



**REQUEST FOR PROPOSALS**  
**2026 Abatement Mowing/Debris Removal Services**  
**RFP Submission Deadline: April 24, 2026 12:00 PM**

**OVERVIEW**

The City of Valley Center, Kansas (“City”) is requesting proposals from suitably qualified and experienced companies (“Bidders”) to provide nuisance abatement services within the City of Valley Center. The primary goal of the City is to correct identified violations of the City’s nuisance code occurring upon private property in a timely, courteous, and professional manner.

The City is requesting bids in association with Abatement of Properties categorized as Grade A, B, C, and D, such grades based upon the level of nuisance associated with the specific property. Project outcomes should all meet the standards set forth by the City. See Section 2.6 of this document for specifications of nuisance abatement. The Bidder must currently be in the business of providing mowing services work. All applicable federal, state, and local laws, ordinances and regulations must be adhered to. Services to commence upon execution of contract.

Bidders submitting a bid should review the requirements listed. Specifically, the selected contractor will be required to:

- Execute an Abatement Mowing/Debris Removal Service Agreement with the City of Valley Center
- Complete applicable forms and certifications
- Maintain General Liability Insurance (\$1,000,000 minimum); Workers Compensation Insurance (\$500,000) if qualified and business automobile liability (\$1,000,000) and furnish proof of such insurance

No bidder who is the recipient of Valley Center funds, or who proposes to perform any work or furnish any goods under this agreement shall discriminate against any worker, employee, applicant, or any member of the public because of race, color, sex, gender, sexual orientation, religion, age, marital status, national origin, veteran status, physical or mental disability or perceived disability, or other criteria protected by law.

Proposal must include a minimum of three professional references. These references should be attached to the Proposal Submission Form and include current contact information including name, address, telephone number, and email address.

Questions from bidders regarding this RFP shall be sent to Kyle Fiedler, Director of Community Development, at 316-755-7310, ext. 103 or [kfiedler@valleycenterks.gov](mailto:kfiedler@valleycenterks.gov).

Completed proposals must be received no later than April 24, 2026, 12:00 PM and delivered to: City of Valley Center, City Hall, ATTN: City Clerk Amanda Park, 121 S. Meridian Ave., P.O.

Box 188; Valley Center, KS 67147, clearly marked “RFP –Abatement Mowing/Debris Removal.”

NOTE: The City reserves the right to reject all proposals. Proposals received after this deadline may be refused and deemed ineligible for consideration at the City’s sole discretion.

### **Selection of Contractor**

The City of Valley Center reserves the right to accept a proposal and enter into an agreement as a result of the initial proposals received, or alternatively, it may elect to conduct negotiations with those Bidders as determined by the City, to be within an acceptable competitive range, or alternatively, to negotiate separately with any Bidders when it is determined to be in the best interest of the City. In addition, the City may request that Bidders provide a best and final offer. The City may negotiate any proposal or best and final offer at any time after the deadline for the submission of proposals.

The Bidder selected will be required to submit a Certificate of Insurance naming the City of Valley Center, KS as an additional insured, which will be reviewed by the City Administrator’s Office.

A contract will then be negotiated between the selected Bidder and the City, with each agreeing to the terms of the contract and affixing authorized signatures. The new contractor will be required to complete all forms and certifications if required by the City, State, and Federal governments. The City may reject any or all proposals and may waive informalities and minor irregularities in any proposal received.

### **Proposal Requirements and Examination of Work to be Performed**

The bidder is required to thoroughly examine the request for proposal requirements and the work contemplated, and it will be assumed that the contractor has investigated and is satisfied as to the requirements. It is mutually agreed that submission of a request for proposal shall be considered prima facie evidence that the contractor has made such examination.

Before submitting the request for proposal, the Bidder shall examine the scope of work. By submitting a proposal, the bidder, if selected for award, shall be deemed to have accepted the terms of this RFP.

## **GENERAL INFORMATION**

### **Section 1**

This RFP contains instructions governing the content of the proposals and the format in which they are to be submitted. It does not attempt to define all the contract needs nor detail them. Rather, it is flexible and allows for the credentials of the contractor to be demonstrated in the areas of expertise necessary to the contract. There are mandatory requirements to be met, but should the contractor foresee the need for qualification of the effort or additional requirements, concise and relevant discussion is encouraged.

## **SCOPE OF SERVICES, BACKGROUND, AND PURPOSE**

### **Section 2**

This scope of work pertains to the requirements of abatement mowing and/or debris removal at various locations in the City. As part of the response to this RFP, Bidders if awarded, will be required to submit invoicing for completed work within 7 days of completion. The Bidder shall furnish all labor and materials necessary to perform the Abatement Mowing/Debris Removal Services in the RFP. Bidders shall complete all the tasks requested by the Code Enforcement Officer(s) prior to invoicing and will be subject to reinspection.

It shall be the Contractor's responsibility to verify the areas, sizes, and quantities of the areas requested to be abated according to determined lot size or quantity of debris on same as proposed in this RFP. Failure of the Bidder to verify the listed amounts shall not relieve the Bidder of the responsibility to provide all services required to the standards included herein, for the prices submitted in Bidder's proposal.

### **2.1 HOURS WHEN WORK IS TO BE PERFORMED**

All work is to be performed Monday through Friday from 8:00 AM to 6:30 PM. No work shall be done on Saturday or Sunday without written permission from the City. The selected Bidder at times may need to be accompanied by a Code Enforcement Officer and will be informed prior to abatement. Scheduling of abatement in this case will be agreed upon prior to abatement.

## **STANDARDS AND SPECIFICATIONS**

### **A. GENERAL STANDARDS**

#### **1. GUARANTEE AND REPLACEMENT**

- a. Contractor shall replace, at no additional cost to the City, any turf, plant materials or any other City or private property damaged because of improper workmanship. Property damage must be repaired within two weeks of identification of damage.
- b. Contractor is not responsible for losses, repair or replacement of City or private property resulting from theft, extreme weather conditions, vandalism, vehicular incidents (other than Contractor's vehicles) or the acts of others over whom they have no reasonable control.

#### **2. CONTRACTOR RESPONSIBILITIES**

- a. Contractor will provide staff able to perform work at the highest standards. The City reserves the right to demand the replacement of Contractor's staff who do not meet the City's standards for safety, or professionalism,
- b. Contractor must provide an emergency contact list identifying the names, positions held, and phone numbers of key personnel.
- c. Attend meetings and/or site inspections of properties as requested.

## **2.2 DESCRIPTION OF PROJECT**

In accordance with the City's efforts to address and correct health, safety, and welfare concerns within the City of Valley Center, the City desires to retain an identified Contractor for the purpose of providing abatement services upon identified properties. Abatement includes removal of weeds, trash, debris, limbs, brush, and other material in a timely, courteous, and professional manner. The quality of nuisance removal services is a necessary and critical element of fulfillment of an Abatement Agreement with City.

1. Direction to Abate: When a property is subject to abatement, the Community Development Director and/or designee [hereinafter "City's Representative"] will notify the Contractor during regular business hours by telephone, followed by e-mail, to provide the following:
  - a. Description of the nature of the nuisance.
  - b. Location of the property where the nuisance is located.
  - c. Description of where the nuisance is located on the property.
  - d. Description sufficient to positively identify the nuisance in question
  - e. Description of type and extent of service expected.
  - f. Any condition or circumstance known to the City which may require special equipment or handling.

Direct access to the Contractor shall be available to the City's Representative by telephone during regular business hours: Monday through Friday from 7:30 AM to 4:30 PM, excluding legal holidays.

Response time for all abatements shall not exceed (5) five business days, from the time of request, excluding legal holidays and weekends. Contractor shall inform the City for any reason if unable to respond to a request for abatement services, or unable to respond within the required time. In the event the Contractor fails to begin the abatement within the time prescribed, the City may secure the services of an alternate contractor. If an alternate contractor is retained and Contractor subsequently responds to such job, the Contractor will not be compensated for the overdue response.

## **2.3 SERVICES**

The selected Contractor will provide the following service(s) to the City in association with Abatement Mowing/Debris Removal, including:

1. Mowing/trimming and edging of properties' grass and/or weeds higher than 8 inches in length
2. Removal of filth, excrement, lumber, brush, rocks, dirt, cans, paper, trash, metal, or any other offensive or disagreeable thing or substance thrown or left or deposited upon any private enclosure or lot, whether vacant or occupied
3. Any place, structure or substance which emits or causes to be emitted any offensive, disagreeable, noxious or nauseous odors

4. Removal of any unused, unattended, damaged, or abandoned items found or located upon any private enclosure or lot, whether vacant or occupied such items to include but not be limited to: iceboxes, refrigerators, freezers, washers, dryers, dishwashers, hot water heaters or similar devices or equipment, or signs
5. Removal of salvage material, industrial material, or commercial material
6. Removal of any piles or otherwise disorderly, un-stacked and/or accumulations of wood
7. Trimming and/or removal of dead trees and tree stumps still in the ground of a height of less than 20 feet above grade and no greater in diameter of 6 inches
8. Fill in and/or remove storm run-off water from abandoned swimming pools
9. Removal or trimming of overgrown shrubberies, vegetation or other obstacles that require a bush hog
10. Removal of household hazardous waste, as defined by KDHE, shall be included within standard abatement services if it can be lawfully disposed of by Contractor within Sedgwick County, including such items as paint cans and used motor oil
11. Other similar type projects

#### **A. Standards of Service:**

Contractor will meet the following standards in completing assigned Abatements:

1. Shall be available to respond to and abate all nuisances within (5) five business days of receiving a direction to abate from the City's Representative
2. Shall remove weeds in a manner that minimizes damage to any associated real or personal property
3. Shall remove debris and junk as directed by City's Representative using methods deemed most effective by Contractor, and which minimize any damage to other real or personal property Contractor will be responsible for any damage caused by their actions and must be immediately reported to the City's Representative
4. Shall dispose of all other materials in a lawful manner, at appropriate waste disposal facilities and apply any charges associated with disposal to the final billing submitted to City, such costs shall include mileage based on current Kansas Reimbursement Rates from City limits to the waste disposal facility
5. Unless otherwise agreed in writing, shall provide all equipment and materials necessary to carry out services described in this Agreement and shall bear all costs associated with such equipment
6. Shall collect and provide to City's Representative copies of all complaints and resolutions to complaints, compliments, comments and other information provided by property owners and the general public regarding the Abatement action or general comments
7. Shall choose the most efficient methods to be used to achieve full compliance with any direction to abate
8. Shall provide all necessary staff to complete abatements efficiently and within the established time frame
9. Shall limit abatement procedures to only property described in a written abatement assignment provided by City's Representative. Contractor shall not be compensated for work done not specifically identified within the written abatement assignment.

10. It is anticipated that the final step of any debris removal will be mowing and trimming at each site
11. Shall immediately report completion of an abatement assignment to the City's Representative for final inspection
12. Shall maintain communication with City's Representative throughout the term of any assigned abatement
13. Shall notify the City's Representative of any safety concerns associated with an assigned abatement, not generally associated with the services set forth in 1(A) above
14. Shall maintain communications with the City's Representative, including notification of when Contractor is on an abatement jobsite and when leaving an abatement jobsite throughout the course of an abatement

## **B. Excluded Services**

1. Nuisance automobiles will not be an item subject to abatement within the terms of this RFP and subsequent Nuisance Abatement Agreement
2. Hazardous waste, as identified by the Kansas Department of Health and Environment (KDHE), will not be an item subject to abatement within the terms of this RFP and subsequent Nuisance Abatement Agreement Please note: Household hazardous waste, as identified by KDHE, that may be lawfully disposed of by Contractor within Sedgwick County, including such items as paint cans and used motor oil, are included within the scope of abatement services
3. Dead animals will not be an item subject to abatement within the terms of this RFP and subsequent Abatement Mowing/Debris Agreement

## **2.4 PRICING OF ABATEMENTS**

Pursuant to the City's identified policies and regulations, the City will identify properties located within the City of Valley Center upon which unaddressed nuisance conditions exist that are injurious to the health, safety, and welfare of the community. After determining that the property owner is unable or unwilling to abate the identified nuisance condition(s), City will utilize Contractor's services to abate the nuisance condition(s). The City, acting through its City's Representatives, will notify the Contractor of a nuisance abatement job.

The City's Representative will arrange to meet Contractor at abatement site to clearly communicate, both verbally and within a written "abatement assignment", the site requiring remediation, and the remediation service(s) requested. City's Representative will determine with Contractor the applicable property grade and multiplier in conformance with Appendix A and include such determination within the written abatement assignment. City's Representative will determine with Contractor the applicable time frame within which the abatement assignment will be completed. The City's Representative will be available throughout any abatement assignment to provide necessary support and oversight services. The City's Representative will coordinate with other City departments to provide assistance as needed. The City's Representative will meet Contractor at abatement site to confirm the completion of the job, and that the job was completed within the anticipated time frame.

## **2.5 COMPENSATION**

In consideration of the service(s) provided by Contractor for the City, the City shall cause payment to be made to Contractor as set forth herein. Contractor agrees that billings and payments shall be processed in accordance with established budgeting, purchasing, and accounting procedures of the City of Valley Center, Kansas. Billing shall be supported with documentation required by City including, but not necessarily limited to, an itemized bill. Payments shall be made to Contractor only in accordance with the Agreement, which shall incorporate this RFP by reference. City reserves the right to disallow reimbursement for any items or service billed by Contractor if City believes that any item or service was not provided to support the service(s) of the abatement or was outside the terms of the abatement. After approval, payments shall be mailed to Contractor's address as follows:

1. When billing for an abatement, Contractor must provide a price per grade based upon level of nuisance violations. Bidders will submit their proposed pricing on the Proposal Submission Form found in Section 3.
2. In the event the Contractor identifies additional problems upon the property during the abatement, he/she must contact the City's Representative prior to accruing any additional costs. Contractor is to provide a final bill within seven (7) business days of completion to the Community Development Department located at 545 W. Clay St., Valley Center, KS 67147 either by email or USPS. Such final bill invoicing shall be on a letterhead and include all receipts from disposal sites and any other receipts associated with the abatement for approval of payment.
3. Additional compensation shall only be approved if agreed to in writing prior to accruing such costs. The Community Development Director may allow for previously unapproved costs only if such costs were deemed to be associated with a critical emergency. Critical emergency would be an immediate danger to life, health and/or safety. If Contractor is dissatisfied with the decision of the Community Development Director concerning reimbursement for costs incurred without prior approval, Contractor may appeal the decision to the City Administrator. The determination of the City Administrator is final.

## **2.6 PROPERTY GRADES**

1. Grade A Abatement – A property is considered grade A if it is free of all obstructions. Removal of fence panels may be necessary for mowers to operate on the property. Fence panels must be re-attached upon completion. The scope of services for grade A shall only include mowing and trimming of grass and/or weeds higher than eight (8) inches in length. The only equipment required for Grade A properties shall be mowers, trimmers and edgers.
2. Grade B Abatement – A property is considered grade B if it is free of major obstructions. Removal of fence panels may be necessary for equipment to operate on the property including mowers for grasses higher than 12 inches. Fence panels must be re-attached upon completion. Minor obstructions that cover 1% - 25% of the property including, but not limited to:
  - a. Filth, excrement, lumber, brush, rocks, dirt, cans, paper, trash, metal, lumber, automotive parts, construction material, rocks, concrete, and tree limbs metal or

- any other offensive or disagreeable thing or substance thrown or left or deposited upon any private enclosure or lot.
- b. Overgrown shrubberies, vegetation or other obstacles that require mowing. Removal and spraying of noxious weeds.
  - c. Unused, unattended, damaged, or abandoned items found or located upon any private enclosure or lot, whether vacant or occupied, including, such items to include, but shall not be limited to, iceboxes, refrigerators, freezers, washers, dryers, dishwashers, hot water heaters or similar devices or equipment, or signs.
  - d. Salvage material, industrial material, or commercial materials. Piles or otherwise disorderly, un-stacked and/or accumulations of wood.
  - e. Removal of household hazardous waste, as defined by KDHE, which can be disposed of within Sedgwick County, such as paint cans and used motor oil. Nonhousehold hazardous waste shall be remediated by KDHE as mandated by law, and outside the scope of this RFP.
3. Grade C Abatement – A property is considered grade C if any of the following exists: a moderate amount of debris including metal, lumber, automotive parts, construction material, rocks, concrete, branches, large tree limbs, overgrown shrubberies, vegetation or other obstacles that may impede services and require mowing of grasses/weeds higher than 12 inches' height. Moderate obstructions that cover 26% - 50% of the property including but not limited to:
- a. Filth, excrement, lumber, brush, rocks, dirt, cans, paper, trash, metal, lumber, automotive parts, construction material, rocks, concrete, and tree limbs metal or any other offensive or disagreeable thing or substance thrown or left or deposited upon any private enclosure or lot.
  - b. Overgrown shrubberies, vegetation or other obstacles that require mowing. Removal and spraying of noxious weeds. Unused, unattended, damaged, or abandoned items found or located upon any private enclosure or lot, whether vacant or occupied, including, such items to include but shall not be limited to, iceboxes, refrigerators, freezers, washers, dryers, dishwashers, hot water heaters or similar devices or equipment, or signs.
  - c. Salvage material, industrial material, or commercial materials. Piles or otherwise disorderly, un-stacked and/or accumulations of wood
  - d. Removal of household hazardous waste, as defined by KDHE, which can be disposed of within Sedgwick County, such as paint cans and used motor oil. Non-household hazardous waste shall be remediated by KDHE as mandated by law and is outside the scope of this agreement.
4. Grade D Abatement – A property is considered grade D if it has any of the following characteristics: numerous obstructions including but not limited to metal, lumber, automotive parts, rocks, concrete, branches, large tree limbs, construction material significantly impeding equipment, including large mowers for grasses higher than 12 inches in length. Major obstructions that cover 51% or higher of the property including but not limited to:
- a. Requires multiple major obstructions.
  - b. Filth, excrement, lumber, brush, rocks, dirt, cans, paper, trash, metal, lumber, automotive parts, construction material, rocks, concrete, and tree limbs metal or

any other offensive or disagreeable thing or substance thrown or left or deposited upon any private enclosure or lot.

- c. Removal and spraying of noxious weeds. Unused, unattended, damaged, or abandoned items found or located upon any private enclosure or lot, whether vacant or occupied, including, such items to include but shall not be limited to, iceboxes, refrigerators, freezers, washers, dryers, dishwashers, hot water heaters or similar devices or equipment, or signs.
- d. Salvage material, industrial material, or commercial materials. Piles or otherwise disorderly, un-stacked and/or accumulations of wood.
- e. Removal of household hazardous waste, as defined by KDHE, which can be disposed of within Sedgwick County, such as paint cans and used motor oil. Nonhousehold hazardous waste shall be remediated by KDHE as mandated by law, and outside the scope of this agreement.
- f. Any item that is not moveable or is secured to the ground preventing its removal, including fallen trees, large rocks/boulders, sheds. Overgrown shrubberies, vegetation that require use of equipment heavier than a bush hog to remove or to cut, or to dig out of the ground.

#### Lot Size Multipliers

1. 0 to 10,000 square feet = (Standard City Lot) Will receive base bid per 'Property Grade'
2. 10,001 to 15,000 square feet = 1.5 X base bid
3. 15,001 to 20,000 square feet = 2 X base bid
4. 20,001 to 25,000 square feet = 2.5 X base bid
5. 25,001 or larger square feet = 3.0 X base bid

#### **2.7 TIME FRAME**

Contractor is required to abate requested site(s) as per Code Compliance notice within five (5) business days of notice either in writing or via email. While the selected Bidder will have a designated contract for calendar year 2026, based on satisfactory work, the City may offer an extension of said contract beyond December 31, 2026.

#### **2.8 INSPECTIONS AND APPROVAL OF WORK**

The designated City Representative(s) will enforce the standards of this contract.

#### **2.9 CONTACT INFORMATION**

Kyle Fiedler, Community Development Director  
545 W. Clay St. Valley Center, KS 67147  
316-755-7310, Ext. 103  
[kfiedler@valleycenterks.gov](mailto:kfiedler@valleycenterks.gov)

**Section 3**

**PROPOSAL SUBMISSION FORM**  
**SIGNATURE AND BID SHEET**

2026 ABATEMENT MOWING/DEBRIS REMOVAL FOR THE CITY OF VALLEY CENTER

Submission Deadline: **April 24, 2026 by 12:00 PM**

I/We hereby submit a proposal to furnish the services set forth within this Request for Proposal to Provide Services during the contract period in accordance with the specifications. I, the undersigned, hereby certify that I (we) do not have any real or substantial conflict of interest sufficient to influence the bidding process on this bid. A conflict of substantial interest, or the appearance thereof, is defined as any circumstance which would lead a reasonable person to believe a compromise of an open competitive bid process has occurred.

Legal Name of Person, Firm, or Corporation \_\_\_\_\_

Telephone \_\_\_\_\_

E-Mail \_\_\_\_\_

Mailing Address \_\_\_\_\_ City & State \_\_\_\_\_ Zip Code \_\_\_\_\_

FEIN Number \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name of Signature \_\_\_\_\_ Title \_\_\_\_\_

If awarded a contract and the primary contact will be other than above, indicate name, mailing address and telephone number below:

Name \_\_\_\_\_

Address \_\_\_\_\_ City & State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ E-Mail \_\_\_\_\_

Website \_\_\_\_\_

**BID (please fill out the proposed cost/lot for each grade as described in Section 2.6):**

GRADE	PROPOSED COST PER LOT
A	\$
B	\$
C	\$
D	\$

\_\_\_ Check if additional information is included on an attached sheet(s) as deemed necessary by bidder.

**Attach requested three professional references to this form.**