

BID #958



REQUEST FOR PROPOSAL NO. 958 THREE (3) YEAR AGREEMENT FOR MOWING AND LANDSCAPING SERVICES

PROPOSALS WILL BE READ PUBLICLY

Bid Opening Date: FEBRUARY 20, 2026
Time: 10:00 AM

City Hall
8425 Airport Rd
Berkeley, MO 63134

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CITY OF BERKELEY REQUEST FOR PROPOSAL MOWING AND LANDSCAPING SERVICES

PURPOSE OF REQUEST

The City of Berkeley (the “City”) seeks proposals for lawn and yard care services for a three-year period (2026-2028) from April 15 - October 30 each cutting season. Such services will include cutting and maintenance of Vacant Homes and Vacant Lots.

The proposal must include all labor, materials, equipment, and tools necessary to perform the services described in the proposal.

INSTRUCTIONS TO CONTRACTORS

All proposals must be addressed to:

Deanna Jones, City Clerk
8425 Airport Road
Berkeley MO 63134

All proposals must be in a sealed envelope and clearly marked “**SEALED BID #958 – THREE (3) YEAR AGREEMENT FOR MOWING AND LANDSCAPING SERVICES**”. The name and address of the proposing business must be shown on the face of the envelope.

All proposals must be received by 9:30 AM on FEBRUARY 20, 2026. Three (3) copies of the proposal must be enclosed in the sealed envelope. At this time all proposals will be opened and publicly read. No facsimile, electronic, or telephone proposals will be accepted. Bidders are cautioned that failure to comply may result in non- acceptance of the offer.

Proposals should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy requirements of the request. Special bindings, colored displays, promotional materials, etc. are not desired. Emphasis should be on clarity and completeness of information provided.

SERVICES TO BE PERFORMED AT THE FOLLOWING CITY PROPERTIES:

There are **vacant lots**, and **vacant homes** on various streets in City that will need maintenance. Lots are less than 0.25 acres. The City will provide a tracking sheet for all parcels.

MOWING/TRIMMING

1. Mow all lawn areas with mulching mowers. Grass to be cut between 7 and 9 inches.
2. Trim around trees, beds and any area not accessed by mowers with string trimmers.
3. Edge all sidewalks, driveways and curbs if applicable.
4. Blow off any resulting debris from all hard surfaces.
5. Pick up all debris, rubbish and yard waste; remove from property and dispose of properly.
Do not leave debris, rubbish and yard waste on City Streets
6. Mowing and trimming to be done every 10-14 days each cutting season through the end of October.

GENERAL INFORMATION

The successful bidder shall:

1. Show evidence of familiarity with work of comparable scope and size;
2. Supply the City with the Company's qualifications and experience, including a list of references for which it has rendered services during the last five (5) years;
3. Provide a certificate of insurance to cover the period of the contract for Worker's Compensation, General Liability in the amount of \$1,000,000.00; and
4. Provide a list of all personnel who will be assigned to Berkeley, including their years of experience and qualifications. Before any of the Contractor's employees work in the City, evidence of satisfactory background check will be required.

Proposals will be evaluated based on the following criteria:

- Qualifications and experience of the individuals assigned to the contract, and relevant experience in conducting similar services;
- History of the individual or firm, including years in business, and ability of the firm to perform the work described;
- Previous work experience with entities of similar size and region;
- How well the proposal communicates an understanding of the scope of work in the City of Berkeley; and
- Cost of services.

The City of Berkeley reserves the right to reject any or all proposals or accept the proposal the City deems to be in its best interest, regardless of the lowest bid amount. The City reserves the right to request additional data or information or a presentation in support of written proposals; however, the City may award a contract based on the offers received, without additional submissions. The proposal should be submitted on the most favorable terms, from all aspects, which the Contractor can submit. The City reserves all rights to negotiate with the consultant of its choice based not solely upon cost alone, but on the qualifications and ability of the consultant to perform, consistent with the City's intent, requirements, time schedule, and funds availability. The City further reserves the right to:

- Not award a contract for the requested services;
- Waive any irregularities or informalities in any proposals;
- Accept the proposal deemed to be the most beneficial to the public and the City;
- Negotiate and accept, without advertising, the proposal of any other respondent in the event a contract cannot be successfully negotiated with the selected firm; and
- Retain products submitted by respondents for its own use at its sole discretion.

BID PROCESS SCHEDULE

CITY OF BERKELEY
8425 AIRPORT RD
BERKELEY, MO. 63134

DATES

1. Deadline for submittal of Bidder's request for clarification, modifications or questions regarding the Bid # 958:
February 6, 2026 at 12:00 noon.
2. Modifications and/or answers to questions may be posted on the City of Berkeley Website: <http://www.cityofberkeley.us>
3. Submittal Deadline for Bid # 958:
February 18, 2026 at 9:30 AM.
4. Bid # 958 Opening:
February 20, 2026 at 10:00 AM.

BIDDER COMPANY INFORMATION

MOWING AND LANDSCAPING SERVICES
CITY OF BERKELEY, MISSOURI

Please print legibly, except where signature is required.

Company Name: _____

Company Address: _____

Phone Number: _____

E-mail Address: _____

Website: _____

Authorized Officer: _____

Signature: _____

Title: _____

REFERENCES

BIDDER’S NAME: _____

List 3 references of similar projects

Company Contact Name

Project Description

Project Amount (\$)

Address/City/State/Zip

Phone Number

Email

Company Contact Name

Project Description

Project Amount (\$)

Address/City/State/Zip

Phone Number

Email

Company Contact Name

Project Description

Project Amount (\$)

Address/City/State/Zip

Phone Number

Email

AFFIRMATIVE ACTION STATEMENT

THE CITY OF BERKELEY, MISSOURI is an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

We acknowledge that we will hire and develop qualified people, solely on merit and qualifications, without regard to race, color, creed, religion, sex, national origin, ancestry, handicaps or age.

While acknowledging an obligation to the community to reaffirm its Fair Employment Policy, we also reaffirm our support for the various Presidential Executive Orders and regulations of the Equal Employment Opportunity Commission. In addition, we support the applicable provisions contained in the Civil Rights Acts, the Equal Pay Law, the Age Discrimination and Employment Act. The regulations, acts, orders and laws provide that discrimination based on race, color, creed, religion, sex, national origin, ancestry, handicaps or age is prohibited.

Our policy can be implemented only through the efforts of everyone within the company. A simple statement is not enough without full support. It is hoped that through an Equal Opportunity Plan, a fair and equitable program might be practiced. Through such a plan, applicants and employees should feel they could become an active part of the company without fearing reprisals due to extraneous factors not related to merit or qualifications.

Signed

Position

Date

Note: THIS FORM IS VALID FOR THIS CALENDAR YEAR ONLY (2026)

RFP NO. 958

AFFIRMATIVE ACTION/PRIME VENDOR QUESTIONNAIRE

Many of you will probably be compiling similar information for your yearly E.E.O. Reports. If this is the case, and you would prefer to wait and complete this form at that time, please feel free to do so. If you want to be placed on the prime vendor list prior to that time we can do so with a copy of your Affirmative Action Plan.

Affirmative Action Plan

1. Name and address of your organization: _____
2. Name and position of person completing this report: _____
3. We do not wish to be on your prime vendor list and are returning this form incomplete: _____
4. Do you consider your organization to be an Equal Employment Opportunity Employer?
Yes ☐ No ☐
5. Are you part of or a division of a larger parent organization? _____ If Yes, please give parent organization name and home office address:

6. How many employees were on the payroll last pay period? _____
 - a. Full Time _____ Part Time _____
7. How many women were on the payroll? Full Time _____ Part Time _____
8. How many minorities were on the payroll?
 - a. Full Time Male Minority employees: _____
 - b. Full Time Female Minority employees: _____
 - c. Part Time Male Minority employees: _____
 - d. Part Time Female Minority employees: _____
9. Does your organization include in its employment advertising a phrase similar to: "We are an Equal Employment Opportunity Employer " _____; or if your organization has not advertised recently, will similar phrase be included if advertising is undertaken in the future:
Yes ☐ No ☐
10. Does your organization or you parent organization have an Affirmative Action Plan?
Yes ☐ No ☐ If yes, please supply a copy of the current plan.
11. Does your organization have a designated department or person to function in the Equal Opportunity Position? Yes ☐ No ☐ If yes, please supply the name, title, phone number and address for future correspondence.

The City of Berkeley appreciates your cooperation in filling out this form.

FEDERAL WORK AUTHORIZATION PROGRAM AFFIDAVIT

Pursuant to Section 285.530 RSMo as a condition of the award of any contract in excess of five thousand dollars (\$5,000.00), the successful bidder shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection to the contracted services. Successful bidders shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection to the contracted services.

WORK AUTHORIZATION AFFIDAVIT

Comes now _____ (Name) as _____ (Title)

first being duly sworn, on my oath, affirm _____

(Company Name) is enrolled and will continue to participate in a Federal Work Authorization Program in respect to employees that will work in connection with the contracted services related to

_____ (Project Description) for the duration of the contract, if awarded, in accordance with RSMo Charter 285.530(2). I also affirm that

_____ (Company Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contract services related to the subject project for the duration of the contract, if awarded.

In Affirmation thereof, the facts stated above are true and correct (The undersigned understands that Oise statements made in this filing are subject to the penalties provided under Section 570.040, RSMo).

Signature (Individual with Authority)

Printed Name

_____/_____/_____
Date

_____/_____/_____
Date

I am commissioned as a Notary Public within the County of _____

State of _____ and my commission expires on

_____ 20_____.

PRICE SHEET

ADDITIONAL WORK REQUESTED ABOVE SERVICES OUTLINED

COST PROPOSAL 2026 *(addresses will be submitted after award)*

Vacant Home – Single Family = \$_____ per cut

Vacant Lot – Single Family Lot = \$_____ per cut

COST PROPOSAL 2027 *(addresses subject to change)*

Vacant Home – Single Family = \$_____ per cut

Vacant Lot – Single Family Lot = \$_____ per cut

COST PROPOSAL 2028 *(addresses subject to change)*

Vacant Home – Single Family = \$_____ per cut

Vacant Lot – Single Family Lot = \$_____ per cut

Note: City will update lot sheet each April before cutting season.

By signing below, you certify the costs above and a full understanding of the project as proposed in accord with the scope of work.

Signature: _____

Date: _____ / _____ / _____

Email: _____

FORMS TO BE RETURN WITH BID

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Missouri

Division of Labor Standards

WAGE AND HOUR SECTION



MIKE KEHOE, Governor

Annual Wage Order No. 32

Section 100
ST. LOUIS COUNTY

In accordance with Section 290.262 RSMo 2000, within thirty (30) days after a certified copy of this Annual Wage Order has been filed with the Secretary of State as indicated below, any person who may be affected by this Annual Wage Order may object by filing an objection in triplicate with the Labor and Industrial Relations Commission, P.O. Box 599, Jefferson City, MO 65102-0599. Such objections must set forth in writing the specific grounds of objection. Each objection shall certify that a copy has been furnished to the Division of Labor Standards, P.O. Box 449, Jefferson City, MO 65102-0449 pursuant to 8 CSR 20-5.010(1). A certified copy of the Annual Wage Order has been filed with the Secretary of State of Missouri.

Original Signed by

Logan Hobbs, Director
Division of Labor Standards

Filed With Secretary of State: March 10, 2025

Last Date Objections May Be Filed: April 9, 2025

Prepared by Missouri Department of Labor and Industrial Relations

OCCUPATIONAL TITLE	**Prevailing Hourly Rate
Asbestos Worker	\$69.96
Boilermaker	\$43.65*
Bricklayer-Stone Mason	\$65.72
Carpenter	\$66.94
Lather	
Linoleum Layer	
Millwright	
Pile Driver	
Cement Mason	\$59.71
Plasterer	
Communication Technician	\$65.78
Electrician (Inside Wireman)	\$77.36
Electrician Outside Lineman	\$76.24
Lineman Operator	
Lineman - Tree Trimmer	
Groundman	
Groundman - Tree Trimmer	
Elevator Constructor	\$43.65*
Glazier	\$69.12
Ironworker	\$72.66
Laborer	\$56.81
General Laborer	
First Semi-Skilled	
Second Semi-Skilled	
Mason	\$59.98
Marble Mason	
Marble Finisher	
Terrazzo Worker	
Terrazzo Finisher	
Tile Setter	
Tile Finisher	
Operating Engineer	\$74.42
Group I	
Group II	
Group III	
Group III-A	
Group IV	
Group V	
Painter	\$55.58
Plumber	\$80.47
Pipe Fitter	
Roofer	\$59.92
Sheet Metal Worker	\$76.34
Sprinkler Fitter	\$82.64
Truck Driver	\$43.65*
Truck Control Service Driver	
Group I	
Group II	
Group III	
Group IV	

*The Division of Labor Standards received fewer than 1,000 reportable hours for this occupational title. The public works contracting minimum wage is established for this occupational title using data provided by Missouri Economic Research and Information Center.

**The Prevailing Hourly Rate includes any applicable fringe benefit amounts for each occupational title as defined in RSMo Section 290.210.

Heavy Construction Rates for
ST. LOUIS County

Section 100

OCCUPATIONAL TITLE	**Prevailing Hourly Rate
Carpenter	\$60.20
Millwright	
Pile Driver	
Electrician (Outside Lineman)	\$76.24
Lineman Operator	
Lineman - Tree Trimmer	
Groundman	
Groundman - Tree Trimmer	
Laborer	\$56.76
General Laborer	
Skilled Laborer	
Operating Engineer	\$73.58
Group I	
Group II	
Group III	
Group IV	
Truck Driver	\$45.56
Truck Control Service Driver	
Group I	
Group II	
Group III	
Group IV	

Use Heavy Construction Rates on Highway and Heavy construction in accordance with the classifications of construction work established in 8 CSR 30-3.040(3).

Use Building Construction Rates on Building construction in accordance with the classifications of construction work established in 8 CSR 30-3.040(2).

If a worker is performing work on a heavy construction project within an occupational title that is not listed on the Heavy Construction Rate Sheet, use the rate for that occupational title as shown on the Building Construction Rate Sheet.

*The Division of Labor Standards received fewer than 1,000 reportable hours for this occupational title. Public works contracting minimum wage is established for this occupational title using data provided by Missouri Economic Research and Information Center.

**The Prevailing Hourly Rate includes any applicable fringe benefit amounts for each occupational title.

OVERTIME and HOLIDAYS

OVERTIME

For all work performed on a Sunday or a holiday, not less than twice (2x) the prevailing hourly rate of wages for work of a similar character in the locality in which the work is performed or the public works contracting minimum wage, whichever is applicable, shall be paid to all workers employed by or on behalf of any public body engaged in the construction of public works, exclusive of maintenance work.

For all overtime work performed, not less than one and one-half (1½) the prevailing hourly rate of wages for work of a similar character in the locality in which the work is performed or the public works contracting minimum wage, whichever is applicable, shall be paid to all workers employed by or on behalf of any public body engaged in the construction of public works, exclusive of maintenance work or contractual obligation. For purposes of this subdivision, "**overtime work**" shall include work that exceeds ten hours in one day and work in excess of forty hours in one calendar week; and

A thirty-minute lunch period on each calendar day shall be allowed for each worker on a public works project, provided that such time shall not be considered as time worked.

HOLIDAYS

January first;
The last Monday in May;
July fourth;
The first Monday in September;
November eleventh;
The fourth Thursday in November; and
December twenty-fifth;

If any holiday falls on a Sunday, the following Monday shall be considered a holiday.