City of Buffalo

329 Dodge Street Buffalo IA 52728
(563) 381-2226
Date 07/15/2020
REQUEST FOR PROPOSALS (RFP)
City Mowing Contract

The City of Buffalo will receive proposals for mowing city property. Attached is information relating to minimum specifications of services, data to be included in the proposal, evaluation criteria, and selected information.

Sealed proposals will be accepted until 4:00 p.m., August 3, 2020, at the City Hall in Buffalo, Iowa. If mailed, the proposals should be mailed to:

City of Buffalo

P.O. Box 557

Buffalo, Iowa 52728-0557

Those submitting sealed proposals should indicate on the outside of the envelope in the lower left-hand corner that it is a sealed proposal for the RFP Mowing Contract and the name of the Company submitting the proposal.

The contract for services will be opened and awarded on August 03, 2020 at the Council Meeting 6:00pm City Hall Council Chambers.

Further information may be obtained from Tanna Leonard City Clerk at 563-381-2226 or email to: buffalocityhall@mchsi.com

Please provide estimates:
1) Mowing contract 2021
2) Mowing contract 2022
3) Mowing contract 2023
I. SPECIFIC REQUIREMENTS

1. Definitions.

Scope of the Work. The Contractor shall provide the mowing and lawn maintenance services to the City as described in Exhibit A. The Contractor shall furnish all materials and equipment, and perform the mowing and lawn maintenance services at the areas designated by the City.

The work to be performed for each year shall commence on or before April 1, and shall continue until March 31.

2. Indemnification. The CONTRACTOR hereby agrees to indemnify and protect the CITY OF BUFFALO from all suits, claims, and actions brought against it, and all costs or damages, which the CITY OF BUFFALO may be put to by reason on injury, to the person or property of another in the execution of this contract, or the performance of said work, and to this end the CONTRACTOR agrees at all times hereunder to keep itself insured against liability in the following amounts:

1. Workmen’s Compensation as required by statute;
2. Public Liability and Property Damage:
   i. $500,000 Each combined single incident
   ii. $250,000 Motor Vehicle Bodily Injury per person
   iii. $500,000 Each accident
   iv. $1,000,000 Property damage
   v. $1,000,000 Excess, Blanket Basis, Liability Umbrella

2) Prior to commencing work, the CONTRACTOR shall name the CITY as a co-insured and file with the CITY Clerk certificates of insurance evidencing such coverage. Such certificates, or their replacements, shall be continuously on file with the CITY during the full term of this contract.

3. Job Description

Exhibit A

Payment for the contractor will be the gross amount divided among the months of April thru October evenly, approved at the regular Council meeting the first Monday of the month. If the contractor quits or resigns, he forfeits the remaining month’s payments.

The contractor will supply all equipment and fuel to do the job as described. He shall carry proper insurance and workman’s compensation insurance and be totally responsible for anyone working
for him. It is preferred that no one under the age of 18 will be allowed to operate equipment on the premises.

The contractor will be able to demonstrate that herbicides will be applied by and Iowa Certified Herbicide Applicator.

Height of grass at all locations shall be maintained at 2”-3” at all times unless otherwise noted.

**NO GRASS SHALL BE BLOWN INTO ANY OF THE STREETS. NO EXCEPTIONS**

**FREQUENCIES**

ALL ITEM LISTED IN THE CONTRACT SHALL BE MOWED AND TRIMMED WEEKLY OR AS NEEDED FROM APRIL 1-OCTOBER 31, UNLESS OTHERWISE NOTED.

Rules and Regulations for the Contractor
Rose Hill Cemetery Maintenance

1.) Height of grass 2”-3” shall be maintained.

2.) Weeds that come up about mid season need to cut regardless of condition of the rest of the grounds.

3.) Grounds need to be trimmed every other cutting of the grass. This includes everything not cut by mower.

4.) Be responsible when new graves are closed and ground start settling to bring back to grade, put grass seed down.

5.) When tree limbs fall out of the trees, pick them up and put by maintenance shed.

6.) When grave side flowers become unstable and get blown away from a headstone, throw them away and flowers that get caught in the mowers also needs to be picked up.

7.) When cutting grass near the roads, no grass shall be allowed on the traveled portion on the roads. (The clippings)

8.) Be responsible for the over-all cleanliness of the grounds and trash removal prior to mowing.

9.) All grass or weeds that land on the headstones must be swept off the stones with a broom or blower. NO STONES ARE TO BE DAMAGED. Any damage done to the stones by the mowing contractor is their responsibility to repair.

10.) Every year, there are two (2) cleanup weeks. March 15-22 and October 15-22, inclusive, are cleanup weeks. Take all decorations not attached to the stone or to the privately owned poles or
"shepherds staffs". No decorations are to be removed before or after these dates if they are "fresh graves".

**Buffalo City Parks**

In all City Parks **weed whip or remove all weeds or growth around playground equipment**, benches, bleachers, poles, fence lines, and any areas unable to be mowed. **Inside equipment areas pull weeds and keep weed free.**

1.) Buffalo City Park (400 to 600 BLK East side of Dodge St. including the back part of the BAC)

2.) Mini Park (1100 BLK South side of Chestnut St.)

3.) Boat Ramp (500 BLK South side of rail road tracks to waters edge) to River Front Park Gazebo (South side of rail road tracks to water edge) Including Veterans Memorial Park (South side of railroad tracks to waters edge. Weed whip or remove all weeds or growth around areas that can’t be mowed).

4.) During ball season mow 3 ball field 2 (two) times per week.

5.) Chemical applications to ball field and community center 3 (three) time per year Applicator must be Iowa Certified to apply herbicide.

6.) Bike Trail from Elm St to Red Ball road from HWY 22 to the private property lines to the north.

**City of Buffalo Buildings**

1.) Historical Building 409 3rd St. (weed whip or remove all weeds or growth around areas that can't be mowed)

2.) Police Station 413 3rd St. (weed whip or remove all weeds or growth around areas that can't be mowed)

3.) Maintenance Shop 221 Main St. (weed whip or remove all weeds or growth around areas that can't be mowed)

4.) Morton Bldg. 402 3rd St. (weed whip or remove all weeds or growth around areas that can't be mowed)

5.) Around Buffalo Activity Center 329 Dodge St. and inside courtyard (weed whip or remove all weeds or growth around areas that cannot be mowed). Fields behind BAC to fence line and back
field area must be mowed prior to Buffalo Days for the firework staging area.

6.) Buffalo Community Center 426 Clark St. (weed whip or remove all weeds or growth around areas that can't be mowed)

7.) Water Treatment Plant 1100 Ash St. (maintains to fence and fence line, weed whip or remove all weeds or growth around areas that cannot be mowed)

8.) Water Tower, south of Rose Hill Cemetery

9.) 122 E. Front Street Fire Station. (weed whip or remove all weeds or growth around areas that can't be mowed)

10.) 229 Jefferson Street

11.) 702 Front Street

City of Buffalo Right of Way

1.) HWY 22 South side from Creek at 201 East Front St. to drive way to Buffalo Shores

2.) Elm St. West side from Front St. to Ash St. to include around the West End Substation

3.) North east corner of Ash Street and Oak Street to 4th St. Bridge (15 feet off street)

4.) Ash St. at the Creek both sides of guard rails (North and South side of street)

5.) West side of Jefferson St. from 4th St. to School property

6.) The north end of Washington St. the entire lot, from the Senior Housing on the east to the houses on the west. Weed whip or remove all weeds or growth around areas that can't be mowed at City storage areas, electric poles and fire hydrants and across the street the rock and sand storage area.

7.) Dodge St. from 800 BLK to driveway at top of hill West side, East side from driveway top of hill to the park.

8.) At HWY 22 and Franklin Street corner lot west side. Maintain guard rail Hwy 22 and Franklin Street

9.) Lift station at 902 W. Front Street

10.) Ditch 900 BLK of HWY 22 North side.

11.) Walkway to walk bridge off of Maple Street.
12.) Parking lot off Hacker for school (fire hydrant and green space)

13.) 1100 block of Ash Street on the North side (From 1100 Ash to 1130 Ash weed whip if cannot be mowed)

14.) From 5th Street to N. Maple (vacant area where 5th ends mowing west to where it would intersect with N. Maple Street).