

CITY OF OTTAWA, KANSAS
PUBLIC WORKS DEPARTMENT



REQUEST FOR PROPOSAL GROUNDS
MAINTENANCE WITHIN THE CITY

Request for proposals will be received until **9:00 am on Wednesday, April 16th, 2025.**

GENERAL INTENT:

Proposals are being requested for grounds maintenance of city-owned properties.

SPECIAL INSTRUCTIONS:

- The proposals are to be completed based on a weekly contract amount to include all areas listed
- Each location will need to be maintained weekly unless deemed unnecessary by City Staff
- Inspections are to be made prior to invoices being produced weekly
- Expected to begin as soon as possible in April and continue through the mowing season
- Certificate of Liability Insurance will be required prior to work beginning

ATTACHMENTS:

- Scope of Services
- Copy of properties to be maintained

Proposals can be emailed to cityclerk@ottawaks.gov or mailed in an envelope clearly labeled and addressed to:

City of Ottawa
City Clerk - Attn: Melissa Reed
101 S Hickory, PO Box 60
Ottawa, KS 66067

"RFP – Grounds Maintenance"

Name: _____

Address: _____

Contact information: _____

Weekly Contract Amount (to include all areas listed) \$ _____

Contact for Questions: dwelsh@ottawaks.gov or by phone 785-229-3653

SCOPE OF SERVICES

Scope of Service: Mow, trim, brush hog, removal of any brush, limbs or trash, on any/all property to be completed weekly after receiving the notification to proceed from the Public Works Director or designee.

Mower/Blower Discharge: Special care shall be taken to blow debris away from all streets, trees, tree wells, etc. Any mower discharge in the curb line, pathway and/or street shall be dispersed, when dry, by using a power mower, broom or other method. **Any area will not be considered complete until this has been done.** Grass clippings in curb lines shall not be blown into the street.

Time Schedule: All areas are to be maintained weekly, unless otherwise notified. Mowing to a turf height of 3.5 inches is the standard of care desired.

Trimming: Trimming shall be defined as the removal or cutting of all the vegetation adjacent to signs, light poles, sidewalks, trees, curb lines, utility boxes, fences, etc., or in areas a mower cannot cut, to produce a neat, finished result. Special attention shall be taken when working around trees, planters, signs, and roadway markers so as not to cause damage with any equipment, including string trimmers. All vegetation extending over the curb shall be cut back to the inside of the curb. When using a string trimmer, care shall be taken to be sure that debris is not thrown into the street or in the tree wells. Grass will be taken to a height of 3.5 inches, not taken down to bare ground. Where applicable, string trim the concrete ends of islands, around signs, in cracks, at street-curb line, sidewalks, etc., or anywhere along the street-curb interface where growth occurs. All trimming is to be completed in conjunction with mowing. **Any area will not be considered complete until this has been done.**

Growth retardants and/or weed killers shall not be used unless prior approval and authorization has been granted by the Public Works Director or designee and must be performed by a Kansas Pesticide Certified Applicator. Any damage created by the contractor within the right-of-way (turf, signs, trees, fences, etc.) will be the contractor's responsibility to correct within the same billing cycle.

AREAS/PROPERTIES TO BE MAINTAINED

The Contractor shall furnish all material, supplies, transportation, tools, equipment, and necessary labor to mow, trim, and complete all work for the following areas:

1. Salt shed 725 W. 2nd Street
2. (2) City-owned lots, 103 N. Elm and 127 N. Elm
3. (4) City-owned lots, 509 and 511 N. Hickory and 201 and 209 E. Logan (Possum Run)
4. 13th & Eisenhower (East to ditch on the north side)
5. Right-of-Ways within Proximity Park (Kingman Rd. and Montana Rd.)
6. Right-of-Ways on K-68 Highway Both Sides of Main Street - West & East
7. (3) City-owned lots in the Coves at Tallgrass (1728, 1730, & 1732 Elderberry Ln) and entry triangle (Davis and Bluestem)
8. (1) City-owned lot 402 E. 4th Street

For specific details, please contact dwelsh@ottawaks.gov or by phone at 785-229-3653.

Property #1

Salt Shed area on West 2nd Street (725 West 2nd)



Property #2

2 City-Owned Lots (103 North Elm & 127 North Elm)



Property #3

4 City-Owned Lots, 509 N. Hickory & 511 N. Hickory; 201 E. Logan & 209 E. Logan (Possum Run)



Property #4

13th and Eisenhower (East to ditch on the north side)



Property #5

Right-of-Ways within Proximity Park (Kingman Rd. and Montana Rd.)



Property #6

Right-of-Ways on K-68 Highway Both Sides of Main Street - West Side



Property #6 (cont'd)

Right-of-Ways on K-68 Highway Both Sides of Main Street - *East Side*



Property #7

3 City-Owned lots in the Coves at Tallgrass (1728,1730, &1732 Elderberry Ln) and entry triangle (Davis and Bluestem)



Property #8

1 City-Owned lot 402 E. 4th Street

