



REQUEST FOR PROPOSALS

**NON-EXCLUSIVE
 CONTRACT LAWN MOWING/WEED EATING/SPRAYING/LANDSCAPE
 SERVICES FOR BUILDINGS, GROUNDS, SUBSTATIONS, PUMP STATIONS
 AND TANK LOCATIONS**

DATE	
APPROVED BY	<i>(signature):</i> <i>(date)</i>
TOTAL PAGES	23
REVISION	A

DOCUMENTATION DATA	
COMPANY NAME	<i>(PRINT)</i>
TITLE or POSITION	<i>(PRINT TITLE or POSITION)</i> <i>(SIGNATURE)</i>
ADDRESS OF FIRM OR INDIVIDUAL	<i>(PRINT)</i>
COMPANY CONTACT PERSON	<i>(SIGNATURE)</i> <i>(DATE)</i> -----/-----/-
TELEPHONE NUMBER#	<i>(PRINT)</i>
FAX. NUMBER#	<i>(PRINT)</i>
STATE INCORPORATED IN	<i>(PRINT)</i>

***Note: Contractor shall supply information in the areas at right.**



STANDARD BID SPECIFICATION

Bid Number: RFP-FY23-JUL002

Revision No. A

Page: 2 OF 22

CONTRACT LAWN MOWING SERVICES

CONTENTS

CONTRACT LAWN MOWING	3
1.0 Invitation to Bid.....	3
2.0 Proposal Contacts.....	3
3.0 Submission of Proposals.....	4
4.0 Contractor Info.....	4
5.0 Project Tours.....	4
6.0 Scope of Work.....	4
7.0 Contract Length.....	5
8.0 Defense of Suits.....	5
9.0 Quality Control.....	5
10.0 Qualifications of Workers.....	6
11.0 Equipment.....	6
12.0 Worker and Vehicle Identification.....	7
13.0 Safety/Environmental.....	7
14.0 Prevention of Damage from Work.....	7
15.0 Insurance.....	8
16.0 Payment/Taxes.....	8
17.0 Project Conditions.....	9
18.0 Sequencing and Scheduling.....	9
19.0 Conflict of Laws/Assignment/Integration Class.....	9
20.0 Electric Bids.....	10
21.0 Water Bids.....	11
21.0 Water Bids Legend.....	12
22.0 Wastewater Bids.....	13
22.0 Wastewater Bids Legend.....	14
23.0 Main Office Building Bid.....	15
24.0 Main Office Specifications	15
25.0 Main Office Specifications Continued.....	16
26.0 Main Office Specifications Continued.....	17
27.0 Main Office Specifications Continued.....	18
28.0 Bid Form.....	19
29.0 Bid Form Price Authorization.....	20
30.0 Summary of Experience.....	21
31.0 Quality Assurance Procedures.....	22
32.0 References.....	23
33.0 Business Description.....	24



STANDARD BID SPECIFICATION

Bid Number: RFP-FY23-JUL002

Revision No. A

Page: 3 OF 24

CONTRACT LAWN MOWING SERVICES

1.0 INVITATION TO BID:

1.1 Newport Utilities invites your firm to submit a proposal in accordance with this Request for Proposal (RFP). Your response to this request will be evaluated to determine the qualifications of your firm. Proposals must adhere to the format and content of this RFP. **Proposals will not be evaluated unless all parts requested are submitted in a complete package.** All sheets of this proposal must be submitted back with the bid, along with the additional information labeled as specified. The information set forth is the minimum required in order to qualify for consideration. The successful bidder shall be required to enter into a lawn mowing/weed eating/spraying/landscape services for buildings, grounds, substations, pump stations, and tank locations non-exclusive contract based on the specifications outlined in this RFP.

1.2 **THE PROJECT:**

Project Name: RFP-FY23-JUL002 Mowing Contract

Project Address: Various sites as outlined in the bid documents

1.3 **THE OWNER:**

Name: Newport Utilities

Address: 170 Cope Boulevard
Newport, TN 37821

Contact: Donna Cureton

Contact Phone: 423-625-2843

Contact E-mail: dcureton@newportutilities.com

2.0 PROPOSAL CONTACTS:

2.1 Any questions concerning this RFP, and all correspondence must be submitted in writing via fax or e-mail to the following contact:

Name: Newport Utilities
Address: 170 Cope Boulevard
Newport, TN 37821

Contact: Donna Cureton

Contact Phone: 423-625-2843

Contact Fax: 423-613-9786

Contact E-Mail: dcureton@newportutilities.com

Questions may not be submitted by telephone. All questions must include: Contractor's name, e-mail and address; Reference to the specific section of the RFP in questions; Contact name, telephone number, fax number and email address.

Questions from RFP participants and the corresponding response will be shared with all bidders via fax and/or email. All questions shall be received at least 48 hours prior to bid date and time. Questions submitted after that time shall not be addressed.



STANDARD BID SPECIFICATION

Bid Number: RFP-FY23-JUL002

Revision No. A

Page: 4 OF 24

CONTRACT LAWN MOWING SERVICES

3.0 SUBMISSION OF PROPOSALS:

3.1 In order to qualify for the work on this project, bidders must submit all information requested in the following **by** bid forms. **All proposals must be received Thursday, August 25, 2022 at 2:00 pm (local time).** Bids will be received at 170 Cope Boulevard, Newport, TN 37821 prior to the time and date indicated above. **The bids shall be sealed.** Bids that are not sealed will not be considered. The bid opening is public and interested parties are invited to attend the bid opening.

3.2 All proposals must remain in effect for at least 60 days from submittal. Newport Utilities has the sole discretion to: (a) reject any and all bid proposals, and (b) negotiate the modification of any and all proposals with any bidder in whatever manner it deems in its best interest. There is no guarantee, either expressed or implied, that bid will be awarded to any firm.

4.0 CONTRACTOR INFORMATION:

4.1 Newport Utilities may request additional information, samples, or presentations in support of proposals. Additionally, Newport Utilities may perform an interview with contractors under consideration to clarify any information provided, or to gather more evidence of managerial, financial, and technical abilities.

5.0 PROJECT TOURS:

5.1 Before submitting a bid, each bidder shall have the opportunity to thoroughly examine the projects and fully understand the conditions that in any way may affect the work proposed. Failure to inspect the sites will in no way relieve the successful contractor from the necessity of furnishing any materials or performing any labor necessary for the satisfactory completion of the work.

A prebid meeting has been established for Tuesday, August 16, 2022 at 2:00 pm (local time). Attendance is mandatory for acceptance of bid. Each bidder will be allowed to ask questions and will be provided with property information and a bid tab form specific for each location.

6.0 SCOPE OF WORK:

6.1 The Lawn Mowing, Weed Eating, Spraying, and Landscape (hereinafter called the "Contractor") shall recognize and perform in accordance with all stated intents, specifications and stipulations contained or referenced herein this proposal. Each bidder shall be responsible for researching the existing conditions and matters that affect the cost and performance of the services. The Contractor shall furnish all labor, equipment, tools, services, skills, etc. required to maintain the landscape in an attractive condition throughout the contract period. Maintenance shall include but not be limited to mowing, weeding, edging, pruning, pest management, fertilizing, mulching, flower beds, snow/ice removal, and cleanup. The intent is to maintain a Class A appearance of the property as determined by the Owner. The Contractor shall maintain such appearance. Any discrepancies in the understanding of this clause shall be resolved in a manner determined by the Owner.



CONTRACT LAWN MOWING SERVICES

7.0 CONTRACT LENGTH:

7.1 Duration of Agreement: The term of the agreement shall be for a period of three (3) years.

7.2 Termination of Contract: The relationship of the successful bidder to Newport Utilities shall be that of an independent contractor.

8.0 DEFENSE OF SUITS:

8.1 In case any action in court is brought against Newport Utilities or any officer or agent thereof for the failure, omission, or neglect of the Contractor to perform any services, acts, matters, or things by the Contract undertaken: or for injury or damage caused by the alleged negligence of the Contractor or its agents; the Contractor shall indemnify and save harmless Newport Utilities and its officers and agents from all losses, damages, costs, expenses, attorney's fees, judgements, or decrees whatsoever arising out of such action.

9.0 QUALITY CONTROL:

9.1 Work covered shall be performed by a single firm experienced in mowing and landscape maintenance of a similar nature and scope. **The Contractor may NOT subcontract any Work to be performed under this Contract.**

By submitting the bid, the Contractor certifies as to meeting the following requirements:

1. Has completed within the past three (3) years, a minimum of three (3) projects of similar nature and scope to the work being bid and the type of work completed is similar to that being bid.
2. Maintains a permanent place of business, with a minimum of five (5) years in business.
3. Has access to all necessary equipment and has organizational capacity and technical competence to do the work properly and expeditiously.
4. Will provide a sworn financial statement upon request, which evidences the Bidder has adequate financial resources to complete the work being bid, as well as all other work the Bidder is presently under contract to complete.
5. Has a documented safety program with a history of satisfactory past performance.
6. The Contractor shall be licensed by the State of Tennessee to apply insecticides approved for use in the State of Tennessee. **A copy of the Contractor's Tennessee Charter License must accompany bid for Contractor to be considered for bid award.**
7. Has a record of satisfactorily completing past projects. Criteria which will be considered in determining satisfactory completion of projects by Contractor will include:
 - a. Completed past contracts in accordance with the Contract Documents
 - b. Diligently pursued execution of the work and completed past contracts according to established schedules.



CONTRACT LAWN MOWING SERVICES

10.0 QUALIFICATIONS OF WORKERS:

10.1 Contractor shall comply with all local, state, and federal regulations and all workers must have sufficient skill and experience to perform properly and safely the work assigned to them. Newport Utilities shall have the right to require removal from responsibility for any work under the Contract any employee of Contractor who in the opinion of Newport Utilities, does not perform his/her work in a proper, safe and skillful manner or is disrespectful, intemperate, disorderly, or otherwise objectionable to Newport Utilities.

Bidders must warrant that their equipment, facilities, manpower, and financial resources are sufficient to meet the requirements of the Contract on a timely basis.

The Contractor shall be licensed appropriately per State of Tennessee license requirements. Awards will not be made to any person, firm, or company in default of a contract with Newport Utilities, Newport, TN, the State of TN, or the Federal Government.

The Contractor shall have qualified personnel licensed and experienced in the handling and use of chemicals, sprays, and herbicides commonly used in applications specified in this bid document. The Contractor shall furnish a copy of the Tennessee Charter License and the Pest Commercial Applicator's License, Certified in Weed Control – R/W with the Tennessee Department of Agriculture, Division of Plant Industry.

The Contractor must comply with the immigrant labor provisions of all applicable laws, including Tennessee Code Annotated Section 12-4-124. Accordingly, Contractor agrees that it will not knowingly utilize the services of illegal immigrants in the performance of the Work.

11.0 EQUIPMENT:

11.1 Transportation, equipment, tools and materials furnished by the Contractor shall be of high quality in every respect. Any equipment provided by the Contractor shall be kept in good working condition and shall comply with applicable local, state, and federal standards and regulations. Manufacturer installed safety devices such as; kill switches, disengaging devices, guards, shields etc., shall be maintained to protect Contractor employees and members of the Public from the hazards associated with the type of equipment used. All vehicles shall be equipped with adequate first-aid and safety supplies and traffic control devices that comply with applicable safety standards.

The Contractor shall submit a list of equipment with the bid as well as the number of total outside people employed by the company.



CONTRACT LAWN MOWING SERVICES

12.0 WORKER AND VEHICLE IDENTIFICATION:

12.1 The Contractor's employees shall at all times wear clothing, badges, or other apparatus, approved by NU, identifying them as employees of the Contractor. Contractor's employees shall identify themselves by name and position at any time requested by the public or a Newport Utilities Representative. NU, at its own discretion, may furnish and require Contractor employees to wear identification badges.

Each vehicle shall be marked with Contractor's insignia, name, and number designating it as property of the Contractor. NU, at its own discretion, may furnish and require the contractor to display on their equipment signs identifying them as contracted to NU

13.0 SAFETY/ENVIRONMENTAL:

13.1 Contractor shall comply with all applicable laws, regulations, and standards describing traffic and safety and control procedures and shall post appropriate signs, barricades, and flagmen to protect against dangers associated with Contractor's activities.

13.2 Contractor shall comply with all applicable local, state, and federal environmental ordinances, laws and regulations. Specifically, State Department of Agriculture regulations for pesticide control which, in general, require that Contractors operating in infested areas thoroughly clean all equipment units before moving them to non-infested areas.

Herbicides may be applied to Newport Utilities property only to the extent approved by Newport Utilities in strict accordance with label requirements and all provisions of local, state, and federal ordinances, laws, and regulations. No herbicides or pesticides shall be stored or disposed on Newport Utilities property, easements, or rights-of way or on the property of customers. **All persons handling, mixing, or storing herbicides shall be properly licensed as per State of Tennessee requirements.**

14.0 PREVENTION OF DAMAGE FROM WORK

14.1 Contractor shall be solely responsible for prevention of damage from work undertaken pursuant to the Contract and for all injury, damage, or loss arising out of the work. All reasonable precautions shall be taken at all times to protect the work and to protect against injury, damage, or loss arising out of the work. NU reserves the right to specify additional actions to prevent injury, damage, or loss arising out of the work. Contractor shall, at its own expense, reimburse injured parties for all injury, damage or loss arising out of the work under this Contract. Contractor shall take all necessary precautions to avoid damage to NU facilities. Contractor shall reimburse Newport Utilities for any injury, damage, or loss to NU or its employees or contractors arising out of the work.



STANDARD BID SPECIFICATION

Bid Number: RFP-FY23-JUL002

Revision No. A

Page: 8 OF 24

CONTRACT LAWN MOWING SERVICES

15.0 INSURANCE AND PROOF THEREOF

15.1 Throughout the term of this Agreement, the Contractor shall maintain at his/her sole expense effective insurance covering his/her activities at the project premises. Said insurance shall be secured from a company(s) licensed to do business in the locale of the Project premises. The Contractor shall furnish the Owner with documentation of this minimum insurance coverage with bid.

1. Personal Injury - \$100,000.00 Each Person/\$500,000.00 Each Occurrence

- a. The Contractor will be held solely responsible for any personal injury to their employees that may occur while performing the services outlined in this contract.
- b. It is understood and agreed that Newport Utilities will not be held responsible for any injuries of the Contractor's employees, but will still inform Newport Utilities of any incidents that may occur on their property.

2. General Liability Insurance - \$100,000.00 Each Occurrence/\$500,00.00 Aggregate

- a. The Contractor shall be held solely responsible for any property damage that their employees may cause and will take immediate action to process any claims and/or to proceed with any repairs and replacements that are necessary.

3. Scope of Insurance and Special Hazards

- a. The insurance required shall provide adequate protection for the Contractor against claims that may arise from operations under this Contract, whether such operation be by the insured and also against any of the special hazards that may be encountered in the performance of this Contract.

15.2 Contractor shall **provide a certificate of insurance** from a company licensed to do business in the State of Tennessee indicating coverage is in place to cover the limits set forth in this Article. The insurer shall give Newport Utilities a thirty (30) day notice of cancellation or changes in coverage. The insurance certificate shall be provided before commencement of the Contract.

16.0 PAYMENT/TAXES:

16.1 Contractor shall submit an Application Payment/Invoice, to Newport Utilities for services on a monthly basis upon completion of services. Payment will be made within thirty (30) days of the completion of services in an acceptable condition, to Newport Utilities and receipt of invoice, whichever is later.

16.2 Newport Utilities is exempt from all sales tax. Please bill less these taxes.



CONTRACT LAWN MOWING SERVICES

17.0 PROJECT CONDITIONS:

17.1 In order for the Contractor to properly perform and complete his/her work, Newport Utilities must cooperate by providing access to the work areas and any staging, offloading or preparation areas that are required.

The Contractor shall be familiar with the Project premises and how the existing conditions will affect his/her work during maintenance services. The Contractor shall visit and examine the sites to become acquainted with the adjacent areas, means of approach to the site and conditions of actual job sites. Failure to visit the sites or failure to examine any and all Contract Documents will in no way relieve the Contractor from the necessity of furnishing any materials or equipment, or performing any work that may be required to complete the work in accordance with the RFP. Neglect of above requirements will not be accepted as reason for delay in the work or additional compensation.

The Contractor shall be aware of sprinkler heads, lights, vehicles, and other obstacles located throughout the mowing, spraying and landscaping area. The Contractor will be held responsible for any damages resulting from not insuring the protection of such obstacles located in the area during the course of mowing, spraying, and landscaping by the Contractor.

18.0 SEQUENCING AND SCHEDULING:

18.1 Upon acceptance of the Bid, the Contractor shall coordinate with Newport Utilities to arrange a schedule of services and shall continue coordination at intervals set forth by Newport Utilities. Newport Utilities shall diligently endeavor to facilitate the Contractor's work by providing reasonable access to all work areas.

19.0 CONFLICT OF LAWS, ASSIGNMENT & INTEGRATON CLAUSES

19.1 Unless otherwise specified, this Agreement shall be governed by the law of the locale of this Project. Newport Utilities and the Contractor, respectively, bind themselves, their partners, successors, assigns and legal representatives to the other party with respect to all covenants of this Agreement. Neither Newport utilities nor the Contractor shall assign, sublet, or transfer any interest in this Agreement without the written consent of the other. This Agreement represents the entire and integrated agreements between Newport Utilities and the Contractor and supersedes all prior negotiation, representations or agreements; either written or oral. This Agreement may be amended only by written instrument signed by both Newport Utilities and the Contractor.



STANDARD BID SPECIFICATION

Bid Number: RFP-FY23-JUL002

Revision No. A

Page: 10 OF 24

CONTRACT LAWN MOWING SERVICES

20.0 ELECTRIC BIDS

NU ELECTRIC DEPARTMENT MOWING BID

No.	Location	Address	Address 2	Approximate Size	Frequency/Type of Mowing Needed (see below)
1	Primary Substation	232 Clay Hill Rd	Newport, TN 37821	5.0 acres	A
2	Newport District Substation	127 Miracle Ave	Newport, TN 37821	1.5 acres	A
3	East Newport Substation	970 Old Asheville Hwy	Newport, TN 37821	2.5 acres	A
4	Parrottsville Substation	135 North Hwy 340	Parrottsville, TN 37843	1.0 acres	A
5	Liberty Hill Substation	2269 Hwy 160	Bybee, TN 37713	2.0 acres	A
6	Cosby Substation	4084 Cosby Hwy	Cosby, TN 37722	2.0 acres	A
7	Wilton Springs Substation	101 Robert E Lee Dr.	Newport, TN 37821	2.1 acres	A
8	Chestnut Hill Substation	3447 Old Hwy 411	Dandridge, TN 37725	0.2 acres	A
9	Operations Center	1419 West Hwy 24/70	Newport, TN 37821	4.5 acres	B

A:
See substation locations above for mowing contract (weed eating as needed). No work will be performed by contractor within substation fenced areas at Primary or District. Other stations do not have grass areas within fence. NU will be treating graveled areas within fence to prevent vegetation growth in the spring and will spray around poles and guy wires outside the fence to facilitate easier mowing. Later in the mowing season contractor may choose to spray areas as needed rather than weed eat if regrowth occurs. Mowing frequency is every two weeks except District & Cosby which require mowing on a weekly basis due to growth rate. Substations are generally accessible for mowing at any time. Primary Substation will require a key for the driveway cable.

B:
Mowing frequency is weekly during normal growth season. Dry weather may decrease need for mowing. Fence line around property is maintained by spraying. Other areas adjacent to buildings, sidewalks, etc. are trimmed with weed eater. Access to property is during regular business hours (7:15 am to 6:30 pm) only.



STANDARD BID SPECIFICATION

Bid Number: RFP-FY23-JUL002

Revision No. A

Page: 11 OF 24

CONTRACT LAWN MOWING SERVICES

21.0 WATER BIDS

NU WATER DEPARTMENT MOWING BID

No.	Location	Address	Address 2	Approximate Size	Freq/ Type of Mowing Needed (see below)
10	Lower Plant Tank	850 Cedar St	Newport, TN 37821	0.25 acres	A
11	Tannery Tank	771 City View Dr	Newport, TN 37821	0.3 acres	A
12	City Park Tank	593 Birch St	Newport, TN 37821	0.15 acres	A
13	Parrottsville Heights Tank	189 Point Oak Dr	Parrottsville, TN 37843	0.2 acres	A
14	Castle Heights Tank	1031 Missionary Ridge Rd	Newport, TN 37821	1,600 sq ft	A
15	Liberty Tank	364 Rooster Town Rd	Cosby, TN 37722	2,000 sq ft	A
16	Golf Course Tank	1075 Golf Course Rd	Newport, TN 37821	0.2 acres	A
17	Web Creek (Troll) Tank	150 Troll Mtn Way	Cosby, TN 37722	0.2 acres	A
18	Carson Springs Tanks	751 Carson Springs Rd	Newport, TN 37821	0.3 acres	A
19	Del Rio Tank	4629 Hopi Trail	Del Rio, TN 37727	0.25 acres	A
20	Misty Acres Tank	2650 Schisandra Lane	Cosby, TN 37722	0.05 acres	A
21	Clevenger Tanks	Off Rainese Rd	Newport, TN 37821	0.25 acres	B
22	Cosby Tank	210 Green Forest Rd	Cosby, TN 37722	0.6 acres	B
23	Lark Rd Tank	Off Restful Rd	Newport, TN 37821	0.3 acres	B
24	Ranklin Tank	679 Lehigh Dr	Newport, TN 37821	0.3 acres	B
25	Hwy 411 Tank	650 Old Sevierville Hwy	Newport, TN 37821	0.1 acres	B
26	Camp Carson Tank	Off Camp Carson Way	Newport. TN 37821	0.05 acres	B
27	English Mtn Tank	Off Mountain Trail Drive	Newport. TN 37821	0.75 acres	B
28	Bybee Tank	122 Moore Hollow Road	Newport. TN 37821	0.5 acres	B
29	Clevenger Pump	1064 Coops Road	Newport. TN 37821	1,000 sq ft	C
30	Carson Springs Pump	401 Johnson Street	Newport. TN 37821	1,600 sq ft	C
31	Castle Heights Pump	138 Castle Heights Drive	Newport. TN 37821	1,000 sq ft	C
32	Parrottsville Pump	1209 Highway 321	Parrottsville, TN 37843	1,000 sq ft	C
33	Cosby Pump	1746 Highway 73	Newport. TN 37821	1,600 sq ft	C
34	Webb Creek (Troll) Pump	4416 Highway 321	Cosby, TN 37722	0.10 acres	C
35	Rankin Pump	355 Industrial Drive	Newport. TN 37821	1,200 acres	C
36	Lark Road Pump	1405 Lark Road	Newport. TN 37821	1,500 acres	C
37	English Mtn Pump	1003 Sunset Cirde	Newport. TN 37821	0.10 acres	C
38	Golf Course Pump	709 Morrell Springs Road	Newport. TN 37821	2,000 sq ft	C
39	Del Rio Pump	214 Soulh Highway 340	Parrottsville, TN 37843	0.06 acres	C
40	Misty Acres Pump 1	2601 Schisandra Lane	Cosby, TN 37722	1,800 sq ft	C
41	Misty Acres Pump 2	515 Stevia Wav	Cosby, TN 37722	1,800 sq ft	C
42	Applewood Pump	17 43 Bullard Drive	Newport. TN 37821	1,200 sq ft	C
43	Water Plant	850 Cedar Street	Newport. TN 37821	7.2 acres	D
44	Grassy Fork Tank	4820 Teague Branch Road	Hartford, TN 37753	0.5 acres	B
45	Grassy Fork Pump	Big Creek Road	Hartford, TN 37753	1,200 sq ft	C
46	County Line Connection	2642 Hwy 25-W	Newport, TN 37821	1,500 sq ft	B
47	Raw Water Pump Station	1260 Old Ashville Hwy	Newport, TN 37821	1.5 Acres	B
48	Old Carson Springs Pump	125 Dale Way	Newport, TN 37821	1,200 sq ft	B
49	Old Clevenger Pump	1065 Coop Rd	Newport, TN 37821	1,200 sq ft	B
50	Lower Tank	850 Cedar Street	Newport, TN 37821	3,000 sq ft	D
51	Old Liberty Pump	4084 Cosby Hwy	Cosby, TN 37822	1,200 sq ft	B



STANDARD BID SPECIFICATION

Bid Number: RFP-FY23-JUL002

Revision No. A

Page: 12 OF 24

CONTRACT LAWN MOWING SERVICES

NU WATER DEPARTMENT MOWING BID LEGEND

- **A:** For water tanks in this category, mowing or weedeating (contractor's choice) is to be performed no less than every 2 weeks during normal growing season. This will be the areas outside of the gravel. Dry weather may decrease need for mowing / weedeating. Also, areas that are graveled need to be sprayed. Spraying for weeds shall be done as often as needed to prevent weed growth but no less than every 2 months during the growing season. If weeds are present before first spraying of the season, area shall be weedeated before spraying. Fence perimeter shall be maintained the same as gravel areas. These sites will require a key for access.
- **B:** For water tanks in this category, the same requirements in Category A apply plus maintaining access roads. Roadway and edges shall be maintained such that vehicles can pass without scraping limbs/brush/weeds. Access roads shall be weedeated/trimmed no less than once per month during growing season.
- **C:** For water pumps in this category, mowing or weedeating (contractor's choice) is to be performed no less than every 2 weeks during normal growing season. This will be the areas outside of the gravel. Dry weather may decrease need for mowing/weedeating. Also, areas that are graveled need to be sprayed. Spraying for weeds shall be done as often as needed to prevent weed growth but no less than every 2 months during the growing season. If weeds are present before first spraying of the season, area shall be weedeated before spraying.
- **D:** This category involves mowing and weedeating at the water plant. The grounds shall be mowed/weedeated no less than once per week during the growing season. Dry weather may decrease need for mowing/weedeating. Weed eating needs to be done around all structures after the first mowing during the growing season. Contractor shall also blow off debris on all sidewalks / pavement from mowing /weedeating each time they mow or weedeat. Due to possible contamination of drinking water supply, spray shall only be used around the roads and fence, but not around the structures containing water.



STANDARD BID SPECIFICATION

Bid Number: RFP-FY23-JUL002

Revision No. A

Page: 13 OF 24

CONTRACT LAWN MOWING SERVICES

22.0 WASTEWATER BIDS

NU WASTEWATER DEPARTMENT MOWING BID LEGEND

No.	Facility Name/ Location	Address	Address 2	Approximate Size	Freq/Type of Mowing Needed (see below)
52	Bewley Warehouse	366 Industrial Road	Newport, TN 37821	2,800 sq ft	A
53	Sonoco	766 Industrial Road	Newport, TN 37821	1,200 sq ft	A
54	Violet Drive -Runnion Addition	Violet Drive & View Way	Newport, TN 37821	900 sq ft	A
55	Rays Loop	100 Rays Loop	Newport, TN 37821	700 sq ft	A
56	Killians Garage	1705 Old Newport Hwy	Newport, TN 37821	1,200 sq ft	A
57	Camp Carson	1120 Camp Carson Way	Newport, TN 37821	1,200 sq ft	A
58	Hawkins Street	481 Hawkins Street	Newport, TN 37821	500 sq ft	A
59	Warford Road	411 Cliffwood Drive	Newport, TN 37821	1,000 sq ft	A
60	Jimtown Road	260 Jimtown Road	Newport, TN 37821	250 sq ft	A
61	Teague Apartments	749 Hwy 321	Newport, TN 37821	1,600 sq ft	A
62	Flatwoods Estates	501 Shellbark Way	Newport, TN 37821	500 sq ft	A
63	Walker's Trailer Park	1031 Walker Hill Way	Newport, TN 37821	1,700 sq ft	A
64	Old Cave Hill Road	209 Cave Church Road	Newport, TN 37821	800 sq ft	A
65	Northwest School	342 Woodson Road	Newport, TN 37821	2,600 sq ft	A
66	Terrace Apartments	301 Waters Street	Newport, TN 37821	3,000 sq ft	A
67	Lighthouse Park	1201 Hwy 25E	Newport, TN 37821	900 sq ft	A
68	Nick Town Hill	459 Hwy 25E	Newport, TN 37821	1,200 sq ft	A
69	Regency	125 Green Valley Road	Newport, TN 37821	1,600 sq ft	B
70	Pigeon River Bridge	201 North Street	Newport, TN 37821	3,600 sq ft	B
71	Edwina Road	381 Edwina Road	Newport, TN 37821	0.2 acres	B
72	Quarry Road	734 Lower Quarry Road	Newport, TN 37821	0.18 acres	B
73	6th Street	678 6th Street	Newport, TN 37821	0.3 acres	C
74	Wastewater Plant	465 Lisega Blvd	Newport, TN 37821	12.4 acres	D
75	Apple Valley	126 Apple Valley Way	Newport, TN 37821	1,200 sq fr	D
76	Family Farm	1309 US-25E	Newport, TN 37821	100 sq ft	B
77	Spencers	101 Holmes Way 25-E	Newport, TN 37821	1,500 sq ft	A
78	Northwest Estates	100 Northwest Estates	Newport, TN 37821	1,200 sq ft	B
79	Blue Ridge Apartments	800 Blue Ridge Way	Newport, TN 37821	1,200 sq ft	B
80	Head Start	175 Hwy 25-E	Newport, TN 37821	500 sq ft	B
81	Tiny Homes 1	850 Industrial Rd	Newport, TN 37821	500 sq ft	B
82	Tiny Homes 2	850 Industrial Rd	Newport, TN 37821	500 sq ft	B
83	25E Car Wash	261 Hwy 25-E	Newport, TN 37821	500 sq ft	B
84	Old Waste Water Plant	465 Chemwood Dr	Newport, TN 37821	1.5 acres	D
85	Huff Hollow 1	212 Huff Hollow Way	Newport, TN 37821	1,200 sq ft	B



STANDARD BID SPECIFICATION

Bid Number: RFP-FY23-JUL002

Revision No. A

Page: 14 OF 24

CONTRACT LAWN MOWING SERVICES

NU WASTEWATER DEPARTMENT MOWING BID LEGEND

- **A:** For wastewater pump stations in this category, spraying is the primary control of weeds/grass. All gravel areas and immediately around the pump stations are to be sprayed. Spraying for weeds shall be done as often as needed to prevent weed growth, but no less than every 2 months during the growing season. If weeds are present before first spraying of the season, area shall be weedeated before spraying. Some sites are fenced and will require a key for access. For areas that are fenced, perimeter of fence shall be maintained the same as the gravel areas.
- **B:** For wastewater pump stations in this category, mowing or weedeating (contractor's choice) is to be performed no less than every 2 weeks during normal growing season. This will be the areas outside of the gravel. Dry weather may decrease need for mowing/weedeating. Also, areas that are graveled need to be sprayed as described in section A.
- **C:** This category involves mowing or weedeating (contractor's choice) an approximate 6 foot area on each edge of the access road no less than every 2 weeks during normal growing season. Dry weather may decrease need for mowing/ weedeating. Also, areas that are graveled need to be sprayed as described in section A.
- **D:** This category involves mowing and weedeating at the wastewater plant. The grounds shall be mowed/weedeated no less than once per week during the growing season. Dry weather may decrease need for mowing/weedeating. Weed eating needs to be done around all structures after the first mowing during the growing season. Contractor will need to spray around the perimeter of all structures a minimum of 4 times during the growing season. Contractor will also need to spray ditches, around fencing, and around power poles a minimum of 4 times during the growing season. Contractor shall also blow off debris on all sidewalks from mowing/weedeating each time they mow or weedeat. Contractor shall edge cut grass around sidewalks at least twice per year during the growing season.



STANDARD BID SPECIFICATION

Bid Number: RFP-FY23-JUL002

Revision No. A

Page: 15 OF 24

CONTRACT LAWN MOWING SERVICES

23.0 NEWPORT UTILITIES MAIN OFFICE MOWING BID

No.	Facility Name/Location	Address 1	Address 2	Approximate Size	Frequency/Type of Mowing Needed (See Below)
86	NU Main Office	170 Cope Boulevard	Newport, TN	To be supplied at pre bid meeting	E

E: This category involves mowing, weeding, edging, fertilization, weed control, trash and debris removal as well as landscaping. Since this is the primary location that most of our customers interact with it is of utmost importance that the grounds be kept in immaculate condition at all times.

The following specifications are for the Main Office location only:

24.0 MAIN OFFICE SPECIFICATIONS:

24.1 TURF MOWING:

- Turf shall be mowed once a week weather permitting.
- Excessive clippings are to be collected and removed from the job site at the end of each visit. Clippings are not to be left overnight for removal the following day. The use of bagging attachments are recommended but not required.
- Permanent fixtures in the turf areas are to be trimmed with weed-eaters to avoid unsightly growth at the base. Care is to be taken at all times when operating around fixtures to prevent damage to them.

24.2 TURF EDGING/WEEDING:

- Edging and trimming along curbs, walks, bed edges and tree wells shall be done to keep a neat appearance.
- Turf along curbs and sidewalks that cannot be addressed with routine edging operations due to broken curbs or uneven borders are to be treated chemically and/or physically removed with a spade.
- All flowerbeds, landscaped and mulched area shall be hand weeded with each visit.

24.3 FERTILIZATON & WEED CONTROL:

- Well balanced fertilizer shall be used to maintain a health green color and shall be applied upon Contractor's knowledge and needs of the area.
- All lawn areas shall be treated with crabgrass prevention and broadleaf weed control in January or early February and as necessary.
- A pre-emergent shall be applied to control annual weeds in early February or early March.
- Starter fertilizer shall be applied in early May. Iron shall be applied in late June or early July. Winter fertilizer with high nitrogen shall be applied in late September or early October.
- A continuous Integration of Pest management program shall be applied in order to minimize the use of hazardous synthetic chemicals.



STANDARD BID SPECIFICATION

Bid Number: RFP-FY23-JUL002

Revision No. A

Page: 16 OF 24

CONTRACT LAWN MOWING SERVICES

25.0 MAIN OFFICE SPECIFICATIONS CONT:

25.1 TRASH AND DEBRIS REMOVAL: During routine maintenance visits the Contractor is responsible for removing trash and debris from the property. Curbs, sidewalks, etc. are to be cleaned with mechanical blowers and/or brooms to maintain a neat appearance. Heavy accumulations of sand, gravel, leaves, etc., are to be removed with a shovel and brooms if blowers provide unsatisfactory results.

25.2 TREE AND SHRUB MAINTENANCE:

- All plant and tree material is to be pruned in a manner to provide a neat natural appearance. Limbs that obstruct buildings, walkways, or vehicular traffic shall be removed. Shearing and selective pruning techniques are left to the discretion of the Contractor. All shrubs and trees shall be properly groomed and shaped a minimum of twice a year and all manageable trees shall be pruned once a year if needed.
- Shrubs shall be pruned to retain their natural shape, to promote bloom, and to meet accepted horticultural practices. Growth shall be kept from encroaching on signs, walkways, driveways, and ventilation units.
- All formal hedges shall be sheared to maintain desired shape and height.
- Ornamental flowering trees are to be pruned at the proper time of year to encourage maximum flower production.
- Dead or damaged portions of plants shall be removed whenever possible.
- All plant material will be fertilized with a balanced slow release fertilizer in the dormant season and supplemented throughout the year as necessary to maintain vigorous healthy plant material.
- Contractor shall monitor trees and shrubs for signs of disease and insect infestations. If plants are affected appropriate recommendations for treatment shall be submitted to Newport Utilities. When insect and/or disease problems are detected, legally approved chemicals are to be used to treat the problem.
- Deep cut selective pruning and hard cutbacks will be performed on plant material during winter months, for corrective and restorative purposes. Newport Utilities shall be informed before any drastic cutbacks are performed.
- All mulched shrub beds, maintained natural areas and walking paths, are to be treated with pre-emergence and post-emergence chemicals to control weeds.
- Weeds more than 2" tall are to be removed by hand and disposed of. Weeds less than 2" tall are to be treated with legally approved post-emergence herbicides.
- All pruning debris is the responsibility of the Contractor. No debris may be disposed of on site without the expressed permission of Newport Utilities.



STANDARD BID SPECIFICATION

Bid Number: RFP-FY23-JUL002

Revision No. A

Page: 17 OF 24

CONTRACT LAWN MOWING SERVICES

26.0 MAIN OFFICE SPECIFICATIONS CONT:

26.1 GROUND COVER & BEDS:

- All landscaped areas are to be turned and worked two (2) times per year.
- Mulched areas shall be top dressed as needed with each flower change out.
- Open ground between plants shall be kept weed free using mechanical or chemical methods
- All plant material shall be free of insect and disease. At all times public and environmental safety is to be considered when applying pesticides.
- All landscaped areas shall be fertilized with Osmocote, a slow release fertilizer (14-14-14) three times a year.
- All flowerbeds shall be fertilized with Osmocote, a slow release fertilizer (14-14-14) and liquid fertilizer (20-20-20) with each new planting as needed.
- Litter and debris shall be removed during maintenance visits in order to ensure a neat appearance.
- Soil surfaces shall be raked smooth and cultivated regularly.
- Vines shall be trimmed neatly against supporting structures and kept within bounds.
- Groundcovers shall be kept trimmed within curbs and along walkways. They shall not be allowed to grow into or through shrubs or other plantings.
- Sign faces and windows shall be kept clear of encroaching growth.

26.2 EXTERIOR COLOR MAINTENANCE:

- Spent or dead blooms, including stems, declining foliage and plant debris shall be removed to encourage continued blooming and maintain a neat appearance.
- Plants shall be fertilized with either a balanced liquid or bloom-inducing fertilizer to promote lushness and colorful displays.
- Plants shall be monitored for the presence of insects or diseases and shall be treated accordingly. An Integrated Pest Management (IPM) strategy, emphasizing least toxic choices, preventative cultural practices and most effective and cost-efficient results shall be implemented.
- Soil shall be cultivated periodically to promote adequate aeration and to counteract the effects of soil compaction. Soil surfaces shall be left smooth to maintain a neat appearance.
- Litter shall be removed as color is generally in a focal area. Color beds and containers shall not be void of plant material at any time.



STANDARD BID SPECIFICATION

Bid Number: RFP-FY23-JUL002

Revision No. A

Page: 18 OF 24

CONTRACT LAWN MOWING SERVICES

27.0 MAIN OFFICE SPECIFICATIONS CONT:

27.1 OTHER SERVICES/ MISCELLANEOUS:

- Spring Clean-Up shall be performed as follows and should be included in the pricing. Spring clean-up shall include, but not be limited to, leaf removal from all beds, turning flower beds as appropriate, remove winter wrapping and remove any sand and gravel from beds and lawns.
- Fall Clean-Up shall be performed as follows and should be included in the pricing. Fall clean up shall be in late fall after all leaves have fallen from the trees in the area. Work shall include, but not be limited to, leaf removal from all areas of the property, removal of all dead annual, cut back perennial plantings appropriately, wrap trees to prevent sunscald, covering of beds necessary to protect plants, etc....).
- Flower beds shall be changed (3) times per year as follows:
 - Spring & Summer – Annuals (sufficient to fully cover ground area) – Late April or early May
 - Fall – Garden Mums (sufficient to fully cover ground area) – Late September or early October
 - Winter – Pansies (sufficient to fully cover ground area) October or November with Spring Tulips (#1 Holland Tulip Bulbs to be replaced every 2 years)
 - Mulch (estimated 20 cubic yards) shall be #2 hardwood, ground and treated. Turf type fertilizer (estimated 800 lbs of Lesco) and Osmocote shall be used for flowers and shrub areas.

27.2 SNOW AND ICE REMOVAL FOR #8, 42, 65, AND 66:

- The bid tab will include a line for hourly rates for snow removal at the following sites:
 - #8 – Operations Center
 - #42 – Water Plant
 - #65 – Wastewater Plant
 - #66 - Main Office
- Snow and ice shall be removed from parking lots and sidewalks as needed. Labor for snow and ice removal to be included in Contract, however Safe Melt shall be billed at market price or to be furnished by the Owner. Snow plow and equipment to be billed to the Owner on an hourly basis if needed. The Contractor shall establish and maintain an effective communication system with the Owner.



STANDARD BID SPECIFICATION

Bid Number: RFP-FY23-JUL002

Revision No. A

Page: 19 OF 24

CONTRACT LAWN MOWING SERVICES

28.0 BID FORM:

Proposals must adhere to the format of the bid forms **(to be supplied at pre bid meeting)** and content of this RFP. Proposals will not be evaluated unless all parts of the bid form are submitted in a complete package. The information set forth is the minimum required in order to qualify for consideration.

Include **2 (two) copies** of all bid forms with submitted bid proposal.

Firm Name

Address

City, State, Zip

Telephone

Date



STANDARD BID SPECIFICATION

Bid Number: RFP-FY23-JUL002

Revision No. A

Page: 20 OF 24

CONTRACT LAWN MOWING SERVICES

29.0 BID FORM PRICE AUTHORIZATION:

By signing this bid form, such action certifies that the Bidder has personal knowledge of the following:

That said Bidder has examined the RFP and specifications, carefully prepared the bid form, and has checked the same in detail before submitting said bid; and that said bidder, or the agents, officers, or employees thereof, have 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 this bid.

That all of said work will be performed at the Bidder's own proper cost and expense. The Bidder will furnish all necessary materials, labor, tools, machinery, apparatus and other means of construction in the manner provided in the applicable specifications, and at the time stated in the contract.

The undersigned, being a reputable Landscape Contractor and having submitted the necessary pre-qualification forms, hereby submits in good faith and in full accordance with all specifications, attached or integral, his/her Bid Proposal for the landscape services of:

Project Name

Name of Contractor

Authorized Signature

Name & Title of Signatory

Type of Organization: Corporation,
Partnership, Proprietorship



STANDARD BID SPECIFICATION

Bid Number: RFP-FY23-JUL002

Revision No. A

Page: 21 OF 24

CONTRACT LAWN MOWING SERVICES

30.0 SUMMARY OF EXPERIENCE:

Company Name: _____

Main Office Location: _____

Contact Name: _____

Phone #: _____

FAX# _____

Email _____

Year Company founded _____

Years in Landscape Maintenance: _____

Last calendar year landscape maintenance volume: _____

Yes No Have you ever operated a landscaping business under another name? If so list previous name:

Yes No Have you ever defaulted on a project? if so please explain:

Yes No Do you have on staff a Licensed Pesticide Applicators licensed in the State of the Project's locale?

If yes, please list those who will be assigned to maintain the project and attach and label their current certificates as Exhibit 3

_____ License # _____

_____ License # _____



STANDARD BID SPECIFICATION

Bid Number: RFP-FY23-JUL002

Revision No. A

Page: 22 OF 24

CONTRACT LAWN MOWING SERVICES

31.0 QUALITY ASSURANCE PROCEDURES:

Quality Assurance:

For this project we will schedule quality assurance visits _____ times per year. Attach copy of the Quality Assurance Report and label as Exhibit 4.

Describe your quality control procedures: _____

Describe any other services scheduled: _____

Describe your method for handling customer complaints/problems: _____



STANDARD BID SPECIFICATION

Bid Number: RFP-FY23-JUL002

Revision No. A

Page: 23 OF 24

CONTRACT LAWN MOWING SERVICES

32.0 REFERENCES:

Complete and submit the following for three (3) projects of similar complexity as the project specified. Include a minimum of 2 photographs of each project and label appropriately. (duplicate the form as required)

Name of Project: _____

Address of Project: _____

Management Company: _____

Contact Person: _____

Telephone Number: _____

Email: _____

Monthly Contract Amount: less than \$500 \$501 - 1,000 \$1,001-\$2,000 \$over 2,000

Years Serviced: less than 1 year 1-3 years 3-5 years 5-10 years over 10 years

Description of Work: _____

Other Remarks: _____



STANDARD BID SPECIFICATION

Bid Number: RFP-FY23-JUL002

Revision No. A

Page: 24 OF 24

CONTRACT LAWN MOWING SERVICES

33.0 BUSINESS DESCRIPTION:

Newport Utilities is a municipal electric, water and wastewater service provider providing services in Newport (Cocke County), TN and parts of surrounding counties. Newport's service area is approximately 600 square miles.

INSTRUCTIONS TO BIDDERS

Two (2) copies of your response, which must include **all required supporting documents** must be submitted to:

Via U S Postal Service:

Newport Utilities
Attn: Donna Cureton
Purchasing Agent
P. O. Box 519
Newport, TN 37822

Via overnight delivery service or hand delivery:

Newport Utilities
Attn: Donna Cureton
Purchasing Agent
170 Cope Blvd.
Newport, TN 37821

All bids shall be clearly labeled on outside of envelope – SEALED BID RFP-FY23-JUL002 - CONTRACT MOWING, SPRAYING, & LANDSCAPE SERVICES, CONTRACTOR'S NAME, TN CHARTER LICENSE NUMBER

Proposals will be received until Thursday, August 25, 2022 at 2:00 pm (local time), after which they will be opened and read. Bids received after that time will be returned to the bidder unopened. No questions concerning the bids will be accepted after the first bid has been received. Newport Utilities reserves the right to disregard all nonconforming or conditional bids or counterproposals. NU shall be the sole arbiter of the conformity of bids to this Specification.