

March 14, 2025

City of Newport, Kentucky
Grass Cutting Bid Package



NEWPORT
KENTUCKY

NOTICE TO BIDDERS

Grass Cutting and Maintenance for 2025

The City of Newport Public Works Department is accepting sealed bids for grass cutting services for various city property locations.

Bid specifications are available on the City website <http://newportky.gov/City-Government/Procurement.aspx> or can be picked up from the City Clerk's office at 998 Monmouth, 2nd Floor, Newport, KY 41071, Telephone 859.292.3668. Any questions about the bid specifications should be directed to City Clerk, Tiffany Myers 859-292-3668.

All sealed bids shall be delivered to City Clerk Tiffany Myers, 998 Monmouth St., Newport, KY 41071, before 10:00 a.m. local time on Friday, March 28, 2025. At this time, the bids will be publicly opened and read aloud, ensuring transparency in the process. **All bids shall be in a sealed envelope and clearly marked “Grass Cutting Services” in the bottom left corner.** The City of Newport is not responsible for the premature opening of or failure to open a sealed bid that is not properly addressed or identified. All information on the bid form shall be typed, written, or printed in ink. Please do not use whiteout or correction tape on the bid form; doing so may result in the rejection of the bid. The City of Newport reserves the right to reject all bids and waive all formalities in the award of the bid.

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 Finance Department and Administration Department prior to commencing work.

Each bid must be accompanied by a 5% bid bond or certified check. The awarded vendor must also post all bonds and insurance as stated in the bid specifications.

Published on the city website March 14, 2025.

SCOPE OF WORK INSTRUCTIONS TO BIDDERS

COMPETENCY OF BIDDER

No contract will be awarded to bidders unless they are deemed responsible and capable of performing the required class of work. Before a contract is awarded, any bidder may be asked to demonstrate that they possess the necessary facilities, experience, skills, and financial resources to complete the work satisfactorily within the agreed timeframe.

If the contract involves special materials, complicated tasks, or skills that rely on the contractor's expertise or experience, bidders may be required to prove they have a satisfactory record of similar work performed or materials provided. This process ensures that the City receives quality service. Additionally, bidders may be required to submit sworn statements regarding their experience, and references must be included with each bidder's proposal.

Grass Cutting and Maintenance Year 2025 With Renewal Options (four one-year extensions)

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

A. Preparation of grounds before mowing

- All trash, including paper, bottles, and debris, must be collected and removed from the lawn areas at each location during the contract period. This includes the perimeter of the building and the property boundaries. Cleanup should always be completed before cutting the grass. The contractor is responsible for providing a disposal site for all debris from these operations.

B. Cutting

- All designated areas shall be mowed at each location as directed by the individual department head. Generally, lawns will be mowed biweekly during periods of average rainfall. During the dry season, lawns will be mowed once a month. Grass will be cut to an average height of 2.5 inches. All mowing equipment will be regularly checked for sharpness and adjusted as necessary. Grass clippings should be directed back into the lawn areas when mowing near curb lines and walkways. Close trimming will be performed with great care to protect adjacent plants.

C. Clean up requirements during and after mowing

- Grass clippings will be swept or blown from sidewalks, curbs, parking lots, and otherwise paved areas.
- All site cleanup must be completed before crews leave at the end of each working day. If this requirement is not met, funds for this phase of the work will be withheld. Additionally, if City of Newport employees need to carry out the cleanup, the associated costs 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 obtain all necessary licenses and permits at their own expense to conduct the work required by this contract.

F. Sub-contractors

- The contractor is not permitted to subcontract any work under this contract without written approval from the City. Any approved subcontractor will be subject to the same terms and conditions outlined in the contract between the City and the original contractor. The subcontractor is required to perform in accordance with all contract terms and specifications. All necessary notices, work orders, directives, and requests for emergency services should be directed to the contractor. Any instructions given to the subcontractor in the field will be binding on the contractor, as if the notice had been given directly to them.

G. Execution of a contract

- The successful bidder must, within fifteen (15) calendar days of receiving written notice of their selection, enter into a contract with the City using the included forms. Additionally, the bidding documents for the awarded work must provide the required bonds and insurance simultaneously.
- The successful bidder must also provide the City of Newport with a performance bond equal to 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 modify, add, or remove areas or quantities for grass cutting as it deems necessary for its best interests. The extent of grass cutting to be carried out depends on the total budget available for this purpose. The City will inform the contractor of the designated areas for cutting and provide an estimate of the size of each lot.
- Grass cutting must begin no later than three (3) days after the contractor is awarded the contract and continue until completed, unless the City provides different instructions. If the contractor fails to adhere to the approved cutting schedule, this will be considered sufficient grounds to notify the contractor of defaulting on the contract.

I. Payment terms

- The City of Newport, Kentucky, will issue payment for services rendered within thirty (30) days after receiving an approved invoice. For an invoice to be approved, a department head or designated representative must inspect the job site and authorize payment, confirming that all work has been completed according to the contract and in a professional manner.

J. Use of chemicals

- No chemicals will be used at any of these locations unless the City requests them in writing.

K. Insurance requirements

- General liability- \$ 1,000,000 copy provided to the City
- Workers Compensation-Kentucky Statutory requirements.
- Auto/Machinery-Kentucky Statutory requirements.
- Name the City of Newport as additional insured.

BID FORM
CITY OF NEWPORT
Grass Cutting Locations
2025 plus four one-year options

PUBLIC WORKS DIVISION		Cost Per Cut 2025	Cost Per Cut 2026	Cost Per Cut 2027	Cost Per Cut 2028	Cost Per Cut 2029
1	Complete floodwall both sides including sections along Fitzsimmons Street, Licking River, Ohio River, and Taylor Creek Overlook. Complete with cellular walls and Festival Park (Park behind Newport on the Levee). (Cut every two weeks.)					
2	Additional Cuts: North side of the floodwall behind Newport on the Levee. From Taylor Southgate Bridge to Purple People Bridge, from River to top of Levee (only).					
3	Dave Cowens/I-471 (State)					
4	3rd & Park right-of-way (State)					
5	6th Street right-of-way					
6	1020 E. 9th Street					
7	10th Street right-of-way – north side of 10th (State)					
8	Chesapeake and Ohio to Pavilion					
9	Pavilion Pkwy. (near Chesapeake Ave.)					
10	Grand Avenue					
11	New Linden at US 27 - Northeast Corner Lot (Tentative - Leased Out)					
12	US 27 & Parkview "Point of Penn Station"					
13	U.S. 27 Underpass (12th St. at US 27)					
14	12th & Patterson (end of Wagon Wheel Bridge)					
15	Aspen Ridge					
16	Licking Pike (Route 9 at Overlook Dr.)					
17	Route 9 - Complete - new portions from US 27 at Taylor-Southgate Bridge roundabout to West 12th St. (State)					
18	Columbia Street: floodwall entrance					
19	End of Taylor Southgate Bridge (over W. 2nd to Columbia)					
20	Saratoga Street: from River to 11th St., complete islands					
21	Phelan Park (825 - 827 Monmouth)					
22	709-717 Monmouth - Parking Lot (f/k/a Cocktails & Dreams)					
TOTAL						

CITY BUILDING		Cost Per Cut 2025	Cost Per Cut 2026	Cost Per Cut 2027	Cost Per Cut 2028	Cost Per Cut 2029
23	998 Monmouth Street					
	TOTAL					

BID FORM

PARKS AND RECREATION

		Cost Per Cut 2025	Cost Per Cut 2026	Cost Per Cut 2027	Cost Per Cut 2028	Cost Per Cut 2029
24	Veteran's Memorial Park					
25	Veteran's Memorial Ball Fields (Only) - <i>In Blue</i>					
26	Bartlett Park - <i>In Green</i>					
27	Bartlett Fields (Only) - <i>In Blue</i>					
28	Kentucky Drive right-of-way					
29	Riddleview Park: North end of McArthur Drive, complete property of the City					
30	End of East Ridge					
31	19th Street detention basin					
32	Clifton Playground: complete property owned by City					
33	Grandview Drive (14th St. to Aspen subdivision sign)					
34	Buena Vista Park (W. 12th, York to Central)					
35	Freudenberg Park (725-727 Liberty)					
36	Bernadette Watkins Park: 6th & Patterson Streets, complete property owned by the City					
37	General James Taylor Park					
38	Ralph Mussman Recreational Complex: all property with the exception of the football field - <i>In Red</i>					
39	Ralph Mussman Ball Fields (Only) - <i>In Blue</i>					
40	Gateway Neighborhood Park: East end of 8th Street, complete property owned by City					
41	Providence Way Park					
42	Mansion Hill Park (3rd & Park Ave.)					
43	Waterworks Road right-of-way					
44	Waterworks Road Dam					
TOTAL						

GRAND TOTAL

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COMPANY NAME

CONTACT NAME

ADDRESS

PHONE NUMBER

CITY/STATE/ZIP

CELL PHONE

SIGNATURE

EMAIL ADDRESS