

COUNTY OF COLE - MISSOURI



REQUEST FOR BID

2025-24: LAWN MOWING & SNOW REMOVAL SERVICES

SUBMISSIONS SHALL BE ACCEPTED UNTIL

FRIDAY, AUGUST 1st at 9:00 a.m. Central

AND RECEIVED AT:

**COLE COUNTY COMMISSION
311 EAST HIGH STREET, ROOM 200
JEFFERSON CITY, MO 65101**

Company Name

Direct Contact Name (Typed/Printed)

Mailing Address

Title

City/State/Zip

Email

Office Telephone Number

Direct Line or Extension

I hereby certify that I am submitting the following information on behalf of the above-listed company and understand that by virtue of executing and returning with this response this REQUIRED RESPONSE FORM, I further certify full, complete and unconditional acceptance of the terms and conditions of this solicitation and all attachments and the contents of any Addendum released hereto. (Submission must be signed by an officer or employee having authority to legally bind the respondent.)

Authorized Signature

Authorized Name (Typed/Printed)

Title

Date

REQUEST FOR BID

Sealed offers will be accepted by the Cole County Commission for consideration in provision of the following:

2025-24 LAWN MOWING & SNOW REMOVAL SERVICES

Submissions will be received at the office of the Cole County Commission, 311 East High Street, Room 200, Jefferson City, MO 65101 until 9:00 a.m. on Friday, August 1, at which time they will be publicly opened and taken under advisement. Bidders should be aware that submissions are public record under state law. Specifications are available at www.colecounty.org or by contacting Jessica Bryant at jbryant@colecounty.org or (573) 634-9168.

NEWS TRIBUNE: June 29, July 6, 13

Legal Notices
Cole County Commission
311 East High Street
Jefferson City MO 65101

COLE COUNTY COMMISSION

COMMISSION
(573) 634-9110

PURCHASING
1736 SOUTHRIDGE DRIVE
JEFFERSON CITY, MISSOURI 65109

PURCHASING
(573) 634-9168

REQUEST FOR BID

1.0 OVERVIEW

- 1.1 **NOTIFICATION.** The purpose of these specifications is to provide detailed information to potential respondents for lawn mowing and snow removal services for up to eight (8) different locations throughout Cole County. Respondents shall carefully check all requirements, terms and conditions of this document prior to submitting a response. Offers will be accepted from experienced, qualified companies which specialize in commercial lawn care.
- 1.2 **QUESTIONS, REQUESTS FOR CLARIFICATION OR INTERPRETATION.** Respondents are advised that all questions concerning the meaning or intent of these specifications must be submitted **IN WRITING** and received at least five (5) business days prior to the date scheduled for bid opening. All inquiries shall be directed to the Purchasing Agent:

Jessica Bryant
jbryant@colecounty.org

Contact with any other County employee regarding this solicitation is expressly prohibited without prior written consent. Respondents directly contacting other County employees risk elimination from further consideration.

- 1.3 **ISSUANCE OF ADDENDA.** Every attempt shall be made to ensure that all written questions receive an adequate and prompt response. However, in order to maintain a fair and equitable bid process, all respondents will be advised of any questions submitted, the County's response, and any other pertinent information related to this solicitation via the issuance of addenda, which will be posted at www.colecountypurchasing.org. You may register to receive automatic notification by selecting any open bid and entering a valid email address where indicated at the bottom of the page. All issued addenda are incorporated by reference as if fully set out herein. Respondents are cautioned that the only official position of Cole County is that which is issued by Cole County in these specifications or by addendum/amendment thereto. No other means of communication, whether written or oral, shall be construed as a formal or official response or statement.

An addendum may contain information that could affect bid responses. It shall be the responsibility of the respondent to verify whether or not any addenda have been issued prior to submitting a bid response to Cole County. The County assumes no liability if a contractor fails to incorporate addenda into their bid. Failure to have requested an addendum covering any questions affecting the interpretation of these specifications shall not relieve the awarded party from delivering the completed project, product and/or service in accordance with the intent of these specifications.

- 1.4 **RESPONSE PREPARATION.**

- Responses must be submitted in a **sealed envelope or box identified by bid number, bid title, and bid opening date/time**. Only sealed submissions will be considered, all bids otherwise submitted (including faxed and emailed submissions) will be rejected as irregular;

- Responses shall be complete and signed by an official authorized to obligate the agency or company submitting the response;
- Submissions shall include **one (1) complete original, two (2) exact duplicates.**

It is the responsibility of each respondent to deliver its submission to the office of the Cole County Commission, 311 East High Street, Room 200, Jefferson City, Missouri on or before the date and exact time indicated for public bid opening. Responses will be time and date stamped; those received late will be determined non-responsive and returned unopened to the sender **without exception.**

- 1.5 **BID OPENING.** Submissions will be publicly opened in the Cole County Commission Chambers on Friday, August 1st at 9:00 a.m. Central. Respondents and the public are invited but not required to attend the formal bid opening. All documents will be made available for public inspection, but no decision relating to the award of the contract or agreement will be made at the bid opening.

2.0 TERMS AND CONDITIONS

- 2.1 **INCURRING COSTS.** Cole County shall not pay for any information requested herein nor be obligated or liable for any cost incurred by any respondent in submitting a response.
- 2.2 **RESERVATIONS.** The right is hereby reserved to reject any or all submissions for any reason, in part or in whole, received in response to this solicitation; to waive or not waive informalities or irregularities in any response or the bidding procedures; to request supplementary information from respondents as determined necessary to effectively evaluate responses; to cancel this solicitation, advertise for new and/or purchase off of cooperative purchasing contract(s); and to accept, request clarification or further negotiate the cost, terms, conditions and/or methodology of any response if, in Cole County's sole judgment, the best interests of Cole County will be so served.
- 2.3 **WITHDRAWAL.** Receipt of written notice or an in-person request from a properly identified individual prior to the official date and time set for bid opening must occur in order to modify or withdraw a submission which has been delivered to the office of the Cole County Commission.
- 2.4 **VALIDITY.** Respondents agree that submissions will remain valid for consideration by the County for a minimum period of ninety (90) calendar days after the date specified for bid opening.
- 2.5 **RESPONSE MATERIAL OWNERSHIP.** All material submitted in response to this solicitation becomes the property of Cole County and may be disclosed upon proper Sunshine Law request per 610.021(12) RSMo.
- 2.6 **EXCEPTIONS.** Respondents may not change the wording or otherwise alter this solicitation. Changes, additions or limiting provisions made on the invitation will render the bid informal and may cause its rejection. Taking exception to any clause in part or in whole does not necessarily disqualify a respondent; any such exception shall be clearly identified and described in full detail in the respondent's submission on a separate page clearly titled "EXCEPTIONS." Any exception will be evaluated and accepted or rejected by Cole County, whose decision shall be final and conclusive. In the absence of such declaration(s), the response shall be accepted as in strict compliance with all terms, conditions, and specifications requested and the awarded party shall be held responsible for providing the product or service accordingly.

- 2.7 **RESTRICTIVE LANGUAGE.** It shall be the responsibility of respondents to ask questions, request changes or clarification, or otherwise advise Cole County if any language, specification or requirement of this solicitation appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit responses to a single source. Such notification must be directed to the Purchasing Agent and received at least five (5) business days prior to the date set for bid opening.
- 2.8 **QUALIFICATIONS OF RESPONDENTS.** Cole County may make such investigations as deemed necessary to determine the ability of any respondent to provide the product and/or service described herein. Respondent shall furnish to the County all such information and data for this purpose that the County may request. The County reserves the right to reject any submission if the evidence submitted by the respondent or investigation of such respondent fails to satisfy the County that such respondent is properly qualified to carry out the obligations of the contract and/or to complete the work contemplated herein.
- 2.9 **BASIS OF AWARD.** Award shall be made to the lowest and best bidder or bidders whose offer best responds to the quality, capacity, and service requirements of Cole County, as determined by the County.
- 2.10 **PRICES.** Prices must be stated in units of quantity specified and must be firm. Bids qualified by escalator clauses may not be considered unless specifically requested.
- 2.11 **TAX EXEMPTION.** Cole County is funded by public monies and as such has been approved by the State of Missouri for sales/use tax-exempt status. The Missouri tax identification number and certificate is available to the awarded party upon request.
- 2.12 **ACCEPTANCE.** No equipment, supplies, materials and/or services received by Cole County pursuant to this solicitation shall be deemed accepted until the County has had reasonable opportunity to inspect. Cole County reserves the right to reject anything that does not comply with reasonable expectations based on the specifications outlined herein.
- 2.13 **DELIVERY.** The delivery date(s) or when work will start shall be stated in definite terms as they may be taken into consideration when making award. Cole County reserves the right to cancel all or any part of an order or service if delivery is not made or work not started as guaranteed.
- 2.14 **REGULATIONS.** In submitting a bid, the respondent warrants that it has complied with all applicable laws, rules, regulations and ordinances of the United States, Missouri or any other governmental authority or agency in providing the product(s) or service(s) specified herein. The awarded party shall bear the responsibility to apply for, pay for, and obtain any required permit, license, and/or inspection.
- 2.15 **APPLICABLE LAW.** In submitting a bid, the respondent warrants that it has complied with all applicable laws, rules, and ordinances of the United States, Missouri or any other governmental authority or agency in providing the product(s) or service(s) specified herein. Any contract resulting from this solicitation is to be interpreted by the laws of Missouri. The parties agree that the proper forum for litigation arising out of the contract resulting from this solicitation is Cole County, Missouri.
- 2.16 **INTERPRETATION OF DOCUMENTS.** Should any differences arise as to the meaning or intent of these specifications, Cole County's interpretation shall be final and conclusive.
- 2.17 **SHIPPING.** Any deliveries shall be F.O.B. destination freight prepaid to Jefferson City, Missouri and included in all bid prices.

- 2.18 **AS NEEDED, IF NEEDED.** The contractor shall provide product or service on an “as needed, if needed” basis for Cole County in accordance with the provisions and requirements stated herein. Any usage quantities included in this request are based on estimated need; Cole County reserves the right to increase or decrease quantities to meet actual needs and maintain the quoted pricing.
- 2.19 **PREFERENCE.** In making bid awards, Cole County shall give preference to all firms, corporations, or individuals that maintain office or places of business within the County of COLE when the quality of the commodity or performance promised is equal or better and the price quoted is the same or less.
- 2.20 **COOPERATIVE PROCUREMENT.** Respondents may choose whether or not to participate in cooperative purchasing. Various State Agencies, City and County Offices may or may not request an unknown quantity of goods or services under this bid during the bid period or resulting agreement period at the same prices, terms and conditions stated herein.

It is agreed and understood that each participating political subdivision will make its own separate contract with the successful respondent, that each participating political subdivision shall only be liable to the successful respondent for materials or supplies contracted for by that political subdivision without any liability for purchases contracted for by any other participating political subdivision, and each successful respondent shall be required to bill each participating political subdivision separately and directly for those materials or supplies for which it has purchased.

In the event of any dispute between a political subdivision and a successful bidder arising after a contract of purchase has been executed, such dispute shall be handled by and between the particular political subdivision affected and the contractor.

- 2.21 **NON-APPROPRIATION CLAUSE.** With respect to any contract resulting from this solicitation, the County’s obligations beyond the first year of the agreement are subject to the availability and appropriation of funds to support continued performance. In the event that funding is not available or is not appropriated to support continued performance, the County shall provide the Contractor with 30 days’ advance notice and the contract shall automatically terminate at the end of the notice period.
- 2.22 **CONTRACT TERMINATION.** Either party may cancel the contract resulting from this solicitation with sixty (60) days written notice. Notwithstanding, the awarded party shall not be relieved of liability to Cole County any damages sustained by the County by virtue of any breach of the contract by the awarded party, and the County may withhold any payment to the awarded party for the purpose of mitigating its damages until such time as the exact amount of damages due the County from the awarded party is determined. In case of default by the Contractor, the Cole County will procure the services herein specified from other sources and hold the Contractor responsible for any excess cost occasioned thereby.
- 2.23 **INSURANCE REQUIREMENTS.** The successful bidder shall provide and maintain for the duration of the contract, insurance acceptable to and approved by Cole County. A Certificate of Insurance which names the County as additional insured per the following requirements is to be furnished within fifteen (15) calendar days following the notice of award, and prior to work proceeding under this contract.
- 2.23.1 **COMPENSATION INSURANCE.** The Contractor shall take out and maintain during the life of this contract, Employee’s Liability and Worker’s Compensation Insurance for all of their employees employed at the sites of the work, per statutory limits.

- 2.23.2 **PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE.** The Contractor shall take out and maintain during the life of this contract such public liability and property damage insurance as shall protect them performing work covered by this contract from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract. The amounts of insurance shall be as follows:
- **PUBLIC LIABILITY INSURANCE.** In an amount not less than \$1,000,000 single limit for any one occurrence covering both bodily injury and property damage, including accidental death, \$3,000,000 aggregate.
 - **AUTOMOBILE PUBLIC LIABILITY AND PROPERTY DAMAGE.** The Contractor shall maintain during the life of the contract, automobile public liability insurance in the amount of not less than \$1,000,000 single limit for any one occurrence and not less than \$250,000 per individual, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Contractor's own automobiles, teams and trucks; hired automobiles, teams and trucks; and automobiles both on and off the site of the work.
 - **OWNER'S CONTINGENT OR PROTECTIVE LIABILITY AND PROPERTY DAMAGE.** The Contractor shall provide the District with proof of Owner's Protective Liability and Property Damage Insurance, which shall protect the District against any and all claims which might arise as a result of the operations of the Contractor in fulfilling the terms of this contract during the life of the contract. It is preferred that this policy includes a provision for alleged assault and battery. The minimum amounts of such insurance will be \$1,000,000 per occurrence; \$2,000,000 aggregate.
- 2.23.3 **PROOF OF INSURANCE.** The Contractor shall furnish Cole County with a Certificate of Insurance which names the County as additional insured in amounts as required in this contract and requiring a thirty (30) day mandatory cancellation notice. In addition, such insurance shall remain in effect until such time as the County has determined that the contract is complete.
- 2.23.4 **HOLD HARMLESS AGREEMENT.** To the fullest extent not prohibited by law, the Contractor shall indemnify and hold harmless Cole County, its officers, agents and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, or of anyone directly or indirectly employed by Contractor or by anyone for whose acts the Contractor may be liable, in connection with providing these services. This provision does not, however, require Contractor to indemnify, hold harmless or defend the County from its own negligence.
- 2.24 **ANTI-DISCRIMINATION AGAINST ISRAEL ACT.** The contractor certifies that it is not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the law of the State of Israel; or persons or entities doing business in the State of Israel.
- 2.25 **DEBARMENT AND SUSPENSION.** A contract award will not be made to parties listed on the government wide exclusion in the System for Award Management (SAM), in accordance with the OMB guidelines. SAM exclusions contain the names of parties debarred, suspended, or otherwise

excluded by agencies as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12459.

- 2.26 **COMPLIANCE WITH APPLICABLE LAW.** The contractor must agree to comply with all federal, state, and local laws or ordinances, and all applicable rules, regulations, and standards established by an agency of such governmental units, which are not or hereafter promulgate insofar as they relate to the contractor's performance of the provisions of the agreement. It shall be the obligation of the contractor to apply for, pay for an obtain all permits and/or licenses required by any governmental agency for the provision of those services contemplated herein.
- 2.27 **FEDERAL WORK AUTHORIZATION PROGRAM.** Proposers that meet the definition of a business entity as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, providing services exceeding \$5,000, shall maintain enrollment and participation in a federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the contracted services included herein. If the Proposer's business status changes during the life of the contract to become a business entity as defined in section 285.525, RSMo, pertaining to section 582.530, RSMo, then the Proposer shall, prior to the performance of any services as a business entity under the contract enroll and participate in a federal work authorization program such as E-Verify

Proposers must, by sworn affidavit and provision of documentation (copy of the E-Verify Memo of Understanding Electronic Signature Page), affirm their enrollment and participation in a federal work authorization program. Proposers shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. See Affidavit of Compliance with E-Verify Document.

For vendors that are not already enrolled and participating in a federal work authorization program, E-Verify is an example of this type of program. Information regarding E-Verify is available at <http://www.e-verify.gov/>.

2.28 **PREVAILING WAGE/LABOR STANDARDS.**

- 2.28.1 **PREVAILING HOURLY RATE OF WAGES.** The principal contractor and all subcontractors shall pay not less than prevailing hourly rate of wages for each craft or type of workman required to execute this contract as determined by the Department of Labor and Industrial Relations of Missouri as set out in Wage Order 31, attached to and made part of these specifications. (Section 290.250 RSMo) The Contractor will forfeit a penalty to the County of \$100 per day (or portion of the day) for each worker that is paid less than prevailing rate for any work done under the contract by the Contractor or by any subcontractor. (Section 290.250 RSMo)
- 2.28.2 **SAFETY TRAINING.** The Contractor and all subcontractors must require all on-site employees to complete the ten-hour OSHA safety training program required under Section 292.675, RSMo, if they have not previously completed the program and have documentation of having done so. The Contractor will forfeit a penalty to the County of \$2,500 plus an additional \$100 for each employee employed by the Contractor or subcontractor, for each calendar day or portion thereof, such employee is employed without the required training (Section 292.675 RSMo)

3.0 SCOPE OF SERVICES

Cole County is requesting prices to provide all mowing, weed eating and lawn care for the 2026 mowing season at the following locations as designated on the aerial photos, Attachment 1.

Cole County is also requesting prices to provide all snow and ice removal for the 2025 winter season at the following locations as designated on the aerial photos, Attachment 1.

COUNTY BUILDINGS

1.	Emergency Services Building	1736 Southridge Drive
2.	Emergency Services Building	319 Adams Street
3.	Health Department	3400 West Truman Blvd
4.	Prenger Juvenile Center	400 Stadium Blvd
5.	Law Enforcement Center	350 East High Street
6.	Courthouse	301 East High Street
7.	Courthouse Annex	311 East High Street
8.	Carnegie Building	210 Adams Street
9.	Maintenance Building	209 Adams Street
10.	Sheriff / EMS Parking	317 Adams Street

(Snow Removal / De-icing only)

3.1 **SERVICE.** Respondents are not REQUIRED to bid on this service in its entirety. Respondents may choose to bid on the mowing portion or the snow plow portion; or both.

3.1 **TERM.** It is the intent of Cole County to establish a one-year contract, starting as soon as possible, with the inclusion of an option for renewal under the same terms and conditions, at the County's option, for up to two (2) additional one (1) year periods beyond the initial term. Any subsequent extension agreement must take place between Cole County and the successful respondent at least 30 days prior to contract expiration. Price adjustment for inflation for any subsequent extension must not exceed 5% (five percent) per year and must be agreement to both parties. Price adjustments must only occur during the renewal timeframe.

3.2 **CONTRACTOR QUALIFICATIONS.** The successful contractor must be properly licensed to do business within Cole County, shall be fully insured and shall have been in the lawn care and maintenance business commercially for a minimum of two (2) years.

The County reserves the right to check all references furnished and consider the responses received in determining the award of this bid. Historical information may also be considered as well as references not provided by the bidder.

The bidder's personnel and management to be utilized in this service shall be knowledgeable in their areas of expertise. The County reserves the right to perform investigations as may be deemed necessary to ensure that competent persons will be utilized in the performance of the contract.

3.3 **CONTACT PERSON.** The successful contractor will assign a contact person as the individual that the County is to communicate and deal with. Said person shall be available to talk with County personnel during normal business hours.

3.4 **COMPENSATION.** The successful respondent(s) shall not be allowed any extra compensation by reason of any matter or thing resulting from respondents' failure to be fully informed prior to bidding.

Monthly invoices shall be submitted to the County by the end of each month. Invoices shall be itemized with the site and date(s) of each mowing, etc.

3.5 **HOURS OF SERVICE.** The successful contractor must employ, so far as possible, reasonable means in the carrying out of the work as will not cause interruption to County business. Lawn care and maintenance may be performed at any time, seven days a week, with the EXCEPTION of the Courthouse area which may **only** occur before the hours of 8:30 a.m. and after 4:30 p.m. Monday through Friday.

3.6 **EQUIPMENT.** The contractor assumes responsibility for all loss or damage caused by theft, fire, windstorm, cyclone, tornado, flood or freezing, to the materials and equipment with which the work of this contract is to be done. The contractor has the privilege to insure in full or in part against such loss or damage, responsibility for which is here assumed.

All bids shall include the following:

- A list of equipment (number and sizes of each) to be used; and
- The number of staff needed to fulfill the requirements of this contract.

3.7 **PROPERTY DAMAGE.** Any damage to County property (including property belonging to staff, visitors, passersby, etc.) must be reported immediately to Cole County. Repairs to damaged property will be at contractor's expense.

3.8 **CONTRACTOR EMPLOYEES.** Names, dates of birth, social security numbers, driver's license numbers, and fingerprint samples of all employees who do work in conjunction with this contract may be required at any time by Cole County. Any employee of the successful respondent may be subject to a background investigation and security check, as is normally required for personnel of Cole County. Cole County reserves the right to deny any person for any reason, at the sole discretion of the County, and without hearing or appeal.

Subcontracting will NOT be permitted; all workers shall be employees of the contractor.

The use of alcohol, illegal drugs and profanity is prohibited on County property. Tobacco products may be used only in designated areas.

The following Dress Code is expected to be adhered to:

- Shirts or T-shirts are to be worn at all times
- No unsightly logo's on shirts such as Beer Advertising, Tobacco, etc.
- Jamaica length shorts allowed during extreme weather

3.9 **ASSIGNMENT.** Contractor shall not assign this agreement. The contract will be terminated in the event the contractor sells the business.

3.10 **MOWING REQUIREMENTS.**

3.10.1 **GRASS HEIGHT.** Each site shall be mowed when the grass reaches an average height of four (4) inches and/or when the buckhorn and other growth reach five (5) inches; grass shall be cut to a height of no less than 2.5 inches. Anticipated mowing schedule is once weekly April through June and bi-weekly July through October. Mowing schedule may need to be altered as required by climatic conditions.

3.10.2 **DEBRIS.** Prior to each mowing, all litter and debris shall be removed from the sites being cut. County trash receptacles and dumpsters can be used for any trash picked up at that location only.

Any tree limbs (6-inches in diameter and smaller) on lawns at the time of mowing shall be removed and properly disposed of. Contractor shall notify the Maintenance Director or a designated party at the Department of Public Works of limbs over 6-inches that need to be removed.

3.10.3 **MOWING PATTERNS.** Mowing patterns are to be changed regularly to prevent scalping and erosion/ruts in the lawns. In the event any of these situations occur, the contractor shall be responsible to repair and re-seed.

No yards or fields shall be left with wind-rows or heavy coverage of clippings

3.10.4 **TRIMMING.** Trimming is required around all buildings, curbs, sidewalks, fencing and all other obstacles on each site.

3.10.5 **BAGGING.** Clippings are to be bagged and properly disposed of at the following locations:

Health Department	All
Prenger Juvenile Center	Front Only
Law Enforcement Center	Front Only
Courthouse	All
Courthouse Annex	All
Carnegie	All
EMS Southridge	Front Bagged, Side is cut
EMS Adams St	All

3.10.6 **HARDSCAPES.** All clippings shall be swept or blown from hardscapes after each mowing to include sidewalks, parking areas, driveways and streets adjacent to mowing areas. Likewise, grass is not to be thrown onto buildings, cars, landscaped beds, etc.

3.10.7 **EQUIPMENT.** No zero-turn equipment will be allowed at the uptown facilities (Courthouse, Annex, Sheriff, EMS – Adams St, and Carnegie). Those areas must be push mowed only.

Metal cutting edges cannot be used on the uptown facilities sidewalks. They must have rubber cutting edges.

3.11 SNOW REMOVAL REQUIREMENTS.

3.11.1 **STANDARD OF PERFORMANCE.** It is County's expectation that the services shall be performed by the contractor to maintain, to the extent practicable, a safe and accessible area for each County Building listed within this RFP, for the County's employees, the public, contractors, and anyone visiting the Cole County facilities. The contractor must allow a safe means of entrance, exit and any movement on or around the facilities.

3.11.2 **TIMING.** It is the responsibility of the contractor to monitor the weather conditions prior to and during each storm and provide their services accordingly, immediately. Response to emergency calls for plowing anytime during the day is expected to be immediate.

3.11.3 **DE-ICING AND SNOW SERVICES:**

- Contractor shall install “snow stakes” by November 15th of each year for the purpose of marking curbs, walkways, fire hydrants, etc. Contractors shall remove these stakes by April 1st of each year.
- Contractor shall make sure pathways have been cleared of ice and/or snow to the entrances of all County buildings. The pathways must be kept as clear as possible before, after, or during a storm. Contractor shall also clear all rear, side and stairwell entrances.
- Contractor shall keep all parking lots cleared of ice and/or snow to all County buildings.
- Plowed snow must be placed in areas that are not blocking any cars, entrances, exits, etc. The Maintenance Director will advise the contractor where to put piles of snow per County Building.
- Snow should always be plowed away from the building and never against any doors, stairwells, etc. Likewise, no snow is to be pushed up against or dumped onto fencing, trash dumpsters, or fire hydrates. Snow cannot be pushed off County property.
- Responsibility for plowing and/or de-icing includes doing so as required on weekdays, weekends, and holidays with no exception unless otherwise authorized by the Maintenance Director.
- Snowplowing equipment is to be appropriately sized for the jobs per County Building. For example: large, heavy and/or wide tracking equipment is not to be used on narrow sidewalks.
- Any and all damage done to County Property, trees, lawns fences, sign posts, flagpoles, etc. is to be reported to the County Maintenance Director that same day it happens and is to be repaired by the contractor as soon as possible. This would include any damage done to driving and walking surfaces. Repairs to the lawn are to be done prior to the grass-cutting season in the spring.
- Any damage by plowing equipment to vehicles parked on the County property must be reported immediately. Said cost of repairs is the contractor’s responsibility.
- Any accumulating snow requires plowing.
- Any ice must be treated.
- The contractor must provide a 24-hour answering service and cell phone number(s) to allow for emergency contact from the County.
- The contractor shall have a snowplow, equipment, etc. onsite and continuously working during any snow fall. A schedule for this will need to be determined as there are multiple County facilities and all have public access.

3.11.4 DE-ICING & SNOW SERVICES PER COUNTY BUILDING:

Emergency Services Building 1736 Southridge Drive
 Driveway, parking lot, sidewalks, and salt

Emergency Services Building 319 Adams Street
 Driveway, parking lot, sidewalks, and salt

Health Department 3400 West Truman Blvd
 Driveway, parking lot, sidewalks, and salt

Prenger Juvenile Center 400 Stadium Blvd
 Driveway, parking lot, sidewalks, and salt

Law Enforcement Center **350 East High Street**
Driveways, parking lots, sidewalks, and salt

Courthouse **301 East High Street**
Sidewalks and steps, parking lot next to old jail, and salt

Courthouse Annex **311 East High Street**
Sidewalks, back and side parking lots, and salt

Carnegie Building **210 Adams Street**
Sidewalks, back and side parking lots, and salt

Maintenance Building **209 Adams Street**
Sidewalks, parking lot, and salt

Sheriff Department / EMS Department Parking Lot
317 Adams Street
Parking lot only

**2025-24 LAWN MOWING SERVICE
PRICING**

Bidders must include in their pricing all costs associated with completing the work in the Scope of Work.

COST PER SITE – PER MOWING

COUNTY BUILDINGS

1.	Emergency Services Building	1736 Southridge Drive	\$ _____
2.	Emergency Services Building	319 Adams Street	\$ _____
3.	Health Department	3400 West Truman Blvd	\$ _____
4.	Prenger Juvenile Center	400 Stadium Blvd	\$ _____
5.	Law Enforcement Center	350 East High Street	\$ _____
6.	Courthouse	301 East High Street	\$ _____
7.	Courthouse Annex	311 East High Street	\$ _____
8.	Carnegie Building	210 Adams Street	\$ _____
9.	Maintenance Building	209 Adams Street	\$ _____
<i>COUNTY BUILDINGS TOTAL COST PER MOWING:</i>			\$ _____

- Price for leaf clean-up and removal at the end of the year for all locations: \$ _____
- Cost, per acre, for lawn mowing services otherwise required by Cole County. The most probable instance would be for the Health Department as a result of an abatement. In this case, respondents would need to be available to respond within three (3) days, weather permitting:

\$ _____ per acre with a \$ _____ minimum

- Start date for 2026 mowing season: _____
- Number of staff needed to fulfill the requirements of mowing: _____

COST PER SITE – PER SNOW / DE-ICING

COUNTY BUILDINGS

1.	Emergency Services Building	1736 Southridge Drive	\$ _____
2.	Emergency Services Building	319 Adams Street	\$ _____
3.	Health Department	3400 West Truman Blvd	\$ _____
4.	Prenger Juvenile Center	400 Stadium Blvd	\$ _____
5.	Law Enforcement Center	350 East High Street	\$ _____
6.	Courthouse	301 East High Street	\$ _____
7.	Courthouse Annex	311 East High Street	\$ _____

8.	Carnegie Building	210 Adams Street	\$ _____
9.	Maintenance Building	209 Adams Street	\$ _____
<i>COUNTY BUILDINGS TOTAL COST PER SNOW / DE-ICING:</i>			\$ _____

- Start date for 2025 winter season: _____
- Number of staff needed to fulfill the requirements of snow removal and de-icing: _____

BID NUMBER 2025-24

EXPERIENCE & REFERENCES

To be considered qualified by the County for the work contemplated herein, the respondent must have a minimum of three (3) years' relevant experience. For the purpose of verifying quality of service, please list customer references that the County may contact (minimum of three) to verify quality of work.

Years' relevant experience in projects of similar size and scope: _____ years

REFERENCE ONE

Owner Name: _____ City/State: _____

Contact Person/Title: _____

Phone/Email: _____ Contract Period: _____

Scope of Work: _____

REFERENCE TWO

Owner Name: _____ City/State: _____

Contact Person/Title: _____

Phone/Email: _____ Contract Period: _____

Scope of Work: _____

REFERENCE THREE

Owner Name: _____ City/State: _____

Contact Person/Title: _____

Phone/Email: _____ Contract Period: _____

Scope of Work: _____

REFERENCE FOUR

Owner Name: _____ City/State: _____

Contact Person/Title: _____

Phone/Email: _____ Contract Period: _____

Scope of Work: _____

REFERENCE FIVE

Owner Name: _____ City/State: _____

Contact Person/Title: _____

Phone/Email: _____ Contract Period: _____

Scope of Work: _____

ANTI-COLLUSION STATEMENT

STATE OF _____)

COUNTY OF _____)

_____ being first

duly sworn, deposes and says that he is _____
(title of person signing)

of _____

(Name of Bidder)

that all statements made and facts set out in the proposal for the attached bid are true and correct; and that the bidder (The person, firm, association, or corporation making said bid) has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with such bid of any contract which result from its acceptance.

Affiant further certifies that bidder is not financially interested in, or financially affiliated with, any other bidder for the attached bid .

(BY) _____

(BY) _____

Sworn to before me this _____ day of _____, 20 ____

Notary Public

My Commission expires: _____

Sample E-Verify Memo of Understanding – MOU Electronic Signature Page



Company ID Number: XXXXXXXX

Approved by:

Employer <i>Your Company Name</i>	
Name (Please Type or Print) <i>John Doe</i>	Title
Signature <i>Electronically Signed</i>	Date <i>11/30/2023</i>
Department of Homeland Security – Verification Division	
Name (Please Type or Print) USCIS Verification Division	Title
Signature Electronically Signed	Date 11/30/2023

Map of Sheriff, Courthouse, Annex and Carnegie Mow Areas



Map created by Cole County GIS Dept.
 Melissa Johnson, GIS Manager
 Phone: 573-634-8901
 Email: mjohnson@colecocounty.org

Aerial Photo Year: 2011
 Map Date: 12/31/2014

1 in = 25 ft

Legend

- 0.5 ac Mow Area Labels
- 1.0 ac Mow Areas (County)
- Assessor Acres
- Parcel Boundary
- Highway Labels
- US/State Hwy/Other
- Route
- Roads (County)
- Roads (City)
- Private Road (County)
- Private Road (City)
- Alley
- Parks

Disclaimer: This Cadastral Map is for informational purposes only. It does not purport to represent a property boundary survey of the parcels shown and shall not be used for conveyances or the establishment of property boundaries.



EMS Building

319 Adams Street

**Map of
EMS Mow Area**



0.5 ac

0.25 ac

0.22 ac

0.25 ac

5.29 ac

2.92 ac

0.827389 Ac

0.77 ac

0.82 ac

4.92 ac

SOUTH RIDGE DR

0.68 ac

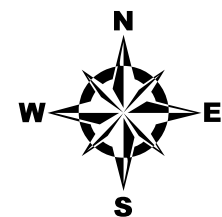
5.16 ac

1.45 ac

Map created by Cole County GIS Dept.
Melissa Johnson, GIS Manager
Phone: 573-634-8901
Email: mjohnson@colecocounty.org

Aerial Photo Year: 2011
Map Date: 12/31/2014

1 in = 25 ft



- Legend**
- Mow Area Labels
 - Mow Areas (County)
 - Assessor Acres
 - Parcel Boundary
 - Highway Labels
 - US/State Hwy/Other
 - Route
 - Roads (County)
 - Roads (City)
 - Private Road (County)
 - Private Road (City)
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 - Parks

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HEALTH DEPARTMENT MOW AREA



Maintenance Building

209 Adams St

**Map of
Prenger Center
Mow Area**



Map created by Cole County GIS Dept.
Melissa Johnson, GIS Manager
Phone: 573-634-8901
Email: mjohnson@colecouny.org

Aerial Photo Year: 2011
Map Date: 12/31/2014

1 in = 25 ft

Legend

- Mow Area Labels
- Mow Areas (County)
- Assessor Acres
- Parcel Boundary
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- Parks

Disclaimer:
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Sheriff Dept / EMS Dept Parking Lot

317 Adams St