

**CITY OF CASPER  
REQUEST FOR BIDS / SCOPE OF SERVICES  
WEED MOWING AND LITTER ABATEMENT  
FOR THE COMMUNITY DEVELOPMENT DEPARTMENT  
CASPER, WYOMING**

The City of Casper will accept sealed bids for **WEED MOWING AND LITTER ABATEMENT**, until **4:00 P.M.**, Local Time, **FRIDAY, MARCH 16, 2018**, at the **COMMUNITY DEVELOPMENT DEPARTMENT**, City Hall, 200 North David, Room 205, Casper, Wyoming.

Complete information is essential for proper evaluation of bids, and bidders are cautioned to submit complete and accurate data with their bids. **FAILURE TO DO SO MAY BE HELD AS GROUNDS FOR DISQUALIFICATION OF BIDS.**

Bidders who are residents of the State of Wyoming will receive preference as provided by Wyoming Statute, Section 16-6-101 et seq.

In the event of any claim, suit, or demand which may result from a bid or bids submitted hereunder, or the award of any contract as a result of submission of a bid, the bidder or bidders agree that Wyoming law shall govern any such claim, suit, or demand and the rights and duties of the parties thereunder.

**GOVERNMENTAL CLAIMS ACT**

The City does not waive any right or rights it may have pursuant to the Wyoming Governmental Claims Act, Wyoming Statute, Section 1-39-101 et seq. The City specifically reserves the right to assert any and all immunities, rights and defenses it may have pursuant to the Wyoming Governmental Claims Act.

**AT A MINIMUM, REQUEST FOR BIDS SHALL ADDRESS THE FOLLOWING ITEMS:**

**I. WORK PROGRAM**

The following work program generally describes the task to be accomplished by the individual or company in response to this document.

**A. THE INDIVIDUAL OR COMPANY SHALL PROVIDE:**

1. Weed / grass cutting and removal in a timely manner.
2. Litter and trash removal in a timely manner.
3. As a contracted representative of the City, the individual/company shall provide outstanding customer service to the organization, and to citizens during the performance of the contracted work.

**B. PROPOSED COSTS:**

The individual or company shall submit bids based on a cost per square foot for **weed mowing, grass cutting, removal of the same; and a cost per cubic yard for litter/trash removal.** (All weed and grass mowing shall be as per City code.). These bids/costs will be utilized over the entire term of the contract.

1. Individual lots of 2,500 square feet or less shall be \$ \_\_\_\_\_ per square foot.
2. Lots between 2,501 square feet and 5,000 square feet shall be \$ \_\_\_\_\_ per square foot.
3. Lots greater than 5,000 square feet shall be \$ \_\_\_\_\_ per square foot.
4. Litter and trash removal shall be \$ \_\_\_\_\_ per cubic yard to remove, transport, and dispose of legally.

**\*No charge will be less than \$25.00 for small jobs/projects.**

Allowances for height of weeds or grass, or any other conditions that may affect the costs of performing the work described above must be calculated into the square footage cost or the cubic yard cost. The Request for Bids must contain all items outlined and must be submitted in the manner described under **RESPONSES** below. **Bids that are submitted in any other manner may be cause to disqualify the submittal or bid.**

**C. PERMIT AND DUMP FEE:**

The Contractor shall be responsible for obtaining the required permits from the City and paying the required fee. Debris deposited at the City Landfill shall be subject to the required City fee and paid by the Contractor.

**II. PROGRAM SCHEDULE**

The Contractor shall be available to start the program on **MAY 1, 2018**, and continue on the program up to and through **APRIL 30, 2019**.

### III. EXPERIENCE

The Request for Bids shall include information relative to the following:

- A. The individual's/company's experience and qualifications in general, and particularly on programs of a similar size and nature.
- B. Staff, including background and experience of those individuals who will be involved with this program.
- C. The types and kinds of equipment on-hand and available to be used on this program.
- D. Present and future workload of existing or projected staff.
- E. Proof of the required commercial liability insurance, workers' compensation insurance, and confirmation of the individual's/company's agreement to execute a hold harmless agreement in a form acceptable to the City of Casper.

### IV. REFERENCES

Appropriate references should be available if requested by the City.

### V. RESPONSES

Individuals or companies responding to the Request for Bids shall submit an original in a sealed envelope marked "**BID ENCLOSED, WEED MOWING AND LITTER ABATEMENT.**" Return address/company information shall also be written on the envelope.

### VI. SPECIAL CONDITIONS

Bids must be returned to the City of Casper, Community Development Office, 200 North David, Room 205, Casper, Wyoming, 82601, at the time and date specified on the Request for Bids. Proposals received after the 4:00 P.M. deadline will be returned to the bidder unopened. **Bids will be publicly opened at 4:30 P.M., local time, on March 16, 2018,** in the Community Development Office, City Hall, 200 North David Street, Room 205, Casper, Wyoming 82601.

The City reserves the right to reject any and all bids; to waive any and all irregularities or informalities; to negotiate specific contract terms not inconsistent with the Request for Bids with the successful bidder(s); and to disregard all nonconforming, nonresponsive, unbalanced, or conditional bids.



It is the intent of the City of Casper, Community Development Department to award contracts to a minimum of two (2) separate bidders, and a maximum of five (5), based on the criteria set forth in this Request for Bids document. The contracted individuals/companies will be placed on a list which the City Code Enforcement Division will use to assign individual jobs/projects on an ongoing basis over the duration of the contract. In determining which contractor to use for each job, the City may base the assignment on multiple factors, including, but not limited to past performance, quality of work, lowest cost, timeliness, or any other factors that ensure high quality service, in the most cost-effective manner. All cost and quality factors being equal, the City's intent is to distribute work evenly across all contractors.

## **VII. CONTACT PERSON**

Questions regarding any part of the Request for Bids should be directed to Craig Collins, Community Development Building/Code Enforcement Manager, 200 North David, Room 205, Casper, Wyoming, 82601, (307) 235-8254.