

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

REQUEST FOR PROPOSAL

Mail proposals to:

FINANCE DEPARTMENT
PURCHASING DIVISION
3701 SE 15TH ST, DEL CITY, OK 73115

Proposal for:	RFP:2603	DEL CITY LAWN/LANDSCAPE SERVICES FOR CITY EASEMENT/RIGHT-OF-WAYS
----------------------	-----------------	---

Mandatory Pre- 03/26/25 10:30 AM

bid: 04/02/25 10:30 AM

Due/Opening Date:

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 15TH 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 ON THE INTERNET OR AT OUR WEBSITE 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 30th 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:

Brittany Parrott

Deputy Public Works Director

4500 NE 4th Street, Del City, Oklahoma, 73115

P: 405-671-2874

bparrott@cityofdelcity.org

Proposals should consist of the following where applicable:

Mow, weed eat, and edging where necessary 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, and trash throughout the duration of the contracted period.

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 vendors 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 and curb lines will also be treated and maintained for desirable appearances.

	Location	Property Location	Description	Cost Per Location
1.	Right-of-Way	SE 44th St.	Between 4805 se 44th & Spiva St. (from insurance comp. to Stonehaven-Mow curb to fence)	
2.	Right-of-Way	SE 44th St.	Between Veterans St & Clendon Way (sidewalk area from curb to fence)	
3.	Right-of-Way	SE 44th St.	Between Leonhardt entrance & 3037 St. 44th (sidewalk area from curb to fence)	
4.	Right-of-Way	Leonhardt Entrance	Intersection SE 44th & Leonhardt Dr. Mow sides of Channel & field.	
5.	Right-of-Way	Bryant Ave	Between Dentwood Terr.. & Hillside Rd. (sidewalk from curb to fence)	
6.	Right-of-Way	SE 29th South side	5300 to 5400 (sidewalk area from curb to 20' off of street)	
7.	Right-of-Way	SE 29th South side	Mansfield Ave. to office building at cemetery (Mow 10' off of curb)	
8.	Right-of-Way	SE 29th North side	5400 to Sooner (from business/ shopping center east to Sooner) Mow 50' off of Curb.	
9.	Right-of-Way	Tinker Diagonal (South of I-40)	From Sunnyslane to Matthews St (city welcome sign/ bradford pear trees mow 50' off of curb)	
10.	Right-of-Way	Tinker Diagonal (South of I-40)	From 3261 to 3200 Tinker Diagonal (lot next to 7-11)	
11.	Right-of-Way	Sooner Rd	Discount Tire to 29th St (walking trail area) Mow 70' off of Sooner	
12.	Right-of-Way	Sooner Rd	Aspen Rd to Del Aire Dr (walking trail edges must be sprayed with a non-selective herbicide)	
13.	Right-of-Way	Sooner Rd	3360 to South of 41st St (walking trail edges must be sprayed with a non-selective herbicide)	
14.	Right-of-Way	Sooner Rd	Lot by 7-11 on 44 th St. (walking trail area up to fence line of Apts. trail edges must be sprayed with a non-selective herbicide)	
15.	Right-of-Way	Sooner Rd	Islands off Sooner on Del View	
16.	Right-of-Way	Sunnyslane West side	Between 24th to 22nd (Mow from Curb to fence)	
17.	Right-of-Way	Sunnyslane East side	Between 25th St to SE 22nd St (SE 25th is on west side of road only used as stopping point Location Mow from curb to fence)	
18.	Right-of-Way	Sunnyslane West side	Between Thomas Ave to Teal Dr. (Mow from curb to fence)	
19.	Right-of-Way	Sunnyslane East side	Between 17th St to 1700 (sidewalk area curb to fence near water tower)	
20.	Right-of-Way	Sunnyslane East side Islands	1450 to Tinker Diag. (Crepe Myrtles across from Braums)	

21.	Right-of-Way	Sunnylane West side	1201 to Tinker Diag. (Braums to I-40) From street to the Creek	
22.	Right-of-Way	Sunnylane East side	Pearl Way to past Prairie Ln. (north of empty field in front of apartments/ old car wash to Prairie In)	
23.	Right-of-Way	SE 15 th st. Median Islands	From Crutcho Creek to Sooner Rd (SE 15th St)	
24.	Right-of-Way	Vickie West side	1611 Vickie to SE 18th (to bridge) Mow 20' off of curb	
25.	Right-of-Way	Entrance to neighborhood	Intersection of Kaylee & Bryant Ave. (in front of brick sign)	
26.	Right-of-Way	Reno Ave North side	Townsend to Sunnylane (mow from curb back 10 feet)	
27.	Right-of-Way	Reno Ave South side	Matthews to Sunnylane (empty field from curb back 10 feet)	
28.	Right-of-Way	Reno Ave North side	4255 to Sunnylane (from King's Pawn west to Sunnylane from curb back 10 feet)	
29.	Right-of-Way	Reno Ave North side	Large lot by Cherry Creek (field behind and east of house & gas station)	
30.	Right-of-Way	Reno Ave North side	4500 Reno to Crest Pl (mow to fence)	
31.	Right-of-Way	Reno Ave South side	4500 Reno to south of Crest Pl (empty lot west of storage Facility - Mow to 3' inside of cable fence or 10 feet from curb)	
32.	Right-of-Way	Reno Ave South side	Crest Pl to Heisel (east of storage to Hisel from curb to fence)	
33.	Right-of-Way	Reno Ave North side	NW corner of Reno & Sooner (storage on sooner south & West to RR Tracks on Reno 20' from curb)	
34.	Right-of-Way	SE 15th South Side	Hannah St. to 4640 SE 15th (from curb south to bottom of hill across from community center) or 15' off of Curb.	
35.	Right-of-Way	SE 21st Pl	From Eagle Rd to Mansfield & Lot west of Mansfield	
36.	Right-of-Way	Tinker Diagonal South side of Hwy	From Scott St west to Crooked Oak Creek (empty lot used to be apartments and gas station)	
37.	Right-of-Way	5504 Del Creek Rd	Cul-de-sac	
38.	Right-of-Way	Spring Creek Rd	at Brush Creek (Cul-De-Sac)	
39.	Right-of-Way	Tinker Diagonal Both sides	From Sunnylane to Entrance/Exit ramps east of Scott St. (between fence & Curb)	
40.	Right-of-Way	Tinker Diagonal south side of Hwy	From Sunnylane to Community Center entrance (between fences and pavement)	
41.	Right-of-Way	Sunnylane Rd, both sides	From Reno to NE 4th St. Mow from road to fence	

42.	Right-of-Way	NE 4th St both sides	From 2800 to Vickie Dr. (to fence or 10' off of Curb.)	
43.	Right-of-Way	Vickie both sides	From Reno Ave to NE 10th	
44.	Right-of-Way	NE 10th st South Side.	From Sunnyslane Rd to Sooner Rd (10' off of Curb)	
45.	Drainage	Del Crest Jr. High	Drainage channel east & north of school property (behind fence line of Leslie and Trapp) Mow 10' inside of Channel & to fence line on outside of Channel.	
46.	Drainage	Leonhardt Dr.	Between SE 44th St & Royalwood Cir. (Kill Vegetation in Channel and mow grass on top of channel)	
47.	Drainage	Sunnyslane West side	Between Se 26th & SE 24th (Kill Vegetation in Channels & mow grass on top of channel)	
48.	Drainage	Oakbrook Channel	Through Cheyenne Park (mow to fence or 10' off of Creek edge.)	
49.	Drainage	Scott St. Ditch	Scott St at Reno (west side of Scott St. south of Reno)	
50.	Drainage	Oakbrook Channel	Between SE 44th at Wofford to Cheyenne Park (concrete Channel, Kill vegetation in channel & mow grass on top)	
51.	Drainage	Oakbrook Channel	Cheyenne Park to Ridgeview Dr. (behind houses on SE 42 nd kill vegetation in concrete channel & mow grass on top)	
52.	Drainage	Elmview Dr	Between Vickie & Del View (from Channel to fence lines)	
53.	Drainage	Retention Pond	Behind houses on Se 19th St between Vickie & Pybas	
54.	Drainage	Retention Pond	Between SE 19th St & Crutch Creek - Vickie Dr to Crutch creek	
55.	Drainage	Doris drainage channel	Between Sunnyslane Rd & High school Parking lot (start point off of Del Rd on Sunnyslane)	
TOTAL COST PER YEAR				

