

REQUEST FOR  
PROPOSALS/QUALIFICATIONS

FOR

*CODE COMPLIANCE ABATEMENT  
LAWN MOWING/YARD SERVICES*

*CITY OF DUNKIRK  
342 CENTRAL AVENUE  
DUNKIRK, NEW YORK 14048  
ATTN: CITY CLERK  
(716)-366-9859  
FAX (716) 366-0058*

*PROPOSAL DUE: 3:00 P.M., FRIDAY, MARCH 14, 2014*

## **REQUEST FOR PROPOSALS/QUALIFICATIONS**

### **Introduction:**

The City of Dunkirk, NY (Dunkirk) is soliciting proposals from qualified individuals or concerns to provide certain Code Compliance Abatement Lawn Mowing/Yard Services on a contract basis. The City reserves the right to engage one or more contractors to undertake certain lawn mowing and/or other miscellaneous yard services on a project-by-project basis.

The abatement includes the mowing of grass/weeds greater than six inches (6") in height. Abatement requests will be made on a per-site authorization basis from the City's Building Inspector's Office.

The successful submission or submissions to provide such services on a contract basis to Dunkirk, will be approved by the Dunkirk Common Council, and will be memorialized with a written Agreement, detailing the complete terms and conditions of the undertaking.

Dunkirk reserves the right to accept the proposal(s) deemed most favorable to it and/or to reject any and all proposals with no notification to those submitting proposals/qualifications. The proposal, if accepted, shall be required to provide insurance of the type and amounts as approved by Dunkirk's Law Department and shall be required to execute a written Agreement, all subject to the approval and direction of the Dunkirk Common Council.

The general scope of duties and responsibilities of the required assistance and services includes, but is not necessarily limited to, providing:

- Mowing all established grasses and vegetation (excluding shrubs, trees, heavily wooded area, and reasonably-maintained garden areas);
- Services capable of completing several jobs in a timely manner on a per-call basis;
- Services capable to handle several jobs consisting of extremely tall grass/weeds;

- Availability of equipment, personnel and skill requisite to provide the services in a good, workmanlike and timely manner, including the ability to service requests
  - for work on ungraded lots, steep slopes and/or fields;
  - for work on lots with grass/weeds in excess of six inches (6") in height;
  - for work on lots with hedges in excess of four feet (4') in height, with trimming removal;
- Mowing of vegetation in/around structures to a neat appearance with grass height of three inches (3") or less;
- Removal and proper disposal of all trash and debris in subject lots
- Clearing of sidewalks, alleys or adjacent public rights-of-way of trimmings and clippings; and,
- Such other and further information technology duties as agreed upon.

The successful applicant(s) will be required to undertake the duties and responsibilities in a professional and good-and-workman-like manner, with general direction by the City.

**Proposal Requirements:**

Proposals shall address each of the items identified below, including but not necessarily limited to:

- Qualifications
- Relevant experience
- Accomplishments in the field
- Education, training, certifications
- Insurance (including disability and workman's compensation)
- Details of proposed fee requirements and structure
- Brief statement as to the reasons why the vendor is best qualified to be awarded the proposed contract.

**Proposal Submission:**

One (1) original and two (2) copies of the proposal shall be received by Dunkirk no later than 3:00 p.m. EST on **FRIDAY, MARCH 14, 2014**. All proposals shall be submitted to: City Clerk

342 Central Avenue

Dunkirk, New York 14048

**Selection Process:**

Proposals meeting the requirements outlined in this RFP shall be given due consideration and shall be reviewed promptly. The selection of a vendor shall be based on Dunkirk's evaluation of the entire proposal submitted.

All information requested in the Proposal Form must be completed in order for the proposal to be given consideration for award. Prospective vendors must complete all information. Attach additional sheets as necessary. Dunkirk reserves the right to reject any or all proposals.

Dunkirk, at its sole discretion, may request; additional information on any or all proposals, oral presentations by one or all vendors, or may elect to disqualify all proposals and reissue the RFP.

To facilitate the Agreement, please supply full information concerning legal status:

FIRM NAME: \_\_\_\_\_

PRINCIPAL OFFICE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone (\_\_\_\_)\_\_\_\_\_ Fax (\_\_\_\_)\_\_\_\_\_

E-mail \_\_\_\_\_

CHECK ONE: Corporation\_\_\_\_ Partnership\_\_\_\_ Individual\_\_\_\_ Other \_\_\_\_

(Incorporated under the Laws of the State of \_\_\_\_\_)

(If foreign corporation, state if authorized to do business in  
the State of New York: Yes\_\_\_\_ No\_\_\_\_ Not Applicable\_\_\_\_)

TRADE NAMES: \_\_\_\_\_

NAMES AND ADDRESSES OF PARTNERS/PRINCIPALS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME, TITLE AND ADDRESS OF PERSON AUTHORIZED TO SIGN CONTRACT:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Federal I.D. Number: \_\_\_\_\_