

# Request For Proposal

**2026 Lawn Mowing Contract**

*City of St. Joseph, Building & Inspections Department  
700 Broad Street, St. Joseph, MI 49085*

**Purpose:**

This Request for Proposal (“RFP”) is to provide interested Contractors with sufficient information to submit proposals for consideration by the City of St. Joseph (“City”) in connection with its needs for lawn mowing services as part of the Property Maintenance Program.

**Scope**

This work involves mowing private property and adjacent tree lawn areas upon request in order to remedy violations of the city’s code of ordinances related to excessive grass and weed growth.

Services include furnishing all labor and equipment necessary for lawn mowing and shall include string trimming when mowing equipment cannot cut growth near buildings, fences, posts or other obstacles. Clippings shall be cleared from public sidewalks and streets and properly disposed of. No dumping of yard waste is permitted in the City. Areas of work may include City rights-of-way and private property located within the City of St. Joseph. All work shall be done through the direction of the Building & Inspections Department.

Favorable pricing will be one element of the selection process, but the experience of the contractor, qualifications, experience and ability of assigned staff, completeness of the level of service proposed and timeliness of service proposed by the bidder will be significant factors in award of this contract. Final decision on selection of the bidder for this project will be determined by the City Manager or their designee. The City reserves the right to reject any proposals or parts of proposals. The City also reserves the right to waive any irregularities, inconsistencies, or take what other action is appropriate as determined by the City to be in the best interest of the City. When referenced in this RFP, the term “Contractor” refers to the selected bidder.

**This contract shall run for approximately one (1) year in length beginning the third week of April (April 13, 2026) and ending October 31, 2026.** The contract may be extended on a year-to-year basis for up to three (3) additional one-year periods by the mutual agreement of the selected contractor and the City Manager.

A complete Request for Proposal may be viewed or downloaded at [www.sjcity.com](http://www.sjcity.com), or mailed by contacting the City Clerk at 269-983-6325 or [clerk@sjcity.com](mailto:clerk@sjcity.com).

REQUEST FOR PROPOSAL: **2026 Lawn Mowing Contract**  
CLOSING DATE AND TIME: **2:00 PM Wednesday, April 08, 2026**

**Issuing Officer (Point of Contact):**

Questions regarding the scope of work to be completed may be directed to the following:

- Emily Oman, Code Enforcement Officer at (269) 983-1212 or [eoman@sjcity.com](mailto:eoman@sjcity.com).

## Scope of Work & Specifications:

### General:

- All work to be performed shall be assigned by the Code Enforcement Officer or authorized representative, and in all respects shall conform to the provisions and requirements of this request for proposal. Subject to the guidelines and specifications set forth in this RFP, the Contractor is responsible for determining the method and manner of performing the work.
- On a weekly basis during the growing season, the City will inspect and identify properties where excessive lawn or weed growth, whether on private property or associated tree lawn areas, violates city ordinance. Upon determining that the violation should be abated as allowed under city ordinance, the City shall prepare a list of properties with violations and provide that list to the contractor by e-mail or text message, as mutually agreed between the parties. This notification will typically take place on Thursdays but may vary due to weather, holidays, or other extenuating circumstances. There may be weeks when there are no properties to be mowed; the City will notify the contractor when this occurs.
- Within 48 hours of receiving the list of properties to be mowed, the contractor shall respond to each property; photograph each property to be mowed to clearly document the violation; cut the lawn including adjacent tree lawn areas; and then photograph the property after mowing to clearly show that the work was performed. If inclement weather or other exigent circumstances makes it impossible to complete the work within 48 hours, the work shall be performed as soon as conditions permit. The contractor should be aware that in some cases the contractor will arrive at the property and discover the property representative has already cut the lawn and it is less than 6" in height. No compensation will be provided in this event, and it is not necessary for the contractor to photograph such properties, but only to note this fact on the list of properties provided by the city for that week.
- Mowing shall include string trimming when mowing equipment cannot cut growth near buildings, fences, posts or other obstacles. Clippings shall be cleared from public sidewalks and streets and properly disposed of. No dumping of yard waste is permitted in the City.
- The required before & after photographs of each property shall remain in the contractor's possession unless or until the City specifically requires a copy. The photo prints must be in color and date & time stamped. Digital photos are acceptable and may be provided electronically in JPEG format, in lieu of hard copy. The photos should be taken in such a way as to clearly show the property address and demonstrate that the lawn is >6" long and in violation of city ordinance. If photos of a property do not clearly document that the property was in violation of the ordinance and that the property was mowed as indicated by the contractor and the City is therefore unable to bill the property owner because of this lack of evidence, the contractor will not be paid for that individual property mowing. This amount may be withheld from the current billing or a future billing depending on when this circumstance is discovered. The City does not require the contractor to automatically provide all photos but will request photos when necessary. The contractor shall retain these photographs for at least one year after the end of the program.

- The contractor will add information to the list of properties provided by the city, noting the date the contractor visited the property, whether the violation was already remedied when the contractor arrived, the labor time taken to trim the property, and the fee for trimming the individual property, as appropriate; will sign the document to confirm that the information is complete; and will promptly return the sheet to the city via hardcopy, e-mail or fax as agreed between the contractor and the city. The contractor shall invoice the City on a monthly basis for all properties trimmed within the previous calendar month; this may be included with the mowing invoice if desired. The City shall pay the invoice through its usual accounts payable process.
- The Contractor and their employees are expected to respond to the public in a respectable and courteous manner, and may refer citizens to the Building & Inspections Department at 269-983-1212 should any issues arise.

**Safety:**

The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions in connection with its services, and shall take all necessary precautions for the safety of such services. The Contractor shall provide the necessary protection to prevent direct or indirect damage, injury or loss to all persons, property, equipment or materials on the worksite or any who may be affected by the services performed. In cases of property damage, property shall be restored to its original condition at the expense of the Contractor and to the satisfaction of the City.

**Equipment:**

The Contractor shall at all times maintain sufficient equipment (lawn mowers, weed whackers, etc.) to promptly perform the work and ensure normal and safe traffic conditions on the premises. All equipment used by the Contractor for the performance of the work shall be maintained in good working and mechanical condition in order to perform the job effectively and safely.

**Personnel:**

The Contractor shall ensure that at all times it has and maintains sufficient qualified personnel to allow it to promptly perform the work required. Personnel must be readily identified as employees of the company (i.e., uniforms, shirts, hats, etc.).

**Subcontracting:**

Subcontracting will not be allowed unless prior approval has been granted by the City of St. Joseph.

**Instructions to Bidders**

Sealed bids are due at the St. Joseph City Clerk's Office no later than 2:00PM Tuesday, April 07, 2026.

Proposals may be mailed or delivered to the City of St. Joseph City Clerk, 700 Broad Street, St. Joseph, Michigan 49085. Sealed envelopes should be plainly marked:

Attention: City Clerk  
Re: **2026 Mowing Contract**  
700 Broad Street  
St. Joseph, MI 49085

It is the sole responsibility of the Bidder to see that its proposal is received within the required time period. The City is not responsible for any errors or irregularities with the delivery method utilized for submitting the Proposal. Any proposals received after the closing date and time will be returned unopened.

### **Incurring Costs**

The City is not liable for any costs related to the bidder's preparation of their proposal.

### **Withdrawal of Proposal**

Any bidder may withdraw its proposal in person, by facsimile or by letter any time prior to the scheduled closing time for receipt of proposals. Each proposal shall be considered binding and in effect for a period of sixty (60) days after the closing date.

### **Opening of Proposals**

Proposals will be opened publicly at **3:00PM Wednesday, April 08, 2026** in the Commission Chambers on the 2<sup>nd</sup> floor of City Hall. Proposals will be evaluated and presented to the City Manager afterwards for consideration and, if weather permits, the mowing program may begin that following week once a contract is signed.

### **Evaluation of Proposals**

It is the intent of the City to evaluate all proposals quickly and be prepared to issue the contract as soon as possible, but no later than **Friday, April 10, 2026**.

### **Negotiations**

The City reserves the right to reject any and all proposals, and negotiate with any source in any manner necessary deemed to be in its best interest.

### **Award of Contract / Acceptance of Proposal (Terms and Conditions)**

The contents of this RFP and the bidder's proposal, as submitted and/or modified, shall become contractual obligations, and included in a contract to be executed by the authorized contracting agents of both parties.

### **Indemnification and Insurance**

The Contractor shall indemnify and save harmless the City and its individual officers and agents from all claims resulting or claimed to result from work performed by the Contractor. The Contractor shall supply the City with a document indemnifying and holding the City harmless for any action taken by and/or damage caused by said Contractor.

The Contractor must procure and maintain the following insurance with carriers acceptable to the City and admitted to do business in the State of Michigan, and provide proof of the same to the City:

- **Worker's Compensation Insurance**, including employers' Liability coverage, in accordance with Michigan law.
- **Commercial General Liability Insurance** on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate. Coverage shall include the following extensions: A). contractual liability, B) Broad form general liability extensions or equivalent.
- **Motor Vehicle Liability Insurance**, including Michigan No-Fault coverages, with limits not less than \$1,000,000 per occurrence combined single limit for bodily injury and property damage. Coverage shall include all owned vehicles, non-owned vehicles, and hired vehicles.

The Commercial General Liability Insurances shall include an endorsement naming as an additional insured the City of St. Joseph, all elected and appointed officials, employees, volunteers, boards, commissions, and/or authorities and boards, including members, employees and volunteers thereof. Contractor's insurance shall be primary and any other insurance City may have in effect shall be considered secondary and/or excess. Coverage shall be maintained throughout the term of the agreement. The stated insurance requirements shall not be interpreted to limit the Contractor's liability.

All insurance shall include an endorsement that contains a thirty (30) day advance written notice of cancellation to the City Manager, City of St. Joseph, Michigan, 700 Broad Street, St. Joseph, Michigan 49085.

### **Nondiscrimination**

The Contractor shall not discriminate in its provision of accommodations or services, nor against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, sexual orientation, gender identity, height, weight, marital status or because of a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. A breach of this covenant may be regarded as a material breach of the agreement.

### **Payment Terms:**

The City shall make payments to the Contractor for actual services rendered within thirty (30) days following receipt of an acceptable invoice for the previous months work, or as otherwise mutually agreed.

**2026 LAWN MOWING CONTRACT**

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Cell: \_\_\_\_\_

Name of Authorized Representative: \_\_\_\_\_  
*Please Print*

Signature of Authorized Representative: \_\_\_\_\_

**BID FORM**

My bid for **Grass & Weed Mowing** per City of St. Joseph Specifications is as follows:

<b>Time</b>	<b>Hourly Rate</b>
Grass/ weed mowing and string trimming rate per property(including all equipment and crew)	\$ _____

**Note:** Final clean up and disposal of all grass and weed trimmings from right-of-way is included in the hourly rate.