



# REQUEST FOR PROPOSALS WEED CONTROL

Two Year Agreement: 2016 - 2017

360 Main St • Delta, Colorado 81416 • Phone (970) 874-7973 • Fax (970) 874-1353 • [www.cityofdelta.net](http://www.cityofdelta.net)

## **Parks Department**

### **PURPOSE OF REQUEST**

The City of Delta is requesting proposals from qualified persons to maintain weeds, grass and vegetation within areas specified by the City to a height of six (6) inches or less as required by Municipal Code.

### **PROJECT SCOPE**

Proposals shall describe in detail how areas are to be maintained.

- Weeds shall be maintained from March 15 through November 1.
- All areas shall be sprayed at minimum twice per year as outlined in specifications
- All areas shall be maintained at less than 6 inches in height during the stated time period. This may be accomplished through a combination of spraying and mowing procedures. Bid documents shall include a map and list of all areas to be maintained.

### **SUBMITTAL INFORMATION**

Please include the following with bid package:

- Bid amounts for each year (2016 and 2017), this will be a two year agreement.
- Type of mowing equipment to be used.
- Type of sprays to be used. List specific brands and supply MSDS/SDSs sheets.
- Proof of insurance (general liability, auto, and worker's compensation) as outlined in Attachment A.
- Copy of applicator license for using spray chemicals.
- Extra work charges. A sheet outlining costs for extra work to be performed beyond the scope of the agreement. Break out the charges for mowing and charges for spraying.

### **SELECTION**

The City reserves the right to select and award contracts to the most qualified bidder based on the following criteria: demonstrated insight, practical experience, technical knowledge, understanding of the issues of the community, and the ability to perform in a timely manner. These are guidelines and not meant to be all inclusive. Interviews may be performed to better assess the bidders ability to perform the tasks as specified.

This Request for Proposal (RFP) does not commit the City of Delta to award a contract, nor to pay any costs incurred in the preparation and submission of proposals in anticipation of an agreement. The City of Delta reserves the right to accept or reject any or all proposals received as a result of the RFP, to negotiate with all qualified firms, and to cancel or change the RFP. A copy of the City of Delta's standard agreement for professional services is attached and will be required. Any changes requested to the form should be specified prior of submittal of proposal and will be a factor in the selection.

### **DEADLINE**

Complete bids must be submitted by 5:00 p.m. on April 1, 2016

### **INQUIRIES**

For more information contact: City of Delta, Parks Manager, Tony Bohling, 531 N Palmer St, Delta Colorado, 970-874-7973, [tony@cityofdelta.net](mailto:tony@cityofdelta.net)

## **Attachment A**

### **Insurance Requirements**

1. The City requires the selected vendor to procure and maintain policies of insurance, which at a minimum, include the following:
  - (i) Workers' Compensation insurance with minimum limits of Five Hundred Thousand Dollars (\$500,000.00) each accident, Five Hundred Thousand Dollars (\$500,000.00) disease- policy limit, and Five Hundred Thousand Dollars (\$500,000.00) disease- each employee; and
  - (ii) Comprehensive General Liability insurance with minimum combined single limits of One Million Dollars (\$1,000,000.00) per occurrence and One Million Dollars (\$1,000,000.00) aggregate, applicable to all premises and operations, and including coverage for bodily injury, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, independent contractors, products, and completed operations; and
  - (iii) Comprehensive Automobile Liability insurance with minimum combined single limits for bodily injury and property damage of not less than One Million Dollars (\$1,000,000.00) each occurrence and Two Million Dollars (\$2,000,000.00) aggregate.
  - (iv) **Only the selected vendor will be required to submit the required insurance information. This section is informational for the RFQ process.**
  - (v) The policies required above, except for the Workers' Compensation insurance, shall be endorsed to include the City, and its officers and employees, as additional insureds. Every policy required above shall be primary insurance, and any insurance carried by the City, its officers, or its employees, shall be excess and not contributory insurance to that provided by the contractor. The additional insured endorsement for the Comprehensive General Liability insurance required above shall not contain any exclusion for bodily injury or property damage arising from completed operations. The contractor shall be solely responsible for any deductible losses under each of the policies required above.