

Quote of Services Request

Town of Clarksville

Lawn and Landscape Services

The town of Clarksville is seeking quotes for a one-year contract with an optional two-year renewal for lawn and landscaping services for neglected properties and properties with liens throughout the Town of Clarksville.

Interested parties are required to complete the RFP in its entirety and submit it to the Building Commissioner's Office no later than 12:00 PM, Wednesday February 14, 2024. **PLEASE NOTE: Quotes received late or incomplete will not be considered.** The contract will be awarded on or before March 4, 2024.

All quotes must include:

- Town of Clarksville (completed) – Lawn Services & Landscape Quote Sheet
- Statement of Qualifications
- Certificate of Insurance (\$1 Million Liability)
- Number of Employees & list of available equipment to complete the services requested
- Listing of any subcontractors & their Statement of Qualifications and Insurance Certificate

Submit all quotes either in person or mail by 12:00 PM to:

**Town of Clarksville
2000 Broadway
Clarksville, IN 47129**

Attention: Building Commissioner

All questions regarding this RFP should be directed to:

By writing - Kimberly Newby, 2000 Broadway Clarksville, IN 47129

By phone – 812-414-9544

By email – knewby@townofclarksville.com

Quote of Services

Town of Clarksville

Lawn and Landscape Services

Scope of Services

This request of Lawn and Landscape Services herein referred as “Services” shall include mowing, trimming, raking, branch, leaf removal and minor (less than two (2) 50 gallon trash bags) trash removal from designated properties (parcels) at vacant or foreclosed properties located in the Town of Clarksville and designated by the Building Commissioner or his representatives at are deemed to be in violation of Codified Ordinances including Chapter 97 and Ordinance 2021-G-08.

The Scope of Services includes all necessary equipment, manpower, supplies, transportation, and other incidentals necessary to complete the scope of services.

The disposal of all trimmings, trash and other debris generated by the Service is the responsibility of the Contractor and shall be included in the cost of Services.

Parcels vary in shapes, characteristics, obstacles and sizes and duration of the Work from parcel to parcel will vary. Fees for services will be based on per lot size and acre.

Any damage to the structures or properties while performing the Scope of Services must be reported to the Commissioner immediately.

All Services performed are to be scheduled by the Building Commissioner or his representatives. Each request of Services will be issued –

- a case number,
- an address where the property is located,
- lot size
- deadline of when services must be completed

Prior to the commencement of Work, a minimum of three digital photos are required to be taken. Each photo will need to be designated or named as follows: Case Number_B4_Photo#. After the Work is completed three or more digital photos are required to be taken as well and named - Case Number_Aft_Photo#. Within five (5) work days a submittal of Work completed shall be submitted to the Commissioner. This submittal must include –

- an Invoice for the Work performed
- before and after digital photos
- a release form

Submittals not including the above listed items will be considered incomplete and will delay payment of Services.

Subcontractors may be used. If subcontractors use their qualifications, a list of equipment, number of employees and insurance certificate are required to be included in the bid package.

List of Equipment and or Services

Minimum list of equipment shall include –

- Two push mowers
- One Zero turn mower
- Two weed trimmers
- Trailer to haul equipment
- Service contract for waste disposal
- Bush Hog or subcontractor

Duration of Contract

This contract shall commence on March 18, 2024, and end on October 25, 2024 with an optional two-year renewal.

Insurance

A minimum of one (1) million dollars for Property Casualty and Workmen's Compensation shall be maintained during the duration of this contract plus three months.

Payment

Payment for services will be made for in accordance with the Fee Schedule listed in the Scope of Work on the submitted Quote sheet. Payment will be made approximately two (2) weeks after the 1st Monday after the submittal of the work.

Termination of Contract

This contract can be terminated in writing with a 30-day notice by either party