Colville park mowing

Bid readiness checklist | Seasonal grounds maintenance

Use: screen whether this opportunity fits your crew before spending time on a quote. This sample has not assessed your company. Check the buyer's current packet for changes before relying on dates or submitting.

1. Opportunity at a glance

Buyer / source	City of Colville - RFQ and official bid notice [C1-C2]
Quote deadline	November 12, 2026, 2 p.m. Pacific; sealed delivery to City Clerk, 170 S. Oak Street, Colville.
Work / season	Weekly mowing, edging and hard-surface cleanup at eight locations; April 1-October 31, 2027.
Questions / visits	Written questions due November 6. Site inspection encouraged. Jillian Marshall: jmarshall@colville.wa.us; 509-684-6037.
Important distinction	City may divide awards by location. That does not establish that a partial quote will be accepted: confirm before pricing a subset.

2. Requirements to check before proceeding

Tick	Document requirement [C2]	Your evidence / status
[ ]	Business registrations, required licenses and commercial equipment.	_____
[ ]	At least three comparable references.	_____
[ ]	Applicable prevailing wages and related filings.	_____
[ ]	Liability, auto and applicable workers' compensation coverage acceptable to City.	Limits need confirming.
[ ]	Pricing form; contacts; UBI/City registration; proposed subcontractors; addenda acknowledgment; signature.	_____

NEEDRIX assessment: evaluate local route capacity and references first. Do not assume a solo residential mowing setup can absorb the whole route. Exact insurance limits and partial-quote acceptance remain unresolved.

Your go / no-go worksheet

Colville | Suggested planning questions, not additional buyer requirements

3. Measure your capacity

Input to measure	Your answer
Which sites can you serve reliably?	_____
Measured turf / trimming time per visit	_____
Driving, unloading and cleanup time per visit	_____
Available workers and weekly hours	_____
Equipment and backup arrangements	_____
Weather or breakdown contingency	_____

4. Build your own minimum price

Use measured site times and verified labor costs. No labor hours, contract value or profit estimate has been supplied by NEEDRIX.

Visit cost = crew labor + payroll burden + travel + equipment/fuel + disposal + overhead.
Quote planning = visit cost x service count + contingency + intended profit.
Use the buyer's actual pricing form and tax instructions for the final quote.

5. Resolve these questions

1. Ask whether a quote for selected locations is acceptable.
2. Confirm required insurance limits and any endorsements.
3. Inspect access, actual mowable areas and obstacle-heavy sections.
4. Check for addenda and confirm delivery arrangements before the deadline.

6. Record the decision

[ ] Pursue [ ] Hold pending clarification [ ] Decline
Reason / next action: _____
Responsible person / date: _____

Sources and review limits

[C1] Official bid notice - open status and dates

[C2] City RFQ - scope, requirements and pricing form (6 pages)

Based on the notice and RFQ reviewed November 6. C2: requirements pp. 3-4; award discretion pp. 4-5; questions p. 5. No buyer contact or contractor qualification check has been performed. This checklist helps organize a decision; the complete current solicitation controls.