

**REQUEST FOR FORMAL QUOTES
LOWER LISLE RD. SOCCER COMPLEX –
MOWING AND WEEDING
QUOTE DUE DATE:
FRIDAY, MAY 31, 2024, AT 5:00 PM**

SCOPE

GEORGETOWN-SCOTT COUNTY PARKS AND RECREATION IS SEEKING FORMAL QUOTES FOR MOWING AND WEEDING FOR LOWER LISLE RD. SOCCER COMPLEX.

GENERAL COMPLIANCE

NOTE TO VENDORS: Submission of a quote does not constitute an agreement or a contract with Georgetown-Scott County Parks and Recreation.

Additional Information: While not necessary, the vendor may include any product brochures, software documentation, sample reports, or other documentation that may assist Georgetown-Scott County Parks and Recreation in better understanding and evaluating the vendor's response. Additional documentation shall not serve as a substitute for other documentation which is required by the Request for Formal Quotes.

All quotes and submitted information become the property of Georgetown-Scott County Parks and Recreation and will not be returned to the vendor.

FORMAL QUOTE SUBMISSION: Georgetown-Scott County Parks and Recreation will accept formal quotes via email to: emaynard@gscparks.com or in person at the following address: "Attn: Ednal Maynard, 140 Pavilion Dr., Georgetown, KY 40324. The outside of the envelope should clearly be marked "Formal Quote – Ed Davis Park Mowing and Weeding". Any and all questions related to the formal quote process shall be directed to Ednal Maynard at emaynard@gscparks.com.

Typed quotation sheets are preferred; however, if handwritten, the sheets must be legible. Any pricing information that is illegible may result in the rejection of the quote.

ANY QUOTES NOT RECEIVED PRIOR TO THE SCHEDULED DUE DATE AND TIME MAY BE REJECTED AT GEORGETOWN-SCOTT COUNTY PARKS AND RECREATION'S DISCRETION.

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LIABILITY: Georgetown-Scott County Parks and Recreation is not liable for any expenses incurred in connection with the preparation of quotes.

KENTUCKY OPEN RECORDS LAW: At the time a quote is submitted, the vendor shall identify any information that is submitted as part of the quote that is proprietary or confidential in nature and not subject to release for public inspection. Georgetown-Scott County Parks and Recreation will protect any proprietary or confidential information to the extent allowable under the Kentucky Open Records Act.

COMPLIANCE WITH LAWS AND REGULATIONS: Each vendor shall comply with all Federal, State & Local regulations concerning this type of service.

METHOD OF AWARD: Award of a contract will be made to the vendor with the lowest responsive and responsible quote, while considering integrity of the service presented in the quote. Award of contract is decided upon by The Georgetown-Scott County Parks and Recreation's Board of Directors.

Georgetown-Scott County Parks and Recreation reserves the right to reject any and all quotes, to award a contract in whole or in part, and/or to waive any irregularities or minor immaterial defects in any and all quotes. The right is also reserved to award a contract based on the best interest and/or most advantageous to the Department. Georgetown-Scott County Parks and Recreation may also consider any alternative quote that meets its basic needs.

Quotes shall remain firm and open to acceptance by Georgetown-Scott County Parks and Recreation for a minimum period of sixty (60) days after the posted due date. If the time period has expired, Georgetown-Scott County Parks and Recreation may request a letter from vendors asking to extend the time period.

STANDARD AGREEMENT: The selected Vendor will be required to sign a Standard Agreement for Goods and Services with the Georgetown-Scott County Parks and Recreation within fourteen (14) days of the Notice of Award. The agreement will contain terms and conditions that include duration of the agreement, a provision indicating that the vendor and its employees or agents are not employees of Georgetown-Scott County Parks and Recreation, a termination clause, insurance coverage requirements, provision that Kentucky law applies to interpretation of the agreement and any disputes and that venue shall be Scott County, KY, and a provision that the services cannot be assigned without the prior approval of the Georgetown-Scott County Parks and Recreation.

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HOLD HARMLESS AGREEMENT: The vendor covenants to save, defend, keep harmless, and indemnify Georgetown-Scott County Parks and Recreation, Scott County, the City of Georgetown and all of its officers, departments, agencies, agents, and employees from and against all claims, loss, damage, injury, fine, penalties, and costs including court costs and attorney's fees, charges, liability, and exposure however caused resulting from, arising out of, or in any way connected with the vendor's negligent performance or non-performance of the terms of the contract.

CONTRACTOR STATUS: Vendor understands and agrees that its employees, agents, or sub-vendors are not employees of Georgetown-Scott County Parks and Recreation for any purpose whatsoever.

VENDOR'S QUALIFICATIONS: Vendor must demonstrate to the satisfaction of Georgetown-Scott County Parks and Recreation that he/she has adequate personnel, experience and understanding of the specifications to perform service under the contract.

No contract will be awarded to any vendor who, in the opinion of Georgetown-Scott County Parks and Recreation, is not qualified to perform satisfactorily due to a previously unfavorable performance, reputation or lack of experience, capital, organization, equipment, and/or personnel to conduct and complete the services in accordance with the terms and conditions of the contract.

Successful vendor must comply with the City of Georgetown and Scott County ordinances relating to Occupational License Fees, Business Licenses, payroll and net profits and any other ordinances which may apply to any particular proposal package.

EQUAL OPPORTUNITY STATUTES: Georgetown-Scott County Parks and Recreation is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, physical or mental disability, sexual orientation, gender identity, or any other characteristic protected by law. Georgetown-Scott County Parks and Recreation is also committed to employing only United States citizens and aliens who are authorized to work in the United States. Georgetown-Scott County Parks and Recreation complies with the Immigration Reform and Control Act of 1986. Therefore, the successful vendor must demonstrate to the satisfaction of Georgetown-Scott County Parks and Recreation that he/she also conforms to all Federal, State, and Local Equal Opportunity statutes. Further, the

contractor will reimburse Georgetown-Scott County Parks and Recreation for any damages incurred due to any violation of the above-mentioned statutes by the contractor while under contract to Georgetown-Scott County Parks and Recreation.

AMBIGUITY, CONFLICT OR OTHER ERRORS IN REQUEST FOR FORMAL QUOTES: If a vendor discovers any ambiguity, conflict, discrepancy, omission, or other such error in the Request for Formal Quotes, he/she shall immediately notify Georgetown-Scott County Parks and Recreation of such error in writing and request modification or clarification of the document if allowable by Georgetown-Scott County Parks and Recreation.

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GENERAL REQUIREMENTS

The Contractor will provide proof of liability insurance of at least one million dollars and carry worker's compensation on all employees.

The contract will run for one year (complete mowing season). The season shall be considered 28 mowings per year agreed upon by the Contractor and Georgetown-Scott County Parks and Recreation's (GSC Parks) Maintenance Manager, weather conditions considered. The contract may be extended for up to (3) three, (1) one-year extensions each, provided that both parties agree.

Contractors are able to bid for multiple parks if they choose to.

Acceptable contractors/bids shall have 3 years' experience in commercial mowing services. Each qualified contractor will provide at least 3 references below with contact information and email.

Any work beyond the scope of this proposal must be approved by The GSC Parks Maintenance Manager.

GSC Parks reserves the right to reject any and all bids.

Fuel surcharges and other similar charges are not permitted.

The Contractor shall notify GSC parks staff after each mow is completed.

Payments for bills are approved at the GSC Parks regularly scheduled board meeting. Invoices must be submitted to the GSC Parks office manager or assistant office manager by the 12th day of the following month so that it can be submitted for approval.

SCOPE AND SPECIFIC REQUIREMENTS

Mowing to be completed once weekly within agreed upon mowing season.

Height of mowing to be set at 3 and 1/4 (subject to change at the discretion of GSC Parks Maintenance Manager).

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Mowing to be completed within 30 hours of starting to mow park.

Grounds to be cleared of trash and debris prior to beginning mowing (including dead branches, leaves, and loose foliage).

Grounds are to be weeded at the time of each mow.

Grass clippings to be kept clear of sidewalks and buildings.

Streets and access paths must remain clear, and not blocked by the Contractor's vehicles.

Mowing pattern must be neat with a well-groomed look.

Do not apply herbicides.

Do not apply pesticides.

Do not address landscaping islands.

When children and members of the public are present, the Contractor must politely ask them to vacate the immediate area, for the duration of the mowing of that area.

The Contractor's personnel must wear "uniforms" with the company logo, identifying them while performing the mowing on the park.

No subcontractors of the bid allowed.

The Contractor must be flexible and able to adjust mowing schedule to accommodate special events and programs on the park.

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VENDOR RESPONSE FORM

PRICE "not to exceed": Per Mow (28 mowings) _____
Total for Year _____

Note: If owner requests additional services beyond the original scope of this Request for Quotes, the unit price listed above will prevail. However, **the total contract price for the original scope in this request shall not exceed the "not to exceed" price given above.**

NAME OF FIRM: _____

ADDRESS: _____

NAME OF AGENT(Type or Print): _____

TELEPHONE: _____

EMAIL: _____

REFERENCES: 1. _____
2. _____
3. _____

* Authorized Signature: _____

Date: _____

* Signature certifies the proposed solution and services meet all requirements outlined in this proposal and the vendor will comply with all specified requirements unless exceptions are noted below.

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CHECKLIST FOR REQUIREMENTS

****Initial “_____” for all below as indicated or quote may be rejected.****

_____ Vendor received and understands the Request for Formal Quotes Package and Specifications.

_____ Additional Requested Information attached (IF APPLICABLE).

_____ VENDOR RESPONSE FORM completed and attached.