



City of Oberlin

REQUEST FOR PROPOSALS (RFP)

For

Lawn Maintenance and Mowing

RFP Issue Date: **January 3, 2024**

Proposal Due Date: **January 30, 2024, 2:00 PM CST**

City of Oberlin
1 Morgan Dr
Oberlin, Kansas 67749
Phone: 785-475-2217 / Fax: 785-475-2925

REQUEST FOR PROPOSALS
Lawn Maintenance and Mowing
Oberlin – Kansas

QUESTION SUBMISSION DEADLINE: January 23, 2024, 2:00 pm

PROPOSAL SUBMISSION DEADLINE: January 30, 2024, 2:00 pm

BID OPENING: January 30, 2024, 2:15 pm at the Gateway Civic Center, Managers Room, 1 Morgan Drive, Oberlin, Ks 67749

PROJECT MANAGER CONTACT INFORMATION

For questions or information regarding project details, contact:

Name: David Sporn
Title: City Foreman
Phone: 785-470-7003
Fax: 785-475-2925
Email: dsporn@oberlinkansas.gov

INTRODUCTION

The City of Oberlin invites and welcomes proposals for areas of lawn maintenance and mowing. Bidders have the option to choose any of locations included in this RFP. Please take time to read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time specified by the "PROPOSAL SUBMISSION DEADLINE" shown above and must include a filled-out copy of the "Proposal Submission Price Sheet" included with this RFP packet.

DOCUMENTS INCLUDED WITH THIS RFP ARE AS FOLLOWS:

- City of Oberlin Contract Mowing Locations
- Map of Locations
- Proposal Submission Price Sheet (must be submitted with proposals)

BIDDERS SHOULD NOTE ANY WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL SHOULD BE ACCOMPANIED BY REFERENCE MATERIALS

PROJECT LOCATION

The projects associated with this RFP are located within the city limits of Oberlin, Kansas 67749. (see attached Location Map)

PROJECT OBJECTIVE

The objective of this RFP is to select qualified and equipped Service Providers to maintain selected City lawns in a timely, aesthetically, and appropriate manner at all times. Tasks include, but are not limited to, mowing, trimming, and pulling stickers. Any edging needed shall be done at discretion of the City Parks Dept. More details can be found in the attached document titled "City of Oberlin Contract Mowing Locations".

PROJECT SCOPE AND SPECIFICATIONS

The selected service provider shall provide all labor, equipment, and materials necessary to perform the work as described above in "Project Objective".

SCHEDULED TIMELINE

The following timeline has been established to ensure that our project objective is achieved; however, the following timeline shall be subject to change when deemed necessary by management.

MILESTONES

Proposal submission deadline:
Bid opening:
Job begins:
Job completion:

DATE

January 30, 2024, 2:00 pm
January 30, 2024, 2:15 pm
March 1, 2024
October 31, 2024

PROPOSAL BIDDING REQUIREMENTS

PROJECT PROPOSAL EXPECTATIONS

The City of Oberlin shall award the contract or contracts to the proposal or any number of proposals that best accommodate the various project requirements. The City of Oberlin reserves the right to refuse any proposal or contract.

DEADLINE TO SUBMIT PROPOSAL

All proposals must be received by the City of Oberlin no later than 2:00 pm on January 30, 2024, for consideration in the project proposal selection process. All bids must be delivered to the City Office at 1 Morgan Drive, Oberlin, KS 67749 by the previously stated timeline. If a company chooses to fax or email bid documents, it is the company's responsibility to ensure they have been received.

PROPOSAL SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based on information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process.

1. Proposals received by the stipulated deadline must be in the correct format.
2. Proposals **MUST** include a filled-out copy of the attached document titled "Proposal Submission Price Sheet".
3. Bidder's alleged performance effectiveness of their proposal's solution.
4. Bidder's performance history and alleged ability to deliver proposed services.
5. Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
6. Overall cost-effectiveness of the proposal.

The City of Oberlin reserves the right to cancel, suspend, and/or discontinue any proposal/contract at any time, without obligation or notice.

PROPOSAL SUBMISSION FORMAT

The following is a list of information that the Bidder should include in their proposal submission:

Summary of Bidder Background

1. Bidder's Name
2. Bidder's Address
3. Bidder's contact information (and preferred method of communication)
4. Evidence of legal authority to conduct business in Kansas (e.g. business license number)

Proposed Outcome

- Summary of timeline and work to be completed.

Equipment or Service

- List any accommodation, services, or space required from the City of Oberlin, along with a brief explanation.

Proposal Submission Price Sheet Summary and Breakdown

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.

Licensing and Bonding

- Provide details of licenses and bonds (if any) for any proposed services that the bidder/contractor may plan on providing for this project.

Insurance

- Details of any liability or other insurance provided with regard to the staff or project.

City of Oberlin Contract Mowing Locations

(acreages are approximate)

To be done as frequently as needed

Airport Grass Runway – 15.16 acres

Airport Runway Lights – 3.7 acres

Airport Highway Right-of-Way – 5 acres

Remaining Airport Property – 46.14 acres

North State Park – 2.9 acres

South State Park – 1.8 acres

Zodrow Park – 1.7 acres

Boy Scout Park – 2.5 acres

Lots on South Elk – 2.2 acres

Outside Fence Area of Large Ballfield – 2 acres

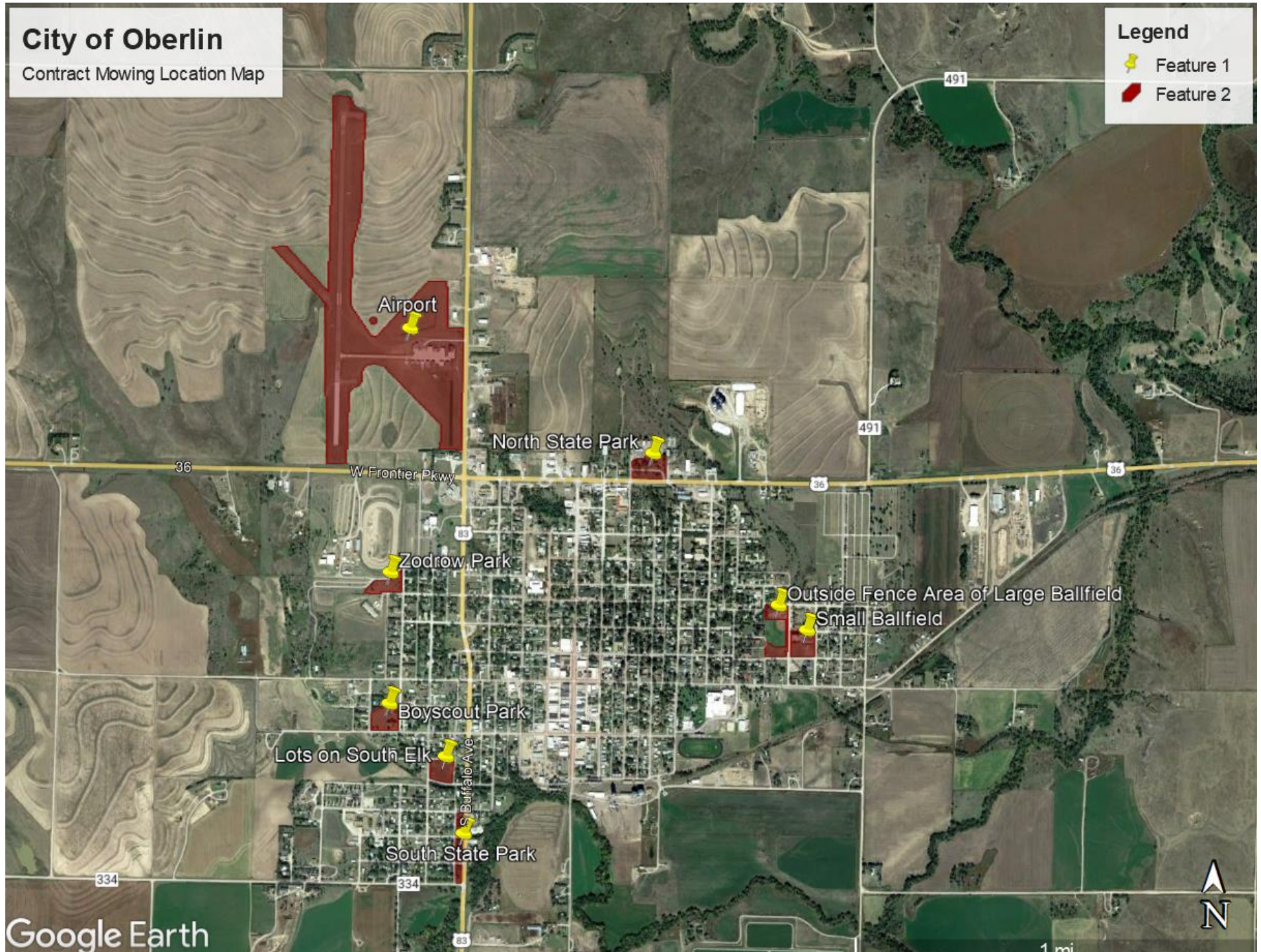
Small Ballfield – 2.3 acres

City of Oberlin

Contract Mowing Location Map

Legend

-  Feature 1
-  Feature 2



Proposal Submission Price Sheet

Prices shall be submitted in lump form and be all inclusive from the beginning to the end of each task
(Bidders are not required to submit proposals for all locations)

NAME	DATE
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<u>Mowing Location</u>	<u>Acres</u>	<u>Price</u>
Airport Grass Runway	15.2	\$
Airport Runway Lights	3.7	\$
Airport Right Of Way	5	\$
Remaining Airport Property	46.2	\$
North State Park	2.9	\$
South State Park	1.8	\$
Zodrow Park	1.7	\$
Boy Scout Park	2.5	\$
Lots of South Elk	2.2	\$
Outside Fence Area of Large Ballfield	2	\$
Small Ballfield	2.3	\$

<u>Please list any additional cost items below</u>
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<u>Item</u>	<u>Price</u>
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Total of all Items	\$
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