

City Of Aurora – Request for Bid (Mowing & Lot Clean-up)

REQUEST FOR BID (RFB)

City of Aurora, Missouri

RETURN TO:

City of Aurora

City Clerk's Office
2 W. Pleasant Street
P.O. Box 30
Aurora, MO 65605

Date Issued: March 25, 2026

Buyer Email: auroracityclerk@auroramogov

Telephone: (417) 678-5121 ext. 230

Facsimile: (417) 678-6599

BID DUE DATE: Wednesday, April 15, 2026 – 2:00 P.M. (CST)

IMPORTANT NOTICE

SEALED BIDS MUST BE **PHYSICALLY RECEIVED** in the City Clerk's Office **prior to 2:00 P.M.** on the due date. Bids received after this time will be rejected and returned unopened.

FAXED OR EMAILED BIDS WILL NOT BE ACCEPTED.

All questions regarding this RFB shall be directed to the **Community Development Department** at (417) 678-5121 ext. 310.

Bids will be publicly opened by the Buyer at the location listed above. All bidders or their representatives are invited to attend.

DESCRIPTION OF SERVICES

Mowing and Lot Clean-Up Services

See the attached General Conditions, Specifications, Scope of Work, and Bid Form for detailed requirements.

Delivery Terms: F.O.B. Destination

The City reserves the right to accept or reject any or all bids, to waive informalities, or to split or reallocate bid items as deemed in the City's best interest.

COMPETITIVE BIDDING STATEMENT

It is the intent of the City of Aurora that this Request for Bid promotes fair and competitive bidding. Vendors are responsible for notifying the City, in writing, of any language or requirements that may inadvertently restrict competition. Such notification must be received no later than **three (3) business days prior to the bid opening date.**

INSTRUCTIONS TO BIDDERS

1. Bid Opening

Bids will be opened at City Hall, 3rd Floor, 2 W. Pleasant Street, Aurora, Missouri, at the date and time stated in this RFB.

2. Delivery Requirements

It is the sole responsibility of the bidder to ensure timely delivery. Bids delivered after the stated deadline will not be considered. Delays caused by mail or delivery services will not excuse late submission.

3. Sealed and Marked Bids

All bids must be sealed and clearly marked on the outside of the envelope with the **Request for Bid – Mowing & Lot Clean-Up.** Deliver or mail bids to the City Clerk's Office at the address listed above.

4. Legal Name and Signature

Bids must include the bidder's legal name, address, phone number, and email address. The Bid Form must be manually signed by an authorized representative. Unsigned bids will be rejected.

5. Corrections

No erasures are permitted. Corrections must be made by striking through the error with a single line, entering the corrected information, and initialing the change.

6. Clarifications and Addenda

All interpretations or clarifications must be requested in writing. Only written addenda issued by the City shall be considered official. Bidders are responsible for verifying whether addenda have been issued prior to submitting a bid.

7. Bid Expenses

All costs incurred in preparing and submitting a bid are the sole responsibility of the bidder.

8. Irrevocable Offer

Bids constitute an irrevocable offer for a period of **ninety (90) days** from the bid opening date unless withdrawn in writing prior to opening.

9. Responsive and Responsible Bidder

Award will be made to the **lowest and best responsible bidder** whose bid conforms to all material requirements and demonstrates the ability to perform the contract fully.

10. City's Reserved Rights

The City reserves the right to investigate bidder qualifications, including financial condition, equipment availability, personnel, and past performance.

11. Audit Rights

The City reserves the right to audit records related to this contract for a period of one (1) year following final payment.

12. Applicable Law

All contracts shall be governed by the laws of the State of Missouri and applicable City ordinances.

13. Protest Procedure

Any protest must be submitted in writing to the City Manager within **ten (10) calendar days** of the occurrence, giving rise to the protest.

14. Ethical Standards

Violations of City or State procurement ethics may result in bid disqualification and future bidding restrictions.

15. Collusion Certification

By submitting a bid, the bidder certifies that the bid is made without collusion or unlawful coordination with other bidders.

16. Contract Forms

Any resulting agreement shall be executed on forms supplied or approved by the City.

17. Liability and Indemnification

The Contractor shall defend, indemnify, and hold harmless the City, its officials, agents, and employees from all claims arising out of performance of the contract.

18. Variances and Alternates

Any deviations from specifications must be clearly stated on the Affidavit of Compliance. Failure to note deviations shall bind the bidder to full compliance.

19. Pricing Requirements

All prices shall be stated clearly and separately. Unit prices shall govern in the event of discrepancies.

20. Modifications or Withdrawal

Bid modifications or withdrawals must be submitted in writing prior to the bid opening.

21. Errors in Bids

Bidders are responsible for reviewing bid documents thoroughly. No allowance will be made for errors after submission.

22. Payment Terms

Payment terms are **Net 30** unless otherwise specified. Prepayment will not be accepted.

23. Tax Exemption

The City of Aurora is exempt from sales and federal excise taxes. Missouri Tax ID: 11993260.

24. Awards

Awards may be made by item, group, or total bid, or may be rejected in whole or in part if deemed in the City's best interest.

25. Equal Opportunity

The City encourages participation from minority- and women-owned businesses and does not discriminate on any legally protected basis.

SCOPE OF WORK

The City of Aurora seeks a contractor to provide **mowing and lot clean-up services** for City-owned, abandoned, vacated, or non-compliant properties as defined by City Code Chapter 220.

The initial contract term shall be **one (1) year**, with the option to renew for up to **two (2) additional one-year periods**, subject to mutual agreement and City Council approval.

The City reserves the right to perform services with City personnel or to use other contractors when deemed necessary.

A. Mowing Services

The Contractor shall:

- Mow and cut grass and weeds to heights approved by the Building Official/Code Enforcement Official.
- Provide anticipated service dates within 24 hours of assignment and notify the City upon completion.
- Trim around buildings, fences, trees, posts, and other obstructions.
- Remove overgrown weeds and clear impediments prior to mowing.
- Collect and properly dispose of all debris. No material shall enter storm drains or be blown onto streets or sidewalks.
- Repair any damage caused by equipment at no cost to the City.

B. Lot Clean-Up Services

Lot clean-up may include:

- Removal of trash, rubbish, scrap materials, appliances, furniture, and other nuisances.
 - Coordination with the Building Official for property-specific clean-up requirements.
 - Disposal costs reimbursed upon submission of valid landfill or transfer station receipts.
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WEATHER DELAYS AND LIQUIDATED DAMAGES

Weather delays shall be documented in writing within seven (7) days. Approved delays shall extend contract time but shall not result in additional compensation. Failure to complete work within required timeframes may result in contract termination and recovery of excess costs.

INSURANCE REQUIREMENTS

The Contractor shall maintain, at a minimum:

- **Workers' Compensation:** Statutory coverage per Missouri law
- **General Liability Insurance:** Minimum \$500,000 per occurrence

Certificates of insurance naming the City of Aurora as certificate holder must be submitted within ten (10) days of award.

PAYMENT AND TERMINATION

Payment is conditioned upon satisfactory performance and proper invoicing. The City reserves the right to terminate the contract for cause or convenience with written notice.

BID FORM

Contractor Name: _____

Address: _____

Phone: _____

Email: _____

Pricing

Description	Rate
Standard Lot Mowing (Lots up to and including 12,000 sq. ft.)	\$_____ Flat Rate
Large Lots (Lots larger than 12,000 sq. ft)	\$_____ per sq. ft.
Lot Clean-Up (Hourly)	\$_____ per hour
Brush Hog / Tractor & Loader Services (Hourly)	\$_____ per hour

Authorized Signature: _____

Date: _____