

# INVITATION TO BID / REQUEST FOR PROPOSALS

This Document Contains the Following:

PART I	Invitation to Bid
PART II:	Technical Specifications / Bidder's Proposal
PART III:	Bid Page

## Part I Request for Bids

*The City of Caney, Kansas will accept bids from qualified contractors interested in providing the following:*

# Sunnyside Mowing Bid

**BIDS MUST BE RECEIVED BY:**  
**April 3rd, 2023 – 12:00 p.m.**  
**(Noon)**

*There will be no public bid opening.*

**Please mark your bid "Sunnyside Mowing Bid" and return it to:**

City of Caney  
100 W 4<sup>th</sup> Ave  
Caney, KS 67333

# Part II: SCOPE OF WORK

## Sunnyside Mowing

### INTRODUCTION:

The City of Caney, Kansas is requesting bids to provide for the maintenance of the landscape (mowing and weed eating) at the Sunnyside Cemetery. The Cemetery is located west of U.S. 75 Highway, south of Rose Ave. and north of Taylor Ave. and is defined by High Street on the West. This is an area of approximately 31 acres in size. Interested parties including but not limited to individuals, contractors or other vendors should communicate with the City Administrator for the City of Caney, in person or via an e-mail. All interested parties must secure a bid packet and conduct an on-site visit accompanied by a city representative before submitting their bid document. All bids will be submitted to the Office of the City Clerk before 12:00 noon on April 3rd, 2023. Bids will be secured in an envelope and appropriately marked "Cemetery Bid City of Caney 2023" and must be dated and time stamped by the City Clerks office to verify bid submittal requirements.

### SCOPE OF WORK:

The work to be completed will include the mowing and weed eating of all of the landscaped area within the Cemetery. This includes all grasses and vegetation. As would be expected the weather will determine how often the area will need to be maintained. Weekly service is anticipated but can be adjusted due to drought conditions; as an example.

### Service standards required:

- All vegetation in and around headstones, structures, trees, roadways, water ways, culverts and fences be maintained in a professional and neat appearance below the height of 3 inches.
- All clippings shall be blown into the cemetery. All clippings and debris shall be removed from all headstones.
- All paper trash or any other garbage shall be picked up before mowing.
- Damage to all structures including the headstones, other grave monuments, trees, shrubs etc. shall be prevented.
- All Personal Protective Equipment (PPE) shall be worn at all times by any and all employees while performing this service.
- When mowing occurs along the exterior ROW's appropriate traffic control notification signage shall be displayed.
- It is anticipated that the service provided will begin in April, 2023 and continue through October, 2023 with modifications as determined by the City Administrator.

### QUALIFICATIONS:

Each responding vendor must provide the following:

- Completed Bid Document (Form)
- Contractors will be required to comply with all federal, state, and municipal laws and regulations, environmental and best management practices, and those related to discrimination, safety, drug free workplace, human rights, and equal opportunity employment
- Submit a listing of your experience with contact information including location address

and telephone contact information.

- Submit a certificate of insurance identifying limits of liability insurance, vehicle insurance and workman's comp. Should the contract be awarded to your proposal/bid minimal insurance in the amount of
- \$500,000 per claimant and \$1,000,000 per occurrence shall be required. In addition, the City of Caney will be named as additionally insured.
- Identify the staff that will be utilized to complete the contract and no conflicts of interest exist as a result of the contract agreement.
- The bidder shall certify that all Department of Labor Laws and Wage and Hour laws are being followed.
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**TERMS:**

- Only complete proposals will be accepted. A proposal is considered "complete" when the bid page is completed and received by the City of Caney before Noon on Monday, April 3rd, 2023. Postmarks and facsimiles will not be accepted.
- The City of Caney reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal. Proposals may be rejected as improper if they show omissions, alterations, erasure, additions not called for, or irregularities of any kind. The City of Caney reserves the right to waive technicalities, reject any or all proposals, or re-advertise for proposals.
- The Contractor shall indemnify and hold harmless the City of Caney, its respected officials, officers, employees and volunteers.
- Both parties have the right to terminate the agreement without assigning any reason by giving the other party, before such termination, thirty (30) days prior notice.
- Insurance: The selected vendor will be required to provide insurance coverage for activities on reservoir grounds. In general, insurance recommendations will include General Liability, Comprehensive Business Automobile Liability, and Workers Compensation insurance (if applicable). Once the Vendor has been selected, City staff will work with vendor on the appropriate insurance requirements.
- The awarding of the bid shall establish a contract relationship between the City of Caney and the successful vendor.
- The lowest proposal will not necessarily be accepted. The City reserves the right to reject any and all bids, award the agreement, negotiate specific terms of the agreement, and make other adjustments as required in consultation with the successful vendor.
- Payment to the contractor/vendor will follow the current accounts payable schedule following Council action approving an acceptable invoice from the contractor/vendor.

**EVALUATION:**

All proposals will be evaluated on a combination of cost and ability to complete in a timely manner.

**PROPOSAL:**

- All proposals must be clearly and distinctly typed or written with ink. All proposals must be on the Bid Page furnished by the City of Caney or they will be rejected. Additional pages may be added to the original proposal form, as deemed appropriate by the vendor.
- The invitation for proposals does not commit the City of Caney to pay any costs incurred by any Proposer the submission of a proposal.

- All proposals shall be submitted in one sealed envelope to the following address: City of Caney Attn: Sunnyside Mowing Bid, 100 W 4<sup>th</sup> Ave, Caney KS 67333

**QUESTIONS ABOUT THIS RFP:**

Questions regarding this RFP shall be addressed by contacting Kelley Zellner, City Administrator, 620-879-2772 or [cityadmin@caney.kscoxmail.com](mailto:cityadmin@caney.kscoxmail.com)

**PART III: BID**  
**PAGE**

**Sunnyside Mowing**

Bidder must complete the following section in its entirety, sign and date where indicated.

A. TOTAL PRICE:

<b>Base Bid</b>	\$	
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B. ACCEPTANCE OF BID BY CITY:

The City shall have \_\_\_\_\_ calendar days (60 calendar days unless a different period is inserted by bidder) from the date of opening, to accept bidder's offer.

C. START TIME \_\_\_\_\_ CALENDAR DAYS

D. TERMS / DISCOUNTS: Net \_\_\_\_\_ DISCOUNTS OFFERED: \_\_\_\_\_% \_\_\_\_\_ DAYS  
(after receipt of invoice) (for prompt payment)

E. SIGNATURE(S):

Company Name and Address  
Representative)

Signature (Authorized

	Signature:	
	Printed Name:	
	Date:	

