

# **PROJECT MANUAL**

## **2021 - 2023**

### **Curbside Leaf Vacuuming**

**City of Crystal Lake Park**



**CITY OF  
CRYSTAL LAKE PARK**

**This Proposal to be Publicly Opened and Read:  
March 8, 2021 at 10:00 a.m. local time  
Masks and Social Distancing Required  
Dated: February 9, 2021**



CITY OF  
**CRYSTAL LAKE PARK**

Post Office Box 31338 St. Louis, MO 63131

314.993.1160 www.crystallakepark.org

February 9, 2021

Subject: City of Crystal Lake Park, Missouri  
2021 - 2023 Curbside Leaf Vacuuming

The City of Crystal Lake Park, Missouri, is requesting bid proposals for the following services throughout the City:

Four Curbside Leaf Vacuuming Pick-Ups

Please see the attached Project Special Provisions, Instructions to Bidders, Project Area Map, Material Specifications and Itemized Bid Form for further details pertaining to the proposed scope of work.

The project will be funded with **Capital Funds** from the City of Crystal Lake Park. The Contractor shall provide a minimum of two (2) project and contact references from area projects to the City and provide experience documentation showing a minimum of three (3) years of contracting experience with their bid.

Bids shall be provided to Ms. Angela McCormick at the City of Crystal Lake Park by **March 8, 2021 before 10:00 a.m.** at **Frontenac City Hall located at 10555 Clayton Road St. Louis, MO 63131.** The bid proposal shall be delivered in a **sealed envelope** clearly marked on the outside **2021 - 2023 Curbside Leaf Vacuuming** on or before the time specified above. No facsimiles will be accepted. At **10:00 a.m.** the bids will be opened and read; **masks and social distancing are required.**

<p>Bid proposals shall be submitted to the following address:</p> <p>Ms. Angela McCormick – City Clerk City of Crystal Lake Park c/o Frontenac City Hall 10555 Clayton Road St. Louis, MO 63131</p>	<p><b>All questions pertaining to the content of the Project Bid Documents should be forwarded to the Street Commissioner using the following contact information:</b></p> <p>Jim Link Street Commissioner <a href="mailto:streets@crystallakepark.org">streets@crystallakepark.org</a> (636) 590-6197</p>
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This Letter and the attached Project Special Provisions, Instructions to Bidders, Project Area Map, Material Specifications and Itemized Bid Form shall be made part of the Contract between the Contractor and the City of Crystal Lake Park.

## **INVITATION FOR BIDS**

Two (2) copies of Sealed Bids shall be submitted for the **2021 - 2023 Curbside Leaf Vacuuming** in the City of Crystal Lake Park, Missouri, will be received by City Clerk's office until **10:00 am CST March 8, 2021**. Thereafter be publicly opened and read; **masks and social distancing is required**.

The scope of the work for this project includes curbside leaf vacuuming from: 1. All single-family residential homes within the city; and 2. All common ground and park properties. This shall also include the removal of a leaf pile on Derby Way.

The City reserves the right to award separate contracts for each part listed above, to award one contract for all parts, or to award contract(s) for any combination of these parts. Furthermore, the City reserves the right to revise the project scope to match the City's maintenance needs.

The leaf vacuuming contract will be awarded for a period of one (1) year, with the City reserving the option to extend the contract, in one (1) year increments, in 2022 and 2023, subject to annual appropriation.

## **OPENING OF BIDS**

All bids will be opened at Frontenac City Hall, 10555 Clayton Road, St. Louis, Missouri, at **10:00 a.m. on March 8, 2021; masks and social distancing are required**. The City reserves the right to reject any and all bids, offers, or proposals submitted, or to advertise for new bids. Collusion between bidders is sufficient cause to disqualify all bidders so involved.

## **BASIS OF AWARD**

Bids will be compared by the extension and summation of the unit prices submitted in the proposal. The quantities as shown on the proposal form are estimated and are furnished to be used as a basis for calculations and for the preparation of the bid. The quantities are not necessarily exact.

The City plans to award the contract to the lowest, responsive, responsible bidder. In determining "lowest, responsive, responsible bidder", in addition to price, the City shall consider: the ability, capacity or skill of the bidder to perform the contract or provide the service required; whether the bidder can perform the contract or provide the service promptly or within the time specified, without delay or interference; the reputation, experience and efficiency of the bidder; the quality of performance of previous contracts or services; and the sufficiency of the financial resources and ability of the bidder to perform the contract or provide the services.

The leaf vacuuming contract will be awarded for a period of one (1) year, with the City reserving the option to extend the contract, in one (1) year increments, in 2022 and 2023, subject to annual appropriation. Each maintenance service contract will run from April 1<sup>st</sup> through March 31<sup>st</sup> of the contracted year.

## **RIGHT RESERVED TO REJECT BIDS**

The City reserves the right to reject any and all bids, offers, or proposals submitted, or to advertise for new bids.

## **AWARD OF CONTRACT**

The City intends to award the contract during their **March 22, 2021** Board of Alderpersons meeting. The City reserves the right to re-schedule the contract award due to any unforeseen circumstances.

This serves as a notification that due to the COVID 19 pandemic and public health regulations adopted by St. Louis County; the City of Crystal Lake Park Board of Alderpersons meeting will be conducted virtually. The meeting will be held via Zoom video conference. The meeting link will be posted to the city's website under the Announcements section at least 24 hours before the meeting.

## **EXECUTION OF CONTRACT**

The bidder to whom the contract has been awarded shall sign and return the contract to the City within seven (7) days after receipt of the contract. Failure to execute and return the contract to the City within seven (7) days after receipt of the contract shall be cause for the annulment of the contract award and the forfeiture of the bid guaranty to the City.

As a municipal corporation, the City is bound by Missouri constitutional and statutory restrictions on incurring debt through contingent risks and liabilities and for multi-year obligations. Accordingly, the City cannot and will not agree to indemnify you for potential liability incurred by you, nor will the City agree to limit your liability for your failure to perform the terms of the contract or for your negligence in the performance of the contract. The City is fully insured and will be responsible for the consequences of its own performance of the contract. Bids that include indemnity or hold harmless provisions or limitations on liability for your actions shall not be considered. Furthermore, any contract requiring any multi-year obligation on behalf of the City shall be subject to annual appropriation by the governing body.

## **CONTRACTOR'S UNDERSTANDING**

It is understood and agreed that the Contractor has, by careful examination, satisfied himself/herself as to the nature and location of the work, the conformation of the ground, the character, quality and quantity of the materials to be encountered, the character of the equipment and facilities needed preliminary to and during the prosecution of the work, the general and local conditions, and all other matters which can in any way affect the work under this contract.

## **INSURANCE**

Contractor agrees to obtain and maintain, at its own expense, comprehensive general liability insurance protecting against claims for personal injury and property damage occurring in connection with the 2021 - 2023 Curbside Leaf Vacuuming. Contractor agrees to name the City as additional

insured's and provide proof of the same to the City. Within ten (10) days of the date a contract is entered into between the Contractor and City and prior to construction operations starting. The amounts of the general liability insurance to be secured by the Contractor shall at all times be in accordance with the maximum amounts contained in RSMo. 537.610, and as amended in the future.

Contractor will also obtain and maintain worker's compensation insurance, employer's liability insurance and automobile liability insurance, evidence of which shall be provided to the City within ten (10) days of the date a contract is entered into between the Contractor and City and prior to construction operations starting.

## **PREVAILING WAGE**

The Contractor shall comply with, and is bound by, the provisions of Missouri law pertaining to the payment of wages on public works projects contained in ROMs. Sections 290.210 through 290.340. In accordance with Missouri law, the Contractor shall not pay less than the prevailing hourly rate of wages specified by the Missouri Department of Labor and Industrial Relations Division of Labor Standards to all workmen performing work under a contract entered into with the City.

## **SAFETY**

The Contractor is responsible for all job site safety and shall follow all governmental rules and regulations particularly those of the Occupational Safety and Health Administration (OSHA)

## **SCOPE OF WORK**

The contract shall provide for **4 (four) curbside leaf pick up** from: 1. All single-family residential homes within the city; and 2. All common ground and park properties. This shall also include the removal of a leaf pile on Derby Way. The pick-ups will include three (3) pick-ups typically taking place mid-October, mid- to late November and mid-December depending on season and weather and one (1) pick-up in the spring. Schedule will be agreed upon by the contractor and the city, then published by the city. Each maintenance service contract will run from April 1<sup>st</sup> through March 31<sup>st</sup> of the contracted year.

## **LOCATION**

City of Crystal Lake Park consisting of 181 homes, condominium common ground and city park property.

## **LIMITATIONS**

All pick-ups shall begin on Monday and completed by Friday of the same week. Any pile that is unable to be picked up shall be reported to the city clerk and a reason why missed piles will be attempted to be picked up once the problem has been corrected. In case of extreme weather, the pick-up may be re-scheduled or extended until the full round is completed.

## **CONTRACT REQUIREMENTS**

Contactors shall furnish all labor, materials, tools, equipment, insurance, fuel and customer service to fully complete all work in accordance with the contract documents. All bids shall include all dumping fees in a safe lawful manner and site.

## **PAYMENTS**

Payment shall be made after each successful pick up. When final pick up for the year is completed the contractor shall submit a report which totals number of pick-ups and amount of cubic yards of leaves.

# Crystal Lake Park

FRONTENAC



Zoning Districts



The municipal boundaries depicted here are solely for representational purposes and do not in any way supersede the legal descriptions of the boundaries for the municipalities currently on file at the St. Louis County Clerk's office.



Prepared by  
St. Louis County  
GIS Service Center  
February 2012



Sources: City of Crystal Lake Park (zoning), St. Louis County GIS Service Center, Police, and Revenue

Project location: \\ssnas2\gis\maps\workfiles\manc\Projects\_2011\Public\_CrystalLakePark\_Map

**BID PROPOSAL**  
**2021**

Pick up 1 (one)	\$ _____
Pick up 2 (two)	\$ _____
Pick up 3 (three)	\$ _____
Pick up 4 (four)	\$ _____
<b><u>TOTAL BID</u></b>	<b>\$ _____</b>

This proposal quote has been prepared and submitted by:

\_\_\_\_\_  
Contractor's Authorized Representative

Business Address: \_\_\_\_\_

Street

City

Zip

Business Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_



**BID PROPOSAL**  
**2022 (OPTION)**

Pick up 1 (one)	\$ _____
Pick up 2 (two)	\$ _____
Pick up 3 (three)	\$ _____
Pick up 4 (four)	\$ _____
<b><u>TOTAL BID</u></b>	<b>\$ _____</b>

This proposal quote has been prepared and submitted by:

\_\_\_\_\_

Contractor's Authorized Representative

Business Address:

\_\_\_\_\_

Street

City

Zip

Business Phone:

Fax:

\_\_\_\_\_

Email:

\_\_\_\_\_

Date: \_\_\_\_\_

**BID PROPOSAL**  
**2023 (OPTION)**

Pick up 1 (one)	\$ _____
Pick up 2 (two)	\$ _____
Pick up 3 (three)	\$ _____
Pick up 4 (four)	\$ _____
<b><u>TOTAL BID</u></b>	<b>\$ _____</b>

This proposal quote has been prepared and submitted by:

\_\_\_\_\_

Contractor's Authorized Representative

Business Address: \_\_\_\_\_

Street                      City                      Zip

Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_