

**INVITATION TO BIDDERS
LEGAL NOTICE**

SEALED BIDS will be received by the City of Newport, Kentucky, in the Office of the City Clerk located at 998 Monmouth Street, Newport, Kentucky, 41071, until three o'clock (3:00) p.m., on March 19, 2014 and then publicly opened and read aloud in the Multi-Purpose Room, 1st Floor of the Newport Municipal Building for the:

Grass Cutting and Maintenance for Fiscal Year 2014
With Renewal Options (Four one-year extensions)

Copies of the Specification Documents may be obtained or examined in the Office of the City Clerk, 998 Monmouth Street, Newport, Kentucky 41071.

Pursuant to specifications on file in the Office of the City Clerk of the City of Newport, proposals are to be submitted in a sealed envelope labeled as follows:

Grass Cutting and Maintenance Fiscal Year 2014
With Renewal Options (Four one-year extensions)

Successful vendor must be an Equal Employment Opportunity Employer, which prohibits discrimination because of race, creed, color, national origin, sex, age, handicap, political affiliation or beliefs. The City of Newport is an Equal Employment Opportunity Employer. In addition, the successful vendor must obtain an Occupational License from the City Finance and Administration Department prior to commencing work.

A 5% bid bond or certified check shall be required with submission of each bid. The awarded vendor will be required to post all bonds and insurance as stated in the bid specifications.

The City of Newport will award the contract to the lowest responsible vendor based upon the Owner's opinion. The City reserves the right to reject any or all proposals and to waive any informalities or irregularities in the bids received.

A Pre-Bid Meeting will be held March 5 at 10:00 a.m. in the City's multi-purpose room, 998 Monmouth Street, Newport, KY.

Any and all questions dealing with this proposal should be reduced to writing and delivered to City Clerk Amy Able at the City Building or emailed to able@newportky.gov.

CITY OF NEWPORT, KENTUCKY
Amy B. Able, City Clerk

INSTRUCTIONS TO BIDDER

COMPETENCY OF BIDDER

No contract will be awarded except to responsible bidders capable of performing the class of work contemplated. Before the award of a contract any bidder can be required to show that he/she has the necessary facilities, experience, abilities and financial resources to perform the work in a satisfactory manner and within the time stipulated. If the contract contains special items for materials, work of a complicated nature or the character of which will depend upon the contractor's skill or experience he/she may be required to show proof that he/she has a satisfactory record of similar work performed or materials furnished. Bidders may be required to furnish the City sworn statements as to their experience. References will be required and shall be submitted with each bidder's proposal.

Grass Cutting and Maintenance Fiscal Year 2014

With Renewal Options (Four one-year extensions)

The successful contractor shall furnish all tools, labor and material to provide grass cutting and maintenance in accordance with the following specifications.

A. Preparation of grounds before mowing

1. Trash: all papers, bottles, debris, etc. shall be collected and removed from the lawn areas at each location during the contract period. This includes from the perimeter of the building and around property boundaries. Clean up shall always be done prior to cutting. The contractor shall provide his own disposal site for debris resulting from the operation of this contract requirement.

B. Cutting

All prescribed areas shall be cut at each location at the direction of the individual department head. In general, lawns will be cut on a bi-weekly system during the average rainfall timeframe. During the dry part of the season, lawns will be cut once a month. All grass will be cut an average height of 2 ½". All cutting machinery will be checked for sharpness and have adjustments on a regular basis. When mowing next to curb lines and walkways, mow so as to throw clippings inward to lawn areas. All close trimmings will be done with the utmost care as to protect adjacent plant material.

C. Clean up requirements during and after mowing

1. Grass clippings are to be swept or blown from sidewalks, curbs, parking lots and otherwise paved areas.

2. Clean up at each location shall be done before crews leave the location i.e., end of each working day. Failure to comply will be cause for funds to be withheld for this phase of the work. Furthermore, if City Of Newport employees are necessary to accomplish clean up, that cost will be deducted from the contractor's next billing.

D. Working hours

The contractor will schedule work between the hours of 7:00 a.m. and 6:00 p.m., Monday through Friday, unless otherwise authorized by the City.

E. Licenses and permits

The contractor shall at his/her expense procure all necessary licenses and permits needed to conduct the work required under the terms of this contract.

F. Sub-contractors

The contractor will not be allowed to sub-contract work under this contract unless written approval is granted by the City. The sub-contractor, as approved, shall be bound by the conditions of the contract between the City and the original contractor. The authorization of a sub-contractor is to perform in accordance with all terms of the contract and specifications. All required notices, work orders, directives and request for emergency services will be directed to the contractor. All directions given to the sub-contractor in the field shall bind the contractor as if the notice has been given to the contractor.

G. Execution of a contract

The successful bidder shall, within fifteen (15) calendar days of the mailing of written notice of selection as the successful bidder, enter into a contract with the City on forms as included within. The bidding documents for the performance of work awarded, shall simultaneously provide the appropriate bonds and insurance required hereunder.

In addition, the successful bidder shall be required to provide the City of Newport with a Performance Bond in an amount equal or greater than the sum of one cut of each property as listed in the Bid Form attached herein.

H. Location and schedule of work

The City of Newport reserves the right to change, add or delete areas or quantities of areas to be cut that is in its best interest. The amount of grass cutting to be performed is conditioned on the total amount of funds budgeted for grass cutting. The City shall give notice to the contractor of the areas to be cut and the approximate size of each lot to be cut. Cutting shall commence no later

than three (3) days after the contractor has been awarded and continued until completion unless otherwise notified by the City. Failure of the contractor to comply with the approved cutting schedule shall be sufficient cause to give notice that the contractor is in default of contract.

I. Payment terms

The City of Newport, Kentucky will promptly issue payment for services rendered every 30 days after receipt of an approved invoice.

Approved Invoice: (definition) the submission of an invoice to the using Department. At that time the individual department head or designated person will inspect the job site and authorize payment indicating that all work is completed pursuant to the contract and has been completed in a workmanlike manner.

Invoices for work that are submitted for payment for work that was completed more than thirty days prior will not be considered valid and will not be paid.

J. Use of chemicals

There will be no chemicals used at any of these locations unless requested in writing by the City.

K. Insurance Requirements

- General Liability - \$1,000,000 Copy to be provided to the City
- Workers Compensation – Kentucky Statutory Requirements
- Auto/Machinery – Kentucky Statutory Requirements
- Name the City of Newport as Additional Insured

L. Pre-Bid Meeting

For the purpose of familiarizing bidders with the project and answering questions, a pre-bid meeting will be held in the Multi-Purpose Room of the City Municipal Complex on March 5, 2014 at 10:00 a.m. If you have any questions or concerns regarding this meeting please contact City Clerk Amy Able at (859) 292-3668.

For any contractor to submit a quotation on this particular project it is strongly recommended that the contractor attend all pre-bid conferences due to the complexity of the proposed project. For example: Each contractor will be required to visit each site to determine the exact locations so that proper quotations may be submitted and evaluated.

Quotations are going to be accepted on a per-bid basis. For example: Floodwall; we anticipate this particular piece of ground to be cut no more than eight (8) times per season. However, if the City is desirous of having it cut an additional time we would, at that time, take the unit cost per cut.