



BID PACKET COVER PAGE

Bid Documents for: Code Enforcement Mowing Services

Bids Submitted to:
City of Marion
City Administrator Charles Adam Ledford
217 South Main Street
Marion, KY 42064

Questions Submitted to:
Planning & Zoning/Code Enforcement Administrator
Tanya Scholtz-Byers
270-965-2266
tbyers@marionky.gov

CITY OF MARION
SOLICITATION FOR SEALED BIDS

The City of Marion, 217 South Main Street, Marion, KY, 42064, hereby solicits and advertises for bids for Codes Enforcement mowing services for the 2026 mowing season requested by the City as described and specified in the bid packet entitled City of Marion Code Enforcement Mowing Services Bid, copies of which are available at the City of Marion Office, 217 South Main Street, Marion, KY 42062.

All bids and proposals in response to this advertisement and solicitation must be received by the Marion City Administrator on or before 2:00 p.m. on Friday, May 15, 2026, with time being of the essence, on a form provided by the Marion City Administrator and completed according to the Bid Instructions provided thereby, including all required attachments; and enclosed within a sealed envelope, with the words "City of Marion Mowing Bid" written, typed or otherwise indicated on the outside of the envelope.

The City of Marion reserves the right to not only reject any and all bids and proposals submitted in response to this advertisement and solicitation, for any reason or no reason; but especially those that are not in conformity with either the bid instructions or the specifications provided by the City, but also to accept bids and proposals submitted in response to this advertisement and solicitation that do not conform to those bid instructions and specifications.

INSTRUCTIONS TO BIDDERS

- 1) The City of Marion has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the City considers the most advantageous to the City.
- 2) Bidders must give unit price and sign the bid.
- 3) Prices must be stated in the bid document and must be firm. Bids qualified by escalator clauses will not be considered.
- 4) Bidders must provide certificates of insurance as defined in the bidding documents with application submission.
- 5) A list of references must be returned with the bidding documents.
- 6) Failure to comply with any of the above instructions and general conditions of bidding may disqualify the bidder.

I have read and understand the above instructions and general conditions:

Signature

Date

City of Marion Code Enforcement Mowing Services Bid

The City of Marion is seeking bids for Codes Enforcement mowing services for the 2026 mowing season.

Contact Person: For information, clarification of any requirements or terms of the bid, contact Tanya Scholtz-Byers at (270)965-2266.

Work: The contractor will complete all work described as follows:

Nuisance Mowing:

- 1) Mowing and trimming personal real property (various locations) within Marion city limits. Work completed under this section to bid with two separate performance standards: (1) rough mowing and trimming (rough mowing handles overgrown brush, thick weeds, and saplings on uneven terrain), and (2) finish mowing and trimming (finish mowing handles typical overgrown grasses on residential lots and encompasses the majority of properties which require mowing).
- 2) The contractor will make an effort to remove any large trash items that pose obstacles or that, if mowed over, would result in an unsightly condition. The contractor will remove this debris or place this debris in an area accessible to city personnel and notify the city for collection.
- 3) Mowers must have chains or other methods of minimizing projectiles in place and in good repair at all times.
- 4) Response time. Upon notification by the City that a property needs mowing, the contractor shall mow the property within 48 hours, weather permitting, unless the City accepts an alternate schedule.
- 5) Mechanical breakdown, personnel problems, personal or professional emergency, or other impediments shall not relieve the contractor of any duty to perform under this contract.
- 6) The City may designate the priority sequence for mowing multiple properties.
- 7) Mowing must be completed in an area before moving to another area.
- 8) Contractor shall be as close as practical without striking, but no further than 24 inches away from any desirable tree, bush or shrub. Contractor shall be as close as practical without striking, but no further than 12 inches away from inanimate objects such as foundations, walls, signs, posts, and other objects.
- 9) Trimming must be completed at the same time as mowing. Contractor shall trim within 3 inches, but without striking the trunk of any tree, bush or shrub.
- 10) Contractor shall trim around buildings, walks and inanimate objects completely.
- 11) Location(s) of property and frequency of mowing shall be directed by the City of Marion Code Enforcement Officer.

12) The contractor shall be fully clothed at all times while performing these services. Fully clothed means that a shirt, pants and shoes shall be worn. Courtesy shall be exercised at all times during contact with the public.

13) All work is to be performed at the request of the city only.

Invoice: The contractor shall provide a detailed invoice for each property mowed.

Invoice requirements: property owner's name, property address, date mowed, and the amount charged for rough mowing or finish mowing, and before/after pictures of property. The invoice shall also list the contractor's name, address, and contact phone number. Invoices must be received by the City of Marion Code Enforcement Officer within thirty (30) days of mow date, or the contractor will not be eligible for payment.

Payment: Invoices for work performed shall be submitted by the contractor. Payment will be made on net 30 terms. The contractor shall provide the City with an IRS Form W-9 prior to payment of the first invoice.

Liability Insurance: The contractor shall provide a current certificate of insurance to the City with general liability, automobile liability and excess liability in amounts of not less than \$250,000 and name the City of Marion as certificate holder. Contract will require hold harmless provisions for the City of Marion.

Workers' Compensation Insurance: The contractor shall provide evidence of Workers' Compensation and Employers Liability Insurance. Independent Contractors who meet the requirements to qualify as exempt under Kentucky Revised Statutes may submit a notarized AFFIDAVIT OF EXEMPT STATUS UNDER THE WORKERS' COMPENSATION ACT in lieu of providing evidence of Workers' Compensation Insurance.

Note: Employers who knowingly and willfully require an employee or subcontractor to execute an affidavit when the employer knows that the employee or subcontractor is required to be covered under a workers' compensation insurance policy shall be liable for a civil penalty of up to \$1,000.00 per offense.

Contractor-furnished equipment and supplies: The contractor shall furnish all manpower, mowing, trimming and edging equipment, fuels and all other supplies necessary to accomplish the services. Mowing equipment shall include safety equipment designed to minimize projectiles. This safety equipment shall be in place and in good repair at all times of operation to minimize the risk to the public.

Subcontractors: The City of Marion must approve all subcontractors.

Term: The contractor shall provide services for the 2026 mowing season, June 1st through October 31st. There shall be no increase in price during the term. The City shall have the right to modify or discontinue services for non-performance at any time during contract. At the end of the mowing season, the City reserves the right to offer an extension of the current contract or open the contract up for new bids for the next mowing season.

Bid Form for Codes Enforcement Mowing Services – 2026

City of Marion

Contractor Name: _____

Contractor Address: _____

City/State/Zip: _____

Federal Tax ID #: _____

Phone Number: _____

Email Address: _____

References:

Name/Address/Phone Number

1)

2)

3)

Nuisance Mowing Bid Price:

A) Rough Mowing / Trimming: \$ _____ / Hour

B) Finish Mowing / Trimming: \$ _____ / Hour

Signature

Date