

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:

Hay Production (Mowing/Trimming) City Property

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

There will be no public bid opening.

Please mark your bid "**Bid Hay Mowing/Baling City Property**" and return it to:

City of Caney
100 W 4th Ave
Caney, KS 67333

Part II: SCOPE OF WORK

Hay

Mowing/Trimming

City Property

INTRODUCTION:

The City of Caney is currently soliciting proposals from qualified individuals in cutting and removal of hay and grass within the City of Caney for calendar year 2023, with the option to extend and/or negotiate two (2) - one (1) year contract extensions after the initial one (1) year agreement. Proposals must be submitted to City Hall, located at 100 W 4th Ave, Caney KS 67333 by 12:00 p.m. on Monday, April 3rd, 2023. Proposals received after the appointed time set for receipt will not be opened or considered. A public opening will not be held. Proposal packets are available at the City of Caney, City Hall, located at 100 W 4th Ave, Caney KS or on the City's website at www.caneyks.com. All questions should be directed to Kelley Zellner, City Administrator.

BACKGROUND:

The City of Caney is seeking proposals from a qualified operator(s) to cut and bale hay/grass on approximately fourteen and half (14.5) acres of City owned property.

1. 00000 Hwy 166, Caney, KS 67333
2. 00000 A Street, Caney, KS 67333
3. 0000 A Street, Caney, KS 67333



4. 0000 HWY 75, Caney, KS 67333



SCOPE OF WORK:

The contracted individual/company will:

- Cut and bale hay/grass in the designated areas.
- Minimum of one cutting per calendar year.
- Remove bales from property within fourteen (14) days of cutting.

CONDITIONS:

- The Contractor will incorporate best management practices in the cutting and removal of the crop.
- The selected bidder shall provide all equipment, products, materials, supplies and services necessary for the proper execution and implementation of the agreement.

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

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.

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: Hay/Mowing City Property Bid, 100 W 4th 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

**PART III: BID
PAGE**

**Hay Production
(Mowing/Trimming) City
Properties**

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

A. TOTAL PRICE:

Base Bid	\$	
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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:	

