

**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:	2701	DEL CITY LAWN/LANDSCAPE SERVICES/Parks & City Facilities		
Mandatory Pre Bid Meeting Date:	4-28-26	Time:	10:00 AM	
Due/Opening Date:	5-5-26	Time:	10:00 AM	

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 proposal for services to commence on the 1st day of July 2026 and shall terminate on the 30th day of June 2027.
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. WAVIER: 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.

13. Align contract/agreement terms with the Del City Fiscal Year (July 1-June 30)

14. Upon expiration of the initial term, this Agreement/Contract may be renewed for successive (1) year terms, by mutual agreement of the parties and approval of City Council/Trust, subject to debt limitations.

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 as defined at Del City Properties listed in this document.

INFORMATION:

CJ Jennings

Parks & Recreation Supervisor

3701 S.E. 15th Street

P: 405-677-5741 x5010

cjennings@cityofdelcity.org

This contract includes multiple areas of responsibility, and specifications for areas to be maintained are as follows:

- A.) Mow, weed eat, and edging** to maintain a desirable and manicured 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 (trash, debris, limbs, etc.) must be removed and properly disposed of. At no time shall any area have a visibly overgrown, uneven, or unmaintained appearance. Sidewalks, curbs, walking trails, and any other paved or concrete area with adjoining areas of growth shall be edged and maintained.
- B.) Maintaining trees, shrubbery, plants, and flowerbeds** by means of trimming and pruning trees and shrubbery to prevent any undesirable overgrowth and **to consistently keep** proper shape for appearance. All plants and beds are to be maintained. Flowerbeds and gardens will be kept free of all undesirable growth, leaves, litter, clippings, and trash. Tree limbs and vegetation must be trimmed and kept at least 8 feet above ground level and cut back from any walking path, parking area, or street. Trees shall remain free from epicormic sprouts and suckers.
- C.) Fertilizing / Herbicide treatments** of all areas to be serviced by vendor to keep grass vegetation healthy, green, weed, sticker, and invasive grass free during the growing season. The appropriate timing of, and number of application(s) of pre-emergent (Spring and Fall) and post-emergent are **required to prevent and remove** all undesirable vegetation growth throughout the duration of the contracted period. Sidewalks, walking trails, paved and parking areas (where applicable), and curb lines will also be treated and maintained for desirable appearances.
- D.) Debris Removal.** All sites must remain free from any type of debris, litter, limbs, leaves, and any other undesirable items. These items are to be removed and disposed of and not left on site.

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 City point of contact listed. Any situations affecting the ability to successfully perform the requirements of this agreement shall be immediately reported to the City point of contact.

Maintenance Schedule (General-Conditions Permitting): Weekly site maintenance shall begin starting mid-April and continue until mid-September. October and November will have a minimum of (2) site visits per month. December, January, and February shall consist of a minimum of (1) site visit each month to ensure listed areas are within specifications, specifically but not limited to trimming requirements as well as leaf and debris cleanup. March shall consist of a minimum of (2) site visits. Additional site visits needed to meet requirements shall be performed at any time necessary. Maintenance visits for months that are listed outside of the weekly schedule shall not take place within 14 days of one another unless necessary. Pre and

post emergent shall be applied at the appropriate times and necessary number of occurrences and are not included as maintenance site visits. If conditions are present that allow for bi-weekly site visits during peak season, a request may be submitted from the Vendor to the City, and a determination will be made to approve or deny. Site visits shall consist of maintenance specifications described in sections **A, B, C, and D.**

-AND- at any time that conditions are present, such as an early or extended growing season, and/or weather, temperature, or other factors that affect the appearance of and needs of sites to meet specifications listed, see next section for maintenance guidelines:

***All areas listed are to be maintained consistently and as frequently as needed, year-round, in order to consistently project desired and manicured/maintained appearances, regardless of season or time of year, and all specifications as stated must be met consistently and as often as needed throughout the duration of the contracted period. Inability to maintain sites as specified will be considered as 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. Vendor is responsible for the monitoring of listed areas and determining the need for extra maintenance above the amounts as listed on the schedule. Service records shall be made available upon request. ***

Location	Total Price Per Year
1. City Hall: 3701 SE 15 th St.	
2. Library: 4330 SE 15 th St	
3. Community Center: 4505 SE 15 th St/Patriot Park 4507 SE 15 th St/Fire Station 2 4501 SE 15 th St	
4. Fire Station 1: 2800 Epperly Dr	
5. Police Department: 4517 SE 29 th St	
6. Post Office: 4500 SE 28 th St	
7. Mid Del Youth and Family Center: 2840 Linda Ln	

8. Pafford Building: 4609 SE 44 th 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 *This includes the perimeter of the garden area, as well as the mulched areas within the garden-not shown on map*	
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 nd 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	
Grand Total	\$

ALFRED P. MURRAH MEMORIAL PARK *CITY PARK*



Approx. 5,469 SQ ft. or .13 acres

 **Area to maintain**

ADDRESS
Island Park South
Side of I-40

AWACS TORNADO MEMORIAL PARK

CITY PARK



Approx. 85,566 SQ ft. or 1.87 acres

Area to maintain

ADDRESS
4517 SE 29th St
Del City, OK 73115

CHEROKEE PARK

CITY PARK



Approx. 53,089 SQ ft. or 1.22 acres

Area to maintain

ADDRESS

4300 Leonhardt Dr
Del City, OK 73115

CHEYENNE PARK

CITY PARK



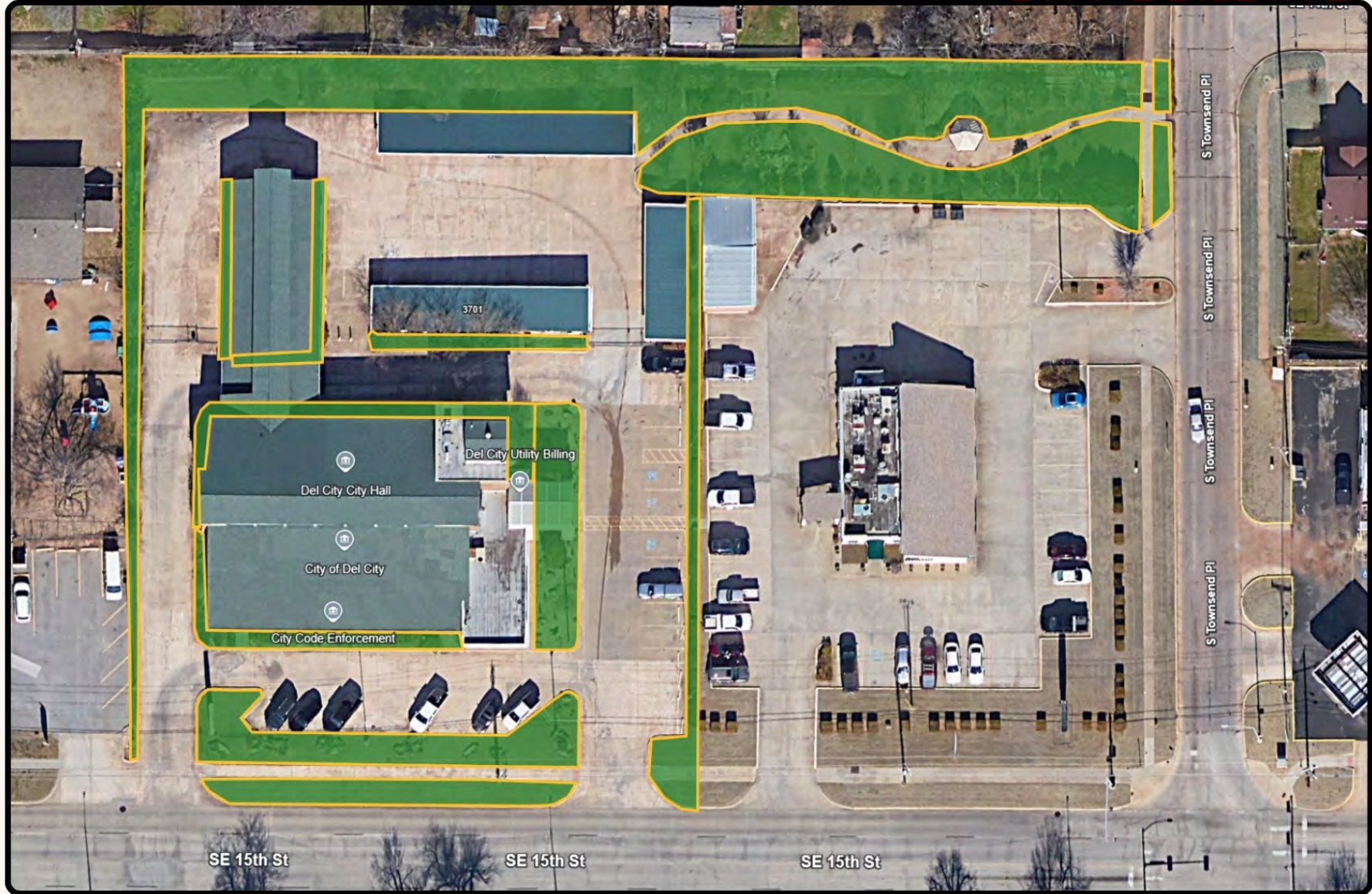
Approx. 113,912 SQ ft. or 2.62 acres

Area to maintain

ADDRESS
4636 SE 42nd St
Del City, OK 73115

CITY HALL

CITY BUILDING

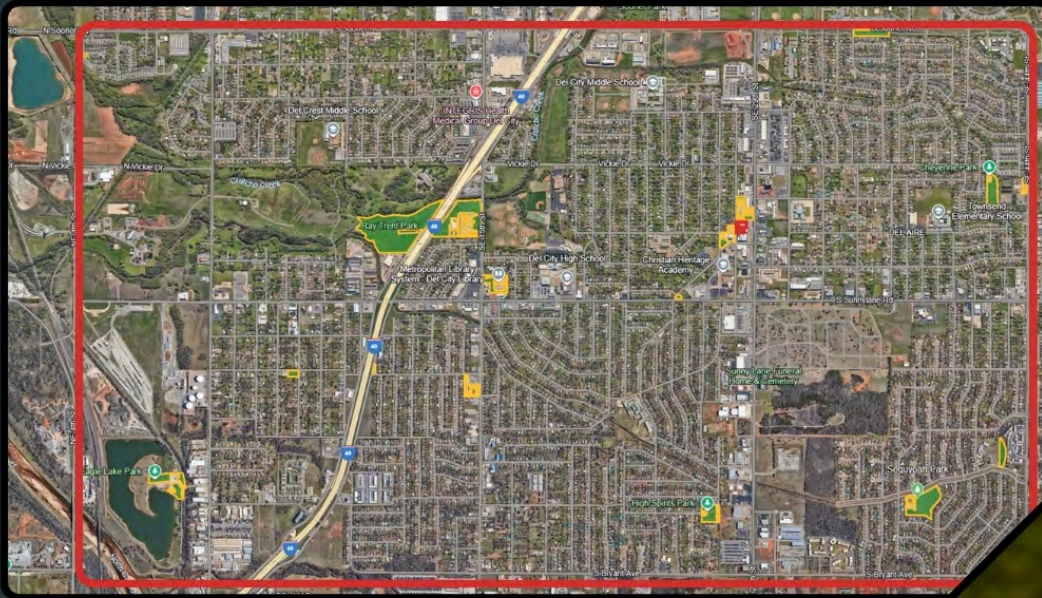


Approx. 27,748 SQ ft. or .637 acres

 **Areas to maintain**

ADDRESS
**Del City City Hall, 3701 SE 15th St,
Del City, OK 73115**

City of Del City Mowing Locations



- 20 Areas to maintain
- Over 2,000,000 SQ ft.



COMMUNITY CENTER/ PATRIOT PARK/ FIRE STATION 2

CITY BUILDING



Approx. 329,229 SQ ft. or 7.56 acres

Areas to maintain

ADDRESS
SE 15th St, Del City, OK 73115

EAGLE LAKE PARK

CITY PARK



Approx. 61,285 SQ ft. or 1.41 acres



Areas to maintain

ADDRESS
3405 E. Reno Ave
Del City, OK 73115

EDWARDS PARK

CITY PARK



Approx. 7,930 SQ ft. or .18 acres

Areas to maintain

ADDRESS


Sunnyslane Rd and Del Rd

FIRE STATION 1

CITY BUILDING



Approx. 39,268 SQ ft. or .901 acres

 **Areas to maintain**

ADDRESS
2800 Epperly Dr
Del City, OK 73115

HIGH SPIRITS PARK *CITY PARK*



Approx. 96,266 SQ ft. or 2.21 acres

 **Areas to maintain**

ADDRESS
2500 S. Mansfield Ave
Del City, OK 73115

LIBRARY

CITY BUILDING



Approx. 66,793 SQ ft. or 1.533 acres

Areas to maintain

ADDRESS
**Del City Library, 4330 SE 15th St,
Del City, OK 73115**

MID-DEL YOUTH AND FAMILY CITY BUILDING



Approx. 4,297 SQ ft. or .098 acres

Area to maintain

ADDRESS

2840 Linda Ln
Del City, OK 73115

OLIVER PARK

CITY PARK



Approx. 2,771 SQ ft. or .06 acres



Area to maintain

ADDRESS

445 Hidden Creek Way
Del City, OK 73115

PAFFORD BUILDING *CITY BUILDING*



Approx. 12,829 SQ ft. or .2945 acres



Areas to maintain

ADDRESS

4609 SE 44th St.
Del City, OK 73115

POLICE DEPARTMENT

CITY BUILDING



Approx. 48,289 SQ ft. or 1.108 acres



Areas to maintain

ADDRESS

**4517 SE 29th St
Del City, OK 73115**

POST OFFICE

CITY BUILDING



Approx. 2,455 SQ ft. or .06 acres

 **Property Line**

 **Front Garden**

ADDRESS
4500 SE 28th St
Del City, OK 73115

RAY TRENT PARK

CITY PARK



Approx. 807,900 SQ ft. or 18.55 acres

 Area to maintain

ADDRESS

4501 Tinker Diagonal Road
Del City, OK 73115

ROTARY PARK

CITY PARK



Approx. 25,657 SQ ft. or .59 acres

Area to maintain

ADDRESS


3801 Del Road
Del City, OK 73115

ROTARY PARK

CITY PARK



Approx. 25,657 SQ ft. or .59 acres

 Area to maintain

ADDRESS
3801 Del Road
Del City, OK 73115

SEQUOYAH PARK

CITY PARK



Approx. 227,783 SQ ft. or 5.23 acres



Area to maintain

ADDRESS

**3901 Leonhardt Drive
Del City, OK 73115**

TOWNSEND PARK

CITY PARK



Approx. 24,961 SQ ft. or .57 acres

 Area to maintain

ADDRESS
517 S. Townsend Place
Del City, OK 73115