



# Johnson County Ambulance District



## Invitation to Bid Lawn Care Services

The Johnson County Ambulance District (JCAD), Warrensburg, Missouri is requesting bid proposals for lawn care service for the lawn care season of April 1, 2019 through the year ending December 31, 2019, with the option of continuing services for the subsequent two (2) fiscal years. The lawn care service work will consist of mowing, trimming, and related lawn care.

Bids are being solicited only from responsible and professional bidders known to be experienced and regularly engaged in lawn care work. Satisfactory evidence that the bidder has the necessary equipment and personnel to do the work may be required.

Bid forms and specifications may be obtained at the Johnson County Ambulance District headquarters located at 500 East Young, Warrensburg, MO 64093 or by emailing a request to Deputy Chief Dustin Gamblin at [dgamblin@jocoamb.com](mailto:dgamblin@jocoamb.com).

The Johnson County Ambulance District reserves the right to reject any or all bids and to accept any bid, or portion thereof, which, in their opinion, is most advantageous to the Johnson County Ambulance District.

Interested parties are encouraged to visit the sites listed in the bid prior to submitting a bid.

Bids will be accepted until 2:59 p.m. on the day of the bid due date.

Please contact Dustin Gamblin, Deputy Chief with inquiries.

Mail: PO Box 48, Warrensburg, MO 64093

Phone: (660) 747-5735

Email: [dgamblin@jocoamb.com](mailto:dgamblin@jocoamb.com)

Bid Issue Date: March 4, 2019

Bid Due Date: March 22, 2019

### General Information for the Bidder

1. Qualification Requirements:

Bids are solicited only from responsible bidders known to be experienced and regularly engaged work of similar character and scope to that covered in the Request for Bids (RFB). Satisfactory evidence that the bidder has the necessary capital, equipment and personnel to do the work may be required.

2. Bid Form:

Bids must be submitted on the bid forms furnished by JCAD. All bids must be filled out in ink or typewritten and shall be legally signed with the complete address of the bidder. Contractors not responding to all information requested in the RFB may have their bids rejected.

3. Response Date:

To be considered, bids must be received at the headquarters of the Johnson County Ambulance District located at 500 Easy Young, Warrensburg, MO 64093 on or before the time specified in the cover letter.

4. Rejection of Bids:

JCAD reserves the right to reject any or all bids, in part or in their entirety, or to waive



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any informality or defect in any bid, or to accept any bid which, in its opinion is deemed most advantageous to JCAD.

5. Bid Evaluation:

After determining that a bid satisfies the mandatory requirements, JCAD shall use both objective and subjective judgment in conducting a comparative assessment of the bids to determine which bid or bids best meet JCAD's needs. JCAD seeks the best, lowest cost price for the best, fit service contractor.

6. Alternates:

Bidders may provide alternate means of providing the services called for in this invitation to bid at their discretion. This in no way relieves the bidder from providing the responses called for in this invitation to bid. JCAD is under no obligation to consider any such alternates that may be provided.

7. Contract Period

The contract shall commence from the date of Notice of Award of Successful Bidder until December 31, 2019 up to two (2) one-year renewal option periods, subject to satisfactory negotiation of terms. This contract shall also be subject to annual appropriation.

Renewal options are at the sole discretion of JCAD. If the option for renewal is exercised by JCAD, the contractor shall agree to all terms and conditions of this RFP and all subsequent amendments.

8. Escalation Clause

In the event the contractor requests a price increase during the contract period, either the original contract period or any contract renewal period, the contractor must provide a written request and documentation justifying the need for a price increase, and the amount of such price increase. JCAD will review the contractor's written request and documentation, and decide if a price increase is to be granted at that particular time. The contractor shall understand and agree that JCAD's decision shall be final and without recourse.

Anti-Collusion Statement: The bidder agrees that the bid or price quote is made without any understanding, agreement or connection with any other person, firm or corporation making a bid for the same purpose and this bid is in all respects fair and without collusion or fraud.

### Award of Contract

1. Unless otherwise stated, JCAD reserves the right to award the contract to more than one bidder. The award may be made in whole for all properties or in part by specific location where such action serves the best interest of JCAD.
2. Award shall be based upon, but not limited to, price, ability to meet specifications, reputation of quality service, and delivery capabilities.
3. A response to this Invitation to Bid is an offer to contract conditions with JCAD based on the terms, conditions, and specifications contained in this Invitation to Bid document.
4. Invitations to Bids do not become contracts unless and until the Notice of Award is signed by the Shane Lockard, EMS Chief of Johnson County Ambulance District, Johnson County, Missouri.



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5. All items and conditions of the contract are contained in this Invitation to Bid unless any of the terms and conditions are modified by a written, signed, and agreed upon amendment.
6. JCAD reserves the right to terminate this agreement and any contract with bidder at any time, for the convenience and/or benefit of JCAD, without penalty or recourse, by giving written notice to the vendor at least thirty (30) days prior to the effective date of such termination. In such event, the contractor shall be entitled to receive payment or compensation for services rendered in a satisfactory manner up to and including effective date of termination.

### Law Care Bid Specifications

The successful bidder (contractor) shall provide JCAD with lawn care and mowing service, in accordance with the following.

1. Project Narrative

JCAD owns several properties within Johnson County, Missouri that are in need of lawn care and mowing services. The properties that are included in this bid are as follows:

Site 1: Headquarter & Training Facility at 500 East Young, Warrensburg, MO 64093

Site 2: JCAD Maintenance Facility at 1601 Corporate Drive, Warrensburg, MO 64093

Site 3: JCAD House 2 at 263 S.E. Business 13 Highway, Warrenburg, MO 64040

Site 4: JCAD House 3 at 706 West 2<sup>nd</sup> Street, Holden, MO 64040

Site 5: JCAD House 4 at 1360 NW 565, Holden, MO 65336

Site 6: JCAD House 5 at 2342 Irish Lane, Knob Noster, MO

JCAD expects a high standard of professionalism and it is imperative that each property be kept at its best. Mowing and mowing related items shall be completed with extreme professionalism at all times. Public courtesy is a must whether it involve interactions with JCAD personnel or the general public. JCAD expects that the lawn mowing contracting service to hold itself to a higher standard when completing its functions for JCAD.

2. Bidder Responsibility

By submission of a bid to do the work, the bidder represents that the bidder is fully informed concerning the requirements of the contract, the physical conditions to be encountered in the work, and the character, quality, and quantity of service to be performed, and of materials and equipment to be furnished. The bidder will not be entitled to additional compensation if he subsequently finds that conditions require methods or equipment other than that anticipated in making the bid. Negligence or inattention of the bidder in determining the site conditions prior to filing a bid, or in any phase of the performance of the works, shall be grounds for refusal of JCAD to agree to additional compensation. Bidders having questions regarding this invitation to bid should contact for clarifications.



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### 3. Ordinance and Laws

The successful bidder shall observe city ordinances relating to obstruction of streets, and shall obey all laws and city ordinances controlling or limiting those engaged in the work.

### 4. Assignments or Subcontracting

The successful bidder shall not assign, subcontract or otherwise transfer its duties and/or obligations under this proposal, without prior written consent of JCAD.

### 5. Equipment Requirements

The successful bidder shall furnish and maintain all equipment necessary to perform the lawn care and mowing services. The successful bidder may use riding mowers, push, walk behind, and weed eaters or necessary equipment to accomplish mowing to meet JCAD's satisfaction.

The successful bidder shall furnish all fuels, oils, petroleum products, parts, and supplies necessary to perform these lawn care and mowing services.

### 6. Fair Employment Practices

The successful bidder agrees to not discriminate against any employee or applicant for employment, to be hired in the performance of the contract with respect to hire, tenure, term, conditions or privileges of employment, or any other matter directly or indirectly related to employment, because of sex, race, color, religion, nation origin, ancestry, handicap or any other basis prohibited by State or Federal law or regulations.

### 7. Contractor's payment of wages, taxes, and expenses, etc.:

The successful bidder shall be solely responsible for:

- Payment of wages to its work force including hired employees and contract employees in compliance with all Federal and State laws, including the Federal Wage and Hour Act.
- Payment of any and all FICA, unemployment contributions and other payroll-related taxes or contributions required to be paid by contractor under State and Federal law.
- Payment of all applicable Federal, State, or Municipal taxes, charges or permit fees, whether now in force or subsequently enacted.
- Payment of any and all suppliers, merchants, or vendors from whom the contractor obtains items and materials related to the contract.

The successful bidder shall indemnify and hold JCAD harmless from all claims arising from the foregoing payment obligations of contractor.

### 8. Damage to Property

The successful bidder also accepts sole responsibility for any damage to any public or private property resulting from their performance of the work. The successful bidder shall be held responsible for any breakage, damage and/or loss of JCAD's, or JCAD employee' property through negligence and/or other inappropriate actions of the successful bidder or the employees of successful bidder while working on JCAD premises. See #8.A. Liability Coverage requirements of this bid document.

The successful bidder will protect, defend, and hold harmless JCAD from any and all



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damage, claim, liability, or expenses whatsoever, or any amounts paid in compromise there of arising out of or connected with the performance of this contract.

### 9. Insurance

#### A. Liability Coverage

The successful bidder shall furnish at his own expense and keep in full force during the terms of this contract the following coverage:

- Insurance covering bodily injury and property damage in the minimum sum of \$500,000.0.
- Automobile liability insurance in the minimum of \$500,000.00 combined single limit for bodily injury and property damage.

#### B. Worker's Compensation Compliance

Successful bidder shall also comply with all requirements of Missouri's Worker's Compensation Law and shall at his own expense, maintain such insurance, including employer's liability, as will protect him from claims under said law and from any other claims for personal injuries, including death which may arise from the operations under the contract, whether operations be by himself or anyone directly or indirectly employed by him. The successful bidder shall provide JCAD with a copy of the worker's compensation compliance.

#### C. Certificates of Insurance

Included in bid package, successful bidder shall provide JCAD complete certificates of insurance to meet the above requirements. The contractor's insurance must remain current and for the duration of the contract. The contractor shall not perform work during any period in which JCAD does not have valid proof of insurance.

### Scope of Project/ Scope of Work

The successful bidder (contractor) shall complete or supervise the completion of, the following work:

- a. Pick up of trash and remove all debris from lawn area before performing mowing.
- b. Mowing the lawn areas in a professional manner acceptable to JCAD.
- c. Trimming all grass and weeds around shrubbery, trees, bushes, walls, fences, etc. This shall be completed by using hand held trimmers where appropriate.
- d. Mower chute guards and trimmer guards must be attached and in proper safety positions at all times.
- e. Mow in directions that will discharge all grass away from buildings, vehicles, outdoor air conditioners, or any mechanical equipment.
- f. Sweeping, blow, or remove all grass clippings from patio areas, sidewalks, parking lots, and around outdoor air conditioners. The contractor shall be responsible for leaving all work sites in a clean condition and for the removal of any resulting debris.



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g. Do not leave any large accumulations of grass clumps in yards. The contractor is responsible for raking, mulching, or bagging clippings, when clumping occurs. Contractor is responsible for yard waste disposal.

h. Estimated Mowing Cycles:

The monthly mowing cycles are estimated based on mowing history. The actual cycles will be "as needed". According to grass growth rates, mowing cycles may need to be adjusted to maintain grass cutting heights.

JCAD anticipates needing weekly mowing during the annual growing seasons. The successful bidder and JCAD will develop a mutually agreeable schedule for cuttings as to hours and days of the week for the various sites. JCAD reserves the right to increase or decrease the schedule of mowing and associated lawn care that may be conducted based on actual conditions and what it determines to be in JCAD's best interest. The successful bidder agrees to provide prompt service.

<u>Month</u>	<u># of Cycles</u>
April	Weekly
May	Weekly
June	Weekly
July	Weekly
August	Weekly
September	Weekly
October	Weekly

i. Grass Cutting Heights:

The contractor shall maintain lawn heights of 3 1/4 to 3 1/2 inches per service.

j. Report of Damage or Accident

The contractor must immediately report any damages incurred during the performance of this contract to JCAD. If determined to be the fault of the contractor, the contractor is responsible for expeditiously resolving these damages at the contractor's expense. If the damage involves a vehicle, the contractor shall work directly with the owner of the vehicle which may include filing a police report and/or an insurance claim as necessary.

### Payment

The successful bidder (contractor) shall submit invoices on a monthly basis for all work completed. JCAD shall pay invoices for acceptable work within 30 days of receipt. The contractor will be paid for each acceptably completed mowing cycle per location.



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## Invitation to Bid Lawn Care Services

### Lawn Care Services Bid From

Bid Issue Date: March 4, 2019

Bid Due Date: March 22, 2019

Bidder (Company) Name: \_\_\_\_\_

	Location	Bid Price for Each Mowing Cycle
Site 1	Headquarters & Training Facility 500 East Young, Warrensburg, MO	\$
Site 2	JCAD Maintenance Facility at 1601 Corporate Drive, Warrensburg, MO	\$
Site 3	House 2 at 263 SE Business 13 Highway, Warrensburg, MO	\$
Site 4	House 3 at 706 West 2nd Street, Holden, MO	\$
Site 5	House 4 at 1360 NW 565 Rd, Holden, MO	\$
Site 6	House 5 at 2342 Irish Lane, Knob Noster, MO	\$

The bidder hereby declared understanding, agreement, and certification of compliance to provide the services, at the prices quoted, in accordance with all requirements and specifications contained herein and the terms and conditions of the invitation to bid. The bidder further agrees that when this Invitation to Bid is countersigned by an authorized agent of the Johnson County Ambulance District, a binding contract shall exist between the bidder and the Johnson County Ambulance District.

By submission of this bid the bidder certifies that this bid has been independently arrived at without collusion with any other bidder, or with any competitor, or potential competitor. No attempt has been or will be made to induce any other person, partnership, or corporation to submit or fail to submit a bid. No officer, agent, or employee of the Johnson County Ambulance District is directly or indirectly interested in this bid. The person signing this bid certifies that he or she has fully informed him/herself regarding the accuracy of the statements contained in this certification and under penalties of perjury, being applicable to the bidder as well as the person signing its behalf.

Required Additional Documents:

- Proof of Liability Insurance     Proof of Workers Compensation Insurance
- Form W-9: Request for Taxpayer ID

Signature Required

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (Print) \_\_\_\_\_ Title \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Email \_\_\_\_\_

Mailing Address \_\_\_\_\_



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## Invitation to Bid Lawn Care Services

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Notice of Award (JCAD use only)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name: Shane Lockard, EMS Chief, Johnson County Ambulance District, Johnson County, Missouri.