

Request for Proposal (RFP)

Lawn Care and Landscaping Services

Issued By:

Scenic Regional Library
251 Union Plaza Drive, Union, Missouri
Union, Missouri 63084
Steve Campbell, Director
636-583-0652 ext. 1001
swcampbell@scenicregional.org

RFP Issue Date:

January 22, 2025

Proposal Due Date:

February 7, 2025

Decision Announced:

February 18, 2025

1. Introduction

Scenic Regional Library is seeking proposals from qualified lawn care service providers to maintain and improve the library's outdoor landscape, including mowing, weed control, trimming, and mulching. The selected contractor will be responsible for ensuring the library grounds are well-maintained, presentable, and safe for patrons and staff throughout the year.

2. Scope of Work

The lawn care services shall include the following:

Lawn Mowing: Lawn mowing shall be performed regularly throughout the growing season (April to October). The contractor is responsible for adjusting the mowing schedule to meet seasonal needs. Contractor shall visually inspect for debris that may become a potential projectile (rocks, metal, pieces of wood, etc.) and collect such debris prior to mowing. Work shall be done in a manner that does not cause harm to trees, flowers, or shrubs. Grass clippings shall be cleared from roads, parking areas, and sidewalks after each mowing. Under no condition will lawn clippings be allowed to go down storm drains or disposed of in drainage ditches. Grass growing in cracks in sidewalks, walkways, curbs, and parking lots shall be removed. *The contractor shall edge all lawn areas along walkways, sidewalks, and borders to maintain a clean boundary.*

Weed Control: The contractor shall perform routine inspections to identify and remove weeds before they can establish and spread. Hand weeding is preferred to minimize herbicide use, but herbicides may be used in cases where manual removal is ineffective or impractical. In areas where manual weeding is impractical or inefficient, the contractor may use appropriate mechanical tools to remove weeds. This method should minimize disturbance to nearby plants and soil.

Tree and Shrub Maintenance: The contractor shall prune trees and trim bushes and shrubs annually. *The contractor shall remove all trimmings from shrub beds and paved areas.*

Mulching: The contractor shall apply a layer of mulch around the base of trees and in shrub beds in the spring.

Fenced Maintenance Yards: The areas in the fenced maintenance yards shall be kept free of vegetation.

Aeration, Seeding and Fertilization: The contractor shall aerate, seed, and fertilize annually to improve the health and appearance of our lawn areas.

The contractor shall be responsible for replacement of any flowers, shrubs, or trees damaged during mowing, weeding, trimming, or mulching.

3. Locations

A proposal may be submitted for a single location, multiple locations, or all locations.

These GIS maps do not overlay precise boundaries in some cases. Also, they may not include right of ways in front of buildings, which should be included in the RFP. Please inquire with any questions about right of way areas.

Hermann Branch

123-A Bavarian Hills Boulevard, Hermann, Missouri 65041



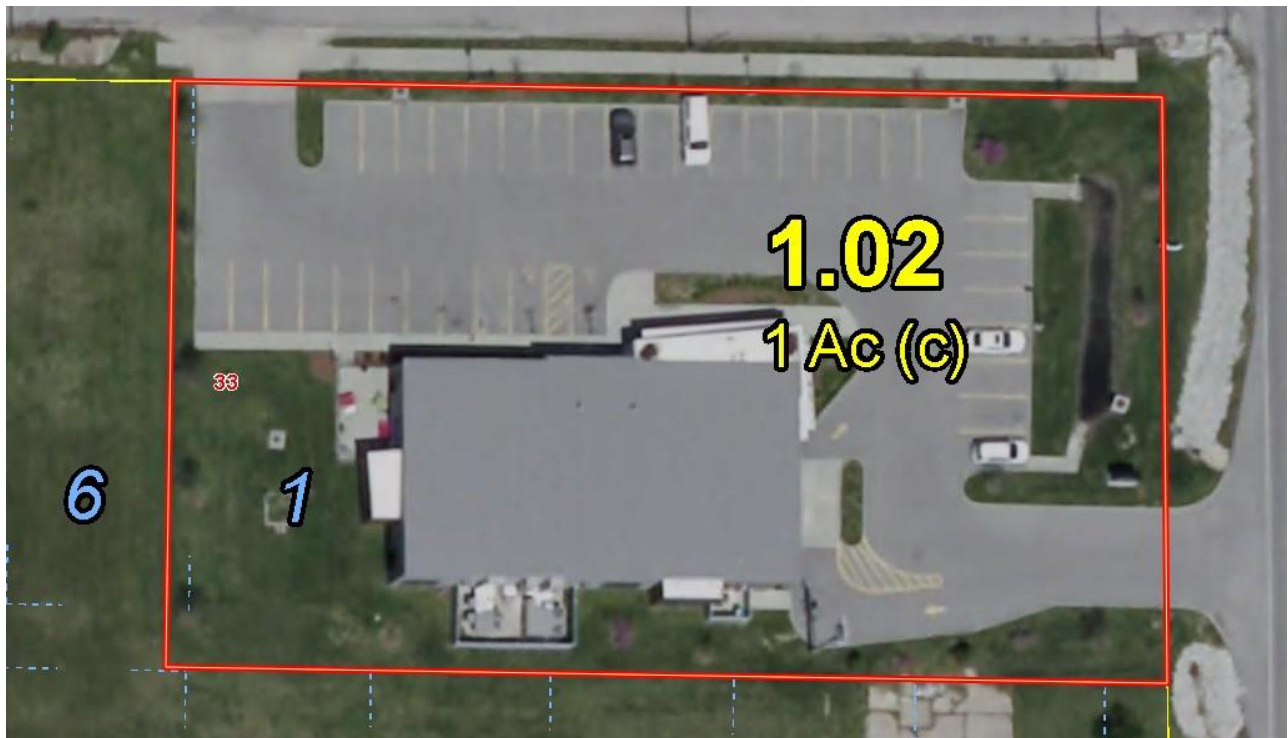
New Haven Branch

200 Douglas Street, New Haven, Missouri 63068



Owensville Branch

503 South Olive Street, Owensville, Missouri 65066



Pacific Branch

111 Lamar Parkway, Pacific, Missouri 63069



St. Clair Branch

515 East Springfield Road, St. Clair, Missouri 63077



Sullivan Branch

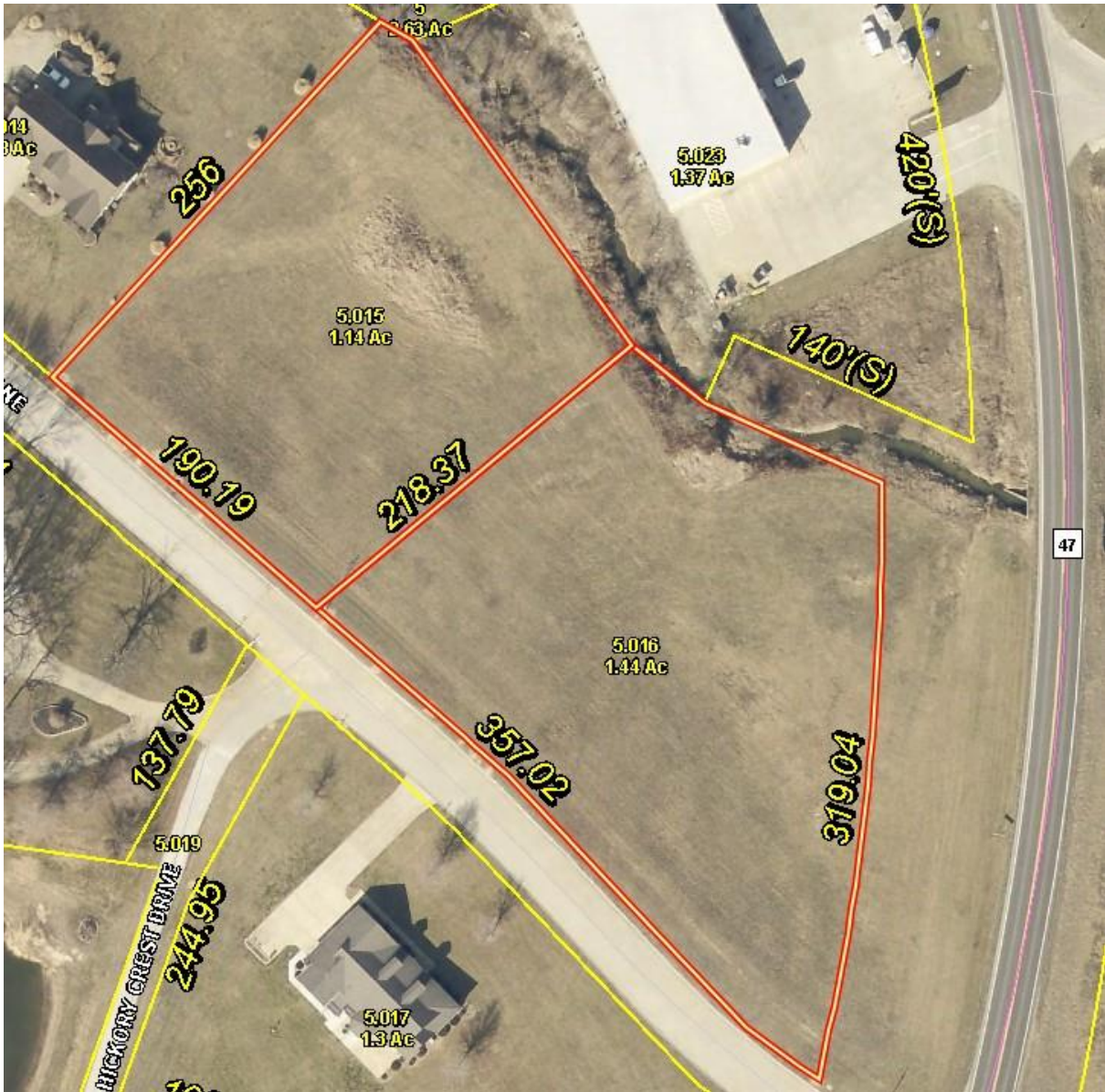
525 Cumberland Way, Sullivan, Missouri 63080



Union Branch

251 Union Plaza Drive, Union, Missouri 63084





Marthasville

Kountry Lane, Marthasville, Missouri 63357

The library is only responsible for having the grass cut 40 feet from the Highway 47 and 40 feet from Kountry Kourt Lane.

4. Proposal Requirements

Qualified lawn care service providers are invited to submit proposals that include the following:

1. **Company Profile:** A brief description of the company, including experience, qualifications, and an overview of similar projects completed.

2. **Pricing Structure:** Provide a detailed breakdown of costs, including an annual price for each service. Optional services (e.g., winter services) should be priced separately.
3. **Proposed Schedule:** A proposed service schedule for each task listed in the Scope of Work.
4. **References:** A list of at least three references, preferably public or similar institutions, including contact information and a brief description of the services provided.
5. **Equipment List:** A description of the type of equipment that will be used for the lawn care services.
6. **Proof of Insurance:** Evidence of general liability, workers' compensation, and any other relevant insurance coverage.
7. **Licenses and Permits:** Copies of all licenses and permits required to operate a lawn care business in the area.

5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Demonstrated experience and qualifications
- Cost-effectiveness and transparency of pricing structure
- References from previous clients
- Adequacy of equipment
- Compliance with insurance and licensing requirements

Scenic Regional Library reserves the right to reject any and all submittals, or to advertise for new submittals if deemed necessary.

6. Submission Instructions

Proposals must be delivered to Scenic Regional Library, Administration Offices, C/O Steve Campbell, 251 Union Plaza Drive, Union, Missouri 63084 or via email at swcampbell@scenicregional.org by Friday, February 7. Late submissions will not be accepted. The proposal should be clearly marked with the title "Lawn Care and Landscaping Services Proposal for Scenic Regional Library" on the envelope or in the subject line of the email.

7. Terms and Conditions

Scenic Regional Library reserves the right to accept or reject any or all proposals; and reserves the right to request additional information or clarifications from any or all proposers. The selected contractor may be required to sign a service agreement with the library. All work must comply with local, state, and federal regulations, including e-verify.

8. Questions

All questions regarding this RFP must be submitted in writing by Monday, February 3, to Steve Campbell at swcampbell@scenicregional.org.

We appreciate your interest in serving Scenic Regional Library and look forward to receiving your proposal.