

WHITE RIVER VALLEY ELECTRIC COOPERATIVE
PROCUREMENT DEPARTMENT
REQUEST FOR BID (RFB) 24-002

Mowing and Trimming Services

Ryan Hill, Manager of Procurement
White River Valley Electric Cooperative
PO Box 969
Branson, MO 65615

Date Issued: February 7, 2024
Buyer's Email: rhill@whiteriver.org
Phone: (417) 335-9244
DUE DATE: March 7, 2024 @ 3pm

Bids may be mailed to the address above or emailed to the Buyer's listed email address above. Bids should be submitted on the forms provided and signed by the individual authorized to legally bind the company. Deliver bids prior to the specified due date and time to be considered for award.

SCOPE OF WORK

1. Purpose: White River Valley Electric Cooperative is soliciting bids to provide mowing, trimming, and additional landscaping services at office locations as outlined in this contract beginning upon contract execution through December 31, 2024. Prices must remain firm throughout the term of the contract.
2. Essential Duties and Responsibilities

Locations of Service

Branson	Ozark Location	Reeds Spring
2449 St. Hwy 76E	2807 St Hwy 14E	20346 St Hwy 413
Branson, MO 65616	Ozark, MO 65721	Reeds Spring, MO 65737

Mowing and Trimming (Each Location)

- 2.1 The contractor shall mow and trim each location on a weekly schedule. However, the owner has the right to suspend mowing operations in wet/dry or slow growth periods at the discretion of the Manager of Procurement or other designees.
- 2.2 White River Valley Electric Cooperative can add or remove any mowed area at any time due to budget. All changes must be submitted in writing by both parties.
- 2.3 White River Valley Electric anticipates approximately thirty (30) weekly cuttings for the 2024 season. The mowing season will commence and end at the discretion of the Manager of Procurement.
- 2.4 The contract shall follow all approved schedules except for rain events, holidays, or special events. The Manager of Procurement has the right to notify the contractor to adjust schedules.
- 2.5 The Manager of Procurement or Office Foreman has the right to reject any portion of work. If defective work is identified, the contractor must correct it immediately.
- 2.6 Works hours are between 7:30 am and 7:00 pm seven days a week.

- 2.7 All mowers shall have sharpened blades that do not tear the grass but cut it cleanly.
- 2.8 The contractor is responsible for picking up all trash/litter within arm's length of the edge of the mowing area before mowing. The trash shall be removed off-site and disposed of by the contractor.
- 2.9 The contractor is liable for any and all incidents related to the maintenance activities.
- 2.10 Areas around all signs, curbs, electric/communication cabinets, shrubs, sidewalks, fences, light/electrical poles shall be trimmed using a mechanical weed eater. Trimming shall be conducted in conjunction with the specified mowing areas.
- 2.11 The mowing process shall not discharge grass clippings onto paved areas, sidewalks, or mulched areas. Any material that is discharged into these areas shall be removed immediately.
- 2.12 The Manager of Procurement or designee may visually verify all equipment that will be used on the company's property. Equipment shall be well maintained and aesthetically pleasing. The contractor shall use commercial grade mowers to reduce breakdowns and additional downtime.
- 2.13 As determined by White River Valley Electric Cooperative, additional miscellaneous areas may be added to the scope of work. The contractor shall provide a quote for additional miscellaneous areas to be mowed, prior to any work being completed. White River Valley Electric Cooperative reserves the right to reject the quoted amount and solicit other contractors to complete additional miscellaneous work.

Additional Responsibilities by Location

**Branson Office
2449 St. Hwy 76E
Branson, MO 65616**

- 2.14 Contractor shall spray non-selective herbicide in beds for weeds, as needed.
- 2.15 Contractor shall mulch beds in spring and trim shrubs and trees to maintain proper shape and size, as needed.
- 2.16 Contractor is responsible for leaf clean-up in the fall and final pruning of all shrubs.
- 2.17 Contractor shall spray pre-emergent herbicide in the Spring for the prevention of weeds.
- 2.18 Contractor shall fertilize as needed at proper times of year.
- 2.19 Contractor shall winterize White River Valley Electric Cooperative's irrigation system in the fall and start-up system in the Spring. System shall be checked for leaks and proper coverage at this time. Back flow test shall be included in the quoted price. Contractor shall periodically run through system to check for proper coverage, leaks, etc. If leaks or standard maintenance is required, Contractor is responsible for maintenance at no additional cost. When repair work required is outside the scope of general maintenance, Contractor shall provide a quote for repairs. Contractor is responsible for setting timer box for proper times throughout season and shall coordinate water usage for budgeting with WRVEC. General Maintenance of irrigation system: leaking valve, adjustment of sprayers
- 2.20 As determined by White River Valley Electric Cooperative, additional miscellaneous areas may be added to the scope of work. The contractor shall provide a quote for additional miscellaneous areas to be mowed, prior to any work being completed. White River Valley Electric Cooperative reserves the right to reject the quoted amount and solicit other contractors to complete additional miscellaneous work.

Additional Responsibilities by Location

All other Locations (Reeds Spring, Ozark Offices)

2.21 Contractor shall spray weed and grass-killer, as needed.

2.22 Contractor shall keep landscaping free of clippings, weeds, and leaves.

3. Safety

3.1 The contractor and all employees shall use all proper PPE equipment including ear/ eye protection, at all times while operating mowing equipment.

3.2 Contractor employees shall wear appropriate clothing for maintenance activities; shirt, shoes, shorts, or jeans are required at all times.

3.3 The contractor shall provide the necessary protection to protect both personal and property from injury or damage throughout the mowing process. The contractor will be responsible for any damages to company property, adjacent property, or private vehicle owners.

3.4 All damages to private or public property must be reported to the Manager of Procurement or other approved employee within twelve (12) hours. White River Valley Electric Cooperative is in no way responsible for the contractor or their employees.

4. Invoicing

4.1 White River Valley Electric Cooperative agrees to pay the contractor in accordance with the rates set forth on the pricing page. Payments will be paid by White River Valley Electric Cooperative based upon an itemized statement of services furnished by the contractor and subject to approval by the requesting department that the contractor fully performed the work satisfactorily. All invoicing shall be itemized and submitted to Accounts Payable (ap@whiteriver.org) or mailed to PO Box 969, Branson, MO 65615 on a monthly basis to receive payment. Upon receipt of the invoice, The Manager of Procurement or other assigned designee will inspect and approve the invoice. Any subpar work that is identified will be addressed at this time.

5. Subcontracting

5.1 The contractor must function as the single point of responsibility for White River Valley Electric Cooperative, regardless of any subcontractor arrangements for all services provided. The contractor must submit a list of subcontractors to the Manager of Procurement for approval within thirty (30) days from the beginning of this contract. This shall include assuming responsibilities and liabilities for all material, and services provided. None of the work or services covered by the contract shall be subcontracted without the prior approval of White River Valley Electric Cooperative.

6. Investigation of Conditions

6.1 Before submitting a bid, bidders should carefully examine the site of the work, and fully inform themselves to the conditions of the equipment and limitations. The contractor must use such methods and means to carry out his work so as to cause minimal interruption or interference with White River Valley Electric Cooperative's business. To schedule a time, contact the Manager of Procurement at 417-335-9244 to make arrangements.

7. Nonperformance

7.1 Contractor is expected to provide a specific level of service and perform the duties as outlined in this bid. Failure to fulfill the obligations under the contract or resolve any written complaint within three (3) days of time may be considered a breach of contract and result in a penalty to the contractor of \$ 100.00 per day for the incomplete service. Nonperformance of duty could result in cancellation of the contract.

8. Term of Contract

8.1 The term of the contract shall be from the effective date of the written contract until December 31, 2024. White River Valley Electric Cooperative may, at its sole option, give notice to the Contractor to extend the contract for up to three (3) additional successive one-year terms unless the Contractor has notified White River Valley Electric Cooperative at least ninety (90) days prior to the end of the then contract term or extensions thereto that the Contractor will not renew the contract. The contract shall not bind, nor purport to bind, White River Valley Electric Cooperative for any contract term beyond the original term of the contract.

9. White River Valley Electric Cooperative reserves the right to reject all bids. It is the intent and purpose of White River Valley Electric Cooperative, that this Request for Bid provides fair and equal opportunity for each bidder to submit competitive bids.

10. The awarded vendor agrees to provide White River Valley Electric Cooperative with a valid Certificate of Insurance at notice of award, naming White River Valley Electric Cooperative as additional insured.

11. White River Valley Electric Cooperative intends to award bid on a per location basis but reserves the right to award entire bid to one contractor if determined to be in the best interest of the company.

Pricing Page

The bidder must provide pricing information as specified below to provide the mowing and weed eating in accordance with the scope of work of this request for bid. Please quote pricing on an individual line basis for all services provided throughout the term.

<u>Item</u>	<u>Description</u>	<u>Frequency</u>	<u>Unit Price</u>
<u>Branson Location</u>			
001	Mowing & Trimming	1x / week	_____
002	Spray Herbicide in Beds	As Needed	_____
003	Mulch Beds, Trim Shrubs	1x / Spring	_____
004	Leaf Cleanup, Tree / Shrub Pruning	As Needed	_____
005	Pre-Emergent Herbicide for Lawn	As Needed	_____
006	Fertilize Lawn	2x / year (min)	_____
007	Irrigation System Startup, Winterize, Maintenance	As Needed	_____
<u>Reeds Spring Location</u>			
008	Mowing & Trimming	1x / week	_____
009	Spray weed / grass killer	As Needed	_____
<u>Ozark Location</u>			
010	Mowing & Trimming	1x / week	_____
011	Spray weed / grass killer	As Needed	_____

The above pricing information is hereby provided in accordance with the scope of work.

Respectfully Submitted,

Signed _____ Title _____ Date _____

Contact Person for Bid:

Printed Name _____

Email _____ Phone (_____) _____

Address _____