INSTRUCTIONS TO BIDDERS:

The Lee County Conservation Board is seeking sealed bids to perform contract mowing of county parks and other county managed public use areas.

Prospective bidders shall submit bid or bids to complete mowing and trimming of the listed areas. Bidders may submit a complete bid for the areas listed as “Primary Use Areas” and/or for the areas listed as “Satellite Areas.” Bids submitted must be on the provided Lee County Conservation bid form. Bidders are required to make an on-site visit to each area. The Park Ranger will do a walk through with perspective bidders if requested. Bids should be figured for a quality job. Bidders may contact the Park Ranger at 319-759-9477 for any additional information.

Two (2) separate bids will be awarded to the most responsible contractor bid. One (1) bid will be awarded for the areas listed as “Primary Use Areas” and one (1) bid will be awarded for the areas listed as “Satellite Areas.”

All areas on each specific list must be bid to be considered.

The Lee County Conservation Board reserves the right to reject any and all bids if, in its best judgment, the bid or bids received are not acceptable with or without cause. The Board also reserves the right to waive irregularities and to accept such bids which the Lee County Conservation Board deems to be in the best interest of the Board.

Your complete bid must include: List and photos of equipment, List of employees, Safety Plan, Insurance Information, and Check List.

Bid or bids should be in a sealed envelope and clearly marked "MOWING BID.”

Submitted and signed bids will be received at the Lee County Conservation Board Office until February 10, 2020 at 2:00pm on the BID FORM provided by the Lee County Conservation Board.

Lee County Conservation Board
Office
2652 Hwy 61
Montrose, Iowa 52639
LEE COUNTY CONSERVATION BOARD
CONTRACT MOWING AGREEMENT

I. GENERAL PROVISIONS

A. This Contract Mowing Agreement will be awarded on the basis of the most responsible bid for the specified mowing route.

B. The Contractor will furnish all necessary equipment, labor, fuel, transportation, and supervision to satisfactorily perform all work required by this contract in a manner that will protect the users, the park, and enhance the park environment.

C. The Mowing Contractor shall obtain and file proof of liability insurance naming the Lee County Conservation Board as a specific named insured in an amount not less than $1,000,000. A copy of your insurance must be included with the bid package for your bid to be complete.

D. The Contractor, his agents and employees are to be considered by the Lee County Conservation Board as independent contractors. No employer or employee relationship between the Conservation Board and the Contractor is to be created by this agreement.

E. The Contractor and his employees shall at all times maintain a courteous and polite manner with members of the public. At no time shall a Contractor or his employees discredit the Lee County Conservation Board with their demeanor or action. The Contractor and his employees are required to abide by the same rules and regulations as the general public as contained in the Code of Iowa, Chapter 461.35-461.57, and Resolution 83-1 of the Lee County Conservation Board.

F. Work not specified by the contract must be approved prior to performance by the Contract Inspector.

II. PRE-WORK PERFORMANCE MEETING

A. Participants shall be the Contractor receiving the bid award and the Contract Inspector.

B. This meeting shall be held on the work site prior to the start of the contract and at a time mutually agreeable to the Contractor and the Contract Inspector. The purpose of the meeting will be to review the contract and work to be performed under the contract.

C. At this meeting the Contractor and Inspector shall review the following items for the approval of the Contracting Officer.

   THIS INFORMATION MUST BE SUBMITTED WITH THE BID FORMS.

1. A list and a photo of each and all equipment to be used by the Contractor at the work site.

2. A list of all employees who will be working for the Contractor. (No work may be subcontracted without the prior approval of the Contracting Officer).

3. A responsible safety plan.

4. Proof of insurance not less than $1,000,000.

5. Provide Checklist.
III. WORK PERFORMANCE SPECIFICATIONS

A. MOWING

1. Mowing boundaries will be verified during the pre-work conference with the Contract Inspector. Boundaries will conform to areas currently being mowed and are readily apparent on visual inspection.

2. Designated areas shall be mowed once every 10-14 days from April 15 to October 15 unless otherwise directed by the Contract Inspector. All areas will be mowed the week preceding Memorial Day weekend, 4\textsuperscript{th} of July and Labor Day weekend.

3. Lawn mowing equipment shall be adjusted to a height of 2.5 inches to minimize scalping and tearing of the turf. Mowing equipment will be adjusted at the start of the mowing season to prevent wind rowing and clumping of the grass on the areas.

4. Each pass of the mower shall overlap the previous pass so that no strips of uncut vegetation remain.

5. Rear mounted mowers are prohibited for use.

6. Mowing shall be accomplished Monday through Thursday between the hours of 7 a.m. and 8 p.m. No mowing is permitted on Saturdays, Sundays, and Lee County Holidays. Limited exceptions may be granted by the Contract Inspector due to unforeseen causes.

7. The use of chemical agents of any kind (including herbicide, petrol’s and salt solutions) for control of weeds and grasses is restricted. Any use of chemical agents must be approved prior to its application by the Contract Inspector.

8. All scattered litter, limbs and other organic debris shall be collected from the area prior to mowing. This allows mowing to be accomplished safely and prevents shredding of scattered litter. Scattered litter not collected will result in reduction of pay for that area.

9. Equipment such as picnic tables and grills will be returned to their designated locations when mowing is complete.

B. TRIMMING

1. Trimming boundaries will be verified during the pre-work conference with the Contract Inspector.

2. Designated areas shall be trimmed when mowing is performed unless otherwise directed by the Contract Inspector.

3. Trimming equipment shall be adjusted and utilized in such a fashion as to keep from scalping and tearing of the turf, and to prohibit damage to newly planted trees, shrubs and other vegetation.

4. Trimming shall be accomplished on Monday through Thursday between the hours of 7 a.m. and 8 p.m. No trimming is permitted on Saturdays, Sundays, and Lee County Holidays. Limited exceptions may be granted by the Contract Inspector due to unforeseen causes.

5. Trimming is required in all areas NOT accessible to large mowing machines. These areas include, but are not limited to, guard posts, culverts ends, sign posts, trees, shrubs, picnic tables, fire rings, grills, light posts, wheel stops, stumps, cut banks, road shoulders, ridges, depressions, ditches, fences, structures, etc. Special care will be taken in operation to prevent damage to desirable vegetation (trees, shrubs, etc.) Damage to desirable vegetation will result in reduction of pay.
6. String trimmers and similar equipment shall not be used in trimming near immature vegetation (trees less than 3” in diameter). String trimmers will only be used within 8 inches of any tree, structure, building, or boundary. Push style mowers shall be used in locations that restrict the space required for the safe operation of riding mowers.

7. The use of chemical agents of any kind (including herbicide, petrol’s and salt solutions) for control of weeds and grasses is restricted. Any use of chemical agents must be approved prior to its application by the Contract Inspector.

C. CLIPPINGS

1. Contractor is required to discharge grass clippings away from all hard surfaces, buildings, registration booths and shelters etc.

2. Contractor is required to remove all grass clippings from any hard surfaces, buildings, registration booths, shelters and restrooms. The use of a hand held/back pack blower is required after mowing

IV. CONTRACT QUALITY CONTROL

The Contractor shall maintain a log of contract services performed in Lee County recreation areas.

A. A work log form will be filled out every day that work is required by Work Performance Specifications and will contain all information requested thereon to include "time in", "time out", and "work performed."

B. Work logs will be presented to the mowing Contract Inspector at the end of each mowing cycle.

V. INSPECTION OF WORK

Work will be inspected by the Contract Inspector for compliance with terms of the contract.

A. The Contract Inspector will meet regularly with the Contractor at a time mutually agreeable to both. The purpose of this meeting shall be to discuss contract work performance and review work logs. Failure to appear at a contractors meeting as specified will result in a reduction of the contract payment by 10% of the cycle for the month for each meeting missed.

B. Notes of additional or uncompleted work items covered under Work Performance Specifications may be directed to the Contractor by the Contract Inspector. The Contractor is to complete these work items within 24 hours after notification by the Contract Inspector.

C. The Contractor is responsible for checking all work completed by other employees prior to contacting the Contract Inspector.

D. After the first mowing cycle for each area, the mowing Contractor will contact the Contract Inspector for inspection of the area completed.
VI. REPORT OF DAMAGE & UNUSUAL OR HAZARDOUS CONDITIONS REQUIRING MAINTENANCE

A. HAZARDOUS CONDITIONS - The contractor shall immediately contact the Contract Inspector to report any unusual and/or potentially hazardous conditions (hanging limbs, tree failures etc.) which are observed during the performance of work. These contacts shall include the specific location of the problem.

B. REQUIRED MAINTENANCE - It shall be the responsibility of the Contractor to notify the Contract Inspector of facilities that require maintenance beyond the scope of the contract, (i.e., electrical, plumbing repairs, etc.) Report shall include the specific nature and location of the problem.

C. DAMAGE TO FACILITIES - Should any damage occur to any of the facilities within a public use area, a report by telephone shall be made promptly to the Contract Inspector at 319-759-9477 or 319-463-7673.

D. VIOLATIONS - Contractor shall be required to report all violations of state and local regulations to the Contract Inspector as soon as possible. The report shall include all obtainable information, (i.e., incident, time, names, and vehicle description, license plate numbers, etc.).

VII. PAYMENT

A. Invoices are to be submitted to the LCCB Office By the 1st of Every Month. Board meetings are held the 2nd Tuesday of each month. The day before the board meeting is not always the 2nd Monday of the month. Bills should include the following: Contractor's name and address, name of each area mowed, dates serviced and a separate total for each area.

B. The services to be performed as specified above will be performed during the period of April 15 through October 15 (except as noted elsewhere), unless, due to high water or other circumstances, services cannot be performed.

C. Major storm damage, high pool levels, floods, other natural causes, and major construction activities may result in the closing of the recreation area, or parts thereof, from time to time. The Contract Inspector shall notify the Contractor of such a closing. No services will be performed, nor shall any payment be made, for periods when the areas are closed.

D. Mowing and trimming service will be halted during extended periods of dry weather when deemed necessary by the Contracting Officer or his representative. No payment will be received when these services are not performed.

E. Payment will be made at the contract unit price upon receipt of an invoice. Evidence of satisfactory service having been rendered during the month will be furnished to the Contracting Officer by the Contract Inspector.

F. If the Contractor fails to perform any of the work satisfactorily, no payment will be made for the work. The monthly payment will be reduced for damage to vegetation and failure to perform at a rate as described below:

1. MOWING - The monthly payment will be reduced by the amount of the Mowing and Trimming Cycle Bid, as shown on the Bid Sheet, for each week mowing is not satisfactorily performed.

2. TRIMMING - The monthly payment will be reduced by 50% of the amount of the Mowing and
Trimming Cycle Bid, as shown on the Bid Sheet, for each cycle that the trimming is not satisfactorily performed.

G. If the Contractor fails to perform at any time, and the work is deemed critical by the Contracting Officer or Contract Inspector, LCCB Staff may be assigned to perform this work. At the option of the Contracting Officer this work may also be performed by other contractors. If this occurs, the Contractor shall be required to reimburse the Lee County Conservation Board for the cost, above and beyond the Contractor's unit price, of the work performed including labor, materials, transportation and supervision. Continued unsatisfactory performance will result in termination of the contract. The Contractor will be terminated at the Contracting Officer's option, 14 days following written notice.

VII. ACCIDENT PREVENTION

In order to provide safety controls for the protection of life and health of employees and other persons; for prevention of damage to property, materials, supplies, and equipment; and for avoidance of work interruptions in the performance of this contract, the Contractor shall comply with all pertinent provisions contained in the attached safety plan, and will also take, or cause to be taken, such additional measures as the Contracting Officer may determine to be reasonably necessary for the purposes of this contract.

VIII. PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT, AND VEGETATION

The Contractor shall use reasonable care to avoid damaging existing buildings, equipment, and vegetation (such as trees, grass, and shrubs) on the Lee County Conservation Board public use areas. If the Contractor fails to do so and damages any such buildings, equipment, and vegetation, he shall immediately notify the Contract Inspector. The Contractor shall be liable for the cost to repair or replace damaged property thereof which may be deducted from the contract price. Failure to notify Contract Inspector of damages may result in contract termination.

IX. CONTRACTOR SAFETY PLAN:

A. MOWING -

* MOWER UPSET - Mowing will not be done on extremely steep slopes.

* INJURY FROM THROWN OBJECTS - No holiday or weekend mowing, avoid mowing near people. Check all areas for debris before mowing. All guards are to be kept on mower and proper positions to avoid throwing objects.

* FOOT INJURIES - Wear proper foot protection, always wear leather footwear.

* EYE AND EAR INJURIES - Have proper muffler system, wear eye and ear protectors.

B. GENERAL -

* REPORTING OF ACCIDENT - All accidents involving contract personnel, the public or conservation personnel will be reported to the Contract Inspector immediately.

* VIOLATIONS OF IOWA CODE OR CONSERVATION BOARD RESOLUTIONS 83-1-

* All regulations will be followed.
The Instructions to Bidders, Bid Sheets, Safety Plans and Check List are considered part of this Contract. The undersigned Contractor agrees to abide by the conditions of this Agreement and provide the above described services for the consideration specified on the bid sheet.

I will follow the above mentioned safety practices while performing my duties as an Independent Contractor for the Lee County Conservation Board.

This agreement will remain in full force and effect from the date executed to **October 30, 2020**. The contract will be reviewed each year. The Lee County Conservation Board reserves the right to renew the contract for a 2nd and 3rd contract years (2021, 2022) at the agreed upon price.

Termination of this contract by the contractor without 30 days written notice to the Lee County Conservation Board will result in forfeiture of fees required to cover replacement of the mowing contractor.

The Contractor will furnish 50% of the amount of the first mowing cycle, to be withheld from their first check, to guarantee faithful performance of the contract terms. This fee will be returned to the Contractor at the completion of the contract period if all conditions of the contract have been fulfilled.

50% of the first mowing cycle - $___________________

Lee County Conservation Board Chair DATE

Contractor DATE

Contracting Officer DATE

*** THIS PAGE TO BE SIGNED ONLY AFTER CONTRACT IS AWARDED ***
LEE COUNTY CONSERVATION BOARD CONTRACT MOWING

Bids to be submitted are for mowing and trimming of areas listed as “Primary Use Areas” and/or “Satellite Areas.” Bids should be figured on park areas currently being mowed, including all non-forested trails and removal of grass clippings from all hard surfaces (sidewalks, shelter houses, etc.). Bids need to be figured for a quality job. An on-site visit to each area being bid is required. Contact the Contract Inspector at 319-759-9477.

Bidders should note that under extremely wet or dry conditions the Contract Inspector may instruct the Contractor NOT to mow. The Contractor will not be paid for such periods for work not performed.

I, the undersigned, have thoroughly reviewed the Contract Mowing Agreement and understand all the requirements included therein. I have made an on-site inspection of the areas on which I am bidding to provide contract mowing service. I understand what is to be required of the Contractor servicing the described areas.

Two (2) separate bids will be awarded to the most responsible contractor bid. One (1) bid will be awarded for the areas listed as “Primary Use Areas” and one (1) bid will be awarded for the areas listed as “Satellite Areas.”

All areas listed on each specific route must be bid to be considered.

BIDDER ___________________________________________ DATE ____________________

ADDRESS

PHONE

INSTRUCTIONS TO BIDDERS:

To Submit a Complete Bid - Please include the following information along with your bid:

1. List and photo of all equipment to be used at the work site.

2. List of all employees who will be working. No work may be subcontracted without prior approval of the Contracting Officer.

3. Responsible Safety Plan

4. Copy of insurance noting $1,000,000 liability coverage.

5. Provide checklist

The Lee County Conservation Board reserves the right to reject any and all bids if, in its best judgment, the bid or bids received are not acceptable with or without cause. The Board also reserves the right to waive irregularities and to accept such bids which the Lee County Conservation Board deems to be in the best interest of the Board.
LEE COUNTY CONSERVATION BOARD CONTRACT MOWING BID FORM

All areas will be mowed and trimmed once every 10-14 days from APRIL 15 THROUGH OCTOBER 15.

Mowing activities will be scheduled at hours to create limited conflict with shelter users and campers. A schedule of shelter reservations and other park events will be provided to the contractor.

**PRIMARY USE AREAS**

CHATFIELD PARK $____________________ / cycle

HERON BEND OFFICE & WILDLIFE AREA & TRUMPETER MARSH $____________________ / cycle

POLLMILLER PARK $____________________ / cycle

WILSON LAKE PARK $____________________ / cycle (Entire Park, Including Former Dog Training Area)

TOTAL : $_____________________ / cycle

**SATELLITE AREAS**

AMBORN PAGIN WILDLIFE AREA $____________________ / cycle

CHARLESTON ROADSIDE PARK $____________________ / cycle

CROTON CIVIL WAR PARK $____________________ / cycle

DENNING CONSERVATION AREA $____________________ / cycle

DEVIL’S CREEK PARK $____________________ / cycle

GALLAND SCHOOL HISTORIC SITE $____________________ / cycle

HERON BEND FISHING AREA $____________________ / cycle

INDIAN PATH PARK $____________________ / cycle

LaCREW ROADSIDE PARK $____________________ / cycle

LINGER LONGER PARK $____________________ / cycle

TOTAL : $_____________________ / cycle
Checklist of Required Information for Mowing Bidders

____  Detailed list and photographs of equipment to be used

____  List of all employees

____  Detailed safety plan

____  Proof of insurance coverage; minimum $1,000,000 liability

____  Visit to all areas to be bid

No bid will be considered if the items on this list are not provided.

Questions may be directed to:

Clint Oldfield 319-759-9477