



ATTACHMENT A –
Mowing Services at UG Buildings
for Parks & Recreation

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

It is anticipated that these locations will be **serviced completely once every seven (7) calendar days** 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 prior written approval from the UG.

Technical Requirements:

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. Extra mowing passes to disperse excessive grass clippings may be necessary.

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.

Contractor will maintain a consistent, straight mowing pattern.

Contractor will maintain sharp blades on all mowing equipment. All equipment will be removed from turf areas when re-fueling.

The successful bidder will be required to cut the grass to a height of **three (3) inches** on all sites. These mowing heights may be adjusted during the mowing season.

Weeding and Edging:

During each site visit, proposer shall remove all weeds from planting areas, to include but not limited to: signal and light poles, signs, control boxes, fences, curbs, walkways, building and any other areas where weeds occur. All grass and weeds are to be removed from all sidewalks, curbs and gutters, within and immediately adjacent to mowed area(s).

Mechanical edging (vertical trimming) of all turf edges abutting sidewalks, driveways, curbs, and parking areas, walkways, patios, fences, and/or other areas that can be edged, will be done before, during or as an immediate operation following mowing. Manual, mechanical or string line edger shall be used to form a neat vertical uniform line in the turf around shrub beds, flower beds, ground cover beds, hedges or around trees and/or tree rings. **Edging is required with each mowing**. No edging is permitted against any tree trunks.

ATTACHMENT A – Mowing Services at UG Buildings for Parks & Recreation

Dirt and debris produced by edging will be removed completely from site. Grass blowing is acceptable to the point where the debris material does not produce a visible accumulation at any point.

The Contractor will also be required to edge alongside any sidewalks and curbs each time a location is mowed. **No other trimming will be required except hillsides that are unmowable.**

Grass is not to be blown on or against buildings on the property or vehicles parked on the grounds of the buildings or on the street adjacent to buildings. **All grass is to be blown off sidewalks.** All heavy accumulations of grass are to be removed from mowing locations by sweeping, bagging, raking or mowing to disperse clippings. Grass is to be hauled by the Contractor to a suitable disposal site if needed.

The Contractor will be required to cut all of the sites in a group before being allowed to start another group. The Contractor will notify the designated UG personnel that a group has been completed. An inspection will be made to assure that the work has been performed in accordance with these specifications. After work passes inspection, the Contractor will be told which area to cut next and the UG will process a pay request for the work, which has been successfully completed.

Site Inspection

The Unified Government **will** conduct on-site visits to evaluate the offeror's capacity to perform the contract. Offerors must agree, at risk of being found non-responsive and having their proposal rejected, to provide the Unified Government reasonable access to relevant portions of their work sites.

Site inspection will be scheduled and made by individuals designated by the procurement officer at the Unified Government's expense.

Proposed Payment Procedures

Payment to the Contractor will be made on a monthly basis. **It is "mandatory" that the Contractor shall be required to maintain either a fax number or email address, and a working telephone number (office or cell) for the duration of the contract and any extension/renewals.**

It is also "**mandatory**" all Contract Modifications or any other form that requires a signature, shall be signed and returned within ten (10) working days. Non-compliance shall not be tolerated.

The Contractor shall provide an invoice along with a list of all work performed during the billing period. Payment shall be only for work performed during the billing period.

ATTACHMENT A – Mowing Services at UG Buildings for Parks & Recreation

In the event of failure of the Contractor to deliver services in accordance with the contract terms, after due written or oral notice, the UG may procure the services from other sources and hold the Contractor responsible for any resulting additional costs.

The UG will provide billing information to the Contractor at the time after contract is signed.

The Bid is for the furnishing of all materials, labor, tools and equipment required to meet the needs of the Unified Government.

Bidders shall visit the areas of work and existing facilities and shall fully inform themselves of existing conditions and limitations.

The Unified Government reserves the right to add or delete sites, as it deems necessary.

All proposals **must** be completed on the attachments included in this document; any other form of tabulation may result in rejection of the bid.

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.

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.

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.

General Performance Specifications

The UG will determine the number of times any site will be cut. Mowing frequencies may vary according to weather conditions.

All work is to be performed on the public right-of-way. No permission will be given to trespass on adjoining private property. Bidder shall be responsible for locating all utilities when applicable.

ATTACHMENT A – Mowing Services at UG Buildings for Parks & Recreation

The Contractor is responsible for working around weather conditions. The UG will not pay any additional fees for mowing unusually high grass resulting from frequent rains. The UG reserves the right to modify these specifications as dictated by weather, site usage or other consideration.

Any deviations from these technical requirements must be approved by the UG.

If property (public or private) is damaged performing work specified or is removed for the convenience of the work, it shall be repaired or replaced at the expense of the bidder in a manner acceptable to the UG. Such property shall include but not be limited to: roads, sidewalks, curbs and gutters, driveways, walls, fences, water features, footings, underground utilities, sod, shrubs, trees etc.

Bidder shall notify the Unified Government in writing of any sites having pre-existing damage to: sidewalks, pavers, curbs, roadways, swales, adjacent improvements, etc. before beginning work. Failure to do so shall obligate the bidder to make repairs.

The Unified Government, in its sole discretion, may require the successful bidder to maintain additional areas within the UG at a unit cost comparable to those properties under contract. Said properties may be roadway right-of-way (including median and swales), parks, vacant property, and UG facilities' grounds.

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

Traffic Control:

Bidder shall conduct maintenance operations to ensure minimum interference with driveways, roads, streets, walks, and other adjacent occupied or used facilities.

Do not close or obstruct street, walks or other occupied or used facilities without prior permission from authorities having jurisdiction.

Protection:

Bidder shall be solely responsible for pedestrian and vehicular safety and control within the work site(s) and shall provide the necessary warning devices, barricades, and ground personnel needed to give safety, protection and warning to persons and vehicular traffic within the area(s).

Bidder must provide protection necessary to prevent damage on property being maintained and adjoining properties. Restore any damage on property being maintained to their original conditions, at proposer's expense, as acceptable to the UG.

Storage Materials:

The Bidder shall provide for his own storage of materials and equipment when storage is needed. No on-site storage is permitted at the work sites or other public areas.

Employees:

Bidder shall be responsible for the appearance of all working personnel assigned to the project (clean and appropriately dressed at all times). Personnel must be able to supply proper identifications at all times.

All employees of the bidder shall be considered to be at all times the sole employees of the bidder, under the bidder's sole direction, and not an employee or agent of the UG. The bidder shall supply competent and physically capable employees and the UG may require bidder to remove any employee it deems careless, incompetent, insubordinate or otherwise objectionable and whose presence on UG property is not in the best interest of the UG. The UG shall not have any duty to implement or enforce such requirements.

ATTACHMENTS:

COST SHEET WITH LOCATIONS

MOWING MAPS

