

CITY OF MILLS, WYOMING REQUEST FOR BID (RFB)

MOWING, TRIMMING, EDGING, AND LANDSCAPE MAINTENANCE SERVICES FOR CITY BUILDING GROUNDS, PARKS, AND COMMON AREAS

Issued By: City of Mills – Public Works Department

Delivery Address: 704 Fourth Street, Mills, WY 82604

Mailing Address: P.O. Box 789 Mills, WY 82644

Point of Contact: Public Works Department, pwdirector@millswy.gov

Bid Release Date: March 5, 2026

Pre-Bid Meeting: March 16, 2026, at 10:00 AM (MST) – Mills City Hall Conference Room, 704 Fourth Street, Mills, WY 82604

Questions Due: March 20, 2026

Answers/Addenda Posted: March 27, 2026

Bids Due: April 1, 2026, at 10:00 AM (MST)

Public Bid Opening: April 1, 2026, at 10:00 AM (MST) – Mills City Hall Conference Room

NOTICE: Sealed bids must be received prior to the Bid Due Date/Time. Late bids will be rejected.

I. GENERAL INFORMATION

The City of Mills is seeking a contractor to provide mowing, trimming, edging, and maintenance landscaping services for City buildings, parks, and common areas. The selected contractor will be responsible for providing all labor, materials, equipment, and services necessary to perform the activities defined within this RFB.

Services will be provided during the regular growing season, defined as May 1 through September 30, a duration of twenty-two (22) weeks. The contract term shall begin upon all signatures being affixed to the agreement and shall run until December 31, 2026. The RFB and successful bid will serve as the basis for a one (1) year contract, with an option to renew the contract for one (1) additional growing season. The contractor shall provide a bid price for the 2026 and 2027 growing seasons, understanding that the scope of work may be adjusted by the City.

The City of Mills, if choosing to exercise the option for renewal, shall do so in writing on or before February 1, 2027.

Bids shall be presented as a lump-sum, not-to-exceed total, with all associated costs itemized as detailed on the attached Bid Form.

Sealed bids will be accepted by the City Clerk at Mills City Hall until 10:00 a.m. (MST) on Wednesday, April 1, 2026, at which time all received bids will be opened and read.

A pre-bid meeting will be held at the Mills City Hall Conference Room at 10:00 a.m. (MST) on Monday, March 16, 2026. The purpose of this meeting is to outline the scope of work and address questions regarding the property locations to be serviced. Contractors are encouraged to examine the properties before and after the pre-bid meeting. The contractor is responsible for identifying the locations and conditions of the properties prior to bid submittal.

B. Property Classification

For this RFB, the properties are considered only to have Class I grasses.

Class I – Grass to be maintained at a height of three-and-a-half (3-1/2) inches when mowed. These areas generally require weekly mowing during a regular growing season. Routine edging (string trimming) of walking paths and grass trimming near walls, fences, and other features is required. Grass clippings must be bagged and removed by the contractor. The City does not provide disposal locations for clippings.

II. STATEMENT OF WORK (SCOPE OF SERVICES)

A. Workmanship and Performance Standards

1. Prior to mowing, all trash, sticks, and debris shall be removed from the maintained areas. Failure to remove waste, sticks, and debris may result in termination of the contract.
2. During maintenance, the Contractor shall keep all areas neat and clean. The Contractor will take all reasonable measures to avoid damaging structures, fences, irrigation systems, trees, and shrubs. All work will be performed safely, with due regard for operators, occupants, pedestrians, vehicles, and buildings. Failure to operate safely and prudently may result in termination of the contract.

3. Upon completion of maintenance, the Contractor shall remove all debris and waste material. Grass clippings shall be removed from all Class I areas and disposed of by the Contractor; the City does not provide disposal areas.

4. The Contractor shall notify the City of Mills of any damage to persons, structures, vehicles, or landscape caused during maintenance. The Contractor is responsible for repairing or replacing any damaged property. If the Contractor fails to repair or replace the property, the City of Mills reserves the right to make said repairs or replacement and deduct this sum from the Contractor's invoice.

5. In Class I areas, excessive grass clippings are to be swept or blown from sidewalks, parking lots, beds, and other paved or concrete surfaces. The Contractor shall exercise reasonable care in ensuring grass clippings are not blown onto vehicles, walking paths, or down storm drains.

6. All maintenance shall be performed by properly trained personnel using current and acceptable grounds maintenance practices. This includes, but is not limited to, alternating mowing directions to avoid creating wheel paths in the grass. It is the Contractor's responsibility to ensure that all employees behave courteously toward residents and City patrons. Use of loud, abusive, or indecent language; consumption of alcohol or illegal drugs; failure to use proper bathroom facilities; traffic violations; willful or negligent damage of municipal or private property; or other unprofessional behavior may be cause for termination of the contract without written notice.

7. Working hours shall be Monday through Friday, 7:00 AM to 4:00 PM. Any work outside of these hours must be approved in advance by the City of Mills Public Works Department.

8. All Contractor personnel shall wear reflective safety vests and/or safety clothing with company identification while performing the duties of this contract.

9. All equipment must be free of any oil or fuel leaks.

B. Locations (Class I)

- Mills City Hall – 704 Fourth Street
 - Approx. 13,500 sq./ft.
- Sunny Acres Park – 4800 W. Yellowstone Hwy. (includes Mills Police and Fire Department grounds)
 - Approx. 142,000 sq./ft.
- Freden Park – Intersection of Pendell and Freden Blvd.
 - Approx. 92,000 sq./ft.
- Robertson Heights Park – Located at the end of Thunder Valley
 - Approx. 92,000 sq./ft.
- First Street Park – Intersection of First Street and Northwestern
 - Approx. 105,000 sq./ft.
- Noreen Kilmer Park – 101 Northwestern Ave.
 - Approx. 68,000 sq./ft.
- Mills Service and Sacrifice Park – Intersection of SW WY Blvd. and Ninth Street
 - Approx. 15,000 sq./ft.
- Eagle Park – Intersection of SW WY Blvd. and First Street
 - Approx. 13,500 sq./ft.

C. Warranty

The Contractor will make every effort to maintain the health of beneficially vegetated areas, including turf and buffer zones. The Contractor will not be responsible for guaranteeing vegetation and turf conditions outside performance periods and will be solely responsible for any damages resulting from negligent practices or performance.

D. Minimum Frequency

Unless otherwise directed by the City in writing, Class I locations require weekly mowing/trim/edge service during the growing season (May 1–September 30). The City reserves the right to adjust frequency based on weather conditions, growth rates, special events, or budget constraints through written direction.

III. BID REQUIREMENTS

A. Required Elements

Bids must include, at a minimum, the items listed below. Failure to provide required elements may result in rejection as non-responsive.

1. Coversheet with contractor name, address, phone number, email address, and other relevant contact information.
2. General capacities description, not to exceed twelve (12) pages. This item must include the following information:
 - Personnel
 - Equipment
 - Co-occurring contractual obligations spanning the bid period
 - Any relevant marketing materials
3. Bid price on the enclosed Bid Form. The bid price must include all properties for the entire contract period. Partial or incomplete bids will not be accepted.
4. Proof of Insurance coverage as required in Attachment “A”.
5. References: Three (3) municipal or corporate references, including name, address, phone number, and email address if available.

IV. BID PROCEDURES (SCHEDULE AND PREPARATION)

A. Schedule

Date	Action
March 5, 2026	Bid Release
March 16, 2026	Pre-Bid Meeting, 10:00 AM – Mills City Hall Conference Room, 704 Fourth Street, Mills, WY 82604

March 20, 2026	Questions Due to Public Works (written)
March 27, 2026	Answers/Addenda Sent and Posted
April 1, 2026	Bids Due, 10:00 AM – Mills City Hall
April 1, 2026	Public Bid Opening, 10:00 AM – Mills City Hall Conference Room

Notice to proceed will be given after a contract is awarded by the Mills City Council.

B. Bid Preparation Instructions

General Format: When completed, bids are to be assembled exactly as described in Section III (Bid Requirements). Note: Each element must be labeled as described.

Submission Instructions:

1. Contractors shall submit one (1) original and two (2) copies of each bid, signed by the contractor's binding authority. To be considered, a bid must arrive at Mills City Hall on or before 10:00 AM (MST) on April 1, 2026, and be marked as follows: "Request for Bid – 2026 Mowing, Trimming, and Maintenance Landscaping."

2. All bids are to be addressed and delivered by the date and time specified to:

RFB 2026 Mowing, Trimming, and Maintenance Landscaping
City of Mills
704 Fourth Street
Mills, WY 82604

3. The sealed bid envelope should include a transmittal letter that lists the following: Contractor's business name; contractor's address; contact name; contact number.

V. GENERAL TERMS AND CONDITIONS

1. RFB Closing Date and Time

Bids shall be received by the City Clerk, City of Mills, no later than 10:00 AM (MST) on April 1, 2026. It is the Bidder's responsibility to ensure its bid is received on or before the submission date and time. Bids received after the due date and time will not be considered.

2. Delivery of Bids

Bids shall be delivered to Mills City Hall, 704 Fourth Street, Mills, WY 82604, sealed and clearly labeled with the RFB title. The City is not responsible for bids misdirected or delivered to another location.

3. Addenda and Clarifications

All questions, clarifications, and requests for interpretation shall be submitted in writing to the City's Public Works Department by the deadline stated in Section IV. Oral responses are not binding. The issuance of a written addendum is the only official method by which interpretations, clarifications, or additional information may be given. It is the Bidder's responsibility to ensure that it has received and acknowledged all addenda prior to submitting its bid. Submit questions to – pwdirector@millswy.gov

4. Examination of Sites and Conditions

Bidders are responsible for examining the sites and understanding access, conditions, and constraints. Failure to inspect sites will not relieve the Contractor of obligations or entitle the Contractor to additional compensation.

5. Award of Contract

Award, if made, will be to the responsible and responsive bidder whose bid is determined by the City, in writing, to be most favorable to the City and its objectives. The City reserves the right to reject any and all bids; to waive informalities and minor irregularities; and to accept all or any part of any bid as may be deemed in the best interest of the City.

6. Contract Documents

The RFB, addenda (if any), the successful bid, and any negotiated contract terms approved by the City may be incorporated into and made part of the final contract.

7. Term of Contract; Option to Renew

The contract term shall begin upon execution and run through December 31, 2026. The City may, at its sole discretion, renew for one (1) additional growing season (2027) by written notice on or before February 1, 2027.

8. Scope Changes

The City reserves the right to increase, decrease, add, or delete sites and/or services and to adjust the contract accordingly through written change order or written direction, consistent with applicable law and any negotiated contract terms.

9. Payment and Invoicing

The Contractor shall submit itemized invoices in a format acceptable to the City. The City will pay only for services satisfactorily performed and accepted. The City may withhold payment for defective work, incomplete performance, or unresolved damage claims attributable to the Contractor.

The Contractor shall invoice monthly, and the City shall pay on a Net 60 basis

10. Insurance

The Contractor shall maintain insurance meeting or exceeding the minimum requirements set forth in Attachment A throughout the contract term. Failure to maintain required insurance is grounds for termination.

11. Safety; Compliance with Laws

The Contractor shall comply with all applicable federal, state, and local laws, regulations, rules, and ordinances, including OSHA requirements and traffic control/safety practices as applicable.

12. Independent Contractor

The Contractor is an independent contractor and is not an employee or agent of the City. The Contractor is solely responsible for its employees, subcontractors, taxes, withholdings, and benefits.

13. Subcontracting

Subcontracting is not permitted without the City's prior written consent. The Contractor remains fully responsible for the performance of approved subcontractors.

14. Indemnification

To the fullest extent permitted by law, the Contractor shall indemnify, defend, and hold harmless the City of Mills, its officers, employees, and agents from and against claims, damages, losses, and expenses (including reasonable attorney's fees) arising out of or resulting from the 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, but only to the extent caused by the negligent acts or omissions of the Contractor, its subcontractors, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable.

15. Termination for Convenience

The City reserves the right to terminate the contract, in whole or in part, for convenience and without cause upon thirty (30) days' written notice. In the event of termination for convenience, the City's liability shall be limited to payment for services satisfactorily performed and accepted prior to the effective date of termination.

16. Termination for Cause

The City may terminate the contract immediately (or upon a shorter notice period stated in the notice) for cause, including but not limited to: failure to perform; repeated defective performance; failure to follow safety requirements; failure to maintain required insurance; unprofessional conduct; or other material breach. The City may pursue all remedies available at law or equity.

17. Funding Contingency; Non-Appropriation; Financial Withdrawal

This contract is subject to annual budget approval and appropriation by the Mills City Council. Notwithstanding any provision to the contrary, the City of Mills reserves the absolute right to terminate this contract, without penalty or liability, at any time funding is reduced, withdrawn, not appropriated, or otherwise unavailable. In such an event, the City shall provide written notice to the Contractor, and the contract shall terminate on the date specified in the notice. The Contractor expressly agrees that the City shall not be obligated to continue the contract beyond available funding. Termination due to lack of funding shall not constitute breach of contract. The Contractor waives any claim for damages, lost profits, overhead, mobilization costs, or future compensation resulting from termination due to lack of funding. The City's financial obligation shall be limited solely to payment for services satisfactorily performed and accepted prior to termination.

18. Costs of Preparing Bid

This RFB does not commit the City to award a contract. The City shall not be responsible for any costs or expenses incurred by the Bidder in preparing or submitting a bid or in negotiating a contract.

19. Public Records

Bids received by the City are subject to inspection consistent with Wyoming public records laws. Trade secrets or proprietary information that are protected by law may be withheld if clearly identified as such in the bid. The entire bid cannot be designated as proprietary. If a request is received to inspect designated

portions, the City may notify the bidder to permit the bidder to defend the proprietary nature of the information.

20. Waiver of Claims (Post-Completion)

After the final payment has been requested and made, the Contractor shall have no more than thirty (30) calendar days to present any claims against the City concerning the contract. After that period, the City will consider the Contractor to have waived any right to claims concerning the agreement.

21. Non-Discrimination and Immigration Compliance

The Contractor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, disability, or national origin, except when such condition is a bona fide occupational qualification. The Contractor certifies that it does not and will not employ unauthorized workers or otherwise violate applicable immigration laws.

VI. BIDDER'S INSTRUCTIONS (SUBMITTAL REQUIREMENTS)

1. Proposal/Bid Requirements

Bids should be concise and include the required elements in Section III. Bidders should include only the requested information, organized and labeled as required.

2. Qualifications Considered

In determining responsibility and best value, the City may consider:

- Experience and technical competence with similar municipal mowing/landscape maintenance contracts
- Capacity and capability to perform the work within the required timeframes
- Past performance (quality of work, safety, reliability, and ability to meet schedules)
- Demonstrated knowledge of grounds maintenance best practices
- Ability to respond to requests on short notice and coordinate with City staff

3. Deviations

Any deviations from the requirements or terms of this RFB must be clearly identified in the bid submission. Failure to identify deviations will be construed as acceptance of the RFB requirements.

4. Presentations/Interviews

The City may, at its sole discretion, request presentations, interviews, demonstrations, or additional information without cost to the City.

VII. DISCLOSURES

1. Public Domain

The laws of Wyoming generally require that bid contents be placed in the public domain and open to inspection by interested parties, subject to lawful exemptions.

2. Errors, Ambiguities, and Omissions

If a bidder discovers any ambiguity, conflict, discrepancy, omission, or other error in this RFB, the bidder shall immediately notify the City in writing prior to the question deadline. If the bidder fails to notify the City, the bidder submits its bid at its own risk and, if awarded, will not be entitled to additional compensation or relief due to such error or its later correction.

3. Contract Requirement

The successful bidder will be expected to enter into a contract with the City upon terms acceptable to the City, including insurance requirements and the provisions of this RFB.

ATTACHMENT A – INSURANCE REQUIREMENTS

The Contractor shall furnish and maintain, at its sole cost, the following insurance minimums throughout the contract term and any extensions/renewals. Certificates of Insurance must be provided prior to commencement of work and upon renewal.

1. Commercial General Liability (Occurrence): \$1,000,000 per occurrence and \$2,000,000 general aggregate. Coverage shall include, and not exclude, products/completed operations, contractual liability, and cross-liability/separation of insureds.
2. Automobile Liability: \$1,000,000 combined single limit per accident for owned, non-owned, and hired vehicles.
3. Workers' Compensation: Statutory limits as required by the State of Wyoming and Employer's Liability of not less than \$1,000,000.
4. Additional Insured: City of Mills, its officers, employees, and agents shall be named as Additional Insured on Commercial General Liability and Automobile Liability policies.
5. Waiver of Subrogation: Where available, policies shall include a waiver of subrogation in favor of the City of Mills.
6. Notice of Cancellation: Certificates shall provide that the City will receive at least thirty (30) days' notice prior to cancellation or material change (10 days for nonpayment where permitted).

ATTACHMENT B – BID FORM

Bidder shall provide lump-sum, not-to-exceed pricing for the full scope and all locations described in this RFB. Partial bids will not be accepted.

Line Item	Description	Bid Amount (\$)
1	Total Lump-Sum Price – 2026 Season (May 1–Sept 30 services; contract through Dec 31, 2026)	
2	Total Lump-Sum Price – 2027 Season (Optional Renewal)	
3	Optional: Additional/On-Call Mowing/Trim Service (Hourly Rate) – if requested by City	

Company Name: _____

Mailing Address: _____

City/State/ZIP: _____

Contact Person/Title: _____

Phone: _____ Email: _____

Wyoming Business Registration (if applicable): _____

By signing below, Bidder certifies that it has read and understands this RFB and will comply with all requirements, and that the undersigned is authorized to bind the Bidder.

Authorized Representative (Print): _____

Signature: _____ Date: _____

ATTACHMENT C – ADDENDUM ACKNOWLEDGEMENT

The Bidder acknowledges receipt of the following addenda (if any) to this RFB. Addenda must be acknowledged for a bid to be considered responsive.

Addendum No. ____ Date: _____ Initials: _____

Addendum No. ____ Date: _____ Initials: _____

Addendum No. ____ Date: _____ Initials: _____

ATTACHMENT D – VENDOR CHECKLIST

The following items are included in the bid package (check all that apply):

- Cover sheet with contact information
- General capacities description (≤ 12 pages) including personnel, equipment, concurrent obligations, and marketing materials
- Completed Bid Form (Attachment B)
- Proof of Insurance / Certificate of Insurance meeting Attachment A
- Three (3) municipal or corporate references
- Addendum Acknowledgement (Attachment C) (if addenda issued)