

**REQUEST FOR PROPOSALS (RFP)
FOR POCKET PARK MAINTENANCE IN DOWNTOWN LOGANSORT**

Date of Issue: April 9, 2019 Request Due Date: April 16, 2019 received by 12pm local time

Summary

The Logansport/ Cass County Planning Department has a budget for the maintenance of four pocket parks in Downtown Logansport. The intent of this RFP is to rid the pocket parks of weeds and trash, spray for weeds and bagworms and provide pruning as needed, as well as providing new mulch in the spring to keep these pocket parks maintained and their plants alive.

Proposals should be addressed to:

**Clerk-Treasurer's office
C/O Stacy Cox,
Suite 203
601 E Broadway
Logansport, IN 46947**

Maintenance Requirements

Northwest Corner of Market St. and 4th St. along Market St. (shown as 1 on Exhibit A)

- Before May 1st add 1"-2" of hardwood mulch to pocket park
- Remove trash and existing weeds starting May 1st and repeat monthly till the first frost. Spray glyphosate along curbs and beds as needed (max. 5 times)
- Apply post-emergent herbicide every other month starting in May
- As-needed pruning, directions will be given by the Logansport/Cass County Planning Department

Northside of Market St. between 4th St. and 5th St. (shown as 2 on Exhibit A)

- Before May 1st add 1"-2" of hardwood mulch to pocket park
- Remove trash and existing weeds starting May 1st and repeat monthly till the first frost. Spray glyphosate along curbs and beds as needed (max. 5 times)
- Apply post-emergent herbicide every other month starting in May
- As-needed pruning, directions will be given by the Logansport/Cass County Planning Department

Northside of Market St. between 5th St. and 6th St. (shown as 3 on Exhibit A)

- Before May 1st add 1"-2" of hardwood mulch to pocket park
- Remove trash and existing weeds starting May 1st and repeat monthly till the first frost. Spray glyphosate along curbs and beds as needed (max. 5 times)
- Apply post-emergent herbicide every other month starting in May
- As-needed pruning, directions will be given by the Logansport/Cass County Planning Department

Northside of Broadway between 5th St. and 4th St. (shown as 4 on Exhibit A)

- Before May 1st add 1"-2" of hardwood mulch to pocket park
- Remove trash and existing weeds starting May 1st and repeat monthly till the first frost. Spray glyphosate along curbs and beds as needed (max. 5 times)
- Apply post-emergent herbicide every other month starting in May
- As-needed pruning, directions will be given by the Logansport/Cass County Planning Department

Submission of Proposals

All proposals **must** include the requirements numbered 1 through 10 below. The City of Logansport will consider Proposals that meet the following:

1. Any proposal for pocket park maintenance must be submitted in writing. Any oral communication will be considered unofficial and non-binding.
2. Proposal shall be **received by mail or by hand in a sealed envelope** at Logansport Clerk-Treasurer's Office, 601 E Broadway, Suite 204, Logansport IN, by 12:00 pm (local time) on **April 16, 2019**.
3. The proposal shall address all maintenance requirements for all pocket parks contained in the Request for Proposals.
4. Two (2) copies of the proposal shall be submitted in a sealed envelope clearly marked as: **"Maintenance Requirement Proposal"**.
5. The proposal shall contain the name and contact information of the person or entity submitting the proposal.
6. The proposals shall include the pocket parks' names as shown under Maintenance Requirements.
7. The proposal must describe what will be done at each park and the timeframe in which the services will be rendered.
8. The proposal must include total costs for each individual pocket park.
9. All proposals submitted become the property of the City of Logansport and are a matter of public record. The City of Logansport may require a person or entity submitting a proposal to submit any additional information if it is deemed necessary.
10. The signatory for the entity submitting a proposal represents that he or she has been duly authorized to execute the proposal documents on behalf of the submitting entity and has obtained all necessary or applicable approvals to make this submission on behalf of entity before affixing his or her signature to the proposal.

Final Selection

The Board of Works will open the proposal at a public meeting on Wednesday **April 17, 2019** at 10:00 AM local time. At such time the proposals will be taken under advisement. Proposals will be evaluated and initial decisions for awards for RFP will be released as early as April 24, 2019. In determining which proposal is the highest and best proposal, the Board of Works will consider the following:

1. The cost of maintenance requirements.
2. Timing maintenance requirements.
3. Experience of contractor in maintenance of Pocket Parks.

This Request for Proposals does not commit Board of Works to approve any bids for maintenance of the Pocket Parks.

Board of Works reserves the right to accept or reject any or all proposals received, to negotiate with qualified persons or entities who submit a proposal, or to cancel the Request.

Exhibit A (Map)

