



**CITY OF OTTAWA, KANSAS
NEIGHBORHOOD SERVICES DEPARTMENT
REQUEST FOR PROPOSAL
NUISANCE MOWING AND DEBRIS REMOVAL SERVICES WITHIN THE CITY**

Request for proposals will be received until **5:00 pm on Friday, April 26, 2024.**

GENERAL INTENT:

Proposals are being requested for as needed mowing and debris removal services upon request by the Neighborhood Services Department and as needed for private properties.

SPECIAL INSTRUCTIONS:

- Services must be provided within three (3) days of receiving notification from the City representative.
- Expected to begin as soon as May 1, 2024, and continue through December 1, 2024.
- Certificate of Liability Insurance will be required prior to work beginning.
- Proposals are city records and open to public inspection. No bid received shall be marked confidential.

ATTACHMENTS:

- Scope of Services
- Fees/Bid Proposal
- Agreement

Proposals can be emailed to communitydevelopment@ottawaks.gov or mailed in an envelope clearly labeled and addressed to:

City of Ottawa
Neighborhood Services Dept - Attn: Colson Bien
101 S Hickory, PO Box 60
Ottawa, KS 66067

“RFP – Nuisance Mowing”

Name: _____

Address: _____

Phone Number: _____

Email: _____

Contact for Questions: communitydevelopment@ottawaks.gov or by phone 785-229-3620

SCOPE OF SERVICES

Scope of Service: Mow, trim, brush hog, removal of any brush, limbs, refuse and debris on any/all property to be completed within (3) days of receiving the notification to proceed from the Property Improvement Partner or designee by email to the Principal. A “before” and “after” picture of the property shall be emailed to the Neighborhood Services Department on the day the job is completed at cbien@ottawaks.gov.

Mower/Blower Discharge: Special care shall be taken to blow debris away from all streets, trees, tree wells, etc. Any mower discharge in the curb line, pathway and/or street shall be dispersed, when dry, by using a power mower, broom or other method. **Any area will not be considered completed until this has been done.** Grass clippings in curb lines shall not be blown into the street.

Time Schedule: All areas are to be abated within three (3) days, unless otherwise specified or contractor is notified otherwise. The first abatement of health and environmental violations could occur after May 1, 2024, and could last through the year, as directed by the City’s representative. Mowing to a turf height of **3 ½ inches** is the standard of care desired. The City will only be billed for the actual number of mowing completed and invoicing must show unit pricing by property.

Trimming: Trimming shall be defined as the removal or cutting of all the vegetation adjacent to signs, light poles, sidewalks, trees, curb lines, utility boxes, fences, etc., or in areas a mower cannot cut, to produce a neat, finished result. Special attention shall be taken when working around trees, planters, signs, and roadway markers so as not to cause damage with any equipment, including string trimmers. All vegetation extending over the curb shall be cut back to the inside of the curb. When using a string trimmer, care shall be taken to be sure that debris is not thrown into the street or in the tree wells. Grass will be taken to a **3 ½ inch height**, not taken down to bare ground. Where applicable, string trim the concrete ends of islands, around signs, in cracks, at street-curb line, sidewalks, etc., or anywhere along the street-curb interface where growth occurs. All trimming is to be completed in conjunction with mowing. **Any area will not be considered completed until this has been done.**

Growth retardants and/or weed killers shall not be used unless prior approval and authorization has been granted by the Property Improvement Partner and must be performed by a Kansas Pesticide Certified Applicator. Any damage created by the contractor within the right-of-way (turf, signs, trees, fences, etc.) will be the contractor’s responsibility to correct within the same billing cycle.

FEES / BID PROPOSAL

The undersigned Contractor hereby proposes to furnish all material, supplies, transportation, tools, equipment and necessary labor to primarily abate weed or brush/limb violations and complete all work stipulated in, required by, and in conformity with the proposed Contract Documents, incorporated herein (including all documents referred to therein) and any and all written addenda thereto, for and in consideration of the unit prices as follows: **Example: "\$25.00 per hour, per machine", this is the information needed below.**

Types of Properties in Violation	Cost Per Hour For Regular Mower & Trimming	Cost Per Hour For Brush Hog Mower & Trimming
Occupied Residential Lot	\$ Per machine	\$ Per machine
Empty Residential Lot (next to occupied residences)	\$ Per machine	\$ Per machine
Undeveloped agricultural land (30' swath from street & 20" swath from property lines)	\$ Per machine	\$ Per machine
Commercial lot with building	\$ Per machine	\$ Per machine
Commercial lot with no building	\$ Per machine	\$ Per machine

Type of Debris	Clean Up and Removal of Debris Per Hour – Plus Land Fill/Construction Land Fill Fees
Wood and plant materials (including tree/shrub limbs) The City has an area located at 1200 W 2 nd Street that you can take your brush and tree limbs free of charge. Please no grass clippings or shrubbery.	\$ your cost of the groundwork only, plus cost of disposal fee
Trash	\$ your cost of the removal of trash, plus cost of disposal fee

Tree and shrubbery trimming rate: \$_____ per hour, groundwork only, climbing or equipment rental extra.