



SYRACUSE  
EST. CITY 1935

## **REQUEST FOR PROPOSAL**

**Grounds Maintenance Contract  
Parks and Recreation Department**

**March 4, 2018**

## **Invitation**

Syracuse City invites contractors to submit a bid to perform grounds maintenance of Syracuse City Detention Basins, Entry Ways and Community Center grounds. Bid packets may be obtained from our website [www.syracuseut.com](http://www.syracuseut.com). Bids must be received by Syracuse Parks and Recreation, 1912 West 1900 South, Syracuse, Utah, 84075 no later than 5:00 P.M. Tuesday, March 20, 2018. Late bids will not be accepted. A MANDATORY Pre-bid meeting will be held Tuesday, March 13, 2018 at 1:00 PM local time at Syracuse City Hall, 1979 South 1900 West.

Syracuse City reserves the right to reject any, portions of, or all bids and to accept any bid that best serves its needs and is in the best interest of the city.

## **Scope of Work**

Syracuse City is requiring grounds maintenance services for seven (7) **Detention Basins**, three (3) **Entry Ways**, and **Community Center** grounds. The properties are attached as Exhibit "A". Grounds maintenance services is expected to typically have a seven-month duration (April 1 to October 31). This year is expected to begin as soon as a contract is approved and end October 31. This is anticipated as a twelve-month contract period having four potential renewal options to extend for an additional twelve-month period each provided the city and the contractor mutually agree to exercise the renewals.

Landscape areas for each of the city properties are included on exhibit(s) and are approximately:

4.07 acres of Detention Basins

0.59 acres of Entry Ways

0.82 acres of Community Center grounds.

### **Minimum expectations for work on all properties shall include:**

#### At the beginning of the contract, and/or as the growing season permits

Aerate lawn

Prune trees

Apply fertilizer with pre-emergent

Apply Broadleaf herbicide for weed control

Charge irrigation main line(s) for each property

Troubleshoot the irrigation systems for proper operation

Check for leaks and make repairs as necessary (Parts and labor for repairs billed separately)

Check filters and clean, or replace, as necessary

Check controller, and set it as appropriate, for the watering needs of lawn, trees, and plants

Replenish wood mulch in all planters, as necessary, in locations where wood mulch has become thin or bare. (Billed separately)

#### Two times during the growing season

Apply fertilizer on turf, as appropriate, for the 2<sup>nd</sup> & 3<sup>rd</sup> applications.

Once each week through the growing season

Mowing

Trimming/Edging

Clear clippings (sweep or blower). Fine mulched particles may be returned to the lawn. Large collections must be disposed.

Collect and dispose of litter and debris.

Weed removal in all planters

Weed spraying in all xeriscape areas

Removal of weeds in xeriscape areas having a height or spread of 6 inches and greater.

Troubleshoot irrigation system for leaks, screen clogs, or various malfunctions, and make repairs as necessary (parts and labor for repairs billed separately)

Check, and clean, irrigation filters

Check all controllers and adjust as necessary, based upon temperature, wind, and precipitation

Once a week towards the end of the growing season

Collect and remove leaves

Collect and dispose of litter and debris

Weed removal in all planters

Weed spraying in all xeriscape areas

Removal of weeds in xeriscape areas having a height or spread of 6 inches and greater.

At the end of the season after secondary water when mains are depressurized

Blow out, and winterize, all irrigation systems

Aerate lawn

Prune trees

Apply Fall fertilizer

Important Notes:

1. Clippings and fertilizer that are left in gutters, storm drains, sidewalks, parking lots and any other conveyance draining into the storm drain is prohibited according to EPA storm water regulations.
2. The City will pay for irrigation system replacement parts as needed, separately from the cost of this bid.
3. Bids should include the cost of spring cleanup of winter debris.
4. Provide an hourly rate for sprinkler system repairs.
5. Provide a price per cubic yard to furnish and supply wood mulch in landscape planter areas that need replenished.
6. Provide three references on the submittal

## **Respondents Qualifications**

Respondents to this request shall be able to demonstrate capability to fully perform the functions described in the scope of work and must have a business license to perform the work.

Respondents must attend the mandatory pre-bid meeting scheduled on Monday March 13, 2018 at 1:00 PM local time at Syracuse City Hall.

## **Interpretations**

In order to be fair to all bidders, no oral interpretations will be given to any bidder as to the meaning of the specification documents or any part thereof. Any request for such consideration shall be made in writing to the City. Based upon such inquiry, the City may choose to issue an addendum to this bid. Questions may be directed to Chad Smout, Assistant Parks and Recreation Director at [csnout@syracuseut.com](mailto:csnout@syracuseut.com).

## **Submittal**

Each bidder is required to submit one copy of the bid at the time and location indicated in the Invitation to Bid with the REQUEST FOR PROPOSAL form completed.

## **Considerations**

The specification herein states the minimum requirements of the City. All bids must be regular in every aspect. Unauthorized conditions, limitations, or provisions shall be cause for rejection. The City will consider as “irregular” or “non-responsive” and reject any bid not prepared and submitted in accordance with the Invitation to bid form or any bid lacking sufficient technical literature to enable the City to make a reasonable determination of compliance to the specifications.

## **Deviations**

It shall be the bidder’s responsibility to carefully examine each item of the Scope of Work. Failure to offer a completed bid will cause the bid to be rejected without further review as “non-responsive.” All exceptions and/or deviations shall be fully described. Deceit in responding to the specification will be cause for automatic rejection. The bidder must include a separate sheet where any, and all, deviations to the specifications are listed.

## **Award of Bid**

The award of this bid is anticipated within one week after the bid date. Syracuse City reserves the right to reject any, portions of, or all bids and to accept any bid that best serves its needs and is in the best interest of the city.

**SYRACUSE CITY CORPORATION  
REQUEST FOR PROPOSAL**

Please include this sheet as the cover for your proposal. Mark proposals as follows:

Mail / Hand Deliver to: Syracuse City Parks and Recreation  
Chad Smout, Assistant Parks and Recreation Director  
1912 West 1900 South Syracuse, UT 84075  
csmout@syracuseut.com \_\_\_\_\_

Proposals will be accepted until: Tuesday, March 20, 2018 at 5:00 PM MDT \_\_\_\_\_

Description of service(s): Includes the full grounds maintenance service as described in the  
Scope of Work \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Specify Services Provided: \_\_\_\_\_

Proposal Price: \_\_\_\_\_

Time Period of Services: \_\_\_\_\_

Payment Terms: \_\_\_\_\_

Proposal Honored Through: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Additional Comments (attach additional sheets if necessary): \_\_\_\_\_

\_\_\_\_\_

Syracuse City reserves the right to accept or reject this proposal, or any portion thereof, and call for new proposals if their interests or convenience are better served by such a course.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_