

**City of Junction City, Kansas**



**NOTICE INVITING PROPOSALS FOR CONTRACT MOWING-  
PUBLIC AREAS**

Date Issued:  
**March 10, 2026**

Response Deadline:  
**March 10, 2026, at 10:00 A.M. CDT**

## **Bid Objectives**

This Request for Proposal (“RFP”) addresses the City of Junction City’s desire to contract Public Areas Mowing throughout Junction City, KS for 2026 with an option for 2027 if exercised no later than December 31, 2026, by the City of Junction City. A **mandatory pre-bid meeting** will be held on Monday, February 27, 2026, at 10:00am at the located 2<sup>nd</sup> Floor Training Room at the Municipal Building at 700 N. Jefferson, Junction City, Kansas.

### **Bids must meet the following objectives:**

Bid entire areas under Public Works Mowing and to include mowing, trimming/edging as scheduled per mowing frequency as specified in attached spreadsheet. Mowing can begin April 21, 2026, and shall end October 17, 2026.

## **TECHNICAL SPECIFICATIONS SECTION A - MOWING AND TRIMMING**

### **1. SCOPE OF CONTRACT**

a. The services to be furnished under this contract shall consist of furnishing all equipment and labor necessary for mowing and trimming of public use areas, City property, and blight order areas, as required, pursuant to an agreement with the City of Junction City. The Contractor shall commence mowing each work week after receipt of the written mowing order and shall complete the work within the period of time specified. Areas to be serviced, types of services; estimated acreage and minimum number of mowings, are shown in Tables I, II and III. Exact limits of mowing (and trimmings) shall be as directed by the Public Works Director or the designated representative for the project.

b. The frequency of mowings per location is listed on the Bid Form of the mowing contract for purposes of helping the Contractor estimate the number

of man-hours and equipment to be expended on this contract. The City reserves the right to order any single bid unit individually, or any combination of bid units per order, up to and including all bid items be mowed on a more frequent or less frequent schedule than shown herein. One workday shall be deemed to mean nine (9) man-hours for the purposes of this specification.

c. All mowing, trimming, and edging shall be completed in an area prior to moving to another area. Work will not be permitted on Saturdays, Sundays, or holidays unless this restriction is specifically waived in writing by the Public Works Director or their designated representative.

d. Work will not begin prior to 7:00 A.M., nor start a new parcel after 5:00 P.M.

e. Tractor mowers or riding mowers shall mow to within, but not closer than, twenty-four (24) inches plus/minus six (6) inches to the trunk of any tree, bush, or shrub, nor closer than twelve (12) inches plus/minus six inches to any inanimate objects such as walls, posts, signs, park equipment, or other such objects. Mowing will not be permitted when the ground is so wet that the mowing operations cause rutting or otherwise disturb existing turf. Tractors shall be operated in such a manner as to protect the sod from being torn by the tractor wheels on turns.

## **2. TRIMMING**

a. All trimming shall be accomplished both simultaneously, or immediately following mowing, and in all instances shall be completed prior to leaving the site. Power hand mowers, trimmers, etc., will be utilized to complete the mowing and trimming around trees, bushes, shrubs, building and other objects. EXCEPT that power hand mowers will mow no closer than two (2) inches to the trunk of any tree, bush, or shrub. Other objects will not be bumped or scraped by mowers. Trimming will NOT be required closer than two (2) inches around the trunks of tree, bushes, or shrubs; however, trimming around building and inanimate objects will be accomplished to the last blade of grass. Tables and other movable objects shall be moved and the area around and under such objects shall be mowed and/or trimmed. Following trimming, such objects shall be returned to their original positions.

### **3. EQUIPMENT**

a. Mowers shall be tractor mounted rotary or flail type, equipped with adjustable side-mounted skids, and capable of producing a smooth even cut, with a cutting height adjustable from 2 to 12 inches. Blades will be sharpened and/or replaced often enough to assure smooth grass cut. All mowers shall be equipped and maintained with safety chains, discharge deflection devices, and/or other approved safety devices to prevent accidental damage or injury from objects thrown by mowers. Tractors shall be equipped with an approved roll-over protection system. Trimming equipment shall consist of power and hand mower, "weed-eater" or other type power trimmers, weed whips, and other equipment and tools as may be appropriate for the task. All mowing and trimming equipment shall be of sufficient size and number to accomplish the work required in the time allowed.

**NOTE: EQUIPMENT BREAKDOWN SHALL NOT RELIEVE THE CONTRACTOR OF THE RESPONSIBILITY OF PERFORMING THE WORK AS SPECIFIED.** It shall be the responsibility of the Contractor to assure that he has, or can obtain on short notice, sufficient backup equipment to continue the contract as specified, without interruption in the event of mechanical failure.

b. Specialized equipment may be required to accomplish the required mowing in some areas. Areas to be serviced under this contract consist of mowing up to 1 on 2 slopes, for which equipment having a low center of gravity and good stability may be required.

### **4. WORKMANSHIP**

a. The services required by this contract shall be performed in a strictly first-class manner. The Contractor shall designate in writing, a responsible member of each work crew who shall serve as a contact for matters involving quality, performance or non-performance of the required work assigned to that crew. The employee(s) designated in accordance with the above requirement shall be qualified and fully competent with full authority to act for, and on behalf of the Contractor as necessary to ensure that the work as described herein is performed in accordance with specifications. The Contractor shall furnish the above written designation to the Public Works Director no later than the first day of the contract. The designations shall include the name(s), address (es) and telephone number(s) of the individual(s) that he intends to assign to this work. The Public Works Director or their

designee reserves the right to disapprove any individual whom he considers to be incompetent to perform the work required. Such disapproval will be given to the Contractor by written notice.

b. All mowing areas designated as weekly mowings will be cut to a length not to exceed three (3) inches. All mowing areas designated as bi-weekly mowings will be cut to a length not to exceed two (2) inches. All mowings designated as monthly mowings will be cut to a length not to exceed two (2) inches.

c. All mowers shall be mulching mowers unless other equipment is approved by the Public Works Director or their designee.

d. After mowing, all areas bordering concrete (walks, driveways, curbs, etc.) shall be edged with a blade edger designed specifically for this purpose. Edging shall be performed in all areas upon completion of the first mowing and every other mowing thereafter. Properties to be edged are designated by an \* in the property list. Mowed clippings shall be removed from the street areas through either blowers or swept.

f After mowing, areas serviced under this contract shall present a neat, well cared for, evenly mowed appearance, free from unmowed strips or scalping. All pavements shall be blown clear of all grass clippings. The Contractor shall include sweeping, picking up trash, and removing grass growing in curbing, sidewalk cracks, and gutter pans. The Contractor is also responsible for a neatly trimmed appearance as part of the first-class workmanship in the public areas.

f. Mowing shall be accomplished so that grass clippings are distributed evenly and not left in clumps or windrows.

g. All mowing, trimming, and edging shall be completed in any one area, prior to moving to another area. All trimming shall be accomplished either simultaneously or immediately following mowing.

## **5. CONTRACTOR PERSONNEL**

All contractor personnel shall be fully clothed at all times while performing the services of this contract. "Fully clothed" shall be deemed to mean that a shirt (or T-shirt), trousers, and shoes shall be worn at all times. Reflective

vests must be worn and Warning Lights on all equipment while working on state (KDOT) rights-of-way. Highly visible “Reflective Yellow” shirts or vests shall be worn when working within City rights-of-way.

## **6. DAMAGE TO PUBLIC PROPERTY**

a. Extreme care shall be exercised when mowing around trees, bushes, and other objects; to insure that mowing equipment does not come in contact with that object. All costs of repair or replacement will be borne by Contractor. The City of Junction City will make all repairs and bill Contractor. Scalping or tearing up of turf areas will be charged to Contractor at a cost not to exceed \$25.00 per scalp. Any tree damage new or old tree will be charged back to Contractor to make repairs or replace said tree. All trees will be inspected before start of mowing season to identify any problems and to insure compliance with these specifications.

b. Any visible damage to property must be reported to Contact Person before mowing commences. Failure to do so could render the Contractor liable for any damages incurred.

## **7. SAFETY AND HEALTH REQUIREMENTS**

a. In order to provide safety controls for protection to the life and health of employees and other persons; for prevention of damage to property, materials, supplies, and equipment; and for avoidance of work interruptions in the performance of this contract, the Contractor shall comply with all pertinent State, Local, and Federal Regulations in force and will take or cause to be taken such additional measures as the Public Works Director or their designee may determine to be reasonable and necessary for the purpose.

b. The Contractor’s tractors and other slow-moving equipment shall be equipped with the slow-moving vehicle sign, and international orange flag at least 18 inches square attached to a spring-mounted staff at least 18 inches above the top of the vehicle, but in no case less than 9 feet above ground level.

c. The Contractor will take such measures as necessary to protect the public and private property from foreign material thrown from rotary mowers and other rotating equipment while operating in public use areas and on public roadways.

d. Any injury, property damage, act of vandalism or equipment malfunction will be immediately reported to the Public Works Director or their designee.

## **8. INSURANCE**

The Contractor must maintain liability insurance in the amount of \$100,000 Combined Single Limit Liability, or an amount otherwise approved by the City.

## **9. NOTICE TO PROCEED**

The Contractor shall meet with the Public Works Director or their designee assigned to the given area prior to initiating any work on a property designated for mowing. The Public Works Director or their designee will identify the area to be mowed and will check the work at completion. No payment for mowing will be made without approval by the Public Works Director or their designee that the area has been according to his/her direction.

## **10. ADDITIONS AND DELETIONS**

The City will have the option to add or delete properties on the property list.

**TECHNICAL SPECIFICATIONS  
SECTION B - CONTRACT ADMINISTRATION**

**1. PAYMENT**

a. Payment will be made by the City Treasurer within 30 days after receipt and verification of proper invoices and receiving the signed daily reports. Invoices should be submitted to the Public Works Department, 2324 N. Jackson, Junction City, KS 66441

Failure on the part of the Contractor to perform the work as specified will result in withholding of payment for the portion(s) of work not accomplished. Failure on the part of the Contractor which necessitates performance of any specified service by City forces will result in the additional withholding of the following amounts from any payment due the Contractor.

Mowing with one tractor and operator Roadside of Public Property Area	First Hour Each Additional Hour	\$75.00 \$40.00
Perform trimming (per 2-person crew)	First Hour Each Additional Hour	\$75.00 \$40.00

The above rates represent an estimate of the actual City cost to mobilize a work force and equipment, travel to the site, and perform the work on a one-time intermittent basis.

b. In addition to the above remedies for non-performance the City may, without prejudice to any right or remedy, terminate the employment of Contractor and complete the Contract by whatever methods it may deem expedient. In such case, the Contractor shall be liable to the City for all excess cost sustained by the City because of such completion including any additional legal or bid-letting costs therefore. In such case, the Contractor shall not be entitled to receive further payment.

**2. DISPUTES**

The Contractor shall direct all questions, directly to the Public Works Director or their designee. Discrepancies or complaints must be submitted, in writing, to the Public Works Director, or their designee whose responsibility it is to resolve such issues. The Public Works Director or their designee will issue a response within 24 hours. If discrepancy or complaint is not resolved to Contractor's satisfaction, Contractor must submit to the

Public Works Director, in writing, details of the discrepancy or complaint are still unresolved. The Public Works Director will be the final arbitrator of the matter in question.

## **TECHNICAL SPECIFICATIONS SECTION C - CONTRACTOR PERFORMANCE**

### **1. DEFICIENT PERFORMANCE**

With regard to the services required herein, if it becomes apparent to the City during the Contractor's performance under the contract that the required mowing, trimming, and edging services may not be completed in the listed City Public Property Areas within the time frame required by the Technical Specifications and references herein, the City Inspector may require the Contractor to provide additional labor and equipment at no additional cost to the City. Such direction will be issued to insure that the mowing and/or trimming services will be completed in each area as specified in the Technical Specifications and the references herein.

### **2. PERIOD OF CONTRACT**

The contract for Public Property (Part I and II) shall become effective (start) on April 21, 2026 and shall continue in full force and effect until (including) October 17, 2026.

### **3. COORDINATION**

a. This contract includes a copy of the inspection approval form to be completed by the contact person and the CONTRACTOR to avoid conflicts regarding whether or not an area of "regular" mowing has actually been mowed, THE CONTRACTOR and the assigned Public Works Director or their designee shall both complete the form included as part of this contract.

This form shall be completed on the day the work was accomplished and shall be initialed by the CONTRACTOR, or their representative, and by the Inspector where indicated prior to leaving the mowing site.

#### **4. PENALTIES**

The Contractor shall be assessed a penalty for using Brush Hogs in unauthorized area. First violation the Contractor shall be notified by the Public Works Director or their designee and charged a fee not to exceed \$100.00. This will be paid in the form of a deduction from the contract for damaged property. Second and subsequent violations shall be assessed a fee not to exceed \$250.00 upon written notice to the contractor to be collected as stated above.

### **TECHNICAL SPECIFICATIONS SECTION D - SPECIAL PROVISIONS**

#### **1. SUBCONTRACTS**

- a. As used in this contract, the term “subcontractor” included but is not limited to purchase order, changes, and/or modifications thereto.
- b. The Contractor shall notify the Public Works Director or their designee reasonably in advance of entering into any subcontract if the Contractor’s procurement system has not been approved by the Public Works Director or their designee and if the Subcontract:
  - i) Intends to hire a subcontractor and/or acquire additional equipment to insure compliance with the intent of this contract.
  - ii) Is to be a cost-reimbursement, time and materials, or labor-hour contract which it is estimated will involve an amount in excess of ten thousand dollars (\$10,000) including any fee:
  - iii) Is proposed to exceed one thousand dollars (\$1,000); or
  - iv) Is one of a number of subcontracts, under this contract, with a single subcontractor for the same or related supplies or services which, in the aggregate are expected to exceed one thousand dollars (\$1,000).
- c. The Contractor shall not enter into any subcontract for which advance notification to the Public Works Director or their designee is required by this clause, without the prior written consent of the Public Works Director; PROVIDED that the Public Works Director or their designee in their discretion, may ratify in writing any subcontract. Such ratification shall constitute the consent of the Public Works Director or their designee required by this paragraph.

d. Neither consent by the Public Works Director or their designee to any subcontract or to any provisions thereof nor approval of the Contractor's procurement system shall be construed to be a determination: (i) of the acceptability of any subcontract terms or condition, (ii) of the acceptability of any subcontract price of any amount paid under any subcontract, or (iii) to relieve the Contractor of any responsibility for performing this contract; unless such approval or consent specifically provides otherwise.

e. The Contractor agrees that no subcontract placed under this contract shall provide for payment on a cost-plus-a-percentage-of-cost basis.

## **2. ACCIDENT PREVENTION**

a. In order to provide safety control for protection to the life and health of employees and other persons; for prevention of damage to property, materials, supplies, and equipment; and for avoidance of work interruptions in the performance of this contract, the Contractor shall comply with all manufacturers safety provisions for equipment, and will also take or cause to be taken such additional measures as the Public Works Director or their designee may determine to be reasonably necessary for the purpose.

b. The Public Works Director or their designee will notify the Contractor of any noncompliance with the foregoing provisions and the action to be taken. The Contractor shall, after receipt of such notice, immediately take corrective action. Such notice, when delivered to the Contractor or their representative at the site of the work, shall be deemed sufficient for the purpose. If the Contractor fails or refuses to comply properly, the Public Works Director or their designee may issue an order stopping all or part of the work until satisfactory corrective action has been taken. Not part of the time lost due to any such stop orders shall be made the subject of claim for extension of time or for excess cost or damages by the Contractor.

## **3. INSURANCE**

a. The Contractor shall secure and maintain insurance throughout the duration of this contract of such types and in such amounts as may be necessary to protect themselves and the interest of the Owner against all hazards or risks of loss and hereinafter specified. The form and limits of such insurance, together with the underwriter thereof in each case, shall be approved by the Owner but regardless of such approval it shall be the responsibility of the Contractor to maintain adequate insurance coverage at

all times. Failure of the Contractor to maintain adequate coverage shall not relieve him of any contractual responsibility or obligation.

b. Workmen Compensation and Employer's Liability. This insurance shall protect the Contractor against all claims under applicable state workmen compensation laws. The Contractor shall also be protected against claims for injury, disease, or death of employees which, for any reason, may not fall within the provisions of a workmen compensation law. This policy shall include an "all states" endorsement.

The liability limits shall not be less than the following:

Workmen Compensation	Statutory
Employer's Liability	\$100,000

In case any class of employees engaged in hazardous work under this contract at the site of the project is not protected under Workmen Compensation statute, the Contractor shall provide and shall cause each subcontractor to provide adequate and suitable insurance for the protection of their employees not otherwise protected.

c. Comprehensive Automobile Liability. This insurance shall be written in comprehensive form and shall protect the Contractor against all claims for injuries to members of the public and damage to property of others arising from the use of motor vehicles licensed for highway use, whether they are owned, non-owned, or hired.

The liability limits shall not be less than the following:

Bodily Injury	\$500,000 combined single limit
Property Damage	\$100,000 each occurrence

d. Comprehensive General Liability. This insurance shall be written in comprehensive form and shall protect the Contractor against any claims arising from injuries to members of the public or damage to property of others arising out of any act or omission of the Contractor or their agents, employees, or subcontractors, with limits of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate. All property damaged shall be repaired or replaced to a condition immediately prior to the time of damage, and to the satisfaction of the City. All loss or damage arising out of the nature of the work to be done, or from the action of the elements, or from floods or overflows, or from ground water, or from unusual obstruction or

difficulties or any other natural or existing circumstances either known or unforeseen, which may be encountered in the prosecution of the said work shall be sustained and borne by the Contractor at its own cost and expense. The City shall be a named insured on such policies. Satisfactory certificates of insurance shall be filed with the City prior to starting any construction work on this Contract. The certificates shall state that written notice will be given to the City before any policy coverage thereby is changed or canceled.

### **Queries and Primary Contact Person**

All inquiries about this RFP must be made in written form, via U.S. Postal Service, or email, to the primary point of contact for response by Monday March 9, 2026, at 5:00 p.m.

Name: Ray Ibarra, Public Works Director  
Address: 2324 N Jackson Street  
Junction City, KS 66441  
Email: ray.ibarra@junctioncity-ks.gov  
Phone: 785-238-7142

Responses to questions or comments provided by any other person, employee, or City office concerning the RFP will not be valid and will not bind the City of Junction City. All inquiries for information and responses will be available for review by all respondents.

### **Term of Contract**

RFP must be submitted which includes a fixed price for the requested service(s).

Contract shall start April 21, 2026, ending October 17, 2026. Option for 2027 to be exercised no later than December 31, 2026.

Vendor shall at all times during the term of the agreement carry, maintain, and keep in full force and effect, a policy or policies of Workmen Compensation Insurance meeting established statutory requirements.



## Proposal Schedule

	Date	Action
1.	February 18, 2026	RFP released.
2.	March 10 2026	Sealed Bids Due by 10:00 A.M. CDT Public Bid Opening 10:00 A.M
3.	March 17, 2026	Bid Decided and Potentially Awarded by City Commission (If required by fiscal policy)

## Deadline for Proposals

A sealed bid must be received by the City of Junction City Kansas, at the City Clerk's Office 700 N Jefferson Junction City, KS 66441, not later than 10:00 A.M. CDT on March 10. 2026.

The sealed bid package should be clearly marked as follows:

**PROPOSAL FOR: CONTRACT MOWING- PUBLIC AREAS**  
**ATTENTION: Ariana Lorenzo, City Clerk**

Proposals and all conditions therein shall remain effective for at least sixty (60) days from proposal submission date. A complete response to the RFP shall contain two (2) original copies.

## **Proposal Correction or Withdrawal of Proposal Prior to Opening**

Any proposal may be withdrawn or modified by written request of the bidder provided such request is received by the City of Junction City by the deadline and at the address given above and the RFP has not been opened and read aloud. Modifications received after the due date and time will not be allowed. Modifications or corrections of proposals may be made by means of facsimile or other written communications, provided such modifications or corrections are received by the City prior to the closing time set for receiving proposals. Each correction to proposals must be clearly marked and initialed by the bidder.

The City of Junction City or its representatives reserve the right at any time to request clarification from any or all individuals or entities submitting a proposal.

## **Proposal Deposition**

All materials submitted in response to this RFP will become property of the City of Junction City and will become public record after the proposals are opened and read. The City will not be responsible or liable in any way for any losses that the bidder may suffer from the disclosure of information or materials to third parties.

## **Non-Standard Forms**

Proposals which are not submitted on the forms provided by the City of Junction City or do not adequately address the provisions of this RFP document will be rejected. A proposal in which omissions occur or which has been conditioned by the bidder in a manner that is unacceptable to the City of Junction City will be rejected. Corrections may be made until the proposal opening date, 10 March 2026 at 10:00 A.M. CDT. No corrections may be made after proposal opening.

## **Acceptance or Rejection of Proposals**

The City of Junction City reserves the following rights and options:

- To accept the proposal that is the lowest and/or the best proposal for the City of Junction City.
- To reject any and all non-responsive proposals.
- To reject any incomplete proposals.

- To reject all proposals without cause.
- To issue subsequent requests for new proposals.
- To discontinue its negotiations after commencing negotiations with a finalist, if progress is unsatisfactory, and commence discussions with another bidder.
- To exercise local vendor preference as outlined in Junction City Fiscal Policy dated December 7, 2021.

### **Bidder's Responsibility for Costs**

The City of Junction City will not reimburse any Bidder for any costs involved in the preparation and submission of its proposal, or in contract negotiations. Bidders are responsible for all costs associated with preparing and submitting the RFP.

### **Vendor Viability**

List three of your current comparable customers. Please indicate a) number of years as a customer; and, b) contact names and numbers.

**The following documents must be attached with your bid and made a part of this proposal. Failure to do so will result in an incomplete response:**

1. Entire request for proposal with all requested information.
2. Two (2) original copies of the completed bid sheet.

**PUBLIC WORKS MOWING**

<b>FREQUENCY</b>	<b>LOCATION</b>	<b>FEE PER MOWING</b>
Bi-Weekly	Airport (All Non-Framed Land) and Islands	
Bi-Weekly	K-57 Highway East & West Right-of-Way & Islands	
Bi-Weekly	East Chestnut St. & Interstate 70 On & Off Ramps	
Bi-Weekly	S. Washington St. & Interstate 70 On & Off Ramps	
Bi-Weekly	Goldenbelt Blvd. North & South Right-of-Way	

**Mowings Total** \_\_\_\_\_

## Bid Sheet

Company Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Principal: \_\_\_\_\_

Title: \_\_\_\_\_

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

Attachments for bid: Reference List, Certifications, Warranty, Specialized Equipment, anticipated date of project completion proposed sketch and plans