

**CITY OF MOORE**  
**PARKS & RECREATION MOWING**  
**CONTRACTOR BID SPECIFICATIONS**  
**Bid No. 2026-010**

The City of Moore is currently receiving proposals from interested parties for the contracting of mowing and lawn maintenance within designated parks and parklands within the City of Moore. The Parks & Recreation Mowing projects within the City of Moore as identified in EXHIBITS “A”. The Contractor is required to complete EXHIBIT “A” by filling all blanks and submitting the Contractor’s “Cost Per Service” for a single mow and lawn maintenance for each of the locations along with a grand total for all mowing and lawn maintenance locations at 14 services per year. Interested Bidders should go to the City of Moore website to view particulars regarding proposals at <http://www.cityofmoore.com/government/city-bids> .

**1. Eligibility of the Contractors**

The contractors shall be in good standing with the City of Moore. Contractors shall include in the bid packet: a current audited financial statement, description of their company’s capabilities, their qualifications to perform this type of work, and a list of at least three references for which they have performed this type of work. The City of Moore will evaluate all proposals received and does reserve the right to waive any informalities or irregularities and select the proposal that best suits the needs of the City of Moore.

**2. Insurance Requirements**

Bidders will be required to meet insurance requirements of no less than the following limits.

General Liability	\$2,000,000.00
Auto Liability	\$1,000,000.00
Excess Liability	\$1,000,000.00

**3. Description of Work**

The work will consist of mowing and lawn maintenance services within designated parks and parklands within the City of Moore. This includes maintenance, emergency response calls, emergency projects and special projects as deemed necessary by the City of Moore. The City of Moore reserves the right to use other contractors, or their own forces, to perform portions of this work and will utilize the contractor’s services solely at the discretion of The City of Moore. The City of Moore does not guarantee any specific amount of work above the base contract amount.

**4. Basic Bid Proposal**

The Contractor will provide personnel that are fully experienced and qualified in the mowing, lawn maintenance services of Parks and Parkland. Extra manpower is to be provided by the contractor on an as needed basis, based on contract requirements. The Contractor’s equipment shall all be late model, clean and in good operating condition. The contractor shall also provide its own tools, fuel, safety equipment, mowing equipment, and manually operated tools, and lawn maintenance equipment.

## 5. Contract Term

The term of this agreement shall be five (5) years and shall commence with the signing of the contract. This agreement will be reviewed annually and approved by the City of Moore and the Moore Parks & Recreation Department for continuation. After the initial term of the Contract, it may be renewed by the City and the Contractor for additional one (1) year terms upon the same terms and conditions set forth in the bid documents, up to maximum of four (4) annual extensions, by executing a written renewal agreement between the parties. The renewal agreement is to be completed 60 days before the contract expires.

## 6. Default

A default shall occur on the part of the Contractor if any proceeding is instituted by or against the Contractor seeking to adjudicate a bankruptcy, insolvency, seeking liquidation, or any law relating to bankruptcy, or insolvency, or if Contractor shall admit its inability or fails to pay its debts generally or at any time should fail, refuse or neglect to supply enough properly skilled workmen or proper materials and equipment or otherwise be guilty of a substantial violation (default) of any provision of this Agreement which Contractor shall have failed to address promptly after service of 24 hours of written notice thereof by The City of Moore. The City may, without prejudice to any other right or remedy, terminate the contract. The City of Moore or the Contractor may also terminate the contract for convenience with 90 days written notice to each party.

## 7. General Conditions

### a. Definitions

- i. "City employee" and/or "City representative" shall mean only those persons who are on the City's payroll or public officials rendering their services to the City.
- ii. "Contractor employee" and /or "Contractor representative" shall mean only those individuals who are actually on the Contractor's payroll, or are subcontractors selected by the Contractor for providing services under this agreement. The Contractor is not and shall not claim to be an employee of the City of Moore.
- iii. "Project Officer" shall mean the Parks & Recreation Facilities Maintenance Manager of the Parks Maintenance Division within the Parks & Recreation Department of the City of Moore or Designee.

### b. Scope of Services

- i. Contractor agrees to perform all work, under the conditions outlined, within this agreement. Such bid shall be considered as the minimum specifications by which work shall be performed under this agreement. The bid shall be deemed a component of this contract and is incorporated herein by reference.
- ii. Contractor agrees to abide by all provisions outlined with the attached bid in all aspects including, but not limited to, services to be performed, supplemental requirements, and Contractor's written or typed response to the bid.
- iii. Contractor and City agree that it may be necessary to expand the list of areas to be mowed. Any area added shall be mowed at a mutually agreed price

pursuant to the City of Moore's Purchasing Policy.

## **8. Terms of Service**

### **a. Contract**

- i. The mowing season services provided shall be in effect from April 20<sup>th</sup>, 2026 to October 24<sup>th</sup>, 2026, and will be renewed annually for the same time period.

## **9. Terms and Conditions**

### **a. Conditions**

- i. A non-exclusive contract, the City has the right to contract with other parties to perform identical services.
- ii. Conditions of this agreement shall be outlined with all specifications and details established within this agreement.

### **b. Supplemental Terms and Conditions:**

The following are included as supplements to the terms and conditions provided herein.

- i. All City areas designated to be mowed are included as supplements to the terms and conditions provided herein.
- ii. All City areas designated are to be mowed between a 2" to 3" height.
- iii. Remove all grass clippings from designated areas. The City reserves the right to eliminate the removal of grass clippings on an area-by-area basis for all designated areas.
- iv. All City areas are to be mowed and maintained on a bi-weekly basis from the dates within this contract. There should be 14 separate occasions in which City areas are to be mowed and maintained with weather permitting. The only exception is for Veterans Park where it is to be mowed and maintained weekly for a total of 28 separate occasions with weather permitting.
- v. All City areas may also need to be on an as needed basis determined by the Project Officer, as the designee of the City. If this happens to occur a written negotiated amount agreed upon by both the City and the Contractor must be signed and dated before any additional work outside of the specifications of this contract is performed.
- vi. The Project Officer, as the designee of the City, will approve the mowing on an as-needed basis.
- vii. There shall be no additional charge for small incidental trash pickup when mowing a designated city area. When in doubt what is considered "small incidental trash pickup", the "Project Officer" shall make the determination.

- viii. Contractor will provide all necessary mowing of properties designated by the City and attached as Exhibit "A". Such work may include, but is not limited to, the use of a standard mower, riding mower, or similar work to reduce grass and/or weed height to maintain the 2" to 3" height. The use of a line trimmer may be required for weeds near fences or other structures to achieve the necessary appearance.
- ix. Edging, blowing grass clippings off all roadways, sidewalks, parking lots, walking trails is required upon each service at each location.
- x. The Contractor, as a significant portion of the consideration for this contract, agrees to indemnify and hold the City of Moore, its employees or assignees, harmless from any and all damages arising from the negligence of the Contractor in performing any part of this contract.
- xi. The Contractor agrees that neither he or any of his employees, agents or subcontractors, will claim to be employees of the City of Moore, nor will they attempt to file any claim under Workers' Compensation. Further, Contractor agrees to indemnify and hold harmless the City of Moore against any claim filed under Workers' Compensation by any such employee, agent or subcontractor.
- xii. The Contractor must provide insurance certificate prior to entering into a contract for mowing and lawn maintenance services within designated parks and parklands for the City.

## 10. Payment

- a. Price for Service
  - i. Mowing Areas to be mowed are identified in Exhibit "A".
- b. Contractor's Invoice and Schedule for Payment
  - i. Contractor will submit weekly invoices for completed work to the City of Moore within five (5) business days of the end of each week. Each invoice will include every location with dates, and cost of services performed to be individualized and compiled into one single invoice for that week's mowing and lawn maintenance services.
  - ii. The City of Moore agrees to pay Contractor for invoices submitted in accordance with the normal payment of claims.

## 11. Rate Schedule Adjustments

The contract rates may be adjusted once per year on the contract anniversary date at which time the Contractor and the City of Moore may negotiate rate adjustments to compensate for cost increases in materials, fuel, insurance, etc. These material adjustments must be documented to the full satisfaction of the City of Moore. Labor rate adjustments or cost-of-living increases for labor may not exceed the U.S. Labor Department's U.S. City Average Southwest Region C.P.I. for the immediately preceding calendar year. If the Contractor and the City of Moore cannot agree on the amount of a contract renewal, the Contractor or the City of Moore may elect to terminate the contract. If the parties elect to terminate the agreement, the contractor shall be bound to complete the mowing of all service areas one final time, or for a term of no longer than 90 days, at the discretion of the City of Moore at the current contract rates.

**\*\*\* SIGNATURE PAGE \*\*\***

I, \_\_\_\_\_ (print) on behalf of "CUSTOMER" hereby represent that I am an agent for and authorized to act on behalf of "CUSTOMER" my signature as the representative listed hereby agrees to be bound by the terms and conditions contained herein.

I, \_\_\_\_\_ (print) on behalf of "VENDOR" hereby represent that I am an agent for and authorized to act on behalf of the "VENDOR" by signature of the representative listed here agrees to be bound by the terms and conditions contained herein.

**VENDOR:**

\_\_\_\_\_  
AUTHORIZED SIGNATURE OF VENDOR REPRESENTATIVE

\_\_\_\_\_  
DATE

**CUSTOMER: CITY OF MOORE/MPRD**

\_\_\_\_\_  
AUTHORIZED SIGNATURE OF CUSTOMER REPRESENTATIVE

\_\_\_\_\_  
DATE

**ATTEST:**

\_\_\_\_\_  
VANESSA KEMP, CITY CLERK

**APPROVED AS TO FORM AND LEGALITY:**

\_\_\_\_\_  
BRIAN MILLER, CITY ATTORNEY