



Facilities Maintenance
208.270.2349

150 Courthouse Drive
Driggs, ID 83422

REQUEST FOR PROPOSALS

MOWING AND LAWN MAINTENANCE SERVICES AT COURTHOUSE, LEC, ANNEX, AND 4H GROUNDS

1) Purpose of Request

Teton County is requesting proposals for mowing and lawn maintenance services for Summer 2025 at the following County properties:

- the courthouse located at 150 Courthouse Dr in Driggs;
- the Law Enforcement Center (LEC) located at 230 N Main in Driggs;
- the Annex located at 547 N Main in Driggs; and
- the 4H / Extension building located at 445 N Main on Hwy 33 in Driggs.

This is a one year agreement that runs from May 1, 2025 to April 30, 2026; however, there is a possible option for renewal after one year based on a review of job performance, billing issues, updated price review, and overall service from the contractor. Proposals will be evaluated and selection will be made based on price of services, previous service evaluations, prior experience with us (if any), contractor's available equipment for the services needed, certifications obtained related to the work required, and the overall service which best serves Teton County.

2) Instructions to Proposers

The County reserves the right to reject any and all bids, and to waive minor irregularities in any RFP response. The selected contractor is required to provide a Certificate of Insurance and evidence that demonstrates the contractor is adequately insured for worker's compensation liability prior to beginning work.

If questions arise after reviewing the Scope of Work and the associated diagrams for each location, contact the Facilities Maintenance Supervisor at 208.270.2349 for clarification or to schedule a site visit.

All bids shall be sent to:

Suzanne Astle
Facilities Maintenance Supervisor
Teton County Idaho
150 Courthouse Dr
Driggs, ID 83422

OR

Emailed to Suzanne Astle, Facilities Maintenance Supervisor at: sastle@tetoncountyidaho.gov

OR

Hand delivered to the County Clerk/Recorder's Office at 150 Courthouse Dr, Driggs, ID 83422

An authorized representative of the firm must complete and sign the quote.

The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner to perform all work for the prices and within the times indicated in this bid and in accordance with the other terms and conditions of the bidding documents.

ATTACHMENTS TO THIS BID

The following documents are submitted with and made a condition of this bid:

- A. Drug Free Workplace Affidavit
- B. Evidence of authority to do business in Idaho; or a written covenant to obtain such license within the time for acceptance of bids.

3) Terms and Conditions

In submitting this bid, bidder represents that:

- A. Bidder has examined the Site, whether in person or digitally, and conducted a thorough examination of the Site and adjacent areas to become familiar with and satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the work.
- B. Bidder is familiar with and has satisfied itself with all laws and regulations that may affect the cost, progress, and performance of the work.
- C. The bidding documents are generally sufficient to indicate and convey an understanding of all terms and conditions for the performance and furnishing of the work.
- D. The submission of this bid constitutes an incontrovertible representation by bidder that bidder has complied with every requirement of this section, and that without exception the bid and all prices in the bid are premised upon performing and furnishing the work required.

Bidder certifies that:

- A. This bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation;
- B. Bidder has not directly or indirectly induced or solicited any other bidder to submit a false or sham bid;
- C. Bidder has not solicited or induced any individual or entity to refrain from bidding; and
- D. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this Paragraph:

1. 'corrupt practice' means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process;

2. 'fraudulent practice' means an intentional misrepresentation of facts made (to influence the bidding process to the detriment of owner, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive owner of the benefits of free and open competition;
3. 'collusive practice' means a scheme or arrangement between two or more bidders, with or without the knowledge of owner, a purpose of which is to establish bid prices at artificial, non-competitive levels; and
4. 'coercive practice' means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the contract.

4) **Scope of Work**

The Scope of Work involves keeping the lawns mowed and trimmed at each site; weeding and maintaining the flower beds and trees at the courthouse, LEC, and the berm by the Annex; and maintaining the irrigation systems at all locations.

Lawns are to be mowed to a height of 3 inches. At the beginning of the season, lawns should be mowed weekly through approximately mid-August, then transitioning to every other week as growth slows and it becomes drier.

Details pertinent to each site are outlined below, along with a diagram of the sites.

A. Courthouse



This RFP applies only to the lawn sections, trees, and flowerbeds within the red outlined area in the above picture of the courthouse grounds. This includes the lawn, trees, and shrubs on the south side of the building, the entire landscaped areas between the courthouse and inner half-circle sidewalk, and the larger lawn sections located due east and west of the courthouse between the two half-circle sidewalks. The two northern-most sections of lawn, trees in those sections, and the narrow sections of lawn adjacent to Courthouse Dr. are maintained by others.

B. Law Enforcement Center (LEC)



Most of the grounds maintenance at the LEC involves weeding and maintaining the trees and plants around the building. Small sections of lawn are found on the north side of the building adjacent to Buxton Ave, near the southwest corner of the building by the rear parking lot, and on the south side of the building. The plant and flower beds should be checked for weeds when the lawns are mowed and weeded regularly.

C. Annex



The only grounds maintenance needs at the Annex are the mowing of the two sections of lawn indicated above.

D. Berm by the Annex



Minimal maintenance is requested for the berm located on the west and north sides of the privacy fence at the Road & Bridge yard of the Annex. At the end of the 2024 summer, there were 24 spruce and 8 aspen trees on the berm, in addition to being covered with natural grasses.

The Scope of Work needed for maintenance of the berm includes:

1. Trim and rake the grass once in the fall to prepare for winter. Haul away debris.
2. Removal of any dead trees that did not make it through the winter.
3. Application of pine weevil spray to spruce trees.
4. Application of 2nd pine weevil and spruce gall aphid with surfactant to spruce trees.

E. 4H Building



The lawn area within the red rectangle of the above picture that surrounds the 4H Building is mowed and maintained by the County; however, there is not a fence between the 4H Building property and the parcel to the north that is owned by Teton County School District #401. The north property line (south property line of the School District parcel) is a westward extension of the east-west trending chain-link fence located on the southeastern part of the School District's property.

The fenced off garden and greenhouse in the yard behind the 4H Building are maintained by various 4H groups and are not covered by this RFP. Sometimes adjustments to sprinkler heads are needed to ensure water from the automatic sprinklers is not hitting the garden and interfering with 4H activities.

Scope of Work

The following items need to be performed on a regular, and as needed basis to ensure the grounds at all of our County facilities remain healthy and beautiful. Please submit separate Bidder Response Forms for each property listed in this RFP. Not all tasks are needed at each property.

1. Spring Clean Up (includes dethatching, removal of all debris and hauling to the landfill)
2. Mowing Lawns (includes trimming, blowing sidewalks, bagging and hauling material away) – cost per visit
3. Aerating Lawns
4. Lawn Fertilizing in spring
5. Lawn Fertilizing in summer
6. Lawn Fertilizing in fall
7. Tree Deep Root Fertilizer – cost per tree
8. Pine Tree Weevil Spray in spring – cost per tree
9. 2nd Pine Weevil & Cooley Spruce Gall Aphid spray – cost per tree
10. Flower Bed / Shrub Care (includes spraying, fertilizing, pruning) – cost per hour per laborer
11. Weeding – cost per hour per laborer
12. Materials
13. Labor Jobs – cost per hour per laborer
14. Fall Clean Up Flower Beds / Trim Shrubs (includes removal of all debris and hauling to the landfill)

Bidder Response Form

Bidder's Corporation Name Cougarscapes Landscaping LLC

Bidder's Business Address: P.O. Box 103 Driggs ID 83422

Bidder's Phone Number: 307-413-1289

Bidder's Email: cougarscapes74@yahoo.com

By (Signature) 

Name & Title (typed or printed) Heath Clinton

Date Submitted: April 17, 2025

Due Date: April 23, 2025 at 12:00 p.m. (noon)

Grounds Care – Courthouse, LEC, Annex, and 4H

Item	Description	Units	Bid Amount
1	Spring Clean Up – Dethatch and leaf clean - haul	Per Visit	600 – 255 – 275 - 375
2	Mowing Lawns	Per Visit	160 – 60 – 90 – 135
3	Aerating Lawns	Per Visit	275 – 145 – 150 – 275
4	Lawn Fertilizing in Spring	Per Visit	200 – 75 – 125 – 185
5	Lawn Fertilizing in Summer	Per Visit	200 – 75 – 125 – 185
6	Lawn Fertilizing in Fall	Per Visit	215 – 85 – 135 – 195
7	Tree Deep Root Fertilizing	Per Tree	28 – 28 – 28 – 28
8	Pine Tree Weevil Spray in Spring	Per Tree	22 – 22 – 22 – 22
9	2 nd Pine Weevil & Cooley Spruce Gall Aphid Spray	Per Tree	25 – 25 – 25 – 25
10	Flower Bed / Shrub Care	Per Hour Per Laborer	65 – 65 – 65 – 65
11	Weeding	Per Hour Per Laborer	65 – 65 – 65 – 65
12	Materials		
13	Labor Jobs	Per Hour Per Laborer	70 – 70 – 70 – 70
14	Fall Clean Up Flower Beds / Trim Shrubs	Per Hour Per Laborer	65 – 65 – 65 – 65