

**CITY OF MARSHALLTOWN  
REQUEST FOR QUOTES  
FOR  
NUISANCE MOWING  
NUISANCE CLEAN-UP**

The City of Marshalltown is requesting request for quotes for nuisance abatement services, including mowing and property clean-up. The City intends to award a one-year contract to the lowest responsive, responsible bidder for mowing services and for clean-up services. A bidder may bid on one or both items, and lack of a response in either area will not disqualify a bid.

**A. Scope of Work: Grass and Weeds Mowing and Trimming**

The City's Nuisance Ordinance states that all private properties with grass or weeds 10 inches or higher are considered a nuisance. The City is seeking a contractor to mow and trim the grass and weeds on non-compliant properties.

A work order will be emailed to the contractor, showing the date notice was sent to property owner and date of re-inspection. Mowing must be completed within four (4) working days of receipt of the work order. Work order must be emailed back to the Police Department within two (2) days after the job has been completed for payment to be processed.

Pictures of properties must be taken before work on the property begins and after work has been completed, pictures must be date and time stamped, and must accompany the work order sheet to be accepted for payment and filled out completely.

Only one job date to a work order, if a second mow is required must be approved by the Police Department after first mow pictures and work order has been turned in for payment.

**B. Scope of Work: Nuisance Property Clean-Up**

The City's Nuisance Ordinance defines accumulations of junk, refuse and garbage on private property as a nuisance. The City is seeking a contractor to take care of any property clean-up on non-compliant properties.

A work order will be emailed to the contractor, showing the date notice was sent to property owner and date of re-inspection. Clean up must be completed within four (4) working days of receipt of the work order. Work order must be emailed back to the Police Department within two (2) days after the job has been completed for payment to be processed.

Pictures of properties must be taken before work begins on the property and after work has been completed and must be time and date stamped. Pictures must accompany the work order to be accepted for payment. Disposal fees must be separately accounted for and verified in the billing.

If the City deems a clean-up of a property to be an emergency, this work order will become the highest priority work order and be completed first. If this causes delays in other work orders, the contractor needs to notify the City of the properties to be impacted.

**C. Insurance**

The successful bidder will enter into a one (1) calendar year contract with the City, and is required to attach certificate of insurance with bid sheet. Insurance coverage shall include the following:

**GENERAL LIABILITY**

\$1,000,000 - COMBINED SINGLE LIMIT

\$1,000,000 – EACH OCCURRENCE

\$1,000,000 – AGGREGATE

**AUTOMOBILE LIABILITY**

\$1,000,000 - COMBINED SINGLE LIMIT

\$1,000,000 – EACH OCCURRENCE

\$1,000,000 – AGGREGATE

(all to include hired and non-owned vehicles)

**WORKMEN'S COMPENSATION**

STATUTORY LIMITS – EMPLOYERS LIABILITY

**D. Due Date**

Your sealed bid must be submitted to the following address no later than Wednesday, April 12<sup>th</sup>, at 3PM:

City of Marshalltown  
Attn: City Clerk  
24 N. Center St.  
Marshalltown, IA 50158

All bids must be on the enclosed bid sheet. Bids received after the due date and time will be considered unresponsive and will be disqualified. The City intends to award a contract(s) to the lowest responsible, responsive bidder to be approved by the City Council at the April 27<sup>th</sup> City Council meeting.

For questions, please contact Jessica Kinser, City Administrator, at 641-754-5799 or [jkinser@ci.marshalltown.ia.us](mailto:jkinser@ci.marshalltown.ia.us).

**ATTACHMENT A  
CONTRACTOR BID SHEET**

Please provide your bid for grass/weed mowing and/or nuisance clean-ups below. You are not required to bid on both items in order to have your bid considered. This is to be provided in a per hour bid. The per hour bid should include any and all labor and equipment used to perform the work for an hour as well as transportation costs. This amount will not be doubled for any additional personnel.

**Grass/Weeds Mowing**

\$ \_\_\_\_\_ per hour

**Nuisance Clean-up**

\$ \_\_\_\_\_ per hour

NOTE: For nuisance clean-ups, disposal fees can be billed separately for each project for those fees actually incurred at the Marshall County Landfill. The nuisance clean-up hourly rate does not include use of large equipment like a dump truck or other equipment beyond normal use. If a work order requires the use of large equipment in the estimation of the contractor, the City must approve this use prior to the start of work.

Contractor name: \_\_\_\_\_

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

\_\_\_\_\_

Phone #: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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

