City of Bryant

210 SW 3rd Street
Bryant, AR 72022
501-943-0999
www.cityofbryant.com

Request for Proposals

REQUEST FOR PROPOSALS FOR MOWING SERVICES FOR FIRE AND POLICE STATIONS FOR THE 2025 CALENDAR YEAR

FULL BID INFORMATION AND REQUIREMENTS LOCATED AT WWW.CITYOFBRYANT.COM/PAGES/BIDS

All bids must be emailed, mailed, or hand-delivered to the City of Bryant's Boswell Municipal Complex located at **210 SW 3rd Street, Bryant, AR 72022, Attn: Nichole Manley, no later than Friday, March 28, 2025 at 12:00 P.M.**

Bidders are required to provide their City business license with their bid.

BID OPENING DATE: Tuesday, April 1, 2025 @ 2 PM

Location: Boswell Municipal Complex Conference Room, 210 SW 3rd Street, Bryant, AR 72022

The City reserves the right to reject any or all bids, waive irregularities or informalities of any bid, and make an award in a manner consistent with the law, or deemed in the City's best interest.

Evaluation of the bid will be based on the following criteria:

- Qualifications, Experience, and Competence
- Past Performance
- Office Location (Address)
- Cost

Bid envelopes must be sealed and marked with the following:

"Bid Number: 2025-006 "Mowing Services – FD & PD"

Please include bidder name on the sealed envelope.

Section 1 – General Information

Introduction: This Request for Proposal is issued by the City of Bryant to secure a contract that provides adequate and reliable mowing services and repair services for the Bryant facilities listed in exhibit A.

Type of Contract: The contract will be a one (1) year term contract with an anticipated beginning date in April 2025. Upon mutual agreement by the vendor and the City of Bryant, the contract may be renewed on a year-to-year basis, for up to two (2) additional one-year terms or a portion thereof. Contract may be voided by either party upon thirty (30) days written notice to the other party.

Billing: Invoices shall be delivered with to the Finance Department within 30 days of the month billed for. **The contractor must provide copies of their invoices for materials and parts from suppliers when requested.**

Performance Guaranty: The client may terminate this agreement for deficiencies in service by informing contractor in writing for the precise nature of the service deficiencies, and giving the contractor 30 days to correct the deficiencies. If client is still dissatisfied with the service at the end of the 30-day probation, the contract will be terminated.

Caution to Bidders:

1. Vendors **must** submit five (5) signed, original RFP responses on or before the date specified on page one.
2. The City of Bryant has the right to award this proposal to any Proposer regardless of proposal price. Proposals may not be withdrawn within 60 days after the proposals are opened. Proposal processes shall be in accordance with state law.
3. The City of Bryant reserves the right to award a contract or reject any or all proposals and to waive any and all informalities associated with the proposal, if it is in the best interest of the City to do so. Bids may be rejected for one or more reasons not limited to the following:
    a. Failure of the vendor to submit bid on or before the deadline established by this RFP.
    b. Failure to sign the Official RFP Document.
    c. Failure to complete the Official RFP Price Sheet.
    d. Any wording by the vendor in their response to this RFP which conflicts with or takes exception to a requirement in the RFP.

e. Failure of any proposed goods or service to meet or exceed the specifications.

Equal Employment Opportunity Policy: The City of Bryant does not discriminate because of race, sex (including pregnancy), religion, color, handicap, national origin, age, genetic information or political affiliation.

Delivery of Response Documents: It is the responsibility of vendors to submit bids at the place, and on or before the date and time, set in the RFP solicitation documents. RFP documents received after the date and time designated for bid opening are considered late bids and shall not be considered.

General Terms and Conditions for Proposals

1. **Restrictive or Ambiguous Specifications:** It is the responsibility of the prospective Proposer to review the entire RFP packet and to notify the Finance Department if the specifications are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the specifications of proposal procedures must be received in the Finance Department not less than seventy-two (72) hours prior to the time set for proposal opening. These requirements also apply to specifications that are ambiguous.
2. **Taxes:** ***Make sure to include all applicable taxes in your proposal.***
3. **Liabilities:** The Proposer shall hold the City of Bryant, its officers, elected officials, agents, servants, and employees, harmless from liability of any nature or kind because of use of any copyrighted or un-copyrighted composition, secret, process, patented or unpatented invention, articles or appliances furnished or used under this proposal, and agrees to defend, at his own expense, any and all actions brought against the City of Bryant because of the unauthorized use of such articles.
4. **Terms and Conditions:** In the event of a conflict between the proposal specifications and these terms and conditions the specifications will govern.
5. **Warranties:** All warranty information must be furnished.
6. **Alternate Proposals:** Alternate proposals are not acceptable and will be rejected unless authorized by the invitation to proposal. Alternate proposals are defined as proposals that do not comply with the proposal terms, conditions, and specifications. Proposers may submit more than one proposal providing that all such proposals comply with proposal terms, conditions, and specifications.

7. **Accidents:** The awarded Proposer(s) will report to the City's designated representative any and all accidents involving any property damage or personal injury immediately following said accident or discovery of accident damage. THE CITY shall be indemnified and held harmless for each accident.
8. **Qualifications of Proposers:** A Proposer may be required, before the award, to show to the complete satisfaction of the City of Bryant that it has the necessary facilities, ability, and financial resources to provide the service or goods specified. In order to perform services within the Police Department, vendor must have employees complete CJIS training and pass a background check.
9. **Additional Information:** Proposers are cautioned that any statement made by an individual, or employee of the City of Bryant that materially changed any portion of the proposal document shall not be relied upon unless subsequently ratified by a formal written amendment to the proposal document.
10. **Acceptance of Terms:** All terms and conditions in the invitation are deemed to be accepted by the Proposer and incorporated in the proposal, except the provision(s) which are expressly excluded by the proposal specifications.
11. **Drug Free Workplace Program for Construction:** Law prohibits state or local governments from contracting for construction services with any private entity having five or more employees who has not furnished a written affidavit by its principal officer at the time of the proposal or contract stating that the contractor is in compliance with the provisions of this act.
12. **Public Access to Procurement Information:** All public records pertaining to purchasing shall be open for inspection during normal business hours. Information relating to the award of a particular contract shall be public only after evaluation of that proposal or proposal has been completed.

Definitions:

"**Applicant" -** Proposer
"**City" or "City of Bryant" –** The City of Bryant, Arkansas
"**Hourly Labor Rate" -** hourly rate without cost of materials per person
"**Proposer**" - the individual, firm, partnership, joint venture or corporation which submits a proposal to the City of Bryant in response to this RFP
"**RFP**" - Request for Proposals

Evaluation and Award: After complete evaluation of the proposals, the anticipated award will be posted to the City of Bryant website.

Section 2 – Specific Requirements

Scope: The intent of this Request for Proposal is to establish a contract to provide adequate and reliable mowing services for the City of Bryant as defined herein.

References: Vendor must furnish as references a minimum of three (3) current customers located in the State of Arkansas who have received services of the same or similar in scope within the last five (5) years.

Reference #1

Business Name:
Business Address:
Contact Person and Phone:
Email Address:

Reference #2

Business Name:
Business Address:
Contact Person and Phone:
Email Address:

Reference #3

Business Name:
Business Address:
Contact Person and Phone:
Email Address:

Insurance: Prior to award, the successful vendor shall furnish an approved Certificate of Insurance from a company or agent licensed in the State of Arkansas, and must keep insurance in force throughout the contract period and any extensions. The insurance may not be modified without the City of Bryant's approval.

The following is a list of liability limits for Worker's Compensation and Employee Fidelity Coverage and standard limits as outlined by vendor's insurance carrier.

1. Worker's Compensation and Employee Liability Policy

Worker's Compensation	Statutory Limits
Employer's Liability	$1,000,000 each accident

2. Comprehensive General Liability Policy

Premises and Operation
Contractual Insurance
Personal Injury

Each item listed in section 2 must have:

Bodily Injury	$500,000 each person
	$500,000 each occurrence
Property Damage	$2,000,000 each occurrence
	$2,000,000 aggregate

The Vendor shall assume all liability for any accidental or criminal occurrence.

Requirements and Required Documents:

Section 3 – Scope of Services

Scope of Services: The City of Bryant is seeking a contractor to perform general Lawn Care Services for the Bryant facilities listed in Appendix A.

Prior to each scheduled and intermittent period of service, the contractor representative shall report to department representative prior to starting. Contact information will be provided.

General Mowing: All locations will be mowed at intervals listed in Appendix A or as determined by the City of Bryant. Mowing intervals may vary due to weather conditions or special events. The mowing season is scheduled approximately from March through October.

- Grass should be cut at 2"-3" by means of appropriate equipment (i.e. mower, trimmer, edger, etc.) as not to rut or erode ground area to be maintained up to buildings, sidewalks, or curbs, etc. All vegetation removed from sidewalks, curbs, cracks in hard surfaces, etc.
- With each mowing, all edges will be left neat and trimmed. Every cut, where any area grass meets buildings, piers, foundations, etc., should be neatly blended or trimmed to grass cut height. All sidewalks, curb lines, will be edged, not tapered.
- Care shall be taken to avoid marring of trees, shrubbery, and other vegetation by equipment. If excessive damage occurs, contractor will be responsible for repair or replacement. Care shall be taken to not cause ruts in grass after it rains.
- Removal and disposal of all litter. Mulching or bagging of grass. Any bagged vegetation and debris must be removed from the property. Under no circumstances will mowing debris be left on the property or blown to street, curb, sidewalks, drains, or other property.
- All clippings must be cleared off all sidewalks, driveways, streets, etc. Clippings on lawn areas must be adequately dispersed to leave a neat appearance. Any bagged clippings must be removed from the property.
- Monthly or every fourth visit weeding of landscaped beds
- Off season removal of leaves as scheduled by the City of Bryant.
- Other lawn sprinkler system repairs, etc. and or any non-recurring supplemental seeding or sodding, tree, brush, or vegetation removal will be sought and invoiced on an as needed basis.
- The City of Bryant reserves the right to schedule mowing either more or less frequently as provided herein depending on growing conditions.

- All mowing will be done in accordance with the State and Local regulations – (i.e. hours of operations, noise, etc.)
- The City of Bryant reserves the right to add or subtract areas to the contract. If additions are made, the price will be negotiated between the City of Bryant and the successful bidder.

All pricing should include taxes.

Billable work: All work beyond and in addition to the scope of this contract shall be considered billable hours and will require that an estimate for that proposed work be provided to the City Representative for consideration and approval obtained prior to work being started. A specific PO number must be assigned for the work, regardless, the invoice for payment will be submitted within 7 working days after all authorized additional work is completed.

Personnel: It is the Proposer's responsibility to provide qualified and appropriate level of on-site staffing as needed, provide appropriate tools and vehicles necessary to accomplish all mowing services regardless in responding during normal hours or after normal working hours.

Contractor is expected to use staff that would pass standard security checks for all personnel assigned to work under this contract. The City reserves the right to approve/refuse any employees. If required, the Contractor may be required to provide Proof of a background check within 1 week upon request or the individual(s) must be removed from the site.

Subcontracting: No portion of the work covered by these specifications may be subcontracted.

Damages: The contractor and his/her staff will be responsible to protect spaces and finishes and clean up all debris. The Contractor will be responsible for all damages to the facility or contents caused by Contractor or their staff during the performance of their duties.

Tools and Equipment: The Contractor shall furnish and maintain all equipment necessary for duties outlined in the **General Mowing** section. Failure to provide suitable equipment for carrying out all requirements of this contract may be grounds for termination.

All pricing shall include taxes. No destination fees permitted.
Bid questions due no later than, Wednesday, March 26, 2025, to

Nichole Manley
Purchasing Manager
Bryant, AR
501-943-0317
Nmanley@cityofbryant.com

Section 4 – Criteria for Selection

Proposals by bidders will be evaluated on the basis of criteria deemed most appropriate for a successful partnership. These criteria include, but are not limited to, the following and each shall be weighted on a scale of 0-5 as follows:

Qualifications, Experience, and Competence **0 – 5 Points Possible**

Respondents must include information indicating their qualifications, experience, and competence in relation to the services to be performed. A list of references, contact names, and phone numbers should be included.

Past Performance **0 – 5 Points Possible**

Previous evaluations shall be considered a significant factor. If previous evaluations with the City are not available, past performance records with others will be used, including quality of work, timely performance, diligence, ability to meet past budgets, and any other pertinent information. The proposer will provide a list of similar jobs performed and person whom we can contact for information.

Office Location (Address) **0 – 5 Points Possible**

Distance between office location of proposer and the City located at the Boswell Municipal Complex located at 210 SW 3rd Street, Bryant, AR 72022. Less than 5 miles = 5 points, 6-10 miles = 4 points, 11-15 miles = 3 points, 16-20 miles = 2 points, 21 – 25 miles = 1 point, 26 miles or more = 0 points.

Cost (Provided in Exhibit B) **0 – 5 Points Possible**

All special offers for cost savings to be extended and to be considered in the evaluation of bidders must be specific and clarified within the Bid Pricing sheet.

Note: Depending upon the number of inquiries or clarifications sought, the City of Bryant reserves the right to require additional input from any and all bidders and/ or require that all bidders attend the pre-bid meeting.

Exhibit A – Department/ Building List

Location	ADDRESS
Central Station (Fire & Police Headquarters)	**312 Roya Lane**
Station 2 (Hill Farm)	**1601 South Reynolds Road**
Station 3 (Springhill)	**2620 Northlake Road**

Walkthrough of the properties listed in this bid can be scheduled by emailing or calling Fire Chief Brandon Futch (bfutch@cityofbryant.com) or Assistant Fire Chief Tommy Hammond (thammond@cityofbryant.com) at 501-943-0487.

Exhibit B – Official Price List

Note: Enter cost for all properties based on per mowing occurrence.

Location	Mowing Season Frequency	Cost per mowing occurrence
Central Station	Weekly	$_____
Station 2	Weekly	$_____
Station 3	Weekly	$_____

Location	Weeding of Landscaped Beds	Cost per occurrence
Central Station	Monthly or Every 4th Visit	$_____
Station 2	Monthly or Every 4th Visit	$_____
Station 3	Monthly or Every 4th Visit	$_____

Location	Off Season Leaf Removal	Cost per occurrence
Central Station	As Needed	$_____
Station 2	As Needed	$_____
Station 3	As Needed	$_____

Number of Employees: _____
Years in Business: _____
Office Location: _____

Upon signing this form, the applicant is acknowledging that all information provided in this RFP is true and will provide documentation requested.
Price given above is the final to the City of Bryant and includes all taxes, overhead and profit to the bidder. The City of Bryant reserves the right to accept any or all part of bids, to reject any or all bids and to award to the bid deemed in the best interest to the City.

_____
Printed Name of Company

_____
Company Address

_____ _____
Telephone Number Fax Number

_____
E-Mail Address

_____ _____
Printed Name of Authorized Signature Date

_____ _____
Authorized Signature Date

Bid Checklist:

- ☐ **City Business License**
- ☐ **Five (5) signed, original Bid Responses that includes:**
  - ☐ **Exhibit B – Official Price List**
  - ☐ **Three (3) References (minimum) current customers located in the State of Arkansas who have received services of the same or similar in scope in the last five (5) years**