

ADDENDUM NO. 1

CITY OF GRAND LEDGE

Request for Proposals – OAKWOOD CEMETERY MOWING MAINTENANCE

Date Issued: December 1, 2025

Subject: ADDITION OF FALL LEAF COLLECTION

Purpose:

This Addendum forms part of the Request for Proposals (RFP) issued on December 1, 2025, for Oakwood Cemetery Mowing Maintenance by adding requirements for fall leaf collection within the cemetery grounds.

1. Scope Addition – Fall Leaf Collection

The Contractor shall provide **fall leaf collection services** within all maintained areas of the cemetery. These services are to be performed in addition to mowing and grounds maintenance activities outlined in the original RFP.

2. Leaf Collection Requirements

a. Seasonal Period:

Leaf collection shall take place during the fall season, generally between **[October 15 through December 15]**, or as otherwise directed by the City.

b. Methods of Collection:

Contractor shall rake, blow, vacuum, or otherwise gather fallen leaves from all turf areas, grave sites, road edges, landscaped areas, and any other maintained portions of the cemetery.

c. Leaf Disposal Location:

All collected leaves shall be transported and deposited at the **designated leaf disposal area within the cemetery**, as specified by City staff.

The Contractor **shall not remove leaves from the cemetery property** unless specifically instructed by the City.

d. City Collection:

City staff will handle the final removal and disposal of leaves from the designated leaf disposal area. The contractor is only responsible for gathering and transporting leaves to this location.

3. Frequency

Leaf collection shall be performed as needed throughout the fall season to maintain the cemetery's appearance and prevent excessive leaf accumulation. The City reserves the right to request additional leaf collection visits as conditions require.

4. Compensation

Payment for fall leaf collection services will be included in the Contractor's proposal pricing. Contractors shall itemize costs for this service as a separate line item in their proposal response.

5. All Other Terms Unchanged

Except as modified by this Addendum, all terms, conditions, and specifications of the original RFP remain in full force and effect.

NOTE: Bidders must acknowledge receipt of Addendum No. 1 in their proposal submission.