

**CITY OF CENTRAL**  
**BID SPECIFICATIONS FOR**  
**LITTER CONTROL, GRASS CUTTING**  
**AND WEED CONTROL**

Bidders are expected to familiarize themselves with the existing conditions at the major roadways listed on Exhibit A and along other public roadways before submitting a Bid. No additional compensation will be paid for work listed in the Specifications which Bidder did not include in the Bid due to failure to inspect conditions affecting the satisfactory performance of work specified herein.

All Bids must be submitted on a copy of the Bid Form, attached as Exhibit B. Bids must be delivered to the City of Central no later than Friday, April 29, 2011 at 2:00 p.m. CST in a sealed envelope clearly marked:

City of Central  
ATTN: Litter Control, Grass Cutting and Weed Control Bid  
13421 Hooper Road, Suite 8  
Central, Louisiana 70818-9200

Bidders shall attach a certified check, cashier's check, or bid bond for (5%) five percent of the annual Bid amount. If a Bid Bond is used it shall be written by a surety or insurance company currently on the U.S. Department of the Treasury Financial Management Service list of approved bonding companies which is published annually in the Federal Register, or by a Louisiana domiciled insurance company with at least an A- rating in the latest printing of the A.M. Best's Key Rating Guide to write individual bonds up to ten percent of policyholders' surplus as shown in the A.M. Best's Key Rating Guide or by an insurance company in good standing licensed to write bid bonds which is either domiciled in Louisiana or owned by Louisiana residents.

Bidders shall provide all information required by Bid Form. Bidders must be authorized to do business in Louisiana. Bids shall be signed by an authorized representative of the entity. If the Bid is signed by an individual other than an officer listed on the official records of the Louisiana Secretary of State, documentation of authorization must be attached to the Bid Form.

The City will award the contract to the lowest responsible Bidder.

The City reserves the right to reject any and all Bids without liability to any Bidder. All costs of preparation of a Bid shall be borne by Bidder.

**MANDATORY PRE-BID CONFERENCE**

A Mandatory Pre-Bid Conference will be conducted at 10:00 a.m. C.S.T. on April 14, 2011 at Central City Hall, 13421 Hooper Road, Suite 7, Central, LA 70818-9200. Bids will be accepted only from entities represented at the Mandatory Pre-Bid Conference. Bidders' representatives will have the opportunity to ask questions of City's representatives concerning the Specifications during the conference.

## **QUESTIONS AND COMMUNICATIONS**

To ensure a fair and objective process, Bidders SHALL NOT initiate contact or communications with any elected or appointed official for City, City's employees or the City Services Selection Committee regarding this Bid until after the award of contract(s) or until the Bid has been cancelled.

Questions concerning any portion of the Specifications shall be submitted via email to [CentralRFP@gmail.com](mailto:CentralRFP@gmail.com) no later than 4:00 p.m. C.S.T. on April 22, 2011. All inquiries together with responses thereto will be posted on [www.centralgov.com](http://www.centralgov.com) on or before April 27, 2011.

## **SUMMARY OF WORK**

Contractor shall provide all labor, materials and equipment necessary to complete work. Contractor shall provide to the Mayor or his designee, monthly and annual detailed reports of all services performed. For work orders received report shall include the receipt date of work order, type of service, photographs of service site before and after work order is completed, location or address of service site, description of the work performed and date completed. All reports shall be maintained by Contractor for a period of at least three (3) years.

### **LITTER CONTROL**

Contractor shall assign personnel to inspect roads and right-of-ways for litter and debris, and shall remove and dispose of litter and debris from City's roads and right-of-ways at least monthly.

Contractor shall remove nonconforming signs on public right-of-ways and from sign posts and telephone poles in accordance with City's ordinances.

Contractor shall report any excessive litter or debris on Parish or State highways to the appropriate officials.

### **GRASS CUTTING AND WEED CONTROL**

Contractor shall maintain roadside ditches and medians which shall include but not be limited to the public right-of-ways adjacent to City owned roadways and on City's entry ways (Hooper Road and Greenwell Springs Road and medians). All litter and debris shall be removed from roadside ditches and medians and disposed of prior to mowing. Grass areas shall be kept neat at all times with grass cut and vegetation trimmed. Areas around all sign poles, curbs and barriers shall be trimmed.

Contractor shall mow all areas listed in Exhibit A at least monthly from April 1<sup>st</sup> through November 30<sup>th</sup>. From December 1<sup>st</sup> through March 30<sup>th</sup>, grass shall be mowed, vegetation trimmed and litter removed and disposed of on an as needed basis. Greenwell Springs Road from Comite River to Sullivan Road and Hooper Road from Comite River to 9783 Hooper Road shall be mowed twice a month from April 1<sup>st</sup> to November 30<sup>th</sup> and as needed from December 1<sup>st</sup> through March 30<sup>th</sup> to maintain a neat appearance.

Contractor shall inspect visibility within sight triangles at intersection right-of-ways monthly and perform any maintenance necessary to preserve visibility of traffic signs and signals. Contractor shall maintain other City owned right-of-ways as requested by Mayor or his designee.

Contractor shall prior to the first day of each month submit proposed schedule for month to Mayor or his designee for approval. Should there be continuous rain preventing Contractor from performing services during a period of more than one week, Contractor shall advise Mayor or his designee so that appropriate adjustments to schedule can be made.

Contractor may, only with City's approval, use herbicide treatment on the street right-of-ways, drainage ditches, and around street traffic poles and guard rail barriers within City. Contractor may not block any public roadway without prior approval.

### **GENERAL CONTRACT REQUIREMENTS**

Selected Contractor must execute a contract with the City of Central within ten (10) days after notice of selection. During the performance of said services, Contractor shall be responsible for protecting the lives, health, and safety of other persons, and preventing damage to property located on or near the City's property.

Under no circumstances shall any restricted insecticides or germicide be sprayed at any site. The Mayor or his designee must be notified prior to any spraying at any site.

### **PERFORMANCE BOND**

Contractor shall furnish a performance bond issued by a commercial surety authorized to do business in Louisiana in the amount of the annual compensation for services.

### **INSURANCE AND LIABILITY**

The successful Bidder shall present Certificates of Insurance, listing the City of Central as an additional insured, with the following minimum coverages:

<b>Employers Liability</b>	<b>\$1,000,000</b>
<b>Comprehensive General Liability</b>	<b>\$2,500,000 per occurrence and \$5,000,000 aggregate, which coverage shall include all defense and indemnity obligations assumed by Contractor in the Contract with the City of Central</b>
<b>Comprehensive Automobile and Vehicle Liability</b>	<b>\$2,000,000 per occurrence and \$5,000,000 aggregate coverage covering all owned leased or non-owned motor vehicles, including those used onsite and offsite</b>
<b>Professional Liability</b>	<b>\$2,500,000 per occurrence and \$5,000,000 aggregate</b>
<b>Workers' Compensation</b>	<b>Louisiana Statutory Requirement</b>

Contractor shall assume all responsibility and liability for any and all damage or injury of any kind or nature whatsoever, to any person, whether employees of Contractor or otherwise, and to all property, caused by, resulting from, arising out of, or occurring in connection with the execution of the work, and if any person shall make a claim for any damage or injury, including death, resulting there from as herein above described, whether such claim be based upon Contractor's alleged active or passive negligence or participation in the wrong or upon any alleged breach of any statutory or other duty or obligation on the part of Contractor, Contractor

shall indemnify and hold harmless the City of Central, its Council members, agents, employees and representatives from and against any and all loss, expense, damage, or injury sustained by the City of Central as a result of any such claims including costs incurred in defense of any action at law or suit against the City of Central, its Council members, agents, employees and representatives, upon demand the amount of any and all costs, fees and expense in connection with such defense and any judgment, including penalties, interest costs or attorney fees that may be entered against the City of Central its Council members, agents, employees and representatives in any such action, suit or proceeding.

#### **PAYMENTS**

Payment for services shall be made on a monthly billing cycle. Contractor will submit an invoice detailing services provided during the month. Invoices shall be paid within twenty (20) calendar days of receipt upon confirmation of satisfactory completion of service. Prices will be fixed for the contract period in accordance with the accepted Bid.

#### **EQUAL EMPLOYMENT OPPORTUNITY**

Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap.

## **Major Roadways for Litter Control, Grass Cutting and Weed Control**

Arleen Ave (Blackwater to Dead-end)  
Banway Dr (Wax Rd to Sandal Ave)  
Beaver Bend Rd (Forest View Dr to Private Rd)  
Bridlewood Dr (500' north of Hooper Rd)  
Brown Rd (Carey Rd to Dyer Rd)  
Carey Rd (Comite Dr to Blackwater Rd)  
Central Woods Ave (Sullivan Rd to Willowbrook Dr)  
Core Ln (Joor Rd to Blackwater Rd)  
Denham Rd (Joor Rd to Greenwell Springs Rd)  
Devall Rd (Hooper Rd to Denham Rd)  
Droze Rd (Greenwell Springs Rd to Alford Dr)  
Forest View Dr (Devall Rd to Beaver Bend Rd)  
Frenchtown Rd (Greenwell Springs Rd to Dead-end)  
Gurney Rd (Sullivan Rd to Blackwater Rd)  
Hubbs Rd (Denham Rd to Hwy 64)  
Loudon Ln (Blackwater Rd to Dead-end)  
Lovett Rd (Hooper Rd to Sullivan Rd)  
McCullough Rd (Joor Rd to Blackwater Rd)  
Morgan Rd (Greenwell Springs Rd to Dead-end)  
N. Joor Rd (1000 ft. north of Hwy 64)  
Old Settlement Rd (McCullough to Dead-end)  
Peairs Rd (1000 ft north of Hwy 64)  
Planchet Rd (Frenchtown Rd to Dead-end)  
Roundsaville Rd (Hooper Rd to Dead-end)  
S. Blackwater Rd (Hooper Rd to Dead-end)  
Sparkle Dr (Sullivan Rd to Sully Dr)  
Summers Rd (Sullivan Rd to Dead-end)  
Thibodeaux Rd (Planchet Rd to Morgan Rd)  
Wax Rd (Magnolia Bridge Rd to Greenwell Springs Rd)  
Willowbrook Dr (Wax Rd to Dead-end)  
Woodrow Kerr Ln (McCullough to Dead-end)  
Greenwell Springs Rd (Comite River to Sullivan Rd)  
Hooper Rd (Comite River to 9783 Hooper Rd)

This list should not be considered as a complete list of areas to be mowed. This list is intended to reference the corridors that are expected to be maintained on a regular basis according to the contract schedule. Other smaller areas along public right-of-ways around the City may require maintenance on an as-needed basis as requests are made by citizens.

**CITY OF CENTRAL  
BID FORM**

**PROJECT:** LITTER CONTROL, GRASS CUTTING AND WEED CONTROL  
July 1, 2011 through June 30, 2014

**DELIVER SEALED BID(S) TO:** City of Central  
ATTN: Litter Control, Grass Cutting and Weed Control Bid  
13421 Hooper Road, Suite 8  
Central, Louisiana 70818-9200

**DEADLINE FOR RECEIPT OF BID(S):** Friday, April 29, 2011 at 2:00 p.m. CST

	<b>PERIOD</b>	<b>AMOUNT PER YEAR</b>
<b>LITTER CONTROL, GRASS CUTTING AND WEED CONTROL</b>	<b>YEAR 1</b>	
	<b>YEAR 2</b>	
	<b>YEAR 3</b>	
	<b>YEAR 4</b>	
	<b>YEAR 5</b>	

**NAME OF BIDDER:** \_\_\_\_\_

**ADDRESS OF BIDDER:** \_\_\_\_\_

**TELEPHONE OF BIDDER:** \_\_\_\_\_

**SIGNATURE OF INDIVIDUAL  
AUTHORIZED BY ENTITY:** \_\_\_\_\_

**NAME AND TITLE OF SIGNER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

If anyone other than a corporate officer listed on the official records of the Louisiana Secretary of State signs Bid, documentation of the authorization MUST be attached to Bid Form.