

*New Melle Fire Protection District
Lawn and Landscaping Maintenance*

Requests for Proposal

The New Melle Fire Protection District will accept quotes for a Lawn and Landscaping Maintenance contract for properties owned by the Fire District for 12 months (January 1, 2025-December 31, 2025) bid. The quotes must be sealed in an envelope with the outside marked “**Lawn and Landscaping Maintenance.**” The quotes must be received in writing at the fire district headquarters at 45 Foristell Road, Wentzville, MO. 63385. Absolutely no email or facsimile quotes will be accepted. Quotes must be received before 4:00 p.m. on December 4, 2024. The quotes will remain sealed until opened at the Regular District Board Meeting on December 10, 2024, and then reviewed by the building committee for recommendation. The successful quote will be awarded at the next Regular District Board Meeting. The Fire District will sign a contract and read into minutes the accepted agreement.

Pursuant to the Missouri Revised Statute, the New Melle Fire Protection District may award a contract based on the quotes. The quote accepted, if any, will be the quote determined to be the **best quote**. The New Melle Fire Protection District reserves the right to reject any or all quotes.

Specifications can be obtained on the Fire District’s website, www.newmellefire.org, or by calling 636-828-5528, Monday through Friday, 7:30 a.m. to 4:00 p.m.

Specifications

***Lawn Maintenance
New Melle Fire Protection District***

The following are the locations to be maintained on a 30 (thirty) cut per year basis:

- Location 1 – Fire House 1 and Headquarters – 45 Foristell Wentzville, MO 63385
- Location 2 - Fire House 3 – 295 Borgman Rd. – Lake Sherwood, MO 63357

The following will be done on a 6 (six) times per annual basis:

- Apply fertilizer to all locations.
- Apply weed control to all locations.

The following will be done on a per-cut basis: (For all locations)

- All trash will be removed from the locations before mowing.
- All location boundaries and obstacles will be trimmed.
- All sidewalks and drives will be edged.
- All locations will be mowed.
- All sidewalks, roadways, landscaping and drives will be cleared from grass clippings post-cutting.

The following will be done twice a year:

- Landscaping trimmed and cleaned up with waste removal.
- All Water Quality Detention Areas are maintained and cleaned with waste removal.

The following will be done once per year:

- Start-up and blow out of irrigation system (Station 1)
- Full inspection of watering zones and needed repairs

For questions or to schedule a tour, please email Asst. Chief Joshua Ellis at jellis@newmellefire.org

Additional Notes

- ***To be accepted, the quote must include proof of proper insurance for all personnel working on the fire district property.***
- ***Quotes must list the types of chemicals that will be applied to the lawns and the time of year in which chemicals will be used.***

- *To be accepted, the quote must show the cost per chemical application per location and separately the cost per cut/ for each site.*

For accuracy and ease of review, please use the below matrix.

Specify this is a 12-month: January 1, 2024, to December 31, 2024. Bid _____

House 1 with HQ

Item	Quantity	Cost Per Item	Extended Total
Mow-trim-cleanup	30		
Fertilizer	6		
Landscape trimming	2		
Detention Basin	2		

House 3

Item	Quantity	Cost Per Item	Extended Total
Mow-trim-cleanup	30		

Fertilizer	6		
Landscape trimming	2		
Detention Basin	NA		
Weed-Spray Generator area	NA		

Hourly price quote rates for January 1, 2025, through December 31, 2025

12-month rate _____

Y___ N___ Price quote rates are firm throughout the entire service contract agreement.
If no, specify timing and updated rates.

Price quotation rates for January 1, 2025, through December 31, 2025

Y___ N___ Price quotation rates are firm through the entire calendar year.
If no, specify timing and updated rates.

\$ _____ is the hourly rate for all regular maintenance and repair work.

\$ _____ is the hourly rate for overtime repair work (evenings and weekends).

\$ _____ is the hourly rate for holiday repair work.

\$ _____ is the service fee for repair work.

\$ _____ is the holiday service fee for repair work.

\$ _____ is the truck service charge.

\$ _____ is the fee for fuel surcharge.

Please specify fuel surcharge thresholds and rate: _____

\$ _____ is the milage fee or travel fee.

\$ _____ is the shop fee.

\$ _____ skid loader rate per hour.

\$ _____ Emergency snow removal per hour.

\$ _____ House 1 total

\$ _____ House 3 total

Please list all other fees associated with maintenance or repair work not listed above.

_____ Please note the maximum estimated response time for emergency service calls to our locations.