



**REQUEST FOR PROPOSAL
RFP 07-2026**

This Document Contains the Following:

PART I	Invitation to Bid and Scope of Work
PART II:	Instruction to Bidders
PART III:	Bid Page

The City of Richmond, Missouri will accept bids from qualified contractors interested in providing the following:

**Hay Harvesting
City of Richmond**

BIDS MUST BE RECEIVED BY:

10:00 a.m. – Thursday, April 16, 2026

Please mark your bid “Bid 07-2026 – Hay Harvesting, City of Richmond” and return it to:

City of Richmond
205 Summit Street
Richmond, MO 64085

For more information during business hours (M-F 8:00am-4:30pm), contact

Saige Mason, City Clerk: 816-776-5304, ext. 1103 or cityclerk@cityofrichmondmo.org

PART I: INVITATION TO BID AND SCOPE OF WORK

The City of Richmond has 73 acres South of Richmond on Wellington Street and 5 acres at Richmond Memory Gardens. The City is seeking interested individuals to mow/bale for hay/grass for use/sale at certain times. Hay/grass cannot be baled for at least 30 days after waste application. (Wellington Street location.) The City will ask for a minimum of a 1/3 share of the hay/grass removed and will determine when removal will be allowed. Successful bidder may purchase City Share at bid price.

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PART II: INSTRUCTION TO BIDDERS

To submit a proposal, provide the following:

1. Completed and signed Bid Page (Part III)

General instructions to bidders:

1. Proposals should be submitted no later than Thursday, April 23, 2026, at 10:00 a.m. to the City of Richmond, Missouri. Proposals should be clearly marked "Bid 07-2026 – Hay Harvesting". Proposals will be accepted via hand-delivery, mail and e-mail.

Attn: Saige Mason, City Clerk
City of Richmond
205 Summit Street
Richmond, MO 64085
cityclerk@cityofrichmondmo.org

2. All inquiries regarding the scope should be directed to:

Dale Shipp, Public Works Director
816 820-5190
dshipp@cityofrichmondmo.org

All inquiries regarding submitting a proposal should be directed to:

Saige Mason, City Clerk
816/776-5304, ext. 1103
cityclerk@cityofrichmondmo.org

3. Bid opening will occur Thursday, April 23, 2026, at 10:00 a.m. in the City Clerk's office. All bidders will be sent a bid tab after bid opening and selected bidder will be notified.
4. The project site will be available for inspection by Bidders. Inspection of project site must be scheduled and coordinated with Saige Mason, City Clerk, at 816/776-5304, ext. 1103. Bidders visiting the project site shall be responsible for their own safety.

5. The City of Richmond reserves the right to waive defects and informalities in proposals, to reject any or all proposals, or to accept any proposals as may be deemed in the best interest of the City, in its sole discretion.
6. Any submission may be withdrawn at any time prior to the time specified herein for the opening of submissions, but no submission may be withdrawn for a period of ninety (90) days thereafter.
7. The City of Richmond reserves the right to waive any informality, reject any or all proposals and/or cancel this RFP, all without any obligation to the City. The City shall select the bidder which, based upon its response to this RFP, it regards to be the best qualified, responsible, and capable of performing the desired work in a timely fashion at the lowest price.
8. Once the bid has been approved by the City Council, the successful bidder will be notified of acceptance of the bid.

General instructions to the selected successful bidder:

The following must be submitted within fourteen (14) days of the Acceptance of Bid and prior to commencement of work:

1. Signed Agreement (*Example is attached hereto and included as Exhibit A*). A formal Agreement will be sent to the successful bidder after Acceptance of Bid by City Council.

PART III: BID PAGE

RFP 07-2026 – Hay Harvesting

Bidder **must** sign and date below where indicated.

\$_____ Per Bale

By signing below, I am certifying that I am submitting this proposal and have thoroughly reviewed and understand the Request for Proposal, understand that if selected as the successful bidder by the City, will be required to enter into an agreement per the terms and conditions of this Request for Proposal, and am submitting the proposal accordingly.

Dated this _____ day of _____, 2026.

(Signature)

(Address)

(City, State, Zip)

(Phone Number)

(Email Address)

Acceptance of Bid and Intention to Issue Notice to Proceed:

Dated this _____ day of _____, 2026.

Tonya A. Willim, City Administrator

HAY HARVESTING LICENSE AGREEMENT

THIS AGREEMENT, entered into this ____ day of __ 2026, by and between the City of Richmond, Missouri, a municipal corporation (the “City”) and _____ (collectively the “Licensee”).

Recitals:

- A. The City currently owns property shown on the map attached to this Agreement as Exhibit A (the “Property”).
- B. The City requested proposals for interested parties to harvest hay from the Property.
- C. The City staff received proposals for the hay harvesting services and following review and evaluation of said proposals, selected the Licensee as the party to provide the services.
- D. The City and the Licensee desire to enter into this Agreement for the provision of the hay harvesting services in accordance with the terms specified herein.

NOW, THEREFORE, for and in consideration of the premises, and the mutual covenants herein contained, City and Licensee agree as follows:

- 1. License. The City grants a license to the Licensee to enter the Property, to cut and bale hay, and to remove the hay from the Property. The Licensee shall furnish all equipment and labor to conduct all hay harvesting operations in accordance with the terms of this Agreement.
- 2. Compensation. The Licensee shall compensate the City in the amount _____ Dollars (\$_____) per bale of hay for one-third (1/3) of the hay produced on the Property. Payment shall be made by check payable to the City of Richmond within fifteen (15) days after the hay has been baled and shall include the total number of bales produced.
- 3. Hay Harvesting. The Licensee shall have the right to cut and bale hay on the Property as frequently as it desires provided that in no event shall any hay be cut and baled from the Property or any portion thereof where the City has applied any waste effluent within the past thirty (30) days. The Licensee shall notify the City Administrator or his/her designee prior to cutting and baling any hay on the Property and thereafter provide the number of bales produced on the Property.
- 4. No Guarantee or Warranty. The City makes no guarantee or warranty, express or implied, as to the volume, condition, or quality of any hay harvested by the Licensee from the Property. The Licensee assumes all risk and liability pertaining to the quality of hay harvested pursuant to this Agreement including any contaminants which may be contained in the harvested hay.
- 5. Hay Removal. All hay must be removed from the Property within ten (10) calendar days of baling. The Licensee will not stage or store any hay on the Property. Any hay not removed

by the set date will become the property of the City and is subject to confiscation by the City. Failure to remove hay by the Licensee is grounds for termination of this Agreement.

6. Equipment. During haying operations, the Licensee's equipment, when not in use, maybe on the Property. However, within seven (7) days after operations are completed, the Licensee shall remove all equipment and personal property from the Property. The Licensee agrees and understands that the City shall not be held liable for damages to personal property and/or machinery due to any cause whatsoever.

7. Term. This Agreement shall terminate on December 31, 2027, unless the parties hereto mutually agree in writing to extend it for an additional period of time prior to the termination date.

8. Liability and Indemnification. The Licensee assumes all liability for any damage or injury to persons or property, real or personal, resulting from the Licensee's hay harvesting operations pursuant to this Agreement. Licensee agrees to protect, indemnify, and save harmless the City and the City's officers, employees, and agents from and against all causes of action, claims, demands, suits, liability, or expense by reason of loss or damage to any property or bodily injury to any person, including death, as a direct or indirect result of hay harvesting operations under this Agreement or in connection with any action or omission of the Licensee, who shall defend the City's officers, employees, and agents in any cause of action or suit.

9. Independent Contractor. The Licensee is an independent contractor for all purposes and not an employee or agent of the City. The City agrees that the undersigned Licensee shall have the sole control of the method, hours worked, time and manner of any normal operations necessary to perform the hay harvesting operations hereunder and takes no responsibility for supervision or direction of the performance of any of the operations to be performed by the undersigned Licensee except for the limited right of the City to cease operations for breach of this Agreement.

10. Termination. The City may terminate this Agreement at any time it shall be determined by the City Council that public convenience and necessity require it to do so, by serving upon Licensee a written notice of its election so to terminate, which said notice shall be served at least sixty (60) days prior to the date of said notice named for such termination.

11. Compliance with Laws. Licensee agrees to comply with all laws, ordinances, rules and regulations which may pertain or apply to its hay harvesting operations on the Property.

12. Default. In the event that Licensee shall be in default of any payment as provided in this Agreement or in the performance of any of the terms and conditions herein agreed to be kept and performed by Licensee, then in that event the City may terminate this Agreement forthwith.

13. Entire Agreement. It is further understood and agreed by the parties hereto that this Agreement contains the entire agreement between the City and Licensee and any change,

alteration, amendment, or addendum to this Agreement shall have no force and effect unless in writing and executed in the same manner as this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first written above.

LICENSEE

CITY OF RICHMOND, MISSOURI

By: _____
Tonya A. Willim, City Administrator
205 Summit Street
Richmond, MO 64085

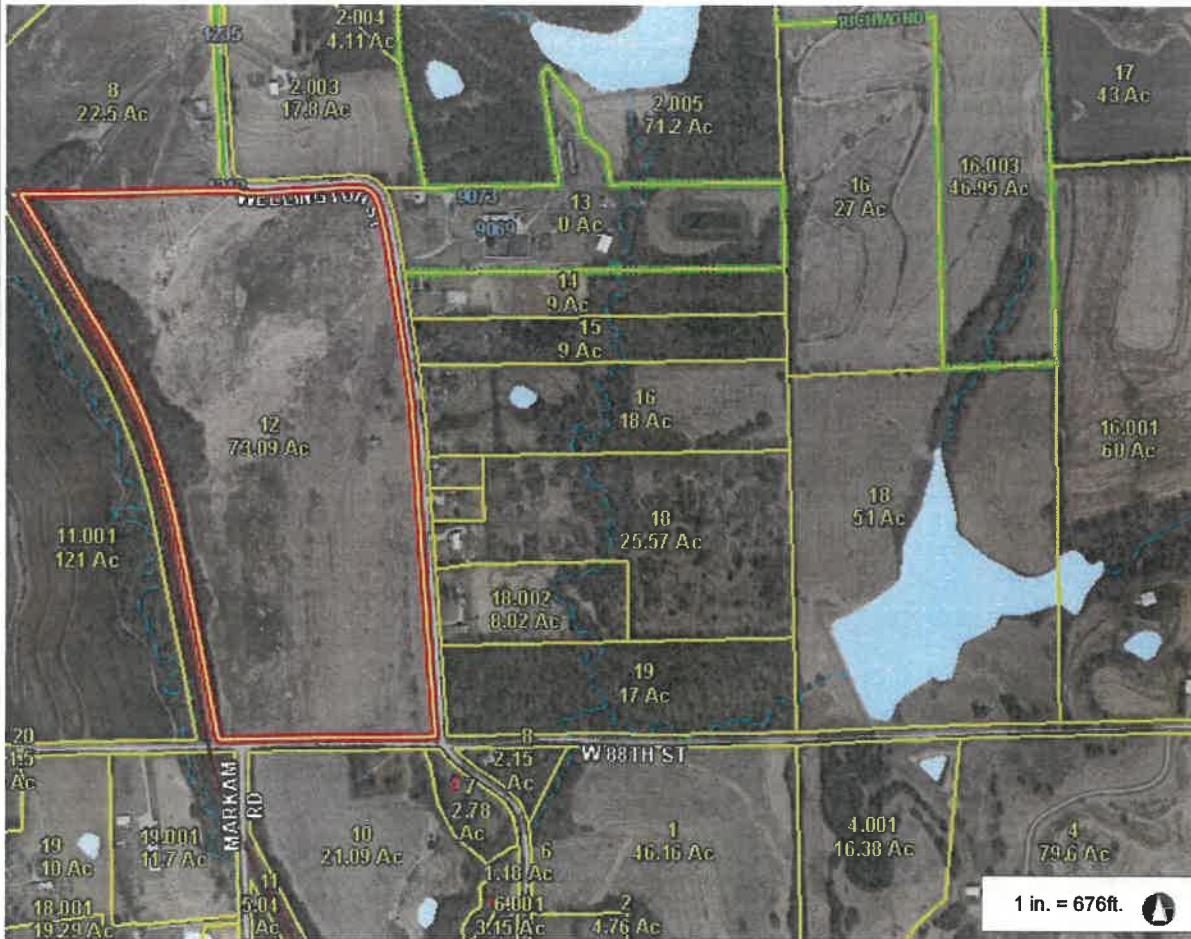
Attest:

Saige Mason, City Clerk

Exhibit A

Map of Property
(see attached)

Richmond, MO



- Legend**
- Address Point
 - Road
 - Numbered State Highway
 - Lettered State Highway
 - Numbered County Road
 - Named County Road
 - City Street
 - Private Drive
 - Alley
 - Ramp
 - Unknown
 - Railroad
 - Abandoned Railroad
 - Railroad
 - Parcel
 - Parcel Number/Acres
 - Owner Name
 - Corporate Limit Line
 - Land Hook
 - DASHED LAND HOOK
 - SOLID LAND HOOK
 - Stream
 - Water Boundary
 - Transparent

1 in. = 676ft.

1,352.7 0 676.36 1,352.7 Feet

This Cadastral Map is for informational purposes only. It does not purport to represent a property boundary survey of the parcels shown and shall not be used for conveyances or the establishment of property boundaries.
THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes

Richmond, MO



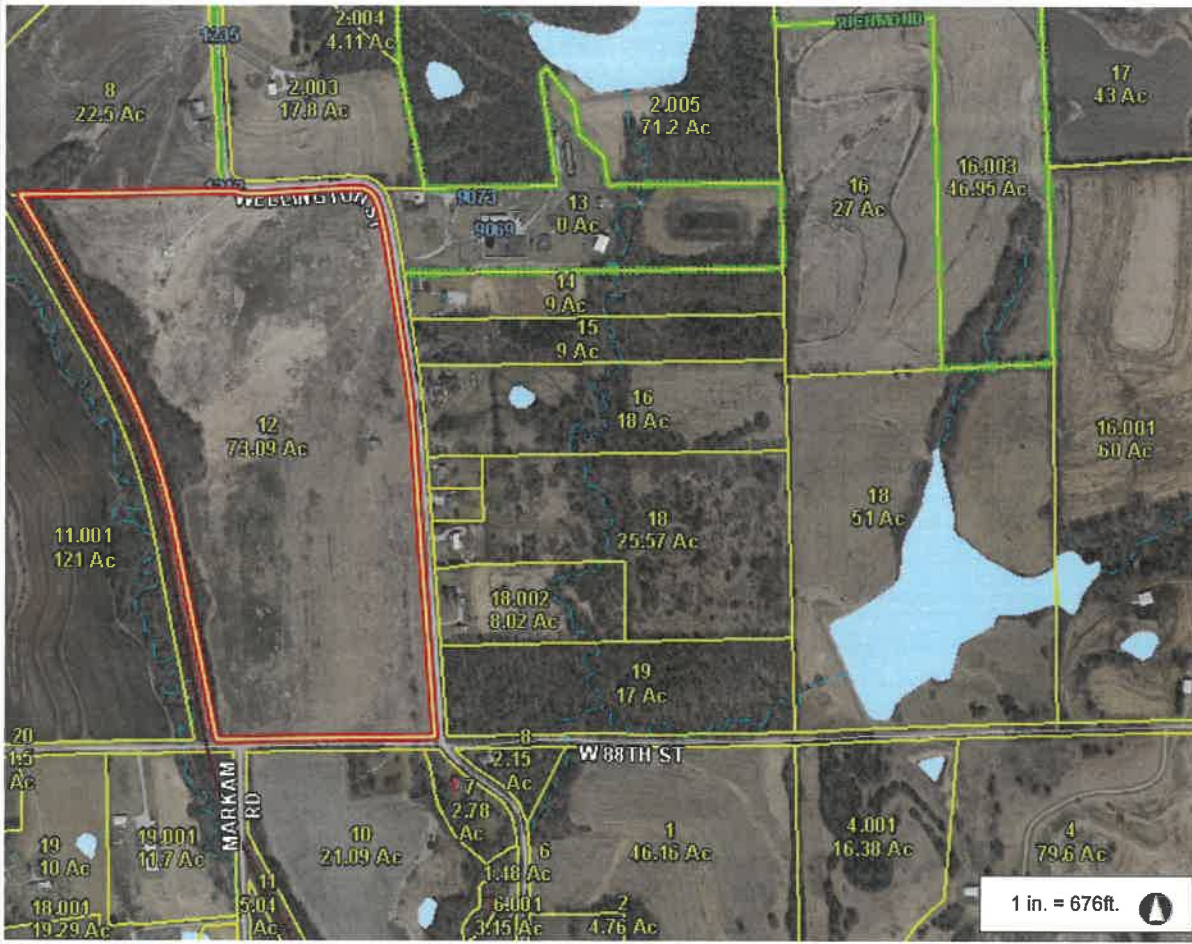
Legend

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 - ... Ramp
 - ... Unknown
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 - +— Railroad
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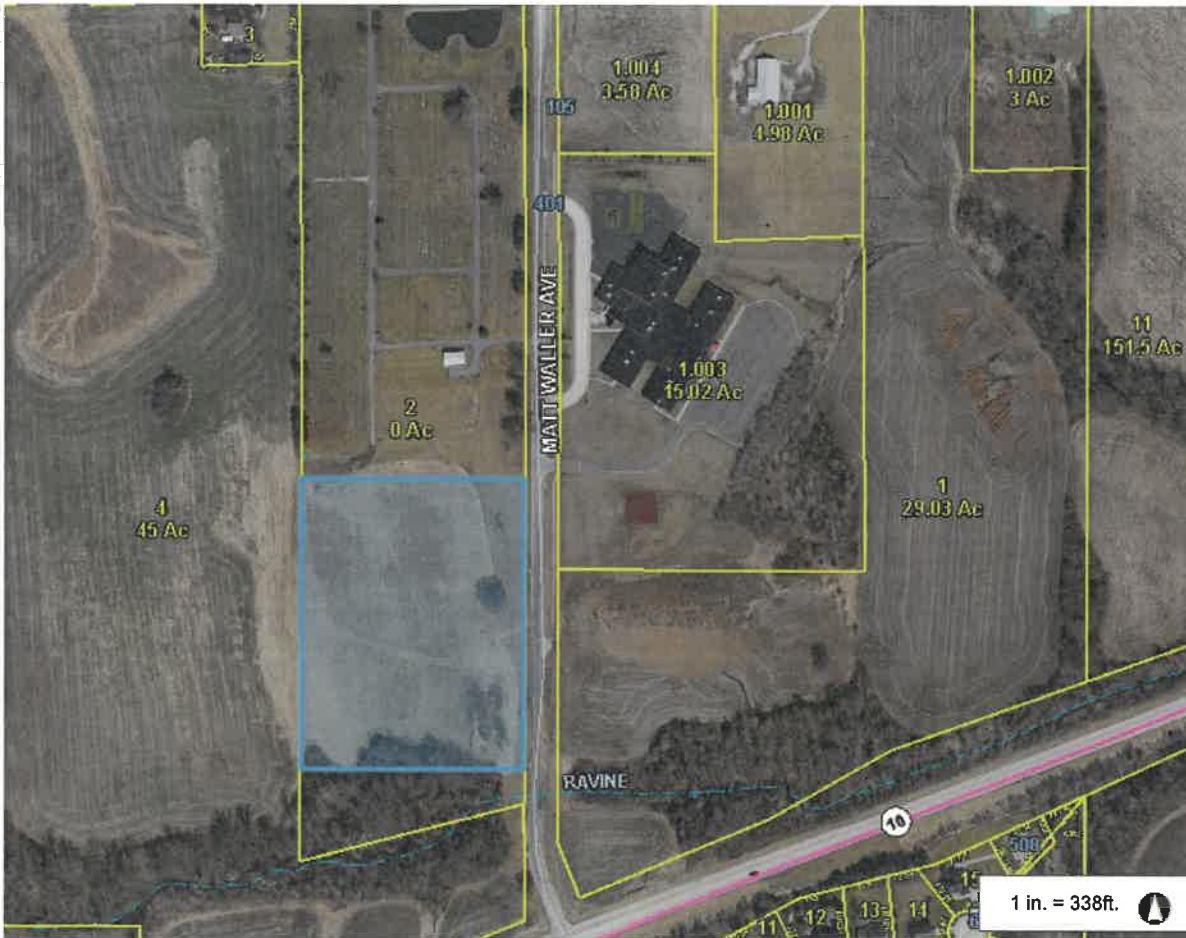
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Richmond, MO



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676.4 0 338.18 676.4 Feet

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