REQUEST FOR BID
Lawn Mowing for Nuisance Properties

March 6, 2026

City of Kingman, Kansas (hereinafter referred to as "City") is seeking to obtain bids for the periodic mowing of residential lawns that have been deemed out of compliance with City codes. It is anticipated that an official contract will be issued after approval of the recommended bid.

Carefully review this request for bid. It provides specific technical information necessary to aid in participating organizations formulating a thorough response. Bids should be completed and returned to:

City Manager
City of Kingman
324 N. Main
Kingman, Kansas 67068

Sealed bids are to be submitted NO LATER THAN 9:00 a.m. on April 2, 2026. Bid responses will be acknowledged and read into record at a bid opening, which will occur on April 2, 2026, at 9:00 a.m. in the Kingman City Commission Meeting Room at 324 N. Main, Kingman, Kansas.

1. ABOUT THIS DOCUMENT

The nature of this request is for a public entity and will require the expenditure of public funds and/or use of public facilities, therefore the successful bidder will understand that portions (POTENTIALLY ALL) of their bid may become public record at any time after receipt of bids. Bid responses, purchase orders and final contracts are subject to public disclosure after award.

2. BID CONDITIONS

a. The City of Kingman reserves the right to reject any and all bids, to accept or reject any item or items in the bids, and to waive any irregularities in the bids.

b. Alternate bid proposals will be considered for award. City of Kingman reserves the right to make the final determination of actual equivalency or suitability of such bids with respect to requirements outlined herein.

c. The bids submitted, and any further information acquired through interviews/demonstrations, will become and are to be considered a part of the final contract. If there is any variance or conflict, the City of Kingman specifications shall control.

d. The City of Kingman interprets the term lowest responsible bidder/ proposal as requiring the City of Kingman to (A) choose between the kind of services subject to the bid, and (B) determine which bid is most suitable for its intended use or purpose. The City of Kingman can consider among other factors, however not limited to, such things as labor cost, services, parts availability, and maintenance cost of items upon which bids are received. City of Kingman will determine any differences or variations in the quality or character of the services performed or provided by the respective bidders. All requested information must be provided. If you cannot respond to the request, state the reason you cannot respond. You may provide supplemental information, if necessary, to assist the City of Kingman in analyzing your bid.

e. The Contractor is required to keep in force a liability insurance policy and must list the City as an additional insured under the policy in the amount of $250,000 for the duration of the project. The Contractor will provide a copy of the insurance before entering into the contract. A copy of the Liability Insurance Coverage and the Workman's Compensation Insurance Coverage, if applicable, must be attached to the bid document.

f. Contractor should also understand that the work in this proposal is for lawns out of compliance with City codes. Some residents may be unhappy the Contractor is performing this work. In all cases of conflict,

the City Inspector should be contacted and Contractor shall not escalate the conflict. If an emergency exists, law enforcement is to be called.

g. Contractor should also understand and respect that this work is being done in residential areas and proper care should be taken to insure no property is damaged. Professionalism is expected from the Contractor in all instances.

3. ITEMS FOR BIDS (PLEASE BID EACH OPTION SEPERATELY)

The City of Kingman is accepting bids for periodic mowing of residential lawns that are deemed out of compliance with City codes. The term of this work will be for the 2024 calendar year. The City of Kingman is also accepting bids for alternate work in the calendar year 2024 to do brush and trash removal from nuisance properties deemed out of compliance with City codes.

4. SCOPE OF PRIMARY WORK TO BE BID

- Contractor will be responsible for mowing residential lawns that have been deemed to be out of compliance with City codes.
- Contractor will be assigned lawns by the City Inspector as the need arises.
- It is expected that assigned lawns will be mowed within seventy-two (72) hours of receiving the assignment from the City Inspector.
- Contractors should bid the price to be charged for a single residential lawn mowing.
- Contractor shall provide all equipment necessary for this project.
- The City understands that some lawns will require more effort than others, but the City intends to pay the same rate per lawn, regardless of size or condition. Contractors should craft their bids accordingly.
- The City makes no representations concerning the number of lawns to be mowed under this potential contract.
- Contractor will be responsible for mowing the assigned lawn only. There will be no requirement to rake or dispose of the grass clippings.
- Contractor shall be responsible for insuring that the lawn is clear of debris for mowing prior to commencing the work. Basic pick up of debris in the lawn is expected prior to mowing in this bid. If extensive debris is present in the lawn, the City Inspector should be contacted to arrange clean up prior to completion of the mowing.

5. SCOPE OF ALTERNATE WORK TO BE BID

- Contractors also have the opportunity to bid for brush and trash removal from residential yards.
- This alternate bid will be an hourly rate to be charged for removal of brush and trash, tree/hedge trimming, and other assorted cleaning projects on nuisance properties pursuant to City codes.
- The successful Contractor for the lawn mowing project is not guaranteed to be the chosen Contractor for this alternate project. When an assignment under this alternate project is given, it is expected to be completed within seventy-two (72) hours of receiving the assignment.
- Contractor will supply all necessary equipment to perform the work for this project.
- The City will pay for landfill costs that may be assessed in the removal of items under this alternate project with prior approval from the City Inspector. Transportation costs are to be borne by the Contractor and this should be considered when submitting bids.
- In the event that Contractor needs more than one (1) person to perform a task, the City Inspector shall be consulted for the number of laborers that will be compensated by this bid. The Contractor will bid the hourly rate to be paid for the number of laborers used, regardless of number. The City Inspector will make the final determination on how many individuals will be paid.
- The City has the right to limit the number of hours and laborers that will be paid for any particular project.

Experience: It is preferred that Contractors have two (2) years of yard maintenance experience. Contractors must also be at least eighteen (18) years of age. However, Contractors may use help under eighteen (18) years of age so long as proper supervision and control is in place by Contractor.

Contract: The chosen Contractor will be required to sign a contract with the City that comports with the terms of the successful bid prior to initiating work.

City of Kingman, Kansas
Bid Form

Bids are due to City Hall by March 7, 2024, at 9:00 a.m.

Please turn this form in with your bid.

By submitting this bid the undersigned agrees to all terms set forth herein and will provide the specified services as stated herein.

Bidder (Name of Contractor)_____

Bid for Price of Single Residential Lawn Mowing: _____

Alternate Price per Hour for Debris and Trash Removal: _____

Authorized Signature _____

Print Name _____

Title _____

Date _____

Questions and Clarifications

All questions regarding the bidding process or material should be directed to Greg Graffman, City Manager, at 620-532-3111.

In submitting a response to this document, Contractor acknowledges acceptance of all sections of the entire document and has clearly delineated and detailed any exceptions. Please be aware the City of Kingman may choose to accept part of your bid or all of it. Before any bidder would be selected, the bidder would be contacted for approval. Any bid shall be subject to approval by the Kingman City Commission.