

## REQUEST FOR PROPOSALS/QUALIFICATIONS

### Introduction:

The City of Britt, Iowa is soliciting proposals from qualified individuals or concerns to provide certain Code Compliance Abatement Lawn Mowing/Yard Services on a contract basis. The City reserves the right to engage one or more contractors to undertake certain lawn mowing and/or other miscellaneous yard services on a project-by-project basis.

The abatement includes the mowing of grass/weeds greater than seven inches (7") in height. Abatement requests will be made on a per-site authorization basis from the City's Police Department.

The successful submission or submissions to provide such services on a contract basis to the City of Britt, will be approved by the Britt City Council, and will be memorialized with a written Agreement, detailing the complete terms and conditions of the undertaking.

The City of Britt reserves the right to accept the proposal(s) deemed most favorable to it and/or to reject any and all proposals with no notification to those submitting proposals/qualifications. The proposal, if accepted, shall be required to provide insurance of the type and amounts as approved by the City of Britt and shall be required to execute a written Agreement, all subject to the approval and direction of the Britt City Council.

The general scope of duties and responsibilities of the required assistance and services includes, but is not necessarily limited to, providing:

- Mowing all established grasses and vegetation (excluding shrubs, trees, heavily wooded area, and reasonably-maintained garden areas);
- Services capable of completing several jobs in a timely manner on a per-call basis;
- Services capable to handle several jobs consisting of extremely tall grass/weeds;
- Availability of equipment, personnel and skill requisite to provide the services in a good, workmanlike and timely manner, including the ability to service requests
  - For work on ungraded lots, steep slopes and/or fields;
  - For work on lots with grass/weeds in excess of seven inches (7") in height;
  - For work on lots with hedges in excess of four feet (4') in height, with trimming removal;
- Mowing of vegetation in/around structures to a neat appearance with grass height of three inches (3") or less;
- Removal and proper disposal of all trash and debris in subject lots
- Clearing of sidewalks, alleys or adjacent public right-of-way of trimmings and clippings; and,
- Such other and further information technology duties as agreed upon.

The successful applicant(s) will be required to undertake the duties and responsibilities in a professional and good-and-workman-like manner, with general direction by the City.

**Proposal Requirements:**

Proposals shall address each of the items identified below, including but not necessarily limited to:

- Qualifications
- Relevant Experience
- Accomplishments in the field
- Education, training, certifications
- Insurance (including disability and workman’s compensation)
- Details of proposed fee requirements and structure
- Brief statement as to the reasons why the vendor is best qualified to be awarded the proposed contract.

**Proposal Submission:**

One (1) original of the proposal shall be received by the City of Britt no later than Tuesday, April 4, 2017 at 6:00PM. All proposals must be received by mail or hand delivered in a closed envelope. Any proposals received by e-mail or fax will be rejected. All proposals shall be submitted to:

By Mail:

City of Britt  
Attn: City Clerk  
PO Box 303  
Britt, IA 50423

Delivered:

City Hall  
170 Main Ave S  
Britt, IA 50423

**Selection Process:**

Proposals meeting the requirements outlined in this RFP shall be given due consideration and shall be reviewed by City Council on Tuesday, April 4, 2017 during regular session in Council Chambers of City Hall at 7:00PM. The selection of a vendor shall be based on the Britt City Council’s evaluation of the entire proposal submitted.

All information requested in the Proposal Form must be completed in order for the proposal to be given consideration for award. Prospective vendors must complete all information. Attach additional sheets as necessary. The City of Britt reserves the right to reject any or all proposals.

The City of Britt, at its sole discretion, may request: additional information on any or all proposals, oral presentations by one or all vendors, or may elect to disqualify all proposals and reissue the RFP.

To facilitate the Agreement, please supply full information concerning legal status:

Firm/Individual Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

CHECK ONE: Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Individual \_\_\_\_\_ Other \_\_\_\_\_

(Incorporated under the Laws of the State of \_\_\_\_\_ )

NAME, TITLE AND ADDRESS OF PERSON AUTHORIZED TO SIGN CONTRACT:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Federal I.D. Number: \_\_\_\_\_