

**LEGAL NOTICE
CITY OF TUPELO
MAYOR JASON SHELTON**

The City of Tupelo is accepting sealed or electronic bids for:

Bid 2020-037FP

**Grounds Maintenance and Housekeeping of the Fairpark District Campus and Downtown
Tupelo Core General Grounds Maintenance**

Until 10:00 AM, Friday, November 6, 2020 and then at said office publicly opened and read aloud. Sealed bids will be received until the designate date and time at Tupelo City Hall, 71 East Troy Street, Tax Office, Attention: Traci Dillard, Tupelo, MS 38804, by mail at City of Tupelo Attention: Traci Dillard, PO Box 1485, Tupelo, MS 38802. Electronic bids will be received until the designated date and time via electronic online submission through www.centralbidding.com.

Fairpark District property extends from KSC RR East to Elizabeth Street, and from Main Street (including median) South to property line. The Downtown Business district Core is described as follows: Green Street on the west side; Jefferson Street on the north side; KCS RR Street on the east side; Burlington Northern RR on the South Side; Main Street from Elizabeth to Veterans; Highway 45 Main Street interchange; and Veterans Boulevard/Main Street intersection; Elizabeth Street intersection and the East Main Street pedestrian corridor.

The bid documents may be requested from Traci Dillard by emailing traci.dillard@tupeloms.gov or at www.centralbidding.com. Questions concerning the bid process should be directed to Traci Dillard at 662-841-6456 or by email traci.dillard@tupeloms.gov. Questions concerning specifics on the duties included in the bid should be directed to Debbie Brangenberg at 662-841-6598 or by email at debbieb@tupelomainstreet.com.

The City of Tupelo reserves the right to waive any informality or to reject any or all bids.

CITY OF TUPELO
PURCHASING
Traci Dillard
662-841-6456
Traci.dillard@tupeloms.gov

Publish: October 8, 2020 and October 15, 2020.

*Bid amount beginning 12-1-20 ending 11-30-21
\$104,400.00*

Boyd Chambers 11/5/20

D.B.A. Ten Oaks Property Mgt.

General Specifications

- This quote is for labor only services for a period of one year- beginning December 1, 2020 through November 30, 2021.
- Successful bidder is required to have \$1,000,000 general liability insurance in place throughout the contract period.
- Any materials needed in performance of this contract are to be purchased through the City of Tupelo.
- Contractor must determine needs, obtain prices, fill out the requisition and submit to Downtown Tupelo Main Street Association (DTMSA). Present invoice with purchase requisition in duplicate to DTMSA on dates prescribed by purchasing director.
- Contractor is to provide fuel and equipment needed to perform duties.

***Please note that for all charts, the number listed in the "Frequency/times needed" column refers to frequency/times needed *annually*, unless otherwise specified.

Fairpark District Campus General Grounds Maintenance Requirements

MOWING

Included under this item is grass cutting; sidewalk and curb edging; weed eating and blowing/cleaning of sidewalks and curbs.

Location	Frequency/Times Needed
Fairpark Park	28
Main Street Median (from KCS RR to Elizabeth)	25
City Hall Lawn	28
City Hall Parking Lot	28
West Parking Lot	25
Railroad Green Strip	24
Improved Vacant Lots (2 lots)	24
Residential Area [1]	28
Clark Street Median	28
Pond Public Area	24
Elizabeth and South Line Tree Buffer	22
Farmers' Depot	24

Vacant Lot East of Century Plaza	24
1 Mower width wide along new section of Clark including Full Median intersections and parking islands	24
1 Mower width wide along Monagan and Fairpark Drive and Grandstand Ave including parking islands	24

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FAIRPARK FOUNTAIN

Activity	Frequency/times needed
Clean and change filters	20
Clean entire fountain system, drain reservoir, vacuum sediment	1
Troubleshoot maintenance and service needs in event of breakdown [2]	as needed
Change lights	as needed
Monitor chlorine levels	Once a week and as needed
Paint/touch up bollard lights and benches	as needed

IRRIGATION SYSTEM

These activities include the following locations: Fairpark Park, Main Street median, City Hall lawn, Clark Street median, Residential Park, Elizabeth Street buffer drip system.

Activity	Frequency/times needed
Repair leaks and broken heads	as needed
Adjust heads	as needed

PLAYGROUND MAINTENANCE

- Grease merry-go-round monthly
- Spread and level mulch around structures and playground equipment as needed
- Maintain drinking fountain
- Paint touch-up on metal structures

ELECTRICAL SYSTEMS

- Repair outlets and breakers
- Repair bollard lamps, lenses, diffusers, ballast
- Replace bulbs

PLANT MATERIAL

Activity	Frequency/times needed
Arrange for "grow off" of hanging baskets in Fairpark park	
Prepare beds and plant annuals in Elvis plaza	2
Plant planters at front gate	2
Plant planters at front door of City Hall	2
Plant pickup truck bed at Farmers' Depot including open areas adjacent to pickup truck (6 baskets)	1
Plant concrete planters on west side of Farmers' Depot (trailing vines)	1
Weed and fertilize [3]	as needed
Plant 2 square planting spots on East side of Elvis plaza	1
Remove and replace dead trees throughout campus	mid-winter
replace dead shrubs throughout campus	late winter

PRUNING

Activity	Frequency/times needed
Prune trees for form, clearance, deadwood and correctional throughout campus on all public areas as needed throughout the year.	2 (Spring and Late fall)
Prune shrubs throughout campus (Fairpark Park, City Hall, playground Wisteria, utility buffers - 5 locations, Elvis plaza)	4
Prune & Weed shrub beds and pick up truck bed at Farmers Market Vines are to be pruned level with the painted fence line on mural	6

WATER NEEDS

- Upkeep and maintenance of irrigation systems in Fairpark Main Street Green Street to Veterans Blvd.
- Hand-water all common public areas - between sidewalks and curbs, including all parking lot areas - as needed in times of no significant rainfall (1 ½ inches) for a period of 15 days. Requires dragging hoses across parking lots and setting of impact heads and soaker hoses several times throughout the day.
- The irrigational system on Clark Street is operated by turning on the well pump and attaching a connector hose from the pump to the irrigational orifice.
- Water Hanging baskets and truck bed at Farmers Depot daily
- Water hanging baskets around Fairpark daily – Fertilize Twice

LITTER

Activity	Frequency/times needed
Pick up litter throughout Fairpark District Campus	Twice a week
Empty trashcans in Fairpark Park	as needed
Empty trashcans outside City Hall	as needed
Pick up dead limbs in parking lots and across areas	as needed
Pick up litter after all public events in Fairpark District	as needed
Pick up litter around residential pond	Once a week

ROUTINE

Activity	Frequency/times needed
Apply herbicide in tree grove; parking lots; around trees in sidewalks; in sidewalk cracks; in curb cracks	10
Lower and raise flags at Fairpark entrance for special commemorations	as needed
Pressure wash sidewalks (list proposed areas)	6 days in late winter
Touch up paint on bollards benches and electrical boxes throughout campus	as needed
Coordinate with Waste Management the use of residential solid waste containers for park events throughout the year	as needed
Clean leaves and debris from curb inlets throughout campus and Downtown District	as needed
Arrange for tree deep root fertilization then monitor	2

Arrange for contract fertilization and herbicide application then monitor [4]	
Fertilize all trees and shrubs on campus <u>not</u> covered under contract	
Repair and maintain residential pond fountain	
Install and remove banners on light poles along Main Street	as needed
Place Christmas lights in trees of intersections (12 trees, 3 strings/tree)	
Remove leaves and debris from storm drains	as needed
Trim vines and invasive trees from shrubs and trees	6
Dead head roses in garden as needed	trim in February
Monitor and service hand sanitizing stations located throughout downtown.	As needed
Apply fire ant bait throughout campus	as needed

SEASONAL

Activity	Frequency/times needed
Remove leaves from Fairpark Park curbs and gutters	As Needed
Aerate Fairpark Park with pull-behind and self-propelled plugging devices, followed by spreading at least two dump trucks of sand with a spreader provided by Parks and Recreation, then followed by dragging to even dirt.	Late Spring
Fill ruts created by vehicles on park to make lawn as even as possible	
Set up and take down 25-foot artificial Christmas tree in Fairpark	Seasonal
Mulch all trees and beds throughout campus (approximately 70 cubic yards)	early Spring
Application of winter rye grass in park at Fairpark	
Determine quantity of ryegrass required	
Determine quantity of slow release fertilizer sufficient for 2 applications	After seeding and Early January
Prepare Lawn by slicing and plug aerating entire area including all narrow lawn strips	

After seeding, mow lawn throughout winter at regular 2 week intervals including edging weed eating and clean-up	12
Apply herbicide after emergence to all mulched areas and tree rings to kill unwanted rye grass	

****At no additional compensation, contractor is to do other projects, duties or activities not specifically listed in the required duties within reason.****

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- [1] All grass strips between sidewalk and curb, common park area, city-owned vacant lots
 - [2] This is to include repair and replacement of various pipes, fittings, valve assemblies and electrical solenoids. Contractor may seek advice concerning repair from the manufacturer, Sundance Water Designs.
 - [3] Weed removal is of the utmost importance; they will not be tolerated.
 - [4] Locations: Main Street median, Fairpark Park, City Hall lawn, City Hall parking lot, residential public areas, Clark Street median, residential park

Downtown Tupelo General Grounds Maintenance Requirements

The Downtown Business District Core is described as follows: Green Street on the west side; Jefferson Street on the north side; KCS RR Street on the east side; Clark Street on the south side; Main Street from Elizabeth to Veterans Highway 45 Main Street interchange; and Veterans Boulevard Main Street intersection, Elizabeth Street intersection and the East Main Street pedestrian corridor.

Activity	Frequency/times needed
Public trashcans within the described limits are to be emptied	Twice a week (Monday and Friday)
Litter on sidewalks, curbs and landscape beds is to be picked up	Once a week
Sidewalks and curbs are to be cleaned with leaf blower	Weekly

Crosswalks are to be blown with leaf blower	Once a week
Alleys are to be cleaned of debris, litter, trash, leaves, etc.	As needed or at least 8 times
Hand-pick commercial garbage that overflows/sits out in front of dumpsters. This garbage is to be hauled to another commercial dumpster in the downtown area that is not overflowing.	Contractor must be available at all times
The sidewalks and curbs on North Spring Street, between Main Street and Court Street, and the north side of Main Street, between Broadway and Spring streets, are to be cleaned using a leaf blower	Weekly
Spring Cleanup [1]	1
Mulching all landscape beds and tree rings with pine straw	2 (Spring and Fall)
Deadheading of blooming plants	6
Fertilizing of all beds [2]	2
Landscape bed weeding, mechanical and chemical	as needed
Fall cleanup of landscape beds	2
Shrub pruning [3]	3
Tree pruning [4]	1
Irrigation system startup	1
Irrigation system winterizing	1
Irrigation system monitoring	weekly
Irrigation system repair	as needed
Parking lot cleaning [5]	4
Trim vines and invasive weeds from shrub beds on Main Street Vine trimmed neatly to brick edge	as needed

SUNDAY LITTER REMOVAL

Litter removal in the described downtown core district is required EVERY Sunday morning before 9:00 a.m. This is to include sidewalks, curbs, streets and parking lots on either side of Front Street from North Main Street to Jefferson Street.

HEIR WEALTH MANAGEMENT PARK

Heir Wealth Management Park (Waterworks Park) on Court Street is to be maintained. This activity includes: regular mowing, weed control, shrub and tree trimming, fertilization, irrigational maintenance and bed mulching.

SIDE STREET TREE MAINTENANCE

Trees on sidewalks on side streets within downtown

Activity	Frequency/times needed
Trimmed for water sprouts (suckers)	as needed
Mulched	2 times (Spring, Fall)
Pruned for shape, visibility or clearance	1
Farmers Depot, Blow to remove Debris and Dirt	Friday of Market Season

EAST MAIN PEDESTRIAN CORRIDOR

Trees planted in conjunction with the East Main Street pedestrian corridor, Elizabeth Street to Veterans Boulevard

Activity	Frequency/times needed
Mulched with pine straw or chips	2
Fertilized [2]	2

****At no additional compensation, contractor is to do other projects, duties or activities not specifically listed in the required duties.****

April:	Bud and Burgers	36 Man Hours
	Wine Downtown	2 Man Hours

May-October:	Farmer's Depot Maintenance	48 Man Hours
June:	Elvis Festival	135 Man Hours
July:	Down On Main	40 Man Hours
August:	Down On Main	40 Man Hours
September:	Down On Main	40 Man Hours
	Communities Forward	5 Man Hours
	Ale Trail	2 Man Hours
October:	Chili Fest	35 Man Hours
November:	Taste of Tupelo	5 Man Hours
	Pigskins in the Park	40 Man Hours
December:	Christmas Parade	18 Man Hours
	New Year's Eve Celebration	45 Man Hours
	TOTAL	491 Man Hours

Additional Watering: 2 hours daily - May 1 – September 30 - 2 hours daily to include but not limited to hanging baskets at Fairpark and City Hall Front Door. **153 Man Hours**

OTHER ITEMS AS NEEDED AFTER HOURS AND/OR WEEKENDS: **At no additional compensation, contractor is to do other projects, duties or activities not specifically listed in the require duties within reason**

A MATERIALS BUDGET IS AVAILABLE FOR MATERIALS ASSOCIATED WITH THE FOLLOWING ASPECTS:

Plant material for hanging baskets for Fairpark and Farmer's Depot

- Annual Color – Fairpark and Farmer's Depot
- Replacement Plant Material
- Playground Mulch
- Landscape Mulch
- Herbicide and Fertilizer Contract
- Tree Fertilizer Application
- Fountain Shades
- Fountain Supplies
- Misc. Supplies
- Herbicides
- Fertilizers

Rental of equipment as needed

[1] consists of leaf removal and replacement of dead plant material, planting of annuals in Main Street beds

[2] requires a well-balanced fertilizer to maintain a healthy color and growth

[3] plant material pruned to maintain a neat natural appearance; limbs that obstruct buildings, walkways, or vehicular traffic shall be removed

[4] Remove binding or damaged limbs; prune for height clearance; limbs that obstruct vehicular traffic shall be removed; corrective pruning is to be performed in mid-winter

[5] Leaves and debris are to be removed; litter is to be regularly picked up