



Plymouth Public Works Request for Quote

for

Outdoor Maintenance – City Facilities

For the Term: April 15, 2025 – November 15, 2025

Date of RFQ Issue: February 7, 2025

Quote Due Date: February 28, 2025, at Noon, CST

*Quotes are to be received by Plymouth Public Works Department
as listed below **prior to quote** closing date and time. Email quotes will be accepted.*

Contact Info:

Plymouth Public Works

Attn: Chris Krekelberg

3400 Plymouth Blvd

Plymouth, MN 55447

www.plymouthmn.gov

ckrekelberg@plymouthmn.gov

**Plymouth Public Works
Request for Quote
for Outdoor Maintenance - City Facilities**

Table of Contents

<u>Section I: Overview</u>	1
<u>Section II: Quote Information</u>	1
<u>Section III: Terms & Conditions</u>	2
<u>Section IV: Scope of Services</u>	5
<u>Advertisement for Quote</u>	11
 <u>RFQ Forms</u>	
<u>Company Information</u>	13
<u>Plymouth City Facilities Outdoor Maintenance Sites</u>	16
<u>Certificate of Quote</u>	17
<u>Responsible Quoter Evaluation</u>	18
<u>Affidavit of Non-Collusion</u>	23
 Attachment A: Outdoor Maintenance – City Facilities Quote Sheet	
Attachment B: Outdoor Maintenance – City Facilities Site Maps	



Outdoor Maintenance – City Facilities Request for Quote

I. Overview

Plymouth Public Works is seeking quotes from companies with experience in maintaining turfgrass and landscaped areas. The selected company will work with the assistance and direction of Plymouth Facilities staff to maintain turfgrass and landscaped areas of City-owned Facilities sites with a high degree of quality and to assure the aesthetic appearance of City-owned Facilities sites for a period of time. All services must meet the criteria as detailed in the scope of services.

This Request for Quote (RFQ) does not obligate Plymouth Public Works to contract the services. The City reserves the right to cancel the solicitation if such action is considered to be in its best interest.

II. Quote Information

A. Schedule

Plymouth Public Works schedule for review of the RFQ's and final selection is as follows:

Date	Event
February 7, 2025	Advertising begins
February 28, 2025	RFQ Submittal Due
March 4, 2025	Quote Review

B. Submission Requirements

Any and all responses to this RFQ must include the following RFQ elements. All signatures must be signed by an official who is legally authorized to bind the organization.

1. A completed Company Information form.
2. A completed City Facilities Outdoor Maintenance Quote Sheet
3. A completed and signed Certificate of Quote.
4. A completed and signed Responsible Quote Evaluation.
5. A completed and signed Affidavit of Non-Collusion.

C. Selection Criteria

1. *Evaluation Criteria and Scoring Process* – All quotes received will be reviewed by a Review Panel as determined by the Plymouth Public Works Division. Each evaluation criteria have been given points relative to its value as a whole. The criteria and each associated points are as follows:

Criteria	Points
Organization, Experience, Expertise, References & Equipment	25
Cost	75
Total Points	100

2. *Selection* – The quote considered most responsive to this RFQ may be requested to attend at least one interview with Plymouth Public Works Division. Plymouth Public Works may determine that a selection can be made without conducting interviews. Contract(s) may be cancelled for cause by

either party by providing 30 days written notice. All reasonable efforts will be made by both parties to resolve issues and disagreements prior to cancellation.

D. Questions

Prospective contractors who have any questions regarding this RFQ must submit questions by e-mail or phone to: Chris Krekelberg, Facilities Supervisor, ckrekelberg@plymouthmn.gov or (763) 509-5365

E. Submittals

All quotes must be delivered via email to Chris Krekelberg, ckrekelberg@plymouthmn.gov.

All quotes must be sent no later than Noon on Friday, February 28, 2025, CST, as indicated by the time posted in the schedule. Late quotes will not be considered. Quotes should be sent from the responder's e-mail address. Each quote must be signed by an authorized member of the firm.

III. Terms & Conditions

If a contract is awarded, the selected Contractor will be required to adhere to a set of general terms and conditions that will become a part of any formal agreement. These conditions are general principles that apply to all Contractors of service to Plymouth Public Works.

A. Reporting of Contractor

1. The Contractor is to report to Chris Krekelberg, Facilities Supervisor, Plymouth Public Works and will cooperate and confer with him as necessary to insure satisfactory work progress.
2. Plymouth Public Works will review and inspect the Contractor's activities during the term of this contract.

B. Personnel

1. The Contractor will provide the required service personally and will not subcontract or assign services without Plymouth Public Works written approval.
2. The Contractor will not hire any City employee for any of the required services without the City's written approval.
3. The parties agree that the Contractor is neither an employee nor an agent of the City for any purpose.

C. Indemnification

The Contractor will protect, defend and indemnify the City of Plymouth, its officers, agents, servants, volunteers and employees against any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractor's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of the City of Plymouth in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of Contractor, any sub-contractor or any employee, agent or representative of the Contractor or any sub-contractor.

D. Non-Collusion

Submittal and signature of a quote swears that the document is genuine and not a sham or collusive, and not made in the interest of any person not named, and that the Contractor has not induced or solicited others to submit a sham offer or to refrain from quoting.

E. Responsible Quoter

The City will review the qualifications and experience of quoters for construction, alteration, repair, or maintenance of real or personal property after quotes are opened and before a contract is awarded, to determine if the quoter is “responsible.” A “responsible” quoter is a bidder qualified to do the work. This will be determined by assessing the quoter’s skill, resources, experience, successful performance of similar contracts (on time and on budget), and all other matters bearing upon the likelihood that the contract will be successfully completed.

F. Insurance Requirements

The insurance carrier for City of Plymouth requires evidence of coverage, certificates of insurance, from subcontractors working on city premises prior to the commencement of work. Coverage and limits required are as follows:

General Liability including Completed Operations coverage with minimum limits of:

- \$1,000,000 Each Occurrence Bodily Injury and Property Damage
- \$2,000,000 General Aggregate
- \$2,000,000 Products / Completed Operations Aggregate
- \$1,000,000 Personal Injury and Advertising Injury

The City of Plymouth should be named as an “Additional Insured” on a primary basis, with a Waiver of Subrogation in favor of the City of Plymouth, on the General Liability and Automobile Liability as related to the work performed by the subcontractor on behalf of The City of Plymouth.

Automobile Liability coverage for any Auto, Hired and Non-Owned Autos:

- \$1,000,000 Limit

Workers Compensation and Employers Liability:

- Statutory Limits on Workers Compensation
- Employer’s Liability
 - \$500,000 each Accident
 - \$500,000 Disease – each employee
 - \$500,000 Disease – policy limit

Workers Compensation includes a Waiver of Subrogation in favor of the City of Plymouth.

G. Compliance with Laws & Regulations

In addition to non-discrimination and affirmative action compliance requirements listed below, the Contractor(s) ultimately awarded a contract shall comply with federal, state and local laws, including, but not limited to, all applicable OSHA requirements and the Americans Disabilities Act. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

H. Licenses

The Contractor shall obtain and maintain all licenses, permits and/or certificates both permanent and temporary throughout the period of the agreement. The Contractor and staff shall be licensed and authorized to do this specific type of work within the State of Minnesota.

I. Interest

The Contractor promises that it has no interest which would conflict with the performance of services required by this contract. The Contractor also promises that, in the performance of this contract, no officer, agency, employee of the City of Plymouth or member of its governing bodies, may participate in any decision relating to this contract which affects his/her personal interest or interest of any corporation, partnership or association in which he/she is directly or indirectly interested, or has any personal or pecuniary interest.

J. Equal Opportunity Employment

The City of Plymouth does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, disability, affection preference, marital status, or status with regard to public assistance in employment. The City of Plymouth is an equal opportunity employer.

K. Ownership of Documents

All documents developed as a result of this contract will be freely available to the public and shall become the property of the City. None may be copyrighted by the Contractor. During the performance of the services, the Contractor will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the Contractor must reference the project sponsorship by the City. Any publication of the information or results must be co-authored by the City.

L. Data Practices

All data created, collected, received, maintained or disseminated for any purpose in the course of this Contract is governed by the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, any other applicable state statute, or any state rules adopted to implement the act, as well as federal regulations on data privacy.

M. Assigns & Successors

This contract is binding on the City and the Contractor, their successors and assigns. Neither the City nor the Contractor will assign or transfer its interest in this Contract without the written consent of the other.

N. Termination of Contract

Termination without cause. Either party may terminate the contract by giving thirty (30) days written notice to the other party.

O. Addendum

1. Any changes to the specifications will be issued as a written addendum. No oral statements, explanations or commitments by whosoever shall be of any effect.
2. The contract may be amended from time to time through written agreement by both parties.

IV. Scope of Services

The overall scope of services sought is professional outdoor maintenance services. Lawn and Landscape Maintenance will be for City Facilities with 6 sites. The Contractor will maintain turfgrass and landscaping areas of City-owned sites with a high degree of quality and to assure the aesthetic appearance of City-owned sites for a period of time.

The Contractor should be familiar with the sites and location, the work to be done and local conditions affecting the cost of the work under which it must be performed and hereby proposes to furnish all labor, materials and equipment to meet the needs of these services. Plymouth Public Works will not be responsible for any damages to the Contractor's tools or equipment. There is no parking or storage for equipment at any City facilities.

The services and occurrence may include, but are not limited to:

A. Contract Period

The contract period shall be for two (2) years from 2025 - 2026, commencing approximately April 15 through November 15 of each year, weather permitting. By November 1, 2026, if mutually agreed upon by the City and Contractor, the contract may be extended up to 3 one-year renewal options with the same Terms and Conditions and Scope of Services as outlined in this RFQ.

Outdoor Maintenance Schedule

The Contractor shall mow turfgrass, provide spring and fall clean-up, maintain landscape areas, and provide turf treatment as scheduled s defined by the respective contract.

1. The contract timeframe will be 32 weeks long per year.
2. Contractor shall adjust schedule to maintain weekly maintenance around holidays, events, rain days, etc. In the event that rain/wet conditions threaten to alter the weekly schedule, the Contractor must communicate the expected schedule impact to the Facilities Supervisor.

B. Mowing Requirements

Mowing of turfgrass areas shall be defined to include the following:

1. Litter/Debris Collection

- a. Without exception, litter, small limbs or branches from trees, debris shall be picked up off the ground in the area to be mowed prior to each mowing.
- b. Litter shall be disposed of in garbage containers.
- c. Small limbs or tree branches shall be disposed of and or brought to the Plymouth Yard Waste Site during business hours, Monday – Friday from 7 am – 2:30 pm.
- d. The Contractor shall contact Plymouth Public Works for the removal of any trees, large limbs or branches which might fall into designated mowing areas due to storm or weather activity or for the removal of any other unusual refuse items.

2. Mowing

- a. All turf areas shall be mowed to a height of 3 inches. Mower blades will always be sharp to provide a quality cut. Mowing height will be according to grass type and variety.
- b. Clippings will be left on the lawn as long as no visible clumps remain on the grass surface. Otherwise, large clumps of clippings will be distributed by power blowing or collected and removed by contractor.

- c. Contractor will power blow all clippings from sidewalks, curbs, and roadways, immediately after mowing and trimming. Clippings will not be swept, blown, or otherwise disposed of in sewer drains.
- d. Curbs, buildings, and other obstacles bordering or within the turf surface area will be string trimmed around to the height of the surrounding turf. Care is to be taken by the contractor so as not to damage or debark trees or shrubs when trimming.
- e. The Contractor is required to immediately repair, to Plymouth Public Works satisfaction, any turfgrass damage caused by their equipment.
- f. If areas of non-irrigated parks are dry and not growing during drought times, the Contractor is to notify the Facilities Supervisor and skip those areas.

3. ***Shrub/Tree Trimming***

Shrubs and trees will be pruned a total of 2 times during the growing season to provide a formal shape, fullness and bloom.

All debris will be removed by the contractor.

No pruning will be done during or immediately following growth flushes.

Branches will be pruned just outside the branch collar. Pruning paint will not be applied.

4. ***Abutting Trails***

- a. Where sidewalks or trails abut non-maintained areas a four (4) foot mowed area shall parallel the sidewalk or trail.

5. ***Sprinkler Heads***

- a. Marking of sprinkler heads is the responsibility of the Contractor.
- b. All damage and repair to irrigation is the responsibility of the Contractor.

6. ***Direction of Mowing***

- a. The direction of the mowing pattern should be altered on a regular basis to avoid worn spots.

7. ***Days/Hours to Mow***

- a. To avoid negatively impacting the experience of visitors using the facilities, mowing should be done at the earliest practical time of the day.
- b. All mowing must be performed Monday – Friday from 7:00 a.m. – 5:00 p.m. Mowing on weekends is not permissible, unless permission is given by the Facilities Supervisor.
- c. The Contractor is responsible to schedule work around holidays and events to complete the weekly work.

8. ***Clean Up***

- a. All clippings and other debris produced from mowing and Contractor's equipment clean up shall be removed from surfaces of roads, walkways, paths, picnic shelter slabs, restroom entries, landscape beds, mulched areas and similar surfaces immediately following completion of the mowing at each site.
- b. The Contractor shall direct clippings produced from mowing away from landscape beds and other mulched areas while mowing.

9. Spring Clean-Up Services

Contractor will begin spring clean-up as soon as weather and/or turf surface permitting. Spring clean-up will be completed by May 15th.

The following are included in spring clean-up:

- a. Mowing, Trimming and Power Blowing as stated previously.
- b. Power blowing debris out of landscaped beds.
- c. De-thatch all turf surfaces
- d. Collect and haul away all debris.

Vacuum-sweep the entire lawn area while mowing to a uniform height of 3 inches to prepare turf for the growing season. During spring clean-up perennial beds will be cleaned and cut back to accommodate for new growth. Replacement of dead and/or injured plants due to the previous contractors' negligence will be charged at a "time and material" rate. Replacement of stolen, vandalized, or damaged flowers will also be charged based on the time and material rate. The contractor will notify the city of the nature of the problem and request a written work order before repairs are made.

10. Fall Clean-Up Services

Contractor will begin fall clean-up during the month of October. All clean-up will be completed by before the end of the contract term. One clean-up is included in the contracted price unless otherwise stated.

The following are included in fall clean-up:

- a. Mowing, Trimming, and Power Blowing as stated previously.
- b. Power blowing debris out of landscaped beds.
- c. Cutting back perennial beds and disposing of debris.
- d. Collecting and disposing of leaves and debris from all turf surfaces and areas where leaves have collected.

C. Landscape Services

1. Shrub trimming will be performed, early spring after all shrubs have bloomed.
2. Sucker pruning to be completed by late summer.
3. All debris generation from the above service will be disposed of properly. Contractor may utilize the Plymouth Yard Waste Site.
4. All landscaped areas, as indicated on the Landscape Maintenance Maps, as well as the wood chip rings around trees are to be manually weeded or chemically treated as needed every two weeks. The intent is to keep all landscaped areas weed free.

D. Fertilization & Herbicide Applications

A custom Fertilizer & Herbicide program will be used during the growing season. After every application over shot fertilizer will be swept off walks and drives onto lawns or beds. Contractor will be responsible for placing required signage throughout applied areas.

- a. A slow-release fertilizer containing nutrients in the correct proportions for the area will be applied three times per season as follows:
 - First Application: June
 - Second Application: July
 - Third Application: Late August
 - Fourth Application: Late September / Early October
- b. A pre-emergent herbicide will be applied as soon as ground conditions are permitting (late April – early May). A post-emergent will be applied in June and again in September. Any re-applications will be done at no additional costs if hindered by rainfall.
- c. Decorative rock, mulch beds, foundations, fence lines, and sidewalks will be sprayed with a non-selective herbicide twice monthly during the contracted period.

E. Irrigation Fire Station 2 & Fire Station 3

Irrigation startup will begin the last week in April, and blow-out / winterization will be completed the last week in October. The contractor shall inspect all components and zones in the irrigation system monthly and shall reset zone times according to the seasonal changes. During that time the contractor will note and report to the city any repairs needed.

Annual Spring Irrigation Start-up:

- a. Check performance of all valves, sprinkler heads, and clean out debris.
- b. Run system to check irrigation coverage.
- c. Make adjustments and nozzle changes as needed.
- d. Re-program irrigation controller.

Annual Winterization:

- a. Clear all irrigation lines (blow-out with air compressor).
- b. Deactivate irrigation controller.
- c. Backflow preventer drained.

Irrigation Maintenance:

Includes start-up, monthly inspection and winterization. Repairs beyond the above scope of work will be charged to the city at a “time and material” rate. The contractor will notify the city of the nature of the problem and request a written work order before repairs are made.

Additional Irrigation Services/Benefits:

- a. Priority emergency service visits within a 2-hour period.
- b. Priority scheduling for repair work as needed. Repair work includes sprinkler heads, valves, controllers and irrigation lines.

F. Personnel & Supervision

1. The Contractor shall provide sufficiently qualified on-site personnel to execute the work covered by the contract. An on-site supervisor shall be present at all times with Contractor's mowing personnel.
2. All personnel shall perform the work in a safe and professional manner.
3. Contractor's personnel shall dress and conduct themselves appropriately on the job site. Shirts are to be worn at all times and must be high-visibility Class 2 or wear an ANSI/ISEA Class 2 vest.
4. Contractors must adhere to all applicable laws pertaining to hiring practices and that all personnel employed by the Contractor are legally eligible to work in the United States pursuant to federal and state law.
5. No person shall use tobacco products or electronic cigarettes on City-owned parkland, park facilities, open space or joint City/School District properties, except within the confines of a vehicle in a designated parking area.

G. Safety Requirements

1. All tools and equipment used by the Contractor shall be in proper working order and shall be operated in a manner consistent with commonly accepted safety standards and all applicable local, state or federal laws.
2. Safety features on mowing equipment should not be altered.
3. Safety shields must be in place on all equipment.
4. Personnel must wear proper protection as required.
5. Mowing equipment is to be operated at safe and appropriate speeds at all times.
6. Any violation of safety standards may be deemed cause for termination of the Contract.

H. Equipment

1. All equipment owned or controlled by the Contractor, while operated and/or located on City of Plymouth's properties, shall conform with all applicable laws and regulations then in effect, including but not limited to those related to occupational safety and health.
2. All mowing operations are to be performed using machines manufactured by reputable companies recognized for producing high quality commercial turfgrass equipment.
3. All blades shall be sharp and properly adjusted for height and cutting sharpness.
4. All machines will be operated by trained and qualified persons.
5. At no time, shall an operator of a piece of equipment leave the equipment unoccupied and running.
6. All mower devices shall be equipped and operated with discharge chutes at all times while on City property.
7. Trimming shall be performed with each mowing using nylon cord trimming equipment.
8. Any failure to comply with these provisions could result in immediate termination of the contract.

I. Contractor Non-Performance

1. If the Facilities Supervisor mines that there are deficiencies in the performance of this agreement, the Facilities Supervisor may provide written and/or verbal notice to the Contractor stating the deficiencies.
2. The Contractor will have 48 hours to resolve the deficiencies, before corrective action is taken.
3. Should the Contractor fail to correct any deficiencies within the stated time frame, the Facilities Supervisor may exercise the following measures:
 - a. Withhold payment equivalent to the prorated annual quote sheet, if no action is taken.

- b. Deduct from the Contractor's payment the amount necessary to correct the deficiency with City staff and resources, including City overhead.
 - 1) Mowing - \$115/hr per staff
 - 2) Trimming - \$45/hr per staff
 - 3) Landscape Maintenance - \$45/hr per staff
- 4. Failure to Maintain Maintenance Work Schedule
 - a. Failure on the part of the contractor to maintain the required production rate for a project area shall be sufficient reason for the Facilities Supervisor to have the work in question, or portions thereof, completed by others. If work is completed by others, any additional cost will be deducted from the contractor's monthly billing. It will remain at the Public Works Division's discretion to determine if work shall be done by another contractor. The contractor may also be assessed liquidated damages because of breach of contract as described above. Should it become necessary to penalize a contractor on more than one occasion for failure to meet specifications within the agreement, the Contractor may be released from their contractual obligation to the City.

J. Terms of Payment

- 1. The Contractor will submit an invoice to Plymouth Public Works (Attn: Facilities) on a monthly basis for all work performed during the preceding month.
- 2. The invoice shall include the sites and cost per month.
- 3. Upon approval of required work as specified being completed, the invoice will be forwarded on to Finance for payment.
- 4. Invoices are due to Finance every Tuesday for processing checks on Friday.
- 5. A check is generally issued within 7-10 days from each Tuesday.

Advertisement for Quote

2025 City of Plymouth

NOTICE IS HEREBY GIVEN that the City of Plymouth is seeking quotes from contractors with experience in outdoor maintenance, such as mowing, maintaining landscape areas, irrigation management and turf management. The selected company or companies will work with the assistance and direction of Plymouth facilities staff to maintain turfgrass and landscaping areas of City-owned Facilities sites with a high degree of quality and to assure the aesthetic appearance of City-owned Facilities sites for a period of time. All services must meet the criteria as detailed in the scope of services.

An electronic copy of the Request for Quote is available at www.plymouthmn.gov or by contacting Chris Krekelberg, Facilities Supervisor, at ckrekelberg@plymouthmn.gov.

Details concerning submission requirements are included in the Request for Quote. This notice does not obligate the City of Plymouth to complete the project, and the City reserves the right to cancel this solicitation.

Deadline for submission of the RFQ Response is no later than **Friday, February 28, 2025, at Noon, CST**. Email responses are accepted.



Outdoor Maintenance – City Facilities Request for Quote

All quotes must be sent to **Chris Krekelberg, Facilities Supervisor** at ckrekelberg@plymouthmn.gov **no later than, Noon on Friday, February 28, 2025, CST**. Late quotes will not be considered. Submit an electronic copy (.pdf format) of the quote. Quotes are to be e-mailed from the responder's e-mail address. Each quote must be electronically signed by an authorized member of the firm.

Instructions

Please read instructions and fill in the Adobe PDF forms.

Forms

- Company Information
- Recent Projects
- Licenses/Certificates
- Equipment to be used
- Lawsuits/Complaints
- References
- Plymouth City Facilities Outdoor Maintenance Sites
- Certificate of Quote
- Responsible Quoter Evaluation
- Non-Collusion

Outdoor Maintenance – City Facilities Request for Quote Forms

Company Information

Company					
Main Contact		Title			
Email		Phone			
Address					
City		State		Zip	
Website					
Tax ID#		Corporation or Partnership			
Years in Business		Years in Plymouth Area			
Permanent Employees		Temporary Employees			
Type of work performed by your Company					

Recent Projects of similar scope and size performed

Company	Contact	Email	Type of Work

List all your companies applicable Licenses and Certificates

License/Certificate	Number	Expiration

Please list equipment to be used in Plymouth. For example, riding lawn mowers, push mowers, weed trimmers/edgers, blowers or others.

[illegible]

List all lawsuits or complaints filed against quoter for the last five (5) years.

[illegible]

Company References

☐ Check box if your company has been a vendor for this service in the past two years. If yes, then it is not necessary to complete the requested references.

Company Reference #1					
Main Contact		Title			
Email		Phone			
Address					
City		State		Zip	
Website					
Description of Work Performed					

Company Reference #2					
Main Contact		Title			
Email		Phone			
Address					
City		State		Zip	
Website					
Description of Work Performed					

Company Reference #3					
Main Contact		Title			
Email		Phone			
Address					
City		State		Zip	
Website					
Description of Work Performed					

Plymouth City Facilities Outdoor Maintenance Sites

The City of Plymouth contains 7 sites within this RFQ for outdoor maintenance on behalf of Plymouth Public Works. The Contractor shall maintain turfgrass and landscaping areas as specified in the scope of services.

Outdoor Maintenance Sites	Acres	Square Feet
Fire Station1	0.61	1695
Fire Station 2	2.06	18515
Fire Station 3	1.36	2272
Maintenance Facility & CTP	6.19	6764
Station 73	0.72	14375
Four Seasons Park & Ride Lot	0.22	
Zachary WTP & Well 19	5.03	1048
	16.19	44669



**Plymouth Public Works
Outdoor Maintenance – City Facilities
Certification of Quote**

We have read the Plymouth Public Works Request for Quote and fully understand its intent. We certify that we have adequate personnel and resources to fulfill the quote requirements. We further understand that our ability to meet the criteria and provide the required services shall be judged solely by Plymouth Public Works.

We further certify that since the receipt of this RFQ, no contact, discussion or negotiation has been made nor will be made regarding this RFQ with any City of Plymouth City Council Member, Parks & Advisory Commission Member or City of Plymouth staff.

We certify our quote shall remain valid for a period of 60 days after the due date of responses.

Submitted by:

Name

Authorized Signature

Title

Date



City of Plymouth Outdoor Maintenance – City Facilities Responsible Quoter Evaluation

The City will review the qualifications and experience of quoters for construction, alteration, repair, or maintenance of real or personal property after quotes are opened and before a contract is awarded, to determine if the quoter is “responsible.” A “responsible” quoter is a quoter qualified to do the work. This will be determined by assessing the quoter’s skill, resources, experience, successful performance of similar contracts (on time and on budget), and all other matters bearing upon the likelihood that the contract will be successfully completed. In all cases where a quoter is unknown or where there are any questions about the qualifications of the quoter, the following information will be required of the apparent low quoter:

You are required to complete and return this questionnaire before the City Council considers awarding you the contract.

1. Identify all similar public projects in which you were the contractor. If you have had more than five such contracts, list only the last five contracts, and as to each contract identified provide the following information:

Project #1		Date	
Project Description			
City Contact Person			
County Contact Person			
State Contact Person			
Were change orders in excess of 5% requested? If yes, explain the circumstances.			
Were liquidated damages assessed? If yes, explain the circumstances.			
Was the project completed on schedule? If no, explain the circumstances.			

Project #2		Date	
Project Description			
City Contact Person			
County Contact Person			
State Contact Person			
Were change orders in excess of 5% requested? If yes, explain the circumstances.			
Were liquidated damages assessed? If yes, explain the circumstances.			
Was the project completed on schedule? If no, explain the circumstances.			

Project #3		Date	
Project Description			
City Contact Person			
County Contact Person			
State Contact Person			
Were change orders in excess of 5% requested? If yes, explain the circumstances.			
Were liquidated damages assessed? If yes, explain the circumstances.			
Was the project completed on schedule? If no, explain the circumstances.			

2. Describe all construction arbitration claims and any construction or project litigation in which you have been a party in the last five years.

3. Identify all public projects you have had with the City of Plymouth in the last five years.

4. In the last five years has a bonding company ever refused to issue you a performance bond? If yes, explain the circumstances.

5. In the last five years have any claims been filed against a performance or payment bond that you have provided a public entity? If yes, explain the circumstances.

6. In the last five years, has your firm or any of its owners or employees been fined by a federal or state agency for a contract or workplace matter (such as wage or hour or safety violations), or debarred under Part 29, Title 49 CFR or any other law from submitting bids on public projects? If yes, explain the circumstances.

7. In the last five years, has your firm or any of its owners or employees been charged or convicted of a crime involving the awarding, bidding or performance of a government contract? If yes, provide full details.

Contractor Verification of Compliance

The undersigned, being first duly sworn, as a responding contractor on the Project, represents and swears as follows:

Now, and at all times during the duration of the Project, the undersigned complies with each of the minimum criteria in Minn. Stat. § 16C.285, Subd. 3, the Responsible Contractor Statute.

The undersigned understands that a failure to meet or verify compliance with the minimum criteria established for a “responsible contractor” as defined in Minn. Stat. § 16C.285, Subd. 3, renders a bidder ineligible to be awarded a construction contract for the Project or to perform work on the Project.

Upon request, the undersigned will submit copies of the signed verifications of compliance from all subcontractors.

The undersigned understands that a false statement under oath verifying compliance with any of the minimum criteria shall make the undersigned, or its subcontractor that makes the false statement, ineligible to be awarded a constructed project and may result in termination of a contract awarded to the undersigned or its subcontractor that submits a false statement.

Certified as true and correct this _____ day of _____.

Printed name, Title

Signature

***Resolution No. 2015-016, January 13, 2015
(Supersedes Resolution No. 2004-024, January 13, 2004)***



**Plymouth Public Works
Outdoor Maintenance – City Facilities RFQ
Affidavit of Non-Collusion**

I hereby swear (or affirm) under the penalty for perjury:

1. That I am a partner in the quoting partnership (if the quoter is a partnership) or an officer or employee of the quoting corporation (if the quoter is a corporation) having authority to sign on its behalf;
2. That the attached quote or quotes have been arrived at by the quoter independently, and have been submitted without collusion with, or without any other vendor of materials, supplies, equipment, or services described in the invitation to quote, designed to;
3. That the contents of the quote or quotes have not been communicated by the quoter or its employees or agents to any person not an employee or agent of the quoter and will not be communicated to any such person prior to the official opening of the quote(s); and
4. That I have fully informed myself regarding the accuracy of the statements made in this affidavit.

Company Name: _____

Authorized Signature: _____

Title: _____

Quoter's E.I.N.: _____

Number used on Employer's Quarterly Federal Tax Return, U.S. Treasury Department Form 941

Subscribed and sworn to before me this _____ day of _____ 202__.

Seal



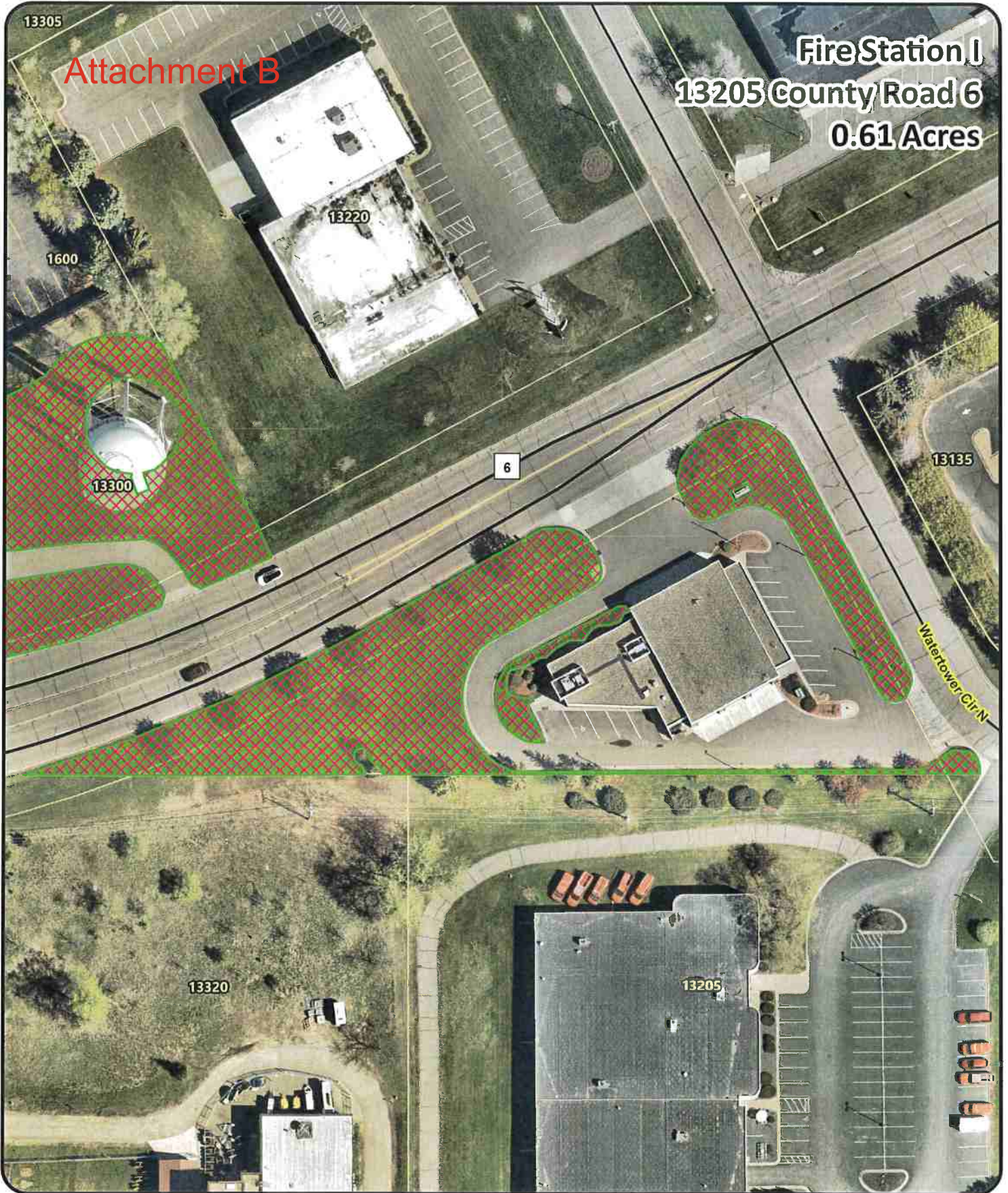
Outdoor Maintenance - City Facilities Quote Sheet 2025

Lawn Maintenance Sites	Acres	Outdoor Maintenance Monthly Price	Outdoor Maintenance Annual Price
Fire Station 1			
Fire Station 2			
Fire Station 3			
Maintenance Facility			
Four Seasons Park & Ride			
Station 73			
Zachary WTP & Well 9			
Totals	0.00	\$0.00	\$0.00

Rates	Hourly Rate
Maintenance	
Irrigation	
Totals	

Attachment B

Fire Station I
13205 County Road 6
0.61 Acres



13220

Fire Station I

13205 County Road 6

1695 Sq Ft

13135

Water tower Cir N

6

13205



02/06/2025

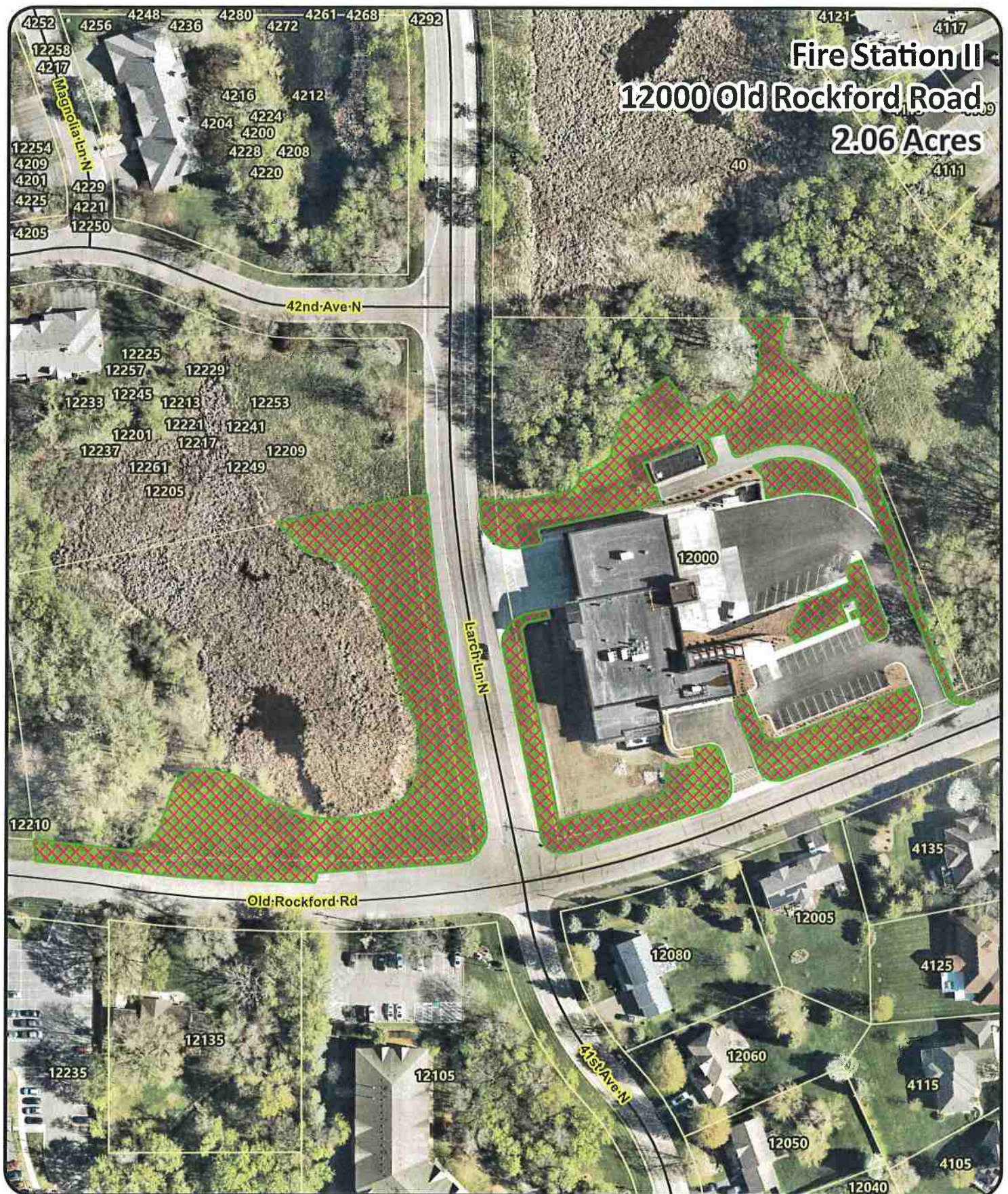
City Facility Landscape Sites

 Planting Area

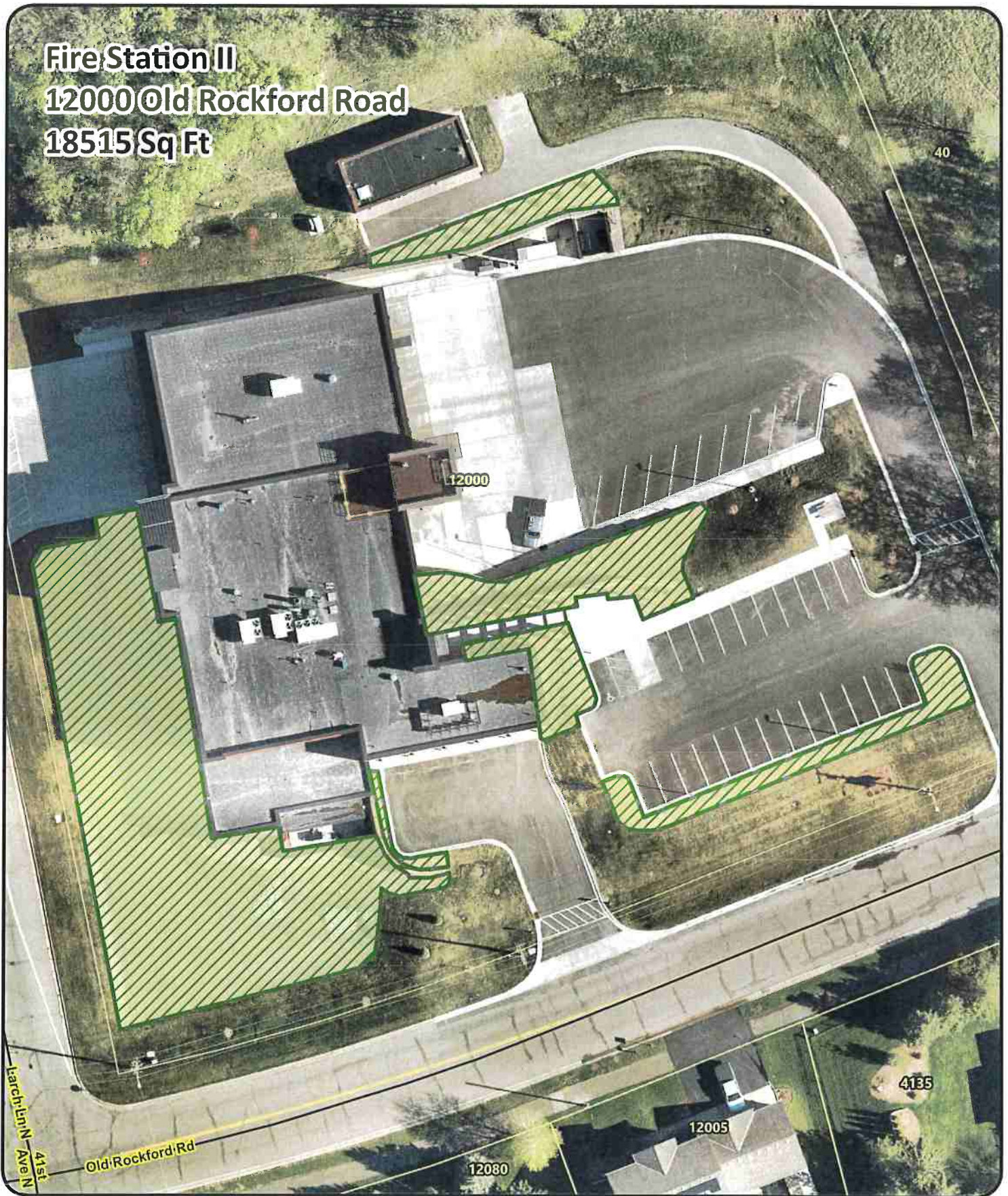
0 20 40 Feet



THIS REPRESENTS A COMPILATION OF INFORMATION AND DATA FROM CITY, COUNTY, STATE AND OTHER SOURCES THAT HAS NOT BEEN FIELD VERIFIED. INFORMATION SHOULD BE FIELD VERIFIED AND COMPARED WITH ORIGINAL SOURCE DOCUMENTS.

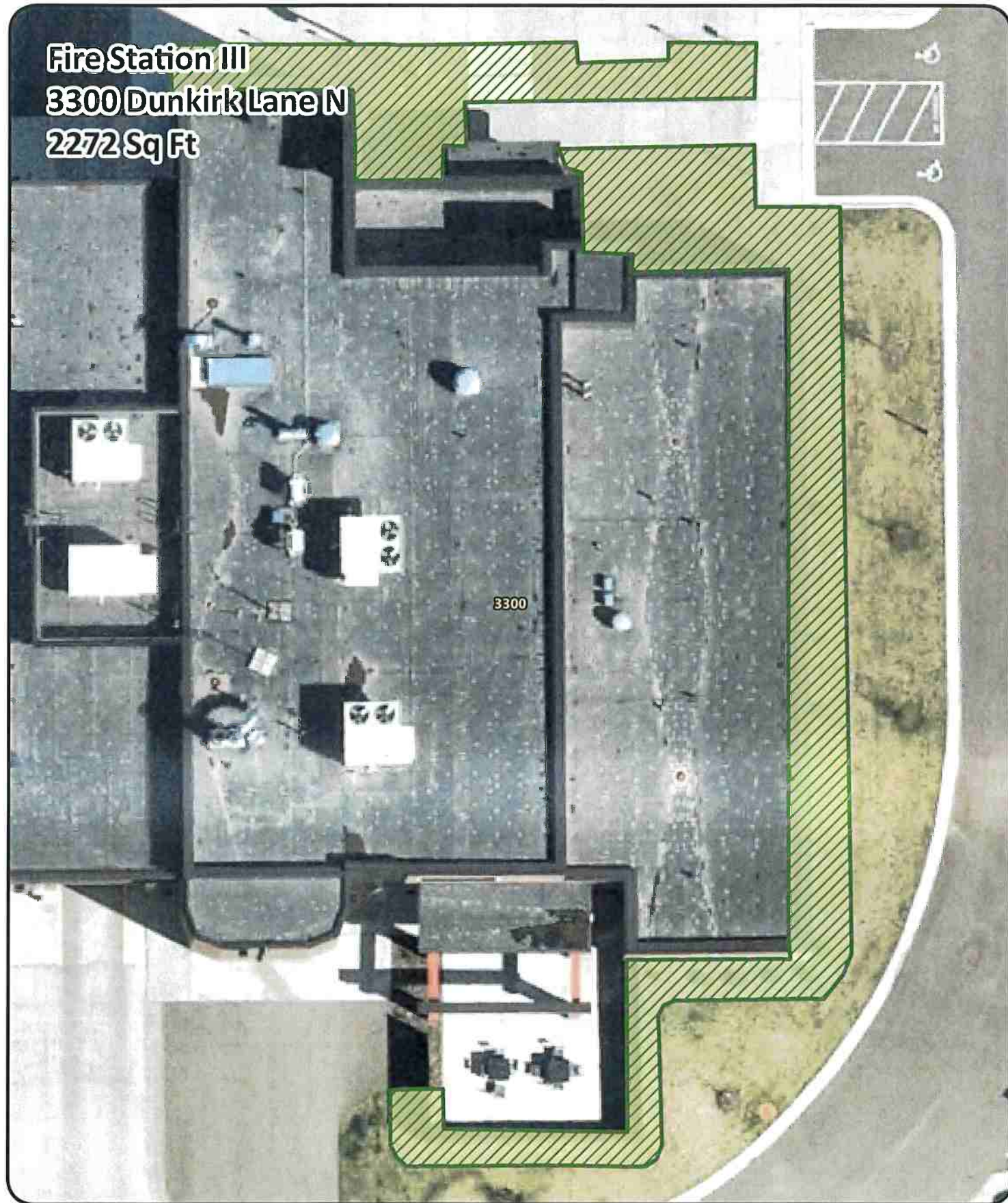


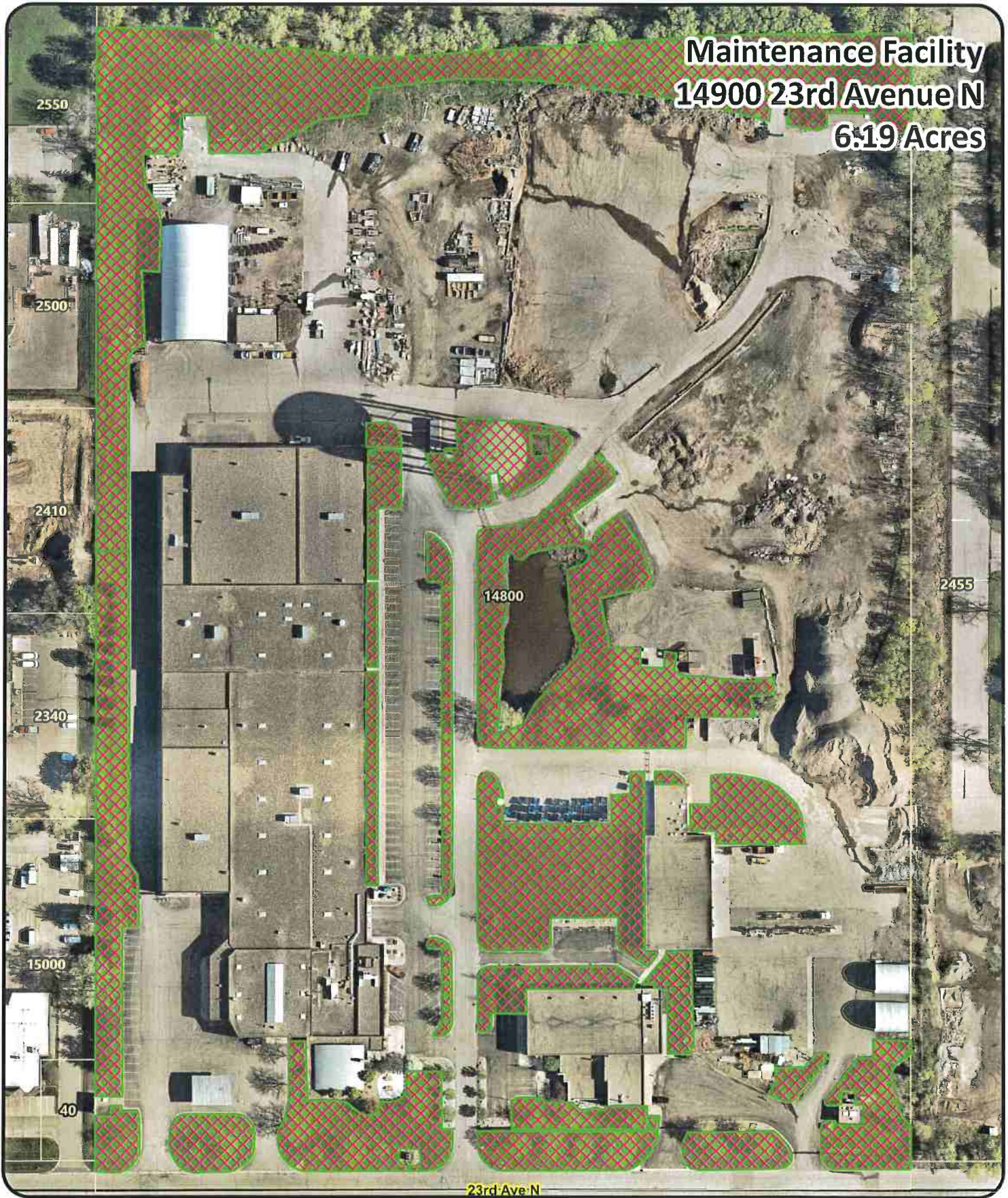
Fire Station II
12000 Old Rockford Road
18515 Sq Ft



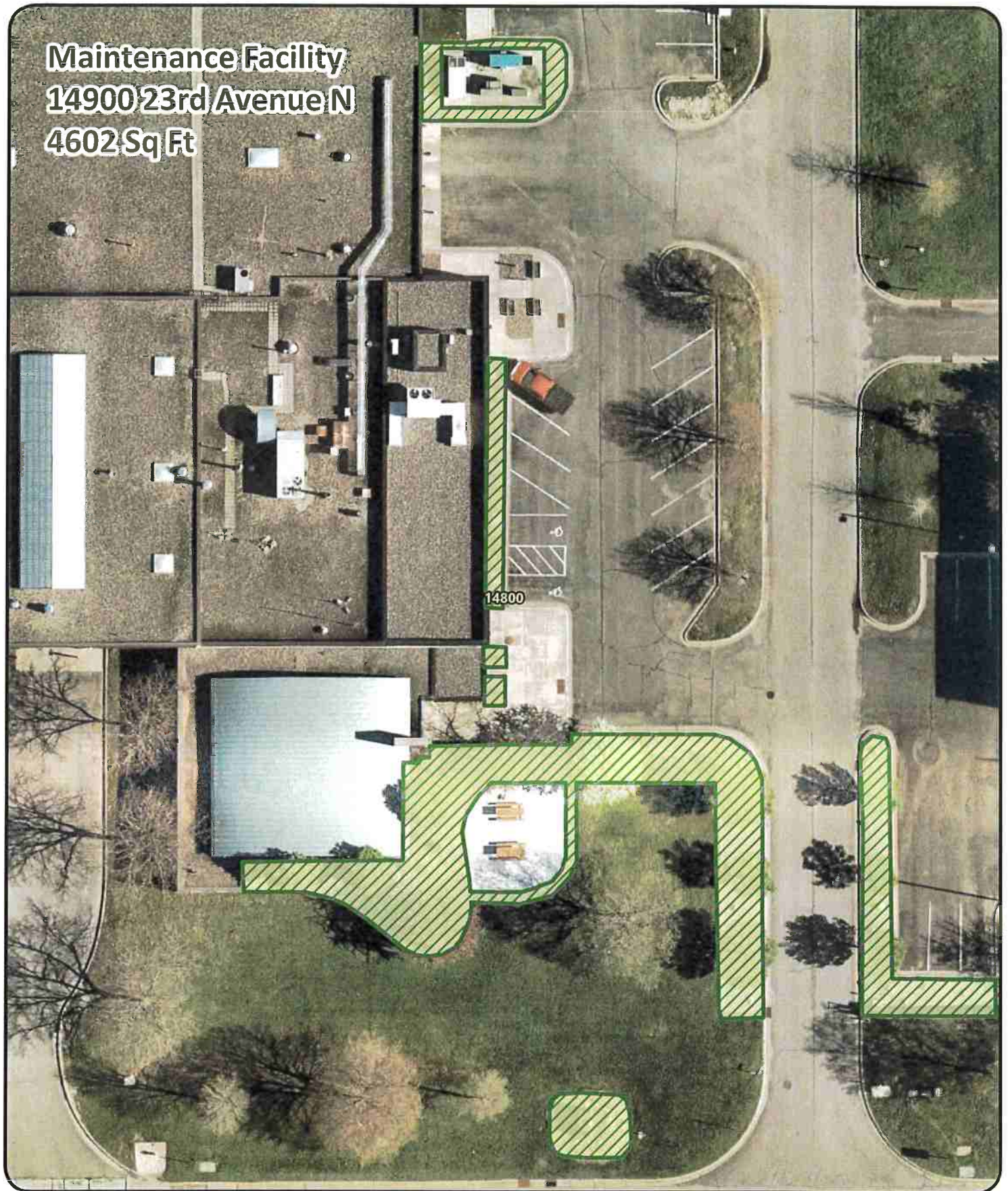


Fire Station III
3300 Dunkirk Lane N
2272 Sq Ft

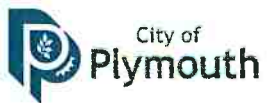
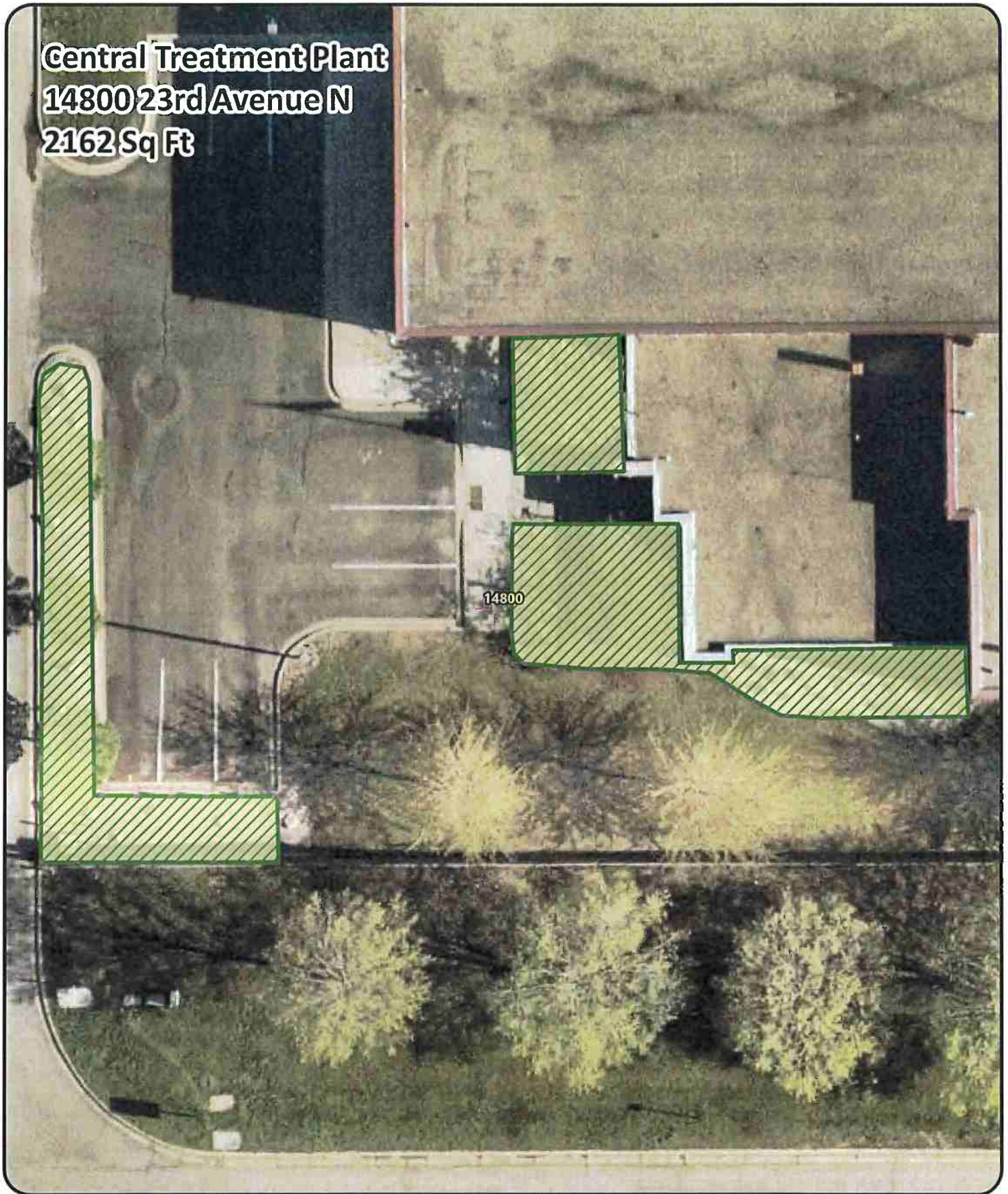




Maintenance Facility
14900 23rd Avenue N
4602 Sq Ft



Central Treatment Plant
14800 23rd Avenue N
2162 Sq Ft



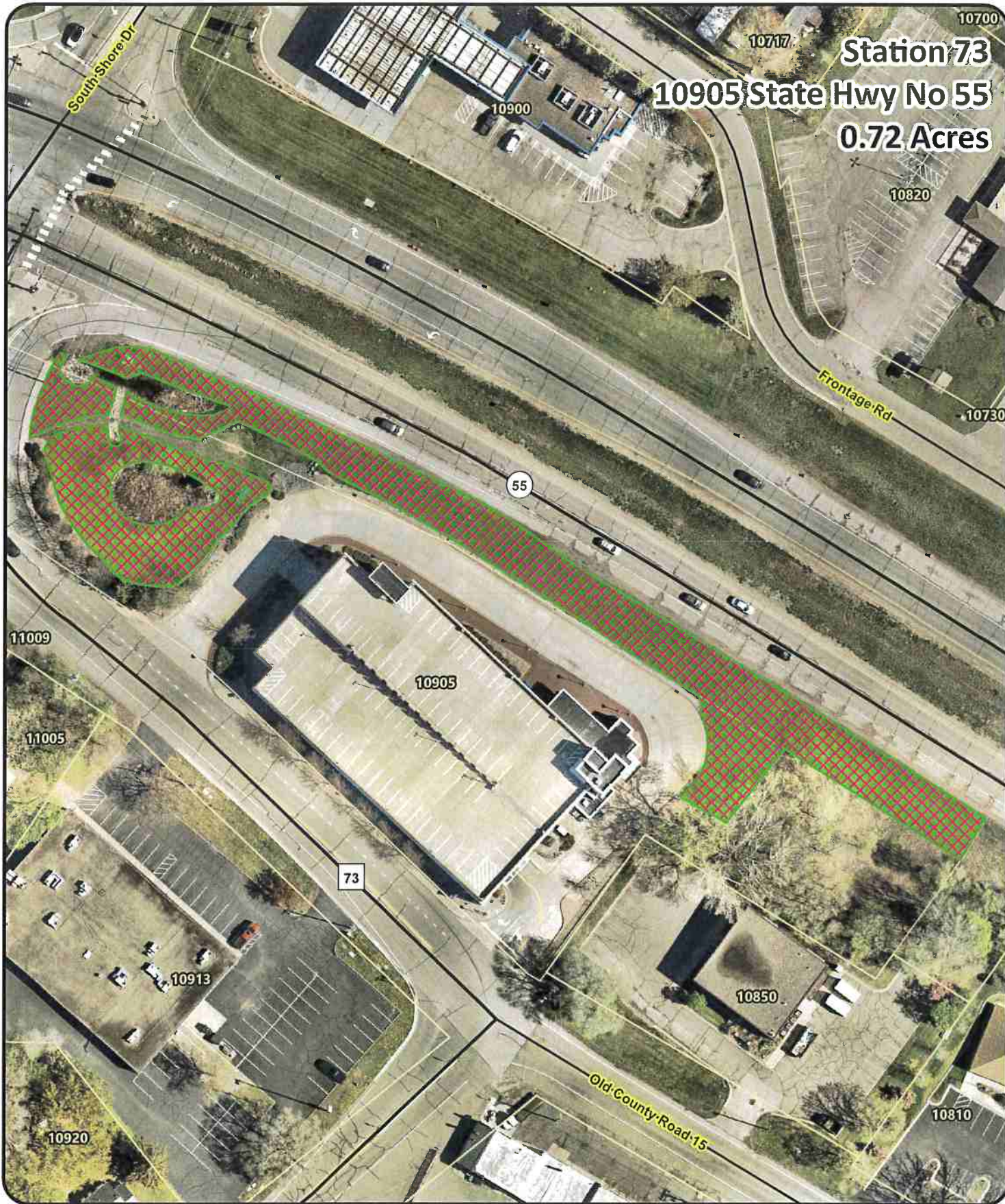
02/06/2025

City Facility Landscape Sites

 Planting Area



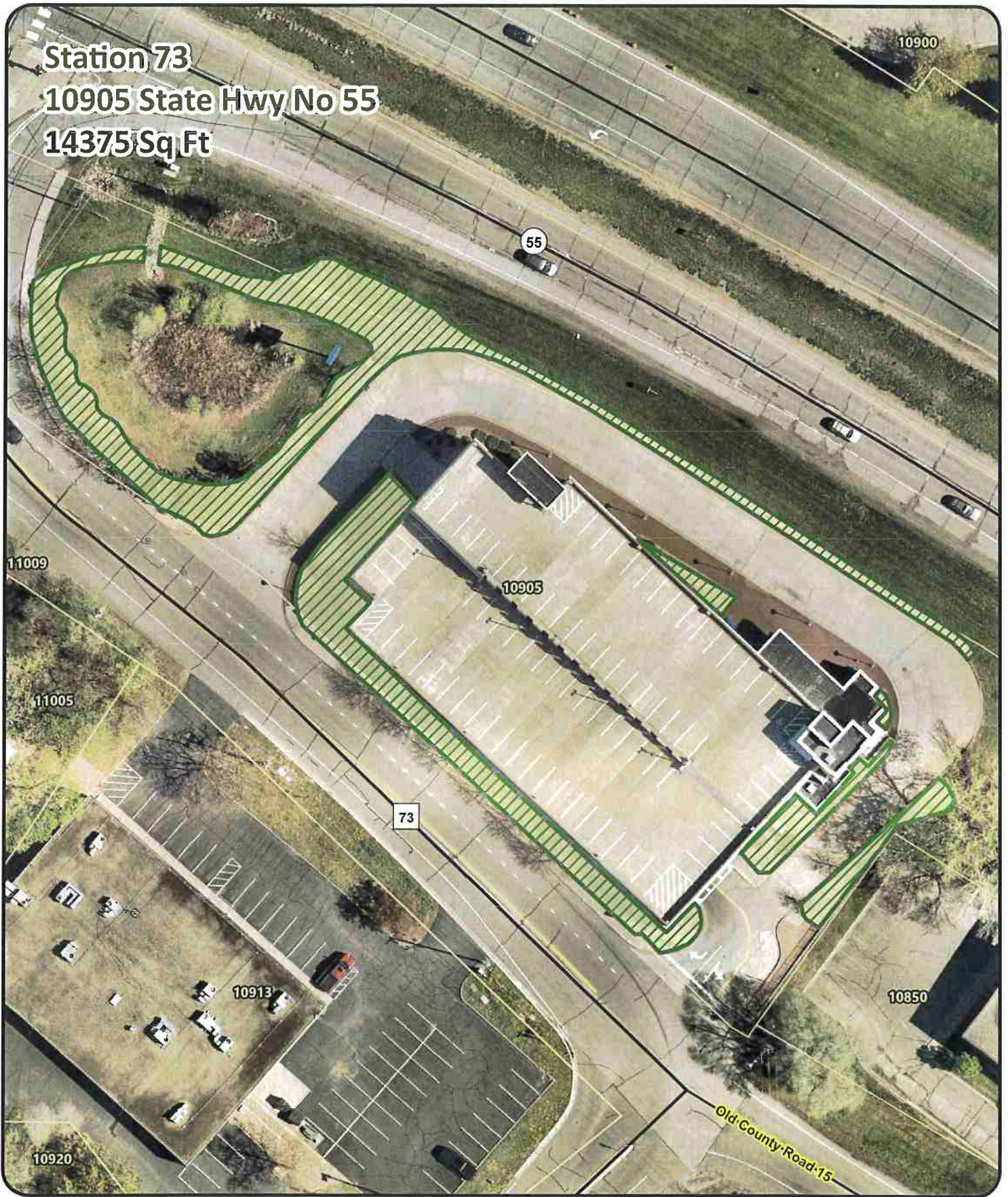
THIS REPRESENTS A COMPILATION OF INFORMATION AND DATA FROM CITY, COUNTY, STATE AND OTHER SOURCES THAT HAS NOT BEEN FIELD VERIFIED. INFORMATION SHOULD BE FIELD VERIFIED AND COMPARED WITH ORIGINAL SOURCE DOCUMENTS.



Station 73

10905 State Hwy No 55

14375 Sq Ft



02/06/2025

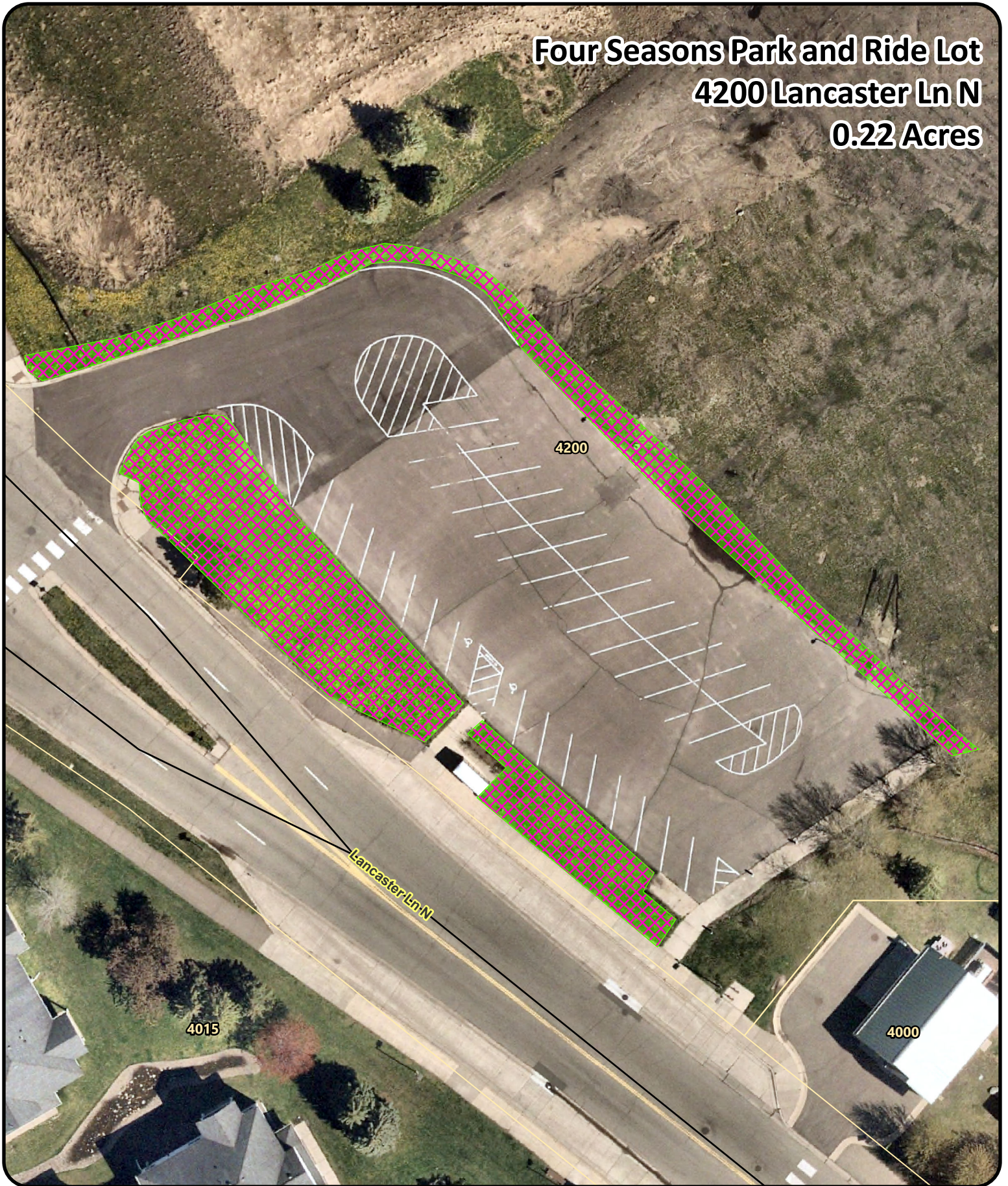
City Facility Landscape Sites

 Planting Area



THIS REPRESENTS A COMPILATION OF INFORMATION AND DATA FROM CITY, COUNTY, STATE AND OTHER SOURCES THAT HAS NOT BEEN FIELD VERIFIED. INFORMATION SHOULD BE FIELD VERIFIED AND COMPARED WITH ORIGINAL SOURCE DOCUMENTS.

Four Seasons Park and Ride Lot
4200 Lancaster Ln N
0.22 Acres





Zachary Water Treatment Plant & Well #19
4295 Zachary Lane N
1048 Sq Ft

