



**REQUEST FOR PROPOSALS FOR GRASS CUTTING SERVICES FOR THE
CITY OF TAYLOR MILL, KY**

NOTICE DATE: April 20, 2019

DUE DATE: May 7, 2019, 4:00 p.m. EST

The City of Taylor Mill, Kentucky, located at 5225 Taylor Mill Road, Taylor Mill, KY 41015, hereby gives notice that it is seeking qualified businesses to provide grass cutting and trimming services for the City of Taylor Mill's Pride Park (approximately 14 acres). This Request for Proposal ("RFP") gives specific instructions and requirements for submissions of proposals. All submissions must be received (not postmarked) by May 7, 2019 by 4:00 p.m. EST and addressed to:

Brian Haney, CAO
Re: RFP for City CPA
City of Taylor Mill
5225 Taylor Mill Road
Taylor Mill, KY 41015

Any proposals received after the above deadline may be rejected. The City reserves the right to reject any and all proposals, to request additional information concerning any proposal for purposes of clarification, to grant deadline extensions for documented medical reasons or other legitimate reasons, and to waive the irregularities and informalities in the submittal and evaluation process, to allow an applicant to make corrections to his/her/its proposal, and/or to make changes or additional requirements applicable to this RFP. This RFP does not obligate the City to pay any cost incurred by respondents in the preparation and submission of a proposal. Furthermore, the RFP does not obligate the City to accept or contract for any express or implied services. All inquiries regarding this RFP and current grass cutting services of the City should be directed to the City Administrator at the above address.

The City requires the following in any proposal:

1. **Qualifications:** Bidder must be a licensed grass cutting service with experience providing services in a commercial setting;
 - a. Must provide proof of public liability coverage not less than \$500,000.
2. **Fee Structure and Scope of Services:** Describe the rate you will charge per cut of the park.

- a. The bidder agrees to provide grass cutting and trimming services in the manner and frequency as established by the City, weekly, beginning the week of May 12th, 2019 and consisting of 18 weekly cuts unless City instructs company to skip a week due to extraordinarily dry conditions where the cutting would further damage the grass. Such notice will be given by the Friday prior to the week the cutting is to be skipped.
- b. Bidder agrees to invoice City on a weekly basis.
- c. Bidder's work will be reviewed during the contract period and bidder will agree to address any issues the City may have.
- d. Bidder must meet with City personnel to walk property and detail scope of services prior to bidding.

Selection Process, Term, and Position Details: The City Administrator along with members of the Commission will review the submitted proposals. After review, they will exclude any candidates not meeting baseline criteria. After that point, they will select finalist(s) to interview. Once interviews are complete, at least one candidate will be selected by the City Administrator to be presented to City Commission. After completing contracting negotiations and the contract process, the City may award the contract at its discretion. The Accountant is supervised by the City Administrator and serves at the pleasure of the City Commission. The Accountant may be removed at any time, except as provided by ordinance or contract.

The term of the contract as proposed in the RFP is an 18-week period. Contract may be terminated by the Bidder with 60 day written notice.

BID SHEET QUESTIONNAIRE

Name and Address of Bidder

Name and address of contact person for Bidder, for purposes of notice or other communications relating to this bid

Telephone Number: _____

FAX Number: _____

E-Mail Address: _____

Number of years Company has been in business _____

What is the nature of your experience in providing Services as requested by this bid?

Give name, location and dates of agreements, if any, that have been terminated within the past five years either voluntarily or involuntarily, *prior to the expiration of their term* and list any judgements terminating, or any pending lawsuits for the termination of any services provided by you within the past five years _____
