

March 1, 2023

**ACCEPTING SEALED BIDS**  
**(BID #: MW 023-024)**

The Town of Kingston Springs, Tennessee is now accepting SEALED BIDS for a one-year contract for: **GRASS MOWING SERVICES**

**Contract Term:** April 1, 2023 to March 31, 2024

**Bid Package:** A specifications package can be obtained at no cost at City Hall (396 Spring St.) or upon request to [citymanager@kingstonsprings-tn.gov](mailto:citymanager@kingstonsprings-tn.gov).

**Sealed Bid Delivery Options:**

*Mail:* Town of Kingston Springs  
Attention: Grass Mowing Service Bid  
P.O. Box 256  
Kingston Springs, TN 37082

*Hand Deliver:* Kingston Springs City Hall  
Attention: Grass Mowing Service Bid  
396 Spring Street  
Kingston Springs, TN. 37082

*Electronic Submission:* Email bid package and all associated documents to [citymanager@kingstonsprings-tn.gov](mailto:citymanager@kingstonsprings-tn.gov). Subject Line: Grass Mowing Service Bid

**Sealed Bids Due:** 12:00 p.m. on Tuesday, March 14, 2023.

**Bid Opening:** 1:00 p.m. on Tuesday, March 14, 2023,  
In the Beck Meeting Hall (420 N. Main St.)

**Bid Award:** Thursday, March 16, 2023; 7:00 p.m.  
Beck Meeting Hall (420 N. Main St.)  
Regular business meeting of the Town of Kingston Springs City  
Commission

**Disclaimer:** All bid specifications must be met. Proof of insurance and workman's compensation (if applicable) will be required by contract. Any appropriate licensing and references required. Contractor must provide all equipment.

**Title VI Policy:** It is the policy of the Town of Kingston Springs, Tennessee to provide equal employment opportunities and to provide its programs, activities and services to all individuals regardless of race, color, religion, sex, national origin, age disability or status in any other group protected by law. The Town reserves the right to refuse any or all bids.

## SCOPE OF SERVICES

The Town of Kingston Springs is seeking a vendor to perform mowing and weed-eating services in several town-owned facilities. Mowing season is approximately April through October. These include:

- City Park – 601 Park Street (Attached Map 1). “Per mowing” price should include all areas of the park including the Dog Park and ballfield outfield. Approximate mowing areas are shown in yellow on map provided. Include weed remediation to all fenced areas in the park. If herbicide is used contractor must show proof of any appropriate certifications needed for use.
- LL Burns Park – 501 Park Street (Attached Map 2). “Per mowing” price should include the approximate mowing areas listed in yellow on the accompanying map to include all areas of the park with the exception of the soccer fields and upper meadow (trail around upper meadow is included). Include weed remediation to all necessary areas in the park (around bollards, buildings, pavilions, etc.). If herbicide is used contractor must show proof of any appropriate certifications needed for use.
- LL Burns Park Disc Golf Course – 501 Park Street (Attached Map 3). “Per mowing” prices should include the fairways (two approaches per hole) of the town’s 9-hole disc golf course as well as pond area and rear area of Activity Center (see map for clarification).
- Sewer Plant – Valley Drive (Attached Map 4). “Per mowing” price should include the approximate grass areas shown in yellow on the attached map. Include weed remediation to all necessary areas at the sewer plant (fences, buildings, etc.). If herbicide is used contractor must show proof of any appropriate certifications needed for use.
- Fire Station 2 and 3 (Attached Map 5) – “Per mowing” price should include approximate grass areas shown on accompanying map and includes Fire station #2 at East Kingston Springs Road and Fire Station #3 at 1001 Mt. Pleasant Road.
- Other Park Property – 147 and 155 Harpeth View Trail (Attached Map 6). “Per mowing” price should include the approximate grass areas of vacant Town owned property shown in yellow on the attached map. Include weed remediation to all necessary areas in the park (around bollards, etc.). If herbicide is used contractor must show proof of any appropriate certifications needed for use
- Additional mowing projects may be requested by the Town as needed with costs and schedule mutually agreed upon by the Contractor and Town.

The incumbent company or individual representative should be able to demonstrate the following:

- Appropriate, safe equipment and respectful employees for working near the public and within town-owned properties. Mowing should not occur during rain events, or when rutting could occur. No mower should be near the splash ground deck.
- Frequent and constant communication with town staff regarding mowing in parks and areas should be cut with a preference towards times of low usage.
- Mowing routes and routine will be approved by town staff prior to mowing season to assure mowing during scheduled events is avoided.
- Mowers are to remain at a safe distance from all park patrons.
- Positive references from the area or similarly configured municipalities.

#### **ADDITIONAL INFORMATION**

- Town retains the option of extending the contract for one year from contract end date if mutually agreed upon by the Contractor and Town.
- Services associated with contract can be terminated upon written notice from the Town to the Contractor for failure to perform timely or perform work that is not in a good workmanlike manner generally recognized in the industry and community.

## SCHEDULE OF FEES FOR SERVICE

City Park charge per mowing (Map 1)	\$ _____
L.L. Burns Park charge per mowing (Map 2)	\$ _____
Disc Golf charge per mowing (Map 3)	\$ _____
Sewer Plant charge per mowing (Map 4)	\$ _____
Fire Stations 2&3 charge per mowing (Map 5)	\$ _____
Other Property charge per mowing (Map 6)	\$ _____
TOTAL PER MOWING CHARGE	\$ _____

## PROPOSAL EVALUATION

Proposals will be evaluated based on previous experience with the town, history with similar projects, and price. Bids must be approved by the Board of Commissioners of the Town of Kingston Springs. The town has the right to refuse any and all bids.

Proposals must include completed:

- \_\_\_\_\_ (1) Schedule of fees for service
- \_\_\_\_\_ (2) Copy of current business license
- \_\_\_\_\_ (3) Proof of general liability insurance
- \_\_\_\_\_ (4) Drug free workplace affidavit (only if 5+ employees)
- \_\_\_\_\_ (5) Proof of workman's comp insurance (only if 5+ employees) or waiver
- \_\_\_\_\_ (6) Completed reference list (on bid sheet or separate attachment)

**Please note**, if contract is awarded it is the (mandatory) responsibility of the Vendor to provide the Town with a copy of their most current Certificate of Liability Insurance. It will also be the Vendor's (mandatory) responsibility to assure the Town has an updated copy of this certificate when the current copy on file expires.

**BID SHEET – MOWING - BID #: MW 023-024**

**BIDDER INFORMATION**

Name of Company: \_\_\_\_\_  
Street Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
Business Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Email Address \_\_\_\_\_

**BUSINESS REFERENCES**

\_\_\_\_\_  
Contact Person/Business Name (Current Client) Phone \_\_\_\_\_  
\_\_\_\_\_  
Contact Person/Business Name Phone \_\_\_\_\_  
\_\_\_\_\_  
Contact Person/Business Name Phone \_\_\_\_\_

**FEE SCHEDULE**

City Park charge per mowing (Map 1) \$ \_\_\_\_\_  
L.L. Burns Park charge per mowing (Map 2) \$ \_\_\_\_\_  
Disc Golf charge per mowing (Map 3) \$ \_\_\_\_\_  
Sewer Plant charge per mowing (Map 4) \$ \_\_\_\_\_  
Fire Stations 2&3 charge per mowing (Map 5) \$ \_\_\_\_\_  
Other Property charge per mowing (Map 6) \$ \_\_\_\_\_  
TOTAL PER MOWING CHARGE \$ \_\_\_\_\_

**BID SUBMITTAL**

This bid sheet must be accompanied by the following documentation. Failure to attach this information with this bid sheet may disqualify the contractor from consideration for award of the contract:

- \_\_\_\_\_ (1) Schedule of fees for service
- \_\_\_\_\_ (2) Copy of current business license
- \_\_\_\_\_ (3) Proof of general liability insurance
- \_\_\_\_\_ (4) Drug free workplace affidavit (**only if 5+ employees**)
- \_\_\_\_\_ (5) Proof of workman’s comp insurance (**only if 5+ employees**) or waiver
- \_\_\_\_\_ (6) Completed reference list (from above or separate attachment)

**Please note**, if contract is awarded it is the responsibility of the Vendor to provide the Town with a copy of their most current Certificate of Liability Insurance. It will also be the Vendor’s (mandatory) responsibility to assure the Town has an updated copy of this certificate when the current copy on file expires.

\_\_\_\_\_  
Signature of Bidder Date \_\_\_\_\_

**WORKMAN’S COMPENSATION**

Due to changes in the Workman’s Compensation Insurance requirements by the State of Tennessee, proof of Workman’s Compensation Insurance is required from all bidders unless you can answer ALL of the following questions with the answer “yes”:

_____	1. I have no employees
_____	2. I am a sole proprietor, Partnership or Limited Liability Company (LLC)
_____	3. I contract directly with the owner, acting only as a prime (general) contractor and never act as a subcontractor.
_____	
Signature of Bidder	

Please answer the questions in the above box, sign it and submit this page with your bid, *attached* to your bid sheet.

**Disregard the following paragraph if it is in your bid package:**

\_\_\_\_\_ Workman’s Compensation Insurance (Include proof or initial below) *Note: This is required if your company has 5 or more employees.*)

- If awarded the contract, I understand that I must provide proof of Workman’s Compensation insurance within 10 days of award and that no work may proceed until this is provided to the Town.  
Please initial: \_\_\_\_\_

**TOWN OF KINGSTON SPRINGS  
NON-DISCRIMINATION POLICY**

It is the policy of the Town of Kingston Springs not to discriminate on the basis of race, color, national origin, age, sex, or disability in its hiring and employment practices, or in admission to, access to, or operation of its programs, services, and activities. In addition, the Town of Kingston Springs does not discriminate based on race, color, or national origin in federal or state sponsored programs, pursuant to Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d). With regard to all aspects of this contract, the contractor certifies and warrants it will comply with this policy.

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
REPRESENTATIVE

\_\_\_\_\_  
TITLE

**DRUG-FREE WORKPLACE AFFIDAVIT OF PRIME BIDDER**

NOW COMES AFFIANT, who being duly sworn, deposes and says:

1. He/She is the principal officer for;

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

2. That the proposing entity has submitted a bid to the Town of Kingston Springs for;

\_\_\_\_\_  
Project

3. That the proposing entity employs no less than five (5) employees;

4. That Affiant certifies that the bidding entity has in effect, at the time of submission of its bid to perform the construction referred to above, a drug-free workplace program that complies with 50-9-113, Tennessee Code Annotated.

5. That this affidavit is made on personal knowledge.

Further Affiant saith not.

\_\_\_\_\_  
Affiant

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

**DRUG AND ALCOHOL TESTING PROGRAM**

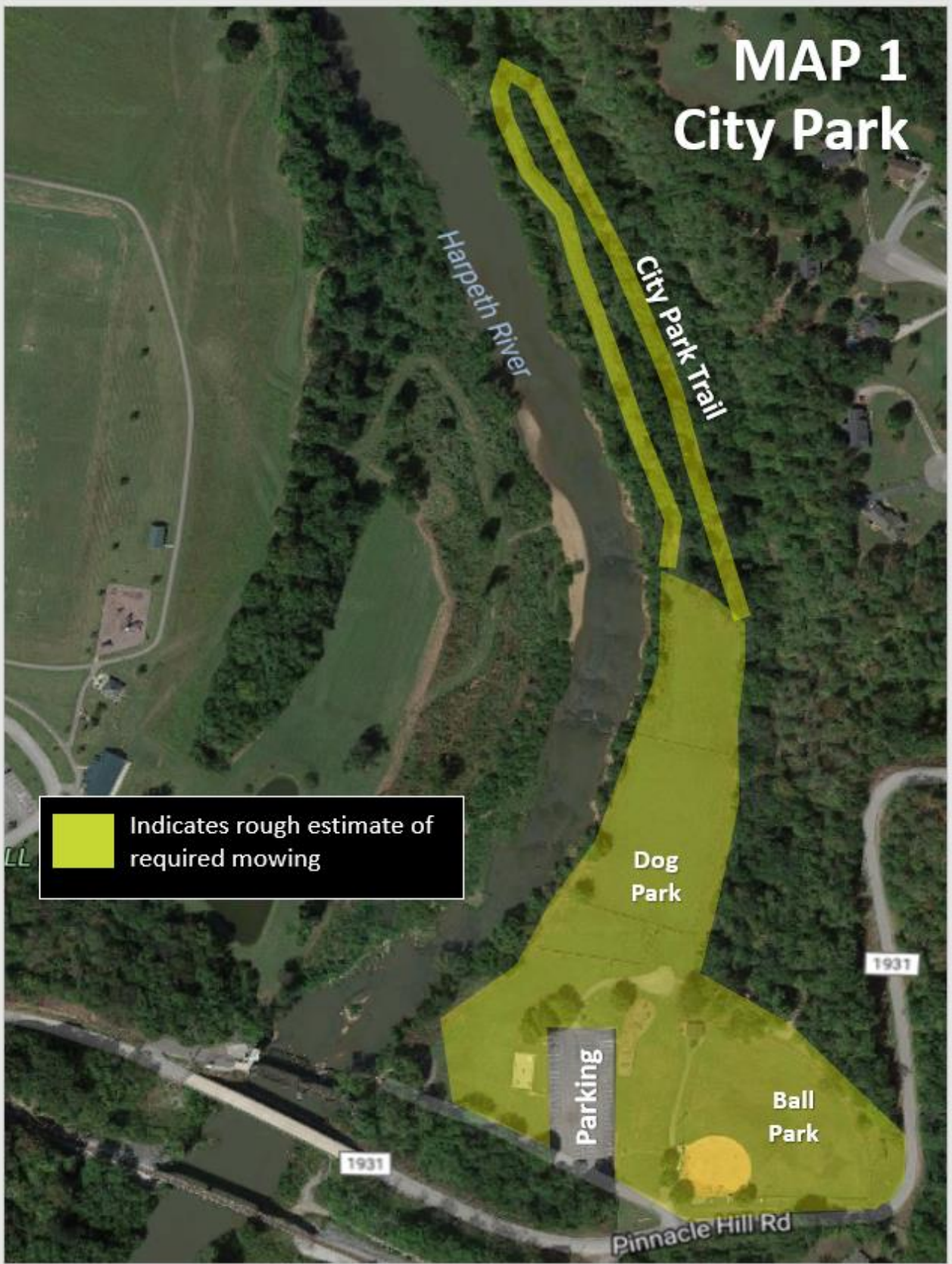
Proposers must have a testing program for employees in place that is at least as stringent as the drug and alcohol-testing program of the Town of Kingston Springs, which is available upon request. Proposers must provide a copy of their drug and alcohol-testing program at the time the bid is made.

## **REFERENCE MAPS**

- Map 1 - City Park
- Map 2 - L.L. Burns Park
- Map 3 - Disc Golf
- Map 4 - Sewer Plant
- Map 5 - Fire Stations 1&2
- Map 6 - Other Property



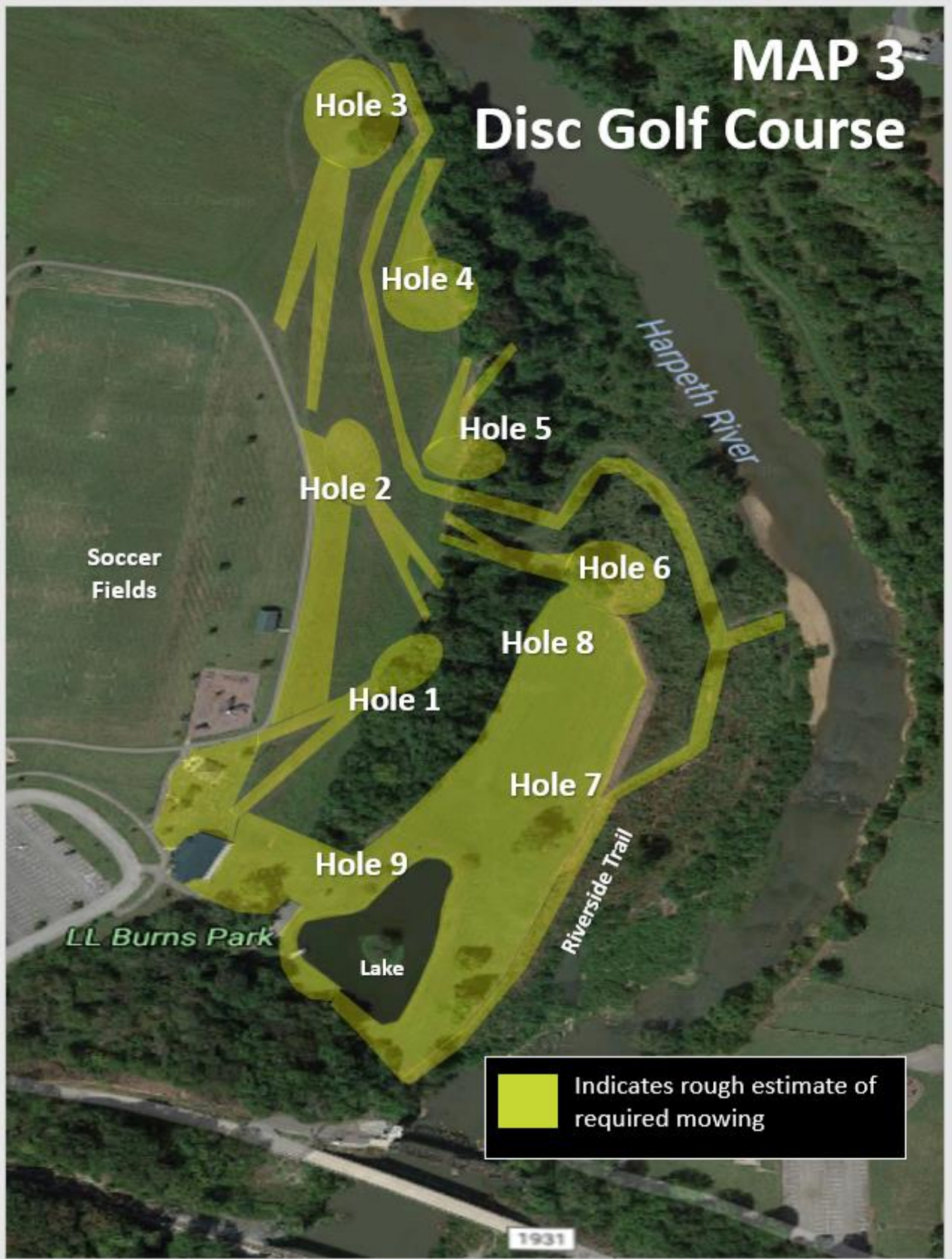
# MAP 1 City Park



# MAP 2 LL Burns Park



# MAP 3 Disc Golf Course




# MAP 4 Sewer Plant

Lagoon

Lagoon

Lagoon

 Indicates rough estimate of required mowing



# MAP 6 Other Property

