

# **City of Laramie**

## **Request for Services**

### ***For the Completion of Haying the Hart Ranch***

**Submittal Date: April 15, 2026, 12:00 p.m. noon (MST)**

#### **Background/Introduction**

The City of Laramie, Wyoming, is a municipality of approximately 31,000 residents, and is located 45 miles west of Cheyenne, WY along the I-80 corridor at an elevation of 7,220 feet. Laramie is home to the University of Wyoming, Laramie County Community College (Albany County Campus) and the Wyoming Technical Institute. Greater Laramie / Albany County, WY encompasses approximately 37,000 residents.

In 2022 the City of Laramie purchased the Hart/Bath Ranch. The purpose of this acquisition was to secure valuable water rights that could be used for future population expansion. As Laramie grows out of its current municipal water supply, the agricultural water rights attached to the ranch will be converted over to municipal use.

This agricultural to municipal transfer is not expected to occur anytime in the next twenty years. In the meantime, it is the city's responsibility to protect these water rights. It is imperative that the city maximizes the consumption of this water right to its full capability and that all meadows located within these water rights are adequately irrigated and maintained. Extensive hay practices on the Hart Ranch fall in line with this goal.

#### **Scope of Services**

The scope of services for this project will include all steps necessary to plan for and harvest the 2026 Hart Ranch hay crop.

#### **Service Area and Description:**

The Hart Ranch is approximately 6-miles southwest of Laramie, Wyoming. Ranch Headquarters are located at 41°14'13.86"N 105°41'46.06"W. The area of interest for this project is located on approximately 1,350 acres of hay meadows throughout the ranch. Hay meadows on the ranch are located in T15N R74W, Sections 27, 28, 32, 33 and 34. A map can be provided to better establish hay meadows within these sections.

## Hart Ranch Recent Hay Production

	Total Acres	Acres Cut	Total Weight (tons)	Tons/Acre
2023	1,310	949	1,339	1.48
2024	1,310	635	913	1.3
2025	1,310	899	1,302	1.44

### Expected Services:

- Cut, rake, bale, stack, and transport all hay on meadows located within the specified area of interest. How these tasks are carried out will be left up to the contractor. However, it is expected that the contractor provides a written plan of how these tasks will be accomplished before any contract will be awarded.

### City of Laramie Will Provide:

- All irrigation will be completed by City staff to ensure all available water is applied to the fullest extent during the irrigation season
- Hay storage until March 15, 2027

### Requirements:

- All hay is to be cut for an “On the Stem” price. This means that all hay cut on the ranch immediately becomes unpaid-for property of the contractor. From this point the city is in no way to be held liable or responsible for any damage or loss that occurs to the hay while being stored on the property.
- It is expected that approximately 900 acres of hay meadows are to be cut on the ranch. This number was determined by the observation of previous hay operations on the Hart Ranch as well as aerial maps outlining available acreage for each hay meadow. The selected contractor will cut all available hay meadows and will be expected to maximize acreage harvested.
- It is required that the selected contractor’s equipment is reliable and, in a condition capable of accurately counting bales produced.
- The awarded contractor is responsible for the hauling/transportation of all hay bales within and off the ranch.
- The selected contractor must not sell hay from the Hart ranch as a point of sale; hay must be trucked offsite unless prior written authorization is provided by the Ranch Supervisor. The City cannot allow public hay buyers to pick up hay at the ranch for public safety reasons.
- All hay removed from the ranch must be weighed by a certified automated scale (CatScale©) facility unless otherwise approved by the Ranch Supervisor prior to leaving the ranch. The City of Laramie will administer the automated weigh account and will cover the cost of each weigh. If it is the contractor’s wish to use their own CATScale account, receipts will be provided to the city within one week of being weighed.

- The awarded contractor will be expected to count all bales made on a per meadow basis. A definition of these meadows will be provided to the awarded contractor.
- All hay made will be stacked in predetermined locations provided by the Ranch Supervisor
- No hay is to be removed from any stacked locations until an accurate bale count is agreed upon by both city staff and the contractor. City staff will count bales within 7 days of being notified from the contractor that each meadow has been completed.
- All hay is to be removed from the ranch no later than March 15, 2027.
- The city reserves the right to seek additional hay cutting services from other contractors if the selected contractor cannot perform the described work scope within the timelines specified. This eliminates the potential for uncut hay to be left in the field from circumstances such as mechanical breakdowns that cannot be resolved, staffing shortages, etc.
- Payment by the contractor will be made to the city in three installments.
  - 1<sup>st</sup> Installment - Will be made within 8 weeks from the day hay operations begin. This will account for 40% of the total payment.
  - 2<sup>nd</sup> Installment - Another 40% will be made to the city before January 1<sup>st</sup>, 2026.
  - 3<sup>rd</sup> Installment - The final 20% shall be submitted to the City on or before the March 15<sup>th</sup> removal deadline.,

## **Contract Term**

The term of this contract is for one year, starting May 1, 2026, and terminating March 15, 2027.

### **Option to Renew Contract**

The selected contractor and the City of Laramie will have an annual option to renew this contract for up to three additional one-year terms following the initial year if all contractual requirements have been met. The selected contractor will have the option to renew by submitting written notice and updated cost estimates to reflect current market conditions to the Ranch Supervisor by January 31 of each following year. The City of Laramie reserves the right to accept or not accept the option to renew at its sole discretion. However, it is the City of Laramie's preference to retain a long-term partnership with the selected contractor that would provide benefits to both parties. If the renewal option is exercised, the terms and conditions of this contract shall apply during the renewal term.

## **Timeline**

The expected timeline to complete the Scope of Services will be weather dependent. However, it is expected that irrigation water will be turned off on approximately July 1<sup>st</sup>. It is expected that hay cutting will begin no later than July 15<sup>th</sup> and all hay cutting and baling will be completed by August 30<sup>th</sup>.

## **Data Availability and Collection**

The City of Laramie and its designee(s) will provide and make available to the contractor all plans, maps, property descriptions, surveys, previous reports, historic data and other information within its knowledge and possession relative to the services to be furnished. All data and materials furnished to the contractor shall remain the property of the City. Staff can provide copies of the above listed materials at the contractor's request. This information can be obtained from the City of Laramie by contacting Phil Zimmermann, Ranch Supervisor, at: [pzimmermann@cityoflaramie.org](mailto:pzimmermann@cityoflaramie.org), 307-399-7193.

## **Qualifications**

Contractors must demonstrate technical and professional experience and provide the equipment needed for all aspects of haying the Hart Ranch as requested by the Scope of Services. Additionally, contractors should be able to demonstrate that all items noted in the RFS can be completed by the contractor in the time frame described.

- A. The successful contractor shall be fully insured as to hold the City harmless from any claims involving the employees or equipment used by the successful contractor and sub-contractors while executing this service. The contractor shall provide proof of coverage.
- B. The successful contractor shall furnish all materials, equipment, testing, and labor necessary to complete the required work.
- C. The successful contractor will be required to enter into a Professional Services Agreement with the City. The agreement will include the contractor's proposal.
- D. Final selection of a contractor and issuance of a notice to proceed for any phase(s) of work shall require approval and authorization by the City Manager or designee.

## **Submittal Requirements**

One (1) electronic version of the written proposal for this RFS containing the following information should be submitted by 12pm (noon) April 15, 2026.

1. Cost Proposal
  - Provide your cost proposal on a dollars per ton of hay (\$XXX/ton) basis
  - Additionally, contractors may provide alternative pricing structure options if you feel a better suited pricing structure would benefit both parties. If an alternate pricing structure is provided, please include context as to why this may be a benefit to both parties.

2. Qualifications:

- Overall work plan describing how the scope of services will be completed and stating why you believe that your firm is most qualified. The plan given should incorporate every key aspect included within the scope of services section.
- Details on the contractors having equipment proposed for use (quantity, make/model, etc).
- A narrative describing your firm, key employees and their experience.
- Identify the individual who will be in charge of contractual arrangements and/or managing contracts (i.e. project manager).
- Any anticipated sub-consultants (indicating approximate percentage of work that will be carried out by each sub-consultant) should be identified.
- Identify any additional services that may need to be done based on your professional opinion that were not identified by staff.
- Ownership of the firm to the stockholder level should be provided.
- Outline the interrelationship between tasks and steps to complete deliverables, including anticipated schedule.

3. References:

- References for similar work completed by the contractor may be requested after initial proposal submittal.

Candidates will be evaluated based upon both the firm's individual team members' experience and expertise relevant to the above-mentioned scope of work, time frame for completion and cost. The City will evaluate proposals and select a firm based on their ability to complete the scope of work. At the City's discretion, interview(s) with finalist(s) may be scheduled, with time and date arranged per consultation with finalist(s). Interviews may be in-person or via telephone conference. Contractors will be contacted if selected. The team identified in the submittal will be comprised of the actual persons involved in the work. There shall be no replacement of team members without prior approval from the City of Laramie.

If you have any questions or concerns regarding this request for proposal, please contact Phil Zimmermann at the phone or email provided below.

**Send Proposals to:**

Phil Zimmermann, Ranch Supervisor  
City of Laramie  
P.O. Box C  
Laramie, WY 82073  
Phone: 307-399-7193  
Email: [pzimmermann@cityoflaramie.org](mailto:pzimmermann@cityoflaramie.org)