



Administrative Services Department
Purchasing Office
300 North Coal Street
Mexico, Missouri 65265
Voice: 573.581.2100
Fax: 573.581.6261
www.mexicomissouri.net

**BID NOTICE
CITY OF MEXICO
GRASS MOWING SERVICES AT
GREEN ESTATE PARK**

The City of Mexico, Missouri is accepting bids for grass mowing services for calendar years 2022 and 2023, Wednesday, October 27, 2021. Services will be required at the City's Green Estate Park.

BID SPECIFICATIONS

1. Area to mow consists of all short grass areas located within the fenced area at the Green Estate Park an area of approximately 65 acres (mowing maps are attached as part of the specifications)
2. From the periods of April 2022 through June 2022 and April 2023 through June 2023 with two (2) additional one-year renewal options-which may be exercised at the option of the City. Mowing services will be performed once during the last two weeks of April, twice in May and once in the first two weeks of June. A provision will be made to allow for additional mowing on call.
3. Mowing schedules will require that once an area is underway for mowing it will be completed within 5 days unless weather dictates otherwise.
4. Bidder shall provide evidence of proper insurance coverage and a current City license.
 - A) General Liability (premises & operations) \$3,000,000 per; see Exhibit A.
 - B) "Must Carry Workers Compensation Insurance Coverage"*
 - C) E. Verify affidavit (upon awarding bid)

*Affidavit of exemption for Workers Compensation Insurance will not be accepted.

Cost per scheduled mowing _____

Cost per on call mowing _____

Details of services to be provided:

Areas excluded from the above bid:

Questions on this request for bid should be directed to Chad Shoemaker, Parks & Recreation Director at 573.581.2100.

Bids may be emailed to kbrandow@mexicomissouri.org or mailed to City of Mexico, Attn: Kerri, 300 N. Coal Street, Mexico, Mo 65265.

The City of Mexico, Mo reserves the right to accept or reject any and all bids and to waive any formalities in the bidding.

Company:

Address:

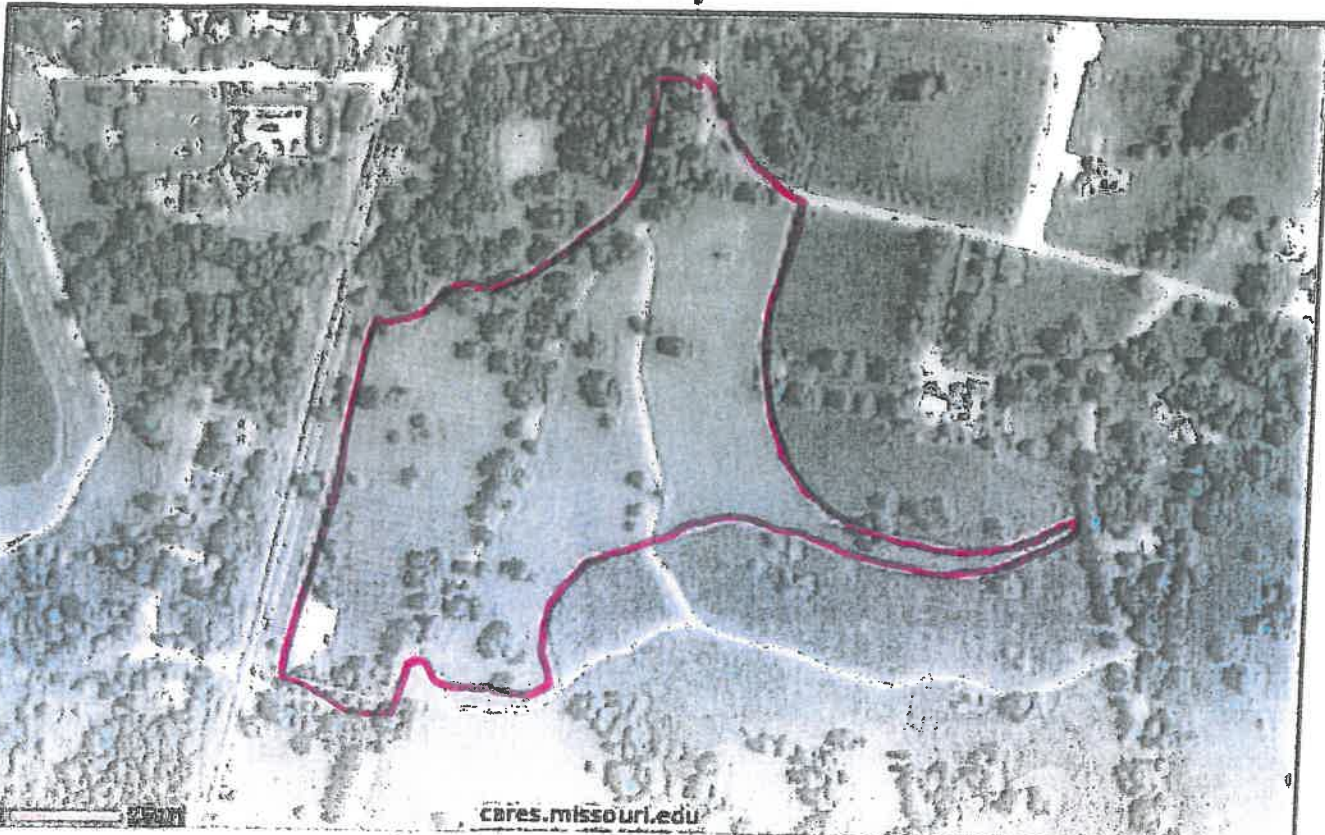
City:

Person Submitting Bid:

Date:

Phone #

GREEN Estate 1 Map



Legend

- County Boundaries, 2007
- 2010 Aerial Photos (NAIP)
- 2010 Aerial Photos (NAIP)

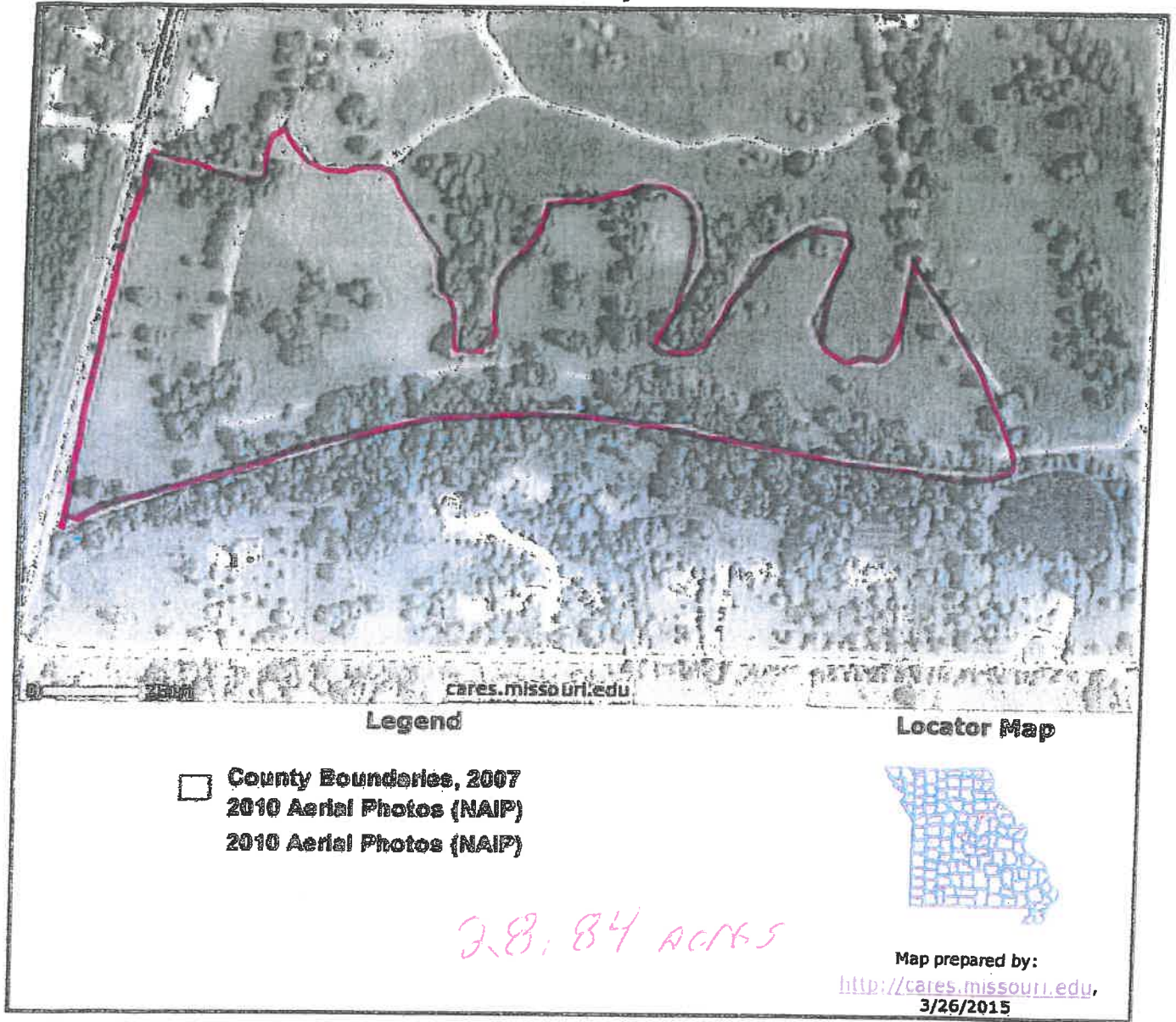
Locator Map



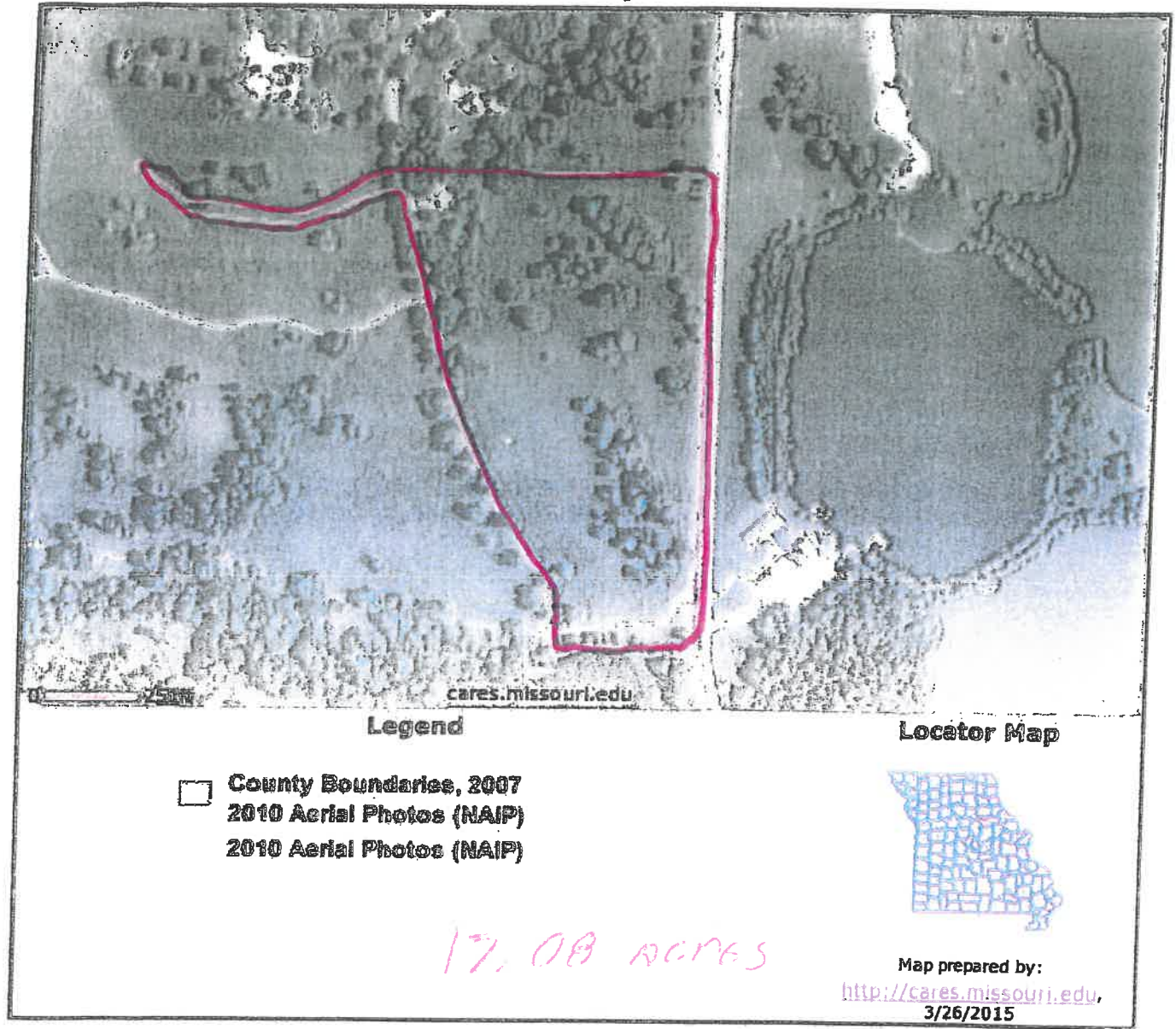
19.87 acres

Map prepared by:
<http://cares.missouri.edu>,
3/26/2015

GREEN ESTATE 2 Map



GREEN Estate 3 Map



Legend

- County Boundaries, 2007
- 2010 Aerial Photos (NAIP)
- 2010 Aerial Photos (NAIP)

Locator Map



17.08 ACRES

Map prepared by:
<http://cares.missouri.edu>,
3/26/2015

Exhibit A

City of Mexico

Standard Terms and Conditions

All bidders for City Contracts are expected to comply with City of Mexico Standard Contract Terms and Conditions. Submission of a bid on response to this proposal constitutes acceptance of these standard terms and conditions.

A. Procedures

The extent and character of the services to be performed by the Contractor shall be subject to the general control and approval of the City Manager or their authorized representative(s).

The Contractor shall not comply with requests and/or orders issued by any other person. The City Manager will designate his authorized representatives in writing. Both the City of Mexico and the Contractor must approve any changes to the contract in writing.

B. Contract Award

Award of this contract/services agreement is anticipated prior to the end of November 2021.

C. Insurance

The Bidder/Contractor shall procure, maintain, and provide proof of, insurance coverage's for injuries to persons and/or property damage as may arise from or in conjunction with, the work performed on behalf of the City of Mexico by the Bidder/Contractor, its agents, representatives, employees or subcontractors. The City of Mexico shall be named as an additional insured under such insurance contracts (except for Worker's Compensation coverage). Proof of coverage as contained herein shall be submitted prior to the commencement of work and such coverage shall be maintained by the Bidder/Contractor for the duration of the contract period. Claims made on policies must be enforce or that coverage purchased for three (3) years after contract completion date.

1. General Liability

Coverage shall be as broad as: Comprehensive General Liability endorsed to include Broad Form, Commercial General Liability forms including Product/Completed Operations.

Minimum Limits

General Liability:

\$3,000,000 General Aggregate Limit

\$3,000,000 Products and Completed Operations

\$3,000,000 Personal and Advertising Injury

\$3,000,000 Each Occurrence Limit

\$3,000,000 Fire Damage Limit

\$5,000.00 Medical Limit

2. Automobile Liability

Coverage sufficient to cover all vehicles owned, used, or hired by the Bidder/Contractor, its agents, representatives, employees or subcontractors.

Minimum Limits

Automobile Liability:

\$3,000,000 Combined Single Limit

\$3,000,000 Each Occurrence Limit

\$5,000 Medical Expense Limit

3. Contractual Liability

Coverage for not less than the following amounts.

Minimum Limits

Contractual Liability:

\$3,000,000 Bodily Injury Each Accident

\$3,000,000 Property Damage Each Accident

\$3,000,000 Annual Aggregate

Insurance for (1. thru 3.) General, Automobile, and Contractual may be satisfied with a combination of primary and umbrella coverage.

4. Worker's Compensation

Limit as required by the Worker's Compensation Act of Missouri, Employers Liability, \$1,000,000.

D. Hold Harmless Clause

The Bidder/Contractor shall, during the term of the contract including any warranty period, indemnify, defend, and hold harmless the City of Mexico, its officials, employees, agents, residents and representatives thereof from all suits, actions, or claims of any kind, including attorney's fees, brought on account of any personal injuries, damages, or violations of rights, sustained by any person or property in consequence of any neglect in safeguarding contract work or on account of any act or omission by the Contractor or his employees, or from any claims or amounts arising from violation of any law, bylaw, ordinance, regulation or decree. The vendor agrees that this clause shall include claims involving infringement of patent or copyright.

E. Exemption from Taxes

The City of Mexico is exempt from state sales tax and federal excise tax. Tax exemption certificates indicating this tax-exempt status will be furnished on request, and therefore the City Shall not be charged taxes for materials or labor.

F. Employment Discrimination by Contractors Prohibited/Wages/Information

During the performance of a contract, the Contractor shall agree that it will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, or disabilities, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor; that it will post in

conspicuous places, available to employees and applicants for employment, notices setting forth nondiscrimination practices, and that it will state, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, that it is an equal opportunity employer. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient to meet this requirement.

The contractor will include the provisions of the forgoing paragraphs in every subcontract or purchase order so that provisions will be binding upon each subcontractor or vendor used by the contractor.

As a condition for the award of any contract in excess of five thousand dollars (\$5,000), the bidders shall supply with their bid a sworn affidavit and documentation affirming it's enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Bidder shall also supply a signed affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. (Ref. Mo. House Bill 1549)

G. Invoicing and Payment

The Bidder shall submit invoices, in duplicate, for services outlined above in the scope of the services and according to the schedule agreed upon during final negotiations, with proper attachments documenting work performed, fees applied, etc.

H. Cancellation

The City of Mexico reserves the right to cancel and terminate this contract in part or in whole with penalty upon 30 days written notice to the Bidder/Contractor. Any contract cancellation notice shall not relieve the Bidder/Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

I. Contractual Disputes

The Contractor shall give written notice to the City of Mexico of its intent to file a claim for money or other relief at the time of the occurrence or the beginning of the work upon which the claim is to be based.

The written claim shall be submitted to the City no later than sixty (60) days after final payment. If the claim is not disposed of by agreement, the City of Mexico shall reduce their decision to writing and mail or otherwise forward a copy thereof to the Contractor within thirty (30) days of receipt of the claim.

City decision shall be final unless the Contractor appeals within thirty (30) days by submitting a written letter of appeal to the Finance Director, or his designee. The Finance Director shall render a decision with sixty (60) days of receipt of the appeal.

J. Severability

In the event that any provision shall be adjusted or decreed to be invalid, such ruling shall not invalidate the entire Agreement but shall pertain only to the provision in question and the remaining provisions shall continue to be valid, bind and in full force and effect.

K. Applicable Laws

This contract shall be governed in all respects by federal and state laws. All work performed shall be in compliance with all applicable City of Mexico codes.

L. Construction Safety Program

If this contract involves the construction, reconstruction, demolition, painting, or major repair of any facility of the City, Bidder shall provide a ten (10) hour Occupational Safety and Health Administration (OSHA) construction safety program for their on-site employees within sixty (60) days of award of the contract. Failure to provide training and maintain documentation of training, may result in penalties under RSMo 292.675. (Ref. Mo. House Bill 1549)

M. Drug/Crime Free Work Place

The Bidder acknowledges and certifies that it understands that the following acts by the contractor, its employees, and/or agents performing services on the City of Mexico property are prohibited:

1. The unlawful manufacture, distribution, dispensing, possession or use of alcohol or other drugs; and
2. Any impairment in incapacitation from the use of alcohol or other drugs (except the use of drugs for legitimate medical purposes).
3. Any crimes committed while on City property.

The Bidder further acknowledges and certifies that it understands that a violation of the prohibitions constitutes a breach of contract and may result in default action being taken by the City of Mexico in addition to any criminal penalties that may result from such conduct.

N. No Escalation Fees

The pricing of services contained in the contract for the selected Contractor shall remain in effect for the duration of the contract. No escalation fees will be allowed.

O. Permits

The successful Contractor shall be responsible for obtaining all permits, and for incurring all expenses associated with those permits, prior to proceeding with the scope of work and services described in the solicitation. Included in these permits will be the "Business License" required of all contractors doing business within the City of Mexico. This permit can be obtained from the office of the City Clerk, 300 North Coal, Mexico, Missouri, 65265.

Bids shall be signed in blue ink by the individual or authorized principals of the firm. Bids must give full firm name and address of bidder. Failure to manually sign the bid form may be cause for disqualification. Person signing bids should show title or authority to bind firm in a contract.

All bidders/Contractors shall include, with their bids, a list of at least three (3) current references for whom comparable work has been performed and within the past 30 months. This list shall include company name, person to contact, address and telephone number. Failure to include references may be ample cause for rejection of bid as non-responsive.

Bids may be held by the City of Mexico for a period not to exceed sixty (60) days from the date of bid opening for the purpose of reviewing the bids and investigating the qualifications of bidders prior to awarding of the contract.

Bids are invited for the work as described above in the Scope of Services. A contract may be awarded to the lowest responsive and responsible bidder.

The City of Mexico reserves the right to reject any or all bids or to waive any informality in the bidding, or to negotiate and suggest modifications and amendments, which would make the bid acceptable.