



## Board of Aldermen Request for Action

**MEETING DATE:** 1/16/2024

**DEPARTMENT:** Parks and Recreation

**AGENDA ITEM:** Resolution 1306, Amendment to City Mowing Services Agreement

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### **REQUESTED BOARD ACTION:**

A motion to approve Resolution 1306, Bid No. 22-12 with Warrior Land and Landscape, formally Eagle Turf & Landscape LLC, for City mowing services.

### **SUMMARY:**

In 2021, within staff purchasing authorization authority, the Parks and Recreation Department contracted mowing services for City Hall, Senior Center, School House, Courtyard, Remembrance, Hawthorne, and Emerald Ridge Park to Beshears Tree and Lawn. This saved about one to two days of mowing for the Park Maintenance staff, allowing them to focus on other tasks.

With the success of 2021, staff wanted to add Helvey, Wildflower, and Diamond Crest Parks to the areas to be mowed when work was bid again in 2022. This left park maintenance staff with the responsibility to mow and trim Heritage and Smith Fork Parks. Due to the projected cost being over staff purchasing authorization authority, an RFP was posted.

In accordance with the City's Municipal Code, Chapter 150 - Purchasing Policy, a Request for Proposal (RFP) for Mowing Services was issued on February 11, 2022. Five bids were received and Warrior Lawn and Landscape, formally Eagle Turf and Landscape LLC, was awarded the bid for City Mowing Services for \$8,656 annually for 3 years.

Going into 2023, staff internally reviewed the mowing contract and worked with Warrior Lawn and Landscape to reduce the mowing duties, after a successful park's seasonal staff hiring season within the park's maintenance division. Staff worked with the contractor and removed Helvey, Wildflower, and Diamond Crest Parks from the bid, and park staff mowed and maintained these areas going forward. The cost was reduced to \$6,580.

Going into 2024, the last year of the mowing contract, the Public Works Department approached the Parks and Recreation Department about adding some areas they maintain and mow around water towers. This would help free up their staff for other tasks. The areas quoted for the PW were land around four water towers (please see pages 4-5 in the bid sheet for reference). Warrior Lawn and Landscape quoted us \$5,330. There was no change in cost for the park's mowing (\$6,580).

Staff recommend amending the contract with Warrior Lawn and Landscape to add in the four areas around the water towers, for the PW department, for a total of \$11,910.

After this 2024 season, a new RFP will be issued. 2024 is the last year of the 3-year mowing contract with Warrior Lawn and Landscape.

**PREVIOUS ACTION:**

Bid #22-12 to Eagle Turf & Landscape was awarded on March 1, 2022.

**POLICY OBJECTIVE:**

Click or tap here to enter text.

**FINANCIAL CONSIDERATIONS:**

\$5,330 will be added to the City's Mowing contract

**ATTACHMENTS:**

- |   |                                   |
|---|-----------------------------------|
| <input type="checkbox"/> Ordinance                          | <input type="checkbox"/> Contract |
| <input checked="" type="checkbox"/> Resolution              | <input type="checkbox"/> Plans    |
| <input type="checkbox"/> Staff Report                       | <input type="checkbox"/> Minutes  |
| <input checked="" type="checkbox"/> Other: Quote, Bid Sheet |                                   |

**RESOLUTION 1306**

**A RESOLUTION AMENDING BID NO. 22-12 WITH WARRIOR LAND AND LANDSCAPE, FORMALLY EAGLE TURF & LANDSCAPE LLC, FOR CITY'S MOWING SERVICES**

**WHEREAS**, in 2022 staff conducted a Request for Proposals for City Mowing Services as outlined in the City Purchasing Policy; and

**WHEREAS**, the contract was awarded to Warrior Lawn and Landscape, formally Eagle Turf and Landscape LLC; and

**WHEREAS**, the Public Works Department approached the Parks and Recreation Department about adding the areas mowed and maintained at four City water towers to the contract; and

**WHEREAS**, staff is recommending amending the contract to add the area around four water towers for \$5,330, bringing the contract total to \$11,910.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF SMITHVILLE, MISSOURI, AS FOLLOWS:**

**THAT** Bid No.22-12 with Warrior Lawn and Landscape is amended to the amount of \$11,910.

**PASSED AND ADOPTED** by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, on the 16<sup>th</sup> day of January 2024.

\_\_\_\_\_  
Damien Boley, Mayor

ATTEST:

\_\_\_\_\_  
Linda Drummond, City Clerk

# **Smithville Parks and Recreation Invitation to Bid - Contract Mowing**

## **1. Mowing**

All grass shall be mowed at an approximate height of three to three and one half (3-3 ½) inches on a weekly basis unless instructed to do so otherwise. All structures, trees, poles, signs, shrub beds, buildings, walkways, curbs, etc. shall be trimmed around.

Mowing is based on a 7-day mowing schedule. The mowing season is going to consist of 26 guaranteed mowing's. Any extra mowing's will come by request of the Project Manager only and will be invoiced and paid as normal. The City reserves the right to cancel weekly mowing if the weather allows us to in the heat of the summer when grass may slow down from growing. The amount of mowing in season can be as high as 30.

Special care shall be given when trimming around irrigation heads, landscaping, and trees so as not to inflict damage to these features. Turf shall be cut in a professional manner as not to scalp the turf, leave clipping windrows, or leave areas of uncut grass. Care shall be taken to prevent discharge of grass clippings onto automobiles, any paved surface such as streets or sidewalks, or planting or landscaping beds. These surfaces should be cleaned after each mowing.

All plant growth in cracks, seams and/or joints of paved areas, such as sidewalks, curbs, and driveways, shall be cut down to the pavement surface during the completion of each mowing cycle. The use of herbicides will be used by Park staff.

Special care should also be used when mowing around trees, mulch rings and corners of buildings, to minimize wear on turf, so grass is not worn leaving bare spots. If this becomes an issue, the contractor will be responsible for reseeding or sodding the worn areas with grass seed or sod approved by the Project Manager.

## **2. Equipment**

All mowing equipment shall be equipped with sharp blades, so as not to tear, but cleanly cut the blades of grass. All grass shall be cut at a height of 3-3 ½ ", unless specified by the Project Manager. All ditches, trees, poles, signs, fences, and shrub beds are to be trimmed closely. Special care shall be given to trimming around small trees, so as not to inflict damage to the bark of the trees. All trimming shall be accomplished by maintaining the 3-3 ½" cutting height and concurrent with mowing operations. Any grass discharged in windrows or clumps shall be re-mowed to redistribute clippings.

Contractor staff shall pick up all litter before each mowing and remove from site. If trash is overlooked and shredded by mowers, it should be collected and disposed.

Bidder Initials: \_\_\_\_\_

Contractor staff shall be responsible for pickup and removal of small limbs and sticks up to 1" in diameter and disposed off site in a legal manner. Limbs or sticks larger than the 1" diameter needs to be turned into the Contract Manager immediately.

### **3. Communication**

If mowing is interrupted by inclement weather, the contractor shall give top priority to completing the job as soon as possible. The contract manager has the authority to cancel scheduled mowing cycles on a week-to-week basis. The cancellation will be based upon need or prevailing weather conditions. Contractor will not be paid for cancellations.

If there are parks or sections of parks that do not allow mowing that typically are mowed, for example a wet spot, or area, that must be communicated to the Contract Manager and explain why. Every effort must be made to complete each park each time they are mowed.

Due to the importance of this contract to the City's Parks system there will be a call back policy in place for the duration of the contract. If there is a problem discovered by the contract manager of a task or park left un-mowed or unfinished notice will be given to the contractor supervisor that there is an issue at one of the locations. From that point the contractor has 48 hours to correct the issue. **If this issue cannot be corrected in the 48-hour window, parks staff will have the right to correct the issue and charge the contractor at a rate of \$30/hour to correct the issue with a one hour minimum required.** If the City exercises this right, the contractor will be notified and provided pictures of the issue. If this charge becomes applicable, the invoice due that week should reflect a credit at the correct rate. This will be discussed with the contractor awarded the contract as we understand there will be a learning curve when mowing our parks. However, if this becomes a regular occurrence, after 3 different occurrences, the City reserves the right to begin the process to terminate the contract.

### **4. Liquidated Damages**

The City's Contract Manager and the Contractor will assess all damages to irrigation equipment, fences, landscaping, and trees for liquidated damages. Liquidated damages will be negotiable based on replacement of damaged items. Liquidated damages will either be deducted from invoices or paid directly to the City by the contractor or by the contractor's insurance company.

Bidder Initials: \_\_\_\_\_

# Smithville Parks and Recreation Invitation to Bid - Contract Mowing

Please provide updated bids for locations below:

26 Weeks, Covered Weekly. The bid should include Mow, String Trimming, Edging, and Blow Off

**City Hall:** 107 W Main St **1.8 acres (City Hall and Senior Center)**

**Senior Center:** 113 W Main St

**Remembrance Park:** Corner of W Main St & Bridge St **.11 acres**

**Courtyard Park:** 118 N Commercial Ave **.58 acres**

**School House:** Next door to 110 E Church St **.65 acres**

**Humphrey and Nancy Smith Park:** Corner of N Bridge St & Hilltop St **1.6 acres**

**Emerald Ridge Park:** 15106 Kelly Dr **.86 acres**

**Added for 2024:**

**Water Tower 1:** NW 188<sup>TH</sup> ST (West of 169 HWY) **.97 acres**

**Water Tower 2:** NW 140<sup>TH</sup> ST (West of 169 HWY) **1.37 acre**

**Water Tower 3:** Jefferson Hwy (North of 172<sup>nd</sup> St) **0.22 acre**

**Water Tower 4:** 708 S Commercial **0.14 acre**

Any questions, please contact Matt Denton at 816-608-1320 or at mdenton@smithvillemo.org

The above-said Company shall provide the cost to the City of Smithville as follows:

Item Description	Bid Price
<b>Mowing Services</b>	

Bidder Initials: \_\_\_\_\_

**Pictures Provided for Added Areas for 2024:**

**Water Tower 1: NW 188<sup>TH</sup> ST (West of 169 HWY)**



**Water Tower 2: NW 140<sup>TH</sup> ST (West of 169 HWY)**



Bidder Initials: \_\_\_\_\_

**Water Tower 3: Jefferson Hwy (North of 172<sup>nd</sup> St)**



**Water Tower 4: 708 S Commercial**



Bidder Initials: \_\_\_\_\_



**WARRIOR  
LAWN & LANDSCAPE**

Customer Info: Smithville City Water towers

Warrior Lawn & Landscape LLC  
 P.O. Box 227 Smithville, MO 64089  
 816-912-7800  
 warriorlawnscape@gmail.com  
 www.warriorlawn.com

Description	Cost Per Time	Frequency	Area
Mowing, trimming, edging, blowing off	\$ 5,330.00	26	
Spring Clean-up/leaf mulching	\$ -	0	
Fall Clean-up/Leaf mulching	\$ -	0	
<b>Subtotal</b>	<b>\$ 5,330.00</b>		

Fertilization	Cost Per Time	Frequency
Early Spring - Fertilizer, broadleaf weed, crabgrass and pre-emergent weed control	\$ -	0
Late Spring - Fertilizer, broadleaf weed, crabgrass and pre-emergent weed control	\$ -	0
Early Summer - Fertilizer, broadleaf weed, crabgrass weed control	\$ -	0
Late summer/Early Fall - Fertilizer, broadleaf weed, crabgrass weed control	\$ -	0
Late Fall - Fertilizer, broadleaf weed, crabgrass weed control Winterizer	\$ -	0
Grub prevention - Preventative treatment for grub-Added in with Spring applications	\$ -	0
<b>Subtotal</b>	<b>\$ -</b>	

Ground Maintenance-Misc.	Cost Per Time	Frequency
Mulching	\$ -	0
Shrub Pruning	\$ -	1 time in spring/ 1 time in fall 2 trimming total
Tree Trimming	\$ -	
Brush removal	\$ -	
Irrigation	\$ -	90 per hour Anything over this will be discussed as needed
Flower Bed Clean out	\$ -	Estimated Spring start, 2 hours Estimated Fall shut down 2 hours total cost for 14 times
Tree planting/Removal	\$ -	All beds included
New Plant install/Flower bed Design	\$ -	
<b>Subtotal</b>	<b>\$ -</b>	
<b>Total</b>	<b>\$ 5,330.00</b>	



**WARRIOR  
LAWN & LANDSCAPE**

Customer Info: Smithville City Parks

Warrior Lawn & Landscape LLC  
 P.O. Box 227 Smithville, MO 64089  
 816-912-7800  
 warriorlawnscape@gmail.com  
 www.warriorlawn.com

Description	Cost Per Time	Frequency	Area
Mowing, trimming, edging, blowing off	\$ 6,580.08	26	
Spring Clean-up/leaf mulching	\$ -	0	
Fall Clean-up/Leaf mulching	\$ -	0	
<b>Subtotal</b>	<b>\$ 6,580.08</b>		

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