

CITY OF MOORE
CITY OF MOORE LANDSCAPING SERVICES CONTRACTOR BID
SPECIFICATIONS
Bid No. 2026-012

The City of Moore is The City of Moore is requesting bids for both “Basic Landscaping Services” and “Enhanced Landscaping Services” by area listed “Exhibit A” & “Exhibit B”. Additionally the City is requesting bids on irrigation repairs on select locations throughout the City. The Contractor is required to complete “Exhibit A” & “Exhibit “B”. “Cost Per Service” for a single maintenance service for each of the locations as well as a Lump Sum price for each Project Site, reflecting the total number of services provided for that location for each service type. In addition to the Contractor shall also provide a Grand Total price for each Service type. This will be One Price for All Locations for each service price The City of Moore reserves the right to select either landscaping service package for any of the landscaping areas, and any or none of the areas for irrigation repairs, as the budget allows. 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.

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.

All Contractors must attend the mandatory pre-bid conference on April 2nd, 2026 at 10 a.m., in the City Council Chambers, Moore City Hall, 301 N. Broadway, Moore Oklahoma. Any contractor arriving after 10:00 a.m. and is not on the sign-in sheet will be disqualified and will not be permitted to submit a bid.

2. Insurance Requirements

Bidders will be required to meet insurance requirements of not 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, lawn maintenance, flowerbed, streetscape, and tree maintenance services within designated parks, parklands, flowerbeds, and city streetscapes within the City of Moore.

4. Basic Bid Proposal

The Contractor will provide personnel that are fully experienced and qualified in the mowing, lawn maintenance and flowerbed maintenance services of Parks, Parklands and Streetscapes. Extra manpower is to be provided by the contractor on an as needed basis, based on contract requirements.

5. Contract Term

The term of this agreement shall be one (1) year and shall commence upon the signing of the contract, with the option for four (4) additional one-year renewal terms. This agreement will be reviewed annually and must be approved by the City of Moore and the Moore Parks & Recreation Department for continuation. After the initial term, the contract may be renewed by the City and the Contractor for additional one (1) year terms, up to four (4) renewals, upon the same terms and conditions set forth in the bid documents, by executing a written renewal agreement between the parties. The Contractor may request a rate adjustment of no more than three percent (3%) for each renewal term, subject to review and approval by the City of Moore. The renewal agreement must be completed at least sixty (60) days prior to the expiration of the current contract term. The City reserves the right to cancel any or all terms of this contract with sixty (60) days written notice to the Contractor.

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 and Cemetery Facilities Maintenance Manager, Parks and 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. 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 landscaping maintenance equipment.
 - iii. 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.
 - iv. 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. Services

Basic Landscaping Services will consist of the following:

- i. **Mowing and Edging:** To collect and properly dispose of cut grass, including sweeping or blowing grass from streets and sidewalks/walking trails.
 - a. All City areas designated are to be mowed between a 2" to 3" height.
 - b. All City areas are to be mowed and maintained on a bi-weekly basis from the dates within this contract. There should be 18 separate occasions in which City areas are to be mowed and maintained with weather permitting.
 - c. Remove all grass clippings from designated areas. The City will NOT allow grass clippings to remain or to be blown in the street and/or storm drains.
 - d. The City reserves the right to eliminate the removal of grass clippings on an area-by-area basis for all designated areas.
 - e. The mowing season services provided shall be in effect from April 1 – November 30, and will be renewed annually for the same time period.
 - f. Exhibit "A" Locations will exclude mowing.
- ii. **Mulching:** To include flowerbeds and tree rings, where existing. Establish and maintain a depth of 3-4" and 4' planting rings around all trees at 3-5" deep, excluding designated location. Grade A cedar mulch, or approved equivalent is required. Remove and replace the mulch for the spring season planting. Fluff to maintain required mulch depth in the Fall planting season.
- iii. **Pruning:** All trees/shrubs shall be pruned as needed in flowerbed and streetscapes. Trees outside of flowerbeds and streetscapes will be pruned a minimum of once per year or as needed. All tree pruning is to maintain species size and shape, and to provide sufficient clearances over sidewalks of 8' minimum and streets/drives/parking spaces of 13'6". Suckers at the base of trees need to be removed during every servicing.
- iv. **Flowerbed Cleanups:** Weeding and trash removals bi-weekly, to include ornamental grass and other shrub and tree trimming for Locations listed for a total of 22 Maintenance Services. Bi-weekly Service periods are April 1 – November 30 and monthly Service periods from December 1 – March 31.
- v. **Flowerbed Annuals Planting:** Prepare and plant annuals, to be selected to fit the environment in

which they are planted, and as approved by City. Annuals will be planted twice yearly, in Spring and Fall. Perennials may be substituted for annuals in coordination between the Contractor and City.

- vi. **Flowerbed Watering:** Water flowerbeds 3-5 times per week during the growing season (for temps up to 95 F- water 3 times per week; for tips 95 F and above- water 5 times per week). Additional watering may be needed, as coordinated with the Contractor and the City. Fall/winter watering should occur 2-3 times per week depending on temperatures. All watering shall occur in the mornings during the growing season, and in the warmest part of the day in the winter season.
- vii. **Tree/Shrub Watering:** Watering shall take place at the appropriate schedule for young and mature trees, depending on the season.
- viii. **New or Young Trees/Shrubs:** During active establishment (1-2 growing seasons), trees shall receive enough supplemental watering to equal 1-inch of water per week, including rainfall. This may be split between 2-3 watering sessions per week. Tree watering may take place through bubbler irrigation, soaker hoses, tree watering bags, or hand watering as coordinated with the Contractor and the City.
- ix. **Mature Trees/Shrubs:** Once a tree/shrub has been in the ground long enough to develop an extensive root system (usually 2-3 years), water trees/shrubs only when needed (trees- bi-weekly during a drought; shrubs- 1-2 times per week during a drought). The City shall determine when a drought is occurring, and may include a “flash drought”.
- x. **Basic Tree/Shrub Health Monitoring:** The Contractor shall perform routine inspections of all designated landscaped areas for dead or diseased plants. Plant health conditions shall be documented on a monthly basis. The Contractor shall notify the City of dead and/or diseased plant conditions. The City shall make a determination if new plant materials are needed.

Enhanced Landscaping Services shall include all elements of the Basic Landscaping Services, with the following services added or modified

- xi. **Parks/Streetscapes/Trails Cleanups:** Collect and remove all trash and debris from area, including from fence lines. Remove and dispose of all broken or fallen tree limbs. Kill and/or remove all weeds and grass from sidewalks, trails, tree wells, and flowerbeds. Cleanups shall occur bi-weekly from April 1 – November 30 and monthly from December 1 – March 31.
- xii. **Fertilizer:** All trees/shrubs shall be given a slow-release fertilizer, ideal for promoting growth and health, applied in spring and fall. Flowerbeds shall be provided a balanced fertilizer (15-30-15) every 4-6 weeks for bloom boosters. For new flowerbed plantings, provide a balanced fertilizer (10-10-10) upon planting.
- xiii. **Pest Management:** Both the Contractor and the City shall monitor all plantings for pests, mold and fungus. Treatment for pests, mold, or fungus shall be on an as-needed basis with a treatment plan coordinated with the Contractor and the City.
- xiv. **Monitoring and Inspections:** Perform routine inspections of all designated landscaped areas for pests, mold and fungus, with monthly inspections during the growing season, and once every other

month during the winter season.

- a. Monitor for early signs of Bagworms, Aphids, Lace Bugs, Spider mites, Borers, Scale Insects, and Whiteflies.
- b. Plant health conditions and pests shall be documented. The Contractor shall notify the City of emerging infestations or hazardous plant conditions.
- c. The City reserves the right to seek professional opinions for treatments.

Tree Maintenance: (Outside of Flowerbeds and Streetscapes)

Basic Services will consist of the following:

- i. **Pruning:** Trees outside of flowerbeds and streetscapes will be pruned a minimum of once per year or as needed. All tree pruning is to maintain species size and shape, and to provide sufficient clearances over sidewalks of 8' minimum and streets/drives/parking spaces of 13'6". Suckers at the base of trees need to be removed during every servicing.
- ii. **Mulching:** To include flowerbeds and tree rings, where existing. Establish and maintain a depth of 3-4" and 4" planting rings around all trees at 3-5" deep, excluding designated location. Grade A cedar mulch, or approved equivalent is required. Remove and replace the mulch for the spring season planting. Fluff to maintain required mulch depth in the Fall planting season.
- iii. **New or Young Trees/Shrubs:** During active establishment (1-2 growing seasons), trees shall receive enough supplemental watering to equal 1-inch of water per week, including rainfall. This may be split between 2-3 watering sessions per week. Tree watering may take place through bubbler irrigation, soaker hoses, tree watering bags, or hand watering as coordinated with the Contractor and the City. As assigned by Project Officer at an agreed price.

Irrigation Installation/Repair

- i. **Irrigation Repair:** The Contractor shall inspect each irrigation system at the beginning of each growing season to identify needed repairs. Such repairs shall be coordinated with the City.

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 maintained are included as supplements to the terms and conditions

provided herein.

- ii. Additional City areas may also need to be on an as needed basis determined by 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.
- iii. The Project Officer, as the designee of the City, will approve the landscaping service performed on an as-needed basis.
- iv. There shall be no additional charge for small incidental trash pickup when providing landscaping services. When in doubt what is considered “small incidental trash pickup”, the “Project Officer” shall make the determination.
- v. Contractor will provide all necessary landscaping services of properties designated by the City for both “Basic Landscaping Services” and “Enhanced Landscaping Services”
- vi. Edging, blowing grass clippings off all roadways, sidewalks, parking lots, walking trails is required upon each service at each location.
- vii. All City Flowerbeds are to be cleaned out, prepped for flowers and mulch, and have specified flowers per Project Officer installed by May 4th for the Spring Season.
- viii. All City Flowerbeds are to be cleaned out, prepped for flowers and mulch, and have specified flowers per project manager installed by October 11th for the Fall Season.
- ix. All City Flowerbeds are to have any hedges and seasonal hedges cut back to a clean form, in a consistent shape, and to clean up the trimmings as needed at every service
- x. All City Flowerbeds are to be maintained on a bi-weekly basis during the growing season and monthly during non-growing season. Growing Season will be from April-Nov.
 - a. Outside of Flowerbeds being prepped for seasonal planting: Dead or dying plant material should be removed at the time of bi-weekly weeding and trash removal. Replacement of the removed plant material should only happen at the request of the City.
- xi. All City Flowerbeds are to be prepped with Flowers that must be from this list: Begonias, Pansies, Day Lily’s, Latina’s, Zinnias, Gladiolas, Morning Glories, Blanket Flowers, Mums, Asters, Dianthus, Sweet Alyssums, Violas, Daisy’s, Daffodils, Autumns Crocus. Anything that is not on this list must be agreed upon by both the City and the Contractor before said flower is planted.
- xii. All City Flowerbeds are to be prepped with Grade A Cedar Mulch.
- xiii. All City Flowerbeds are to have the Mulch fluffed as needed determined by the Project Officer.
- xiv. Additional City Flowerbeds, Streetscapes or Tree Maintenance 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 are performed.

- xv. The Project Officer, as the designee of the City, will approve the spring and fall flowers and mulch installation plan before any flowers are planted and any mulch is laid down.
- xvi. The Project Officer, as the designee of the City, will approve the flowerbeds on an as-needed basis.
- xvii. 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.
- xviii. 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.
- xix. The Contractor must provide insurance certificate prior to entering into a contract for mowing, lawn maintenance and flowerbed maintenance services within designated parks and parklands for the City.

10. Payment

a. Price for Service

- i. The Contractor shall provide a price for each Project Site and for each service type, per service.
- ii. The Contractor shall also provide a Lump Sum price for each Project Site, reflecting the total number of services provided for that location for each service type.
- iii. The Contractor shall also provide a Grand Total price for each Exhibit "A" & Exhibit "B".

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 individualized and compiled into one single invoice for that **Basic and Enhanced Landscaping Services** that were completed. **Irrigation Repairs** will be invoiced separate from other Landscaping 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

Contract rates may be adjusted once per year on the contract anniversary date. The Contractor may request a rate adjustment of no more than three percent (3%) for each renewal term to account for increases in materials, fuel, insurance, or other operational costs, subject to review and approval by the City of Moore. Any requested adjustments must be documented to the satisfaction of the City of Moore. If the Contractor and the City of Moore cannot agree on the terms of a contract renewal, either party may elect to not renew the agreement at the end of the current term.

***** 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

Bid Tab

Exhibit A-Flowerbeds/Shrubs/Entryway Signs

Project Site	Address/Location	Basic Service	Enhanced Service	Total Annual Cost Basic Service (22 Services per Year)	Total Annual Cost Enhanced Service (22 Services per Year)	Irrigation Repair
Old Town Flowerbeds	Various Locations along Broadway					
Kings Manor Sign	SW 11 th St/Telephone Rd.					
Foxglove Sign	SW 19 th St/Eagle Dr.					
JD Estates Sign/Island-Flowerbeds/Trees	S. 4 th St/ Whispering Oaks Blvd.					
Skyview Terrace	NW 20 th St./Janeway Ave.					N/A
Regency Park	NW 19 th St./Janeway Ave					N/A
Little River Park- North Sign	700 SW 4 th St.					
Buck Thomas Park- Sign	1903 NE 12 th St.					
Fairmoore Park Sign	630 NW 5 th St.					
Arbor Gardens Park Sign	1695 SW 34 th St.					
Parmele Park Sign	1308 N. Janeway Ave.					
Recycle Center-Flowerbeds	220 N. Telephone Rd.					
Kiwanis Park Sign	501 E Main St.					N/A
Police Station- Flower Beds	117 E Main St.					
Little River Statue Area	700 SW 4 th St.					N/A
Senior Center-Flowerbeds	501 E. Main St.					N/A
Library- Flowerbeds	225 S. Howard Ave.					N/A
Community Center-Flowerbeds	301 S. Howard					N/A
Veterans Park- North End Flowerbeds	1900 SE 4 th St					N/A
Veteran's Park- South End Flowerbeds	1900 SE 4 th St.					
Westmoore Park-Flowerbeds and Sign	2206 Lonnie Ln.					
Smith Cemetery-Flowerbeds and Sign	SW 34 th St./Telephone Rd.					N/A

The Station/Central Park	700 S. Broadway Ave.					
Arbor Gardens Park- Flowerbed and Sign	1695 SW 34 th St.					
City Hall	301 N. Broadway Ave.					
Police Station	117 E. Main St.					
Exhibit A Flowerbeds/Shrubs/Entryway Signs Grand Total for Services						

Exhibit A City Facility Tree Maintenance Only

Project Site	Address/Location	Basic Service	Enhanced Service	Total Annual Cost Basic Service (1 Services per Year)	Total Annual Cost Enhanced Service (0 Services per Year)	Irrigation Repair
The Station/Central Park	700 S. Broadway Ave.		N/A		N/A	
Arbor Gardens Park	1695 SW 34 th St.		N/A		N/A	N/A
Smith Cemetery	SW 34 th St./Telephone Rd.		N/A		N/A	N/A
Moore Cemetery	800 SW 4 th St.		N/A		N/A	N/A
Buck Thomas Park	1903 NE 12 th St.		N/A		N/A	N/A
Fairmoore Park	630 NW 5 th St.		N/A		N/A	N/A
Veterans Park	1900 SE 4 th St.		N/A		N/A	
Parmele Park	1308 N. Janeway		N/A		N/A	
Recycle Center	220 N. Telephone Rd.		N/A		N/A	N/A
Kiwanis Park	501 E Main St.		N/A		N/A	N/A
Library	225 S. Howard Ave.		N/A		N/A	N/A
Community Center	301 S. Howard Ave.		N/A		N/A	N/A
City Hall (Trees on Broadway Only)	301 N. Broadway Ave.		N/A		N/A	N/A
Police Station (Trees on Broadway and East Main)	117 E Main St.		N/A		N/A	N/A
Exhibit A Tree Maintenance Grand Total for Services			N/A		N/A	

Exhibit B Streetscapes

Project Site	Address/Location	Basic Service	Enhanced Service	Total Annual Cost Basic Service (22 Services per Year)	Total Annual Cost Enhanced Service (22 Services per Year)	Irrigation Repair
N. Moore Ave. Median	NW 12 th St./N. Moore Ave.					
Plaza Towers Elem.	SW 11 th St./Eagle Dr.					N/A
Fritts Blvd.	SW 19 th St./Fritts Blvd.					N/A
Shields Median	N. Shields Median					N/A
N. Broadway Median	NW 12 th St./N. Broadway Ave.					N/A
S. Eastern Ave.	S. Eastern Ave., SE 19 th to SE 4 th					N/A
NW 12 th St. Streetscape	NW 12 th St., I-35 to City Ave.					N/A
Highland Dr. Median	NW 27 th St./Highland Dr.					N/A
East Hills Dr. Median	East Hills Dr./ N. Eastern Ave.					N/A
Wilson Blvd. Median	SW 4 th St./Wilson Blvd.					N/A
Gabriel's Crossing	NE 29 th St./ N. Eastern Ave.					N/A
Exhibit B Streetscapes Grand Total for Services						