



Request for Bids  
2024 Grass Mowing Request for Bid

City of Lansing, Kansas  
Wastewater Utility Department  
800 First Terrace  
Lansing, Kansas 66043

February 20, 2024

# REQUEST FOR BID

## PROJECT OVERVIEW

The City of Lansing, Kansas is accepting bids for mowing and trimming of the grounds of the wastewater treatment facility located at 555 North Highway 5 Lansing, KS 66043.

## INSTRUCTIONS TO BIDDERS

All interested bidders are required to submit two copies of their bids. Submittal requirements and criteria for the bids are described herein. The City will evaluate the bids received and determine the best overall bid for this project.

### Bid Requirements:

Submit two signed copies of the completed bid. Facsimile transmission of the proposal will not be accepted. **Ensure that the project title, the date, and time the proposal is due, and the name and address of your company are included on the front of the bid packet.** Bids must be received by the City Clerk on or before **12:00 p.m. CST, March 8, 2024**, at 800 First Terrace, Lansing, Kansas 66043, Attention: Gordon Cuning Wastewater Utility Superintendent. Bids must be signed and dated, and all bid prices must be filled in. Bids must be valid for a period of 90 days. The City of Lansing, Kansas retains the right to accept or deny any bid for any reason, and to award a contract for services the City deems best suited for the use intended. Please list the expected start date of services.

### Questions, Clarifications and Addenda:

Bidders requiring clarification shall direct all communication in writing by email, to Gordon Cuning, Wastewater Utility Superintendent, (913) 364-5916 or email [gcuning@lansingks.org](mailto:gcuning@lansingks.org). All requests for clarification shall be received no later than 3 (three) calendar days before the due date. Interpretation and modification of the bid packet will be by addenda only. Oral responses, interpretations, or modifications given by other means are not binding. Addenda will be delivered by email to holders of record at the email, or location given when bid documents were requested. Please provide company name, contact name, address, phone number, fax number and email address.

## Scope of Work

1. The Contractor shall accomplish all lawn maintenance required under the contract during the hours allowed by the city which are 7:00 A.M. to 3:30 P.M. Monday through Friday excluding observed Federal holidays. Holidays shall be the legal holidays of New Year's Day, Dr. Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Fourth of July, Labor Day, Veterans Day, Thanksgiving Day, Christmas Eve and Christmas Day. The Wastewater Utility Department may grant, on an individual basis, permission to perform contract maintenance at other hours.
2. The mowing work to be completed will include weekly mowing of all established grasses and vegetation within an area of approximately 127,000 sq. ft. at the wastewater treatment plant in a neat and professional manner. Vegetation in and around

structures, walks, trees, parking areas, sidewalks, or other similar items shall be mowed to a neat appearance as well as string trimmed (weed eater, weed whipping, etc.). The contractor shall neatly mow grass and vegetation to a height of approximately three inches (3"). All trash and debris in the mowing area shall be removed from the area before and after mowing by the contractor. Grass and vegetation clippings shall be blown or swept off walkways.

3. Damage to trees, light posts, sign posts, buildings, structures, vehicles, etc. by mowers or string trimmers is prohibited. The contractor shall be responsible for any damage to City property because of the contractor's work. Any such damage must be repaired at the contractor's expense. This is to include material and labor.

## **END OF SPECIFICATION**

### **INDEMNIFICATION AND INSURANCE**

The contract between the City and the contractor shall contain the City's standard insurance provisions as shown below. In addition, the following indemnification clause shall be part of the contract:

To the fullest extent permitted by law, the contractor shall be required to indemnify, defend, and hold harmless the City of Lansing, Kansas, its agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorney fees, arising out of or resulting from performance of the work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property including loss of use resulting there-from, but only when caused in whole or in part by negligent acts or omissions of the consultant. The consultant shall not be responsible for indemnifying the City, or its agents and employees for such agent's and employee's sole negligence.

The contractor shall secure and maintain, or have maintained throughout the duration of this contract, insurance of such types and in such amounts as may be necessary to protect itself, and the City of Lansing, Kansas against all hazards or risks of loss, whether such hazards or risks of loss be generated by the contractor or any of its subcontractors, or by anyone directly or indirectly employed by the contractor or its subcontractors. Cost of insurance shall be included in and not separate from this contract. The contractor shall also provide the City of Lansing, Kansas evidence of such insurance coverage for the contractor, and all renewals thereof, in the form of certificates of insurance accompanied by appropriate additional insured endorsements.

Specific types of insurance to be maintained by the contractor include, but are not limited to, the following:

- Workers' Compensation and Employers' Liability Insurance. The liability limits for workers compensation shall be in accordance with Kansas Law and employers' liability shall be

\$1,000,000 for each occurrence. Other states coverage and waiver of subrogation is required.

- Business Automobile Liability Insurance. This insurance shall be maintained with limits not less than \$1,000,000 combined single limit for each occurrence.
- Commercial General Liability Insurance. This insurance shall insure the consultant and shall be endorsed to name the City of Lansing, Kansas as an additional insured. The liability limits shall be not less than \$1,000,000 per occurrence and \$2,000,000 general aggregate. A \$1,000,000 per occurrence coverage policy with a per site endorsement will not require the \$2,000,000 annual aggregate.
- Umbrella Liability Insurance. This insurance shall protect the consultant and shall name the City of Lansing, Kansas as an additional insured. The liability limits shall be not less than \$2,000,000 per occurrence and \$2,000,000 general aggregate.
- Professional Liability Insurance. The consultant has, or is able to obtain, professional liability insurance with a minimum limit of \$1,000,000 annual aggregate.
- Coverage Limits. Coverage limits for General and Auto Liability exposures may be met by a combination of primary and umbrella policy limits.
- Exposure Limits. The above are minimum acceptable coverage limits and do not infer or place a limit on the liability of the consultant. Should a separate firm be used for design, such firm shall provide evidence of worker's compensation and general liability insurance in addition to the professional liability insurance as specified above.

### **PROFESSIONAL RESPONSIBILITY**

The City expects the bidder to perform due diligence in the delivery of its product and to carry out its responsibilities in accordance with customarily accepted professional practices.

### **TERMS AND CONDITIONS**

The City reserves the right to waive minor technicalities under this specification. If there is additional equipment or hardware required that is not listed in the specification that is required to complete the work and to comply with all federal and state laws, please identify and include those items as well.

The respondent shall comply with the documentation required in this bid packet. Failure to comply with the requirements may result in disqualification of the respondent's submittal.

The City reserves the right to:

1. Reject any and all submittals,
2. Amend or cancel the bid at any time,
3. Revise the schedule as the City sees fit, and
4. Enter into any agreement deemed by the City to be in its best interest.

Bidders should familiarize themselves with the City of Lansing's Purchasing Policy. This policy, approved by the Lansing City Council on the 7<sup>th</sup> of May, 2015, authorizes the governing body to

offer local bid preference to bidders located within the city of Lansing and/or Leavenworth County. The entire policy can be found online at [www.lansingks.org](http://www.lansingks.org)

The contractor, including subcontractors and vendors, will be required to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001 et seq.) and the Kansas Age Discrimination in Employment (K.S.A. 44-1111 et. seq.).

The City of Lansing assures that no person shall on the grounds of race, color, national origin, sex, disability, age or low income status as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The City of Lansing further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

# **BID FORM**

## 2024 Mowing – City of Lansing Wastewater Treatment Facility

Company Name and Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Per Mow Cost \$\_\_\_\_\_ (x30)

Bid Total \$\_\_\_\_\_

Estimated Start Date \_\_\_\_\_

Name of Responsible Individual: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email of responsible party: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_