingly. No allowances or extra payment will be made to a Contractor for or on account of costs or expenses occasioned by failure to comply with the provisions of this paragraph or by reason of error or oversight on the part of the bidder or on account of interference by the Owner's or other Contractor's activities. It shall be expressly understood that the Owner's operations will take precedence over any other activity.

Mowing Services

Mowing services shall be performed at times mutually agreed upon between Owner and Contractor. Contractor shall be responsible for complying with all local ordinance regarding working times. Contractor assumes all liability for complying with local ordinances. Any changes to the established schedule must have prior approval of the Owner and scheduled at the least disruptive time possible. All mowing shall be performed on same day at each site. **The Contractor agrees that once mowing has begun on any date, mowing will be completed within twenty-four (24) hours, unless unusual weather prevents compliance.**

All litter such as paper, cans, bottles, branches, etc. must be picked up and disposed of prior to mowing.

Mowing frequency shall be such that the grass cutting or clippings are not sufficient quantity to detract from the overall site appearance. If the time between cuttings must be extended for any reason, thereby causing an excessive amount of clippings on the lawn, the clippings shall be eliminated by whatever means are available to the Contractor and at no expense to the Owner.

Mowing shall be coordinated to prevent the depositing of mowing debris into planters or flower beds. Any clippings or debris blown into these areas shall be removed immediately. All non-turf areas such as sidewalks, patios, entrances, planters, etc. shall be free of clippings and cutting debris by means of blowers, sweepers or other equipment.

Workmanship

Performance will be evaluated based upon the expectation of a neat, professional looking appearance of the grounds. Where, not more specifically described in any of the various sections of these specifications, workmanship shall conform to all the methods and operations of best standards and accepted practices of the trade or trades involved and shall include all items required for completion of the services. Personnel skilled in their respective lines of work shall execute all work.

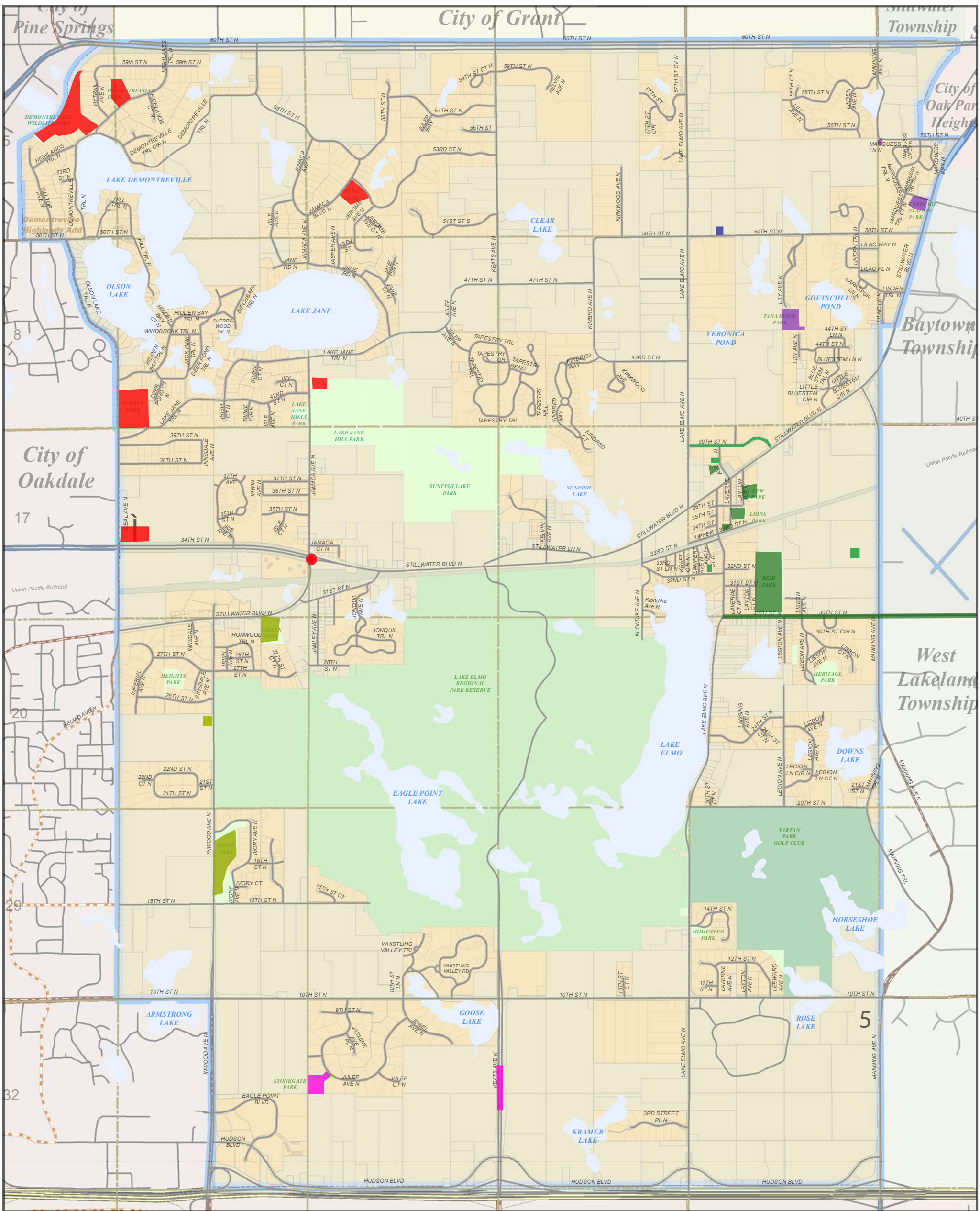
The Owner may request a meeting with the Contractor at any time for the purpose of evaluating the Contractor's performance. Item not completed to the satisfaction of the Owner will be corrected by the Contractor within a mutually agreed upon timeframe. Failure by the Contractor to remedy concerns of the Owner may result in the termination of this contract.

Trimming

Trimming shall be done simultaneously with the mowing operation. Trimming (including ditches) is to be completed each time a site is mowed. Trimming shall be done in all areas that are inaccessible to mowing equipment. This includes fence lines, ditches, back stops, play areas, playground equipment, under fixed bleachers, next to buildings where established plantings are not present and around all other obstacles to provide a neat and even appearance to the entire site. Care shall be used when trimming around trees and wooden posts to prevent damage to these items.

Attachments

- Weekly/bi-monthly park acreage schedule by area
- Lake Elmo park map



City of Pine Springs

City of Grant

Stillwater Township

City of Oak Park Heights

Baytown Township

City of Oakdale

17

20

29

32

West Lakeland Township

5

City of Lake Elmo Lawn Mowing Bid Proposals

2018 Growing Season

Contractor Name: _____

Address: _____

Business Phone: _____

Contact Person: _____

Bid Proposal

1. Weekly Mowing/Trimming (44.6 acres) \$ _____ /per occurrence
2. Bi-Monthly Mowing/Trimming (3.3 acres) \$ _____ /per occurrence

Equipment to be used: _____

Number of Staff to be used: _____