

AHTD Mowing FAQ's



1. How can I become a Contract Mower for the AHTD?

Contracts for Mowing are awarded using the Sealed Bid Process.

2. What is the process for being awarded a Mowing Contract?

Invitations are mailed out to companies/individuals that have filled out a Bidders Application that is kept on file by the Department. Bids that have been received by the deadline for submitting are then opened and read aloud to those in attendance of the Bid Opening. Once all the Bids have been opened, they are tabulated by Job Number and sent to Statewide Maintenance for review. When they have finished, it is then returned to E & P who sends it to the Purchasing Committee with recommendations for award. If the Purchasing Committee approves of the recommendations for award, Statewide Maintenance will then create Work Orders that get mailed out with a Purchase Order authorizing the successful vendor to mow.

3. How do I find out when the Bids will be opened?

The Department website (www.arkansashighways.com) will list the date that bids will be opened. Look for the Commodities and Services Bids box on the home page. Click on it to open Bid Openings by Year page. Click on the current Fiscal Year highlighted in Blue, (Fiscal Year runs July 1 through June 30). A yellow page opens with the heading Notice to Bidders, click on the Bid Number of the mowing job you are interested in to pull up Bid Invitation and Job Specifications. The date is also on the Bid Invitation.

4. Sounds easy enough, so if I fill out a Bid Application and have riding lawn mower I could get a Contract?

Not exactly, you need to keep in mind the **THREE S's, SAFETY, SCOPE, & SURROUNDINGS**. Because the mowing is done along the Highway you will need Equipment suited to provide protection (**Safety**), the amount of acres to be mowed (**Scope**), and the terrain of the mowing area (**Surroundings**). The Specification Pages that are attached to the Bid Invitation will provide you with what you need to know. It is highly recommended you inspect the areas to be mowed **BEFORE** bidding.

AHTD Mowing FAQ's

5. What should I do if I don't understand some of the language in the Bid Invitation or the Spec. Sheets?

Please don't hesitate to ask questions if there is something that is not clear to you.

6. Are all Mowing Jobs the same size?

The size or amount of Acreage is going to vary from Job to Job and even by cycle.

7. What is a Cycle?

A Cycle is a set period of Calendar days, for example April 20 –May 31 may be designated as the 1st Cycle for some of the Mowing Jobs. During this Cycle the Vendor would be expected to mow the amount of acres specified in the Bid. Let's say that you want to Bid on Job 6-557. A careful examination of the Invitation reveals that the 1st Cycle requires 67 acres to be mowed, but the 2nd Cycle requires 85, the 3rd requires 100.

The Bid Invitation will give you the amount of Acres involved so read it and the Mowing Specifications carefully!

8. Ok, so I've gotten my Bid Invitation and Job Specifications, is there anything else I need to know and or do?

Yes, when submitting your Bid you will need to include a Bid Bond of \$500. If you are awarded a Contract, before you can begin Mowing E & P will need a Performance Bond of \$1,000 as well as copies of Liability & Workers Comp Insurance. Once we have this, E & P will type a Purchase Order and Statewide Maintenance will issue a Work Order. When you receive the Work Order, you can then start on the day specified as the first day of the 1st Mowing Cycle. Typically, the District will notify you to schedule a "Pre-Mow" Conference before any work begins.

9. What happens if I cannot complete a job I have been awarded? ☹️

You will be **DEFAULTED**, your Performance Bond **will** be forfeited, and you will not be allowed to Bid for 1 full year from the date of **Default** action.

AHTD Mowing FAQ's

10. How and when will I get paid for Mowing?

You will need to submit invoices to the Local District Headquarters of the Area you are mowing, after all acreage for a particular job/cycle has been successfully mowed. If at all possible before beginning, try to meet with the District Maintenance Engineer and the Area Maintenance Supervisor in charge of the area you will be mowing.

11. What type of paperwork do I need to fill out?

If this is your first time to bid you will need to fill out a Bidder's Application available online, like the one attached, and return it to the Department.

12. Can I use a Company or Personal check to pay for my Bid Bonds or Performance Bonds?

PERSONAL OR COMPANY CHECKS WILL NOT BE ACCEPTED AS BID OR PERFORMANCE BONDS.

13. What is an acceptable form of payment for Bid Bonds or Performance Bonds?

The best method is to use *Surety Bonds, Cashier Checks, Money Orders, or Certified Checks.*

14. What is the deadline for turning in my Bid?

We encourage you to try to have it turned in 24 hours before the Bid opening, just in case there are any problems that might need to be addressed.

The latest a Bid can be turned in is one minute before Bid Opening. If Bid Opening is scheduled for 10:00 AM then 9:59 AM would be the latest a Bid could be submitted.



(Please don't wait that long!!!)

15. How much time passes from Bids being opened and jobs being awarded?

Time to process will vary, if we have all the correct paperwork and there are no problems, a week to 10 days on average. But keep in mind if there are any questions, concerns, or missing paperwork, the process will take longer.

AHTD Mowing FAQ's

Remember:

READ the Bid Invitation and Job Specifications **carefully all the way through** to avoid any unpleasant surprises.

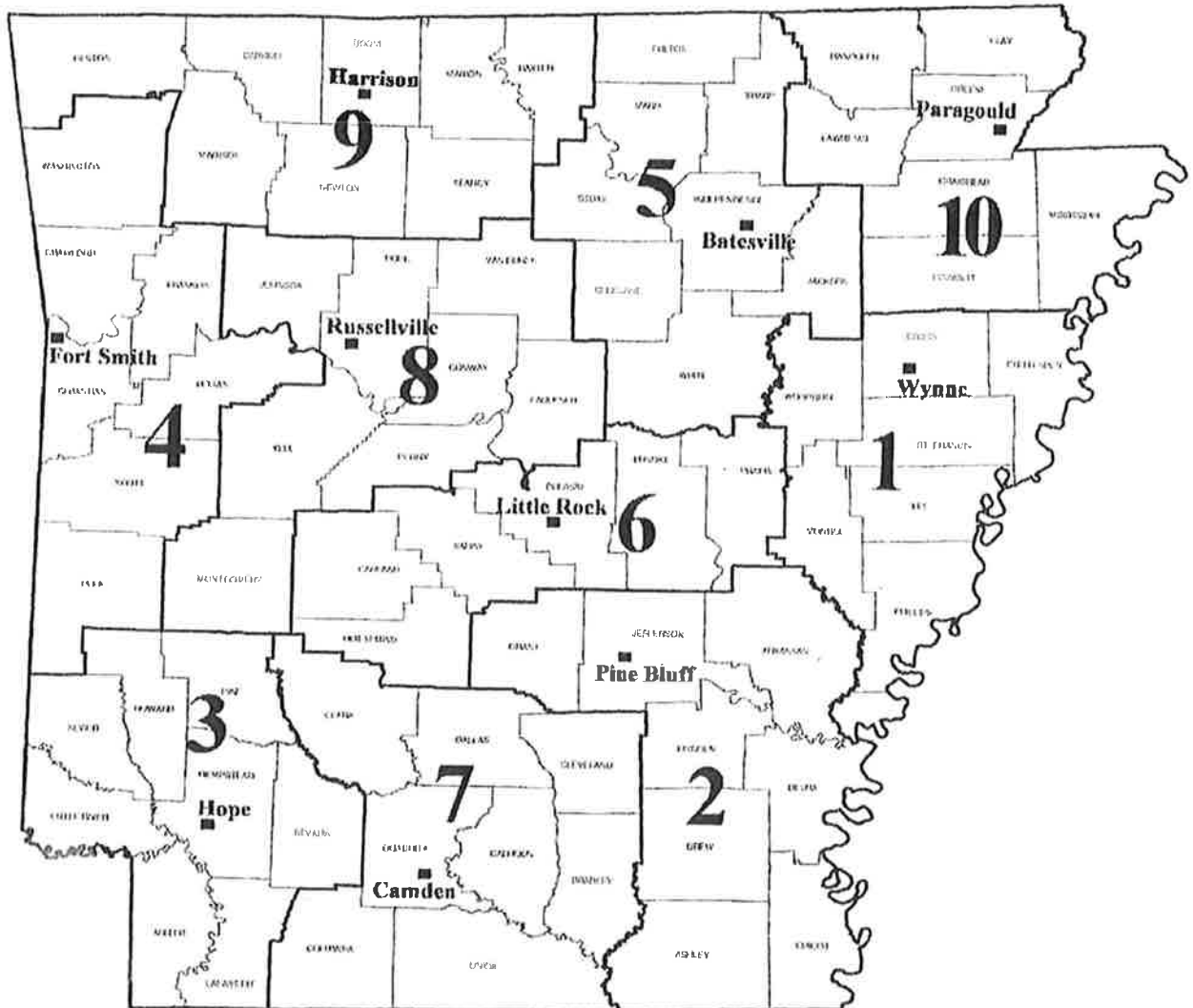
Inspect the Area **BEFORE** you submit a Bid.

Meet with the District Maintenance Engineer, or the District Engineer, & the Area Maintenance Supervisor responsible for the Area you are interested in Mowing to get a better idea of what they expect and the size of the job.

Thank you for your interest in the Arkansas Highway & Transportation Department! 😊

AHTD Mowing FAQ's 2016

Thank you for your interest in the Arkansas Highway & Transportation Department! ☺



Arkansas State Highway and Transportation Department

HIGHWAY DISTRICTS

District	Mailing Address	City	Zip Code	Telephone	Fax
District 1	P.O. Box 278	Wynne	72396-0278	(870) 238-8144	(870) 238-2994
District 2	P.O. Box 6836	Pine Bluff	71611-6836	(870) 534-1612	(870) 534-2038
District 3	P.O. Box 490	Hope	71802-0490	(870) 777-3457	(870) 777-3489
District 4	P.O. Box 11170	Fort Smith	72917-1170	(479) 484-5306	(479) 484-5300
District 5	P.O. Box 2376	Batesville	72503-2376	(870) 251-2374	(870) 251-2393
District 6	P.O. Box 190296	Little Rock	72219-0296	(501) 569-2266	(501) 569-2366
District 7	P.O. Box 897	Camden	71711-0897	(870) 836-6401	(870) 836-4864
District 8	P.O. Box 70	Russellville	72811-0070	(479) 968-2286	(479) 968-4006
District 9	P.O. Box 610	Harrison	72602-0610	(870) 743-2100	(870) 743-4630
District 10	P.O. Box 98	Paragould	72451-0098	(870) 239-9511	(870) 236-1156

EXAMPLE

10. If this business is a partnership or corporation, is it registered as such with the Office of the Arkansas Secretary of State? { } Yes { } No

11. List owners, partners or officers of the business:

Name	Harvey A. Knucklehead	Title	CEO
Name	Carol D. Smartone	Title	CFO
Name	Dixie May Ihaveatreat	Title	Director of Operations
Name		Title	

12. How long has this company been in business? 25yr

13. (a) Have you or any individual serving as an officer, principal, partner or key employee in this or any previous business entity, been suspended or debarred from bidding by any city, county, state, federal agency or other governmental entity? { } Yes { } No
- (b) Has any governmental entity ever filed a formal complaint against you or others listed in (a) above, or your merchandise or service? { } Yes { } No
- (c) Has a performance penalty ever been assessed against you or others listed in (a) above by the State of Arkansas or any other governmental entity? { } Yes { } No
- (d) Have you or others listed in (a) above ever failed to complete any contract with any governmental entity? { } Yes { } No

If your response is yes to #12 (a), (b), (c), or (d), attach separate sheet with complete explanation.

PLEASE READ

I, the undersigned, hereby certify that the above foregoing information is a full, true and correct statement of the facts, and I agree to the following conditions.

I agree to faithfully abide by the purchasing laws of the State of Arkansas, and regulations of the Arkansas Department of Finance and Administration, the Arkansas State Highway and Transportation Department and other applicable governmental entities, now in effect and any subsequent revisions thereof.

I agree to furnish, upon request by the AHTD Equipment and Procurement Division, additional pertinent information as may be required to adequately determine the ability of this business to satisfactorily provide the product or service being bid, including but not limited to, current financial statements.

I understand and agree that my failure to submit a response to three consecutive bid invitations on any one bid classification may cause the AHTD to discontinue sending bid invitations on that classification.

I understand and agree that it is my responsibility to inform the AHTD Equipment and Procurement Division, in writing, of any significant changes to this application.

Signature: Dixie May Ihaveatreat

Name (Type or Print) Dixie May Ihaveatreat

Title (Type or Print) Director of Operations

Date 01/02/03

Applications must be mailed to: Arkansas State Highway and Transportation Department
 Equipment and Procurement Division
 P.O. Box 2261
 Little Rock, AR 72203
 (501) 569-2667

Example

**ARKANSAS STATE HIGHWAY AND TRANSPORTATION DEPARTMENT
EQUIPMENT AND PROCUREMENT DIVISION**

List the products and/or services for which you wish to receive Bid Invitations:

A complete Commodity Code listing may be obtained on the AHTD Web Site – www.arkansashighways.com. You will need to click on “Commodities and Services Bids/Contract Information” and then “Bidder’s Application”. The 4-digit code(s) pertaining to the products and/or services you have to offer can be listed below and will help this office to place your company in the correct category. If internet access is not available, you may list your products and/or services by name.

Removal/Disposal of Litter and Mowing and Trimming of Highway Right of Way

Varmint Control – Cats, Chipmunks, Squirrels
