



# REQUEST FOR PROPOSALS

2026 CITY OF GRAND LEDGE

OAKWOOD CEMETERY MOWING & MAINTENANCE SERVICES

DATE:	<b>December 1, 2025</b>
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**PROPOSAL DUE DATE & BID OPENING:**

**Wednesday, January 28, 2026, at 1:00 P.M.**

**PROPOSAL DELIVERY LOCATION:**

City of Grand Ledge  
ATTN: Kurt Ristow, Public Works Superintendent  
310 Greenwood Street, Grand Ledge, Michigan 48837

**CONTACT:**

Kurt Ristow, Public Works Superintendent  
517-627-2149  
[kristow@cityofgrandledge.com](mailto:kristow@cityofgrandledge.com)

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## Request for Proposal (RFP)

### 2026 CITY OF GRAND LEDGE – OAKWOOD CEMETERY MOWING & MAINTENANCE SERVICES

#### Introduction:

The City of Grand Ledge is requesting sealed bid proposals for mowing and maintenance services at Oakwood Cemetery. The contractor will be engaged as an independent business and should be currently involved in commercial lawn mowing and grounds maintenance activities. The City of Grand Ledge shall not be the contractor's sole and only client or customer.

Companies with demonstrated experience in commercial lawn maintenance services with an interest in making their services available to the City of Grand Ledge are invited to respond to the RFP. The submitted proposals will be used as a basis for awarding work.

#### Selection Timetable:

<b>Release RFP</b>	Monday, December 1, 2025
<b>RFP Due Date &amp; Bid Opening</b>	Wednesday, January 28, 2026, at 1:00 P.M.
<b>Tentative Bid Award</b>	Monday, February 9, 2026

#### Submittal of Proposal:

Respondents shall submit one (1) paper copy of the RFP response in a package that is sealed and clearly labeled "RFP – 2026 Oakwood Cemetery Mowing & Maintenance Services." Or RFP responses may be emailed as one (1) document saved as a PDF to [kristow@cityofgrandledge.com](mailto:kristow@cityofgrandledge.com) with "RFP – 2026 Oakwood Cemetery Mowing & Maintenance Services" in the subject line.

Proposals and any questions related to the RFP may be directed to:

Kurt Ristow, Public Works Superintendent  
310 Greenwood Street, Grand Ledge, Michigan 48837  
517-627-2149 | [kristow@cityofgrandledge.com](mailto:kristow@cityofgrandledge.com)

The bidding price shall not include an allowance for State Sales Taxes or Federal Excise Tax. The City, upon request, will provide the successful bidder with properly executed tax exemption certificates or tax exemption numbers. All other taxes required by law shall be paid by the successful Contractor.

Any proposal may be withdrawn or modified by written request, provided such request is received by the City at the above address prior to the date and time established for receipt of proposals. Proposals not so withdrawn shall constitute a firm offer to provide the services contained therein and shall remain firm for acceptance for sixty (60) days.

The cost of preparing a response to this RFP, including site visits, is the Contractor's sole responsibility and will not be reimbursed by the City of Grand Ledge.

The City reserves the right to reject any or all proposals, to award the contract to other than the low bidder, to accept any or all alternatives, to waive irregularities and/or informalities and, in general, to make the award in any manner deemed by it, in its sole discretion, to be in the best interest of the owner.

### Minimum Qualifications:

1. **Eligibility:** Bidders must be able to demonstrate at least five (5) years of satisfactory experience working in commercial lawn maintenance, providing similar services as outlined in the following specifications. As an independent business, the contractor shall declare that it has complied with all federal, state, and local laws and policies regarding business permits, insurance coverage, and licenses of any kind that may be required to carry out the said business and the tasks to be performed under this maintenance contract.
2. **Corporate Profile:** Describe on one page the background of your company and why it is qualified to provide the services requested for the City of Grand Ledge.
3. **Experience:** Provide evidence of similar experience that demonstrates your ability to successfully provide the services being requested in this RFP. Include names and contact information from three (3) past projects for reference purposes.
4. **Cost:** An anticipated fee structure must be submitted.

### Specifications:

The following bid specification is an outline of duties and is intended as a guideline for the maintenance contractor at Oakwood Cemetery. In practice, it may be necessary to modify these duties or add to them. Major deviations from these guidelines are not anticipated.

- A. During Spring, Summer, and Fall growing periods of each year, lawn mowing, and grounds maintenance will include the following tasks at a minimum:
  1. Maintain the cemetery's appearance by raking, mowing, and trimming as necessary to maintain the cemetery in a condition which will be acceptable to the City of Grand Ledge. Grass and weeds will be maintained at a height of three (3) inches.
  2. Areas adjacent to headstones are to be trimmed; grass clippings are to be safely removed from the monument and foundation areas at each mowing, without damage to monuments
  3. Trim and remove tree limbs and other landscaping as necessary to ensure a safe and attractive environment.  
Note: Significant tree maintenance and tree and/or stump removal services are not part of this contract.
  4. Remove and dispose of all litter and trash from Cemetery grounds.
  5. Inform the Public Works Superintendent of any problems or concerns encountered.
  6. Special attention should be given to maintaining the cemetery in a safe condition.
  7. See Attachment A – Oakwood Cemetery: Property Boundaries & Location
- B. Oakwood Cemetery maintenance contractor will provide all labor, equipment, and supplies necessary to perform all required work.

## Delivery of Services:

- A. Mowing and maintenance services shall be performed during the spring, summer, and fall growing period of each year; Cemetery maintenance is to be performed on a regular basis to maintain the grounds as outlined in the specifications.
- B. The City of Grand Ledge intends to regularly monitor the appearance and general condition of Oakwood Cemetery. Any area found to be in serious non-compliance with any of the provisions as outlined in this RFP shall result in the maintenance contractor receiving written notification of all concerns.
  1. Failure to resolve problems following written notification will result in the city taking appropriate action.
  2. If the maintenance contractor fails to correct the stated deficiency(ies) within 48 hours, the City of Grand Ledge shall then correct the stated deficiency(ies) with its own work forces and will deduct the cost of said corrections from payment due to the contractor under the next invoice submitted by the contractor.

## Qualifications of the Firm:

The City of Grand Ledge may award the Oakwood Cemetery Mowing and Maintenance Services contract to the individual or firm that, in its sole opinion, is the most capable of providing the range of services described and anticipated by this RFP and is in the long-term best interests of the city and its residents.

The City of Grand Ledge reserves the right to:

- Investigate the qualifications of all firms under consideration, including any information furnished by potential candidates
- Reject any or all proposals
- Modify the proposal
- Establish evaluation criteria determined to be in the best interest of the city
- Issue a subsequent RFP
- Conduct interviews with potential firms prior to selection

Note: This RFP does not commit the City of Grand Ledge to negotiate a contract, nor does it obligate payment for any cost incurred in the preparation and submission of the proposal.

## Evaluation Process:

Proposals will be evaluated through consideration of several factors. The review of all documents submitted will be in accordance with the following criteria:

- Experience and references of the contractor
- Proposed cost
- Ability to execute contract in accordance with City policies and in full compliance with all applicable laws, ordinances, and regulations
- The proponent's familiarity with the City and Tri-County area
- Other factors deemed relevant by the City Manager and Public Works Superintendent
- The City reserves the right, in its absolute discretion, to reject any or all proposals, to waive irregularities, informalities, and/or non-conformities in any submission, to select the proponent

and proposal deemed to be in the best interests of the City, and to negotiate with the selected proponent(s).

The above criteria will be used to evaluate the submittals. Following a review of the submittals, a firm will be selected, and a recommendation will be given to the City Council.

The Contractor must demonstrate its ability to deliver competitive rates for the noted services. If for any reason, a proponent cannot commence activities within 30 days of the contract being executed, the City may unilaterally terminate the contract and negotiate with other proponents.

### **Conflict of Interest:**

The respondent warrants that to the best of its knowledge and belief, and except as otherwise disclosed, it does not have any organizational conflict of interest. Conflict of interest is defined as a situation in which the nature of work under this solicitation and the firm's organizational, financial, contractual, or other interests are such that:

1. Respondent may have an unfair competitive advantage, or
2. The respondent's objectivity in performing the work solicited may be impaired. In the event the respondent has an organizational conflict of interest as defined herein, the respondent shall disclose such conflict of interest fully in the proposal submission.
  - a. The respondent agrees that if, after award, it discovers an organizational conflict of interest with respect to this solicitation, it shall make an immediate and full disclosure in writing to the City Manager that shall include a description of the action which the respondent has taken or intends to take to eliminate or neutralize the conflict. The City may, however, disqualify the respondent or if a contract has been entered into with the respondent, terminate said contract, in its sole discretion.
  - b. In the event the respondent was aware of an organizational conflict of interest before the award of a contract and intentionally did not disclose the conflict to the City Manager, the City may disqualify the respondent.

### **Subcontracting:**

Subcontracting for duties outlined in the RFP specifications will not be permitted unless authorized in writing by the city. The contractor must be independently able to provide all tasks identified in the attached specification in their entirety.

If subcontracting is authorized by the city, the selected firm will be fully responsible to the City of Grand Ledge for the acts and omissions of subcontractors and of all people, whether directly or indirectly employed by the selected firm. Nothing in the contract shall create any contractual relationship between any subcontractor and the City of Grand Ledge. The selected firm shall not assign, transfer, convey, or otherwise dispose of the contract, or any part thereof, or the firm's right, title, or interest in the same or any part thereof, without the previous written consent of the City of Grand Ledge. The selected firm shall not assign any of the money due or to become due and payable under the contract without the previous written consent of the City of Grand Ledge.

## Labor Laws and Equal Employment Opportunity:

The selected firm and subcontractors must abide by Federal, State, and local regulations pertaining to equal employment, and shall obey and abide by all the laws of the State of Michigan relating to the employment of labor and public work, and all ordinances and requirements of the City of Grand Ledge regulating or applying to public improvements.

## Indemnification and Hold Harmless:

The selected firm agrees to indemnify and hold harmless the City of Grand Ledge and their officers, employees, and agents from any and all liability, loss, or damage as a result of claims, actions, suits, causes of action, proceedings, costs, expenses, judgments and liabilities of any kind whatsoever arising out of selected firm's performance of the contractual work. It is further agreed that the selected firm shall have the responsibility to the City of Grand Ledge for the proper performance of its professional services in conformity with the customary and usual result of the failure of such performance, provided such damages suffered by the City of Grand Ledge as a result of the failure of such performance, provided such damages are caused by the selected firm's error, omission or negligent act, or the error, omission or negligent act of its officers, agents, or employees. No compensation will be paid to the selected firm for the services required to correct work arising out of the selected firm's errors or omissions. Additionally, the selected firm shall be responsible for any payment to other consultants/Contractors to correct work arising from the selected firm's errors and omissions.

## Insurances:

The selected firm shall procure and maintain during the life of the contract the following insurance coverage from a company or companies licensed to sell insurance in Michigan with an A+ A.M. Best rating, or equivalent:

- Workers' Compensation in compliance with Michigan law
- Comprehensive General Liability Insurance in the amount of \$1,000,000 each occurrence for Bodily Injury Liability and Property Damage Liability

The insurance required shall be written for the greater of limits not less than the limits of liability specified or required by the law, OR primary coverage of \$1,000,000 per occurrence. Insurance on an occurrence basis coverage shall be maintained without interruption from the date of commencement of operations under the contract until the date herein specified that coverage is no longer required. It is understood and agreed that by naming the City of Grand Ledge as additional insured, coverage afforded is considered to be primary, and any other insurance the City of Grand Ledge may have in effect shall be considered secondary and/or excess.

All certificates of insurance must be forwarded to the City of Grand Ledge prior to commencement of any work. Required insurance policies shall not be changed or canceled without 90 days prior written notice to the City of Grand Ledge.

## General Notes:

1. NO SMOKING shall be allowed on any project site. Personnel caught smoking will be removed from the project.

2. Contractor’s personnel are expected to maintain a high-quality professional attitude while on site. Contractors shall be subject to such rules and regulations for the conduct of the work as the City of Grand Ledge may establish. Possession or consumption of alcoholic beverages or drugs or noxious behavior on site is strictly prohibited. Violations of any of the above will result in the removal of the individual and employer from the project and they will be held liable for any damages that may result due to their actions.
3. All personnel will be required to always provide identifying information while on site.
4. The City of Grand Ledge reserves the right to supplement the operations of the maintenance contractor in whole or in part with City employees or volunteers.

## Contract Type/Term:

The City of Grand Ledge contemplates award of a per-service rate contract to be billed on a monthly basis. The contract will be for a one (1) base year beginning April 1, 2026, with an option to renew for up to two (2) additional years. The City makes no guarantees as to the total amount of compensation that the Contractor may earn and reserves the right to limit the amount of services the City requests the Contractor provide. The City reserves the right to use any other means it may desire or determine for the purpose of grounds maintenance services throughout the City.

1. The Contractor is not and shall not be considered an employee of the City. Any response to this RFP is an acknowledgement that the City shall not withhold any amounts for federal, state, or local income taxes, Medicare taxes, or Social Security taxes from the fees paid to the Contractor.

## Billing Process:

Payment for services rendered will be made within 30 days upon invoices received.

**EXCEPTION:** Non-routine maintenance costs exceeding \$2,000.00 must be approved by the Public Works Superintendent PRIOR to any service being performed. Payment will not be made under this contract for such services unless prior approval is obtained.

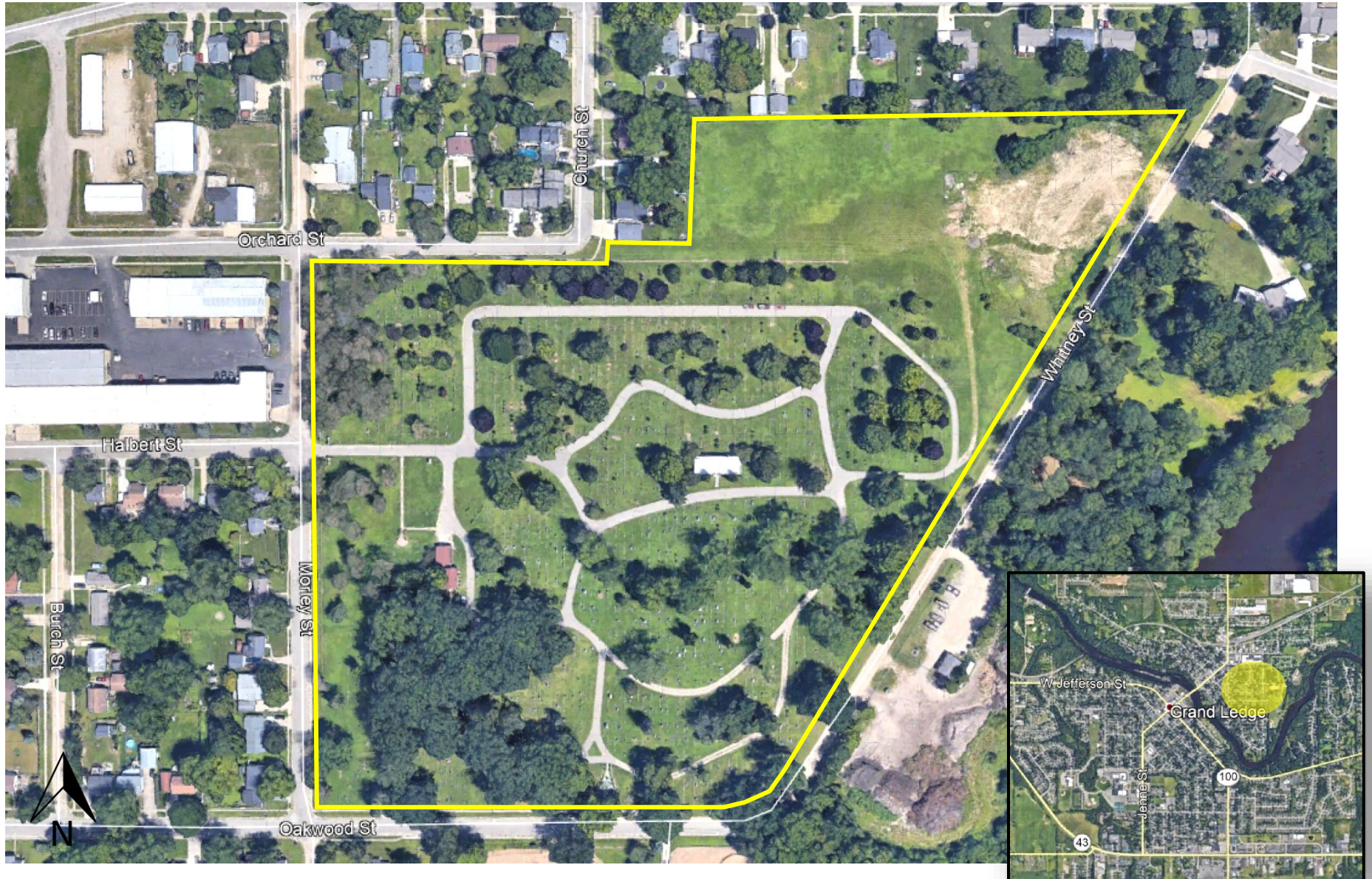
## Existing Conditions:

Entities with demonstrated experience in commercial lawn maintenance services with an interest in making their services available to the City of Grand Ledge are invited to respond to this RFP.

“Contractor” means the companies or individuals that submit proposals in response to this RFP. It is understood that the selected Contractor, acting as an individual, partnership, corporation, or other legal entity, is state licensed and certified in accordance with title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA) (12 U.S.C. 3331 et seq.) and capable of providing the specified services. The Contractor shall be financially solvent, and each of its members, if a joint venture, its employees, agents, or sub-consultants of any tier shall be competent to perform the services required under this RFP document.

# Attachment A - Oakwood Cemetery: Property Boundaries & Location

*Estimated Acreage: 20.36*





## Bidders Proposal City of Grand Ledge

### 2026 Oakwood Cemetery Mowing & Maintenance Services

All work shall be completed in accordance with the City of Grand Ledge Specifications for work. The contractor receiving the bid award shall provide proof of insurance in the amount shown in the RFP guidelines prior to commencement of work. Insurance shall be kept current and in full force throughout the duration of the work. Contractors show satisfactory evidence that they have performed similar work previously, and that they have adequate equipment and labor to perform the work in a timely fashion.

A.	<b>Cost per mowing</b> (includes all items included in specifications)	\$
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This bid is submitted in response to the City of Grand Ledge RFP for 2026 Oakwood Cemetery Mowing & Maintenance Services by:	
<b>Business Name</b>	
<b>Authorized Signature</b>	
<b>Print Name</b>	
<b>Title</b>	
<b>Business Address</b>	
<b>Business Phone</b>	
<b>Date</b>	