



CITY OF SPARTA
6 Liberty Square
P.O. Box 30
Sparta, Tennessee 38583
931.836.3248
931.836.3941 fax
www.spartatn.com

CITY OF SPARTA REQUEST FOR BIDS Lawn Care Services

Tuesday, March 7th, 2023 at 2:00 pm

The City of Sparta Tennessee will receive sealed bids for **Lawn Care Services** until 2:00 p.m. on Tuesday, March 7th, 2023. At that time the bids will be publicly opened and read aloud.

Purchase orders will be issued only after approved by the Sparta Board of Mayor and Aldermen.

The City of Sparta reserves the right to reject any or all bids, to waive any irregularities in a bid. The City of Sparta reserves the right to accept any part, or all of a bid, or to accept that bid, (or bids) which in the judgment of the Board of Mayor and Alderman of the City of Sparta is in the best interest of the City. The purchaser also reserves the right to require a bidder to submit evidence of qualifications as may be deemed necessary by the City Administrator.

The City of Sparta may make awards to more than one bidder. Prices shall be provided per property in order to allow service to be made from more than one vendor if deemed in the best interest of the City.

For further information regarding submission of a bid and to obtain bid packages, contact the City Administrator at Sparta City Hall, 6 Liberty Square, PO Box 30, Sparta, Tennessee 38583, telephone (931) 836-3248.

The City of Sparta does not discriminate based on race, color or national origin pursuant to Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d).



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INSTRUCTIONS TO BIDDERS

Bids are to be addressed to the City Administrator and delivered to the Sparta City Hall, 6 Liberty Square, PO Box 30, Sparta, Tennessee 38583.

Bids must be enclosed in a sealed envelope and must be marked “**Bid for Lawn Care Services**” on the front of the envelope.

All bids must be signed.

Use the Bid Form list on page 4 to provide pricing for individual items. Please complete all blanks in bid form and submit bid as instructed above.

Bidders should provide bids on individual properties as well as a whole.

Partial bids will **NOT** disqualify a bid proposal from being considered.

Please state time when current bid price will expire as bid may be used for more than one project.

SCOPE OF WORK

Group 1. City Baseball Fields (3) areas surrounding Fields

Group 2. YMCA grounds;

1. All grass areas are to be cut with a mower, do not use a weed wacker to cut large grass areas.
2. All weeds must be cut along the building, fence lines, and sidewalk area in front of the building.
3. All of the areas must be cut once a week and/or as needed.

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4. The vendor must notify YMCA Director (Kyle Goff) on Monday informing him what day during the week they will be cutting all the grounds.
5. The vendor must complete a worksheet for each property that has been cut with the date, time, the facility cut, and a description on what services were provided (ie. cut, trim, spray etc.)
6. The worksheet and invoice must be turned in to at the end of every week. This can be done in person to Dillard Quick at 545 E Bockman Way or via email to d.quick@spartatn.gov
7. The vendor is responsible for all tools and equipment needed to perform the job including, but not limited to mowers, weed wackers, brush cutters, brush hogs, riding mowers, etc.
8. If you don't have the proper equipment or back-up equipment to cut all of these locations on a weekly basis do not bid on this group.
9. The vendor and their employees are responsible for following all applicable OSHA safety rules and regulations while on City property.
10. The vendor is responsible for wearing the proper personal protective equipment while working on any City property.
11. Must provide proof of Commercial General Liability insurance.

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Date Current Bid Price will expire _____

Bid Price for Mowing 3 City Baseball Fields _____

Bid Price for YMCA _____

Total Bid _____

Company Name _____

Address _____

Signed _____ Phone _____ Fax _____

Iran Divestment Act Tenn. Code Ann. 12-12-106

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to 12-12-106.

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For Title VI and IX compliance, it is requested that the following information be voluntarily disclosed and returned with your bid:

GENDER _____ Male _____ Female

RACE _____ Caucasian _____ African American

_____ Other (Please Specify)