



City of Ontario

444 SW 4th St.
Ontario, OR 97914

Bid Number: 07-2020-01

Invitation for Proposals Bid for Airport Mowing and Maintenance

BID INFORMATION

Proposal Title:..... Bid for Airport Mowing and Weed Control
Soliciting Department: Airport
Proposal Number: 07-2020-01
Proposal Issue Date: July 31, 2020
Proposal Due Date:..... August 17, 2020
Proposal Due Date Time: 3:00 pm
Proposal Opening Location: City Council Chamber
Proposals to be delivered to: Daniel Beaubien
444 SW 4th Street
Ontario, OR 97914

PURPOSE

The purpose of this Invitation for Bid is to retain an entity to support the Ontario Municipal Airport Manager in maintenance duties needed at the airport. Duties include mowing, weed abatement, noxious weed spraying, and general cleanup activities.

BACKGROUND

The City is seeking lawn maintenance services to allow the Airport Manager more time to attend to administrative duties and ensure the Airport’s appearance and functionality are maintained. There are small areas that are maintained as lawn areas and the greater majority of the property is controlled for weeds.

PROPOSAL SPECIFICATIONS

Definitions and Abbreviations:

- Property – Defined as tax lot number 18S47E0704100, known by name as Ontario Municipal Airport.
- City – The City of Ontario, which includes each department of the City (e.g. the Ontario Municipal Airport).
- Contractor – The selected bidder will be referred to as the Contractor.

Issuing Office: Ontario Municipal Airport

Daniel Beaubien
581 SW 33rd Street
Ontario, OR 97914
541-212-1676

Proposal Scope:

Location: The City is requesting bids for lawn maintenance services and weed control to maintain the Ontario Municipal Airport.

Work to be Done: The City is looking for mowing, weed abatement, noxious weed spraying, and general cleanup of clippings. The work will be done under the direction of the Airport Manager. The Airport Manager will provide training to the Contractor regarding procedures for working around aircraft at the Airport. The Airport Manager will provide flags and lights for areas of the air where they are required.

Service Level Expectation: The expectation for green and growing grass areas, labeled as Area A in the attached map, is to keep the lawn between two to four inches. For other areas, labeled as Area B, without green and growing grass, the standard is to keep weeds, grass, or other naturally growing plants from growing over five inches.

The awarded bidder will do the work of keeping the lawns in Attachment A mowed and dressed neatly. The selected bidder shall provide their own equipment. If desired, the bidder will have the use of a 10-foot flail mower. Condition of the mower attachment is not warranted by the City. The Contractor will pay for all fuel for all equipment.

The Contractor shall be responsible for their own equipment while on Airport property. The City will not be responsible for vandalism, theft, or other adverse natural conditions. Pre-emergent treatment can be part of the treatment for areas labelled B in the attachment for weeds and can be included in the cost proposal. The Contractor will be responsible for holding the appropriate licenses for chemical application.

The physical location of the airport is 581 SW 33rd Street, Ontario, OR 97914.

Start Date: It is anticipated that the contract begins September 1, 2020. Operations can begin after award of contract by the Ontario City Council and execution of the contract. A lump sum bid for work for the remainder of this year's growing season, through October 1, is requested and a bid for the beginning of next year's season approximately April 1, 2021. The growing season defined for the bid is within two weeks of October 1, 2020 and April 1, 2021 as determined by the weather. The bid should cover costs that could go beyond two weeks of the October 1 and April 1 growing season.

Length of Contract: The contract will expire on June 30, 2021 and be re-evaluated based on available funding. The contract can be extended for two years with an adjustment for July and August at the same rate.

Equipment: The Contractor must provide all necessary equipment for maintaining the lawns.

The Contractor is expected to collect and dispose of trash generated by the work, including branches, vines, or other growth and to pick up litter and debris from the grounds. Grass clippings can be mulched in place and do not have to be bagged.

The Contractor is responsible for repair from damage caused by the Contractor to the irrigation system.

Authority: This contract is solicited under the authority of the City of Ontario.

Ownership and Availability of Data: The proposals will be public documents.

Applicable Law: The solicitation and any resulting contract shall be governed in all aspects by the laws of the State of Oregon. All entities, both public and private, shall comply with applicable Federal, State, and local laws and regulations.

Ethics in Contracting: By submitting their proposals, proprietors certify that their proposals are made without collusion or fraud and they have not offered or received any kickbacks or enticements from any other offer, supplier, manufacturer, or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, or services.

Insurance: Contractors working for the City of Ontario shall maintain insurance coverage as stated in policy #5100. The following are the minimum acceptable limits of liability:

- A. \$1,000,000.00 per occurrence of bodily injury and/or property damage.
- B. \$1,000,000.00 per offense of personal and advertising injury.
- C. \$1,000,000.00 Annual Aggregate for products/completed operations.
- D. \$2,000,000.00 General Aggregate
- C. \$50,000.00 Fire Damage Liability

Ownership of Proposal Documents: All proposals and other materials submitted will become the property of the City of Ontario. Failure to complete the Design Build Proposals as outlined above may preclude consideration of the bid/proposal.

Indemnity: The Proposer will indemnify, hold harmless and exempt the City, its officers, agents, servants, and employees from and against any and all suits, actions, legal proceedings, claims demands, damages, cost, expenses, and attorney fees incident to any work done in the

performance of the contract. The Proposer will not be liable for any claims, demands, damages, cost, expenses, or attorney fees arising out of an act or omission on the part of the City, its officers, agents, servants, and employees.

Reserved Rights: The City of Ontario reserves the right to reject any and all proposals for any reason(s).

Termination of Agreement:

Cancellation of the contract by the City may be for:

- a. Default by the Contractor
- b. Lack of financing

Default is defined as the failure of the Contractor to fulfill the obligations of their quotation or contract. In the case of default by the Contractor, the City may cancel the contract immediately and procure the articles or services from another source and hold the Contractor responsible for any excess costs occasioned thereby. In the event that the City no longer needs the service or commodity specified in the contract due to relocation of offices, or lack of funding, the City may cancel the contract by giving a 30-day notice of cancellation without penalty or fine.

The City may terminate this agreement if any condition of the contract is not met. The City shall offer the proprietor a reasonable amount of time, 30 days, to come into compliance with the conditions of the contract. If the conditions are not corrected, the City will give 30-days' notice for the proprietor to vacate. The proprietor may terminate this agreement upon written 60-days' notice.

Payment: Payments for services shall be paid by the City within 30 days of billing.

PROPOSAL INSTRUCTIONS

All proposals must be sealed and addressed to the Ontario Airport Manager. Proposals must include an original and three (3) copies and be received by the proposal date and time to be considered. Proposals must address the following information.

Letter of Interest: A brief letter stating your interest in participating in the project.

Description of Business: Tell the City about your business and experience in facility maintenance.

Experience: Describe your level of experience working in facility maintenance.

Bid: Please outline your cost for performing these services.

Implementation Schedule: Please describe your schedule for using the property and the important timelines you need to make this lease work.

Period of Contract: What is your desired term of service? Multiple options may be listed. The City will consider and negotiate various options for the period of the contract.

EVALUATION OF PROPOSALS

The proposals will be evaluated by Ontario staff based upon the proposal instructions.

- Proprietor's Business
- Proposed Use
- Proposed Area of Use
- Experience
- Project Cost and Pro Forma
- Implementation Schedule
- Contract Period

Alternatives may be presented to the Ontario City Council, at the discretion of the City Manager, prior to a recommendation being made by City staff. The proprietor may be asked to meet with City staff to discuss the proposal and negotiate the terms of the contract. A contract will be reviewed by the City of Ontario Council.

Acknowledgement

Agreement: I, _____, representing _____ certify that I offer to furnish materials or services in strict accordance with the requirements of this bid including terms and conditions listed in the bid specifications. I certify that the prices quoted are correct and he/she agrees that this proposal is valid for a period of 30 days from due date noted above.

Authorized Signature (In Ink) _____ Title _____

Date Signed _____

PROPOSAL FORM – Airport Land Maintenance Proposal

Company Name: _____

Company Address: _____

City: _____ State: ____ Zip Code _____

Company Contact Name: _____

Phone Number: _____ Fax: _____

Email: _____

<input type="checkbox"/> Yes <input type="checkbox"/> No	Acknowledgement Form signed	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Proposal Form complete	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Proposal attached. including all sections under Proposal Instructions complete	
	Cost	Expected frequency per year.
Remaining 2020 Through September 1, 2020 and up to two weeks beyond	\$	
2021 growing season – Beginning up to two weeks before April 1 and through June 30, 2020.	\$	
Hourly rate for out-of-scope maintenance	\$	

Signature of Authorized Representative
Date
