

Performance Specifications



Attachment A: Landscape Maintenance Services Parks and Recreation

**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 Landscape Maintenance Services for Unified Government medians and/or other locations. The Unified Government reserves the right to add or delete sites, as it deems necessary. All proposals must be completed on the cost sheet in this document; any other form of tabulation may result in the rejection of the proposal.

1. The proposal is for the furnishing of all materials, labor, tools and equipment required to meet the needs of maintaining the landscaping in medians 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. A bidder shall submit a unit price for: Spring bed cleanup, pruning and general maintenance, and application of pre-emergent in landscaped areas including shrubs, flowerbeds, and medians in designated locations.
4. Proposals shall include a detailed maintenance plan and statement of qualification along with a total price per designated location, and/or grouping. The maintenance is necessary to maintain the currently existing perennial shrubs, flowers, trees, and plantings within each of the locations in a healthy, neat and presentable manner.
 - a. The total price per designated location provided shall include all costs for providing routine maintenance for the existing bedding areas and the existing perennial shrubs, flowers and plantings within the designated locations.
5. Foreign growth shall be manually removed from the landscape beds. Each planting area shall be kept free of weeds by the immediate removal of all foreign growth when such growth becomes visible to the naked eye. Select herbicides may be used to control foreign growth in the shrub beds but only with the prior approval of the Supervisor. No pruning of any shrub or tree shall be permitted without prior approval of the Supervisor. Trash and litter in planting areas shall be removed and disposed of properly. 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.
6. 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.

7. The contractor will notify Unified Government personnel of Daily Planned and Daily Completed Work.
8. All sidewalks, drives, and curbs will be blown or swept of debris.

The Contractor awarded a contract as a result of this Request for Proposal shall be responsible for:

1. Initial spring bed clean-up: This includes the removal of leaves, debris, trash and foreign growth, the pruning of all roses, perennials, and ornamental grasses. The installation of no more than 2 inches of dyed brown mulch to the landscape bedding area. All roses and perennial grasses shall be cut back to twelve inches (12") and the initial clean-up shall be completed by March 11, 2024.
2. Bi-weekly Bed Maintenance: Foreign growth and litter shall be manually removed from each location starting March 25, 2024. This totals sixteen (16) visits for bi-weekly landscape maintenance for the growing season. Each bi-weekly bed maintenance shall be completed within the week of the stated dates: March 25th; April 8th, 22nd; May 6th, 20th; June 3rd, 17th; July 1st, 15th; 29th, August 12th, 26th; September 9th, 23rd; October 7th, 21st.
3. Each bed maintenance visit shall occur between Monday and Friday, between 8:00 am and 4:00 pm.
4. Seasonal Pruning: At least one (1) pruning cycle will be administered to all shrubs during the growing season. The timing and number will be determined by the Supervisor. Pruning cannot interfere with the completion of the bi-weekly maintenance.
5. Pre-emergent: Three (3) separate applications of granular pre-emergent will be applied to all landscape beds by the Contractor. Pre-emergent shall be applied only to the mulched areas of the beds (not on the Juniper plantings)
6. The Contractor will provide notification to the Supervisor when work is completed for each of the sixteen (16) trips for bi-weekly landscape maintenance.
7. 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 any issues resulting from frequent rains or wind events.
8. Damage to property, public or private, by the contractor while performing the duties of this agreement shall be the responsibility of the contractor to repair or replace.

9. 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.
10. 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.
11. The Contract may be terminated at any time by the Unified Government.
12. 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 maintenance 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 11, 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

MEDIAN MAPS

Signatures:

- No Bid will be considered unless signed by 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