

Performance Specifications



Attachment A: Mowing Services for Unified Government Cemeteries, Group 3

**Questions pertaining to the mowing locations, are to be directed to:
Joe Anthony – Operations Supervisor at (913) 573-8346**

The Unified Government of Wyandotte County/Kansas City, Kansas is soliciting proposals for Mowing Services for Unified Government Cemeteries. The Unified Government reserves the right to add or delete sites, as it deems necessary. This contract may be awarded to multiple vendors. All proposals **must** be completed on the cost sheet in this document; any other form of tabulation may result in rejection of the proposal.

1. The proposal is for the furnishing of all materials, labor, tools and equipment required to meet the needs of the cutting of the cemeteries identified by the Parks & Recreation Department.
2. Offerors shall visit the areas of work and existing facilities and shall fully inform themselves of existing conditions and limitations.
3. The successful offeror will be required to cut weeds, brush and grass to a height of not more than three (3) inches or less than two (2) inches. The successful offeror will also be required to trim all vegetation around the grave markers, trees, fences, curbs and buildings to a height of not more than three (3) inches or less than two (2) inches. **Mowing frequency will be once every two weeks. U.G. Parks & Recreation reserves the right to adjust mowing frequency accordingly.**
4. Contractor will maintain a consistent, straight mowing pattern.
5. All displaced or broken grave markers and sunken grave plots must be reported to Park Maintenance Personnel. **A list of all broken or damaged grave markers should be made with both the successful bidder(s) and Park Maintenance Personnel present and prior to any work occurring.**

6. Offerors are required to list a separate cost for the cutting of each cemetery. The number of times the various cemeteries will be cut will be determined after the proposals have been received, as the Unified Government has a limited budget. The successful offeror and the Unified Government will develop a cutting schedule after the RFP closing and prior to award.
7. The Unified Government will require that each cemetery be cut within (7) calendar days prior to Mother's Day, Memorial Day and Father's Day. In the event that the contractor is not able to meet this schedule the Unified Government reserves the right to use UG personnel to cut the cemeteries. If the contractor is unable to meet these deadlines completely the contractor will not be paid for any work done in a cemetery where UG crews are needed to cut the cemeteries before Mother's Day, Memorial Day and Father's Day.
8. The decision as to whether or not the contractor will be able to meet the schedule (having the cemeteries cut within (7) calendar days before Mother's Day, Memorial Day and Father's Day rests solely with the Unified Government). **No cemeteries will be cut on Mother's Day, Memorial Day or Father's Day!**
9. Damage to property by the contractor while performing the duties of cutting the cemeteries shall be the responsibility of the contractor to repair or replace.
10. It is the responsibility of the Contractor to remove all paper, trash and other types of debris from lawn areas before mowing. **Prior to leaving a site, the Contractor will remove all trash**, tree limbs and excessive grass clippings and provide suitable disposal for it. Disposal of litter and debris must be at an off-site location at the bidders' expense. City dumpsters or other trash collection devices are not to be used.
11. All sidewalks, drives and curbs will be blown or swept of debris. Blowing grass clippings off Head Stones **is** required.
12. Removal and disposal of flowers after holidays. Removal can start 7 days after the holiday and must be piled in designated areas and Parks will be responsible for picking up the pile.
13. The contractor will notify Unified Government personnel of Daily Planned and Daily Completed Work. If a location needs to be corrected because of a performance issue, once notified of that issue, the contractor will have 48 hours to remedy the issue. If not completed within 48 hours, **NO PAYMENT** will be issued for that visit.
14. The Unified Government of Wyandotte County/Kansas City, Kansas will determine the number of times any site will be cut. Mowing frequencies may vary according to weather conditions.
15. **The Frequency of Mowing will be once every two weeks. The Frequency of Mowing is subject to change.**
16. The Contractor is responsible for working around weather conditions. The Unified Government of Wyandotte County/Kansas City, Kansas will not pay any additional fees for mowing unusually high grass resulting from frequent rains.
17. The Unified Government of Wyandotte County/Kansas City, Kansas reserves the right to modify these Specifications as dictated by weather, site usage or other consideration.
18. Contractors must follow all Kansas Statutes and Administrative Regulations regarding age requirements.

19. Any deviations from these technical requirements must be approved by the Parks and Recreation Department of the Unified Government of Wyandotte County / Kansas City, Kansas.
20. The Contract may be terminated at any time by the Unified Government.
21. At the commencement of the contract, the UG provides keys and magnets, and it is imperative to return them prior to the final payment being issued on the invoice. If not returned, fees will apply.

No subcontractors will be permitted to work under the awarded contract.

NOTE: IT IS EACH BIDDER'S RESPONSIBILITY TO FIELD VERIFY SQUARE FOOTAGE OF EACH LOCATION LISTED.

Availability of Funds:

A limited amount of funds will be available on an annual basis and the number of cuttings and locations may be adjusted to meet the funds available. The failure of the Unified Government to provide funds for the cutting of the locations identified shall be grounds for suspension of services or termination of the contract by the Unified Government of Wyandotte County / Kansas City, Kansas when those funds are exhausted.

Schedule:

It is anticipated that these locations will be serviced completely every two weeks during the period of March 1, through October 31. The locations would then move to an "On-Call" status during the period of November 1, through February 28. No Changes to this schedule will be permitted without written approval from the UG.

Asset Management and Workflow Software:

During the term of this contract, the UG may require the contractor to utilize the system to receive work orders and record completed work. The contractor shall enter data into the system as required, to show proper management, performance, and completion of all work assigned to the Contractor. The UG will provide training on the software.

ATTACHMENTS:

COST SHEET WITH LOCATIONS

MOWING MAPS

Signatures:

- No Bid will be considered unless signed with the autograph signature of an officer authorized to bind the vendor.

Company Name

Authorized Representative

Mailing Address

Signature

Date

City, State, Zip Code

Title

Phone Number

Fax Number

Federal Tax ID #

E-Mail Address