

**REQUEST FOR PROPOSALS**  
**MADISON COUNTY PROPERTY LAWN MOWING/SNOW REMOVAL**  
**AND MAINTENANCE SERVICES**

**RFP 2020 – 01**



**DUE DATE: October 22, 2020 4:00 p.m. CDT**

**MADISON COUNTY BOARD OF SUPERVISORS**  
Attention: Beth Miller  
Madison County Human Resources  
112 North John Wayne Drive  
PO Box 152  
Winterset, IA 50273

## **TERMS AND CONDITIONS**

1. Madison County Board of Supervisors will accept **SEALED PROPOSALS** starting Monday, October 12, through Thursday, October 22, 2020. Proposals must be received by Human Resources between the hours of 9:00 a.m. and 4:00 p.m. by the specified end date. The proposals shall be opened on and publicly read during the Board of Supervisors (BOS) meeting on Tuesday, October 27, 2020.
2. The purpose for this proposal is multi-faceted. While the Respondent's cost is of great importance, proposing the lowest price will not assure award of the contract. The County will demand safe, reliable, and efficient service.
3. All sealed offers should be submitted on the original forms provided. Each proposal must be sealed and should be placed in a properly identified envelope with RFP number (RFP 2020-01) and time and date of RFP opening.
4. Oral, electronic, telephonic or telegraphic proposals are invalid and will not receive consideration.
5. Respondents shall assume full responsibility for timely delivery at location designated for receipt of Proposals. Late proposals will be UNOPENED. Late proposals will not be considered under any circumstances.
6. Proposals CANNOT be altered or amended after opening time. No proposal may be withdrawn after opening without approval and based on a written acceptable reason.
7. The County reserves the right to revise or amend the specifications prior to date set for opening proposals. Such revisions or amendments, if any, will be announced by amendments or addendum to these specifications. Copies of such amendments or addendum so issued will be furnished to all prospective offerors.
8. Proposals shall be valid for ninety (90) days from opening date.
9. The County is exempt from sales tax. Do not include tax in proposal.
10. The County reserves the right to terminate the awarded contract for any reason by notifying the Contractor/Supplier in writing at least thirty (30) days prior to the termination of this agreement.
11. Neither the BOS nor its representative will be liable for any expenses incurred in connection with preparation of a response to this invitation.
12. All respondents must meet or exceed the minimum specifications to be considered as a valid proposal. The County reserves the right to accept or reject all or any part of any proposal, waive minor technicalities and award the proposal to the respondent who provides goods or services at the best value for the County.
13. Original invoices must be provided to County Buildings and Grounds Manager on a monthly basis for services performed in the prior month.
14. The County shall pay for product/service within thirty (30) days of receipt and acceptance of invoice. Acceptance by the County shall constitute all services provided to the County's satisfaction.

### **Price Revision Clause – Annual Contracts**

The BOS desires firm prices for the full contract period. It is recognized by the BOS that qualified vendors may face unforeseen price changes. Any unit price increase or decreases must be verified in writing a minimum of 30 days in advance for consideration during the term of the contract and prior to any increase of existing prices.

## **INTRODUCTION**

The Madison County Board of Supervisors (B.O.S.) seeks proposals from qualified lawn/landscape management firms to provide grounds maintenance services according to best industry practices for County buildings, facilities and various properties.

Contact person for additional information is Chip See who can be reached via phone 515-204-7208 or email [csee@madisoncoia.us](mailto:csee@madisoncoia.us).

## **PURPOSE**

The purpose of this RFP is to provide minimum requirements, solicit proposals and gain adequate information from which the County may evaluate the Proposer's services as they compare to other providers and as they pertain to the County's needs as defined in this document.

## **PROPOSAL PROCESS**

Proposals consisting of one original, and one copy are required to be submitted. Each proposal must contain three references, Proof of Insurance, Conflict of Interest, and unit pricing. The original proposal must be clearly marked and contain original signatures. Failure to mark the original and provide original signatures may result in a proposal being found non-responsive and not given consideration. Late proposals will not be accepted.

Information contained in the proposals must be complete and in accordance with the terms and conditions of this RFP. The information requested herein and the format in which it is requested is essential to permit prompt evaluation of proposals on a fair and uniform basis. The County reserves the right to declare a proposal non-responsive and reject any proposal in which the material presented is not furnished or where indirect or incomplete answers are provided.

The County also reserves the right to reject any or all of the proposals received, to negotiate with the most qualified proposer based solely on proposal, or to cancel this RFP in part or wholly without explanation to proposers. The County may elect to interview only a select number of proposers at its own discretion.

## **PROJECT TIMELINE**

<b>Action</b>	<b>Due date</b>
Request for Proposals Issued	Tuesday, October 6, 2020
Mandatory Pre-proposal Meeting	Friday, October 16, 2020
Deadline for Submitting Questions	Monday, October 19, 2020
Proposal Submission Deadline	Thursday, October 22, 2020
Anticipated Award of Contract	Tuesday, October 27, 2020

**PRE-PROPOSAL MEETING**

There will be a mandatory pre-proposal meeting on Friday, October 16, 2020 at 9:00 AM. It will be assumed that potential proposers attending the pre-proposal meeting have reviewed the RFP in detail and are prepared to bring up any substantive questions not already addressed by the County. Also, a tour of areas to be mowed, snow cleared and de-iced will be given during the second part of the proposal meeting. Allow 2 to 3 hours for the meeting and tour.

**GENERAL CONDITIONS**

The contract shall be awarded in whole to the vendor who provides goods or services at the best value for the County.

**AUDIT**

Contractor shall provide the County a line item report of services rendered as requested.

**NON-FUNDING CLAUSE**

The County's budget is funded on July 1<sup>st</sup> to June 30<sup>th</sup> fiscal year basis. Accordingly, the County reserves the right to terminate this contract by giving Offeror thirty (30) days written notice, without liability to the County, in the event that funding for this contract is discontinued or is no longer available.

**INSURANCE REQUIREMENT**

Offeror shall include certificate of liability insurance with the RFP prior to award. Offeror or Offeror's insurance agent shall include RFP number and description of RFP on the certificate of insurance. The companies affording coverage and the producer of the certificate of insurance shall be licensed with the state board of insurance to do business in the state of Iowa.

**COMPLIANCE WITH LAWS**

Offeror shall comply with all Federal and State laws, County and City Ordinances and Codes applicable to the Offeror's operation under this contract.

**SEVERABILITY**

If any section, subsection, paragraph, sentence, clause, phrase or word of these requirements or specification shall be held invalid, such holding shall not affect the remaining portions of these requirements and the specifications and it is hereby declared that such remaining portions would have been included in these requirements and the specifications as though the invalid portion had been omitted.

**CONFLICT OF INTEREST**

Any person who enters or seeks to enter into a contract for services with the county who has employment or another business relationship with the County or who has employment or another business relationship with an Elected Official or Department Head of the County or family member of County official shall file a completed conflict of interest questionnaire with submitted proposal.

### **CONTRACT TERMINATION**

The County and provider reserve the right to terminate the awarded contract for any reason and at any time by notifying the other party in writing a minimum of 30 days in advance of effective date of termination.

### **RFP DELIVERY**

Request for Proposals (RFP) shall be submitted in sealed envelopes clearly marked with **RFP 2020-01, Madison County Property Lawn Mowing, Snow and Ice Removal and Grounds Maintenance Services**. The RFP shall be addressed to the County Auditor and delivered to:

Attention: Beth Miller  
Madison County Human Resources  
112 North John Wayne Drive  
P.O. Box 152  
Winterset, IA 50273

### **SCOPE OF WORK**

The County seeks proposal from qualified vendors to provide all equipment, labor, and transportation necessary to provide lawn mowing, weed control, fertilizer applications, grounds maintenance services and snow and ice removal for county properties specified in the facility location section.

1. Mowing –
  - a. All grass will be mowed on an as needed basis so that grass is less than 4" in height
  - b. All areas will be kept as neat as possible by trimming/weed eating to finish lawn around trees, signs, and any object that cannot be moved.
  - c. Area to be mowed should have debris removed and hauled away before mowing
  - d. Sidewalks should have mowing debris cleared.
2. Edging – All concrete curbs, sidewalks and driveways will be edged and kept straight and clean.
3. Shrubbery – trimmed as needed with hedge trimmers only and not by a weed eater.
4. Bell Tower Flower Bed – Do not run mowing equipment over limestone and brick areas.
5. Lawn Applications –
  - a. Spring: A combination of post & pre-emergent herbicides applied to inhibit broad spectrum of broadleaf weeds & germination of annual weeds.
  - b. Autumn: A complete slow release fertilizer will be applied to build turf density and root growth as cooler seasonal weather begins.

6. Snow Removal –

- a. All sidewalks shall be done by hand-shovel or snow-blower by 7:30 am. During County hours of operations (8 am to 5 pm, weekdays), if snow continues to build up, it is expected that the contractor will monitor and remove additional accumulations of 2" of snow throughout the business hours.
- b. All stairs shall be done by hand-shovel, broom or snow-blower by 7:30 am. During County hours of operations (8 am to 5 pm, weekdays), if snow continues to build up, it is expected that the contractor will monitor and remove additional accumulations of 2" of snow throughout the business hours
- c. Some sites may require additional attention and more frequent snow removal
- d. Once snow removal has been completed, additional accumulations of 2" of snow will necessitate additional snow removal
- e. As requested on occasion by the County

7. Ice Treatment –

- a. All sidewalks de-icing must be applied prior to 7:30 am. During County hours of operations (8 am to 5 pm, weekdays), if ice continues to build up, it is expected that the contractor will monitor and apply additional De-icing throughout the business hours.
- b. All stairs de-icing shall be applied prior to 7:30 am. During County hours of operations (8 am to 5 pm, weekdays), if ice continues to build up, it is expected that the contractor will monitor and apply additional De-icing throughout the business hours.
- c. As requested on occasion by the County

8. Sanding – on occasion parking lots may need to have sand applied

9. Invoices are required to be submitted monthly by the first Monday of the month for the prior month's services.

**Schedule of Courthouse Lawn Events\*\***

There are several events conducted on the Courthouse lawn area that will prevent the contractor from performing mowing and ground maintenance services during these events.

Annual Covered Bridge Festival: Second full weekend of each October

Farmers' Market: Every Saturday 8:00 to 12:00 pm (May to October)

Winterset Community Band: Thursday evenings at 7 pm the months of June and July

Flags: 1. Memorial Day

2. Flag Day
3. Independence Day
4. Labor Day
5. Veterans' Day

**\*\* Please Note:** Other events may be scheduled throughout the mowing season that are not listed here. The County will contact you with information on new events scheduled for the Courthouse lawn.

#### **UNIT PRICING**

The proposal should be based on the sites designated in facility location section. Pricing should be per site and per time. Aggregate and provide a total for each type of service.

#### **REFERENCES**

Proposals shall include references from a minimum of three (3) clients to whom the vendor has supplied similar service too. Include the dates of services furnished and client's name, address, and phone number.

#### **PERFORMANCE**

The successful contractor shall satisfactorily perform the work and services. Evaluations for contract renewal will be based upon performance, responsiveness to County needs and results.

#### **EVALUATION CRITERIA**

The following criteria will be used by the County to evaluate proposals and make a selection:

- 30% Qualifications and capability of the company providing similar services;
- 10% References – Minimum of three (3) references for which you provided this service;
- 30% Pricing schedule/cost of service;
- 30% Past experience and history on like projects.

The County may choose to meet with the representatives of top rated proposals. Any additional information requested shall be considered as part of the proposal and evaluated as such. The County reserves the right to negotiate a best and final offer with the selected vendor.

#### **TERM OF CONTRACT AND OPTION TO EXTEND**

Any contract resulting from this bid shall be effective for a two (2) year period from November 1, 2020, through October 31, 2022, with the provision for renewal for up to three (3) additional one-year contracts on an annual basis after the initial two (2) year period for a possible total of five (5) altogether. The following clauses shall be included in the contract:

- a. **Option Clause:** It is agreed that the County will have the option to extend the contract for up to three (3) additional years, in one-year intervals. To exercise this option, the County shall serve notice at least 30 days prior to contract termination or to the end of any one-year extension. The option to extend will not be considered if funding is unavailable or if the contractor's past performance is not within the industry standard.

- b. **Escalation Clause:** Should market conditions prevail at extension period which dictate an increase in pricing, the successful contractor may submit documentation requesting permission to increase pricing no later than 60 days prior to the end of the contract. The County will provide the contractor notice of its intent to extend the agreement 30 days prior to contract ending. Escalation may only occur at the time of renewal and only upon securing the approval of the County in writing. Requests for price adjustments must be solely for the purpose of accommodating an increase in the contractor's cost and not for profits.

The Offeror understands and agrees that upon the County's written request, this contract may be extended for a period of time not to exceed two (2) months after the expiration of the initial term, or any renewal thereof, for the same compensation as the Offeror was receiving for the goods and services during the expired term immediately preceding the extension. Nothing contained herein, however, shall obligate the County during the extension period to renew with the Offeror or re-let the contract for such goods and services. The County may terminate the extension at any time for any reason without prior notice.

**INSURANCE REQUIREMENTS:**

Offeror shall include a Certificate of insurance with the proposal. The companies affording coverage and the producer of the certificate of insurance shall be licensed with the state board of insurance to do business in the state of Iowa.

- a. Worker's Compensation Insurance as required by laws and regulations applicable to covering employees of the Contractor engaged in the performance of the work under this agreement;
- b. Employer's Liability Insurance protecting contractor against common law liability, in the absence of statutory liability, for employee bodily injury arising out of the master-servant relationship with a limit of not less than \$500,000.
- c. Comprehensive General Liability Insurance including products/completed operation with limits of liability of not less than: Bodily Injury \$500,000 per each person, \$1,000,000 per each occurrence/aggregate; Property Damage \$500,000 per each occurrence;
- d. Excess Liability Insurance Comprehensive General Liability, Comprehensive Automobile Liability and coverages afforded by the policies above with the minimum limits of \$1,000,000 excess of specified limits.

**CONDUCT OF WORK**

- a. Any work that is unsatisfactory to the County's representative will be called to the attention of the contractor and the contractor will be required to properly service the area in question and take steps to improve the overall results in the future. Failure by the contractor to comply with such requests will result either in the corrective work being done by others with the cost charged to the contractor, or by deductions being



imposed. If the contractor fails to rectify the unsatisfactory conditions, the contractor will be terminated.

- b. The successful contractor shall conduct lawn services in such a manner that there will be no interruption in, or interference with, the proper execution of County business.
- c. Failure to provide services in accordance with the specifications may result in non-payment of services and may be cause for termination of contract.
- d. When performing lawn maintenance, the speed of the riding mowing equipment should be at an acceptable rate and workers will display caution especially around areas where pedestrians are present.

#### **PROTECTION AND DAMAGES**

- a. The successful contractor shall without additional expense to the County be responsible for all damages to persons or property that occurs as a result of the contractor's fault or negligence in connection with the execution of the work and shall be responsible for the proper care and protection of work performed. Breakage of property, including that of a County employee, which may occur on or about County Facilities as a result of the contractor's employee, shall be repaired or replaced at the contractor's expense.
- b. The successful contractor shall take all precautions necessary for the protection against injury of all persons engaged at the site in the performance of the work. The contractor shall observe all pertinent safety practices and comply with applicable safety regulations (OSHA).
- c. Discharge chute guards on mowing equipment must always be engaged to prevent damage to property and people.

**FACILITY LOCATIONS**

**NOTE: Green outline is grounds maintenance; Red outline is snow and ice removal/treatment**

Public Health Agency & Social Services – 209 E. Madison St., Winterset, IA



Sherriff & Ambulance – 1012 N. John Wayne Dr., Winterset, IA



Courthouse – 112 N. John Wayne Dr., Winterset, IA



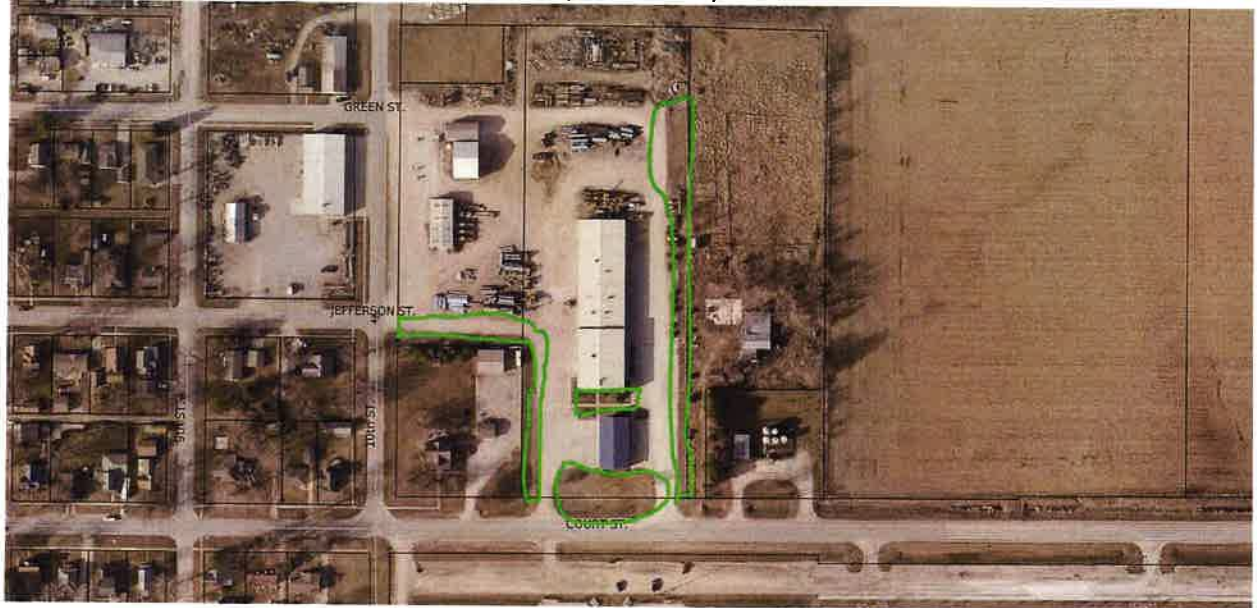
County Annex – 201 W. Court Ave., Winterset, IA



Monumental Park – N. 2<sup>nd</sup> St. and E. Court Ave., Winterset, IA



Secondary Road Yards – 1105 E. Court Ave., Winterset, IA



## References Form

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

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

Phone: \_\_\_\_\_

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Services Provided: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Conflict of Interest Form

<b>Conflict of Interest</b> is a when any person who enters or seeks to enter into a contract for services with the county who has employment or another business relationship with the County, Elected Official or Department Head or their immediate family members.	
Instructions: for each individual doing business or seeking to enter into a contract for services with the county or is employed by the county, complete the following questions.	
Name of person doing business, seeking to enter into a contract or is employed with the county?	
Name of County Official or family member	
Describe the affiliation or business relationship with the County Official or family member that might cause a conflict of interest?	
Signature of person with conflict.	
Date:	

## Unit Pricing Form

Location	Mowing	Edging	Shrubbery	Lawn Applications	Snow Removal	Ice Treatment
Sheriff						
Ambulance Center						
Public Health Social Services						
Courthouse						
Secondary Road Yards					N/A	N/A
Monumental Park	N/A	N/A	N/A			
County Annex						
Total for all sites						
Monumental Park (potential additional service not included in package)				N/A	N/A	N/A