



# CONCORD POLICE DEPARTMENT

## Contractor Service Provider Application

### Applicant Information

Business Name: \_\_\_\_\_

Business Telephone Number(s): \_\_\_\_\_

Business Address: \_\_\_\_\_

Owner Name(s): \_\_\_\_\_

Owner Telephone Number(s): \_\_\_\_\_

Additional Contact Numbers:

1. \_\_\_\_\_ 2. \_\_\_\_\_

\* Must answer one of these numbers Monday – Friday 7am to 5pm

### Agreement

The contractor service provider listed on this application is an independent contractor for providing mowing and related services. The contractor service provider shall not represent him/herself as a coworker of the City of Concord. Violations shall follow the penalties outlined in the attachment. The contractor is required to read and sign this page and initial pages 2-4 of this application.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

# **Guidelines for Contractor/Owner/Employee**

## **A. Equipment Requirements**

1. All personnel working on grounds shall be responsible for wearing safety equipment as per OSHA requirements and proper clothing such as shirts, long pants, gloves, and shoes. All personnel shall maintain a clean and neat appearance.
2. Personnel must have access to all necessary equipment and supplies to include but not limited to: trucks, trailers, mowers, edgers, blowers, and various hand tools.
3. The contractor shall furnish, operate, and maintain suitable and adequate equipment necessary to perform all tasks described in a favorable manner. The equipment furnished by the contractor must be in good repair and shall be maintained so as to produce a clean, sharp cut to the grass at all times. Equipment, which in any way pulls or rips grass or damages the turf shall not be allowed to operate under this agreement.

## **B. General Scope of Work**

1. Prior to each mowing, all trash, sticks and other unwanted debris shall be removed from lawns, plant beds, paved, and gravel areas. Cleaning of parking areas shall be required as needed or necessary.
2. During and after mowing, all areas shall be left neat and clean. Precautions shall be taken to avoid damage or injury to people, vehicles, structures, existing trees and ornamentals. The contractor shall be held responsible for all damage.
3. Cleaning operations (blowing, etc) shall follow environmentally friendly procedures - debris shall not be directed into storm drains, creeks, ponds, or any other area that could be contaminated by debris. All debris shall be removed from streets, gutters, sidewalks, etc. Debris shall not be blown into landscaped beds.
4. All debris collected from a site (furniture, metal, junk etc.) shall be disposed of legally at a proper disposal facility such as a landfill or recycling facility.
5. If a job must be bid out, all bids for cleaning, mowing, demolition, etc. must be returned to the Concord Police Department's Code Enforcement Division within three (3) business days of the request. Bids received after this time period will not be considered for the specified work. An extension of this three (3) business day period shall only be given in rare instances, and the contractor shall give just cause at the time of the request.
6. After a job is assigned to a contractor, it shall be completed within a maximum of three (3) calendar days after notification of the job. If the job is not completed within the three (3) calendar days the job shall be awarded to the next contractor on rotation and the prior contractor shall be moved to the bottom of the rotation. Exceptions may be granted due to weather-related or health-related situations. Once a contractor has entered the property the job shall be completed on the same day, when possible. If a contractor is not able to do the job, the contractor is required to notify the Code Enforcement officer immediately so the job can be given to the next contractor on rotation.

7. All contractors shall be required to text or email a photograph of the completed job to the Code Enforcement officer that assigned the job.
8. Invoices for completed jobs shall be received via email to the Concord Police Department's Code Enforcement Manager by the 5<sup>th</sup> of the following month.

**C. Code Enforcement Schedule of Fees for Contractors**

1. Administrative Fee

All abatement fees administered by the Concord Police Department's Code Enforcement Division shall include a **\$175.00** administrative fee in addition to the Contractor's fees.

2. Mowing, Trimming & Collecting Misc. Loose Trash

Residential lot one (1) acre & under	\$100.00
Residential lots between one (1) & two (2) acres	\$200.00
Residential lot over two (2) acres	Bid Request*
Vacant lot one (1) acre & under	\$90.00
Vacant lot between one (1) & two (2) acres	\$180.00
Vacant lot over two (2) acres	Bid Request*

3. Debris Removal

½ truck or trailer load up to two (2) tons	\$200.00
One (1) truck or trailer load up to four (4) tons	\$400.00
Over one trailer or over 4 tons	Bid Request*

\*Bid must be submitted for the job.

**D. Insurance and Liability**

1. Contractor shall maintain and cause all employees to maintain insurance policies at all times with minimum limits as follows:

<b><u>Coverage</u></b>	<b><u>Minimum Limits</u></b>
Workers' Compensation	\$100,000 each accident, \$100,000 bodily injury by disease each employee, \$500,000 bodily injury by disease policy limit

General Liability	\$1,000,000 per occurrence
Automobile Liability	\$1,000,000 per occurrence
Umbrella	\$1,000,000 per occurrence if contract does not exceed 180 days and does not exceed \$500,000; otherwise, \$2,000,000 per occurrence
Non-Hazardous Activities	\$1,000,000 per claim \$1,000,000 annual aggregate