

# Request for Proposal (RFP) for Lawn Care Services

## Introduction

We are seeking proposals from qualified and experienced lawn care service providers to maintain and enhance the aesthetic appeal of township properties. The selected vendor will be responsible for providing comprehensive lawn care services to ensure our grounds remain well-maintained and attractive throughout the year.

## Scope of Work

The scope of work for this RFP includes, but is not limited to, the following services:

### **Township Offices:**

- Mowing: Regular mowing to ensure the grass is kept at an optimum height.
- Edging: Edging along walkways and driveways.
- Trimming: Trimming around trees, shrubs, and other obstacles.
- Weed Control: Regular weed control to prevent unwanted plant growth.

### **Freer Park:**

- Mowing: Regular mowing to ensure the grass is kept at an optimum height.
- Edging: Edging along walkways and driveways.
- Trimming: Trimming around trees, shrubs, and other obstacles.
- Clean up and removal of fallen limbs and branches.
- Aeration: Periodic aeration to promote healthy root growth.
- Fertilization: Application of fertilizers as needed to maintain lawn health.
- Weed Control: Regular weed control to prevent unwanted plant growth
- Pest Control: Treatment for lawn pests to prevent damage.

### **M36 Park:**

- Mowing: Regular mowing to ensure the grass is kept at an optimum height.
- Edging: Edging along driveway.
- Trimming: Trimming around trees, shrubs, and other obstacles.

**Howard Cemetery:**

- Mowing: Regular mowing to ensure the grass is kept at an optimum height.
- Edging: Edging along walkways and driveways.
- Trimming: Trimming around trees, shrubs, and other obstacles.
- Clean up and removal of fallen limbs and branches.

**Library:**

- Mowing: Regular mowing to ensure the grass is kept at an optimum height.
- Edging: Edging along walkways and driveways.
- Trimming: Trimming around trees, shrubs, and other obstacles.
- Clean up and removal of fallen limbs and branches.
- Weed Control: Weed control to prevent unwanted plant growth.

## Qualifications

The proposal should include the following qualifications:

- Company background and history in the lawn care industry.
- List of services offered and any specialized services.
- References from past or current clients.
- Proof of insurance and any relevant certifications.

## Proposal Submission Requirements

We are seeking submissions that include both a one year and a two year contract option.

To be considered for this project, interested vendors must submit a proposal that includes the following:

- A cover letter summarizing the vendor's interest in and qualifications for the project.
- A detailed work plan outlining how the vendor will meet the scope of work requirements.
- A pricing structure clearly stating the cost for each service provided.
- A schedule for regular maintenance visits and any seasonal services.
- Any additional services or recommendations the vendor may have.

## Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Experience and qualifications of the vendor.
- Comprehensiveness of the work plan and approach.
- Cost-effectiveness and clarity of the pricing structure.
- References and past performance.
- Overall presentation and professionalism of the proposal.

## Timeline

The timeline for the RFP process is as follows:

- RFP Release Date: February 18, 2026.
- Deadline for Questions: March 1, 2026.
- Proposal Submission Deadline: March 12, 2026 at 1:00 p.m.
- Vendor Selection Announcement: Expected at Regular Board Meeting on March 18, 2026, meeting begins at 6 p.m.
- Contract Start Date: TBD, Spring 2026.
- Ingham Township reserves the right to negotiate terms, request clarification, or request best and final offers from any or all vendors.
- Vendors are encouraged to visit each site prior to submitting a proposal.

## Submission Details

Proposals should be submitted by any of the following:

**Electronically** in PDF format to:

clerk@inghamtownship.com

**By mail** to:

Ingham Township

Kathy LaGrow

PO BOX 238

Dansville, MI 48819

## Drop Box

A secure drop box is available at the Township Offices for submission prior to the deadline.

For any questions regarding this RFP, please contact Kathy LaGrow at [clerk@inghamtownship.com](mailto:clerk@inghamtownship.com) or 517-623-0008 ext.1

## Terms and Conditions

- The issuing of this RFP does not constitute a commitment to award a contract.
- All proposals submitted will be reviewed and evaluated based on the criteria outlined above. The Township reserves the right to award the contract to the vendor deemed most responsible and responsive, not necessarily the lowest-cost proposal.
- The selected vendor will be required to enter into a formal contract with Ingham Township.
- Ingham Township reserves the right to reject any or all proposals.
- All costs associated with the preparation and submission of the proposal are the responsibility of the vendor.

Thank you for your interest in providing lawn care services for our property. We look forward to reviewing your proposal.