



**CLAY COUNTY
PURCHASING DEPARTMENT
INVITATION FOR BID (IFB)**

IFB NO:	87-21	PURCHASING SPECIALIST II	
TITLE:	Lawn Care Services	EMAIL:	EKITCHELL@CLAYCOUNTYMO.COM
ISSUE DATE:	11/15/2021	PHONE NO:	816-407-3630

**BID RESPONSES MUST BE RECEIVED NO LATER THAN:
12/9/2021 AT 2:00 PM CENTRAL TIME.
BID RESPONSES WILL BE OPENED AND READ ALOUD AT 3:00 PM CENTRAL TIME.**

SUBMITTAL INSTRUCTIONS: In an effort to support the County's initiative for conservation, it is preferred that the Request For Bid (IFB) be submitted via www.PublicPurchase.com. Sealed IFBs may be delivered to the Clay County Purchasing Department prior to the return date and time. Print the **Sealed Bid Label** found in Attachment 1 or type IFB **Number, IFB Title** and **Return Due Date** on the lower left hand corner of the envelope or package. In order for a response to be considered complete, the Clay County document **MUST** be completed in its entirety. The cover page **MUST** be completed, all subsequent pages **MUST** be initialed and the Terms and Conditions Acknowledgement form **MUST** be signed.

RETURN IFB TO:
CLAY COUNTY
ATTN: ~ PURCHASING DEPARTMENT
1 COURTHOUSE SQUARE
3rd FLOOR COMMISSION DESK
LIBERTY, MISSOURI 64068

AGREEMENT PERIOD: DATE OF AWARD THROUGH ONE YEAR; WITH FOUR ONE-YEAR RENEWALS
DELIVER SUPPLIES/SERVICES/INVOICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

Facilities Management
115 S. Main Street
Liberty, MO 64068

By signing this IFB cover page, the vendor shall hereby declare understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Contract Terms and Conditions. The vendor shall further agree that the language of this IFB shall govern in the event of a conflict with their proposal. In addition, the vendor shall further agree that upon receipt of an authorized purchase order from Clay County or when a Vendor Agreement is fully executed by an authorized agent of Clay County, a binding agreement shall exist between the vendor and Clay County.

SIGNATURE REQUIRED

Company Name		Authorized Representative (Print)		Title
Street Address		Authorized Signature		
City/State/Zip	County	Date	Company Tax ID No.	
Telephone No.	Facsimile No.	E-Mail		
<input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> IRS Tax-Exempt				
Vendor Tax Filing Type with IRS (Check One)				

1. **INTRODUCTION AND GENERAL INFORMATION**

This section of the IFB includes a brief introduction and background information about the intended acquisition for which the requirements herein are written. The contents of this section are intended for informational purposes and do not require a response.

1.1 Purpose:

1.1.1 This document constitutes a request for competitive, sealed bid from prospective vendors Lawn Care Services for Facilities in accordance with the requirements and provisions stated herein.

1.1.2 IFB Document Contents:

- Introduction and General Information
- Scope of Work
- Meeting Information Page
- Agreement Terms and Conditions Acknowledgement Form

- Exhibit A: Pricing
- Exhibit B: Experience and Expertise
- Exhibit C: Miscellaneous Information

- Attachment 1: Sealed Bid Label

1.2 Questions:

1.2.1 Questions and issues relating to the IFB must be submitted via the www.PublicPurchase.com website or e-mailed to Purchasing@ClayCountyMo.gov

1.2.2 **All questions and issues should be submitted no later than Tuesday, November 30, 2021.** If not received prior to the aforementioned date, the Clay County Purchasing Department may not be able to fully research and consider the respective questions or issues.

1.3 Background Information:

1.4.1 IFB 48-16 was awarded via Resolution 2017-01 to Grass Action. This contract will expire in January 2022 with no renewals remaining.

a. Expenditures with Grass Action for the duration of this contract are listed below:

Fiscal Year	Expenditures
2017	\$ 64,023.30
2018	\$122,826.86
2019	\$ 96,968.63
2020	\$ 78,048.77
2021	\$ 72,434.86

1.4.2 Previous vendors have found it is easier to mow and trim on weekends and county holidays due to the parking lots being emptier during those times. A list of County holidays will be made available upon request.

Vendor’s Initials: _____

- 1.4.3 The Liberty Area Chamber of Commerce holds its Fall Festival in late September. Facilities Management will coordinate with the vendor regarding the mowing of the Administration Building, Public Safety, Detention, Rooney Justice Center, Parking Lot #4, Children's Justice Center, and Girls Group Home prior to the set-up of festival equipment.
- 1.4.4 The Farmers Market is held on the northeast corner of the Administration Building and typically operates on Saturdays in May through October. This area can become congested with shoppers.
- 1.4.5 Although an attempt has been made to provide accurate and up-to-date information, Clay County does not warrant or represent that the background information provided herein reflects all relationships or existing conditions related to this Invitation For Bid.

1.5 Estimated Quantities:

- 1.5.1 The County shall not guarantee any minimum or maximum amount of the vendor's services that may be required under the Agreement.
- a. The County shall not guarantee any usage of the agreement whatsoever.

1.6 Award Determination

- 1.6.1 Any award of Agreement must be approved by the County Commissioners and shall be made by notification from the Purchasing Department to the successful bidder.
- a. Clay County shall have the right to make awards by items, or as an all or none basis.
- b. Clay County may make awards to multiple vendors.
- c. The grouping of items and/or multiple vendor awards shall be determined by Clay County based upon factors such as item similarity, location, administrative efficiency, or other considerations in the best interest of Clay County.

2. SCOPE OF WORK

This section of the IFB includes requirements as well as desirable attributes and provisions relating specifically to the scope of work requirements of Clay County. The contents of this section include mandatory requirements that will be required of the successful vendor and subsequent vendor. The vendor is requested to provide responses to the requirements/desired attributes in this section pursuant to the directions identified herein. The vendor's response, whether responding to a mandatory requirement or a desired attribute, shall be binding in the event the bid is accepted by Clay County. The vendor must provide all costs necessary to meet the mandatory requirements and the fulfillment of any desirable attributes by the vendor (if any) in the appropriate sections of Exhibit A, Pricing Pages.

2.1 Specific Requirements:

- 2.1.1 The vendor shall provide Lawn Care Services, which meet or exceed the specifications contained in this document.
- The vendor must provide lawn care services and products, which meets or exceeds the specifications contained in this document.
 - The Deputy County Administrator – Facilities may occasionally contract for applications of lime, lawn aerations, reseeding, installation of sod, power raking, additional pruning and landscape additions, renovations, and transplanting.
 - It shall be the bidder's responsibility to view all locations.
 - Girls and Boys Group home locations will be given to Vendor upon award of contract.
 - Vendor is to maintain a calendar/log book of when the various locations are maintained. This shall be made available to the Assistant County Administrator – Facilities for review.

Vendor's Initials: _____

- Facilities Management will inspect the various properties and report findings to the vendors. Problems are to be corrected within two (2) working days.
- Employees of the vendor must wear an identifying shirt and may be required to wear identification cards while on county property. Clay County will issue and pay for these cards if and when they are required.

Locations:

- Children's Justice Center, 351 East Kansas, including parking lot islands and lot perimeter
- 2400 Building, 9 South Leonard
- James S. Rooney Justice Center, 11 South Water Street, including W side along Water Street, Parking Lot #4 islands and lot perimeter
- Clay County Public Safety Building, 12 South Water Street, E & W side of building
- Clay County Detention Center, 14 South Water Street, including Parking Lot #1, N, W and S sides of building
- Administration Building, 1 Courthouse Square
- Shrader Building, 234 West Shrader, including N, E and S lawns, parking lot islands and grass lot to east of parking lot
- Girls' Group Home, location disclosed only to scheduled bidders; front, side and back lawns
- Boys' Group Home, location disclosed only to scheduled bidders; side and back lawns
- West Side Annex, 1901 NE 48th Street, Kansas City, MO, 64119
- Clay County Maintenance Shop, 201 East Mill, between sidewalk and Mill Street
- Facilities Management Office, 115 S. Main, grass islands between sidewalk and Main
- Facilities Management storage buildings -117 S. Main grass area inside and outside of fence to the South Railroad tracks
- Clay County Election Board, 100 West Mississippi, Liberty, MO, east and south side of building, along sidewalks
- Radio Tower, 116th Street, Kearney, MO 64060
- Crowley Cemetery, N.E. 48th and I-435 South side, Kansas City, MO
- Rogers Cemetery, N.E. 48th and I-435 North side, Kansas City, MO
- Fountain Waller Cemetery, 63rd and North Cypress, Kansas City, MO
- Edward E. Quick Building, 16 W. Franklin, Liberty MO

Fertilizer, Weed Control and Pesticide Program:

- No less than 4.5 pounds of nitrogen per 1000 square feet per year and no more than 4.5 pounds of nitrogen per 1000 square feet per year.
- Fertilizer and Weed Control:
- Early Spring – Pre-emergent lawn applications for crabgrass control prior to April 15th.
 - 1) Liquid application of fertilization and weed control; and
 - 2) Rate of nitrogen application will be one pound of actual per one thousand square feet, being slow release to help prevent flush growth of grass.
- Late Spring – Pre-emergent lawn applications for crabgrass control.

Liquid application of broadleaf control for control of dandelions and other broadleaf weeds, along with an application of 20-1-10 granular fertilizer at the rate of (.5) pounds of nitrogen per one thousand square feet, 50% of the nitrogen will be slow release to sustain the turf through the coming hot summer months.
- Early Summer – Fertilizer application and spot broadleaf weed control, (.5) pounds of slow release nitrogen per one thousand square feet.
- Late Summer – Fertilizer application and spot broadleaf weed control, (.5) pounds of slow release nitrogen per one thousand square feet.
- Early Fall - Fertilizer application and blanket broadleaf weed control, (.5) pounds of slow release nitrogen per one thousand square feet.
- Late Fall – “Winterizer” granular fertilizer application at a rate of 1.5 pounds of slow release nitrogen per one thousand square feet.
- Fertilizer is to be swept off of walks and drives onto lawns or beds.

Vendor's Initials: _____

Pest Control:

- The vendor will inspect lawn areas each visit for indications of pest problems and advise the county of such problems. Upon confirmation of a specific problem requiring treatment, the vendor will apply pesticides as needed and only in the affected areas, whenever possible using the least toxic, effective pesticide. No pesticides will be applied to turf areas without the express approval of the Assistant County Administrator – Facilities.
- All pest control service is in addition to the basic contract charges. The vendor will charge the County per job, based on materials cost plus labor. The cost will be agreed upon by County and vendor before such service is rendered.
- Pesticide applications will be made in accordance with the rules and regulations governing use of pesticides in Missouri.

Weed Control:

- Pavement Weed Control for all Parking Lots and Driveways will include application of a sterilizer. Follow up will be two applications of post-emergent herbicides.
- Natural Areas, Fence and Tree Line Weed Control:
- Weeds and unwanted vegetation will be kept from flowering beds, ground cover plant beds, fence lines, tree lines and natural areas.
- Pre-emergent is applied to limit weeds and herbicide use.
- There is to be no growth of any vegetation inside fence and along fence line.
- If poison ivy is found at any county location, vendor is to respond within 3 working days to remove ivy and treat area:
- Children's Justice Center Parking Lot and Sallyport parking area;
- Parking Lot #4 – Clay County Justice Center;
- Parking Lot #1 – Clay County Detention Center;
- 234 West Shrader Parking lots and driveway to East of building ;
- West Side Annex parking lot and entrance drive;
- 201 East Mill parking lot;
- Girls' Group Home drive and parking area;
- Boys' Group Home drive and parking area;
- 115 South Main, parking lot, back parking lot and gravel lot between fence and rail line;
- Clay County Election Board, 100 West Mississippi, Liberty, MO;
- Radio Tower, 116th Street, Kearney, MO 64060; and
- Edward E. Quick, 16 W. Franklin, Liberty, MO

Care of Bushes, Plants and Bedding:

- Vendor's employees must use caution when servicing beds so not to come into contact with underground wires and lights that are in the beds.
- Vendor must include two plantings of annuals, two brush and bush trimmings or pruning during the year, scheduled monthly weeding, disease and insect control sprayings, and removal of leaves.
- Summer and winter annuals must be planted in all existing seasonal flower beds.
- Vendor must provide a planned plant listing by area, plant type and number of plants. Annuals to be planted in the designated bedding areas
- Beds are to be cleaned out, fertilized, tilled and re-mulched during the spring installation.
- Annuals must be fertilized as needed throughout the season to promote root growth and flowering.
- Permanent beds will be weeded, mulched, fertilized and trimmed.
All mulch must be cedar or cypress with a minimum depth of 3" and provided by the awarded vendor.
- Bed care includes mulching and repair or replacement of all edging.
- During the contract period, it is possible that the County will select new plants and/or bushes to replace existing dead, diseased or overgrown plants.

Vendor's Initials: _____

The care of ornamental trees (under 12 feet), bushes, plants and bedding will take place at the following locations:

- Children’s Justice Center, 351 East Kansas. Maintain permanent and seasonal beds and plants around building;
- 2400 Building, 9 S. Leonard. Maintain permanent and seasonal beds and plants around building;
- James S Rooney Justice Center, 11 South Water Street, including Parking Lot #4, the beds along west side of Plaza and the two “tree islands” in the center of the plaza and maintain permanent and seasonal beds around building area;
- Clay County Public Safety Building, 12 South Water Street;
- Clay County Detention Center, 14 South Water Street, including Parking Lot #1;
- Administration Building, Courthouse Square;
- 234 West Shrader Street Building;
- West Side Annex;
- Veterans’ Memorial on City/County Plaza – At this location, we want seasonal color all year; and
- Clay County Election Board, 100 West Mississippi, Liberty, MO.
- Girls’ Group Home
- Boys’ Group Home

Turf Management: Mowing, Edging and Trimming:

Locations:

Children’s Justice Center / 2400 Building, 351 East Kansas – north, south, east, and west sides of building, including parking lot islands and perimeter;

- Remove old annuals and replace with perennials and annual flowers for color two times a year with seasonal plants that will do well in that area, remove weeds monthly and mulch; and
- Trim bushes two times a year, remove weeds monthly and mulch.

James S Rooney Justice Center, 11 South Water Street – east, south and west sides of building, including the area of Parking Lot #4 islands and perimeter;

- Remove old annuals and replace with perennials and annual flowers for color two times a year with plants that will do well in that area, remove weeds monthly and mulch;
- Trim trees per specifications for landscape maintenance Section C, remove weeds monthly and mulch; and Trim bushes two times a year and remove weeds monthly and mulch.

Clay County Public Safety Building, 12 South Water Street – east and west sides of building;

- Remove weeds monthly, mulch and replace annual flowers two times a year with seasonal plants.

Clay County Detention Center, 14 South Water Street – including island area of Parking Lot #1;

Edward E. Quick Building, 16 W. Franklin

- Bushes trimmed two times a year; and
- Remove weeds monthly and mulch.

Administration Building, One Courthouse Square;

- Remove old annuals plants and replace with perennials and annual flowers for color two times a year with seasonal plants that will do well in that area; and
- Bushes trimmed two times a year, remove weeds monthly, mulch and replace dead bushes.

Shrader Building, 234 West Shrader Street – building and adjoining lot;

- Bushes trimmed two times a year, remove weeds monthly and mulch; and
- Along the back of the parking lot, trim all the brush back so it is not hanging over on to the parking lot. On the eastside of the property line, keep all brush removed and off that side of the property.

West Side Annex – The County has a total of 5.5 acres at this location;

- Remove old annuals and replace plants with perennials and annual flowers for color two times a year with plants that will do well in that area, remove weeds monthly and mulch;
- Remove weeds monthly and mulch. Add annual flowers for color two times a year with seasonal plants; and
- Remove weeds monthly, mulch and add annual flowers two times a year with seasonal plants and trim bushes two times a year.

Vendor’s Initials: _____

Clay County Election Board, 100 West Mississippi;

- Trim bushes two times a year; and
- Remove weeds monthly and mulch.
Girls Group Home;
- Trim bushes two times a year; and
- Remove weeds monthly and mulch.
Boys Group Home;
- Trim bushes two times a year; and
- Remove weeds monthly and mulch.
201 East Mill Parking Lot – along the street;
Clay County Facilities Management Office, 115 South Main – along the sidewalk;
Clay County Facilities Management Building, 117 South Main – along the sidewalk;
Clay County Facilities Management, 114 South Water – along the street;
Veteran’s Memorial, NW corner of Water and Kansas;
- Remove old annual plants, replace with perennials and annual flowers for color two times a year with seasonal plants that will do well in that area, remove weeds monthly and mulch.

The following areas will be mowed between April 15th and November 1st for a total of 14 mowing:

- Crowley Cemetery, N.E. 48th and I-435 South side, Kansas City, MO;
- Rogers Cemetery, N.E. 48th and I-435 North side, Kansas City, MO;
- Fountain Waller Cemetery, 63rd and North Cypress, Kansas City, MO; and
Radio Tower.

Vendor must mow turf areas at each of the following locations, once a week for 33 weeks. Mowing is to commence the first week of April and finish November 16. Mowing height is to be between 2” and 3”.

Sidewalk, driveway and curb lines are to be edged every other week.

Buildings or objects adjacent to or surrounded by turf areas are string trimmed each week.

All sidewalk cracks and curb expansion joints are to be sprayed to kill weeds and grass.

All walks, curbs and parking lots to be blown off weekly to remove debris and grass clippings.

Large clumps of grass that remain after cutting are to be removed;

The entire area is to be monitored weekly for trash and debris;

Limbs must be picked up weekly; and

Leaves must be removed from grass, walkways and parking lots weekly during the fall and as needed the rest of the year to maintain a neat appearance.

Irrigation Systems:

Vendor must maintain the sprinkler systems at the Children’s Justice Center, the James S. Rooney Justice Center, Public Safety, Administration Building and the West Side Annex (near front door of the facility) as follows:

- Beginning of the Season – turn on, check and repair sprinkler systems as needed;
- Do monthly system checks and repair as needed; and
- End of the Season – winterize sprinkler systems and repair as needed.

2.2 Miscellaneous Requested Information:

2.2.1 The vendor should respond to the information requested in all sections and all exhibits.

Vendor’s Initials: _____

3. BID OPENING

- 3.1.1 Bid Responses will be read out loud at 3:00 P.M. on Thursday, December 9, 2021 in the Purchasing Department.
Location subject to change.

4. AGREEMENT TERMS AND CONDITIONS ACKNOWLEDGEMENT FORM

The undersigned vendor has read, understood, and accepted the Terms and Conditions as published on the Clay County Official Website located at:

https://www.claycountymo.gov/application/files/1515/9923/0486/CONTRACT_TERMS_AND_CONDITIONS.pdf

All Terms and Conditions as stated shall be adhered to by vendor upon acceptance of Agreement. Vendors enter into this agreement voluntarily, with full knowledge of its effect.

Vendor Signature

Date

Vendor Name

Vendor's Initials: _____

**EXHIBIT A
Pricing Pages**

PRICING TABLE 1: REQUIRED PRICING

The vendor shall complete the following pricing table(s) (or in a form similar to the pricing tables) and provide firm, fixed pricing necessary to meet the mandatory requirements of the IFB.

Item A – is to be the **annual** cost of the program.

Item B & C – is the **monthly** cost of the program.

Item D – list the **weekly** cost of the program.

Item #15 - Tower Weed Control Program, list the **annual** cost of the program for **that location only**.

Item	Item Cost	DESCRIPTION	Frequency	Cost
Clay County Detention Center & Parking Lot #1, 14 South Water Street, Liberty				
01	A	Fertilizer/pesticide program:	Annually	\$ _____
02	B	Weed control program:	Monthly	\$ _____
03	C	Bush, plants, & bedding:	Monthly	\$ _____
04	D	Mowing, edging & trimming:	Weekly	\$ _____
Administration Building, One Courthouse Square, Liberty				
05	A	Fertilizer/pesticide program:	Annually	\$ _____
06	B	Weed control program:	Monthly	\$ _____
07	C	Bush, plants, & bedding:	Monthly	\$ _____
08	D	Mowing, edging & trimming:	Weekly	\$ _____
Shrader Building, 234 West Shrader, Liberty – Parking Lots, Natural Area and Field, Liberty				
09	A	Fertilizer/pesticide program:	Annually	\$ _____
10	B	Weed control program:	Monthly	\$ _____
11	C	Bush, plants, & bedding:	Monthly	\$ _____
12	D	Mowing, edging & trimming:	Weekly	\$ _____

Vendor’s Initials: _____

Item	Item Cost	DESCRIPTION	Frequency	Cost
Public Safety Building, 12 South Water Street, Liberty				
13	A	Fertilizer/pesticide program:	Annually	\$ _____
14	B	Weed control program:	Monthly	\$ _____
15	C	Bush, plants, & bedding:	Monthly	\$ _____
16	D	Mowing, edging & trimming:	Weekly	\$ _____
Annex Building, 1901 NE 48th Street, N. Kansas City – West Side Drive & Parking Lot				
17	A	Fertilizer/pesticide program:	Annually	\$ _____
18	B	Weed control program:	Monthly	\$ _____
19	C	Bush, plants, & bedding:	Monthly	\$ _____
20	D	Mowing, edging & trimming:	Weekly	\$ _____
Rooney Justice Center & Parking Lot #4, 11 S. Water Street, Liberty				
21	A	Fertilizer/pesticide program:	Annually	\$ _____
22	B	Weed control program:	Monthly	\$ _____
23	C	Bush, plants, & bedding:	Monthly	\$ _____
24	D	Mowing, edging & trimming:	Weekly	\$ _____
Children’s Justice Center, Sally Port & Parking Lot, 351 E. Kansas, Liberty and 2400 Building, 9 S. Leonard				
25	A	Fertilizer/pesticide program:	Annually	\$ _____
26	B	Weed control program:	Monthly	\$ _____
27	C	Bush, plants, & bedding:	Monthly	\$ _____
28	D	Mowing, edging & trimming:	Weekly	\$ _____
Veteran’s Memorial on City/County Plaza				
29	C	Bush, plants, & bedding:	Monthly	\$ _____

Vendor’s Initials: _____

Item	Item Cost	DESCRIPTION	Frequency	Cost
Clay County Election Board & Parking Lot, 100 West Mississippi, Liberty				
30	A	Fertilizer/pesticide program:	Annually	\$ _____
31	B	Weed control program:	Monthly	\$ _____
32	C	Bush, plants, & bedding:	Monthly	\$ _____
33	D	Mowing, edging & trimming:	Weekly	\$ _____
Girls' Group Home and Parking Lot, Liberty				
34	A	Fertilizer/pesticide program:	Annually	\$ _____
35	B	Weed control program:	Monthly	\$ _____
36	C	Bush, plants, & bedding:	Monthly	\$ _____
37	D	Mowing, edging & trimming:	Weekly	\$ _____
Boys' Group Home & Parking Lot, Liberty				
38	A	Fertilizer/pesticide program:	Annually	\$ _____
39	B	Weed control program:	Monthly	\$ _____
40	C	Bush, plants, & bedding:	Monthly	\$ _____
41	D	Mowing, edging & trimming:	Weekly	\$ _____
Edward E. Quick Building				
42	A	Fertilizer/pesticide program:	Annually	\$ _____
43	B	Weed control program:	Monthly	\$ _____
44	C	Bush, plants, & bedding:	Monthly	\$ _____
45	D	Mowing, edging & trimming:	Weekly	\$ _____

Vendor's Initials: _____

Item	Item Cost	DESCRIPTION	Frequency	Cost
201 East Mill & Parking Lot, Liberty, MO				
46	A	Fertilizer/pesticide program:	Annually	\$ _____
47	B	Weed control program:	Monthly	\$ _____
48	D	Mowing, edging & trimming:	Weekly	\$ _____
115 South Main & 117 South Main & Parking Lot, Liberty, MO				
49	A	Fertilizer/pesticide program:	Annually	\$ _____
50	B	Weed control program:	Monthly	\$ _____
51	D	Mowing, edging & trimming:	Weekly	\$ _____
Radio Tower, 116th Street, Kearney, MO				
52	B	Weed control program:	Annually	\$ _____
Crowley Cemetery, N.E. 48th and I-435, Kansas City, MO South Side				
53	D	Mowing, edging & trimming:	Weekly	\$ _____
Rogers Cemetery, N.E. 48th and I-435, Kansas City, MO, North Side				
54	D	Mowing, edging & trimming:	Weekly	\$ _____
Fountain Waller Cemetery, 63rd and N. Cypress, Kansas City, MO				
55	D	Mowing, edging & trimming:	Weekly	\$ _____
Irrigation Systems – Costs will reflect trip charges, gas and mileage fees if applicable				
Children’s Justice Center, lawn sprinkler system, 12 station 2” main line				
56	A	Spring turn on and system check	Annually	\$ _____
57	B	Labor	Hourly	\$ _____
58	C	Minimum labor cost	Each	\$ _____
59	D	Winterizing lawn sprinkler system	Annually	\$ _____
60	E	Cost to check system monthly	Monthly	\$ _____

Vendor’s Initials: _____

Item	Item Cost	DESCRIPTION	Frequency	Cost
James S. Rooney Justice Center, lawn sprinkler system, 8 station 2" main line				
61	A	Spring turn on and system check	Annually	\$ _____
62	B	Labor	Hourly	\$ _____
63	C	Minimum labor cost	Each	\$ _____
64	D	Winterizing lawn sprinkler system	Annually	\$ _____
65	E	Cost to check system monthly	Monthly	\$ _____
Administration Building, lawn sprinkler system, 4 station 1" main line				
66	A	Spring turn on and system check	Annually	\$ _____
67	B	Labor	Hourly	\$ _____
68	C	Minimum labor cost	Each	\$ _____
69	D	Winterizing lawn sprinkler system	Annually	\$ _____
70	E	Cost to check system monthly	Monthly	\$ _____
West Side Annex, lawn sprinkler system, 4 station ¾" main line				
71	A	Spring turn on and system check	Annually	\$ _____
72	B	Labor	Hourly	\$ _____
73	C	Minimum labor cost	Each	\$ _____
74	D	Winterizing lawn sprinkler system	Annually	\$ _____
75	E	Cost to check system monthly	Monthly	\$ _____

Vendor's Initials: _____

Item	Item Cost	DESCRIPTION	Frequency	Cost
Public Safety, lawn sprinkler system ,1 station 1" main line				
76	A	Spring turn on and system check	Annually	\$ _____
77	B	Labor	Hourly	\$ _____
78	C	Minimum labor cost	Each	\$ _____
79	D	Winterizing lawn sprinkler system	Annually	\$ _____
80	E	Cost to check system monthly	Monthly	\$ _____
Edward E. Quick Building, lawn sprinkler system, 4 stations ¾" main line				
81	A	Spring turn on and system check	Annually	\$ _____
82	B	Labor	Hourly	\$ _____
83	C	Minimum labor cost	Each	\$ _____
84	D	Winterizing lawn sprinkler system	Annually	\$ _____
85	E	Cost to check system monthly	Monthly	\$ _____

Vendor's Initials: _____

Item	Item Cost	DESCRIPTION	Frequency	Cost
Plant Installation Plan –In the space below provide breakdown of cost for plants including the estimated number for each area.				
Item	Area: Note Spring or Fall	Type of Plant	Number of Plants	Cost
86	Area: <input type="checkbox"/> Spring <input type="checkbox"/> Fall			
87	Area: <input type="checkbox"/> Spring <input type="checkbox"/> Fall			
88	Area: <input type="checkbox"/> Spring <input type="checkbox"/> Fall			
89	Area: <input type="checkbox"/> Spring <input type="checkbox"/> Fall			
90	Area: <input type="checkbox"/> Spring <input type="checkbox"/> Fall			
91	Area: <input type="checkbox"/> Spring <input type="checkbox"/> Fall			
92	Area: <input type="checkbox"/> Spring <input type="checkbox"/> Fall			
93	Area: <input type="checkbox"/> Spring <input type="checkbox"/> Fall			
94	Area: <input type="checkbox"/> Spring <input type="checkbox"/> Fall			
95	Area: <input type="checkbox"/> Spring <input type="checkbox"/> Fall			
96	Area: <input type="checkbox"/> Spring <input type="checkbox"/> Fall			
97	Area: <input type="checkbox"/> Spring <input type="checkbox"/> Fall			

Vendor’s Initials: _____

Item	Item Cost	DESCRIPTION	Frequency	Cost
98	Area: <input type="checkbox"/> Spring <input type="checkbox"/> Fall			
99	Area: <input type="checkbox"/> Spring <input type="checkbox"/> Fall			
100	Area: <input type="checkbox"/> Spring <input type="checkbox"/> Fall			
101	Area: <input type="checkbox"/> Spring <input type="checkbox"/> Fall			
102	Area: <input type="checkbox"/> Spring <input type="checkbox"/> Fall			
103	Area: <input type="checkbox"/> Spring <input type="checkbox"/> Fall			
104	Area: <input type="checkbox"/> Spring <input type="checkbox"/> Fall			
105	Area: <input type="checkbox"/> Spring <input type="checkbox"/> Fall			
106	Area: <input type="checkbox"/> Spring <input type="checkbox"/> Fall			

Vendor's Initials: _____

PRICING TABLE 2: OTHER REQUIRED PRICING

The vendor must state below all other applicable costs necessary to satisfy the mandatory requirements of the IFB. Unless stated in Exhibit A. the County shall assume that absolutely no other fees or charges, will be assessed to the County whatsoever in connection Lawn Care Services herein and to satisfy the IFB requirements.

DESCRIPTION / COMMENTS	UNIT OF MEASURE	UNIT PRICE

PRICING TABLE 3: OPTIONAL PRICING

The vendor may provide firm, fixed pricing for optional features, expansion options and/or enhancements for Lawn Care Service solution. Also, list any pricing discounts.

DESCRIPTION / COMMENTS	UNIT OF MEASURE	UNIT PRICE

PRICING TABLE 4: FEE SCHEDULE

If additional services are requested by the County, the vendor shall prepare and submit to the County an estimate of the total cost associated with such additional services. The vendor must indicate in the pricing table below the firm, fixed hourly rate for the personnel job classification that may be necessary to fulfill the requirements of the IFB.

TASK/PERSONNEL BREAKDOWN
SCHEDULE OF HOURLY BILLING RATES FOR SERVICES

PERSONNEL CLASSIFICATION	TYPICAL WORK TASKS	HOURLY RATE

Vendor's Initials: _____

**EXHIBIT B
Experience and Expertise**

The evaluation of the vendor’s experience and expertise shall be subjective based on the requirements stated herein. Therefore, the vendor should present detailed information regarding current and/or prior experiences in providing the services and expertise of the organization as well of its personnel. The County shall have the right to use the information provided herein, including information gained from any other source, in the evaluation process.

B.1 EXPERIENCE:

A MINIMUM of 5 year experience is required of the successful vendor, in similar services, as described in the scope. Experience and references provided by vendors shall be verified and will be a significant factor in the evaluation. Vendors should provide the information below.

How many years has your company been in the Lawn Care Services business? _____

List a minimum of three (3) references showing Agreements held by your company providing the same or similar services for other public entities, local government or private companies. If applicable, DO NOT list Clay County as a reference.

Reference No. 1 of 3	
Company/Organization Name:	
Address:	
Name of Contact and Title:	
E-mail Address:	
Telephone No.:	
Agreement or Service Period (dates of services):	
Reference No. 2 of 3	
Company/Organization Name:	
Address:	
Name of Contact and Title:	
E-mail Address:	
Telephone No.:	
Agreement or Service Period (dates of services):	
Reference No. 3 of 3	
Company/Organization Name:	
Address:	
Name of Contact and Title:	
E-mail Address:	
Telephone No.:	
Agreement or Service Period (dates of services):	

Vendor’s Initials: _____

EXHIBIT B, continued

B.2 EXPERTISE:

PERSONNEL QUALIFICATIONS

Vendors should provide the information below.

Indicate person who will be supervising project(s) and years of experience in similar work.

Name: _____ No. of Years _____

Type of Experience: _____

Complete the following for employees that would be working on this project. List any previous work directly relating to the IFB specifications that have been performed for other public entities, local government or private companies in the last five years. Attach a separate sheet of paper if needed.

EMPLOYEE NAME	QUALIFICATIONS	EXPERIENCE/TRAINING/CERTIFICATIONS

Vendor's Initials: _____

**EXHIBIT C
Miscellaneous Information**

D.1 LOCAL GOVERNMENT USE (COOPERATIVE PROCUREMENT):

- 1) This section is optional, it will not affect proposal award. If the County awarded you the proposed agreement, would you sell under the prices and terms of this agreement to any Municipal, County Public Utility, Hospital, Educational Institution, or any other non-profit organization having membership in the Mid-America Council of Public Purchasing (MACPP) or Mid-America Regional Council (MARC) and located within the Greater Kansas City Metropolitan Trade Area. (All deliveries shall be F.O.B. Destination and there shall be no obligations on the part of any member of said Council to utilize this Agreement.)

YES: NO: INITIALS: _____
- 2) Sales shall be made in accordance with the prices, terms, and conditions of the IFB and any subsequent term agreement.
- 3) There shall, however, be no obligation under the cooperative procurement agreement for any organization represented by MACPP or MARC to utilize the agreement unless they are specifically named in the IFB as a joint participating entity.
- 4) All sales to other jurisdiction shall be made on purchase orders issued by that jurisdiction. All receiving, inspection, payments and other Agreement administration shall be the responsibility of the ordering jurisdiction.
- 5) The Purchasing Manager shall be responsible to handle the solicitation and award the agreement. The Purchasing Manager shall have the sole authority to modify the agreement and handle disputes regarding the substance of the agreement.
- 6) Each jurisdiction that is a party to the joint bid has authority to act as Administrative Contracting Officer with responsibility to issue purchase orders, inspect and receive goods, make payments and handle disputes involving shipment to the jurisdiction.

D.2 WEBSITE

- 1) Does your company have a website? YES: NO:
- 2) If yes please provide the website address: _____

D.3 EMPLOYEE BIDDING/CONFLICT OF INTEREST:

Vendors who are elected or appointed officials or employees of Clay County or any political subdivision thereof, serving in an executive or administrative capacity, must comply with sections 105.450 to 105.458, RSMo, regarding conflict of interest. If the vendor or any owner of the vendor’s organization is currently an elected or appointment official or an employee of Clay County or any political subdivision thereof, please provide the following information.

Name and title of elected or appointed official or employee of Clay County or any Political sub-division thereof:	
If employee of Clay County or Political sub-division thereof, provide name of Clay County entity or political sub-division where employed:	
Percentage of ownership interest in vendor’s organization held by elected or appointed official or employee of Clay County or political sub-division thereof:	

Vendor’s Initials: _____

ATTACHMENT 1
Sealed IFB Label

PLEASE ATTACH LABEL TO OUTSIDE OF IFB PACKAGE

SEALED IFB RESPONSE ENCLOSED

DELIVER TO:

CLAY COUNTY ~ PURCHASING DEPARTMENT
1 COURTHOUSE SQUARE
3RD FLOOR COMMISSION DESK
LIBERTY, MO 64068

IFB No.: 87-21 DATE: 12/9/2021

IFB's MUST BE RECEIVED **2:00 pm CENTRAL TIME**

DESCRIPTION: Lawn Care Services

SPECIFY VENDOR NAME: _____

SPECIFY VENDOR'S CITY, STATE LOCATION: _____

City, State Location

Vendor's Initials: _____