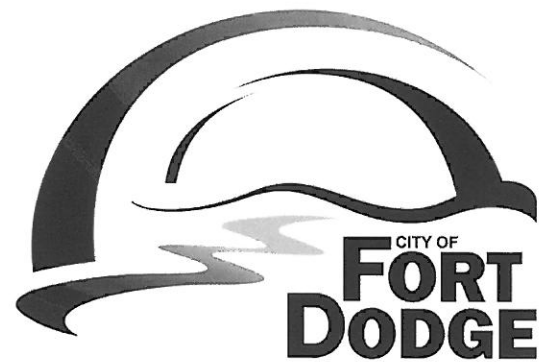


April 6, 2015

To: Mayor Bemrich and City Council

From: Nancy Rork

Subject: Nuisance Mowing Contract



ACTION: Approval on April 13, 2015

Brief History

The City Council felt nuisance jobs should be bid yearly for nuisance mowing and snow removal. The bidding process should be uniform for all businesses. In 2011, 2012, 2013, and 2014 Judy McGee dba Chore Provider was awarded the nuisance mowing contract.

Analysis of Issue

Seven RFP packets were mailed out through people requesting bid information and a list of contractors which have been used in the past. The nuisance mowing RFP was also posted on the city website and the city Facebook page. Our office received one bid which is attached.

Budget Impact

N/A

Strategic Plan Impact

Policy C.2.9: Littering of public streets and roadside properties, whether from "litterbugs", drivers of poorly covered trucks, or persons blowing debris onto the street, shall not be tolerated regardless of who or what caused the problem. Property owners shall be responsible and required to keep their property free of trash, debris, and in good and attractive condition. Those who would abuse the local environment and denigrate the image the city shall be held accountable through community service programs and enforcement of laws.

Impact on Existing Plans

N/A

Subcommittee or Commission Review / Recommendation

N/A

Staff Conclusions / Recommendations

Staff recommends approval of the bid received from Judy McGee dba Chore Provider.

Alternatives

N/A

Implementation and Accountability

N/A

Signed



David R. Fierke
City Manager



March 19, 2015

Dear Contractor:

The City of Fort Dodge is accepting proposals for mowing, trimming and clean-up of yards for which nuisance complaints are received.

Enclosed are the Request for Proposal information and Bidding Form. If you are interested please fill out the information and return it to our office by 3:00 PM on Thursday, April 2, 2015.

Please feel free to contact our office and speak with Nancy regarding any questions you may have. We can be reached Monday through Friday, from 8:00 a.m. to 5:00 p.m. at (515) 573-7144.

Sincerely,

David Fierke
City Manager

MOWING CONTRACTORS

Contractors Requesting Bid Information

ABC Lawn Care	602 South 22 nd Street	955-5883
Precision Lawn & Landscape	PO Box 112	515-293-2939
	Vincent, IA 50595	
Maier Landscaping	2373 South 14 th – attn Ben	302-4112
	benmaier157@gmail.com	
Sam Nachampassak	940 South 29 th Street	570-8353
dba Sam's Lawn Service		

Contractors Used in the Past

J & J Lawn Service	1104 16 th Avenue North	573-8297
Judy McGee	PO Box 1002	576-7748
Stanley's Mowing Service	614 Folger Street	571-4690
	Duncombe, IA 50532	

Posted on Facebook and City Website

REQUEST FOR PROPOSAL
APRIL 2015
THE CITY OF FORT DODGE
GENERAL NUISANCE & GRASS MOWING

1. The contractor shall use suitable equipment for mowing and removal of debris and appliances such as freezers, washers, dryers, dishwashers, refrigerators, hot water heaters, television sets, and microwaves. Debris and appliances will be removed and properly disposed.
2. All grass clippings will be removed from sidewalks and curb areas on the street. No piles of clippings or debris may be left in the yard. Hand equipment may be required for areas inaccessible with other equipment. The cutting height will be 3 inches. Clean up will be completed within 24 - 48 hours after notification of work.
3. Payments will be made during the City's regular payment schedule which is twice monthly. You will submit a bill to the Mayor's office no later than a week after completion with copies of landfill charges, junkyard charges, etc. Each bill turned in will need to be itemized by a square footage price per yard, equipment used, and any other miscellaneous charges.
4. The Contractor must present evidence of a comprehensive general liability insurance policy in the amount of \$1,000,000 covering claims of bodily injury or property damage. The City of Fort Dodge is to be named additional insured and shall be held harmless and indemnify the City from all claims arising from this contract. Proof of insurance will be necessary before work can begin.
5. The contractor must have a digital camera with the dates and times printed on each photo taken before and after the work is completed, photos need to be taken of the same location. For pictures of grass over 10" the height of the grass must be shown before and after with a measuring device that can be depicted in the photos. Failure to comply with the terms listed in this RFP will result in nonpayment for the job.
6. New jobs will not be issued until all billing information is turned in for previous jobs assigned to that contractor.

7. The City will retain the right to be the sole judge of quality and performance of the services rendered by the contractor. It is the City's intent to utilize one contractor under this contract for a period of 1 year however; the City reserves the right to use additional contractors to meet workload demands. The City reserves the right to bid "unique" jobs before awarding. Should the City determine the contractor is performing at an unsatisfactory level; the contract may be terminated with a written notice from the City.
8. Supply a list of 3 professional references.
9. Sealed written proposals for general nuisances and grass mowing within the city limits will be received by 3:00 PM on Thursday, April 2, 2015 at City Hall in the Mayor's Office, to the attention of the City Manager. Staff will evaluate the proposals and forward recommendations to City Council for award on April 13, 2015.
10. The City reserves the right to reject any or all bids, waive technicalities and award contract it deems in its best interest.

BIDDING FORM

Contractor: Judy Am'jee
 Address: P.O. Box 1002, Fort Dodge, Iowa 50501
 Phone: (515) 576-7748 (515) 269-0977 (712) 297-0410

Please list all equipment used for mowing:

Have all necessary equipment needed to complete all jobs proficiently

- 1) Mowing and Trimming \$.0078 /square foot
- 2) Junk Removal \$ 2⁰⁰ per car tire - with rim. 3⁰⁰
 \$ 2⁵⁰ per truck tire " 3⁵⁰
 \$ 22.30 per tractor tire Depending on Size
 \$ 0 per appliance - freezer, washer, dryer, dishwasher, refrigerator, hot water heater, microwave, television set
 \$ 21 per hour to remove debris, brush piles, tree limbs, general clean-up
 \$ 70.⁰⁰ hr. dump truck charge
 \$ 70.⁰⁰ hr. end loader / skid loader charge
 other miscellaneous charges - list below
 \$ 15⁰⁰ pr TV. - / Recycling Center
 \$ 15⁰⁰ pr. Computer monitors Recycling Center.

Note: Have a contract with local Tree Business for disposal of yardwaste, Limbs, Branches, etc. more efficient cost effective. Will use public works of area is to wet

jm

Prices based on current charges North Central Iowa Regional Landfill

List 3 professional references:

Name: Joann Harris Phone: (515) 570-2405
 Name: Evelyn Chrysler Phone: (515) 571-0624
 Name: Vicki Claude Phone: (515) 573-7257

Copy of public liability insurance \$1,000,000 will be required.

I would be interested in bidding on snow removal Yes No

Judy Am'jee 3/25/2015
 Signature Date

Will utilize Salvage yard when necessary. I have a person from Humboldt Co. who comes to town once weekly to pick up appliances at our shop. jm



CERTIFICATE OF LIABILITY INSURANCE

OP ID: JH

DATE (MM/DD/YYYY)

03/25/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Calvert & Johnson Insurance Services, Inc. 148 N. 9th St., Box 1153 Fort Dodge, IA 50501 Josh R. Calvert		CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: PRODUCER CUSTOMER ID #: MCGEEJ1		FAX (A/C, No):	
INSURED Judy McGee 1205 Ave. B Fort Dodge, IA 50501		INSURER(S) AFFORDING COVERAGE			
		INSURER A: Acuity Insurance		NAIC #	
		INSURER B:			
		INSURER C:			
		INSURER D:			
		INSURER E:			
		INSURER F:			

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR			X14000	04/01/2015	04/01/2016	EACH OCCURRENCE	\$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DEDUCTIBLE \$ RETENTION \$						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE						BODILY INJURY (Per accident)	\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			PROPERTY DAMAGE (PER ACCIDENT)	\$
								\$
							WC STATU-TORY LIMITS	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

CITY-FD City of Fort Dodge, Iowa 819 1st Ave. S. Fort Dodge, IA 50501	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Josh R. Calvert
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