

CITY OF BEREA
REQUEST FOR PROPOSAL

The City of Berea (Owner) will receive sealed proposals for the Annual Landscape Maintenance Contractor for **633 Chestnut Street, 635 Chestnut Street, and 3 Artist Circle**, City of Berea. Proposals will be due by Monday February 21, 2022, 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 4:30p.m. on Monday February 21, 2022, in the city clerks office.

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 Friday February 18, 2022, 4:00 pm local time to the following:

City of Berea
Attention: Rose Beverly
212 Chestnut Street
Berea, Kentucky 40403
Telephone: 859 986-8528
Email: rbeverly@bereaky.gov

The work to be completed consists of the following:

1. Perform all landscaping services enumerated in Sections A, B, and C below.
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 Tourism locations listed in above address 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.
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.**

The City reserves the right to waive any irregularities in any proposal, and to take proposals under advisement. The City of Berea reserves the right to accept any proposal, to reject any and all proposals, and to accept what is determined to be the most responsive, most responsible, and best proposal, and in the best interest of, and most advantageous to, the City.

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 March 1st, 2022. 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 10 days' 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.

PROPOSAL FORM

**TO: The City of Berea
212 Chestnut Street
Berea, Kentucky 40403**

In compliance with a Notice to Proposers, the undersigned, hereinafter termed the Proposer, proposes to enter into a Contract with the City of Berea to provide the necessary machinery, tools, apparatus, and other materials and labor specified in the Contract, necessary to complete the work in the manner therein specified within the time specified, as therein set forth, for:

A. Berea Tourism Gallery & Event Center 633 Chestnut Street

1. Cut all turf areas:
 - a. Fescue to be cut at 1.5 to 2 inches with rotary mower with bagger attachment.
 - b. Approximate Sq. Ft – 1,000.
2. Fertilize the lawn and ground cover beds according to good turf grass practices.
3. Edge all sidewalks, curbs, and bed lines.
4. Blow all paved areas (includes street parking areas) free of grass clippings, leaves and debris and remove from the property, do not blow clipping, leaves and debris into the road or storm drains.
5. Always keep shrubbery trimmed properly. Only staff that has been trained and demonstrate competency in proper pruning techniques shall perform pruning. Use hand pruners or loppers on trees and shrubs. All new plant material has been designed to form massing naturally and will require very little if any pruning, we do not want shearing.
6. Maintain the proper pH of the turf soil areas by appropriate annual applications.
7. Ornamental trees and shrubs trimmed twice a year.
8. Keep planting beds free of weeds and debris.
9. Remove all trash on the property.
10. Mulch or Rock per Owner Request.
11. Pressure Washing on sidewalks, exits and entrances semi-annually.
12. Snow Removal (Winter) – Parking lots, sidewalks, entrances, steps. Services are to be performed during early A.M hours or night to avoid delay in city services.
13. Salt application - Parking lots, sidewalks, entrances, steps. Services are to be performed during early A.M. hours or night to avoid delay in city services. Excess salt or ice melt should be removed with blower after ice and snow are gone.

Total Cost: Berea Tourism Gallery & Event Center \$ _____

B. The Chestnut Street Pavilion 635 Chestnut Street

1. Cut all turf areas:
 - a. Fescue to be cut at 1.5 to 2 inches with rotary mower with bagger attachment.
 - b. Approximate Sq. Ft – 5000 (exterior fence street perimeters & next to Berea Pavilion Bldg.).

2. Fertilize the lawn and ground cover beds according to good turf grass practices.
3. Edge all sidewalks, curbs, and bed lines.
4. Blow all paved areas (includes street parking areas) free of grass clippings, leaves and debris and remove from the property, do not blow clipping, leaves and debris into the road or storm drains.
5. Always keep shrubbery trimmed properly. Only staff that has been trained and demonstrate competency in proper pruning techniques shall perform pruning. Use hand pruners or loppers on trees and shrubs. All new plant material has been designed to form massing naturally and will require very little if any pruning, we do not want shearing.
6. Maintain the proper pH of the turf soil areas by appropriate annual applications
7. Ornamental trees and shrubs trimmed once a year.
8. Keep planting beds free of weeds and debris.
9. Remove all trash on the property.
10. Mulch or Rock per Owner Request.
11. Pressure Washing on sidewalks and all entrances semi-annually.
12. Snow Removal (Winter) – Parking lots, sidewalks, entrances, steps. Services are to be performed during early A.M hours or night to avoid delay in city services.
13. Salt application - Parking lots, sidewalks, entrances, steps. Services are to be performed during early A.M. hours or night to avoid delay in city services. Excess salt or ice melt should be removed with blower after ice and snow are gone.

Total Cost: The Chestnut Street Pavilion \$_____

C. Berea Tourism Depot Welcome Center 3 Artist Circle-Garden & Cottage

1. Cut all turf areas:
 - a. Fescue to be cut at 1.5 to 2 inches with rotary mower with bagger attachment
 - b. Approximate Sq. Ft – 2,000 (Cabin Lawn-behind Barn & Cottage Gardens (2))
2. Fertilize the lawn and ground cover beds according to good turf grass practices.
3. Edge all sidewalks, curbs, and bed lines.
4. Blow all paved areas (includes street parking areas) free of grass clippings, leaves and debris and remove from the property, do not blow clipping, leaves and debris into the road or storm drains.
5. Always keep shrubbery trimmed properly. Only staff that has been trained and demonstrate competency in proper pruning techniques shall perform pruning. Use hand pruners or loppers on trees and shrubs. All new plant material has been designed to form massing naturally and will require very little if any pruning, we do not want shearing.
6. Maintain the proper pH of the turf soil areas by appropriate annual applications.
7. Ornamental trees and shrubs trimmed once a year.
8. Keep planting beds free of weeds and debris.
9. Remove all trash on the property.
10. Mulch or Rock per Owner Request.
11. Pressure Washing on sidewalks and all entrances semi-annually.

12. Snow Removal (Winter) – Parking lots, sidewalks, entrances, steps. Services are to be performed during early A.M hours or night to avoid delay in city services.

13. Salt application - Parking lots, sidewalks, entrances, steps. Services are to be performed during early A.M. hours or night to avoid. Excess salt or ice melt should be removed with blower after ice and snow are gone.

BID SUMMARY:

A. Berea Tourism Gallery & Event Center \$_____

B. The Chestnut Street Pavilion \$_____

C. Berea Tourism Depot Welcome Center \$_____

Total Annual Contract (BASE BID) \$_____

PROPOSAL INCLUSIONS: The Request for Proposal documents shall be returned in their entirety, with all applicable portions fully completed by the Contractor. Specifically, each Offeror's proposal shall include the following proposal requirements:

- Pricing and Schedule of work completion
- Certificate(s) of Insurance or Letter of Compliance (to be provided by Contractor's Insurance Carrier)

Signature of proposer:

Print Name:

Date: _____