

2020 - 2022 PARK LAWN MAINTENANCE
MOWING
SOLICITATION OF QUOTES
CITY OF ORONO
ORONO, MN

Proposed by:
City of Orono
Orono, MN
Phone Number: 952-249-4600
Fax Number: 952-249-4616

1. Notice of Solicitation of Quotes. The City of Orono is seeking quotes for our 2020-2022 park mowing program. The City intends to enter into a contract with a qualified and responsible firm for these services, and accordingly is furnishing herein a set of instruction and specifications by which such quotes shall be evaluated.

2. Project Overview

A. Scope of Work. The mowing season is April through November, to include the identified parks and city property. All materials, equipment and labor shall be included into the price quoted to include:

(1) Spring Preparation

- Dethatching performed once in the Spring
- Blow out and bag or mulch all leaves from playgrounds

(2) Summer

- Weekly mowing. Mowing to take place during the normal workday hours 8am-4pm
- Weekly trimming around landscape beds, structures, trees, curbs, etc....
- Clean debris off of all hardscapes and shrub beds.
- In the case of excessive debris, the lawn will be mowed using a bag system to collect debris or backpack blowers to remove all clumps
- Removing aquatic plants and other debris or garbage from the beaches and grooming the sand weekly

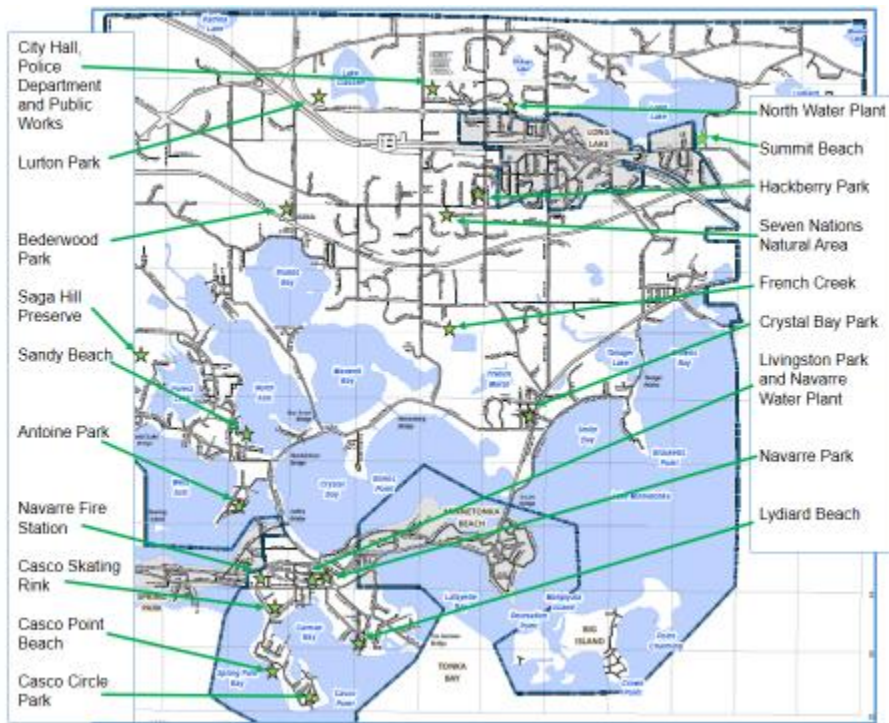
(3) Fall Clean-up

- Performed once between October 15, and November 15.
- Blow out and bag or mulch all leaves from playgrounds
- Shrub beds will be blown out.
- Debris, grass clippings, and leaves will be removed from lawn.

Sec. 58-121. - Hourly restriction for certain operations.

Domestic power equipment. No person shall operate a garden or lawn tractor, power lawn mower, power hedge clipper, chainsaw, mulcher, garden tiller, edger, power device for bug eradication, drill, or other similar domestic power maintenance equipment except between the hours of 7:00 a.m. and 10:00 p.m. on any weekday or between the hours of 8:00 a.m. and 8:00 p.m. on weekends and holidays. Snow removal equipment is exempt from this provision.

B. Map



C. Mowing Locations. A description of each mowing site with special instructions for select sites is at Appendix B

1. **Antoine Park** - 1780 Concordia Street, Wayzata, MN 55391
2. **Bederwood Park** – 55 Stubbs Bay Road S, Maple Plain, MN 55359
3. **City Hall and Public Works** – 2750 Kelley Parkway, Long Lake, MN 55356
4. **Lurton Park** - 3580 Wayzata Boulevard, Long Lake, MN 55356
5. **Sandy Beach** - Cherry Avenue and Maple Place on North Arm Bay, Orono, MN
6. **Navarre Fire Station** - 3770 Shoreline Dr, Wayzata, MN 55391
7. **Casco Skating Rink** - 2545 Casco Point Road, Wayzata, MN 55391
8. **Casco Point Beach** - 2871 Casco Point Road, Wayzata, MN 55391
9. **Casco Circle Park** – 3100 Casco Circle, Wayzata, MN 55391
10. **North Water Plant** – 2250 Wayzata Blvd, Long Lake, MN 55356
11. **Summit Beach** - 455 East Long Lake Road, Orono, MN 55356
12. **Hackberry Park** - 170 Hackberry Hill, Long Lake, MN 55356
13. **French Creek Park** - 898 Old Crystal Bay Rd S, Wayzata, MN 55391
14. **Crystal Bay Park** – 1275 Brown Road S, Wayzata, MN 55391
15. **Livingston Park and Navarre Water Plant** – 2300 Blaine Avenue, Wayzata, MN 55391
16. **Navarre Park** – 3408 Lyric Avenue, Wayzata, MN 55391
17. **Lydiard Beach** – At the end of Lydiard Avenue, Excelsior, MN 55331
18. **Saga Hill Park** – 4750 Tonkaview Lane, Mound, MN 55364
19. **Seven Nations Park** – 2725 Watertown Road, Long Lake, MN 55356

D. Deviations and Exceptions. Deviations from and exceptions to terms, conditions, specifications or the manner of this RFP shall be described fully on the vendor's letterhead stationery, signed and attached to the proposal submittal page(s) where relevant. In the absence of such statement the vendor shall be deemed to have accepted all such terms, conditions, specifications and the manner of the RFP. A vendor's failure to raise an issue related to the terms, conditions, specifications or manner of this RFP prior to the proposal submission deadline in the manner described shall constitute a full and final waiver of that vendor's right to raise the issue later in any action or proceeding relating to this RFP.

E. Payment. Payments will be made to the contractor upon confirmation of services provided. The Contractor shall submit a written invoice to the City upon completion of the services. Each invoice shall include in detail the description of the services performed.

3. Insurance Requirements. Contractor shall provide the following insurance for the life of the contract. Proof of insurance coverage shall be provided to the city with the Quote. Workman's compensation and employer liability, commercial general liability, automobile liability, and umbrella excess liability which protects the City from property damage claims arising from operation under the contract whether such operations be by the contractor or and subcontractor, or by anyone directly or indirectly employed by either of them.

A. Workers Compensation. Contractor are to be considered as independent contractors and not employees of the City by virtue of this contract. The contractor will be required to prove to the satisfaction of the City that he pays workman's compensation on any employees engaged in this contract.

B. Contractor's Public Liability and Property Damage Minimum Limits.

\$1,000,000 General Aggregate

\$1,000,000 Each Occurrence

\$1,000,000 Personnel Injury

C. Comprehensive Automobile liability Minimum Limits.

\$1,000,000 Combined single Limit-bodily injury and property damage on all owned, non-owned and hired vehicles

D. Umbrella Excess Liability Minimum Limits

\$1,000,000 Aggregate

\$1,000,000 Each Occurrence

E. Indemnity: The contractor shall indemnify and save harmless the City and the its clients from and against all losses and all claims, demands, payments, suits, actions, recoveries and judgments of every nature and description brought or recovered against him by reason of any act or omission of the said contractor, his agents or employees, in the execution of the work or in the guarding of it.

4. Quote Procedures.

A. Deadline. Quotes must be received by the City no later than **1:00p.m. On February 21, 2020.** Quotes may be sent by mail or Email. Please label the envelope or email with "2020 - 2022 Orono Mowing Proposal". Quotes arriving after the specified time, whether sent by mail, courier, or in person, shall not be accepted. Quotations submitted by Fax are not acceptable

B. Format for Submittal. A properly prepared quote shall consist of a fully completed Proposal Form (Appendix A). Failure to submit all of the required information may result in the disqualification from consideration.

C. Response Evaluation The following criteria and their identified weight will be used by City of Orono to evaluate the responses:

- | | |
|---|------|
| (1). Cost for annual maintenance and service | 80 % |
| (3). Recommendation of past/ existing municipal/ commercial customers | 20 % |

D. Timeline.

January 28th	Publish RFP
February 21st	Deadline for RFP proposal submission.
February 28th	Complete selection process
March 9 th	Council Approval

E. Contract Term. The length of such contract(s) shall be renewed in one year increments renewable up to three (3) years if both parties agree in writing. If City of Orono and the vendor are unable to negotiate and sign a contract by March then The City of Orono reserves the right to seek an alternative vendor(s).

F. Contract Termination. The City of Orono, may cancel the contract(s) upon 30 days written notice, with or without cause. The vendor(s) may cancel the contract(s) upon 180 days written notice, with or without cause.

G. Disclaimer. This Request for Proposal (RFP) does not obligate the City of Orono, to award a contract or complete the proposed project and each reserves the right to cancel this RFP if it is considered to be in its best interest. Proposals must be clear and concise. Proposals that are difficult to follow or that do not conform to the RFP format or binding specifications may be rejected. Responding vendors must include the required information called for in this RFP. The City of Orono reserves the right to reject a proposal if required information is not provided or is not organized as directed. The City of Orono also reserves the right to change the evaluation criteria or any other provision in this RFP by posting notice of the change(s) on the City Web Site: <http://www.ci.orono.mn>. For this RFP, posting on the captioned web site above constitutes written notification to each vendor. Vendors should check the site daily and are expected to review information on the site carefully before submitting a final

5. Contact Person. All inquiries shall be directed to in writing to:

Jason Goehring, Parks and Golf Course Supervisor

City of Orono

jgoehring@ci.orono.mn.us

[952-249-4684](tel:952-249-4684)

PROPOSAL FORM
 2020-2022 SEASONS
 PARK LAWN MAINTENANCE
 CITY OF ORONO

Company:	Contact:
Address:	Phone No:
City, State, Zip:	Fax No.:

The undersigned, being familiar with your location conditions, having made the field inspections and investigations deemed necessary, having studied the specifications for the work including and being familiar with all factors and other conditions affecting the work and cost thereof, hereby proposes to furnish all labor, tools materials, skills, equipment and all else necessary to complete the work in accordance with the specifications, as follows:

I/we propose to furnish all the equipment, materials and labor for all work

One (1) year for the LUMP SUM of: \$ _____

Two (2) years for the LUMP SUM of: \$ _____

Three (3) years for the LUMP SUM of: \$ _____

List of the equipment to be used to complete this work below

In submitting this quotation, it is understood that the Owner retains the right to reject any and all quotations and waive irregularities and informalities therein and to award the work in the best interest of the Owner.

Please provide three references: municipal, industrial or commercial mowing contracts

Company/ City	Point of contact	Phone

Respectfully submitted,

_____	(A Corporation)	_____
Name	(An Individual)	Print Name
_____	(A Partnership)	_____
Signature		Title

Date		