

REQUEST FOR PROPOSAL:

Right-of-Way Mowing Services City of Weldon Spring, Missouri 5401 Independence Road Weldon Spring, MO 63304

1. Request for Proposal (RFP)

The City of Weldon Spring, Missouri, is seeking sealed bids for Right-of-Way (ROW) Mowing Services along numerous streets, roads and other public places. A non-mandatory Pre-Bid Meeting will be held on Monday, January 27, 2025 at 10:30 AM at City Hall to review and answer any questions from bidders of the proposed scope of work. The deadline to submit will be Tuesday, February 11, 2025 at 10:00 AM. and the bids will be publicly opened immediately following. Sealed bids should be labeled "Right-of-Way Mowing Services Bid" in the lower left hand corner of the envelope.

2. Contact Person

Questions relating to this project may be addressed to:

Bob Abbott
Parks & Facilities Superintendent
5401 Independence Rd.
Weldon Spring, MO 63304
(636) 441-2110 ext. 104
parks@weldonspring.org (preferred method)

- 3. <u>Scope of Work</u> Work should commence following the Award of Bid Notice to the successful Contractor but will generally be carried out between the months of mid-April through October of each year.
 - Within the designated areas (see list below and corresponding location map, "Overall Exhibit and Map Exhibits) mow the grass areas to a height of 3–4 inches.
 - The frequency of cuts has been identified in Exhibit A Bid Sheet and should be used for planning and bidding purposes. The successful Contractor is required to notify the City's Parks & Facilities Manager immediately following each cut/activity. Note: On monthly invoices to the City for mowing services, invoice shall be itemized by cut location/activity and provide date of the cut.
 - Pick up trash/rubbish items within the designated mowing areas; if items are too large to handle notify the proper City officials.
 - Remove grass clippings from paved surfaces such as streets, walking paths or driveways.

• At a minimum of every other cut, trim around/along sign posts, guardrails, area inlets, utility fixtures, fences and other obstructions within the right-of-way.

The following is the list of streets and public areas to be maintained; site location maps and scope of area to be maintained can be found in Exhibit B – Location Maps". The frequency of cuts can be found in "Exhibit A: Bid Sheet".

- 1. **Pitman Hill Rd.** Total: 2,086 Linear Feet & 550 Square Feet.
 - a. Starting at Chadwick Ln (city sign) and Ending at Sammelman Rd crosswalk.
 - i. Single mower pass.
 - ii. 2,086 linear feet.
 - b. Corner at crosswalk at Sammelman.
 - i. Mowing both sides of the side walk.
 - ii. 550 square feet.
- 2. Sammelman Rd. Total: 395 Linear Feet & 2,838 Square Feet.
 - a. Starting at Pitman Hill Rd. corner with crosswalk and Ending at Sewer Inlet up the hill.
 - i. Single mower pass.
 - ii. 135 linear feet.
 - b. Starting at Lucerne Manor Dr and Ending at the Rocked Right of Way.
 - i. Single Mower Pass between sidewalk and road.
 - ii. 260 linear feet.
 - c. Started at the end of the Rock Right of Way to the gravel driveway at the bend in the road at top of the hill (4905 Sammelman Rd).
 - i. Area between the sidewalk and road.
 - ii. 1,827 square feet area.
 - d. City Sign Area
 - i. Mowing around the city sign.
 - ii. 1,011 square feet area.
- 3. Pitman Hill Rd (Continued). Total: 7,274 Linear Feet.
 - a. Starting past 1175 Pitman Hill Rd at the sewer inlet and Ending at the triangular area just past Roseberry Topping Ct (behind property 664 Killary Down).
 - 1. **Behind 676 Killary Down mow the entire hillside to the fence (multiple mower passes). **
 - ii. Single mower pass.
 - iii. 3,680 linear ft.
 - b. Starting at 1 Roseberry Topping Ct and Ending at the guard rail just past 850 Pitman Hill Rd (mowing between the sidewalk and road).
 - i. Single mower pass.
 - ii. 1.253 linear ft.

- c. Starting at the other end of the guard rail and Ending at the intersection of Pitman Hill Rd and Sammelmann Rd.
 - i. 2 Mower passes one on each side of the sidewalk.
 - ii. 2,341 linear ft.
- 4. Wolfrum Rd. Total: 5,766 Linear Feet.
 - a. Starting just past St. John's Church and Ending just past Greensburg Ct.
 - i. Single mower pass between path and road.
 - ii. 2.532 linear ft.
 - b. Starting Independence Rd. and Ending at the large block wall (back of 5139 Rosemount Dr).
 - i. Single mower pass at the edge of the road.
 - ii. 478 linear ft.
 - c. Length of the large block wall.
 - i. Entire area from block wall to road.
 - ii. 282 linear ft.
 - d. Starting at other end of large block wall and Ending at the driveway for Great Southern Bank.
 - i. Single mower pass at the edge of the road.
 - ii. 2,474 linear ft.
- 5. Independence Rd. Total: 3,323 Linear Feet.
 - a. Starting at the black fence near the driveway for 29 Rodelle Woods Dr and Ending at Camelot Dr.
 - i. Single mower pass between the black fence and road until the Camelot entrance castle.
 - ii. 1.006 linear ft.
 - b. Starting at the black fence past Camelot entrance castle at Camelot Dr and Ending at end of the black fence near Galahad Dr.
 - i. Single mower pass between the black fence and road (there is a section of just rock no grass).
 - ii. 960 linear ft.
 - c. Starting at back side of property at 3 Westchester Meadow Ct (end of the white vinyl fence) and Ending at Highway 94.
 - i. Single mower pass at the edge of the road.
 - ii. 1,152 linear ft.
 - d. Starting at the intersection of Weldon Spring Pkwy and Independence Rd and Ending at the intersection of Independence Rd and Southbrook Forest Ct.
 - i. 2 mower passes one on each side of the sidewalk.
 - ii. 205 linear ft.
- 6. Siedentop Rd. Total: 1,899 Linear Feet.
 - a. Starting at Highway 94 to Technology Dr (west side of road).
 - i. Single mower pass.
 - ii. 1,224 linear ft.

- b. Starting at Highway 94 to Weldon Spring Pkwy and around the first property to entrance of 6030 Weldon Spring Pkwy. (east side of Siedentop Rd).
 - i. Single mower pass on Siedentop Rd and 2 mower passes (one on each side of sidewalk on Weldon Spring Pkwy).
 - ii. 675 linear ft.
- 7. **Technology Dr./Round-a-Bout/Wolfrum Rd.** Total: 1,522 Linear Feet & 45,229 Square Feet.
 - a. Starting at Technology Dr W heading to the Round-a-Bout and Ending at the Row of bushes (edge of the Round-A-Bout).
 - i. 2 Mower passes.
 - ii. 223 linear ft.
 - b. Starting at the other end of the bushes and Ending down the Research Park Circle Off ramp.
 - i. Single mower pass.
 - ii. 465 linear ft.
 - 1. Additionally there is a wedge of grass near the start of that mower pass.
 - 2. 1,680 square ft area.
 - c. Starting at intersection of Wolfum Rd. and Research Park Cir. and Ending at Meadows Pkwy.
 - i. Single mower pass.
 - ii. 834 linear ft.
 - d. Round-A-Bout circle.
 - i. 10,103 square ft.
 - e. Round-A-Bout semi circle.
 - i. 4,631 square ft.
 - f. Area near City Sign off the highway. Refer to the map as it is a unique area.
 - i. 28,815 square ft.
- 8. Patriotic Trail Total: 1,372 Linear Feet.
 - a. Starting at intersection of Patriotic Trail and Meadows Pkwy near city Trash Can and Ending at the property of 421 Patriotic Trail.
 - i. 2 mower passes one on each side of the path.
 - ii. 1,372 linear ft.

4. Addenda

Any addenda issued by the City prior to the scheduled time of opening the bids shall be <u>acknowledged</u> in the proposal that the Addenda was received and shall be made a part of any contract.

5. Withdrawal of Proposals

Any person or firm may withdraw the proposal by written request at any time prior to the scheduled time for the opening of the proposals.

6. <u>Economy of Preparation</u>

Proposals should be prepared simply and economically, providing a straightforward, concise description of the Contractor's capabilities to satisfy the requirements of this Request. The Contractor shall be responsible for costs incurred in the proposal preparation and delivery.

7. <u>Content of Proposal</u>

The proposal shall include the following data:

- a. Corporate introduction or business bio
 - 1. Alternative proposals may be submitted but must note variations from the Scope of Work.
 - 2. Provide number of employees
 - 3. List the number of active customers/accounts so City can determine company's capacity
- b. List of recent client references ideally other municipalities
 - 1. Provide examples of completed projects relevant to this Request
- c. Complete and return copy(ies) of RFP ROW Mowing Services document and sign/date accepting/acknowledging terms and conditions
 - 1. Completed "Exhibit A: Bid Sheet" which will serve as your bid and sign/date Bid Sheet
 - 2. Each location should be bid as a separate line item for accounting purposes. *Note: bids should include mowing, litter removal and trimming as part of the mowing line item price.*

8. <u>Evaluation Process</u>

Proposals that are judged by the City to be unresponsive or materially incomplete will be immediately rejected. Finalists will be selected from the remaining proposals.

The City will perform whatever research it deems necessary into the Contractor's history, financial viability, and references. The Contractor shall cooperate with the City by providing appropriate information.

The primary evaluation criteria shall be the overall cost/benefit comparison and the Contractor's ability to satisfy the City's expectations. The City shall consider many factors, including the following (which are not in any specific sequence).

- a. The needs of the City being met
- b. Contractor's qualifications, reputation and experience
- c. Cost of:
 - Base contract bid shall be itemized on a per cut and per location cost basis according to "Exhibit A: Bid Sheet" herein attached

9. Requirements

The City has established certain requirements as specified in the Request. None of the requirements are designed to give any Contractor an advantage or disadvantage in the proposal process. Contractors are encouraged to submit proposals even if the proposal does not meet the requirements as precisely stated. However, the proposal must state specifically which requirements are not met, and why this deviation should not be considered material.

10. City's Obligation

Upon selection of the Contractor and award of the project to the successful bidder it shall be the City's reasonable access to the areas which are to be moved and maintained.

Terms and Conditions

- All proposals shall be good for not less than sixty (60) days from the date of the bid opening.
- The City of Weldon Spring reserves the right to reject any and all proposals and to negotiate any particulars in the proposals received. Collusion between applicants is sufficient cause to disqualify all those involved.
- Vendors should have no contact with other City personnel except as specifically authorized by the City Administrator.
- All proposals and submittals will be considered final. No additions, deletions, corrections or adjustments will be accepted after the time of bid opening.
- City, County and State of Missouri Sales Tax and Federal Taxes are not applicable to sales made to the City of Weldon Spring and must be excluded.
- The electronic version of this RFP is available upon request. The document was entered into WORD for Microsoft Windows. The City Administrator shall not guarantee the completeness and accuracy of any information provided on the electronic version. Therefore, respondents are cautioned that the hard copy of this RFP on file at City Hall governs in the event of a discrepancy between the information on the electronic version and that which is on the hard copy.
- It is the responsibility of the interested party/vendor to ensure they have the most current and up-to-date version of the RFP document and any subsequent Addendums which may be issued during the open bid period prior to the bid deadline; parties are encouraged to check the City's website for updates and Addendums at www.weldonspring.org.
- An authorized officer of the company submitting the bid must sign all submissions.
- Contractors must submit two (2) copies of their bid and one is to be an <u>original</u> and so marked.
- All prices and notations must be in ink or typewritten on the attached form. Mistakes must be crossed out, corrections typed adjacent and must be initialed in ink by person signing the RFP.

- The City of Weldon Spring will not award the project to an individual or business having any outstanding amount due from a prior contract or business relationship with the City or who owes any amount(s) for delinquent taxes, fees or licenses.
- Proposals received after the designated time set for the receipt of the proposals will be considered as a "No Bid" and a "Void", and will not be considered.
- The successful applicant is specifically denied the right of using in any form or medium the name of the City of Weldon Spring for public advertising unless express written permission is granted.
- All applicants must possess the necessary and appropriate business and/or professional licenses in their field.
- Time of delivery, installation and system implementation is part of the consideration and must be stated in definite terms if different than listed above, as this may be a factor in making the award. If time varies on different items, the bidder shall so state. It is anticipated that the contract awarded to the successful Contractor will include penalties for deadlines that may be missed as a result of acts or omissions of the supplier.
- The Contractor agrees to hold the City of Weldon Spring, their officers, agents and employees harmless from liability of any nature or kind on account of use of any copyrighted or un-copyrighted composition, secret process, patented or un-patented invention, article or appliance furnished or used under this proposal call.
- Contingent fees Section 130.135(4)

 The architect, engineer or service provider warrants that he/she has not employed or retained any company, or person, other than a bonafide employee working solely for such firm or company, for the purpose to solicit or secure any agreement with the City or by providing any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or this agreement.

INSURANCE REQUIREMENTS

GENERAL:

The Contractor shall respond to these specifications as an independent contractor and not as an employee of the City of Weldon Spring. An original Certificate of Insurance from the company of record must be furnished to the City and provide that the City of Weldon Spring is an "Additional Insured" during the Term of the Agreement.

WORKER'S COMPENSATION INSURANCE:

The Contractor shall procure and shall maintain during the Term of the Agreement, Worker's Compensation Insurance for all of its employees to be engaged and perform work under the Agreement, and in case such work is sublet, the Concessionaire shall require the subcontractor similarly to provide Worker's Compensation Insurance for all such employees to be engaged by the Contractor for such work unless such employees are covered by the protection afforded by the Vendor's Worker's Compensation Insurance. In the event any class of employees engaged in hazardous work under the Agreement is not

protected under the Worker's Compensation statute, the Contractor shall provide and shall cause such subcontractor to provide adequate Employer's Liability insurance for the protection of its employees not otherwise protected.

INDEMNITY:

The Contractor shall, at all times, fully indemnify, hold harmless, and defend the City and its officers, members, agents, and employees from and against any and all claims and demands, actions, causes of action, and cost and fees of any character whatsoever made by anyone whomsoever on account of or in any way growing out of the performance of this contract by the Contractor and its employees, or because of any act or omission, neglect or misconduct of the Vendor, its employees and agents or its subcontractors including, but not limited to, any claims that may be made by the employees themselves for injuries to their person or property or otherwise. Such indemnity shall not be limited by reason of the enumeration of any insurance coverage herein provided.

The Contractor shall likewise be liable for the cost, fees and expenses incurred in the City's or the Contractor's defense of any such claims, actions, or suits.

The Contractor shall be responsible for any damages incurred as a result of its errors, omissions or negligent acts and for any losses or costs to repair or remedy construction as a result of its errors, omissions or negligent acts.

SURVIVAL OF INDEMNIFICATION:

The indemnification described above shall not be limited by reason of the enumeration of any insurance coverage herein provided, and it shall survive the termination of the Contract for claims arising from events occurring while the Contract is in force.

(Authorized Signature by Contractor):								
Print Name	Signature	Date						

PROPOSED CONTRACT AGREEMENT

This agreement, made the day of, 2025, and between, Parties of the First Part, hereinafter called the "Contractor",
and the CITY OF WELDON SPRING, MISSOURI, Party of the Second Part, and hereinafter called the "City".
WITNESSETH: That the Owner and the Contractor for the consideration hereinafter named agree as follows:
ARTICLE 1. Scope of Work:
The Contractor shall furnish all of the labor, materials, machinery, and equipment and perform all of the work outlined in the specifications and plans entitled Right-of-Way Mowing Services , prepared by the City of Weldon Spring, 5401 Independence Road, Weldon Spring, Missouri.
The Work to be done under this Contract consists of completing all work described in the Request for Proposal (RFP) document and subsequent proposal, attached. Contractor has provided current proof of Worker's Compensation and liability insurance coverage.
ARTICLE 2. Time of Completion:
The work to be performed under this Contract shall commence immediately upon authorization by the City per the timetable and frequency noted in the RFP Scope of Work and Bid Sheet but will generally be carried out during the growing season between mid-April through October of every year for the duration of this Contract.
ARTICLE 3. The Contract Sum: The City shall pay the Contractor for the performance of the Contract Agreement an estimated annual sum of
ARTICLE 4. Acceptance, Reoccurring Payments and Termination/Renewal: Upon satisfactory completion of regular scheduled work, the Contractor will submit to the City an itemized and detailed invoice for the work completed no more frequently than on a monthly basis, under the terms and conditions thereof, and the amount, based on the proposal's Bid Sheet/fee schedule. The City will then determine if the work is fully completed and will, not later than thirty (30) days thereafter pay the Contractor the balance of the invoice. If the City disputes that the work was carried out per the terms of the Contract the City must notify the Contractor within thirty (30) days and may withhold a portion or the entire amount due until the dispute is resolved to the satisfaction of both

This Contract Agreement will automatically renew on December 31 of each year for a period of not greater than three (3) years. Either party may terminate the Contract Agreement without penalty by providing notice a minimum of forty-five (45) days' notice at any time.

parties.

ARTICLE 5. The Contract Documents:

CITY OF WELDON SPRING, MISSOURI

The information for and instruction to bidders, the proposal, the general conditions of the contract, the specifications, and the drawings, together with the agreement, form the contract and they are as fully a part of this contract as if thereto attached or repeated.

IN WITNESS WHEREOF, the parties have hereto executed this Agreement the date of the year first above written.

By: Donald Licklider, Mayor	Date
Attest:	
City Clerk	
(CONTRACTOR)	
By:	Date
Attest:	
Secretary	

Exhibit A: Bid Sheet - Bid Deadline 02/11/25 at 10:00 AM											
Frequency of Mowing/Maintenance:											
Street Name/Location:	Location ID #:	April	May	June	July	Aug.	Sept.	Oct.	Total Scheduled Cuts:	Unit Price per cut:	Total Cost:
Pitman Hill Rd.	1	3	4	4	3	2	2	2	20	\$	\$
Sammelman Rd.	2	3	4	4	3	2	2	2	20	\$	\$
Pitman Hill Rd (continued)	3	3	4	4	3	2	2	2	20	\$	\$
Wolfrum Rd.	4	3	4	4	3	2	2	2	20	\$	\$
Independence Rd.	5	3	4	4	3	2	2	2	20	\$	\$
Siedentop Rd.	6	3	4	4	3	2	2	2	20	\$	\$
Technology Dr./ Round-a-Bout/ Wolfrum Rd.	7	3	4	4	3	2	2	2	20	\$	\$
Patriotic Trail	8	3	4	4	3	2	2	2	20	\$	\$

Note: Maintenance should be scheduled with even amount of time in-between occurrences. Additional cuts may be requested by the City depending upon weather conditions as needed.

			Total Base	
			Bid:	\$
			Total	
			Options	
			Options Bid:	\$
			Grand	
			Total of	
Bidder:			Bid:	\$
	Signature	Date		

01 Weldon Spring Overhead



11/18/2024, 11:29:35 AM

02 Pitman Hill Rd. - City Sign to Sammelman Rd.

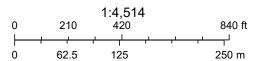


03 Sammelman Rd. - Pitman Hill Rd. to City Sign



11/18/2024, 11:51:32 AM

Parcel Info



04 Pitman Hill Rd. - Sammelman Rd. to Guardrail



05 Pitman Hill Rd. - Guardrail to Roseberry Topping Ct.



06 Wolfrum Rd. - Church to Roanoke Dr./Shetland Dr.



07 Wolfrum Rd. - Roanoke Dr./Shetland Dr. to Block Wall



08 Wolfrum Rd. - Block Wall to Independence Rd.



09 Independence Rd. - Black Fence to Galahad Dr.



11/18/2024, 12:08:02 PM

0 210 420 840 ft

Parcel Info

0 62.5 125 250 m

10 Independence Rd. - Hwy. 94 Near Dairy Queen



11 Siedentop Rd. - Hwy. 94 to Technology Dr.



12 Technology Dr. Round-A-Bout - City Sign



13 Patriotic Trl. - Meadows Pkwy. to 421 Patriotic Trl.



City of Weldon Spring Right-of-Way Distances

Total Linear Feet: 23,637 ft.

Total Square Feet: 48,617 sq. ft.

1. Pitman Hill Rd. - Total: 2,086 Linear Feet & 550 Square Feet.

- a. Starting at Chadwick Ln (city sign) and Ending at Sammelman Rd crosswalk.
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