



SPECIFICATIONS FOR CONTRACT LAWN MOWING
AND WEED EATING SERVICES
THREE SITES THROUGHOUT THE CITY OF POPLAR BLUFF
FOR POPLAR BLUFF PARKS AND RECREATION

Poplar Bluff Parks and Recreation

**430 North Second Street
Poplar Bluff, MO 63901**

Prepared by:
Lanny Corcimiglia
Park Director
January 25, 2024



INVITATION TO BID

Poplar Bluff Parks and Recreation is soliciting bids for mowing and weed eating services for 2024. These properties include Wheatley Park (and school area), the Downtown Mini-Park and the Downtown Dog Park. All areas in this bid will be in a packet available at the Parks and Recreation Office. Specifications, maps and bid forms are available at the Poplar Bluff Parks and Recreation Department, 430 North Second Street, Poplar Bluff, Missouri 63901 or this packet can be emailed by sending a request to lcorcimiglia@pbparks.org. Questions concerning these bid documents should be made to Poplar Bluff Parks and Recreation Department, Lanny Corcimiglia or Chris Waite, at (573) 686-8645 between the hours of 8:30 a.m. and 4:00 p.m., weekdays.

Sealed bids for mowing services for 2024 will be received by Poplar Bluff Parks and Recreation, 430 North Second Street, Poplar Bluff, Missouri, until 2:00 p.m. on Thursday, February 15, 2024, at which time they will be publicly opened and read. Poplar Bluff Parks and Recreation reserves the right to reject any and all bids, to waive technicalities, and to choose the bid deemed most advantageous to Poplar Bluff Parks and Recreation.

Please mark the outside of the envelope with “Mowing Bid, Do Not Open”

Lanny Corcimiglia
Parks and Recreation Director
Poplar Bluff Parks and Recreation



SCOPE OF WORK

On all sites indicated, the grass areas between the street pavement and property lines, excluding heavily wooded areas, shall be completely cut in a neat, uniform, and accurate fashion. The grass shall be mowed to a cut height of approximately three and one-half (3 ½) inches. The grass trimmings shall be blown in such a fashion as to avoid depositing them on any street or sidewalk. Blowing to remove clippings from sidewalks and streets is required. Blowing to spread out any clumps of grass on the lawn areas is also required. Hand trimming is required at all catch basins, manholes, structures, and in locations that mowers cannot reach.

Poplar Bluff Parks and Recreation reserves the right to reject any and all bids, to waive technicalities, and to choose the bid deemed most advantageous to Poplar Bluff Parks and Recreation.

TIMING

All park areas listed shall be cut weekly or every other week, dependent on growth, from the spring until the fall. Work may be postponed by Poplar Bluff Parks and Recreation if the Contractor is notified in advance and informed of special conditions. Work shall not be done in soggy conditions when the equipment damages the lawn areas by rutting or sliding.

The mowing and weed eating schedule shall begin on approximately April 1 and continue until November 1. The Park Maintenance Supervisor and the Park Director shall determine the precise starting and ending dates. The Park Maintenance Supervisor and the Park Director will also determine the number of cuts.

WORK HOURS

Grass cutting may be done between the hours of 7:00 a.m. and 6:30 p.m., Monday through Saturday. Sunday work may be done between 12:00 p.m. and 5:00 p.m.

EQUIPMENT

All parks listed can be cut with a riding lawn mower but a walk behind or push mower may need to be used on various areas of the certain parks. All equipment, particularly the blades on the mowers, shall be in good condition. Any equipment that breaks down shall not be left on the site overnight.

UNIFORMS

A vendor, employee, or subcontractor must have a uniform shirt with the company name that is always visible from 25 feet while completing the work for Poplar Bluff Parks and Recreation.

PARKING

Park in legal parking zones without blocking driveways or site hazards. Care shall be taken so as not to damage lawn areas when parking.



CLEANUP

Prior to cutting the grass on all parcels, all debris including items such as paper, bottles, plastic bags, cans, newspapers, etc. shall be removed and hauled away by the contractor. Any large or dumped items such as appliances, fallen trees, etc. shall be reported to Poplar Bluff Parks and Recreation for removal. Contractor mowing shall not create a mess of chopped debris on the sites.

INSURANCE/SAFETY

The contractor shall provide Poplar Bluff Parks and Recreation with a certificate of insurance in a minimum amount of \$1,000,000 of general liability insurance prior to signing a contract for this work. This insurance shall not be cancelled without prior notification to Poplar Bluff Parks and Recreation. The contractor shall maintain workman's compensation insurance for all employees working on Poplar Bluff Parks and Recreation/City property in accordance with State Law. He/she shall instruct his/her employees in the proper use of all equipment and make certain they take care to promote safety to themselves and to people that may be utilizing adjoining sidewalks, streets, and park areas. Special concern must be given to rocks or other flying debris that could be discharged by the mowers. Poplar Bluff Parks and Recreation is not responsible for any damage that the mowers or operators may cause. All workers should wear shirts and appropriate safety attire.

LIABILITY

Work done under this contract shall be the contractor's responsibility. As such, he/she shall familiarize himself/herself with the sites and conditions prior to beginning work. Accidents that may occur during this work shall not be Poplar Bluff Parks and Recreation's responsibility. The contractor shall indemnify the City of Poplar Bluff/Poplar Bluff Parks and Recreation and hold it harmless for all his/her work done under the scope of this contract.

PAYMENT

The contractor shall submit a bill to Poplar Bluff Parks and Recreation on the last day of each month for cutting that was completed that month. The total contract price cannot be divided into monthly payments. The exact days when cutting was performed shall be indicated as well as the locations cut. Within 30 days of receipt of the invoice, Poplar Bluff Parks and Recreation will pay the contractor. Any damage done to the property will be deducted from the bill.

CANCELLATION OF CONTRACT

Poplar Bluff Parks and Recreation shall maintain the right to cancel the contract upon ten (10) days advance notice should the contractor fail to comply with any of the requirements indicated above or cut the sites in a poor fashion as deemed by Poplar Bluff Parks and Recreation.



PARTIAL AWARD OF CONTRACT

Poplar Bluff Parks and Recreation reserves the right to divide various parks as deemed advantageous to Poplar Bluff Parks and Recreation.

PRE-BID INSPECTION

The Parks and Recreation Maintenance Supervisor or Director will give a pre-bid inspection tour of the sites as requested. These requests will need to be made before February 14, 2024.

SUBCONTRACTING

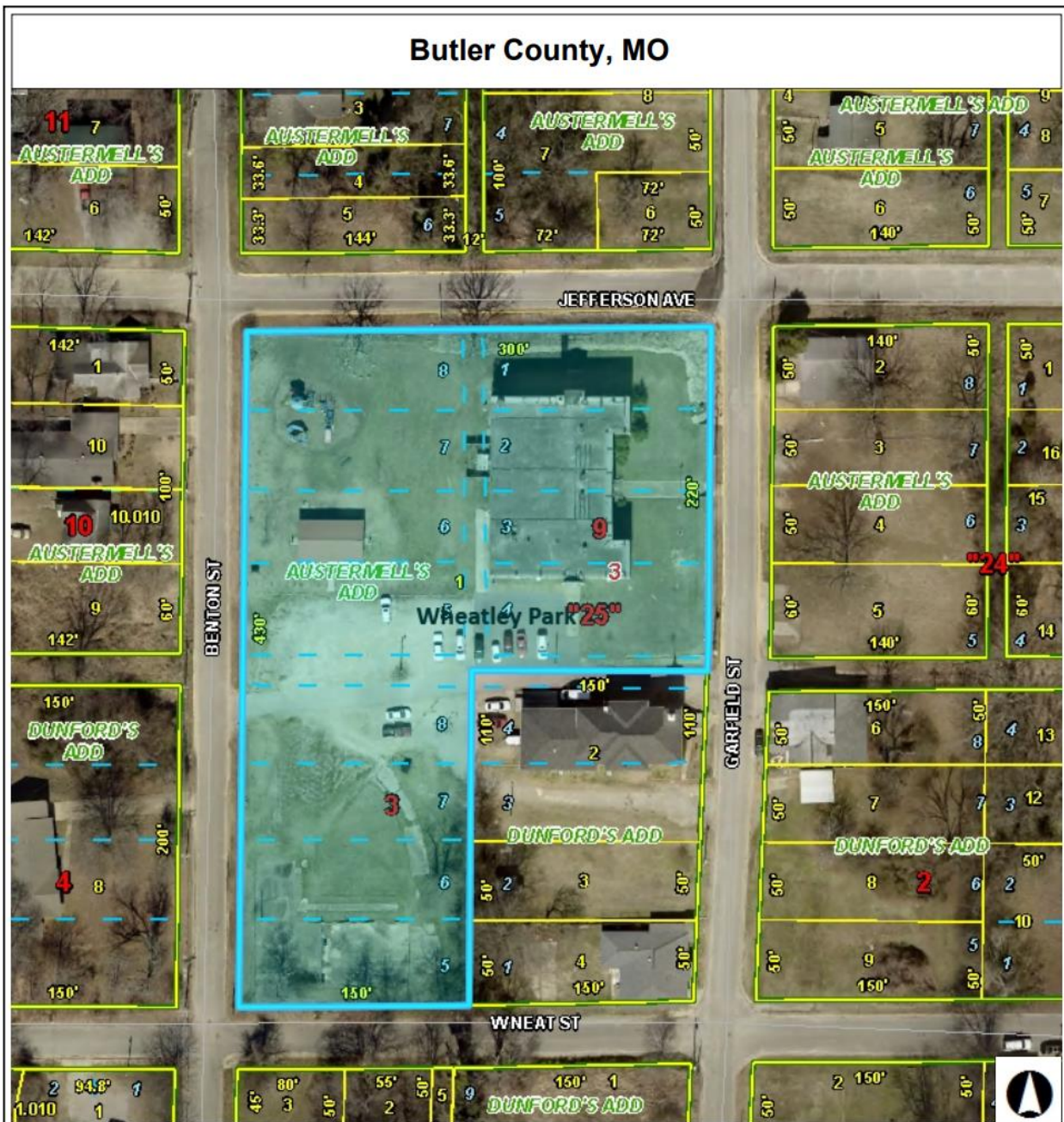
Work done under this contract shall not be subcontracted to others unless permission is provided in advance and unless said subcontractor agrees to all the conditions indicated in these specifications in writing and the subcontractor provides an insurance certificate.

QUESTIONS

Questions concerning these bid documents should be made to Poplar Bluff Parks and Recreation between the hours of 8:30 a.m. and 4:00 p.m., weekdays.

| # | SITE | APROX ACRES | COMMENTS |
|---|---------------------------------|------------------|---|
| 1 | Wheatley Park (and school area) | Less than 1 Acre | Park and school area Benton, Jefferson and Garfield Streets border this property |
| 2 | Downtown Mini-Park | Less than 1 Acre | Poplar Street (at the end of Moran Street) in Downtown |
| 3 | Downtown Dog Park | 2 Acres | Sets south of Vine St., entrance from Vine St. and 2 nd Street, railroad tracks border the west and south, and the river is to the east. |

Butler County, MO



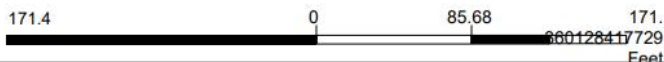
Legend

- | | |
|--------------------------|-------------------|
| — Road Centerline | ▭ Subdivision |
| — <all other values> | — Stream |
| — US HIGHWAY | ▭ Water Boundary |
| — STATE NUMBERED HIGHWAY | ▭ Section |
| — STATE LETTERED HIGHWAY | ▭ County Boundary |
| == Private Road | |
| ▭ Parcel | |

Notes

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.

THIS MAP IS NOT TO BE USED FOR NAVIGATION



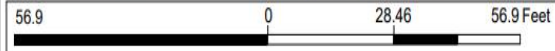
Butler County, MO



Legend

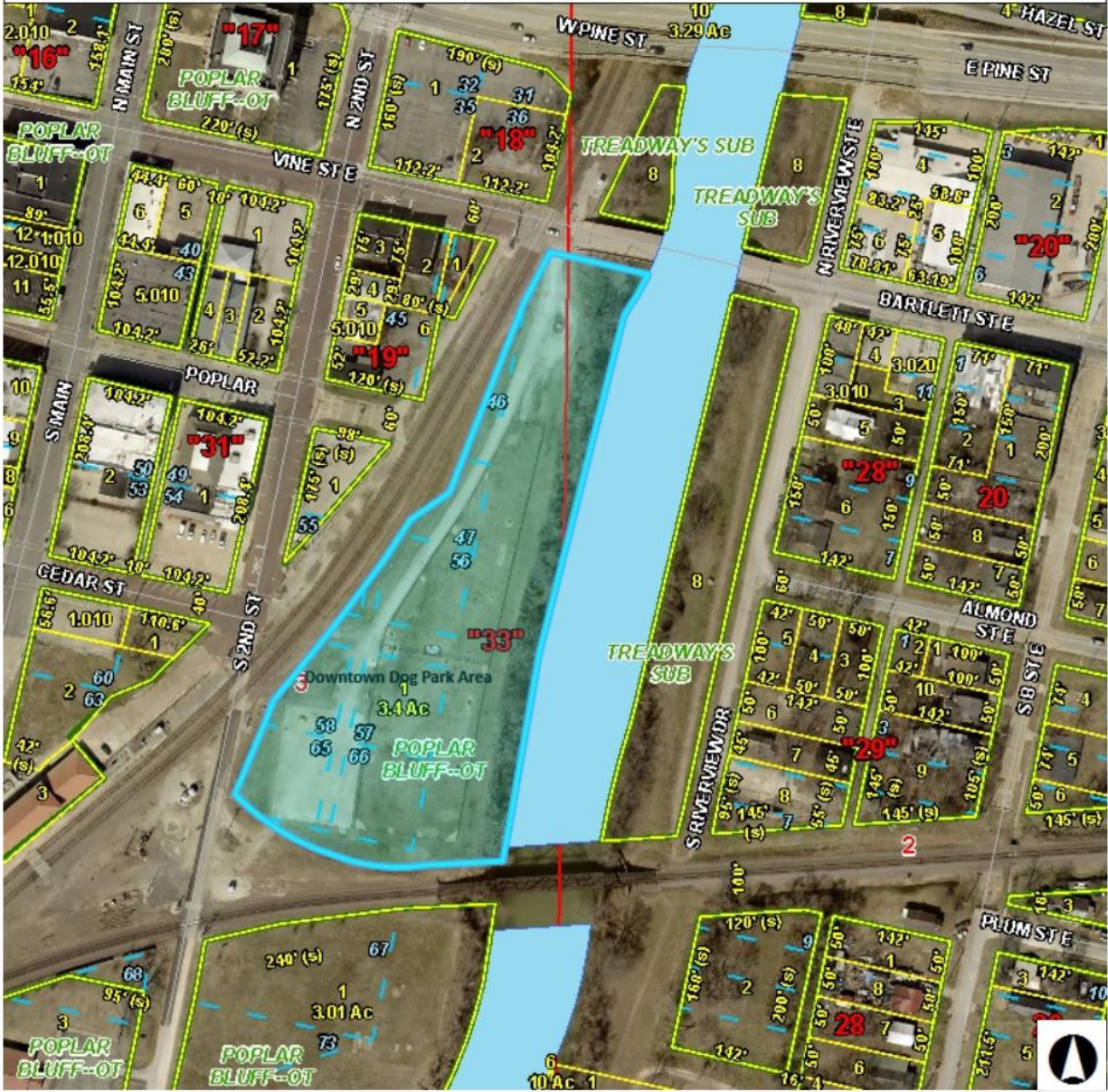
- Road Centerline
— <all other values>
- US HIGHWAY
- STATE NUMBERED HIGHWAY
- STATE LETTERED HIGHWAY
- Private Road
- Parcel
- Corporate Limit Line
- Land Hook
- Lot Line
- Subdivision
- Stream
- Water Boundary
- Section
- County Boundary

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Butler County, MO



Legend

- | | |
|--|---|
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