

Request for Weed, Mowing, and Trash Removal Bids, 2011

The City of Greenfield is looking for mowing contractors to submit bids to provide mowing, trimming, bush-hogging, and trash removal services on properties in violation of local weed, trash, and zoning ordinances.

1. Description of anticipated work

- a. Weeds. Weeds, tall grass, and overgrown shrubs shall be trimmed to a length acceptable to the City. The general objective is to remove weeds and shorten tall grass; it is not necessary for high-quality finish mowing. Required work varies depending on site from finish mowing to bush-hogging. Grass and weed heights can range from 4" to more than 12". Hand trimming is not requested except for areas where the overgrowth cannot be mown or bush-hogged. Leaves and trimmings need not be raked or otherwise collected, unless necessary for compliance with City Codes or if directed to do so by the City.
- b. Trash. Trash and rubbish may need to be cleared and removed to accomplish (a) above, or as requested by the City. Such work may include collection and removal of blown debris (cans, papers, etc.), tables, fallen limbs, etc.
- c. Season. The expected time frame for work will be May through November, depending on weather conditions. All bids expire December 31 of the year submitted.

2. Procedure for awarding jobs

- a. Bidding. The Board of Public Works and Safety shall select a pool of qualified contractors' bids to use during the mowing season, based on submitted bids (see below).
- b. Job selection. The City, on an as needed basis, shall contact the contractor with the lowest bid, with equipment appropriate for the job, and available on the needed schedule. The contractor will be notified of the required job by the City by phone, e-mail or fax with the address, scope of work, and any site-specific details. A work order detailing jobs to be done will be available for pickup for contractors requiring such.
- c. Equal work. The City will attempt to provide an equal amount of work to all contractors in the mowing pool, depending on qualifications, throughout the season.

3. Schedule of response to City requests

- a. Response time. Upon contact by the City of a job to be done, the selected contractor must start work within 48 hours of being contacted. Work must be completed within 72 hours. The City may allow additional time, dependant on the scope of the job being done.
- b. Batching. The City will try to provide the selected contractor with multiple jobs at one time. Often, the nature of the work requires jobs to be done singly.
- c. Invoicing. Invoices should be provided to the City no earlier than the completion of the job and no later than 30 days after the job completion. Invoices must identify each individual job by address and list the labor hours spent on the job.
- d. Payment. Invoices will be paid upon completion of the jobs to be done and the approval of the Board of Public Works and Safety.

4. Bidding Process

- a. Rates. Bids shall include hourly rates for work to be done, inclusive of all costs. Separate rates must be provided for mowing, bush-hogging, shrub trimming, and/or trash removal. Contractors need not bid all aspects of the jobs.
- b. Insurance. A copy of the contractor's insurance policy shall be submitted and must meet City's requirements for contractor insurance. (1m)
- c. Deadline. Bids must be submitted to the office of the Greenfield Clerk-Treasurer, 10 South State Street, no later than 3:30pm, Wednesday April 6, 2011.
- d. Selection. The Greenfield Board of Public Works and Safety shall select the pool of contractors at its meeting on April 13, 2011.

5. Contact

The primary contact for these jobs will be:

Joanie Fitzwater, Zoning Administrator
10 South State Street
Greenfield, IN 46140
Telephone: (317) 477-4320
Fax: (317) 477-4321
Email: jfitzwater@greenfieldin.org.

Quote on Mowing, Trimming, and Trash Removal Services

Please return this quote sheet no later than April 6, 2011, 3:30 PM to the Clerk-Treasurer's office at 10 South State Street.

Service

Hourly Rate Bid

Mowing:

Bush-hogging:

Shrub/tree trimming:

Trash removal:

Bidder:

Business: _____

Contact: _____

E-mail: _____

Address: _____

Phone: _____

All Bids must be accompanied by a W-9 and proof of insurance