REQUEST FOR BID
Bulb Out and Clock Tower Garden Maintenance

March 17, 2026

City of Kingman, Kansas (hereinafter referred to as "City") is seeking to obtain bids for bulb out and clock tower garden maintenance. It is anticipated that an official contract and/or purchase order will be issued after approval of the recommended bid. It should be noted, however, that the City cannot guarantee the purchase of the service described herein.

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.

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

The City of Kingman is accepting bids for upkeep and maintenance for the downtown bulb out planters and clock tower landscape from April 2, 2026 to March 31, 2027.

4. SCOPE OF WORK FOR VENDORS

- Vendors will be responsible to water as necessary the downtown bulb out planters and clock tower landscape (hereinafter referred to as "Project Areas").
- Vendors will be responsible to weed the Project Areas as necessary.
- Vendor will be responsible for pruning and trimming of trees/shrubs/grasses in the Project Areas.
- At a minimum, vendors will complete weekly cleaning of the Project Areas; such as litter removal and leaves. Vendors must list on invoice the dates of such cleanings.
- Spring and Fall applications of pre-emergent herbicide to help control weed growth must be completed in the Project Areas.
- Annual fertilizing of shrubs should occur in the Project Areas.
- Replacement of mulch (such as re-mulching in the spring, or following rain events) will be completed in the Project Areas.
- Replacement of plants as needed will be completed in the Project Areas.
- The Project Areas are very important to the City of Kingman and the City wants vendors to understand that it is expects to see vendors cleaning the Project Areas on a weekly basis.

*The City of Kingman will be billed for the purchase of all materials used, such as mulch, fertilizer, and plant material necessary to maintain the Project Areas. Any plants needed for replacement will only be installed after prior approval from the City Manager.

Experience: Preferable 2 years of landscaping experience and have any necessary qualifications to apply any herbicides needed.

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

Winning Bid: The total amount of the winning bid will be divided into twelve (12) equal payments to the vendor starting in May, 2026, and continuing to April, 2027.

Automatic Renewal: There will be an option for automatic renewal of the contract for two (2) additional years under the same terms and conditions.

City of Kingman, Kansas
Bid Form

Bids are due to City Hall by April 2, 2026, 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 Vendor)_____

Bid Amount _____
(This amount will be divided into 12 monthly payments)

Authorized Signature _____

Print Name _____

Title _____

Date _____

Questions and Clarifications

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

In submitting a response to this document, vendor 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.