

Request for Weed, Mowing, and Trash Removal Bids, 2023

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 April 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 and weather.
- b. Batching. The City will try to provide the selected contractors 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 ***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. All bids must be accompanied by an IRS Form W-9. (Available in Planning Department)
- d. All bids must be accompanied by an IRS Legal Employment Declaration. (Available in Planning Department)
- e. **Deadline. Bids must be submitted to the office of the Greenfield Clerk-Treasurer, 10 South State Street, no later than 9:30am, Tuesday April 25, 2023.**
- f. **Selection. The Greenfield Board of Public Works and Safety shall select the pool of contractors at its meeting on Tuesday April 25, 2023.**

5. Contact

The primary contact for these jobs will be:

Erikk S. Knapp, Building Commissioner

10 South State Street

Greenfield, IN 46140

Email: eknapp@greenfieldin.org

Telephone: (317) 477-4320

Fax: (317) 477-4321

Secondary contact for these jobs will be:

Donna L. Butler, Associate Planner

10 South State Street

Greenfield, IN 46140

Email: dbutler@greenfieldin.org

Telephone: (317) 477-4320

Fax: (317) 477-4321

Quote on Mowing, Trimming, and Trash Removal Services

Please return this quote sheet no later than: **April 25, 2023, 9:30 AM to:**

Lori Elmore, Clerk Treasurer
10 South State Street.
Greenfield, IN 46140
Clerk Treasurer's Office, First Floor City Hall

<u>Service</u>	<u>Hourly Rate Bid</u>
Mowing:	_____
Bush-hogging:	_____
Shrub/tree trimming:	_____
Trash removal:	_____

Bidder:

Business: _____

Contact: _____

E-mail: _____

Address: _____

Phone: _____

All Bids must be accompanied by a W-9, proof of insurance and E-Verify Certification

INDIANA LEGAL EMPLOYMENT DECLARATION

The State of Indiana has enacted a law (I.C. 22-5-1.7) requiring all state agencies and political subdivisions request verification from their contractors that their employees are legally eligible to work in the United States. This Declaration serves as notice that all Contractors doing business with the City of Greenfield must, as a term of their contract:

1. Enroll in and verify the work eligibility status of newly hired employees of the contractor through the E-Verify programs (but is not required to do this if the E-Verify program no longer exists); and
2. Verify, by signature below, that the Contractor does not knowingly employ unauthorized aliens.

I, _____, a duly authorized agent of _____ (name of Company), declare under penalties of perjury that _____ (name of Company) does not employ unauthorized aliens to the best of its knowledge and belief.

(Name of Company)

By: _____
(Authorized Representative of Company)

Subscribed and sworn to before me on this _____ day of _____, 201__.

My Commission Expires: _____

County of Residence: _____

Notary Public - Signature

Notary Public - Printed Name