

**CITY OF BEREA**  
**REQUEST FOR PROPOSAL**

The City of Berea (Owner) will receive sealed proposals for the Annual Landscape Maintenance Contractor for designated areas within the City of Berea. Proposals will be due by Monday July 13<sup>th</sup> at 4:00 pm, local time to the Office of the City Clerk, Berea City Hall, 212 Chestnut Street. Any proposal received after said time and date will not be accepted by the City. Proposals will be publicly opened and read aloud at 6:30 p.m. on July 21, 2020.

A formal pre-proposal meeting will not be held. Proposal form will need to be used, and can be obtained by email or contacting us. All questions should be submitted in writing by July 7, 2020 4:00 pm local time to the following:

City of Berea  
Attention: David Gregory  
212 Chestnut Street  
Berea, Kentucky 40403  
Telephone: 859 986-8528  
Email: [dgregory@bereaky.gov](mailto:dgregory@bereaky.gov)

The work to be completed consists of the following:

1. Perform all landscaping services enumerated in Sections A, B, and C.
2. Repair any damage caused by crews or equipment;
3. Report any damage or needed repairs observed in any of the locations;
4. Report any concerns about the health of the existing trees;
5. Maintain public and employee use of all spaces during landscape maintenance; Berea City Hall and Berea City Annex have scheduled events and work should not be taking place during these events. A list of known/scheduled events will be provided to contractor by owner. The winning company is expected to work around those events.
6. Maintain safe practices that do not endanger personnel or patrons to any public space;
7. Monitor the irrigation system to maintain proper coverage and rates and be available to come to the site for emergency repairs;
8. Replace dead spots in the sod as needed;
9. Repair damaged spots, holes, settlement or depressions that occur in the turf areas;
10. Report serious and large-scale damage to the turf areas that require correction;
11. Remove all invasive weeds from the turf grass areas;
12. Do not allow weed eaters or mowers to strike or impact the base bark of the trees;
13. Take necessary soil tests to ensure proper soil pH;
14. Adjust mix and rates of fertilizers to guarantee healthy plants;
15. The maintenance contractor must deliver reports of issues beyond the scope of this contract to the City Administrator in written form within fourteen (14) days of discovery. Verbal reporting to the Public Works or any other City Department shall not be considered sufficient;
16. Contractor must be State Certified to administer all grounds chemicals; and
17. No weed eaters, mowers or other tools shall strike or impact sign bases or ground receptacles or otherwise damage lights in bushes or trees.

The Owner reserves the right to reject any or all proposals.

Each proposal shall be submitted and completed in all particulars and must be enclosed in a sealed envelope as described in the "Submission of Proposal Lawn Maintenance" section contained in the General Provisions of this document. Signatures required on each form must be originals signed in ink by hand. **The use of electronic signatures, stamps, mechanically generated signatures or copies are not accepted.**

Proposals will be publicly opened and read aloud on July 21, 2020 at 6:30 p.m. in the Council Chambers room at Berea City Annex or by Video Conferencing and will be announced then and there to all persons present.

The City reserves the right to waive any irregularities in any proposal, and to take proposals under advisement.

The following conditions and terms apply:

1. The City reserves the right to reject any or all proposals.
2. Attached are detailed specifications and conditions for bid submission.
3. The successful proposer must execute a City Attorney approved contract within ten (10) days of receipt from the City of Berea. The contract will begin effective August 1, 2020. If the contract is not executed within ten (10) days, the City reserves the unilateral right to cancel it.
4. If any provisions of the contract are violated, the City, after suitable notice, may cancel the contract and arrange to have the products and or services supplied by others.
5. All proposals must be in a lump sum amount. Any attempt to qualify prices with an "escalation clause" or any other method of making a price variable, is not acceptable for this proposal. Please provide unit prices as specified.
6. The successful proposer shall provide proof of General Liability Insurance Coverage of at least 2 Million Dollars.
7. Additional property maintenance could be requested from time to time depending on events within the City limits of Berea under the direction of the City Administrator, or his/her designee.