

**CITY OF DEL CITY AND/OR  
DEL CITY MUNICIPAL SERVICES AUTHORITY (DCMSA)**

***REQUEST FOR PROPOSAL***

**Mail proposals to:**

FINANCE DEPARTMENT  
PURCHASING DIVISION  
3701 SE 15<sup>TH</sup> ST, DEL CITY, OK 73115

<b>Proposal for:</b>	<b>RFP: 2602</b>	<b>DEL CITY LAWN/LANDSCAPE SERVICES/Parks &amp; City Facilities</b>		
<b>Mandatory Pre Bid Meeting Date:</b>	<b>March 26, 2025</b>	<b>Time:</b>	<b>10:00 AM</b>	
<b>Due/Opening Date:</b>	<b>April 2<sup>nd</sup>, 2025</b>	<b>Time:</b>	<b>10:00 AM</b>	

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

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

City, State, Zip: \_\_\_\_\_

Area Code, Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ FEI#: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Website: \_\_\_\_\_

The City of Del City (“City”) and/or Del City Municipal Services Authority (“DCMSA”) is requesting Proposals for the attached specified products and/or services. The following document contains the terms and conditions which constitute the contract for the specified product and/or service, including the minimum specifications. The contract will be awarded to the lowest and best bidder, as determined by the City of Del City and/or Del City Municipal Services Authority. Submit all documents requested to the PURCHASING DIVISION at the above address. Place of opening Municipal Building 3701 SE 15<sup>TH</sup> Street, Del City, OK.

**NONCOLLUSION AFFIDAVIT**

PROPOSAL INVALID IF AFFIDAVIT NOT SIGNED AND NOTARIZED

State of \_\_\_\_\_

County of \_\_\_\_\_

I \_\_\_\_\_ of lawful age, being first duly sworn, on oath says that:

1. (s)he is the duly authorized agent of \_\_\_\_\_ the Bidder/Contractor (“Contractor”) submitting the proposal which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among contractors and between contractor and city officials or employees, as well as, facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the proposal to which this statement is attached; 2. (s)he is fully aware of the facts and circumstances surrounding the making of the proposal and/or the procurement of the contract to which this statement is attached and has been personally and directly involved in the proceedings leading to the submission of such proposals; and 3. Neither the contractor nor anyone subject to the contractor's direction or control has been a party; a. to any collusion among contractors in restraint of freedom of competition by agreement to proposal at a fixed rate or to refrain from proposing, b. to any collusion with any city official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor c. in any discussions between contractors and any city official concerning exchange of money or other thing of value for special consideration in the letting of a contract, d. to paying, giving or donating or agreeing to pay, give or donate to any officer or employee of the City of Del City and/or the Del City Municipal Services Authority, any money or other thing of value, either directly, in procuring the contract to which his/her statement is attached.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Subscribed

& sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Notary Public \_\_\_\_\_ My commission expires \_\_\_\_\_

# PROPOSAL/CONTRACT

## TERMS AND CONDITIONS

1. PROPOSAL: Proposals must be submitted by the Bidder/Contractor ("Contractor") on and in accordance with the PROPOSAL/CONTRACT. All sheets bid on and this form must be executed and submitted in a sealed envelope. DO NOT INCLUDE MORE THAN ONE PROPOSAL PER ENVELOPE. The face of the envelope shall contain the City's address, the date and time of the bid opening and the contract number. Proposals not submitted on attached bid form shall be rejected. All Proposals are subject to the conditions specified herein. Proposals which do not comply with said conditions specified herein are subject to rejection. Proposals will be considered only on first quality products.
2. PROPOSAL ACCEPTANCE PERIOD: Proposals received after the opening date and time will not be considered.
3. EXECUTION OF PROPOSAL: Proposal must contain an original signature of authorized representative in the spaces provided. Proposal must be typed or printed in ink. Use of erasable ink and penciled proposals will not be accepted. ANY AND ALL CORRECTIONS MADE BY PROPOSER TO HIS/HER PROPOSAL MUST BE INITIALED.
4. NO PROPOSAL: If not submitting a proposal, respond by returning page 1, Request for Proposal, marking it "NO PROPOSAL", Failure to respond three (3) times in succession without justification shall be cause for removal of the vendor's name from the proposal mailing list. NOTE: To qualify as a respondent, proposal must submit a "NO PROPOSAL" and it must be received no later than the stated proposal opening date and time.
5. OPENING: Proposals will be opened by a City Officer and distributed to the requesting department for review and recommendation for award and submitted to the City Council for award. It is the contractor's responsibility to ensure that his/her proposal is delivered at the proper time, date and place as specified in the documents. Proposals, which for any reason are not so delivered, will not be considered. NOTE: Proposal files may be examined during normal working hours by appointment. PROPOSAL TABULATIONS WILL NOT BE PROVIDED BY TELEPHONE OR MAIL. TABULATIONS MAY BE OBTAINED BY VISITING [www.DemandStar.com](http://www.DemandStar.com) ON THE INTERNET OR AT OUR WEBSITE [www.cityofdelcity.com](http://www.cityofdelcity.com).
6. TERM: This contract shall include the following: Vendor will include a **pro-rated proposal** for services to commence on the 1st day of May 2025 and shall terminate on the 30th day of June 2025. Vendor will also include a proposal for services to commence on the 1st day of July 2025 and shall terminate on the 30<sup>th</sup> day of June 2026.
7. AWARDS: The City reserves the right to make award(s) for services to be provided by individual/business; and to reject any and all proposals. Contractors are cautioned to make no assumptions unless their proposal has been evaluated as being responsive.
8. LIABILITY: The service provider shall hold and save the City/DCMSA, its officers, agents and employees harmless against the claims by third parties resulting from the service provider's breach of this contract or the service provider's negligence.
9. FACILITIES: The City/DCMSA reserves the right to inspect the service provider's facilities, if any, at any time with prior notice.

10. WAIVER: The City/DCMSA reserves the right to waive any General provisions, Special Provision, or minor specification deviation when considered to be in the best interest of the City/DCMSA.

11. TERMINATION FOR CONVENIENCE OF THE CITY/DCMSA: The performance of work and/or the delivery of materials ordered under this contract may be terminated by the City/DCMSA, in whole or in part, whenever it is determined to be in the best interest of the City/DCMSA. Any such termination shall be effected by delivery to the vendor of a notice of termination specifying the extent to which performance of work and/or delivery of ordered materials is terminated, and the date upon which such termination becomes effective. After receipt of a notice of termination, the contractor shall stop work and/or place no further orders under the contract on the date and to the extent specified in the notice of termination.

It is further agreed the City may terminate this Contract immediately if the Vendor fails to provide services/goods in accordance with this contract or in any way breaches any of the provisions of the Contract.

12. OTHER ADDITIONAL INFORMATION: If the service provider is awarded a project, the CITY/DCMSA may request from the service provider additional information or fill out additional forms at any time.

INTENT:

*It is not the intent of the City of Del City and/or Del City Municipal Services Authority to deny anyone the opportunity to bid. The City of Del City is seeking proposals from qualified vendors, who specialize in lawn & landscape maintenance, capable of furnishing all professional services, equipment, labor, and materials necessary to provide lawn and landscape services at Del City Properties listed in this document.*

INFORMATION:

**CJ Jennings**

Parks & Recreation Supervisor  
3701 S.E. 15<sup>th</sup> Street  
P: 405-677-5741 x5010  
cjennings@cityofdelcity.org

**Specifications for areas to be maintained are as follows:**

**Mow, weed eat, and edging** to maintain a desirable appearance throughout the duration of the contracted period. All areas are to be kept clean and orderly, and kept free from leaves, litter, clippings, limbs and trash throughout the duration of the contracted period. Litter shall not be mowed over or cut up with string trimmers, and all undesirable items must be removed and properly disposed of.

**Maintaining trees, shrubbery, plants, and flowerbeds** by means of trimming and pruning trees and shrubbery to prevent any undesirable overgrowth and to keep proper shape for appearance. All plants and beds are to be maintained. Flowerbeds will be kept free of all undesirable growth, leaves, litter, clippings, and trash.

**Fertilizing / Herbicide treatments** of all areas to be serviced by vendor to keep grass vegetation healthy and green during growing season. Pre-emergent and post-emergent applications are required to maintain all undesirable vegetation growth throughout the duration of the contracted period. Sidewalks, paved and parking areas (where applicable), and curb lines will also be treated and maintained for desirable appearances.

Any issues observed during maintenance visits, such as (but not limited to) graffiti, building or equipment damage, terrain problems, or any other cosmetic, structural, or safety issue shall be reported to the point of contact listed. Any situations affecting the ability to successfully perform the requirements of this agreement shall be immediately reported to the point of contact.

**\*All areas listed are to be maintained regularly and/or as needed, year-round, in order to consistently project desired appearances, regardless of season or time of year, and all specifications as stated must be met regularly and/or as needed throughout the duration of the contracted period. Inability to maintain sites as specified can be grounds for termination of the agreement. Any disputes, upon discovery from Vendor or City, shall be reported to listed point of contact, and shall be remedied according to set specifications. Service records shall be made available upon request.\***

Location	Total Price Per Year
1. City Hall: 3701 SE 15 <sup>th</sup> St.	
2. Library: 4330 SE 15 <sup>th</sup> St	
3. Community Center: 4505 SE 15 <sup>th</sup> St/Patriot Park 4507 SE 15 <sup>th</sup> St/Fire Station 2 4501 SE 15 <sup>th</sup> St	
4. Fire Station 1: 2800 Epperly Dr	
5. Police Department: 4517 SE 29 <sup>th</sup> St	
6. Post Office: 4500 SE 28 <sup>th</sup> St	
7. Mid Del Youth and Family Center: 2840 Linda Ln	
8. Pafford Building: 4609 SE 44 <sup>th</sup> St	
9. Eagle Lake Park 3405 E Reno	
10. Townsend Park 517 S. Townsend Pl	
11. Alfred P. Murrah Park/Townsend Pl & Tinker Diagonal	
12. Rotary Park 3801 Del Rd	

13. High Spirits Park 2500 S. Mansfield Ave	
14. Sequoyah Park 3901 Leonhardt Dr	
15. Cherokee Park 4300 Leonhardt Dr	
16. Cheyenne Park 4636 SE 42 <sup>nd</sup> St	
17. AWACS/Tornado Memorial Del Aire & Sooner Rd	
18. Edwards Park 2505 Del Rd	
19. Ray Trent Park/Wiggly Field Dog Park 4501/4505 Tinker Diagonal	
20. Oliver Park 445 Hidden Creek Way	
<b>Grand Total</b>	<b>\$</b>