

City of Maryville, Missouri

REQUEST FOR PROPOSALS GROUNDS MAINTENANCE CITY PARKS & CITY LOTS



December 1, 2025

Dear Prospective Bidder:

The City of Maryville, Missouri is requesting proposals for mowing and trimming services for multiple city parks and city lots throughout the City of Maryville. Enclosed you will find a copy of the bid documents for your review and submission. Within this packet is a list of city parks and city lots to mow and trim along with other guidelines to consider while preparing your proposal.

Proposals will be accepted until **Thursday, January 15, 2026, at 10:00 a.m., local time**, at City Hall, 415 North Market Street, at which time all proposals will be opened and read aloud. Proposals shall be sealed and marked on outside of the envelope, **“Sealed Proposal – CITY PARKS & LOTS GROUNDS MAINTENANCE– RFP, - Open 1/15/26, 10:00 a.m., Attn.: City Clerk.** Proposals must be submitted on forms provided in the project packet.

All bidders shall comply with the requirements of Section 285.530 RSMo, E-Verify, and OSHA Safety Training.

The City reserves the right to reject any or all bids and is not liable for costs incurred by respondents prior to contract award.

If you have any questions, please contact:

Parks Director Jeff Stubblefield at (660) 562-2923, jstubblefield@maryvillemo.gov

Parks Supervisor Tyler Peve at (660) 541-5533, tpeve@maryvillemo.gov

Public Works Director Matt Smith at (660) 562-8025, msmith@maryvillemo.gov

Street Dept. Superintendent Dan Bozarth at (660) 562-8011, dbozarth@maryvillemo.gov

Sincerely,

Jeff Stubblefield
Director of Parks & Recreation

Contract

It is the intent of City of Maryville and Maryville Parks and Recreation that a single contractor be selected to accomplish all the services outlined in this bid. This contract is for the 2026 mowing season with options for two (2) additional years. Following the conclusion of the 2026 mowing season City of Maryville and Maryville Parks and Recreation will negotiate with the selected contractor for the 2027 and 2028 mowing season. If City of Maryville and Maryville Parks and Recreation is not satisfied with the negotiation or work performance, another contractor may be selected.

Scope of Work

Contractors will be responsible for mowing and trimming the parks and city lots listed below (parking lots, playgrounds, and facilities areas are included in the total acreage).

Maryville Parks, address and acreage include:

- Beal Park: 700 N. Laura, 10.5 acres (does not include the east section of the park (ball fields) or the inside of the aquatic center)
- Franklin Park, 721 N. Main, 1.9 acres
- Happy Hollow Park, 709 E. 3rd, 1.7 acres
- Judah Park, 615 W. Thompson, 7 acres
- Little Peach Creek Park, 704 W. Edwards, 0.3 acres
- Sisson-Eek Park, 406 W. Lincoln, 2.5 acres
- Sunrise Park, 1316 E. Halsey, 8 acres (includes Bark Park)
- Thomson Splash 'N' Play, 1920 S. Munn, 2 acres
- Wabash Park, 915 N. Mulberry, 1.8 acres

City lots, address and acreage include:

- New Nodaway Humane Society, 829 S Depot St, 2.1 acres
- Pioneer Cemetery, corner of E 1st Street and N Water Street, 0.93 acres

It is understood that each Bidder shall be fully informed of natural hazards, drainage, runoff, structure locations, and other special features of each park which would affect the completion of grounds maintenance.

1. Prior to the commencement of the contract, the contractor shall meet with Maryville Parks Supervisor and a representative of Maryville Public Works to provide an outline of proposed mowing procedures, the plan for performing the work, and a plan for the safety of the public.
2. Prior to the initial service, the contractor shall provide both Maryville Parks Supervisor and a representative of Maryville Public Works with a schedule, which identifies the anticipated service dates or day or the week.
 - a. Mowing should be completed Monday – Friday from 8 am – 4 pm.
 - b. Evening (after 4 pm) or weekend (Saturday & Sunday) mowing must be approved by the Maryville Parks Supervisor and a representative of Maryville Public Works.
3. Mowing season is typically mid-April thru mid-October as determined by Maryville Parks and Recreation. This schedule is subject to change on short notice due to weather and/or budgetary conditions.
4. No more than ten (10) calendar days shall be allowed between mowing, unless:
 - a. Saturated ground conditions which would result in rutting of the lawn as determined by Maryville Parks Supervisor and a representative of Maryville Public Works.
 - b. Drought conditions
 - c. Local emergency conditions preclude access to the property
5. Contractors shall provide all equipment/supplies/labor and avoid any mowing damages to

- turf, trees, and buildings/facilities. Any clippings on sidewalks and streets shall be removed.
6. Mow primary lawn areas and all areas within fence lines using a finish type mower. Blades are to be sharpened to provide a sharp and clean result. Weed eating primary lawn areas is not permitted. Conventional wheel tractors and mowers may be used to mow secondary areas.
 7. All grass areas shall be mowed to a height between 3” and 4”. Missed strands of grass or areas not uniformly cut shall be re-cut at no additional cost to City of Maryville and Maryville Parks and Recreation.
 8. Mechanically trim around buildings, posts, trees, bushes and other raised objects (may be chemically treated where not unsightly). *Contractor shall be responsible for any damage to the above raised objects caused by mechanical trimming or chemical treatment.*
 9. Edge all walks, curbs, and drives with an edging tool.
 10. Before and after mowing, pick up and dispose of litter and debris from lawn, parking lots, sidewalks, landscaped and bedded areas, fence lines, and accessible drainage areas, i.e. tree limbs, bushes, cans, paper, plastic, etc.
 11. Sweep, blow, or otherwise clean up and dispose of debris from mowing, edging, and trimming/pruning efforts.
 12. No excessive debris may be disposed of in any City of Maryville and Maryville Parks and Recreation on-site trash cans.
 13. Ruts, holes, and other disfigurement of mowed areas caused by the contractor’s mowing equipment shall be the responsibility of the contractor to repair to original condition. Contractor will contact Maryville Park Supervisor or a representative of Maryville Public Works if soil conditions are in doubt.
 14. The contractor shall submit invoices for Maryville Parks & Recreation to the Director or Parks Supervisor on a per month basis and to Public Works Director. Additionally, contractor shall submit a detailed form showing the number of trips completed per location.
 - a. No payment will be made in advance of services performed.

Conditions

1. Any proposals deemed to be informal, defective or irregular may be rejected at the City of Maryville and Maryville Parks & Recreation option. All proposals shall comply with the requirements of the request for proposal, and all items on attached forms shall be completed. Any deviations from the specifications of the request for proposal shall be noted and explained. **“EQUIVALENT”** items bid must be approved prior to bid opening.
2. All bidders shall comply with the requirements of HB 1549, E-Verify, OSHA, et. al. The attached Affidavit of Work Authorization form, shall be completed and made a part of the bid proposal.
3. Proposals shall remain valid a minimum of sixty (60) days after bid opening. This will allow the Maryville City Council and Maryville Park Board and Staff adequate time for review and selection of the successful proposing firms.
4. Method of Award - Lowest Qualified Bidder: If at the time this contract is to be awarded, the lowest base bid submitted by a responsible bidder does not exceed the amount of funds then estimated by the Owner as available to finance the contract; the contract will be awarded on the base bid only. If such bid exceeds such amount, the Owner may reject all bids.
5. City of Maryville and Maryville Parks and Recreation is exempt from all State or Federal Sales and Excise taxes.
6. Notification of successful bidders will be made to all bidders submitting bids after approval of awards by the Park Board and City Council
7. MBE, WBE and Small Enterprise bidders are encouraged to bid.

References

Provide contact information for three (3) individuals/businesses that have had experience with the Responder's company.

Reservations

City of Maryville and Maryville Parks and Recreation reserves the right to:

1. Modify or otherwise vary the terms and conditions of the RFP at any time, including but not limited to, deadlines for submissions, schedules and proposal requirements.
2. Choose to select all or only specific parks to contract out to a contractor.
3. Shortlist more than one (1) firm and have those firms complete a presentation to the Park Board.
4. Reject or refuse any or all proposals or cancel and withdraw this RFP at any time.
5. Negotiate with any or all Respondents to obtain terms most beneficial to Maryville Parks and Recreation.
6. Not enter into an agreement.
7. Issue similar RFP's or RFQ's in the future.
8. Respondents are liable for all errors or omissions contained in the SOQ submittals.
9. Respondents will not be allowed to alter submittals after the deadline for submission. City of Maryville and Maryville Parks and Recreation reserves the right to make corrections or amendments due to clerical errors in submittals by City of Maryville, Maryville Parks and Recreation or respondent.
10. All costs arising from preparation of the RFQ and participation in the selection process incurred by any respondent shall be borne by the respondent without reimbursement by City of Maryville and Maryville Parks and Recreation.
11. Respondents assume the risk of the method of dispatch of the qualifications chosen. No responsibility is assumed for delays caused by delivery service. Postmarking by the due date will not substitute for actual receipt.

Insurance

Prior to commencement of the contract, the successful respondent will carry and maintain at his sole cost and expense all policies of insurance described below. All such policies of insurance shall show on their face that the contractor is a named insured and that City of Maryville and Maryville Parks and Recreation is named as an additional insured. Such insurance shall include coverage against liability for death, bodily injury or property damage arising out of the acts or omissions of or on behalf of the contractor or involving any owned, non-owned, leased or hired vehicle in connection with any of the obligations or activities of the contractor of the equipment, and shall be in the following categories and amounts:

1. Comprehensive General Liability
 - a. \$1,000,000.00 each occurrence
 - b. \$2,000,000.00 aggregate
2. Worker's Compensation
 - a. Bodily Injury by Accident - \$1,000,000 each accident
 - b. Bodily Injury by Disease - \$1,000,000 policy limit
 - c. Bodily Injury by Disease - \$1,000,000 each employee

All policies must include City of Maryville and Maryville Parks and Recreation, its officers, agents, employees and volunteers as "Additional Insured" under its policies and must be endorsed to the applicable policy. The insurance coverage and limits are set at the sole discretion of City of

Maryville and Maryville Parks and Recreation and are subject to change or revision as the need arises.

Contractor's Liability

Damage to the existing facility or equipment caused by the contractor shall be immediately reported to the City without delay. The contractor shall be responsible for repairing or having repaired all damaged areas of the facility or equipment directly caused by contractor-related work. All repairs shall be accomplished, without delay, at the contractor's expense to the satisfaction of the City.

Payment

Payment will be made to the contractor monthly, with invoices submitted to the City of Maryville by the 1st calendar day of each month. Payment will be made within fifteen (15) days of submittal of approved invoices. All invoices submitted must be for work completed on the project and will be verified by city staff. The City of Maryville, Missouri is exempt from all State or Federal Sales and Excise taxes.

Grounds Maintenance Bid Proposal

Identification form and price fee quote:

Company Name: _____

Address: _____

City/State/Zip: _____

Telephone Number: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

CITY PARKS

Beal Park, 700 N. Laura, 10.5 acres (does not include the east section of the park {ball fields} or the aquatics center)	
Mowing Turf mowing season is typically mid-April thru mid-October (anticipated to be 26 trips)	Total Annual Cost \$ Price Per Trip \$
Franklin Park, 721 N. Main, 1.9 acres	
Mowing Turf mowing season is typically mid-April thru mid-October (anticipated to be 26 trips)	Total Annual Cost \$ Price Per Trip \$
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CITY LOTS

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Pioneer Cemetery, corner of E 1st St. and N Water St., 0.93 acres	
Mowing Turf mowing season is typically mid-April thru mid-October (anticipated to be 26 trips)	Total Annual Cost \$ Price Per Trip \$

Grounds Maintenance Reference List

Business Name
Business Contact Name
Contact Information (Telephone Number and Email)

Business Name
Business Contact Name
Contact Information (Telephone Number and Email)

Business Name
Business Contact Name
Contact Information (Telephone Number and Email)

AFFIDAVIT OF WORK AUTHORIZATION

Comes now _____ as _____ first being duly
(NAME) (OFFICE HELD)

sworn on my oath, affirm _____ is enrolled and will continue to
(COMPANY NAME)

participate in a federal work authorization program in respect to employees that will work
in connection with the contracted services related to _____ for the duration of
(BID/SFS NUMBER)

the contract, if awarded in accordance with RSMo Chapter 285.530 (2). I also affirm that
_____ does not and will not knowingly employ a person who is an
(COMPANY NAME)

unauthorized alien in connection with the contracted services related to _____
_____ for the duration of the contract, if awarded.
(BID/SFS NUMBER)

In Affirmation thereof, the facts stated above are true and correct (The undersigned understands that false statements made in this filing are subject to the penalties provided under Section 575.040, RSMo).

Signature (person with authority)

Printed Name

Title

Date

Subscribed and sworn to before me this _____ of _____. I am
(DAY) (MONTH, YEAR)

commissioned as a notary public within the County of _____, State of
(NAME OF COUNTY)

_____, and my commission expires on _____.
(NAME OF STATE) (DATE)