



450 Locust Street
Chillicothe, MO 64601-2516

www.livingstoncountylibrary.org
660.646.0547 FAX 660.646.5504

November 1, 2021

Directed to local and/or regional vendors

RE: Competitive Bids for Grounds Maintenance

The Livingston County Library is accepting competitive bids for contracting grounds maintenance who will be able to provide landscaping services for the facilities year round. This bid includes both the Main Library located at 405 Locust Street, Chillicothe, MO and the Lillian DesMarias Youth Library located at 917 Washington Street, Chillicothe MO. The grounds maintenance should have experience in landscaping, attention to detail, and have flexibility to hand special landscaping or planting projects as deemed necessary. Certificate and licensing pertinent to grounds maintenance and landscaping are required. Please note the library does not have tools for landscaping, lawn mowing, or snow removal equipment to use as the expectation that the winning bidder will provide such.

Bids accepted on the following terms:

Option 1: Spring and Summer ground maintenance from April 1, to October 31. The Grounds maintenance will be responsible for performing ongoing landscaping tasks such as lawn mowing, tree trimming, edging walkways to give the libraries a manicured appearance. The libraries have flower beds and the containers on the properties that require regular maintenance. Bid should include the total amount to be billed per instance.

Option 2: Fall and Winter ground maintenance from November 1, to March 31st. The grounds maintenance will be responsible for raking and mulching leaves, snow and ice removal during the winter season to keep all of the parking lots, walkways and building entrances cleared and safe. Bid should include the total amount to be billed per instance.

Option 3: Year round maintenance of grounds including, but not limited to, lawn mowing, edging walkways, weeding flower beds and containers, raking and mulching leaves, snow and ice removal of walkways, building entrances, and parking lots. Bid should include the total amount to be billed per instance.

All bids must be returned to the Livingston County Library Director's office by 5:00 pm on Wednesday, November 16, 2021. Please mark the outside of the envelope, "Grounds Maintenance". Please address the bid as follows:

Livingston County Library
Attention: Sue Lightfoot-Horine, Director
405 Locust Street
Chillicothe, MO 64601

Bids will be accepted by email to the following email address:

director@livingstoncountylibrary.org

The bids will be opened and read at the Board of Trustees monthly regular session meeting of the Livingston County Library Board on Thursday, November 17, 2021 at 4:30 pm. The Board of Trustees reserved the right to accept or reject any or all bids. Only the bidder chosen will be notified on November 18, 2021.

If you have questions, or would like to inspect the library grounds, please feel free to contact the Library Director Sue Lightfoot-Horine's office at 660-646-0547 during normal weekday business hours or to set up an initial inspection. Or reach out to by email at

director@livingstoncountylibrary.org

Sue Lightfoot, Library Director
Livingston County Library
405 Locust Street
Chillicothe, MO 64601
director@livingstoncountylibrary.org
660-646-0547

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Competitive bid posted in house - Livingston County Library 11/2/2021
Library's website and Facebook page 11/2/2021
Chillicothe Constitution Tribune Newspaper published week of 11/8/2021
Green Hills Weekly Shopper published week of 11/8/2021

Sample Bid return:

Grounds Maintenance Bids

Directed to: Livingston County Library
Attention: Sue Lightfoot-Horine, Director
405 Locust Street
Chillicothe, MO 64601

From: Business Name: _____
Contact Name: _____
Address: _____

Phone: _____
Email: _____

Seasons	Item	Quantity	Price
Option 1:			
Spring/Summer	Mulch Flowerbeds /containers		
Spring/Summer	Spray Weeds (lawns, flowerbeds)		
Spring/Summer	Grass Cutting		
Spring/Summer	Tree Trimming		
Option 2:			
Fall/Winter	Raking/Leaves Removal		
Fall/Winter	Snow Removal		
Fall/Winter	Salt Spread-sidewalks		
Fall/Winter	Salt Spread-parking lots		
Option 3:			
All Seasons	Inclusive of both Option 1 & 2		
	Total		

Notes: _____

Dated: _____ Signed: _____