

Request for Proposals Memorandum



To: Prospective Bidders

From: Gary Grzeskowiak, Facilities Manager

Date: 11/03/25

Re: Jefferson County Library, JCL Lawn Maintenance RFP 2026

Jefferson County Library (JCL) is requesting competitive proposals from contractors for the purpose of Lawn Maintenance

Enclosed is a Request for Proposal (RFP), responsive Proposal will comply with all federal, state and local regulations. Information regarding the services to be provided, information which must be submitted as part of the Proposal, and related details are included in the accompanying RFP.

Proposals will be accepted no later than 9:00 am, Monday, December 15, 2025. No late submittals will be accepted. The Board of Trustees reserves the right to accept or reject any and all Proposals, to waive any irregularities, and to accept the Proposal that is in the best interest of the JCL. The award for the JCL Lawn Maintenance contract 2026 may be considered by the Board at its regular meeting on **January 21, 2026**.

Questions may be directed to Gary Grzeskowiak, Facilities Manager, Jefferson County Library, via phone at 636-677-8689 or via email at gary@jeffcolib.org

Proposal bid packet and specifications may be obtained by emailing Gary Grzeskowiak at gary@jeffcolib.org

Interested firms are to submit Two (2) copies of their response to the RFP, One (1) copy of Commercial Liability Insurance, One (1) copy of completed E-Verify (See link below). <https://drive.google.com/file/d/1NuTwsMME-0Fzf-sA9LgplC9IROITkDC3/view?usp=sharing>

Include at least (3) current customer references in the area and a brief description of the services provided and years of service.

Proposals shall be delivered in a sealed envelope clearly marked as indicated below.

Jefferson County Library
Attn: Gary Grzeskowiak
5678 State Road PP
High Ridge, MO. 63049
Re: **JCL Lawn Maintenance RFP 2026**

Important Dates

- Pre Bid Meeting & Site Visit **Monday, December 8, 2025 @ 9am,**
Central Services -
5678 State Road PP
High Ridge MO 63049
Contact Gary Grzeskowiak to schedule alternate site visits.
- Return Date and Time **Monday, December 15, 2025 prior to**
9 am
- Bid opening Date and Time **Monday, December 15, 2025 10 am**
at: JCL-Central Services
5678 State Road PP, High Ridge, MO. 63049

ALL Proposals submitted with RFP Bid Form must be delivered to the JCL Central Services office before 9 am on Monday, **December 15, 2025** to be considered for evaluation. Proposals received after this time may not be accepted and may be returned to the vendor unopened.

Jefferson County Library
Request for Proposal

Title: JCL Lawn Maintenance RFP 2026

Issue Date: 11/17/2025

Contact Person: Gary Grzeskowiak

Phone: 636-677-8689

Email: gary@jeffcolib.org

Return Proposal No Later Than: Monday, December 15, 2025, at 9:00 am CST
Return Proposal and Agenda To:
Jefferson County Library
ATTN: Gary Grzeskowiak
5678 State Road PP
High Ridge, MO. 63049

Request For Proposal Specifications

JCL is requesting competitive quotes from contractors for the purpose of Lawn Maintenance. This includes Lawn mowing, Weed whipping / Trimming targeted grassy areas, including curbs (parking lot perimeter & side walks) and blowing off any grassy debris from all walkways and parking lots, twice monthly at all 4 district locations. The Waterway in front of the Windsor branch is to be weed whipped once monthly. Additional services to be provided on an “As Requested Basis”: Annual Mulching, Weeding Flower beds, & Trimming of Bushes / Ornamental Grasses and wood line.

When submitting your bid, break out bids by location per occurrence/ service on bid submittal.

Term of Agreement. A 3 year term is desired with the agreement commencing on March 1, 2026 and expiring on February 28, 2029. Invoicing will be by location and submitted within 5 days of service provided. Preferred payment terms are “Net 30 days”.

Locations to be Bid Separately.

NW-Central Services
5678, 5680 & 5684 State Road PP
High Ridge, MO. 63049

Arnold Branch
1701 Missouri State Rd.
Arnold, MO 63010

Windsor Branch
7479 Metropolitan Blvd.
Barnhart, MO. 63012

Cedar Hill Satellite
6780 Mall Drive
Cedar Hill, MO 63016

Alternate Bid #1 -

All bids are to be provided / performed at the Missouri Prevailing Wage.

Alternative Bid Options (Please list items as an alternative bid option).

Request for Proposal Bid Form

(Please submit completed Bid Form with your proposal documents)

Name of Bidder:
Address:
City, State, Zip Code:

Phone #:	Fax:	Email:
-----------------	-------------	---------------

The undersigned acknowledges the receipt of the following Agenda:

Addendum NO. _____ Date: _____ - Addendum NO _____ Date: _____

Base Bid Price: Northwest Branch

The undersigned bidder agrees to provide all products or perform services required as shown and indicated in the Request for Proposal specifications for the sum of:

\$ _____

\$ _____ Dollars.

Amounts shall be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.

Base Bid Price: Arnold Branch

The undersigned bidder agrees to provide all products or perform services required as shown and indicated in the Request for Proposal specifications for the sum of:

\$ _____

\$ _____ Dollars.

Amounts shall be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.

Base Bid Price: Windsor Branch

The undersigned bidder agrees to provide all products or perform services required as shown and indicated in the Request for Proposal specifications for the sum of:

\$ _____

\$ _____ Dollars.

Amounts shall be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.

Base Bid Price: Cedar Hill Satellite

The undersigned bidder agrees to provide all products or perform services required as shown and indicated in the Request for Proposal specifications for the sum of:

\$ _____

\$ _____ Dollars.

Amounts shall be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.

Alternate Bids: (As Specified)

1,	\$ _____
2,	\$ _____

The proposer hereby declares understanding, agreement and certification of compliance to provide the items and / or services, at the price quoted, in accordance with all terms and conditions, requirements and specifications of the original Request for Proposal (RFP) and as modified by any addenda thereto. The Jefferson County Library and its Board of Trustees would like to thank bidders for their responses. Please complete the bid form, note any necessary modifications and submit.

_____	_____	_____
Authorized Signature	Printed Name	Date

General Conditions

All interested parties submitting a proposal in response to this Request for Proposals shall be expected to observe the conditions and requirements set forth in these general conditions. Such Conditions and requirements shall form an integral part of the contract to be awarded by JCL. The owner reserves the right to reject ANY or ALL Bids and to waive any technicalities therein.

Proposals, Prices, terms and conditions shall remain firm for a period of ninety (90) days from the due date for Proposals or until the time JCL takes official action on the Proposals.

The JCL reserves the right to modify the specifications prior to the Proposal submission deadline and will endeavor to notify all potential Companies that received a copy of the specifications, but failure to notify shall impose no obligation or liability to JCL.

Due regard will be given for the protection of proprietary information contained in all Proposals received. However, vendors should be aware that all materials associated with the procurement are subject to the terms of the Freedom of Information Act (FOIA) and all rules, regulations and interpretations resulting therefrom. Proposals containing data that the Company does not want used or disclosed for any purpose other than evaluation of the Proposal may be restricted, provided the Company marks the cover sheet of the Proposal with the following legend: **“Technical data contained on pages _____ and _____ in this Proposal furnished in connection with the request for Proposals of the Jefferson County Library shall not be used nor disclosed except for evaluation purposes, provided that, if a Contract is awarded to this company as a result of or in connection with the submission of this Proposal, JCL shall have the right to use or disclose technical data to substantiate the award of the Contract”**

The above restriction does not limit the JCL rights to use or disclose without Company's permission any technical data obtained independently from another source. Proposals shall not contain any restrictive language different from the above legend. Proposals submitted with restrictive legends or statements which differ from above will be treated under the terms of the above legend. JCL assumes no liability for disclosure or use of unmarked technical data and may use or disclose the data for any purpose.

The company shall not, under penalty of law and immediate disqualification of the Proposal, offer or give and gratuities, favors or anything of monetary value to an officer , employee or agent or Board of Trustees members of JCL for the purpose of influencing favorable disposition toward a submitted Proposal for any reason while a Proposal is pending or during the evaluation process.

No Company shall engage in any activity or practice, by itself or with other companies, the result of which may be to restrict or eliminate competition or otherwise restrain trade. Violation of this instruction will result in immediate rejection of the company's proposal.

The JCL may accept one part, aspect or phase, or any combination thereof, of any Proposal unless the company specifically qualifies its offer by stating that the Proposal must be taken as a Whole.

The JCL may award a contract based upon the initial Proposals received without discussion of such Proposals. Accordingly, each initial Proposal should be submitted with the most favorable price and service standpoint.

To facilitate consideration of the Proposals, JCL may, at its option, conduct interviews after receipt of the Proposal. If this is necessary, the company will be contacted to arrange a time for an interview.

The JCL reserves the right to hold negotiations in an attempt to clarify and qualify terms of any Proposal. The JCL reserves the right to negotiate final contract terms with any Company, regardless of whether such Company was interviewed or submitted a best and final Proposal. The JCL may accept any Proposal as submitted whether or not negotiations have been conducted between the parties. Neither the commencement or cessation of negotiations shall constitute rejection of the Proposal or a counteroffer on the part of the JCL.

The JCL reserves the right to withdraw the award to a successful Company within 30 days of the award if, in the opinion of the JCL, the successful Company is unable or unwilling to enter into a form of contract satisfactory to the JCL. The JCL shall be entitled to do so without any liability being incurred by the JCL to the Company.

In the event of a conflict between the Proposal and the RFP, The JCL shall resolve any inconsistency in the favor of the RFP. Additionally, the JCL shall in good faith decide all inconsistencies and / or disputes pertaining to the RFP and the Proposal. The Company agrees to abide by the decisions of the JCL. Any ambiguity in the Proposal because of omission, error, lack of clarity or noncompliance by the Company with specifications, instructions and all conditions of the bidding shall be construed in the favor of the JCL.

All terms and conditions of this RFP are deemed to be accepted by the Company and incorporated into the Company's Proposal submission. The terms and conditions stated

in this RFP and the successful Company's response to this RFP shall be incorporated into a final Agreement between the JCL and the successful Company. Any conflict in the wording between the final Agreement and the wording of the terms and conditions of this RFP and the response of the Company shall be resolved in favor of the JCL and shall be deemed to be incorporated into the final Agreement.

The successful Company must not at any time assign any portion of its contract with the JCL nor shall it assign the contract without the written permission of the JCL. The successful Company must not, at any time, change sub-consultants approved by the JCL without written permission of the JCL, other than as listed in the bid submission.

The JCL may terminate the Agreement immediately without further cost or liability in the event of the occurrence of any of the following: insolvency of successful Company; liquidation or dissolution of successful Company; the institution of any voluntary or involuntary bankruptcy proceeding by or against the successful Company; assignment by successful Company for the benefit of creditors; or the appointment of a receiver or trustee to manage the property of the successful Company.

In the event the JCL Board of Trustees fails to approve the appropriation of funds sufficient to provide for the JCL obligations under the Agreement, or if the funds are not appropriated due to federal, state or local action, the JCL shall have the right to terminate the Agreement by providing written notice to the successful Company and the JCL will thereby be relieved from all further obligations under the Agreement.

The submission of a Proposal will be construed to mean that the Company is fully informed as to the extent and character of the supplies, materials, equipment and service in complete compliance with the specifications.

Prices shall be net, including transportation and delivery charges, to the destination indicated in the Proposal. Title shall not pass until items have been delivered to the acceptance by the JCL.

In all specifications, the words "or equal" are understood to follow each item description. The decision of the JCL as to whether an alternative or substitution is in fact "equal" shall be final.

All interested Companies submitting a Proposal in response to this RFP shall be expected to observe the conditions and requirements set forth in the RFP. Such conditions and requirements shall form an integral part of the contract to be awarded by the JCL.

Proposals:

1. All proposals must be submitted in writing and in accordance with the instructions provided by the JCL.
2. Proposals received after the time stated in the notice to Interested Parties may not be considered. The Interested Party assumes the risk of any delay in the mail or in the handling of the mail by employees of the JCL. Whether sent by mail or by other means of personal delivery, the Interested Party assumes responsibility for having his /her Proposal deposited on time at the location specified.
3. General and special instructions, in connection with each item against which a proposal is submitted, must be given to constitute a proposal.
4. The submission of a proposal will be construed to mean that the Interested Party is fully informed as to the extent and character of the supplies ,materials, equipment, and service in complete compliance with the specifications.
5. No charge will be allowed for federal, state or municipal sales and excise taxes because the JCL is exempt from such taxes. The proposal price shall be net and shall not include the amount of any such tax.
6. In all specifications, the words "or equal" are understood to follow each item description. The decision of the JCL as to whether an alternate or substitution is in fact "equal" shall be final.
7. Prices shall be net, including transportation and delivery charges, to the destination indicated in the proposal. Title shall not pass until items have been delivered to and accepted by the JCL.

Product or Services Included:

The interested party shall furnish all labor, materials and equipment necessary to perform the scope of work and any services under the Contract, with direction from the JCL.

Price Escalation Clause:

No increase in overhead and / or profit to the Vendor will be allowed. At the time of request, the interested party must furnish written substantiation of increase by its supplier / manufacturer to the Purchase Officer. Such substantiation shall be in the form of invoices, receipts and / or other appropriate documentation showing costs in effect at the time of proposal versus cost in effect at the time of the request for price escalation. Any price increase must be substantiated to the satisfaction of the JCL and shall only be effective upon acceptance by the JCL in writing.

Materials Used:

Each Interested Party shall submit, on attached sheets, the exact names of the various items on which it is submitting proposals. Items shall be clearly marked and fully describe any variations from that specified. While the JCL has used considerable efforts to ensure an accurate representation of information in this RFP document, the information contained herein is provided solely as a guideline for the proposers. The information is not guaranteed or warranted to be accurate by the JCL, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP document is intended to relieve proposers from forming their own opinions and conclusions in respect to the matters addressed in this RFP document.

Insurance:

The Vendor, at its sole cost and expense, shall obtain and maintain a General Commercial Liability Insurance policy, which includes coverage for contractual liability, products liability and completed operations and property damages. The interested party will also keep in force and effect throughout the Term workers' compensation insurance to the extent required by law.

Indemnification And Hold Harmless:

The Vendor shall indemnify and hold harmless the JCL and its Board of Trustees, officers, employees, agents, representatives and volunteers from all suits, actions, losses, damages, claims, or liability of any character, type, or description, including but not limited to, all expenses of litigation, court costs, penalties, and attorney's' fees whatsoever of any kind or nature, arising directly or indirectly from the negligence of the interested party, its agents, servants, employees, persons or entities engaged as independent contractors by the the interested parties and suppliers, provided, however, that the interested party shall not be required to indemnify for the following:

- A. acts or conduct by third parties, other than the JCL and its Board of Trustees, officers, employees, agents, representatives and volunteers, not under the interested party, except for persons or entities engaged as independent contractors by the Vendor;
- B. claims where the JCL has failed to give adequate, prompt written notice thereof to the interested party;
- C. claims settled without the prior written consent of the interested party' or
- D. Acts of intentional misconduct or negligence by the party to be indemnified.

Conflict of Interest:

The interested party hereby covenants and agrees that there is no officer or employee of the JCL forbidden by law to be interested in the Contract, either directly or indirectly, who will benefit from.

Independent Contractors:

The JCL and the interested party are independent of one another and shall have no other relationship. Neither party shall have, or hold itself out as having, the right or authority to bind or create liability for the other by its intentional or negligent act of omission, or to make any contract or otherwise assume any obligation or responsibility in the name of or on behalf of the other party.

Governing Law:

The Contract shall be governed by and construed in accordance with the laws of the State of Missouri. Any litigation or other proceeding arising under the Contract shall be commenced in a court of appropriate subject matter jurisdiction in the State of Missouri, County of Jefferson.

Compliance With JCL Regulations:

The interested party shall cause all persons performing work on behalf of the interested party and the JCL to comply with all instructions pertaining to conduct and building regulations issued by the JCL. All such persons shall wear readily visible identification mutually satisfactory to the JCL and the Vendor. JCL is a Tobacco Free Campus.

The interested party shall cause all such persons to preserve and protect all confidential information of the JCL to which they may have access during the performance of work. The JCL may promulgate and modify the rules and regulations relating to the conduct of the Vendor and all persons performing work under the Contract as the JCL, in its sole discretion, may determine. The interested party shall cause all persons performing work to comply with such modifications.

The Company is responsible for its own verification of all information provided to it. The Company must satisfy itself, upon examination of this RFP, as to the intent of the specifications. After the submission of the Proposal, no complaint or claim that there was any misunderstanding will be entertained. The Company agrees that it will make no claim for additional payment or seek an extension of time for completion of work or seek any other concession because of any misinterpretation or misunderstanding of the RFP, or failure to fully acquaint itself with all conditions relating to the proposed work.

No oral interpretation will be made to any company as to the meaning of the RFP. Any oral communication will be considered unofficial and non-binding on the JCL. Unauthorized contact by the Company with other JCL employees or the Board of Trustees regarding the RFP may result in disqualification.

Thank You For Your Proposal

