

Eddie Furlong
Director



309 S. Liberty Street
Glasgow, KY 42141

February 2024

**Glasgow Parks & Recreation
Lawn/Grounds Maintenance
2024 Request for Proposals**

Dear Vendor:

There will be a MANDATORY pre-bid meeting held on Wednesday, February 28th, 2024, at 9:00 a.m. at the Parks & Recreation Office located at 309 South Liberty Street, Glasgow, KY 42141.

This meeting will include a review of all properties included in the Lawn/Grounds Maintenance contract for the Glasgow Parks & Recreation Department. We will also review the work requirements/expectations, required contract documents, and insurance and answer any contractor questions. Please see the attached scope of work.

Thank you for your interest in working with our department.

Respectfully yours,

Eddie Furlong
Director, Glasgow Parks & Recreation Department

In compliance with the above, the undersigned offers and agrees, if this bid is accepted, to furnish any and all of the items upon which prices are quoted, at the price set opposite each item, delivered at the designated point(s) within the time specified in the schedule. Items on bid are exempt from federal excise tax and Kentucky sales and use tax. Title shall pass to the City upon actual receipt and acceptance of the items. In the event there is a discrepancy between the unit price and the extended price, the unit price shall govern.

Procurement: City of Glasgow does abide by *Kentucky Model Procurement Code KRS Chapter 45A*.

**Glasgow Parks & Recreation (GPR) Department
Lawn/Grounds Maintenance
Request for Proposals
For 2024 & (Option for 2025) Mowing Season/s**

The Glasgow Parks & Recreation Department is currently accepting proposals for Lawn Maintenance for (GPR) property in Glasgow. The properties are separated into **seven (7) Separate contracts** and MAY award with **seven (7) different mowing businesses**. The term of this proposal shall be for one **(1)** mowing season **(April through September)** shall be considered the mowing season, beginning April 2024 (the exact date to be determined by agreement of the parties) and ending September 2024 (the exact date to be determined by agreement of the parties). At the Conclusion of the 2024 Season, GPR has the option to pick up a 2nd Season for 2025 with said Contractor/Contractors by agreement of both parties at same rates as the 2024 Season. The Contractor understands and acknowledges that the pricing for the mowing services set forth on Page “4” shall be “locked in” and binding upon the parties for all one **(1)** mowing season with the option for a second season in 2025. At the conclusion of the two **(2)** mowing seasons, these services shall, once again, be advertised for bid.

*During the **MANDATORY** Pre-Bid meeting Wednesday, February 28, 2024 @ 9 a.m., we will physically go to each location to make sure everyone understands & sees the scope of work to be performed*

Property 1: Weldon Park

(100 Weldon Drive)
Approximately 14+/- acres
Mow ALL grass in the park (Minus grass in ball field & Dog Park)
Weed eat weekly.
Weed eat walking trail/woods (2x) monthly (every other week)

Property 2: Twyman Park

(545 Bunche Avenue)
Approximately 3.25 +/- acres
Mow ALL grass in the park.
Weed eat weekly.
Weed eat creek bank (2x) monthly (every other week)

Property 3: Gorin Park

(201 Gorin Park Drive)
Approximately 17.5 +/- acres
Mow ALL grass in park (Minus grass in ball fields)
Weed eat weekly.
Weed eat creek bank (2x) monthly (every other week)

Property 4: Beaver Trail Park

(115 Beaver Trail)
Approximately 20.25 +/- acres
Mow ALL grass in park (Minus ALL areas inside Softball Complex)
Weed eat weekly.

Property 5: American Legion Park

(805 Happy Valley Road)
Approximately 7.25 +/- acres
Mow ALL grass in park (Minus grass in ball fields and pool lawn)
Weed eat weekly.

Property 6: Fort Williams

(Glasgow City Cemetery, 303 Leslie Avenue)

Approximately 7 +/- acres

Mow ALL grass in the Fort Williams fencing.

Weed eat weekly (all grass within the circular black top surrounding the Fort)

Property 7: Cemetery on West Cherry Street

(Across from Cumberland Presbyterian Church)

Approximately 2 +/- acres

Mow ALL the grass in the Cemetery.

Weed eat weekly.

Lawn maintenance will include removing all paper/trash prior to mowing; trimming & weed eating around all buildings, landscaping/trees, sidewalks, curbs, etc. maintaining all fence rows and removal of grass clipping from sidewalks, walking paths, tennis & basketball courts, parking areas, etc.

The above stated lawn maintenance will be completed no more than one (1) time in a seven (7) day period. The Contractor **MUST** notify the Glasgow Parks & Recreation Department **prior** to being on site to conduct mowing services. All lawn maintenance work must be performed during GPR's regular business hours of Monday – Friday 7:30 am – 4:30 pm (not on weekends, after hours or holidays).

Proof of insurance **MUST BE** included: a minimum of \$1,000,000 of General Liability listing the City of Glasgow as an additional insured on the Accord Form, Automotive Coverage for any vehicle that is to be on the property and Workman's Compensation if applicable (it is a City of Glasgow Policy to require Workman's Compensation for any company that employs more than one (1) individual).

Please include at least three (3) references from customers serviced within the past 12 months.

Bid Opening is at Glasgow City Hall, Office of the Mayor, 126 East Public Square, Glasgow, KY 42141 @ 3:00 p.m. on TUESDAY, MARCH 12, 2024.

All bids must be in writing, in the format outlined in the bid package, signed and dated by an authorized agent, sealed in an envelope, and must be received at Glasgow City Hall, 126 East Public Square, Glasgow, KY 42141, before bid opening date **TUESDAY, MARCH 12, 2024, at 3:00 P.M. C.D.T.** Bids will be officially/publicly opened and read on the above-stated date and time. Local time prevailing. Late bids will not be accepted. No extension of the bidding period will be made. The City reserves the right to award a bid on the basis of best value. Prospective bidders having any questions may contact Eddie Furlong at 270-651-3811.

The City of Glasgow reserves the right to cancel this request in writing or postpone the date and time for submitting proposals at any time before the proposal's due date. The City by this request does not promise to accept the lowest cost or any other proposal and specifically reserves the right to reject any or all proposals, to waive any formal proposal requirements, to investigate the qualifications and experience of any proposer, to reject any provisions in any proposal, to modify contents, to obtain new proposals, and contract terms with any bidder.

**Glasgow Parks & Recreation (GPR) Department
Seasonal Lawn/Grounds Maintenance
2024-2025 Season Request for Proposals**

The awarded contract/s will be effective upon notification from the City of Glasgow P&R and should begin around April (date to be determined) 2024 and end around September (date to be determined) 2024, 2025 depending on the weather.

Property 1: Weldon Park

Lump sum bid per mowing/weed eating is: \$ _____
(No more than once per 7 days): WEEKLY

Property 2: Twyman Park

Lump sum bid per mowing/weed eating is: \$ _____
(No more than once per 7 days): WEEKLY

Property 3: Gorin Park

Lump sum bid per mowing/weed eating is: \$ _____
(No more than once per 7 days): WEEKLY

Property 4: Beaver Trail Park

Lump sum bid per mowing/weed eating is: \$ _____
(No more than once per 7 days): WEEKLY

Property 5: American Legion Park

Lump sum bid per mowing/weed eating is: \$ _____
(No more than once per 7 days): WEEKLY

Property 6: Fort Williams

Lump sum bid per mowing/weed eating is: \$ _____
(No more than once per 7 days): WEEKLY

Property 7: Cemetery on W. Cherry St.

Lump sum bid per mowing/weed eating is: \$ _____
(No more than once per 7 days): WEEKLY

Name: _____ Signature: _____

Company: _____ Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Cell Number: _____

RESPONSIBILITY OF BIDDER FORM

This form must be completed in full and submitted with bid. Misrepresentation or failure to complete will automatically disqualify bid. All information is confidential and exempt from the Open records Law, pursuant to KRS 45A.395.

NAME _____ PHONE _____

ADDRESS _____
Street or P.O. Box City State Zip Code

1) Type of services/supplies provided in normal course of business: _____
2) Length of time in business: _____
3) Experience in providing bid required services/supplies: _____
4) Currently a party / defendant in lawsuit(s)? () Yes () No If yes, explain. _____ _____
5) State past history as party / defendant in lawsuit(s) _____
6) Name of contract / product liability insurance Carrier: _____
7) Limits: \$ _____ (minimum of \$1 million required) (attach Insurance Proof)
8) Name of Workman's Comp Carrier (if have one (1) or more employees work under you a <u>minimum of \$1 million is required (attach proof)</u> _____
9) If construction bid how many other projects currently ongoing? _____
10) City of Glasgow Occupational License No.: _____
11) List of references (public or private) and contact person for whom similar services / supplies provided:

Name of Firm Address Contact Person

Name of Firm Address Contact Person

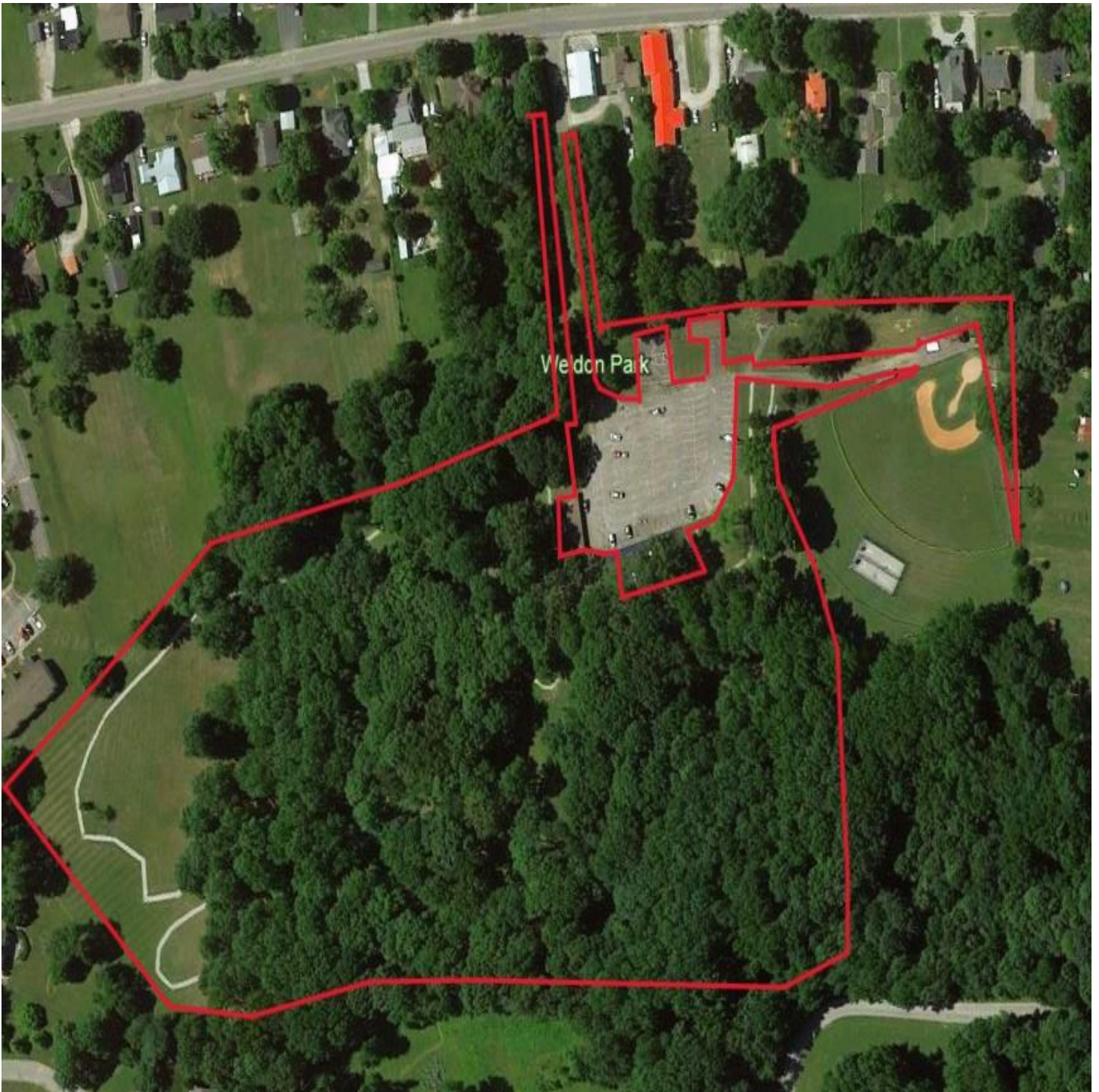
Name of Firm Address Contact Person

*Note: If more space is needed, please attach separate sheet(s).

I do solemnly swear that to the best of my knowledge and belief the above is a true and accurate statement of facts.

Signed _____ Date _____

WELDON PARK MOWING



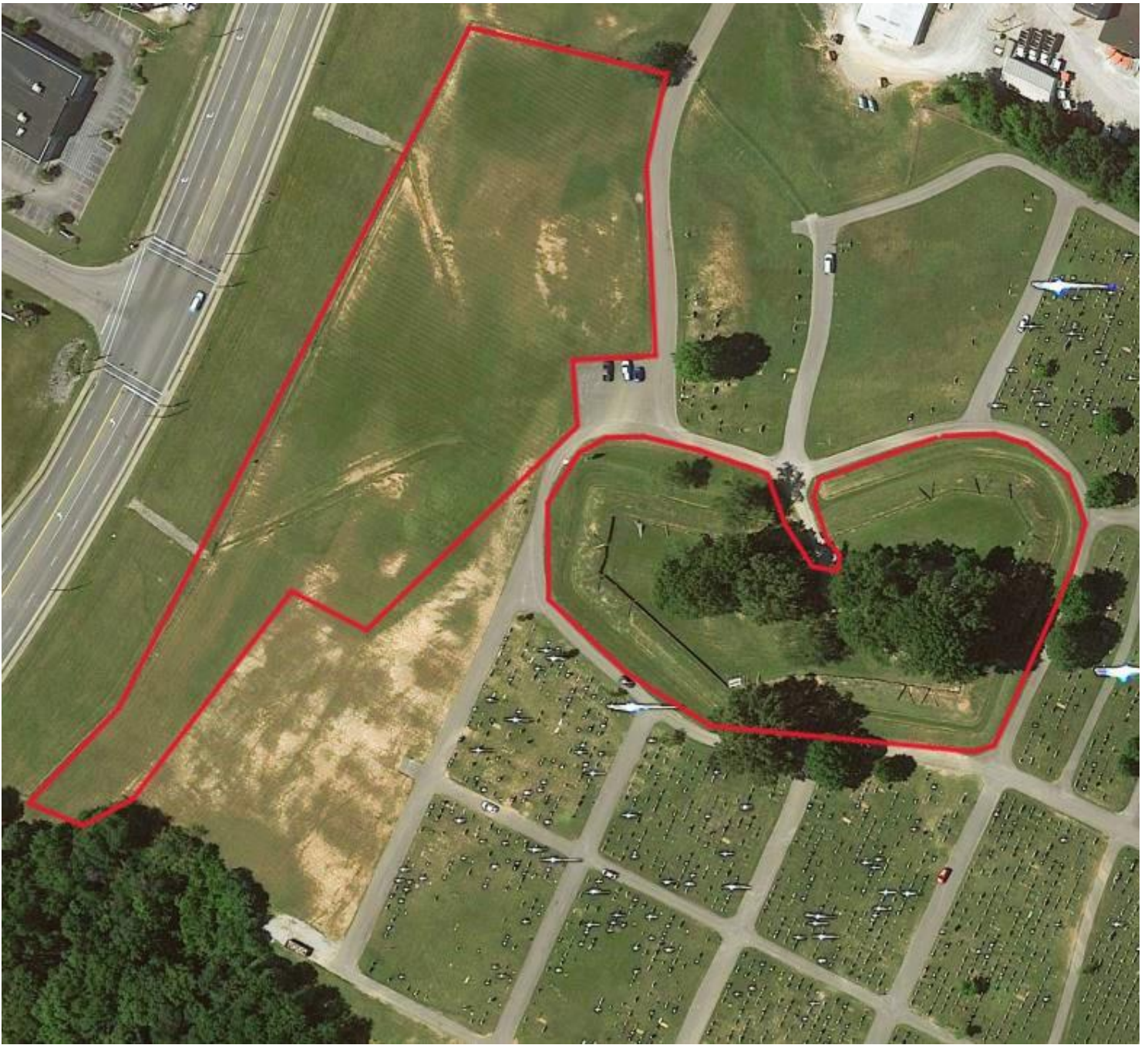
GORIN PARK MOWING



TWYMAN PARK MOWING



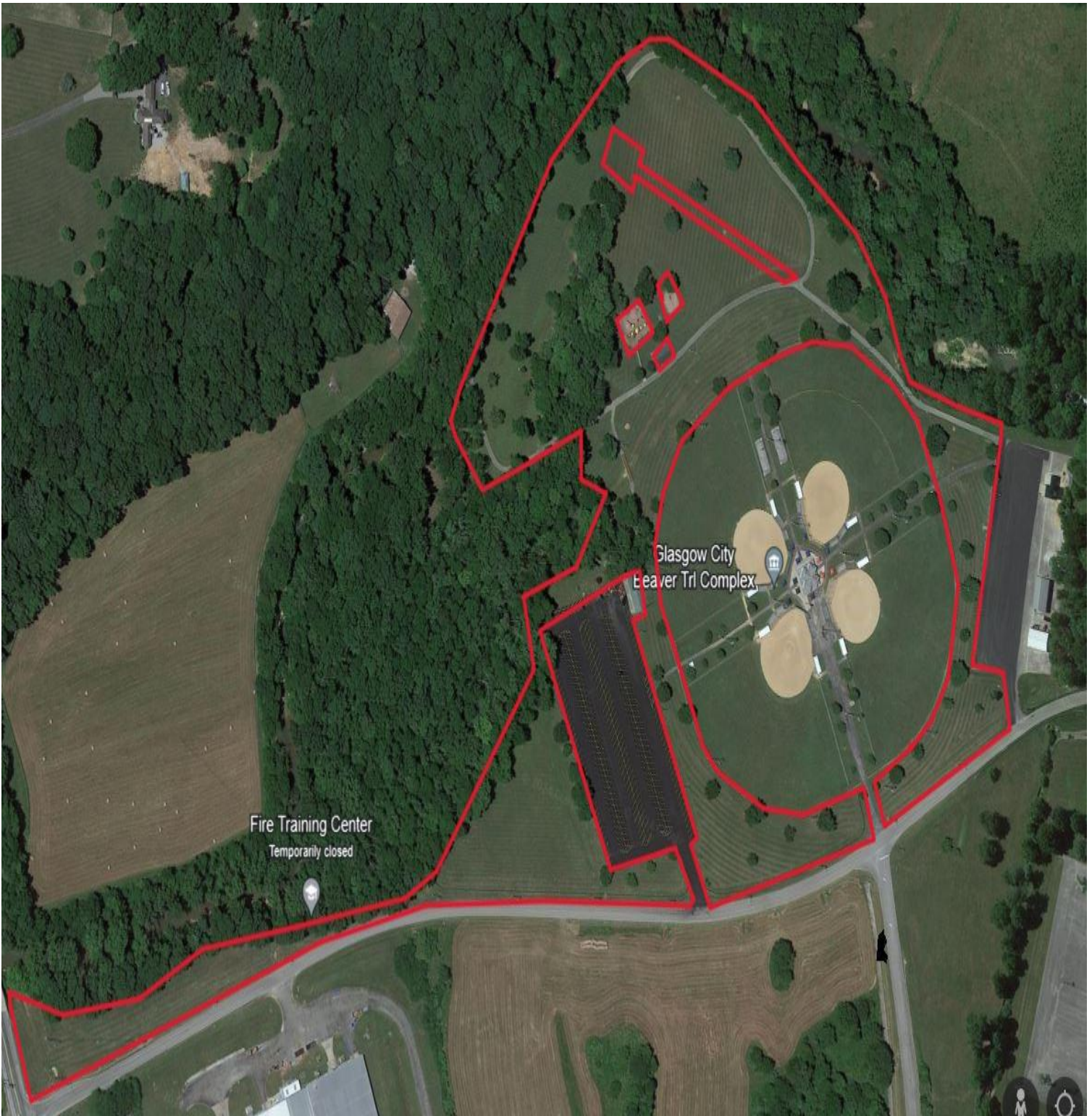
FORT WILLIAMS MOWING



CHERRY STREET CEMETERY MOWING



BEAVER CREEK PARK MOWING



AMERICAN LEGION PARK MOWING

