



**REQUEST FOR BID**  
**Airport Mowing**

March 20, 2020

City of Kingman, Kansas (hereinafter referred to as “City”) is seeking to obtain bids for the periodic mowing of the City’s airport, Clyde Cessna Field. 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:

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

Sealed bids are to be submitted NO LATER THAN 2:30 p.m. on April 22, 2020. Bid responses will be acknowledged and read into record at a bid opening, which will occur on April 22, 2020, at 2:30 p.m. in the Kingman City Commission Meeting Room at 324 N. Main, Kingman, Kansas. Please note that this bid opening may be conducted through an online video conference. The meeting link will be provided upon request from bidders.

## **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. 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.
- c. 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.
- d. 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 \$500,000 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.
- e. Contractor should also understand and respect that this work is being done in critical areas with sensitive and expensive airport infrastructure 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**

The City of Kingman is accepting bids for mowing the City's Clyde Cessna Field airport. The term of this work will be for April through October 2020.

### **4. SCOPE OF WORK TO BE BID**

- a. Contractor will be responsible for mowing areas on the premises of the City's Clyde Cessna Field airport.
- b. There are different mowing areas as shown on the attached maps. The mowing consists of three (3) separate zones.
  - Runway/Taxi Lanes/Ramp Mowing: Contractor shall keep the grass and weeds along the runways, taxi lanes, and aprons at a height not to exceed six (6) inches. The grass and weeds should be mowed to a distance of twenty (20) feet from the edge of the main and crosswind runways, including ditch embankments. The areas at the end of the runways need to be mowed to the end of the property or 500 feet, whichever is further.
  - Extended Mowing: Contractor shall keep the grass and weeds a distance of twenty (20) feet to one hundred (100) feet from the edge of the main and crosswind runways, including ditch embankments at a height not to exceed twelve (12) inches.
  - Terminal/Hanger Mowing: Contractor shall keep the grass and weeds around the City-owned buildings (terminal building, hangers, etc.) at a height not to exceed three (3) inches. The grass and weeds should be mowed to a distance of twenty (20) feet from all sides of the terminal building, City-owned hangers, and other City-owned buildings.
- c. Contractors should bid to maintain the airport grass at heights set forth herein for the growing season (April to October).
- d. Contractor shall provide all equipment necessary for this project.
- e. The City makes no representations concerning the number of mowings that may be required.
- f. Contractor shall be responsible for insuring that the area to be mowed is clear of debris prior to commencing the work. Basic pick up of debris in the area is expected prior to mowing in this bid. If extensive debris is present in the lawn, the Airport Manager should be contacted to arrange clean up prior to completion of the mowing.

4. OTHER GUIDELINES:

- a. 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.
- b. 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.
- c. Damages: The chosen Contractor shall be responsible for repair and or replacement of airport equipment and infrastructure damaged caused by Contractor or its workers.
- d. The City will pay Contractor 1/7 of the bid price each month (April to October) in the second round of bills paid each month (4th Thursday of the month).
- e. The City will incorporate into the eventual contract an option for the parties to extend the agreement for 2021 with the same terms and conditions as 2020.
- f. Contractor shall be certain to do a mow late in October to prepare the ground for the winter season.
- g. Contractor shall do mowing in advance of any airport event such as a fly-in as the need arises. There are no special events planned to date in 2020.
- h. The wining bid will be selected by the Kingman City Commission and the governing body will also approve the eventual contract.



**City of Kingman, Kansas**  
**Bid Form**

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 to Maintain the Grass and Weeds for the Growing Season of April through October:

\$ \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

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.

This image depicts the area to be mowed and not exceed six (6) inch mowing height area from concrete edge to 20 feet. Beyond the 20 feet then a twelve (12) inch mow height out to 100 feet or the red boxed area which ever is furthest.

The runway end zone must be maintained to 6 inch maximum to the end of the property or 500 ft whichever is furthest.

Weather station AWOS to be maintained to 6 inch maximum.



Terminal building and hangar areas are depicted within the red lined area. This area to be mowed to not to exceed three (3) inches. The segmented circle and windsock to be included in this area.

