

THE CITY OF TAYLORSVILLE
2600 West Taylorsville Blvd. (5320 South)
Taylorsville, Utah 84129

Request for Bids
Yard Clean-up and/or Weed Cutting Services
Due January 13, 2012

1. **INTRODUCTION.** The City of Taylorsville (*the "City"*) is seeking bids from qualified companies to provide yard clean-up and/or weed cutting services for various property locations in the City of Taylorsville. Interested parties should look at the various representative sites in order to prepare their bids (attachment A).

Attachment A: Listing of the locations and area requiring yard clean-up and/or weed cutting service.

Attachment B: Vendor Blank Price Bid Sheet to use in the bid. Respondents must specify any additional costs, if any, which are not included in the price, submitted in the Bid Price Sheet.

Attachment C: Company Information Sheet.

2. **LOCATION.** Taylorsville City offices are located at 2600 West Taylorsville Blvd. (5320 South), Taylorsville, Utah, 84129.

3. **BID REQUIREMENTS.** Three (3) copies of responses to this Request for Bid are required to be submitted to the City offices to the attention of John Inch Morgan on or before **Friday, January 13, 2012 at 3:00 P.M. (MDT).** Any response, modification, or amendment received after the due date and time is late. No late responses will be accepted. No electronic responses (facsimile, e-mail, or telegraphic) will be accepted. The respondent's bid must include the following information and be signed by an authorized representative of the proposer:

3.1 **Price.** The price must be an all inclusive price, which provides all costs, expenses, supplies, licenses, fees, taxes, and all other items of cost or expense necessary for the services, including equipment necessary or incidental to provide the service on an hourly or lump sum basis. Such price must include a bid fee for a preferred customer hourly rate for services to properties throughout the City.

3.2 **Qualifications.** Describe, in sufficient detail, a brief history of the company, and the capacity, experience, and expertise and experience of the individual(s) who will represent your company.

3.3 **References.** Include name, address, and contact person of at least three comparable clients for whom the bidder has provided similar services. The City may contact and/or visit any such client.

3.4 **Actions.** Summarize any notices, disciplinary actions, and suits by or against the proposer or related entities during the past three years.

3.5. Proposed Approach and Other. Describe, in sufficient detail, how the proposer plans to provide the services, and any other relevant information the proposer believes is important to the City.

3.6 Business License. Include a copy of the proposer’s current valid Business License.

3.7 Information Page. Completed and signed Company Information Sheet, which is furnished with this bid request.

4. TECHNICAL SPECIFICATIONS OF SERVICES. This section of the Bid Document provides a detailed overview of the yard clean-up and weed cutting services required.

4.1 Scope of Work.

4.1.1. Remove all debris from within cutting area, then mow or cut all properties.

4.1.2. Cutting height shall not exceed two inches (2”) on improved lots and four inches (4”) on acreage larger than two acres.

4.1.3. Contractor may receive work orders to bring private properties under Code Enforcement orders into compliance with City Ordinances (yard clean-up). Contractor will be provided with a work order to clean up the yard and abate the weeds for each property assigned.

4.2 Equipment. The Contractor shall furnish sufficient manpower and equipment to accomplish the work and be able to complete a single cutting of all properties within three (3) working days, weather permitting. The Contractor shall have available the equipment suitable for field mowing. All machinery, equipment and related attachments are to meet OSHA standards.

5. IDENTIFICATION OF ANTICIPATED POTENTIAL PROBLEMS. The bid should identify and describe any potential problems or recommendations with respect to providing the services.

6. EVALUATION CRITERIA AND SCORING PROCESS. All bids received will be reviewed by a Review Panel (referred to hereinafter as “*Review Panel*”). Each evaluation criterion has been given a percentage based on its relative value as a whole. The criteria and each associated percentage are as follows:

<u>Evaluation Criteria</u>	<u>Weight</u>
Price	70%
Proposed Service Response Time	10%
References	5%
Qualifications	<u>15%</u>
TOTAL	100%

7. SELECTION. Discussions may be conducted with applicants who submit bids determined by the City to be reasonably susceptible of being selected for award, provided, however, that bids may be accepted without discussion. In addition, one or more proposers may be invited to interview. The above criteria will be used in the interview evaluation. The City reserves the right to modify the interview criteria during the course of this process. If such modifications occur, each proposer being interviewed will be notified at least twenty-four (24) hours prior to the interview of the revised criteria. Based on the results of the interview if any, reference checks and bid scoring, the proposers will be rated by the Review Panel, and such recommendations will be forwarded to the Mayor. The Mayor will make the final Selection. The Mayor may select one or more bids to provide the Services.

8. TERMS AND CONDITIONS. The successful applicant will be required to comply with the following:

8.1 Payments. Invoices will not be processed for payment until receipt of a properly completed invoice based on a City work order has been received.

8.3 The City anticipates entering into a three-year (3) contract for the yard clean-up and weed cutting services. Either party may terminate this Agreement upon thirty (30) days' prior written notice to the other party.

9. GENERAL INFORMATION. The City reserves the right to reject any and all responses to this request. The City reserves the right to amend, modify, or waive any requirement set forth in this Request for Bid. Response to this Bid is at the proposer's sole risk and expense. Except for information provided as described below, the City has not authorized anyone to make any representations regarding the subject matter of this request. The City anticipates selecting one or more of the proposed bids, but there is no guarantee that any responding proposers will be selected. Responses to this Request may be placed in public domain and become a public record subject to examination and review by the interested parties in accordance with the Government Record Access Management Act (Utah Code Ann. § 63-2-101, *et seq*). All materials submitted in response to this Request will become the property of the City and will be managed in accordance with the Government Record Access Management Act.

10. CONTACT PERSON. For further information, contact John Inch Morgan, City Administrator, (801) 963-5400, 2600 West Taylorsville Boulevard, Taylorsville, Utah, 84129.

ATTACHMENT A

**LISTING OF LOCATIONS REQUIRING YARD CLEAN-UP AND WEED
CUTTING SERVICES**

1. City of Taylorsville Offices -2600 West Taylorsville Blvd.
2. Atherton Drive (850 West Atherton 4500 South).
3. Sidewalks and back lot fence lines and fence lines on 5400 South from Redwood Road to Bangerter Highway.
4. Redwood Road – 4100 South to 5400 South.
5. 4700 South Bangerter Highway to 1-215
6. Vacant residential properties as assigned.

ATTACHMENT B

YARD CLEAN-UP AND WEED CUTTING VENDOR BID PRICE SHEET

The undersigned hereby certifies that he/she has read the attached specifications for the Bid (Yard Clean-Up and Weed Cutting Services), and fully understands the obligation intended, and desires to submit for your consideration the bid as listed which conforms to the contract specifications.

The yard clean-up and weed cutting program would include the following properties to be cut an estimated three (3) times a season:

	<u>Total</u>
<u>Residential Properties:</u>	
Lots less than 20,000 square feet	_____
Lots between 20,000 square feet to one (1) acre	_____
On a per acre basis	_____
<u>City Properties</u>	
City of Taylorsville Offices	_____
Atherton Drive	_____
5400 S. Redwood Rd to Bangerter	_____
Redwood Road 4100 S. to 5400 S.	_____
4700 S. Bangerter to 1-215	_____

Specify any costs, if any, which are not included in the price, submitted in the Bid Price Sheet.

Additional Costs

List any additional costs:

**ATTACHMENT C
COMPANY INFORMATION**

The undersigned bidder certifies that this bid is made in good faith. The undersigned bidder states that this bid is made in conformity with the specifications and qualifications contained herein.

Name of Firm: _____

Authorized Representative: _____

Signature of Representative: _____

Address: _____

City/State/Zip: _____

Telephone Number: _____

Fax Number: _____

Website Address: _____

E-mail Address: _____

Date Signed: _____