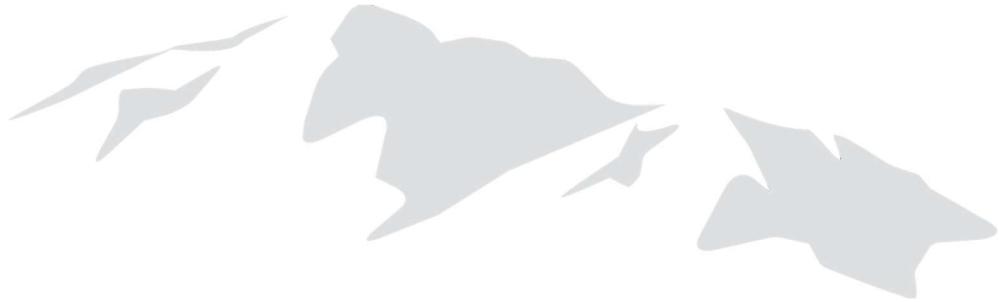




**OGDEN CITY CORPORATION**  
**REQUEST FOR BID**

**Mowing and Debris Removal for City-owned Properties**



Prepared by Monica Kapp

Fleet and Facilities

12/12/2025

# **OGDEN CITY CORPORATION**

## **REQUEST FOR BID**

### **Mowing and Debris Removal for City-owned Properties**

#### **ADVERTISEMENT**

Ogden City is requesting sealed bids from qualified bidders to provide Mowing, landscape maintenance and debris removal services for various City-owned properties.

Bid packets are available and may be obtained by downloading from the Ogden City website at <https://www.ogdencity.gov/264/Purchasing>.

Bidders are responsible for securing any and all addenda issued.

Sealed bid shall be submitted to: Purchasing Office, c/o 2nd Floor Information / Constable Desk, 2549 Washington Blvd. Ogden, Utah 84401 by **January 7, 2026, no later than 1:30 PM**, at which time bids will be opened and read aloud at the 7<sup>th</sup> Floor Conference Room of the same address.

#### **LATE BIDS WILL NOT BE ACCEPTED.**

Ogden City reserves the right to accept or reject any bid that best serves its convenience and/or is found to be in the best interest of the City.

**Ad Published:** December 13, 2025

# **OGDEN CITY CORPORATION**

## **REQUEST FOR BID**

### **Mowing and Debris Removal for City-owned Properties**

#### **I. INTRODUCTION**

The purpose of this Request for Bids (RFB) is to solicit competitive sealed bids from qualified bidders to provide Mowing, landscape maintenance and debris removal services for various City-owned properties.

#### **Goals/Objectives**

The overall objective of this project is to maintain city-owned properties in accordance with the city's weed ordinance. All but one of these properties are non-manicured properties, parcel remnants, and road shoulders.

- Mowing and Debris Removal/Disposal
- Snow shoveling on sidewalks of specified parcels
- Annual Landscape Maintenance for the Francom Public Safety Center Campus, not including snow removal.

The contract term will be issued for a total period of three (3) years.

#### **II. SCOPE OF WORK - Refer to Exhibit A**

#### **III. OUTLINE OF EXPECTATIONS AND QUALIFICATIONS\***

- A. Significant experience in lawn care, field grass care/weed control, tree trimming and trash and debris removal. The successful bidder shall clearly possess an understanding of the scope of work required.
- B. Must possess the applicable required licenses, insurance, bonding, etc.
  1. License – State of Utah Contractor's License
  2. Insurance – See section IV.

- C. Good experience in project completion or invoicing documentation.
- D. If applicable, contractor will assure that all permitting, demolition, and debris removal will comply with applicable City, State and Federal regulations and procedures covering disposal of debris.
- E. Operating Hours: Work shall be performed during hours that comply with the city's noise ordinance policy.

*\*Being selected and entering into an agreement does not guarantee contractor will be extended any specific amount of work.*

#### **IV. INSURANCE REQUIREMENTS**

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of this agreement. **The Contractor shall pay the cost of such insurance.**

A. The amount of insurance shall not be less than:

1. **Commercial General Liability:** Minimum of \$3,000,000 in general aggregate with \$1,000,000 for each occurrence. Policy to include coverage for operations, contractual liability, personal injury liability, products/completed operations liability, broad-form property damage (if applicable) and independent contractor's liability (if applicable) written on an occurrence form.
2. **Business Automobile Liability:** \$1,000,000 combined single limit per occurrence for bodily injury and property damage for owned, non-owned and hired autos.
3. **Workers' Compensation and Employer's Liability:** Worker's Compensation limits as required by the Labor Code of the State of Utah and employer's liability with limits of \$1,000,000 per accident.

**B. Each insurance policy required by this Agreement shall contain the following clauses:**

1. "This insurance shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty days prior written notice by certified

mail, return receipt requested, has been given to the Ogden City Corporation”.

2. “It is agreed that any insurance or self-insurance maintained by Ogden City Corporation, its elected or appointed officials, employees, agents and volunteers shall be excess of Contractor’s insurance and shall not contribute with insurance provided by this policy.”

**C. Each insurance policy required by this Agreement, excepting policies for Workers’ Compensation, shall contain the following clause in a separate endorsement:**

1. “Ogden City Corporation, its elected and appointed officials, employees, volunteers and agents are to be named as additional insureds in respect to operations and activities of or on behalf of, the named insured as performed under Agreement with Ogden City Corporation.”

**D. Insurance is to be placed with insurers acceptable to and approved by Ogden City Corporation. Contractor’s insurer must be authorized to do business in Utah at the time the license is executed and throughout the time period the license is maintained, unless otherwise agreed to in writing by Ogden City Corporation. Failure to maintain or renew coverage or to provide evidence of renewal will be treated as a material breach of contract.**

**E. City shall be furnished with original certificates of insurance and endorsements effecting coverage required within, signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received by the City before work begins on the premises.**

**F. City reserves the right to require complete, certified copies of all required insurance policies at any time.**

**G. Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respect to the City, their elected and appointed officials, employees, agents and volunteers; or Contractor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.**

H. Contractor shall include all of its contractors as insured under its policies or shall furnish separate certificates and endorsements for each contractor. All coverages for Contractor's contractors shall be subject to all of the requirements stated herein.

I. Nothing contained herein shall be construed as limiting in any way the extent to which Contractor may be held responsible for payments of damages to persons or property resulting from the activities of Contractor or its agents, employees, invitees or contractors upon the Premises during the License Period.

J. Under the "**Certificate Holder**" section, list the following information:

Ogden City Corporation  
2549 Washington Blvd.  
Ogden, UT 84401

## **V. GENERAL TERMS AND CONDITIONS**

- A. Fees - Contractor is responsible for all application permits, fees, inspections, certifications, and approvals necessary to perform the required work.
- B. Background Check - For projects that are security-sensitive in nature, Ogden City reserves the right to conduct a criminal background check of each person who will be providing services in response to this RFP. If requested, Contractor shall submit a BCI Criminal History Report dated within 30 days of response to RFP for each employee who will be on-site, that shows "Criminal History Verified" and has Arrest History attachments. Employees who have any convictions on their BCI record may be subject to further review and approval by Ogden City. Ogden City may reject any response to this RFP that involves services from a person or entity that Ogden City determines is unfit or unqualified to fulfill the requirements of this RFP.
- C. Safety - Public Safety must be considered at all times. The Contractor must take precautions at all times to utilize and store materials and equipment needed to conduct the work in a way that will prevent injury to citizens. Contractor must ensure that proper signs, caution tape or physical barriers or other devices are utilized as needed to signal a hazard or restrict public access. In addition, the Contractor must ensure the safety of their workers by adhering to industry

best practices, OSHA safety, traffic safety guidelines as applicable for the work being performed. The City Project Manager reserves the right to temporarily stop work if they see an unsafe practice and to suspend work until the issue is addressed.

- D. Cost of Developing Bids - All costs related to the preparation of bids and any related activities are the sole responsibility of the bidder. Ogden City assumes no liability for any costs incurred by bidders throughout the entire selection process.
- E. Ogden City reserves the right to request clarification of information submitted, and to request additional information from any bidder.
- F. Ogden City will make every effort to ensure all bidders are treated fairly and equally throughout the entire advertisement, review and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.
- G. Conflict of Interest – No member, officer, or employee of Ogden City, during his or her tenure shall have any interest, direct or indirect, in this contract or the proceeds thereof, except as permitted by Ogden City policy.
- H. Non-Collusion – The bidder guarantees the bid is not a product of collusion with any other bidder and no effort has been made to fix the bid price or any bidder or to fix any overhead, profit or cost estimate of any bid price.
- I. Ogden City reserves the right to negotiate and hold discussions with prospective service providers as necessary, however, Ogden City may award this contract without discussion from prospective service providers. The winning bidder shall enter into a written agreement with Ogden City. Ogden City reserves the right to cancel this Request for Bids. Ogden City reserves the right to reject any or all bids received. Furthermore, Ogden City shall have the right to waive any informality or technicality in bids received, when in the best interest of Ogden City. Ogden City reserves the right to segment or reduce the scope of services and enter contracts with more than one vendor.

## VI. ADDITIONAL INFORMATION

Price Guarantee: All pricing must be guaranteed for one (1) year. Following the guarantee period, any request for price adjustment must be for an equal guarantee period and must be made at least 30 days prior to the effective date.

Requests for price adjustment must include sufficient documentation supporting the request and demonstrating a logical mathematical link between the current price and the proposed price.

Any adjustment or amendment to the contract will not be effective unless approved by Ogden City.

Price Reductions: It is understood and agreed that the City will be given the immediate benefit of any decrease in the market, or allowable discount.

Contractor will only be allowed to invoice for the cost of services / goods in compliance with the submitted bid as accepted by Ogden City Corporation.

- A. Invoices must contain a complete description of the work / service / goods that was performed / provided, the contract price for each service, the City purchase order or contract number, and address of service location or delivery address.
- B. Upon the Award of Contract, Contractor may receive a request to process payments electronically.
- C. Contractor must submit invoices to the city within 30 days of performing services.
- D. If offered by Contractor, Ogden City seeks a discount for early payment. The City shall only take such a discount if earned.
- E. Invoices shall be sent to the following address:

Ogden City Corporation  
Fleet and Facilities Division  
2549 Washington Blvd  
Ogden, Utah 84401

Or;

Email invoices to: [FacilitiesAdministrative.Billing@ogdencity.com](mailto:FacilitiesAdministrative.Billing@ogdencity.com)

## **VII. GOVERNING INSTRUCTIONS**

This RFB will constitute the governing document for submitting bids and will take precedent over any oral representations.

## **VIII. CONTACT INFORMATION**

For any questions related to this RFB, please contact the Ogden City Purchasing office via email [purchasing@ogdencity.gov](mailto:purchasing@ogdencity.gov)

The question-and-answer period ends at 3PM on December 30, 2025.

**Thank you for your interest in doing business with Ogden City Corp.**

## **IX. BID SUBMITTALS**

**A. Deadline:** Sealed bids must be submitted **no later than 1:30 PM, January 7, 2026.**

**B. Bid Requirements / Information:**

At a minimum, the following must be submitted and included in sealed bid submittals:

1. Exhibit B - Completed Contractor Information Sheet with required attachments.
  - a. Documents showing appropriate certification or Proof of all other appropriate professional licensing as required by the State of Utah
  - b. Evidence of Insurability – COI per City insurance requirements.
2. Exhibit C - Completed Bid Forms
3. Exhibit D – Completed Addenda Acknowledgement, if applicable

**C. Submission:**

1. Bidders shall provide **two (2) copies** of the documents required in this RFB in one sealed envelope.

2. Labeling: On the outside of the envelope, indicate **firm's name** and "**RFB Name**." If using a courier, ensure that the outer packaging is marked as below so we can identify your bid.

**Submit Bid To:**

Ogden City Corporation  
c/o 2<sup>nd</sup> Floor Information / Constable Desk  
ATTN: Purchasing Office  
**"Mowing and Debris Removal for Ogden City-owned Properties"**  
2549 Washington Blvd.  
Ogden, UT 84401

**LATE BIDS WILL NOT BE ACCEPTED.**

**D. Delivery and Important Information:**

1. If the sealed bid is submitted by mail or other delivery service, it must be addressed to the Purchasing Office, 2549 Washington Blvd, Suite 510, Ogden UT 84401.
2. The sealed bid may also be hand-carried to the 2<sup>nd</sup> Floor Information / Constable Desk at the same address.
3. **No facsimile or email transmittals will be accepted.**
4. It is the sole responsibility of those responding to this RFB to ensure that their submittal is made to the correct location and in compliance with the stated date and time.
5. City offices are closed on the weekends and observed holidays.
6. Once submitted, all bids, including attachments, supplementary materials, addenda, etc. become the property of Ogden City and will not be returned to the bidder. These are considered public records unless protected within [Utah Code 63G-2-1](#).

**E. Bid Opening**

1. Immediately following the deadline, all responsive bids will be publicly opened and read aloud in the 7<sup>th</sup> Floor Conference Room of the Municipal Building at the same address.

2. City staff will review each parcel in corresponding scope of work and announce the apparent low bidder for each line item.
3. A finalized and validated bid tabulation will be posted within two (2) business days after the bid opening.

## **EXHIBIT A**

## **SCOPE OF WORK**

### **A. Lawn Care**

- a. Contractor shall maintain lawn, where located, in various areas throughout the City during the growing season--approximately April 1 through October 15, or 26 weeks.
- b. All edges along sidewalks, around poles and utility boxes, sprinklers and other encroachments in the lawn will be trimmed and maintained.
- c. All grass cuttings will be collected and disposed of at an appropriate green waste site.
- d. All sprinkled lawn areas will be fertilized and kept weed free. Broadleaf weeds will be sprayed and/or removed as they grow.
- e. Contractor shall furnish and maintain all personnel, equipment, materials, and subcontracts, as needed, which are necessary to complete the Work.
- f. Standards
  - i. Grass will be mowed weekly and kept between one (1) and three (3) inches and maintained in plush green state.
  - ii. Edges will be trimmed weekly.
  - iii. Edges along sidewalks, curbs and flowerbeds shall be edged three (3) times per year to stop unwanted encroachment.
  - iv. All irrigated lawn area shall be fertilized four (4) times per year including spring emergence. Broadleaf weeds will be sprayed and/or removed as they grow.

### **B. Field Grass Care/Weed Control**

- a. Contractor shall cut and maintain field grass and weeds located in various areas throughout the City during the growing season--approximately April 1 through October 15 or 26 weeks--in compliance with the City weed control ordinance.
- b. Contractor shall furnish and maintain all personnel, equipment, materials, and subcontracts, as needed, which are necessary to complete the Work.
- c. Standards
  - i. Grasses and weeds will be maintained at a height of ten (10) inches or less.

### **C. Tree Trimming Maintenance**

- a. Contractor shall be responsible for maintaining the health and beauty of the various trees on City properties for which Contractor is providing maintenance services.
- b. Trees will be trimmed to keep them esthetically pleasing and, if appropriate, to maintain a safe line-of-sight.
- c. Trees will be regularly inspected for disease or infestation.
- d. If a problem is identified, Contractor shall make recommendations for an appropriate course of action to Ogden Fleet and Facilities Management.
- e. Contractor shall furnish and maintain all personnel, equipment, materials, and subcontracts, as needed, which are necessary to complete the Work.
- f. **Standards**
  - i. All Trimming and pruning will be carried out under the direction of a knowledgeable forester.
  - ii. Special attention will be paid to maintaining the trees in a natural, esthetically pleasing condition.
  - iii. Regular visual inspections of the trees will be made to check for disease or infestation.
  - iv. Ogden Property and Facilities Management will be immediately notified of any problems.

### **D. Trash and Debris Removal**

- a. Contractor shall be responsible for collecting trash and litter from the grounds and along the fence lines and maintaining the property in a neat and orderly manner.
- b. Fallen tree limbs, tumble weeds and other organic matter will also be cleaned from the grounds, along the fence lines and from ditches on a regular basis.
- c. Special and priority attention shall be given to trash and debris removal following windstorms that occur throughout the season.
- d. Contractor shall furnish and maintain all personnel, equipment, materials, and subcontracts, as needed, which are necessary to complete the Work.
- e. In cases where a large amount of debris has been dumped on the property, Contractor shall contact Ogden Fleet and Facilities and make arrangements for City crews to remove the debris.

f. **Standards**

- i. Collect and dispose of trash and litter found on the grounds on a weekly basis or as specified per property.
- ii. Survey fence lines and ditches and keep them free from trash, litter, and organic matter.
- iii. Survey the grounds after every large windstorm and remove any trash or debris that has accumulated along fence lines, ditches, buildings, or other places.
- iv. Large amounts of debris shall be removed immediately upon detection.

**E. Snow Removal**

Parcels with a sidewalk, shoveling is required whenever there is an inch or more of snow.

**F. Quality Assurance**

- a. All Work is to be done by Contractor or its subcontractors and is subject to inspection at any time by Ogden Fleet and Facilities Management.
- b. Ogden Fleet and Facilities Management shall decide all questions regarding the quality and acceptability of materials furnished, work performed, rate of progress of work and, where appropriate interpretation of plans and specifications.
- c. Contractor should demonstrate a program which includes procedures and organization checks to ensure that workmanship, fabrication, construction, operations, and inspections comply with the highest standards.

# **SCOPE OF WORK FOR LANDSCAPE SERVICES**

## **AT THE OGDEN CITY FRANCOM PUBLIC SAFETY CENTER**

### **MAINTENANCE DESCRIPTION**

#### **1 Spring Clean Up**

Defining an edge between flower bed & grass areas.  
Cleaning up all leaves and debris.  
Trim all shrubs on property.  
Prune perennials as needed.  
Weeding all planters & flower beds.

#### **2 Fall Clean Up**

Defining an edge between flower bed & grass areas.  
Removing all trash, leaves and debris  
Trim all shrubs on property.  
Prune perennials as needed.  
Weeding all planters & flower beds.

#### **3 Sprinkler Start Up**

Opening of stop & waste(s).  
Test backflow preventers for proper functioning.  
Set timers to correct time, adjust timers, check batteries in timers, & check the power source.  
Checking the operation of all valves.  
Checking for proper coverage of sprinkler heads.  
Checking property for broken pipes, broken heads, & nozzles.

4 Sprinkler Shut Down

Closing, draining and blowing out of stop and waste

Draining and blowing out backflow preventers

Shutting off all sprinkler timers

Blowing out each station at 55 psi for 1-3 minutes to ensure all water is blown out of piping.

5 Aeration

Price is for 1 aeration service in the spring.

6 Fertilization (6 Treatments)

Early Spring Application:

Mid-March. Includes fertilizer, broadleaf weed-killer, and a weed-preventer (for crabgrass, spurge, and other summer annual weeds).

July and August:

A slow-release fertilizer is used to maintain color and minimize the potential of burning brought about by high temperatures.

Weeds are individually spot-sprayed. Insecticide may be applied if large populations of insects are found.

Fall Application:

Fertilizer helps promote root growth and increase turf strength to prevent winter diseases.

7 Weekly Flower Bed Maintenance

Weeding all planters & flower beds.

Edging around flower beds & trees as needed.

Price is based on 32 weeks per year. Abnormally long mowing seasons might increase the price on a bid rate/32 basis.

8 Weekly Parking Lot Cleaning

Blowing off all walks, drives, doorways, patios, and stairways.

Removal of all garbage and debris from blowing off.

Remove weeds in cracks by pulling or trimming

Price is based on 32 weeks per year. Abnormally long mowing seasons might increase the price on a bid rate/32 basis.

9 Weekly Lawn Maintenance

Mowing all grass areas.

String trimming all grass edges.

Hard Edging all sidewalks, street curbs, & landscaping edging.

Blowing off all walks, drives, doorways, patios, & stairways.

Checking property for broken pipes, soggy spots, and dry spots.

Price is based on 32 weeks per year. Abnormally long mowing seasons might increase the price on a bid rate/32 basis.

10 Weekly Property Clean-up

Blowing off all walks, drives, doorways, patios, and stairways.

Removal of all garbage and debris.

Price is based on 32 weeks per year. Abnormally long mowing seasons might increase the price on a bid rate/32 basis.

Extra Charges

Sprinkler Repairs

Any repairs needed will be pre-approved and billed out at the regular per man hour rate plus parts.

All major sprinkler repairs will be pre-approved and billed out at the regular per man hour plus rate plus parts and operating cost of equipment (if large equipment is required).

Emergency service calls between the hours 5:00 P.M. - 7:00 A.M, Sundays, & federal holidays are billed out at two times (2X) the regular man hour rate.

**EXHIBIT B**  
**OGDEN CITY CORPORATION**  
***CONTRACTOR INFORMATION SHEET***

A. Business name: \_\_\_\_\_ Year Est. \_\_\_\_\_

Owner or Parent Company: \_\_\_\_\_

Business address: \_\_\_\_\_

Business Tel.: \_\_\_\_\_ FAX: \_\_\_\_\_ Mobile Tel.: \_\_\_\_\_

Federal I.D. # \_\_\_\_\_

If you do not have a federal I.D. #, please list your Social Security Number:

→ Attach a completed IRS W9 Form.

State Contractor License # \_\_\_\_\_ ;

→ Attach a copy of your current contractor's license.

B. List at least three (3) recent clients who can attest to the quality of your work:

<u>Name</u>	<u>Address</u>	<u>Phone Number</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

C. Number of full-time employees: \_\_\_\_\_ Number of part-time employees \_\_\_\_\_

D. Who in your organization is authorized to sign legal documents, pick up checks and sign bids:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

E. Limits of your insurance coverage:

General Liability: \_\_\_\_\_

Automobile: \_\_\_\_\_

Workman's Compensation: \_\_\_\_\_

**I certify the above information is true and complete. I authorize Ogden City to verify any information provided in this application.**

Name & Title:

\_\_\_\_\_

Authorized Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

## **EXHIBIT C**

### **BID SCHEDULES**

**“Schedule A” is whole parcels**

**“Schedule B” is partial parcels**

**“Schedule C” is the Francom Public Safety Center Campus**

**“Schedule D” is snow removal parcels**

<b>Hourly Rates**</b>	<b>Rate</b>
Weed Eater	
Edger	
Leaf Blower	
Push Mower	
Small Riding Mower	
Large Riding Mower	
Tractor	
Truck/Trailer	
Tractor/Mower	
Snow Blower	

\*\*Hourly rates include operator, equipment, and all incidentals required to complete the work.

Other charges: \_\_\_\_\_ \$ \_\_\_\_\_  
 (Please specify)

SIGNED AND SEALED, this \_\_\_\_\_ day of \_\_\_\_\_, 2025

\_\_\_\_\_  
 (CONTRACTOR)

BY: \_\_\_\_\_  
 (Signature)

Title: \_\_\_\_\_  
 (Corporate Seal, if required)

Ogden, Utah

Date: \_\_\_\_\_

## **EXHIBIT D**

### **“Schedule B” Aerial Maps**

## **EXHIBIT E**

### **ADDENDA ACKNOWLEDGEMENT**

#### **TO THE MAYOR OF OGDEN CITY, UTAH**

Dear Sir:

The undersigned is familiar with the local conditions affecting the cost of the work at the place where the work is to be done, has carefully examined the specifications and other contract documents, and has examined the locations of the proposed work.

The undersigned hereby proposes and agrees to perform everything required to be performed, and to provide and furnish any and all required labor, materials, necessary tools, expendable equipment and all utility and transportation services necessary to perform and complete, in a workmanlike manner, all the work required in connection with the plans and specifications and other contract documents, at the following bid prices for the several bid items of work named.

Receipt of the following addenda is hereby acknowledged:

1.(Date) \_\_\_\_\_

2.(Date) \_\_\_\_\_

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Authorized Signature