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
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.

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

<table>
<thead>
<tr>
<th>Action</th>
<th>Due date</th>
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</thead>
<tbody>
<tr>
<td>Request for Proposals Issued</td>
<td>Tuesday, October 6, 2020</td>
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<tr>
<td>Mandatory Pre-proposal Meeting</td>
<td>Friday, October 16, 2020</td>
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<tr>
<td>Deadline for Submitting Questions</td>
<td>Monday, October 19, 2020</td>
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<tr>
<td>Proposal Submission Deadline</td>
<td>Thursday, October 22, 2020</td>
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<tr>
<td>Anticipated Award of Contract</td>
<td>Tuesday, October 27, 2020</td>
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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.
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.
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.
References Form

Name: __________________________

Address: _______________________

Phone: ________________________

Start Date: _____________________

End Date: ______________________

Services Provided: __________________________

_________________________________________________________________

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# Unit Pricing Form

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<thead>
<tr>
<th>Location</th>
<th>Mowing</th>
<th>Edging</th>
<th>Shrubbery</th>
<th>Lawn Applications</th>
<th>Snow Removal</th>
<th>Ice Treatment</th>
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<tbody>
<tr>
<td>Sheriff</td>
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<td>Courthouse</td>
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<td>Secondary Road Yards</td>
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<td>Monumental Park</td>
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<td>County Annex</td>
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<td>Total for all sites</td>
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<tr>
<td>Monumental Park (potential additional service not included in package)</td>
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