

Bids shall be submitted on the Sealed Bid Submittal Form attached hereto. Bids will be opened on **April 21, 2021 at 9:00 a.m.** in the Conference Room at the Madison Municipal Airport.

5. The Board of Aviation Commissioners will review bids and accept the best offer at their board meeting scheduled for **9:00 a.m. on April 21, 2021**. The accepted offer will be awarded a **TWO YEAR CONTRACT** with work beginning immediately.
6. Any further questions or comments related to the airport or bid process should be addressed to **Airport Manager, Brent Spry (812) 273-1914**.

Thank you in advance for your consideration and please feel free to contact me you have any questions or comments.

Sincerely,

Brent A. Spry
Airport Manager
Madison Municipal Airport

General Information Packet

7. To maintain aesthetics, functionality, and safety the Madison Municipal Airport is contracting out the mowing and weed trimming of approximately **75-80** acres of property. The Operator understands that conditions vary widely on airport property and conditions range from well drained and dry, to rough, wet, and muddy. A mixture of approximately **11.5 Acres** are finish mowed with the remaining **63.5– 68.5 acres** are bush hogged.

Areas to Mowed and Trimmed include:

- Surrounding the runway and taxiways
- Around various signage and lighting fixtures
- Along and on both sides of the perimeter fence
- Around various fenced in enclosures.
- Ditches

Mowing and Trimming Intervals:

- The above areas shall be mowed and trimmed **as needed** or at an interval of no more than **2 weeks** or a height of **8 inches**. Mowing intervals may be adjusted by the Madison Municipal Airport around special events to allow for enhanced aesthetics.

Mowing Description:

- Areas around lights and aircraft operation areas (edges of runway, taxiway, apron, outside of perimeter fence) shall be finish mowed to a height of **4 inches** or less.
- All other areas may be mowed to a height of **6 inches** or less with larger equipment.

Brush Clearing:

- Maintain minimal brush and undergrowth
 - Keep brush and tree limbs away from perimeter fence
 - Keep brush trimmed from areas near obstacle lighting
 - Keep undergrowth trimmed near North East Hangars

Reporting Requirements / Data Collection

- The contractor shall submit a report to the airport manager or designee, detailing the work performed on a **monthly** basis. The report shall include the following:
 - Date
 - Work Performed
 - Damage to Runway Lights, Signs, or other equipment
 - Wildlife issues observed

SEALED BID SUBMITTAL FORM

Please complete the following form for the bid. Fill in all blanks. For those blanks not applicable to your bid, please write "N/A". Please sign and date in the blanks provided below.

Bid Submitted By:

Company _____

Address _____

Contact Person: _____

Phone Number: _____

Bid Offer:

Price Per Mow: \$ _____

Brief Description of Equipment to be used:

Do you own brush clearing/grinding equipment? If yes, please provide brief description of equipment.

Hourly Brush Grinding Rate: If Applicable \$ _____

Do you offer any other services aside from those already described? (Landscaping, Logging, Etc.) If Yes, please list below:

SUBMITTED THIS _____ DAY OF _____, 2021:

Name

Please include copies of the following with your bid packet:

- *Proof of Workman's Compensation Insurance*
- *Proof of Liability Insurance*
- *State Applicator's License*

MADISON MUNICIPAL AIRPORT

MOWING CONTRACT

This indenture in witnesseth, that the City of Madison Board of Aviation Commissioners, of Madison Indiana, hereinafter referred to as "operator", hereby contracts **(Contractor Name)**, hereinafter referred to as "contractor", to mow, trim weeds, and clear brush on certain areas located at the real estate in Jefferson County, Indiana located on the Madison Municipal Airport. The parties recognize that these areas are located on Madison Municipal Airport real estate located in Jefferson County, Indiana as defined in the following scope of work compile an area of roughly **75-80 acres**.

1.) Scope of Work

a. Mowing

i. Areas to be mowed (depicted in Figure 1)

1. Area defined as 400' from either end of the runway by 250' from the runway centerline.
2. Area defined as 66' ft from taxiway centerline
3. Areas not mowed by Madison Municipal Airport
4. Area defined as 100' radius from AWOS enclosure (**no vegetation in excess of 10 inches in height**)
5. Area defined as 10' inside the perimeter fence
6. Area between perimeter fence and roadways including ditches as well as the area that is 10' outside the perimeter fence where roadways do not boarder the fence
7. Area around windsock and segmented circle

ii. Mowing intervals

1. The areas as defined above shall be mowed as needed or at an interval of no more than **2 weeks or a height of 8 inches**. Mowing intervals may be adjusted by the Madison Municipal Airport around special events to allow for enhanced aesthetics.

iii. Mowing description

1. Areas around lights and aircraft operation areas (edges of runway, taxiway, apron) shall be finish mowed to a height of **4 inches or less**.
2. All other areas may be mowed or bush hogged to a height of **6 inches or less**.

b. Weed trimming

i. Areas to be trimmed

1. Runway and taxiway lighting
2. Perimeter fence
3. Fenced in enclosures
4. Signage
5. Ditches
6. Areas inaccessible to mowing equipment

ii. Trimming intervals

1. The areas as defined above shall be trimmed as needed or at an interval of no more than **2 weeks or a height of 8 inches**. Mowing intervals may be adjusted by the Madison Municipal Airport around special events to allow for enhanced aesthetics.

c. Brush Clearing

i. Maintain minimal brush and undergrowth

1. Keep brush and tree limbs away from perimeter fence
2. Keep brush trimmed from areas near obstacle lighting
3. Keep undergrowth trimmed near hangars

2.) Airport Operations Area/Equipment Safety (FIGURE 2)

Operations within the AOA should be in compliance with the FAA rules and regulations.

Equipment operated by the Contractor shall not conflict and/or pose a hazard to themselves or aircraft. Aircraft operations and emergency vehicles shall have the right of way at all times.

(Contractor Name) shall not allow employees, including subcontractors and suppliers, to cross or proceed on to any active runway, taxiway, Safety Area, or Aircraft Movement Area without proper authorization. Additionally:

- a. All equipment and vehicles shall be flagged with an orange flag or have flashing dome type lights while in the AOA.
- b. All personnel working with AOA must wear bright colored clothing (ANSI 107-2010).
- c. All personnel working within AOA will meet with Airport Manager for an airport safety briefing prior to work each day
- d. Personnel will monitor airport CTAF with radio provided.

3.) Reporting Requirements / Data Collection

The contractor shall submit a report to the airport manager or designee, detailing the work performed on a **monthly** basis. The report shall include the following:

- Date
- Mowing counts
- Trim work performed
- Hours to complete work
- Wildlife issues observed
- Issues or Concerns

4.) Duties of Contractor

(Contractor Name) shall perform the tasks outlined in the aforementioned scope of work as agreed to and understood by the parties, and shall provide all equipment, labor, and materials necessary for completing such tasks.

5.) Wildlife Fence/Mitigation

The Madison Municipal Airport AOA is surrounded by a wildlife fence with the intent to mitigate and/or prevent wildlife becoming a hazard to aircraft or airport operations. **(Contractor's Name)** shall ensure that all gates remain shut at all times and are secured daily following completion of work for the day. Furthermore, **(Contractors Name)** shall report any issues with Gates, Fence, and/or Wildlife to the Airport Manager or designee immediately.

6.) Term of Contract

The term of this contract shall be **TWO YEARS** beginning **April 21, 2021** and shall expire on **March 31, 2023**. The parties recognize that this is not a renewable contract unless the parties execute another contract for future years.

7.) Consideration

In payment for the duties of **(Contractor Name)** under this Contract, **(Contractor Name)** shall be paid **(AMOUNT)** per mowing. This rate shall remain at **(AMOUNT)** per mowing without escalation during the term of this contract. **(Contractor Name)** will submit a claim to the City Clerk Treasurers Office of the City of Madison for payment following each mowing. **(Contractor Name)** shall send claim to:

**Office of the Clerk Treasurer City of Madison
Madison Municipal Airport
101 West Main Street
Madison, IN 47250**

Invoice Must Include: Work Performed and Date of Work Performed

8.) Warranty Guarantee

(Contractor Name) shall warranty/guarantee all work performed.

The Airport Manager or designee will inspect completed work within **10 days** of being notified by **(Contractor Name)** that the areas are ready for inspection. If work is unsatisfactory or not complete the contractor shall correct or complete the task at **(Contractors Name)**'s expense.

9.) Breach of Contract

The contract shall be considered breached if the contractor fails to complete any of the tasks in the apportioned times. Upon a breach of contract, the contractor shall pay to the Madison

Municipal Airport Board of Aviation Commissioners the sum of the amount required to complete the work.

10.) Insurance and Liability.

(Contractor Name) shall show **Proof of any Workmen's Compensation Insurance** for any employees, if any, and shall further be responsible for all injury to person or damage to property on the Madison Municipal Airport real estate caused by the negligence or misconduct of **(Contractor Name)** or any of its employees or agents in performing this contract. **Proof of Liability Insurance** shall be filed with the City Board of Aviation Commissioners for the City of Madison, Indiana, through the City Clerk's Office prior to any performance of duties of **(Contractor Name)** under this contract.

IN WITNESS WHEREOF, the parties have executed this **Airport Mowing Contract** on the dates indicated below by their respective signatures, and this contract shall become effective upon execution by all parties.

Contractor:

By: _____
(Contractor Name)

Dated: _____

Grantor:

THE CITY OF MADISON, BOARD OF AVIATION COMMISSIONERS

By: _____
DAVID GOODMAN, JR.

Dated: _____