

Request for Proposals (RFP)

Comprehensive Grounds Maintenance, Fine Turf Management & Landscaping Services

Key Procurement Information	Details
Issuing Agency:	Ray County 911 Board of Directors
RFP Release Date:	October 26, 2026
Proposal Submission Deadline:	November 13, 2026, by 10:00 AM CST
Contract Effective Period:	December 1, 2026 – November 30, 2027 (With Annual Renewal Options)

Section 1: Objective & Agency Overview

The Ray County 911 Board of Directors is soliciting competitive, sealed proposals from qualified, licensed commercial landscape maintenance contractors to provide year-round exterior grounds maintenance, fine turf management, routine landscaping, and seasonal fertilization/weed control services.

Ray County 911 operates as an independent political subdivision under Chapter 190 of the Revised Statutes of Missouri (RSMo), governed by an elected Board of Directors. The agency functions as the consolidated primary Public Safety Answering Point (PSAP) and 24/7/365 emergency communications center for Ray County, Missouri, serving approximately 23,200 residents across a 574-square-mile jurisdiction. Ray County 911 coordinates dispatch operations for 17 public safety entities, including the Ray County Sheriff’s Office, municipal police departments, fire protection districts, and the Ray County Ambulance District.

The agency operates from its newly constructed, hardened 12,011 sq. ft. Emergency Dispatch Center (EDC) located at the southeast corner of E. Main Street and Matt Waller Drive in Richmond, Missouri. Designed to meet FEMA ICC 500 storm-shelter resilience standards, the facility utilizes an earth-contact embankment profile that requires specialized turf mowing, erosion control, and embankment vegetation management. Maintaining clean, highly professional grounds with unobstructed visibility around card-reader entry gates, perimeter security cameras, outdoor storm siren controls, and emergency generator compounds is mandatory.

Section 2: Scope of Work

The selected contractor shall furnish all necessary labor, commercial-grade equipment, fuel, turf care materials, transportation, supervision, and insurance required to perform comprehensive grounds care and landscape maintenance:

1. Fine Turf Mowing & Trimming (Spring through Autumn)

- **Seasonal Mowing Schedule:** Weekly mowing of all fine turf areas during the active growing season (typically April 1 through October 31, adjusted for weather conditions). Mowing heights shall be maintained between 2.5 and 3.5 inches to foster turf root health and drought resistance.

- **Perimeter Line Trimming:** Line trimming must be completed around all building perimeters, earth-contact retaining structures, security fencing, light poles, generator pads, bollards, and card-reader entry gates with each mowing cycle.

2. Earth-Contact Embankment & Berm Maintenance

- **Slope & Berm Management:** Safe, specialized slope maintenance along the earth-sheltered berms surrounding the 12,011 sq. ft. structure, ensuring dense turf coverage, weed elimination, and strict erosion prevention without rutting or turf tearing.

3. Mechanical Edging & Site Debris Cleanup

- **Bi-Weekly Edging:** Mechanical edging of all concrete sidewalks, walkways, curbs, and asphalt parking lot perimeters bi-weekly.
- **Debris Cleansing:** All grass clippings, leaves, and landscape debris must be blown off paved surfaces, walkways, secure entry vestibules, and HVAC intake zones immediately following each service visit.

4. Seasonal Turf Health & Agronomic Program

- **Spring Pre-Emergent & Fertilizer:** Application of spring pre-emergent crabgrass barrier and balanced turf fertilizer.
- **Broadleaf Weed Control:** Targeted broadleaf weed control application utilizing turf-safe commercial herbicides.
- **Core Aeration:** Fall core aeration to relieve soil compaction and promote deep root development.
- **Overseeding:** Fall overseeding with high-quality, drought-tolerant turf-type tall fescue blends.
- **Fertilization:** Balanced seasonal fertilizer applications (spring, early summer, and late autumn).

5. Ornamental Landscaped Beds & Tree Maintenance

- **Foundation Bed Care:** Routine hand-weeding, mechanical cultivation, and pre-emergent herbicide treatment of all mulched foundation beds.
- **Hardwood Mulching:** Annual spring application of double-shredded hardwood mulch maintained at a 2–3 inch depth.
- **Pruning & Sightline Maintenance:** Pruning of ornamental shrubs, bushes, and low tree branches to maintain a clean appearance and keep foliage clear of security cameras, perimeter lighting, outdoor storm equipment, and card-reader access points.

Section 3: Proposal Submission Requirements

Pursuant to Section 2 and Section 13 of the Ray County 911 Procurement Policy for contractual services, proposals must include the following structured information:

- **Company Profile & Executive Summary:** Official business name, primary office address, principal contact person, corporate structure, years in business, and commercial landscape operations overview.
- **Commercial & Critical Facility Qualifications:** Demonstrated experience managing commercial, institutional, or public sector properties of comparable scope. Highlight experience serving 24/7 critical public safety facilities.
- **Equipment Fleet & Technical Capacity:** A detailed list of commercial-grade mowing equipment (zero-turn mowers, slope/berm mowers), line trimmers, edgers, blowers, and turf application equipment intended for site deployment. Detail local backup equipment plans during mechanical failures.
- **Staffing & Maintenance Schedule:** Description of crew sizes, supervisory structure, proposed weekly service schedule, and employee safety protocols.
- **Cost Proposal & Schedule of Rates:** Itemized rate breakdown including flat per-cut mowing/trimming rate, 5-step annual turf program cost, annual bed mulching/cleanup cost, and hourly rates for contingency landscape labor.

- **Client References:** Minimum of three (3) professional references from commercial or governmental clients receiving comparable grounds maintenance services.

Section 4: Mandatory Legal & Policy Certifications

Bidders must incorporate and certify compliance with the following statutory and policy mandates:

1. Prohibition of Contingent Fees Warranty

Pursuant to Section 7 and Section 13 of the Ray County 911 Procurement Policy, the contract must include the following mandatory warranty:

“The service provider warrants that he/she has not employed or retained any company or person, other than a bona fide employee working solely for such firm or company, for the purpose to solicit or secure any agreement with Ray County 911 or by providing any fee, commission, percentage, gift or any other consideration contingent upon or resulting from the award of this agreement.”

2. Conflict of Interest Verification

In compliance with Section 14 of the Procurement Policy and RSMo 105.450–105.496, the bidder must verify that no Ray County 911 Board member, officer, or employee holds a direct or indirect financial interest in the contracting firm.

3. Proof of Insurance & Indemnification

The selected contractor must maintain and provide Certificates of Insurance naming Ray County 911 as an Additional Insured prior to contract execution:

- **Commercial General Liability:** Minimum \$1,000,000 per occurrence / \$2,000,000 aggregate.
- **Commercial Automobile Liability:** Minimum \$1,000,000 combined single limit.
- **Missouri Statutory Workers' Compensation:** Minimum \$500,000 statutory limits.

4. Facility Security & Criminal Background Screening

Because work will be performed on the grounds of a secured 911 Public Safety Answering Point housing emergency communications infrastructure, contractor personnel may be subject to driver's license verification and security background screening prior to perimeter access.

Section 5: Selection Criteria & Evaluation

Proposals will be evaluated and ranked by the Ray County 911 Board of Directors in accordance with Section 2, Section 5, and Section 13 of the Procurement Policy based on the following weighted criteria:

Evaluation Factor	Weight	Evaluation Description
Technical Competence & Fleet Capacity	25%	Commercial-grade equipment fleet, slope/berm mowing capability, backup equipment redundancy, and operational capacity.
Cost Proposal & Rate Structure	25%	Competitiveness and transparency of per-cut rates, annual turf program pricing, mulch application, and contingency hourly labor rates.

Evaluation Factor	Weight	Evaluation Description
Work Plan & Quality Control	20%	Thoroughness of grounds care plan, agronomic turf strategy, schedule adherence, and quality assurance protocols.
References & Track Record	15%	Demonstrated past performance, quality of workmanship, and reliability verified across commercial/institutional references.
Local Proximity & Responsiveness	15%	Proximity of operating facilities and staging yards to Richmond, Missouri, ensuring prompt service and rapid issue resolution.

Section 6: Instructions to Bidders & Procurement Schedule

Procurement Event	Date & Time Deadline
RFP Release Date	October 26, 2026
Deadline for Written Questions / Inquiries	November 6, 2026, at 5:00 PM CST
Proposal Submission Deadline	November 13, 2026, at 10:00 AM CST
Proposal Evaluation & Interviews (if requested)	November 14–18, 2026
Board Consideration & Contract Award	November 18, 2026
Contract Commencement / Effective Date	December 1, 2026

Submission Directions & Envelope Marking

Bidders must submit one (1) original signed hard copy and one (1) electronic copy (USB flash drive or secure PDF via email). Sealed envelopes must be clearly marked:

“SEALED PROPOSAL: Ray County 911 Comprehensive Grounds Maintenance & Lawn Care Services”

Delivery Address:

Ray County 911

Attn: Lawn Care & Grounds Maintenance Services

102 W. N. Main Street

Richmond, MO 64085

Phone: (816) 776-2200 | Email Inquiries: KDavis@raycounty911.com

Pursuant to Section 1 of the Ray County 911 Procurement Policy, proposals will not be opened publicly, and terms/pricing may be negotiated. Ray County 911 reserves the right to accept or reject any or all proposals, select a bidder other than the lowest cost, waive any informalities, and award the agreement that best serves the public safety interests of Ray County 911.