



NEW CARLISLE PUBLIC LIBRARY

408 South Bray Street, P. O. Box 837
New Carlisle, Indiana 46552

REQUEST FOR PROPOSAL FOR LAWN MOWING AND MAINTENANCE

2016 Season

The New Carlisle - Olive Township Public Library Board of Trustees are requesting proposals for lawn mowing and maintenance services for the period April 1, to December 1, 2016.

Forms are available at the Library (Front Desk), on the Library's website (www.ncpl.lib.in.us) or by email request. All proposals must be submitted on this bid form.

Proposals must be submitted in-person (408 S. Bray Street), via fax (574-654-8260) or by e-mail to the Director's office(ebaiz@ncpl.lib.in.us) no later than 5:00 p.m.(ET) on Wednesday, March 9, 2016.

Proposals will be considered at the Library Board of Trustees regular business meeting March 15, 2016 at 6:30.m.(ET). All properly submitted proposals will be available for public inspection the day after vendor selection.

PROPOSAL REQUIREMENTS / NOTIFICATIONS

Lawn Care Contractors must submit a Certificate of Insurance for Worker's Compensation, Automobile Liability, and General Liability with their bid.

Contractor is required to use the E-verify system and provide an E-Verify Affidavit (see attached).

Contractor is required to sign a "Disclosure of Business or Personal Relationship" form (see attached).

Contractor is required to be available, at a separate cost, in the event of storm damage to trees, shrubs etc.

Contractor will be responsible for providing all equipment and labor for the successful completion of all the items in this proposal.

Requests for payments must be made within 45 days of service.

New Carlisle Public Library (NCPL) will contact the contractor as soon as possible if contractors work is not satisfactory. Contractor is to respond and advise NCPL with a written proposal how the problem is to be rectified.

All work must be performed by the contracting company who is awarded the contract. Contractors are not allowed to subcontract any part of their contract to another person or company.

This agreement can be cancelled with written notice by either party with 30 days notice.

Following are the specifications for landscape maintenance and the form to place the bids. Only forms completely filled out will be considered. Maintenance periods are for one season and begin on April 1 and end on December 1.

Submission of Certificate of Insurance

Contractors bid proposal must include a current copy of the Contractors Certificate of Insurance as issued by his insurance Company. The minimum limits of insurance are to be:

- General Liability- \$1 million each occurrence, \$2 million aggregate.
- Automobile Liability-\$1 million.
- Workers compensation- \$500,000.00/\$1 million.

Mowing-edging

General mowing guidelines for all areas.

- Blades must be sharp so tips of grass will not turn brown.
- Work to be such that clippings are directed away from the building.
- Grass and weed trimmings to be removed from all walkways and parking areas.
- Drywell areas need to be clear of debris for efficient operation.
- Edging, by any means, will be performed monthly along all driveways and sidewalks, including sidewalks at Dunn and Bray.

Specific mowing requirements.

- Mowing height is to be two and a half (2 ½) inches. Mowing height is determined by reading a ruler inserted into fresh cut grass. Grass is to be mowed when it reaches an average height of three and a half (3 ½) inches measured in three locations. If in doubt on whether to mow, contact the Library director.

Contractor must mow with care to avoid damaging sprinkler heads. Any damage to sprinkler heads due to the fault of the contractor or otherwise should be reported to the library director immediately. Contractor is responsible for any damage done to sprinkler heads during contracted work.

Bid cost of mowing and edging of Zone 1, per each occurrence. \$_____

Steel-edged trimming

One time per year, between July 1 and October 1, a steel-edged trimmer is to be used to edge all sidewalks, including sidewalks along Dunn and Bray.

Bid cost of steel edged trimming \$_____

Mulch application

Areas to receive mulch this year are (X) marked.

Color of the mulch to apply red

Two (2) inches of fresh mulch are to be placed on planting beds where it already exists.

Two (2) inches of fresh mulch are to be placed around trees not in planting beds.

Bid cost of applying mulch \$_____

Contractor information.

Company legal name _____

Address _____

City/ State/ Zip _____

Office Phone _____ Cell Phone _____

Fax Number _____ Email _____

Text messaging available? Circle one: YES NO

Please list the size and number of the major pieces of equipment to show your ability to complete the job. A separate sheet of paper may be used.

The undersigned hereby agrees to indemnify and hold harmless the NCPL, the New Carlisle-Olive Twp. Public Library Leasing Corp., the employees, library board, and agents, from any and all losses, expenses, and damages incurred due to the contractor's negligent acts that result in injury to any person or property, and for reasonable attorney's fees to defend the NCPL from such claims.

Contractor name (printed) _____

Contractor signature _____

The acceptance of this proposal represents a contract between the NCPL and the contractor.

Accepted by Library Director-printed name

signature

Accepted by Library Board member-printed name

signature

Accepted by Library Board member-printed name

signature

Accepted by Contractor-printed name

signature

Date: _____

E-VERIFY AFFIDAVIT

Pursuant to Indiana Code 22-5-1.7-11, the Contractor entering into a contract with the New Carlisle-Olive Township Public Library is required to enroll in and verify the work eligibility status of all its newly hired employees through the E-Verify program. The Contractor is not required to verify the work eligibility status of all its newly hired employees through the E-Verify program if the E-Verify program no longer exists.

The undersigned, on behalf of the Contractor, being first duly sworn, deposes and states that the Contractor does not knowingly employ an unauthorized alien. The undersigned further affirms that, prior to entering into its contract with the New Carlisle-Olive Township Public Library, the undersigned Contractor will enroll in and agrees to verify the work eligibility status of all its newly hired employees through the E-Verify program.

Contractor: _____

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Important - Notary Signature and Seal Required in the Space Below

STATE OF _____

SS:

COUNTY OF _____

Subscribed and sworn to before me this _____ day of _____, 20 ____.

My commission expires: _____ (Signed) _____

Residing in _____ County, State of _____

DISCLOSURE OF BUSINESS OR PERSONAL RELATIONSHIP:

The Contractor hereby certifies that its owner(s), member(s), shareholder(s), officer(s) and or employees have no business or personal relationships with any member of the Board of Trustees, Director or employees of the Library.

Date: _____

Contractor: _____

OR

The Contractor discloses that a business or personal relationship exists between its company and the Library, as follows: _____

_____ The Contractor understands that if the relationship exists with a member of the Board of Trustees, that Trustee will recuse himself or herself from all discussions and votes related to this and all competing proposals.

Date: _____

Contractor: _____