

**City of Ammon, Idaho**  
**Request for Proposals (RFP)**  
**for**  
**Parks Maintenance Contracts**



## **1.0 INTRODUCTION**

The City of Ammon, Idaho is requesting proposals from firms engaged in and authorized to provide landscaping maintenance services. The City currently owns and maintains several public parks within the City of Ammon. The City is requesting proposals from qualified firms for providing maintenance services to some or all of the public parks. Proposals may be specific to a single park or for several parks. The City of Ammon reserves the right to choose multiple contractors or to select a single contractor.

### **1.1 PARKS SYSTEM DESCRIPTION**

The City of Ammon, Idaho is located on the Snake River Plain in southeast Idaho, Bonneville County, adjacent to Idaho Falls. Ammon has a population of approximately 19,000, and utilizes the Bonneville County Landfill located in Bonneville County, Idaho. The city currently maintains thirteen (12) public parks of 78.54 acres with 65.23 acres of turf. See below for the Parks Inventory and Maintenance Chart.

### **1.2 SUBMITTAL REQUIREMENTS**

The City of Ammon will accept Proposals for Parks Maintenance Contracts at the office of the City Clerk, Ammon City Hall, 2135 South Ammon Rd, Ammon, ID 83406 until 4:00 PM local time on Thursday, February 17, 2022. Electronic or Hardcopy proposals are accepted. Electronic copies shall be emailed to the City Clerk, Kristina Buchan, at [kbuchan@cityofammon.us](mailto:kbuchan@cityofammon.us) by the deadline listed in this paragraph. No submittals will be accepted after that time and date. Proposals are limited to a maximum length of twenty-five (25) standard 8 ½" X 11" pages. All submissions become property of the City of Ammon and are subject to public information requests.

The City reserves the right to reject any or all proposals, or to accept any proposal, which in its judgment will best serve the City's interests. The City reserves the right to waive any and all informalities in the submittal process, or within any Statement of Qualifications. The City may require up to ninety days (90) days after opening the proposals to make a final decision.

Any questions or requests for clarification related to this Request for Proposals should be submitted in writing to [kbuchan@cityofammon.us](mailto:kbuchan@cityofammon.us). Answers to the questions submitted shall be posted on the City's website. Firms interested in submitting Proposals shall be responsible to check the website for updated responses to questions.

Firms should include a cover letter with their Proposals, addressed to Mayor Sean Coletti and the Ammon City Council. All costs incurred by the firm in preparing a response to this Request for Proposals shall be at the submitting parties sole expense.

## **2.0 SYSTEM COMPONENTS**

Firms submitting Proposals should address which maintenance components they will be providing through a contract for services. The following chart illustrates the maintenance requirements of each park within the Ammon parks and recreation system. If a firm is proposing to provide maintenance in

any or all of the following parks, the proposal shall include indicated which maintenance requirements will be addressed by the firm in the contract.

City of Ammon Parks Inventory and Maintenance Chart						
Parks are mowed, trimmed, and edged weekly						
PARK	Total Acres	Acres in Turf	Mow	Edge	Trim	Irrigation
Mc Cowin North- 3000 Southwick Ln.	8.0 Acres	7.5 Acres	X	X	X	X
McCowin South- 3000 Southwick Ln.	10.25 Acres	6.53 Acres	X	X	X	X
Peterson- 3740 Samuel St.	10.0 Acres	8.0 Acres	X	X	X	X
Eagle Pointe- West side of Eagles Homestead Dr., south of Willow Canyon Dr.	10 Acres	7.75 Acres	X	X	X	X
Woodland Hills- just west of the big white house at 3531 Clearfield Ln.	14 Acres	12.7 Acres	X	X	X	X
Woodland Hills Sports Complex (4 ball fields)	9.5 Acres	9.5 Acres	X	X	X	X
Lions- NE Corner of Salmon & Curlew	1.9 Acres	1.6 Acres	X	X	X	X
Target- Southwest corner behind Target store	.8 Acres	.8 Acres	X	X	X	X
Orland Bailey- Southeast side of Falcon Dr., between 17th and Sawtooth	1.32 Acres	1.25 Acres	X	X	X	X
Tiebreaker- End of Backhand Dr. North Side	1 Acre	1 Acre	X	X	X	X
Quail Ridge- North Side of East 21st South, just east of Scenic Dr.	3.4 Acres	3 Acres	X	X	X	X
Sand Creek- Behind Broulims and Cabela's	2.25 Acres	2.05 Acres	X	X	X	X
Hawks Landing- 3405 Crown Crescent	3.42 Acres	3.15 Acres	X	X	X	X

<b>Bridgewater w/ path from Ammon Rd.- 883 Hollow Dr.</b>	2.7 Acres	2.45 Acres	X	X	X	X
Total Park Acreage = 78.54						
Total Turf Acreage = 65.23						

**Note:**

Comprehensive maintenance records for all City of Ammon parks are available upon request by interested firm(s). Pick up copies at the Ammon City Building.

**2.1 TRANSITION PLAN**

Any firm(s) selected by the City of Ammon will negotiate a Contract for Services for approval by the City Council. If contract negotiations are successful, firm(s) will be expected to begin maintenance services as soon as dictated by the contract. At the latest, firm(s) should be expected to begin maintenance services in Ammon public parks in May 2022.

**3.0 SUBMITTAL CONTENT:**

Submittals are to include the following information: Firm name, address, telephone and fax numbers, e-mail address, certificate of authority to do business in the State of Idaho, and Name of Principal-in-Charge together with the name of the Project Manager and Organizational Structure assembled to accomplish the project goals.

Submittals will be evaluated and ranked based on the following criteria:

1. Key personnel that will be involved in performing the contract.
2. Description of relevant experience with landscape maintenance.
3. Ability to provide timely and reliable maintenance services at the scale requested by the City of Ammon.
4. Scope of services proposed, including any description of approach to the contract or company philosophy.
5. Contract cost and anticipated rates for 2022 season.
6. Description of past performance and references.

**3.1 SELECTION CRITERIA**

The City of Ammon Parks and Recreation Department will review all Proposals submitted by the time and date specified according to the factors and criteria included within this Request for Proposals. The City will consider the following factors in its review of the Proposals received:

Factor	Weight Given
1. Responsiveness of the written Proposal to the stated purpose and scope of work	15%
2. Proposal approach, proposed scope of services, and deliverables including contract cost estimates	35%
3. Firm Experience & Qualifications of Personnel, including Financial Stability	15%
4. Past performance and References	10%
5. Location of Firm	25%

The best qualified firm(s), all factors considered, will be selected for agreement discussions. The City will negotiate an agreement based upon the cost estimates provided along with fair and reasonable compensation for the services proposed and agreed upon. While price is one consideration in the evaluation, it is not the only factor to be considered. The City of Ammon may select multiple firms or a single firm to fulfill the maintenance requirements of the public parks.

#### 4.0 CONTRACT CONSIDERATIONS

Upon selection, the City of Ammon, Idaho intends to negotiate terms of a Maintenance Services Agreement with the firm deemed to serve the best interests of the City. If contract negotiations are unsuccessful, the City reserves the right to negotiate with the next highest-ranked firm. The City is not under any obligation to award a contract.

##### 4.1 Term of Agreement

The term of the agreement is to be a limited services agreement for a period of 1 year with the option of automatic renewals. During the term of the contract, the City of Ammon will not negotiate with other landscape maintenance providers.

##### 4.2 Insurance

The Proposer will indemnify and save harmless the City, its officers, and employees from and against any and all suits, actions, legal proceedings, claims, demands, damages, costs, expenses, and attorney's fees arising out of a willful or negligent act or omission of the Proposer in the performance of this contract. The City will not be responsible for the negligence of the Proposer, or any of its agents, employees, or customers.

The Proposer shall procure and maintain for the duration of the contract, insurance for all claims for injuries to persons or damages to property which may arise from or in conjunction with the performance of the work hereunder by the Proposer, his agents, representatives, employees, or subcontractors. The cost of such insurance shall be borne by the Proposer and a Certificate of Insurance evidencing that such insurance has been procured and is in force will be forwarded to the City before commencement of work hereunder. Said insurance shall be maintained during the entirety of said contract term and shall name the City of Ammon as an additional insured on said policy.

The City may, at any time request proof of current insurance on any one or all of the coverage's required below. The failure to maintain current insurance as required below may result in the termination of the contract, save and exempt the Proposers obligations to indemnify the city from all claims.

**4.3 Cancellation Clause**

Either party may terminate for cause or breach of contract.

Either party may terminate the agreement without cause by giving one hundred eighty (180) days' notice.