



CLAY COUNTY

DEPARTMENT OF PURCHASING AND CONTRACT SERVICES INVITATION FOR BID (IFB)

IFB NO.: 48-16
TITLE: Lawn Care Services
ISSUE DATE: 11/16/16

PURCHASING SPECIALIST II: Stacy Nickerson
PHONE NO.: 816-407-3643
E-MAIL: SNickerson@claycountymo.gov

BID RESPONSES MUST BE RECEIVED BY NO LATER THAN ("CLOSE/RETURN DATE and TIME"):

12/07/16 AT 2:00 PM CENTRAL TIME

MAILING INSTRUCTIONS: Print the SEALED BID LABEL found in Attachment 1 or type **IFB Number, IFB Title** and **Return Due Date** on the lower left hand corner of the envelope or package. Delivered sealed bids **must** be in Clay County Purchasing office prior to the return date and time.

RETURN BID TO: **CLAY COUNTY ~ PURCHASING DEPARTMENT**
ADMINISTRATION BUILDING
ATTN: STACY NICKERSON
1 COURTHOUSE SQUARE, 3RD FLOOR,
COMMISSION FRONT DESK
LIBERTY, MO 64068

CONTRACT PERIOD: DATE OF AWARD THROUGH ONE YEAR

DELIVER SUPPLIES/SERVICES/INVOICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

CLAY COUNTY FACILITIES MANAGEMENT
14 S. WATER STREET
LIBERTY, MO 64068

By signing this IFB cover page, the bidder shall hereby declare understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Contract Terms and Conditions. The bidder shall further agree that the language of this IFB shall govern in the event of a conflict with his/her bid. In addition, the bidder shall further agree that upon receipt of an authorized purchase order from Clay County or when a Contract Resolution is signed and issued by an authorized official of Clay County, a binding contract shall exist between the bidder and Clay County.

SIGNATURE REQUIRED

Company Name		Authorized Representative (Print)		Title	
Street Address		Authorized Signature			
City/State/Zip	County	Date		Company Tax ID No.	
Telephone No.	Facsimile No.	E-Mail			
___ Corporation		___ Individual		___ State/Local Government	
___ Partnership		___ Sole Proprietor		___ IRS Tax-Exempt	
Vendor Tax Filing Type With IRS (Check One)					

1. INTRODUCTION AND GENERAL INFORMATION

This section of the IFB includes a brief introduction and background information about the intended acquisition for which the requirements herein are written. The contents of this section are intended for informational purposes and do not require a response.

Submittal instructions and Determination of Award information can be found on our website by clicking the following link <https://www.claycountymo.gov/bids/current>

1.1 Purpose:

1.1.1 This document constitutes a request for competitive, sealed bids from prospective bidders for lawn care services for facilities management in accordance with the requirements and provisions stated herein.

1.1.2 IFB Document Contents: This document, referred to as an Invitation For Bid (IFB), is divided into the following parts:

- Section 1: Introduction and General Information
- Section 2: Scope of Work
- Section 3: Contractual Terms and Conditions Acknowledgement Form
- Exhibit A: Pricing
- Exhibit B: Experience and Expertise
- Exhibit C: Domestic Product Certification (Buy American)
- Exhibit D: Miscellaneous Information

Attachment 1: SEALED BID LABEL

1.2 IFB Questions:

1.2.1 Questions and issues relating to the IFB must be directed to the buyer, **Stacy Nickerson**. It is preferred that questions be e-mailed to **SNickerson@claycountymo.gov**.

1.2.2 **All questions and issues should be submitted no later than 11/23/16.** If not received prior to the aforementioned date, the Clay County Purchasing Agent may not be able to fully research and consider the respective questions or issues.

1.2.3 Bids which are not received in the DP&CS office prior to the official opening date and time shall be considered late, regardless of the degree of lateness, and normally will not be opened. **All bids must be time stamped in at the Commission Front Desk Reception area located at: 1 Courthouse Square, 3rd Floor, Liberty, MO 64068.** Late bids may only be opened under extraordinary circumstances as indicated on our website.

1.3 Background Information:

1.3.1 IFB 03-14 has expired in its entirety and will be replaced with the award to this IFB, 48-16. The expenditures made for the past 3 years under the previous contracts are as follows:

Fiscal Year	Yearly Expenditures
2013	\$ 10,019.15
2014	\$ 66,101.61
2015	\$382,762.33

1.3.2 Previous contractors have found it is easier to mow and trim on weekends and county holidays since the parking lots are generally empty on those days. A list of current county holidays for the county shall be provided upon request.

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- 1.3.3 The Liberty Area Chamber of Commerce has its Fall Festival in late September. Facilities Management will coordinate with the contractor regarding the mowing of the Administration Building, Public Safety, Detention, Rooney Justice Center, Parking Lot #4, Children's Justice Center and Girls Group Home prior to the set-up of festival equipment.
- 1.3.4 The Farmer's Market is held on the northeast corner of the Administration Building and typically operates on Saturdays in May through October. This area can become congested with shoppers.
- 1.3.5 Although an attempt has been made to provide accurate and up-to-date information, Clay County does not warrant or represent that the background information provided herein reflects all relationships or existing conditions related to this Invitation For Bid.

1.4 Estimated Quantities:

- 1.4.1 The quantities indicated in this Invitation For Bid are estimates that pertain to the total aggregate quantities that may be ordered throughout the stated contract period. The estimates do not indicate single order amounts unless otherwise stated. Clay County shall not make guarantees about single order quantities or total aggregate order quantities.
- 1.4.2 The County shall not guarantee any minimum or maximum amount of the contractor's products/services that may be required under the contract. The contractor shall provide products/services on an as needed, if needed basis. The County shall not guarantee any usage of the contract whatsoever.

2. SCOPE OF WORK

This section of the IFB includes requirements as well as desirable attributes and provisions relating specifically to the scope of work requirements of the Clay County Entity. The contents of this section include mandatory requirements that will be required of the successful bidder and subsequent contractor. The bidder is requested to provide responses to the requirements/desired attributes in this section pursuant to the directions identified herein. The bidder's response, whether responding to a mandatory requirement or a desired attribute, shall be binding in the event the bid is accepted by Clay County. The bidder must provide all costs necessary to meet the mandatory requirements and the fulfillment of any desirable attributes by the bidder (if any) in the appropriate sections of Exhibit A, Pricing Pages.

2.1 Specific Requirements:

- 2.1.1 The contractor must provide lawn care services and products, which meets or exceeds the specifications contained in this document.
- 2.1.1 The assistant county administrator – facilities may occasionally contract for applications of lime, lawn aerations, reseeding, installation of sod, power raking, additional pruning and landscape additions, renovations, and transplanting.
- 2.1.2 It shall be the bidder's responsibility to view all locations.
- 2.1.3 Girls and Boys Group home locations will be given to scheduled bidders by contacting Brad Garrett, Assistant County Administrator – Facilities at 816-407-3333.
- 2.1.4 Contractor is to maintain a calendar/log book of when the various locations are maintained. This shall be made available to the assistant county administrator – facilities for review.
- 2.1.5 Facilities Management will inspect the various properties and report findings to the contractors. Problems are to be corrected within two (2) working days.

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2.1.6 Employees of the contractor must wear an identifying shirt and may be required to wear identification cards while on county property. Clay County will issue and pay for these cards if and when they are required.

2.2 Locations:

- a. Children's Justice Center, 351 East Kansas, including parking lot islands and lot perimeter
- b. 2400 Building, 9 South Leonard
- c. James S. Rooney Justice Center, 11 South Water Street, including W side along Water Street, Parking Lot #4 islands and lot perimeter
- d. Clay County Public Safety Building, 12 South Water Street, E & W side of building
- e. Clay County Detention Center, 14 South Water Street, including Parking Lot #1, N, W and S sides of building
- f. Administration Building, 1 Courthouse Square
- g. Shrader Building, 234 West Shrader, including N, E and S lawns, parking lot islands and grass lot to east of parking lot
- h. Girls' Group Home, location disclosed only to scheduled bidders; front, side and back lawns
- i. Boys' Group Home, location disclosed only to scheduled bidders; side and back lawns
- j. West Side Annex, 1901 NE 48th Street, Kansas City, MO, 64119
- k. Clay County Maintenance Shop, 201 East Mill, between sidewalk and Mill Street
- l. Facilities Management Office, 115 S. Main, grass islands between sidewalk and Main
- m. Facilities Management storage buildings -117 S. Main grass area inside and outside of fence to the South Railroad tracks
- n. Clay County Election Board, 100 West Mississippi, Liberty, MO, east and south side of building, along sidewalks
- o. Radio Tower, 116th Street, Kearney, MO 64060
- p. Crowley Cemetery, N.E. 48th and I-435 South side, Kansas City, MO
- q. Rogers Cemetery, N.E. 48th and I-435 North side, Kansas City, MO
- r. Fountain Waller Cemetery, 63rd and North Cypress, Kansas City, MO

2.3 Fertilizer, Weed Control and Pesticide Program:

2.3.1 No less than 4.5 pounds of nitrogen per 1000 square feet per year and no more than 4.5 pounds of nitrogen per 1000 square feet per year.

2.3.2 Fertilizer and Weed Control:

- a. Early Spring – Pre-emergent lawn applications for crabgrass control prior to April 15th.
 - 1) Liquid application of fertilization and weed control; and
 - 2) Rate of nitrogen application will be one pound of actual per one thousand square feet, being slow release to help prevent flush growth of grass.
- b. Late Spring – Pre-emergent lawn applications for crabgrass control.

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- 1) Liquid application of broadleaf control for control of dandelions and other broadleaf weeds, along with an application of 20-1-10 granular fertilizer at the rate of (.5) pounds of nitrogen per one thousand square feet, 50% of the nitrogen will be slow release to sustain the turf through the coming hot summer months.
- c. Early Summer – Fertilizer application and spot broadleaf weed control, (.5) pounds of slow release nitrogen per one thousand square feet.
- d. Late Summer – Fertilizer application and spot broadleaf weed control, (.5) pounds of slow release nitrogen per one thousand square feet.
- e. Early Fall - Fertilizer application and blanket broadleaf weed control, (.5) pounds of slow release nitrogen per one thousand square feet.
- f. Late Fall – “Winterizer” granular fertilizer application at a rate of 1.5 pounds of slow release nitrogen per one thousand square feet.

2.3.3 Fertilizer is to be swept off of walks and drives onto lawns or beds.

2.3.4 Pest Control:

- a. The contractor will inspect lawn areas each visit for indications of pest problems and advise the county of such problems. Upon confirmation of a specific problem requiring treatment, the contractor will apply pesticides as needed and only in the affected areas, whenever possible using the least toxic, effective pesticide. No pesticides will be applied to turf areas without the express approval of the Assistant County Administrator – Facilities.
- b. All pest control service is in addition to the basic contract charges. The contractor will charge the County per job, based on materials cost plus labor. The cost will be agreed upon by County and contractor before such service is rendered.
- c. Pesticide applications will be made in accordance with the rules and regulations governing use of pesticides in Missouri.

2.3.5 Weed Control:

- a. Pavement Weed Control for all Parking Lots and Driveways will include application of a sterilizer. Follow up will be two applications of post-emergent herbicides.
- b. Natural Areas, Fence and Tree Line Weed Control:
- c. Weeds and unwanted vegetation will be kept from flowering beds, ground cover plant beds, fence lines, tree lines and natural areas.
- d. Pre-emergent is applied to limit weeds and herbicide use.
- e. There is to be no growth of any vegetation inside fence and along fence line.
- f. If poison ivy is found at any county location, contractor is to respond within 3 working days to remove ivy and treat area:
 - 1) Children’s Justice Center Parking Lot and Sallyport parking area;
 - 2) Parking Lot #4 – Clay County Justice Center;

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- 3) Parking Lot #1 – Clay County Detention Center;
- 4) 234 West Shrader Parking lots and driveway to East of building ;
- 5) West Side Annex parking lot and entrance drive;
- 6) 201 East Mill parking lot;
- 7) Girls' Group Home drive and parking area;
- 8) Boys' Group Home drive and parking area;
- 9) 115 South Main, parking lot, back parking lot and gravel lot between fence and rail line;
- 10) Clay County Election Board, 100 West Mississippi, Liberty, MO; and
- 11) Radio Tower, 116th Street, Kearney, MO 64060.

2.4 Care of Bushes, Plants and Bedding:

- 2.4.1 Contractor contractor's employees must use caution when servicing beds so not to come into contact with underground wires and lights that are in the beds.
- 2.4.2 Contractor must include two plantings of annuals, two brush and bush trimmings or pruning during the year, scheduled monthly weeding, disease and insect control sprayings, and removal of leaves.
- 2.4.3 Summer and winter annuals must be planted in all existing seasonal flower beds.
 - a. Contractor must provide a planned plant listing by area, plant type and number of plants. Annuals to be planted in the designated bedding areas
- 2.4.4 Beds are to be cleaned out, fertilized, tilled and re-mulched during the spring installation.
- 2.4.5 Annuals must be fertilized as needed throughout the season to promote root growth and flowering.
- 2.4.6 Permanent beds will be weeded, mulched, fertilized and trimmed.
 - a. All mulch must be cedar or cypress with a minimum depth of 3" and provided by the awarded contractor.
- 2.4.7 Bed care includes mulching and repair or replacement of all edging.
- 2.4.8 During the contract period, it is possible that the County will select new plants and/or bushes to replace existing dead, diseased or overgrown plants. The County will be responsible for removal of larger tree limbs and trees over 12 feet. Vendor may provide to the Facilities Management Director cost's quotes for larger tree limbs and trees over 12 feet.
- 2.4.9 The care of ornamental trees (under 12 feet), bushes, plants and bedding will take place at the following locations:
 - a. Children's Justice Center, 351 East Kansas. Maintain permanent and seasonal beds and plants around building;
 - b. 2400 Building, 9 S. Leonard. Maintain permanent and seasonal beds and plants around building;
 - c. James S Rooney Justice Center, 11 South Water Street, including Parking Lot #4, the beds along west side of Plaza and the two "tree islands" in the center of the plaza and maintain permanent and seasonal beds around building area;
 - d. Clay County Public Safety Building, 12 South Water Street;
 - e. Clay County Detention Center, 14 South Water Street, including Parking Lot #1;
 - f. Administration Building, Courthouse Square;
 - g. 234 West Shrader Street Building;
 - h. West Side Annex;
 - i. Veterans' Memorial on City/County Plaza – At this location, we want seasonal color all year; and
 - j. Clay County Election Board, 100 West Mississippi, Liberty, MO.

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- k. Girls' Group Home
- l. Boys' Group Home

2.5 Turf Management: Mowing, Edging and Trimming:

2.5.1 Locations:

- a. Children's Justice Center / 2400 Building, 351 East Kansas – north, south, east, and west sides of building, including parking lot islands and perimeter;
 - 1) Remove old annuals and replace with perennials and annual flowers for color two times a year with seasonal plants that will do well in that area, remove weeds monthly and mulch; and
 - 2) Trim bushes two times a year, remove weeds monthly and mulch.
- b. James S Rooney Justice Center, 11 South Water Street – east, south and west sides of building, including the area of Parking Lot #4 islands and perimeter;
 - 1) Remove old annuals and replace with perennials and annual flowers for color two times a year with plants that will do well in that area, remove weeds monthly and mulch;
 - 2) Trim trees per specifications for landscape maintenance Section C, remove weeds monthly and mulch; and
 - 3) Trim bushes two times a year and remove weeds monthly and mulch.
- c. Clay County Public Safety Building, 12 South Water Street – east and west sides of building;
 - 1) Remove weeds monthly, mulch and replace annual flowers two times a year with seasonal plants.
- d. Clay County Detention Center, 14 South Water Street – including island area of Parking Lot #1;
 - 1) Bushes trimmed two times a year; and
 - 2) Remove weeds monthly and mulch.
- e. Administration Building, One Courthouse Square;
 - 1) Remove old annuals plants and replace with perennials and annual flowers for color two times a year with seasonal plants that will do well in that area; and
 - 2) Bushes trimmed two times a year, remove weeds monthly, mulch and replace dead bushes.
- f. Shrader Building, 234 West Shrader Street – building and adjoining lot;
 - 1) Bushes trimmed two times a year, remove weeds monthly and mulch; and
 - 2) Along the back of the parking lot, trim all the brush back so it is not hanging over on to the parking lot. On the eastside of the property line, keep all brush removed and off that side of the property.
- g. West Side Annex – The County has a total of 5.5 acres at this location;
 - 1) Remove old annuals and replace plants with perennials and annual flowers for color two times a year with plants that will do well in that area, remove weeds monthly and mulch;
 - 2) Remove weeds monthly and mulch. Add annual flowers for color two times a year with seasonal plants; and
 - 3) Remove weeds monthly, mulch and add annual flowers two times a year with seasonal plants and trim bushes two times a year.
- h. Clay County Election Board, 100 West Mississippi;
 - 1) Trim bushes two times a year; and
 - 2) Remove weeds monthly and mulch.
- i. Girls Group Home;
 - 1) Trim bushes two times a year; and
 - 2) Remove weeds monthly and mulch.

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- j. Boys Group Home;
 - 1) Trim bushes two times a year; and
 - 2) Remove weeds monthly and mulch.
 - k. 201 East Mill Parking Lot – along the street;
 - l. Clay County Facilities Management Office, 115 South Main – along the sidewalk;
 - m. Clay County Facilities Management Building, 117 South Main – along the sidewalk;
 - n. Clay County Facilities Management, 114 South Water – along the street;
 - o. Veteran’s Memorial, NW corner of Water and Kansas:
 - 1) Remove old annual plants, replace with perennials and annual flowers for color two times a year with seasonal plants that will do well in that area, remove weeds monthly and mulch.
 - p. The following areas will be mowed between April 15th and November 1st for a total of 14 mowing:
 - 1) Crowley Cemetery, N.E. 48th and I-435 South side, Kansas City, MO;
 - 2) Rogers Cemetery, N.E. 48th and I-435 North side, Kansas City, MO; and
 - 3) Fountain Waller Cemetery, 63rd and North Cypress, Kansas City, MO.
- 2.5.2 Contractor must mow turf areas at each of the following locations, once a week for 33 weeks. Mowing is to commence the first week of April and finish November 16. Mowing height is to be between 2” and 3”.
- 2.5.3 Sidewalk, driveway and curb lines are to be edged every other week.
- 2.5.4 Buildings or objects adjacent to or surrounded by turf areas are string trimmed each week.
- 2.5.5 All sidewalk cracks and curb expansion joints are to be sprayed to kill weeds and grass.
- 2.5.6 All walks, curbs and parking lots to be blown off weekly to remove debris and grass clippings.
- a. Large clumps of grass that remain after cutting are to be removed;
 - b. The entire area is to be monitored weekly for trash and debris;
 - c. Limbs must be picked up weekly; and
 - d. Leaves must be removed from grass, walkways and parking lots weekly during the fall and as needed the rest of the year to maintain a neat appearance.
- 2.6 Irrigation Systems:**
- 2.6.1 Contractor must maintain the sprinkler systems at the Children’s Justice Center, the James S. Rooney Justice Center, Public Safety, Administration Building and the West Side Annex (near front door of the facility) as follows:
- a. Beginning of the Season – turn on, check and repair sprinkler systems as needed;
 - b. Do monthly system checks and repair as needed; and
 - c. End of the Season – winterize sprinkler systems and repair as needed.

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3. CONTRACTUAL TERMS AND CONDITIONS ACKNOWLEDGEMENT FORM

The undersigned Vendor/Contractor has read, understood, and accepted the Terms and Conditions as published on the Clay County Official Website located:

[HTTPS://WWW.CLAYCOUNTYMO.GOV/TERMSANDCONDITIONS](https://www.claycountymo.gov/termsandconditions)

All terms and conditions as stated shall be adhered to by Vendor/Contractor upon acceptance of contract. Vendor/Contractor enters into this agreement voluntarily, with full knowledge of its effect.

Vendor/Contractor Signature

Date

Vendor/Contractor Name

Vendor's Initials:_____

**EXHIBIT A
PRICING PAGES**

PRICING TABLE 1: REQUIRED PRICING

The bidder shall complete the following pricing table(s) (or in a form similar to the pricing tables) and provide firm, fixed pricing necessary to meet the mandatory requirements of the IFB.

- Item A – is to be the **annual** cost of the program.
- Item B & C – is the **monthly** cost of the program.
- Item D – list the **weekly** cost of the program.

Item #15 - Tower Weed Control Program, list the **annual** cost of the program for **that location only**.

Item	Item Cost	DESCRIPTION	Frequency	Cost
Clay County Detention Center & Parking Lot #1, 14 South Water Street, Liberty				
01	A	Fertilizer/pesticide program:	Annually	\$_____
02	B	Weed control program:	Monthly	\$_____
03	C	Bush, plants, & bedding:	Monthly	\$_____
04	D	Mowing, edging & trimming:	Weekly	\$_____
Administration Building, One Courthouse Square, Liberty				
05	A	Fertilizer/pesticide program:	Annually	\$_____
06	B	Weed control program:	Monthly	\$_____
07	C	Bush, plants, & bedding:	Monthly	\$_____
08	D	Mowing, edging & trimming:	Weekly	\$_____
Shrader Building, 234 West Shrader, Liberty – Parking Lots, Natural Area and Field, Liberty				
09	A	Fertilizer/pesticide program:	Annually	\$_____
10	B	Weed control program:	Monthly	\$_____
11	C	Bush, plants, & bedding:	Monthly	\$_____
12	D	Mowing, edging & trimming:	Weekly	\$_____
Public Safety Building, 12 South Water Street, Liberty				
13	A	Fertilizer/pesticide program:	Annually	\$_____
14	B	Weed control program:	Monthly	\$_____
15	C	Bush, plants, & bedding:	Monthly	\$_____
16	D	Mowing, edging & trimming:	Weekly	\$_____
Annex Building, 1901 NE 48th Street, N. Kansas City – West Side Drive & Parking Lot				

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Item	Item Cost	DESCRIPTION	Frequency	Cost
17	A	Fertilizer/pesticide program:	Annually	\$_____
18	B	Weed control program:	Monthly	\$_____
19	C	Bush, plants, & bedding:	Monthly	\$_____
20	D	Mowing, edging & trimming:	Weekly	\$_____
Rooney Justice Center & Parking Lot #4, 11 S. Water Street, Liberty				
21	A	Fertilizer/pesticide program:	Annually	\$_____
22	B	Weed control program:	Monthly	\$_____
23	C	Bush, plants, & bedding:	Monthly	\$_____
24	D	Mowing, edging & trimming:	Weekly	\$_____
Children's Justice Center, Sally Port & Parking Lot, 351 E. Kansas, Liberty and 2400 Building, 9 S. Leonard				
25	A	Fertilizer/pesticide program:	Annually	\$_____
26	B	Weed control program:	Monthly	\$_____
27	C	Bush, plants, & bedding:	Monthly	\$_____
28	D	Mowing, edging & trimming:	Weekly	\$_____
Veteran's Memorial on City/County Plaza				
31	C	Bush, plants, & bedding:	Monthly	\$_____
Clay County Election Board & Parking Lot, 100 West Mississippi, Liberty				
32	A	Fertilizer/pesticide program:	Annually	\$_____
33	B	Weed control program:	Monthly	\$_____
34	C	Bush, plants, & bedding:	Monthly	\$_____
35	D	Mowing, edging & trimming:	Weekly	\$_____
Girls' Group Home and Parking Lot, Liberty				
36	A	Fertilizer/pesticide program:	Annually	\$_____
37	B	Weed control program:	Monthly	\$_____
38	C	Bush, plants, & bedding:	Monthly	\$_____
39	D	Mowing, edging & trimming:	Weekly	\$_____
Boys' Group Home & Parking Lot, Liberty				
40	A	Fertilizer/pesticide program:	Annually	\$_____
41	B	Weed control program:	Monthly	\$_____

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Item	Item Cost	DESCRIPTION	Frequency	Cost
42	C	Bush, plants, & bedding:	Monthly	\$_____
43	D	Mowing, edging & trimming:	Weekly	\$_____
201 East Mill & Parking Lot, Liberty, MO				
44	A	Fertilizer/pesticide program:	Annually	\$_____
45	B	Weed control program:	Monthly	\$_____
46	D	Mowing, edging & trimming:	Weekly	\$_____
115 South Main & 117 South Main & Parking Lot, Liberty, MO				
47	A	Fertilizer/pesticide program:	Annually	\$_____
48	B	Weed control program:	Monthly	\$_____
49	D	Mowing, edging & trimming:	Weekly	\$_____
Radio Tower, 116th Street, Kearney, MO				
50	B	Weed control program:	Annually	\$_____
Crowley Cemetery, N.E. 48th and I-435, Kansas City, MO South Side				
51	D	Mowing, edging & trimming:	Weekly	\$_____
Rogers Cemetery, N.E. 48th and I-435, Kansas City, MO, North Side				
52	D	Mowing, edging & trimming:	Weekly	\$_____
Fountain Waller Cemetery, 63rd and N. Cypress, Kansas City, MO				
53	D	Mowing, edging & trimming:	Weekly	\$_____
Irrigation Systems – Costs will reflect trip charges, gas and mileage fees if applicable				
Children’s Justice Center, lawn sprinkler system, 12 station 2” main line				
54	A	Spring turn on and system check	Annually	\$_____
55	B	Labor	Hourly	\$_____
56	C	Minimum labor cost	Each	\$_____
57	D	Winterizing lawn sprinkler system	Annually	\$_____
58	E	Cost to check system monthly	Monthly	\$_____
James S. Rooney Justice Center, lawn sprinkler system, 8 station 2” main line				
59	A	Spring turn on and system check	Annually	\$_____
60	B	Labor	Hourly	\$_____
61	C	Minimum labor cost	Each	\$_____

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Item	Item Cost	DESCRIPTION	Frequency	Cost
62	D	Winterizing lawn sprinkler system	Annually	\$_____
63	E	Cost to check system monthly	Monthly	\$_____
Administration Building, lawn sprinkler system, 4 station 1" main line				
64	A	Spring turn on and system check	Annually	\$_____
65	B	Labor	Hourly	\$_____
66	C	Minimum labor cost	Each	\$_____
67	D	Winterizing lawn sprinkler system	Annually	\$_____
68	E	Cost to check system monthly	Monthly	\$_____
West Side Annex, lawn sprinkler system, 4 station 3/4" main line				
69	A	Spring turn on and system check	Annually	\$_____
70	B	Labor	Hourly	\$_____
71	C	Minimum labor cost	Each	\$_____
72	D	Winterizing lawn sprinkler system	Annually	\$_____
73	E	Cost to check system monthly	Monthly	\$_____
Public Safety, lawn sprinkler system ,1 station 1" main line				
74	A	Spring turn on and system check	Annually	\$_____
75	B	Labor	Hourly	\$_____
76	C	Minimum labor cost	Each	\$_____
77	D	Winterizing lawn sprinkler system	Annually	\$_____
78	E	Cost to check system monthly	Monthly	\$_____
Plant Installation Plan –In the space below provide breakdown of cost for plants including the estimated number for each area.				
Item	Area: Note Spring or Fall	Type of Plant	Number of Plants	Cost
79	Area: <input type="checkbox"/> Spring <input type="checkbox"/> Fall			
80	Area: <input type="checkbox"/> Spring <input type="checkbox"/> Fall			
81	Area: <input type="checkbox"/> Spring <input type="checkbox"/> Fall			
82	Area: <input type="checkbox"/> Spring <input type="checkbox"/> Fall			

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Item	Item Cost	DESCRIPTION	Frequency	Cost
83	Area: <input type="checkbox"/> Spring <input type="checkbox"/> Fall			
84	Area: <input type="checkbox"/> Spring <input type="checkbox"/> Fall			
85	Area: <input type="checkbox"/> Spring <input type="checkbox"/> Fall			
86	Area: <input type="checkbox"/> Spring <input type="checkbox"/> Fall			
87	Area: <input type="checkbox"/> Spring <input type="checkbox"/> Fall			
88	Area: <input type="checkbox"/> Spring <input type="checkbox"/> Fall			
89	Area: <input type="checkbox"/> Spring <input type="checkbox"/> Fall			
90	Area: <input type="checkbox"/> Spring <input type="checkbox"/> Fall			
91	Area: <input type="checkbox"/> Spring <input type="checkbox"/> Fall			
92	Area: <input type="checkbox"/> Spring <input type="checkbox"/> Fall			
93	Area: <input type="checkbox"/> Spring <input type="checkbox"/> Fall			
94	Area: <input type="checkbox"/> Spring <input type="checkbox"/> Fall			
95	Area: <input type="checkbox"/> Spring <input type="checkbox"/> Fall			
96	Area: <input type="checkbox"/> Spring <input type="checkbox"/> Fall			
97	Area: <input type="checkbox"/> Spring <input type="checkbox"/> Fall			
98	Area: <input type="checkbox"/> Spring <input type="checkbox"/> Fall			

Vendor's Initials: _____

**EXHIBIT A, continued
PRICING PAGES**

PRICING TABLE 2: OTHER REQUIRED PRICING

The bidder must state below all other applicable costs necessary to satisfy the mandatory requirements of the IFB. Unless stated in Exhibit A, the County shall assume that absolutely no other fees or charges, including upgrade fees, will be assessed to the County whatsoever in connection with the lawn care services described herein and to satisfy the IFB requirements.

DESCRIPTION/COMMENTS	UNIT OF MEASURE	UNIT PRICE

PRICING TABLE 3: OPTIONAL PRICING

The bidder may provide firm, fixed pricing for optional features, expansion options and/or enhancements for the proposed lawn care services solution. Also list any pricing discounts.

DESCRIPTION/COMMENTS	UNIT OF MEASURE	UNIT PRICE

Vendor's Initials: _____

**EXHIBIT A, continued
PRICING PAGES**

PRICING TABLE 4: FEE SCHEDULE

If additional services are requested by the County, the contractor shall prepare and submit to the County an estimate of the total cost associated with such additional services. The bidder must indicate in the pricing table below the firm, fixed hourly rates for the personnel job classifications that may be necessary to fulfill the requirements of the IFB.

**TASK/PERSONNEL BREAKDOWN
SCHEDULE OF HOURLY BILLING RATES FOR SERVICES**

PERSONNEL CLASSIFICATION	TYPICAL WORK TASKS	HOURLY RATE

Optional: During the course of the contract year, the using departments may need to order items not specifically listed above. Please state below, any discounts for such purposes, from your listed prices.
 _____% Discount off list price

Vendor's Initials: _____

**EXHIBIT B
Experience and Expertise**

The evaluation of the bidder's experience and expertise shall be subjective based on the requirements stated herein. Therefore, the bidder should present detailed information regarding current and/or prior experiences in providing the services and expertise of the organization as well of its personnel. The County shall have the right to use the information provided herein, including information gained from any other source, in the evaluation process.

B.1 EXPERIENCE:

A MINIMUM of one (1) years' experience is required of the successful bidder, in similar services, as described in the scope. Experience and references provided by bidders shall be verified and will be a significant factor in the evaluation. Bidders should provide the information below.

How many years has your company been in the lawn care services business?

List a minimum of three (3) references showing contracts held by your company providing the same or similar services for other public entities, local governments or private companies.

Reference # 1 of 3	
Company/Organization Name:	
Address:	
Name of Contact and Title:	
Email Address:	
Telephone Number:	
Contract or Service Period (dates of services):	

Reference # 2 of 3	
Company/Organization Name:	
Customer Name:	
Address:	
Name of Contact and Title:	
Email Address:	
Telephone Number:	
Contract or Service Period (dates of services):	

Reference # 3 of 3	
Company/Organization Name:	
Customer Name:	
Address:	
Name of Contact and Title:	
Email Address:	
Telephone Number:	
Contract or Service Period (dates of services):	

Vendor's Initials: _____

EXHIBIT C

DOMESTIC PRODUCTS PROCUREMENT ACT (BUY AMERICAN) PREFERENCE

In accordance with County Ordinance 37.08, the offeror is instructed to provide information regarding the point of manufacture for each of the products being proposed so that the product’s eligibility for the Domestic Products Procurement Act (Buy American) Preference can be determined. This information is requested for the finished product only, not for components of the finished product. The offeror may be required to provide supporting documentation indicating proof of compliance.

Qualifying for the Domestic Products Preference:

A product qualifies for the preference if one of the following circumstances exist:

- if manufactured or produced in the U.S.; or
- if the product is imported into the U.S. but is covered by an existing international trade treaty that affords the specific product the same status as a product manufactured or produced in the U.S.; or
- if only one line of products is manufactured or produced in the U.S.

Non-Domestic Product:

If the product is not manufactured or produced in the U.S. and does not otherwise qualify as domestic, then it will be considered non-domestic and not eligible for the preference.

THE OFFEROR MUST COMPLETE THE FOLLOWING APPLICABLE TABLES TO CERTIFY WHETHER:

(Table 1) ALL products proposed are manufactured or produced in the U.S. and qualify for the Domestic Products Procurement Act Preference;

OR

(Table 2) ALL products proposed are manufactured or produced outside the U.S. and do not otherwise qualify for the Domestic Products Procurement Act Preference;

OR

(Tables 3-6) Not all products proposed fall into the prior two categories so an item-by-item certification is necessary.

The offeror is responsible for certifying the information provided on the exhibit is accurate by signing where indicated at the end of the exhibit.

TABLE 1 – ALL PRODUCTS MANUFACTURED OR PRODUCED IN U.S. (eligible for preference)

Check the box to the right if ALL products proposed are MANUFACTURED OR PRODUCED IN THE U.S.:	<input type="checkbox"/>
---	--------------------------

TABLE 2 – ALL PRODUCTS MANUFACTURED OR PRODUCED OUTSIDE U.S. AND DON’T QUALIFY FOR PREFERENCE (ineligible for preference)

Check the box to the right if ALL products proposed are MANUFACTURED OR PRODUCED OUTSIDE THE U.S. and DO NOT OTHERWISE QUALIFY for the Domestic Products Procurement Act Preference:	<input type="checkbox"/>
--	--------------------------

TABLES 3 THROUGH 6 – ITEM BY ITEM CERTIFICATION (NOT ALL PRODUCTS PROPOSED FALL INTO PRIOR TWO TABLES)

- For those line items for which a U.S.-manufactured or produced product is proposed, complete **Table 3**.
- For those line items which are manufactured or produced outside the U.S. that do not qualify for the Domestic Products Procurement Act Preference, complete **Table 4**.
- For those line items which are not manufactured or produced in the U.S., but for which there is a U.S. trade treaty, law, agreement, or regulation in compliance with section 34.359, RSMo, complete **Table 5**.
- For those line items which are not manufactured or produced in the U.S., but for which there is only one U.S. Manufacturer of that product or line of products, complete **Table 6**.

TABLE 3 – U.S.-MANUFACTURED OR PRODUCED PRODUCTS (Eligible for Preference)

- List item numbers of products proposed that are U.S.-manufactured or produced and therefore qualify for the Domestic Products Procurement Act Preference.
- List U.S. city and state where products proposed are manufactured or produced.

Item #	U.S. City/State Where Manufactured/Produced	Item #	U.S. City/State Where Manufactured/Produced

TABLE 4 -- FOREIGN-MANUFACTURED OR PRODUCED PRODUCTS (Not Eligible for Preference)

- List item numbers of products proposed that are foreign manufactured or produced and do not otherwise qualify for the Domestic Products Procurement Act Preference.
- List country where product proposed is manufactured or produced.

Item #	Country Where Manufactured/Produced	Item #	Country Where Manufactured/Produced

Vendor’s Initials: _____

EXHIBIT C, continued

TABLE 5 -- FOREIGN-MANUFACTURED OR PRODUCED PRODUCTS BUT U.S. TRADE TREATY, LAW, AGREEMENT, OR REGULATION APPLIES (Eligible for Preference)

- List item numbers of products proposed that are foreign manufactured or produced but qualify for the Domestic Products Procurement Act Preference because a U.S. Trade Treaty, Law, Agreement, or Regulation applies.
- Identify country where proposed foreign-made product is manufactured or produced.
- Identify name of applicable U.S. Trade Treaty, Law, Agreement, or Regulation that allows product to be brought into the U.S. duty/tariff-free.
- Identify website URL for the U.S. Trade Treaty, Law, Agreement, or Regulation.
- NOTE: As an imported product, if an import tariff is applied to the item, it does not qualify for the preference. In addition, “Most Favored Nation” status does not allow application of the preference unless the product enters the U.S. duty/tariff-free.

Item #	Country Where Proposed Foreign-Made Product is Manufactured/Produced	Name of Applicable U.S. Trade Treaty, Law, Agreement, or Regulation	Official Website URL for the U.S. Treaty, Law, Agreement, or Regulation

TABLE 6 -- FOREIGN-MANUFACTURED OR PRODUCED PRODUCTS BUT ONLY ONE US MANUFACTURER PRODUCES PRODUCT OR LINE OF PARTICULAR GOOD (Eligible for Preference)

- List item numbers of products proposed that are foreign manufactured or produced but qualify for the Domestic Products Procurement Act Preference because only one US Manufacturer produces the product or line of a particular good.
- Identify country where proposed foreign-made product is manufactured or produced.
- Identify sole US manufacturer name.
- Identify name of sole US manufactured product/line of particular good.

Item #	Country Where Proposed Foreign-Made Product is Manufactured/Produced	Sole US Manufacturer Name	Name of Sole U.S. Manufactured Product or Line of Particular Good

The offeror shall be responsible for certifying the information provided on this exhibit is accurate by signing below:

I hereby certify that the information provided herein is true and correct, and complies with all provisions of Clay County Ordinance 37.08. I understand that any misrepresentation herein constitutes the commission of a class A misdemeanor.

SIGNATURE (If submitting proposal electronically, scanned or typed signature is acceptable)

COMPANY NAME

Vendor’s Initials: _____

**EXHIBIT D
Miscellaneous Information**

D.1 LOCAL GOVERNMENT USE (COOPERATIVE PROCUREMENT):

1) This section is optional, it will not affect bid award. If the County awarded you the proposed contract, would you sell under the prices and terms of this Contract to any Municipal, County Public Utility, Hospital, Educational Institution, or any other non-profit organization having membership in the Mid-America Council of Public Purchasing (MACPP) or Mid-America Regional Council (MARC) and located within the Greater Kansas City Metropolitan Trade Area? (All deliveries shall be F.O.B. Destination and there shall be no obligations on the part of any member of said Council to utilize this Contract).

YES_____ NO_____

INITIALS: _____

2) Sales will be made in accordance with the prices, terms, and conditions of the Invitation For Bid and any subsequent term contract.

3) There shall, however, be no obligation under the cooperative procurement agreement for any organization represented by MACPP or MARC to utilize the bid or contract unless they are specifically named in the Invitation For Bid as a joint participating entity.

4) All sales to other jurisdictions shall be made on purchase orders issued by that jurisdiction. All receiving, inspection, payments and other contract administration shall be the responsibility of the ordering jurisdiction.

5) The Purchasing Agent shall be responsible to handle the solicitation and award the contract. The Purchasing Agent shall have the sole authority to modify the contract and handle disputes regarding the substance of the contract. The Purchasing Agent shall be the Buyer of Record, Clay County, Missouri.

6) Each jurisdiction that is a party to the joint bid has authority to act as Administrative Contracting Officer with responsibility to issue purchase orders, inspect and receive goods, make payments and handle disputes involving shipment to the jurisdiction.

D.2 WEBSITE INFORMATION:

1) Does your company have a website? YES_____ NO _____

2) If yes please provide the website address:

www. _____

3) Can product(s) be ordered from that website? YES_____ NO _____

4) Can we receive the pricing you have quoted us, when ordering from the website?

YES_____ NO _____

Vendor's Initials:_____

EXHIBIT D, continued

D.3 EMPLOYEE BIDDING/CONFLICT OF INTEREST:

Bidders who are elected or appointed officials or employees of Clay County or any political subdivision thereof, serving in an executive or administrative capacity, must comply with sections 105.450 to 105.458, RSMo, regarding conflict of interest. If the bidder or any owner of the bidder’s organization is currently an elected or appointed official or an employee of Clay County or any political subdivision thereof, please provide the following information.

Name and title of elected or appointed official or employee of Clay County or any political subdivision thereof:

If employee of Clay County or political subdivision thereof, provide name of Clay County entity or political subdivision where employed:

Percentage of ownership interest in bidder’s organization held by elected or appointed official or employee of Clay County or political subdivision thereof:

_____ %

Vendor’s Initials: _____

**ATTACHMENT 1
SEALED BID LABEL**

PLEASE ATTACH LABEL TO OUTSIDE OF BID PACKAGE

SEALED BID RESPONSE ENCLOSED

DELIVER TO:

Department of Purchasing & Contract Services
1 Courthouse Square, 3rd Floor,
Commission Front Desk
Liberty, MO 64068

BID # 48-16 DATE: 12/07/16

BIDS MUST BE RECEIVED BEFORE 2:00 P.M. CENTRAL TIME

DESCRIPTION: LAWN CARE SERVICES

ATTN: STACY NICKERSON

SPECIFY VENDOR NAME: _____

SPECIFY VENDOR'S CITY, STATE LOCATION: _____

Vendor's Initials: _____