

TO: Mayor and Council Members

FROM: Amee King, Assistant City Manager

RE: Landscaping Contract for Downtown Development Authority and City Hall

DATE: December 2, 2025

Background: The landscaping and maintenance contract for City Hall and the DDA has been combined for several years. The most recent contract with Precision Lawn and Snow expired at the end of 2025. Staff sent out a Request for Proposals (RFP) for landscaping services along with mulch installation on October 23, 2025, with a due date of November 25, 2025. The bid tabulations from the RFP are as follows:

Company Name	Cost per month for seven (7) months	Cost to install mulch in Landscape Areas Cost per Yard	Cost to install playground mulch at City Hall Cost per Yard	Cost to purchase & plant annuals in flowerpots & planter boxes once per season
Precision Lawn & Snow	\$3,425.00	\$102.00 per yard	\$95.00 per yard	\$1,240.00
Outdoor Specialities	\$10,853.00	\$131.25 per yard	N/A	\$5,020.00

Issues and Questions Specified: City Council awards the bid for landscape services. The contract is paid City Hall at 20% and 80% by the DDA. The contract will be for a period of one year beginning , with an option to renew for two (2) additional years.

Financial Impact: Landscaping is currently incorporated into the FY26 budget. The price increased \$430 per month from the last contract we had. We will review with the Finance Director to see if budget amendments are necessary.

Recommendation: Staff completed our due diligence of the bids and we are recommending City Council approve a Contract for Landscaping to Precision Lawn & Snow.

Alternatives: If City Council does not approve the contract, staff can send out an alternative request for proposals.

Attachments: Contract for Landscaping: Downtown Development Authority and City Hall this includes the RFP and the bid from Precision Lawn and Snow

City of Grand Ledge Contract for Landscaping: Downtown Development Authority and City Hall

THIS AGREEMENT is made and entered into this 8th day of December 2025, and made effective on the 1st day of April 2026, by and between the CITY OF GRAND LEDGE, MICHIGAN, a Municipal corporation whose office is located at 310 Greenwood Street, Grand Ledge, Michigan 48837 and its Downtown Development Authority (DDA), (hereinafter “the City”), and Precision Lawn & Snow, Inc., whose address is 11760 Francis Road, DeWitt, Michigan 48820 (hereinafter referred to as “the Contractor”).

RECITALS:

WHEREAS, it is the intent of the City to retain the services of the Contractor for landscaping services at City Hall grounds and DDA district grounds; per the Request for Proposals (RFP) dated October 27, 2025, and

WHEREAS, the parties wish by this agreement to define their respective rights and obligations, among other things, during the term of this Agreement.

NOW THEREFORE, for and in consideration of the mutual promises, terms, conditions, and covenants expressed in this Agreement, the parties agree as follows.

- 1. Incorporation of Documents.** The RFP, attached as Exhibit “A”, bidding documents, City-accepted portions of the Contractor’s proposal, any post-bid documents, and any other documents referenced therein are incorporated into this Agreement as if fully restated (“Contract Documents”). In the event of any inconsistency or ambiguity within, between, or among the Contract Documents, the provision that is more beneficial to the City, in the City’s sole discretion, shall be deemed to control.
- 2. Services.** Unless directed by the City Manager or Assistant City Manager, the Contractor shall provide the services (i) contained in the RFP, and other attachments to this Agreement, (ii) required by law, and (iii) that are related or incidental to the services described herein (collectively “Services”). Contractor’s Services include those to be performed by Contractor, Contractor’s subcontractors and suppliers, and Contractor’s consultants and agents as enumerated in this Agreement and as reasonably necessary to complete the Services. The work described within this Agreement must be completed by the end of October each year.
- 3. Compensation.** The City shall pay the Contractor in the amount of \$3,425.00 per month for seven (7) months between April and October for a total of \$23,975 per year. Of this monthly amount, \$685.00 shall be paid by the City, and \$2,740 shall be paid by the DDA. In addition, costs to purchase mulch for the Landscape Areas will be paid at \$102.00 per

6. **Insurance.** The Contractor shall be responsible for any damage it causes or allows to the City's property. The Contractor shall, at its sole cost and expense, be responsible for acquiring, maintaining, and ensuring all equipment and materials necessary for the Contractor to perform the Services. The Contractor shall, at its sole cost and expense, secure and maintain appropriate insurance for general liability and workers' compensation and provide the City with a copy of the certificates of insurance prior to commencement of the Services.

The Contractor shall, at its sole cost and expense, secure and maintain the following insurance coverage from a company or companies licensed to sell insurance in Michigan with an A+ A.M. best rating, or equivalent: (a) Worker's Compensation in compliance with Michigan law; and (b) Comprehensive General Liability Insurance in the amount of one million and 00/100 dollars (\$1,000,000.00) 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 law OR primary coverage of one million and 00/100 dollars (\$1,000,000.00) per occurrence. Insurance on an occurrence basis shall be maintained without interruption from the date of commencement of operation under the Agreement until the date herein specified that coverage is no longer required. The City shall be identified as an additional insured on all applicable insurances. It is understood and agreed that by naming the City as an additional insured in the amount of one million and 00/100 dollars (\$1,000,000.00) per occurrence, the coverage afforded is considered to be primary, and any other insurance the City may have in effect shall be considered secondary and/or excess.

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

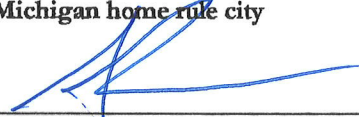
7. **Performance Bonds.** If the contract sum is \$100,000.00 or more, the Contractor shall provide performance and payment bonds in an amount equal to 100% of the contract sum. The bonds shall be provided at no additional cost to the City, with the cost thereof deemed included within the Contractor's bid. If the contract sum is less than \$100,000.00, the City may still require the Contractor to provide performance and payment bonds, but the cost thereof shall be deemed an additional reimbursable expense. In all other respects, bonds shall minimally comply with MCL 129.201, et seq.
8. **Status.** The Parties understand the Contractor, including its agents, subcontractors, and employees, is an independent contractor and is not and shall not be considered an employee of the City. The Parties acknowledge and agree 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 pursuant to this Agreement. Consistent with this status, the Contractor reserves to itself the right to designate the means and methods of accomplishing the objectives and purposes of this Agreement and the City shall not exercise (or have the right to exercise), control, or direction over the means and methods utilized by Contractor in providing Services to the City under this Agreement.

a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, weight, marital status, and other classifications protected by applicable law. Breach of this covenant may be regarded as a material breach of this Agreement. In the event of any inconsistency between or among code requirements, regulations, and interpretations, the Contractor shall be required to comply with the most-stringent obligation(s). The Contractor shall obtain and comply with all necessary permits and permissions to perform the work.

14. **Taxes.** The Contractor acknowledges that the City is a tax-exempt entity and any taxes incurred pursuant to performance of this Agreement, including but not necessarily limited to sales and use taxes, shall be the sole responsibility of the Contractor.
15. **Warranties.** The Contractor shall provide the following warranties at no additional cost to the City: Warranties related to the health and viability of the plants. In addition to, and not in substitution of, the foregoing sentence, the Contractor shall assign and forward to the City all applicable manufacturers' warranties for any equipment, software, or materials relevant to the Services.
16. **Termination for Convenience.** The City may terminate this Agreement upon 30 days' written notice to the Contractor. This right of cancellation shall be exercisable at the sole discretion of the City and requires no just cause or other reason. In case of such termination for the City's convenience, the City shall pay the Contractor for Services properly and actually performed up to the date of termination.
17. **Termination for Cause.** If either party materially defaults in the performance of any provision of this Agreement, and such default is not cured within 30 days after the non-defaulting party gives the defaulting party written notice of such default, then the non-defaulting party shall be entitled to terminate the Agreement immediately upon written notice of termination to the defaulting party. In the event of a material breach of this Agreement by either party, it is agreed that the non-defaulting party shall be permitted to recover, in addition to any other remedy available to it, at law or at equity, all reasonable attorney's fees and costs, and damages incurred as a direct result or consequence of such breach.
18. **Confidentiality.** If the Contractor receives information from the City that is "confidential" or "business proprietary," the Contractor shall keep such information strictly confidential and shall not disclose it to any other person except to its employees who need to know the content of such information in order to perform the Services or its consultants whose contracts include similar restrictions. The parties acknowledge that the City cannot provide similar confidentiality protection due to the applicability of the Michigan Freedom of Information Act and the Michigan Open Meetings Act, among others.
19. **Record Retention.** Contractor agrees to retain permanent records relating to the services performed for a period of at least six (6) years following termination of this Agreement, during which period the records will be made available to the City upon request.
20. **Jurisdiction.** Any proceeding claim, or cause of action, at law or equity, arising under this Agreement or as a result of a breach thereof, shall be brought only in the appropriate court

IN WITNESS WHEREOF we have executed this Agreement on the date and year first above written.

**City of Grand Ledge,
a Michigan home rule city**

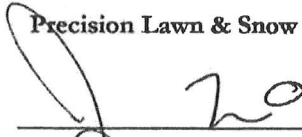


12-9-25

By: Adam Smith
Its: City Manager

Date

Precision Lawn & Snow



12.3.25

By: Jeremy Wiseman
Its: Owner

Date



REQUEST FOR PROPOSALS

2025 CITY OF GRAND LEDGE LANDSCAPING for DOWNTOWN DEVELOPMENT AUTHORITY AND CITY HALL PROPERTIES

DATE:	Thursday, October 23, 2025
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PROPOSAL DUE DATE & BID OPENING: **Tuesday, November 25, 2025, at 1:00 PM**
PROPOSAL DELIVERY LOCATION: City of Grand Ledge
ATTN: Gregory Newman, City Clerk
310 Greenwood Street, Grand Ledge, MI 48837

TENTATIVE BID AWARD: Monday, December 8, 2025

CONTACT: Amee King, Assistant City Manager
517-622-7925, aking@cityofgrandledge.com

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Request for Proposal

2025 CITY OF GRAND LEDGE LANDSCAPING for DOWNTOWN DEVELOPMENT AUTHORITY AND CITY HALL PROPERTIES

Introduction:

The City of Grand Ledge (City) is requesting sealed bid proposals for mowing and maintenance services for city-owned parcels within the Downtown Development Authority (DDA) District and at City Hall, 310 Greenwood Street, Grand Ledge, MI 48837. Companies or individuals (Contractor) that submit proposals in response to this Request for Proposal (RFP), should be currently engaged in commercial landscaping, lawn mowing, and/or grounds maintenance activities. The City shall not be the Contractor's sole and only client or customer.

Contractors with demonstrated experience in commercial landscaping, lawn mowing, and ground maintenance services with an interest in making their services available to the city are invited to respond to the RFP. The submitted proposals will serve as a basis for awarding work.

Selection Timetable:

Release RFP:	Tuesday, October 21, 2025
RFP Due Date and Bid Opening:	Tuesday, November 25, 2025, at 1:00 PM.
Tentative Bid Award:	Monday, December 8, 2025

Submittal of Proposal:

Respondents shall submit one (1) copy of the RFP response in a package that is sealed and clearly labeled "2025 RFP LANDSCAPING: DDA AND CITY HALL" either mailed or dropped off at City Hall, 310 Greenwood Street, Grand Ledge, MI 48837. Or, the RFP response may be emailed as one document saved as a PDF, to gnewman@cityofgrandledge.com with "2025 RFP LANDSCAPING: DDA AND CITY HALL" in the subject line.

Proposal Questions:

Any questions related to the RFP may be directed to:
Amea King, Assistant City Manager
310 Greenwood Street, Grand Ledge, Michigan 48837
517-622-7925 | Aking@cityofgrandledge.com

The bid 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 before 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.

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 landscaping, 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 service contract.
 - a. Describe on one (1) page the company background and why it is qualified to provide the services requested for the City.
2. **Experience.** Provide evidence of similar experience that demonstrates your ability to successfully provide the services being requested in this RFP.
 - a. Include names and contact information from three (3) past projects for reference purposes.
3. **Cost.** An anticipated fee structure must be submitted.
 - a. See attached Bidders' Proposal for details.

Specifications:

The bid specifications, outlined in the Scope of Work, are intended as a guideline for the Contractor performing landscaping services for the DDA District and City Hall. In practice, it may be necessary to modify or add to these duties. Major deviations from these guidelines are not anticipated. Please see Attachment A: Scope of Work.

Delivery of Services:

Landscaping services shall be performed during the spring, summer, and fall growing period of each year; maintenance is to be performed regularly to maintain the grounds and landscaping areas as outlined in the Scope of Work

The City intends to regularly monitor the appearance and general condition of the parcels and park/greenspaces. Any areas found to be in serious non-compliance with any of the provisions as outlined in this RFP shall result in the Contractor receiving written notification of all concerns.

Failure to resolve problems following written notification will result in the City taking appropriate action.

If the Contractor fails to correct the stated deficiency(ies) within forty-eight (48) hours, the City shall then correct the stated deficiency(ies) with its workforce and will deduct the cost of said corrections from the payment due to the Contractor under the next invoice submitted by the Contractor.

Qualifications of the Contractor:

The City may award the contract to the Contractor 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 interest of the City and its residents.

The City reserves the right to:

- Investigate the qualifications of all Contractors 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 of potential Contractors before selection

Note: This RFP does not commit the City 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 and ability to deliver competitive rates for the noted services
- Ability to execute a contract in accordance with City policies and full compliance with all applicable laws, ordinances, and regulations
- The proponent's familiarity with the City and local building codes
- Other factors deemed relevant by the Assistant City Manager
- 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 Contractor and proposal deemed to be in the best interests of the City, and to negotiate with the selected Contractor.

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

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:

- The respondent may have an unfair competitive advantage, or
- 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.

The respondent agrees that if, after award, it discovers an organizational conflict of interest concerning this solicitation, it shall make an immediate and full disclosure in writing to the Assistant 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.

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 Assistant 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 for the acts and omissions of subcontractors and of all persons whether directly or indirectly employed by the selected firm. Nothing in the contract shall create any contractual relationship between any subcontractor and the City. 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. 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.

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 regulating or applying to public improvements.

Indemnification and Hold Harmless:

The selected firm agrees to indemnify and hold harmless the City and its 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 the selected firm's performance of the contractual work. It is further agreed that the selected firm shall have the responsibility to the City 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 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 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. A representative of the selected firm shall sign and submit the Hold Harmless Agreement as evidence before the commencement of the contractual work.

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, the 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 prior to commencement of any work. Required insurance policies shall not be changed or canceled without ninety (90) days' prior written notice to the City.

General Notes:

- NO SMOKING shall be allowed on any project site. Personnel caught smoking will be removed from the project.
- The 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 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.
- All personnel will be required to always provide identifying information while on-site.
- The City reserves the right to supplement the operations of the landscaping Contractor in whole or in part, with City employees or volunteers.

Contract Type/Term:

The City contemplates the award of a per-service rate contract to be billed monthly in equal payments for seven (7) months from April through October, with a separate cost to be associated with the per yard purchase and labor/installation of mulch, purchase and planting of annuals (including chrysanthemums and decorative pine trees), and perennials to be billed one (1) time during the term. The contract will be for a one (1) base year beginning April 1, 2026, with an option to renew it for 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 number 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 landscaping services throughout the City.

The Contractor is not and shall not be considered an employee of the City. Any response to this RFP is an acknowledgment 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 receipt of invoices.

EXCEPTION: Nonroutine maintenance costs exceeding \$2,000.00 must be approved by the Assistant City Manager 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 landscaping services with an interest in making their services available to the City are invited to respond 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 – Scope of Work

LAWN CUTTING

1. All turf grass areas to be mowed twenty-five (25) times seasonally to ensure grass is maintained at a height of 3 inches. This will include Bridge Street Plaza, City Hall grounds, and grass strips and boulevards in the DDA area.
2. Grass to be dispersed (blown) from all planting beds, sidewalks, and paved areas with no clumps evident on the turf areas.
3. Clippings will not be blown towards vehicles or in any way that impedes customer access to the building.
4. All edges, bed obstacles to be checked with a mechanical string trimmer per visit to produce a clean, crisp appearance.
5. All clippings will be removed from the premises and properly disposed of.
6. Sidewalks and curbs to be edged mechanically bi-weekly to maintain a clean appearance.

FERTILIZATION – (City Hall Grounds and Bridge Street Plaza only)

NOTE: The Contractor or its subcontractors shall provide the City of Grand Ledge licenses necessary to carry out the use of herbicides.

1. **First application at the beginning of April**, before the soil temperature reaches 65 degrees F. Crabgrass pre-emergent product dimension 19-0-6 with 30% slow-release nitrogen applied at a rate of 4.13 lbs./1000 square feet.
2. **Last week of May**, a weed and feed product, Lesco “Lock up extra two” 18-0-4 with 30% slow-release nitrogen, is to be applied at a rate of 3.6 lbs./1000 square feet.
3. **The first week of July**; fertilizer analysis 24-0-11 with 50% slow-release nitrogen applied at a rate of 4.2 lbs./1000 square feet.
4. **Last week of August/first week of September**, same product specification as the second application.
5. **Last week of October**, same product specification as the third application.
6. Alternative fertilizer may be used but must be submitted first for approval.
7. All fertilizer is to be phosphorus-free and in granular form.
8. The Contractor is to placard the site in accordance with state law when pesticides are applied.
9. The Contractor should check in with City Hall staff before each application of fertilizer.

WEED CONTROL IN PLANTING BEDS & NON-LAWN AREAS

1. Hand weeding and chemical weed control shall be performed twice monthly throughout the mowing season to keep planting beds, walks, sidewalks, drives, and curbs in a weed-free condition.
2. Roundup (glyphosate) herbicide shall be used on small weeds (2” tall or less). Larger weeds will first be sprayed and then removed by hand when dead.

GENERAL LITTER CLEAN UP

1. All planting beds, sidewalks, parking lots, alleyways, and fence lines to be cleared of litter, debris, grass, and garbage regularly. Frequency to be determined by need, but in no event is it to be greater than ten (10) days.
2. Sidewalks and parking lots must be blown or swept clean with every visit.
3. All debris is to be disposed of in accordance with local rules and regulations.
4. All services are to be completed during regular business hours. Consideration must be given to minimizing disturbance to neighbors concerning noise.

TREES & SHRUBS – (Parking Lots and City Hall – not street trees)

All trees and shrubs in the landscape areas are to be pruned and shaped twice during the season (in early June and August) to remove dead, diseased, injured, and unproductive wood to assist in maintaining their natural shape, size, and configuration. NOTE: Significant tree maintenance and tree and/or stump removal services are not part of this contract.

SPRING CLEAN-UP

Clean-up of all turf areas (raking), clean-out of pots, and clean-out and turning of mulch in planting beds to be completed before the first mowing.

FALL CLEAN-UP

- Leaf clean-up of all turf areas and clean-out of planting beds to be completed throughout the fall growing season.
- The Contractor will be responsible for the proper disposal of any leaves, debris, and yard waste accumulation from the mowing and maintenance operation.
- Final fall clean-up is to be completed after all leaves have fallen.

FLOWERPOTS

1. Purchasing, planting, weeding, and watering at a minimum of 1 – 2 times a week as needed for all 15 City flowerpots within the DDA. To be completed **no later than** the end of May each year. See Attachment A: Maps of Landscaping for DDA and City Hall Properties.
 - a. 10 large flowerpots will have a minimum of 10 plants, of varying colors and types.
 - b. Five (5) small flowerpots will have a minimum of six (6) plants, of varying colors and types.

BUMP-OUT PLANTER BOXES

See the “Landscape Areas” section for details.

PLANTER BOXES at Riverview Park

See the “Landscape Areas” section for details.

MULCH

1. **Landscape Areas.** Install a minimum of 1 inch of fresh mulch for a freshened top-dress appearance in all bedding areas, the two (2) planter boxes in Riverview Park, and the 17 bump-out planter boxes within the DDA. NOTE: This item will be accounted for separately (per yard with labor/installation included) in the Bidders Proposal and billed one (1) time per year.
2. **Playground at City Hall.** Install a minimum of 2 inches of playground mulch for a safe, refreshed surface in the playground area at City Hall. NOTE: This item will be accounted for separately (per yard with labor/installation included) in the Bidders Proposal and billed one (1) time per year.

LANDSCAPE AREAS

The following represent the areas to be maintained, along with any areas of concern for landscape maintenance. The lots are usually named by the principal business adjacent to the lot. See **Attachment B: Landscape Areas**.

1. **Cugino's/Fortino's Parking Lot** – located on West Jefferson Street and Scott Street. Grass and weeds intrude into the paved areas, and trash collects along the walls, etc.
2. **Log Jam Parking Lot** – located between West Jefferson Street and West River Street, with access to both streets. The landscape area extends around the lot up to the sidewalk, including the stone wall on West River Street. Inside the lot, there is a planting area directly behind the Log Jam Restaurant, the tree areas, and the art sculpture area on the corner located at West Jefferson and Harrison Streets.
3. **Island Park Parking Lot** – located off West River Street along the Grand River. This lot is the access to the Island Park Bridge and the baseball field. The dumpster located here is rented by the DDA and can be used by the Contractor to dump any trash picked up downtown.
4. **West Front Street Parking Lot (Preston's)** – located behind the buildings on the west side of North Bridge Street, between Front and Main Street. The lot includes the alley behind the buildings. This lot has several landscape areas. Since these planting areas are newer, plants may need to be thinned, and weed control is crucial.
5. **Enerco Parking Lot** – located on the corner of North Bridge and West Main Street, abutting the Enerco building. This lot needs attention to the wall to the west and the planting areas around the intersection of the two streets.
6. **City Hall** – This will need to be mowed, fertilized, edged, etc. See above for specifications.
7. **First Place Sports** – located off North Bridge Street, adjacent to the First Place Sports store. The key issue here is the steep hill at the back of the lot. The hill was landscaped when the lot was built and has an underlying mesh. We need to support the plants that help prevent erosion.
8. **Riverview Park** – located at the northeast corner of the bridge, at the corner of North Bridge and East Front Street. The park consists of a small parking lot, planting areas, and a large deck. The planting areas around the parking lot are straightforward and extend up to the east side fence (and behind it) to the streets. Below the deck, the Contractor will keep the brush and small trees trimmed down to allow for a full view of the river.

- a. **Planter Boxes.** Two (2) planter boxes will have seasonal plantings and include maintenance items for adding mulch, weeding, and watering:
 - i. **Spring** – Clean out boxes and plant a variety of flowers, to include red geraniums.
 - ii. **Fall** - Clean out boxes and plant a variety of chrysanthemums.
 - iii. **Winter** - Clean out boxes and plant small pine trees.
- 9. Bridge Street Plaza** – located on the south side of South Bridge Street, this lot will need to be mowed, fertilized, edged, etc. See above for specifications.
- 10. Library Parking Lot** –located behind the gas station on East Jefferson Street and extending to East River Street. There are planting areas directly behind the gas station that will need mulch and weeding around the bushes, along with the planting area located on East River Street.
- 11. Flour Child Parking Lot** – located off East Scott Street and has an exit on Bridge Street. This area contains a landscape area at the NE corner of the building and another site on the opposite side of the parking lot, across the exit/entrance drive. There is one at the US Postal Mailbox and another at the northeast corner of the parking lot.
- 12. Seventeen Bump-Out Planters** – Throughout the downtown area, along both North and South Bridge Streets, 17 planters are currently partially-filled with perennials and need to be maintained with mulch, weeding, and watering, a minimum of 1-2 times a week, as necessary.
 - a. **Existing Perennials.** The planters currently include tall purple flowering perennials, noted below. These perennials need to be maintained and replaced only when necessary.
 - i. *Nepeta Faassenii* – ‘Purrsian Blue’, purple flowers
 - ii. *Liriope Muscari* – ‘Big Blue Lilyturf’, purple flowers
 - b. **New Perennials – One-Time Cost.** New perennials will need to be added to all 17 planters. Throughout the growing season, replacement of perennials with the same varietals will be necessary if any plants do not survive.
 - i. In the spring, 316, one-gallon perennials, approximately 18 perennials per planter, of a variety to be approved by the Assistant City Manager before purchasing.

Attachment B: Landscape Areas

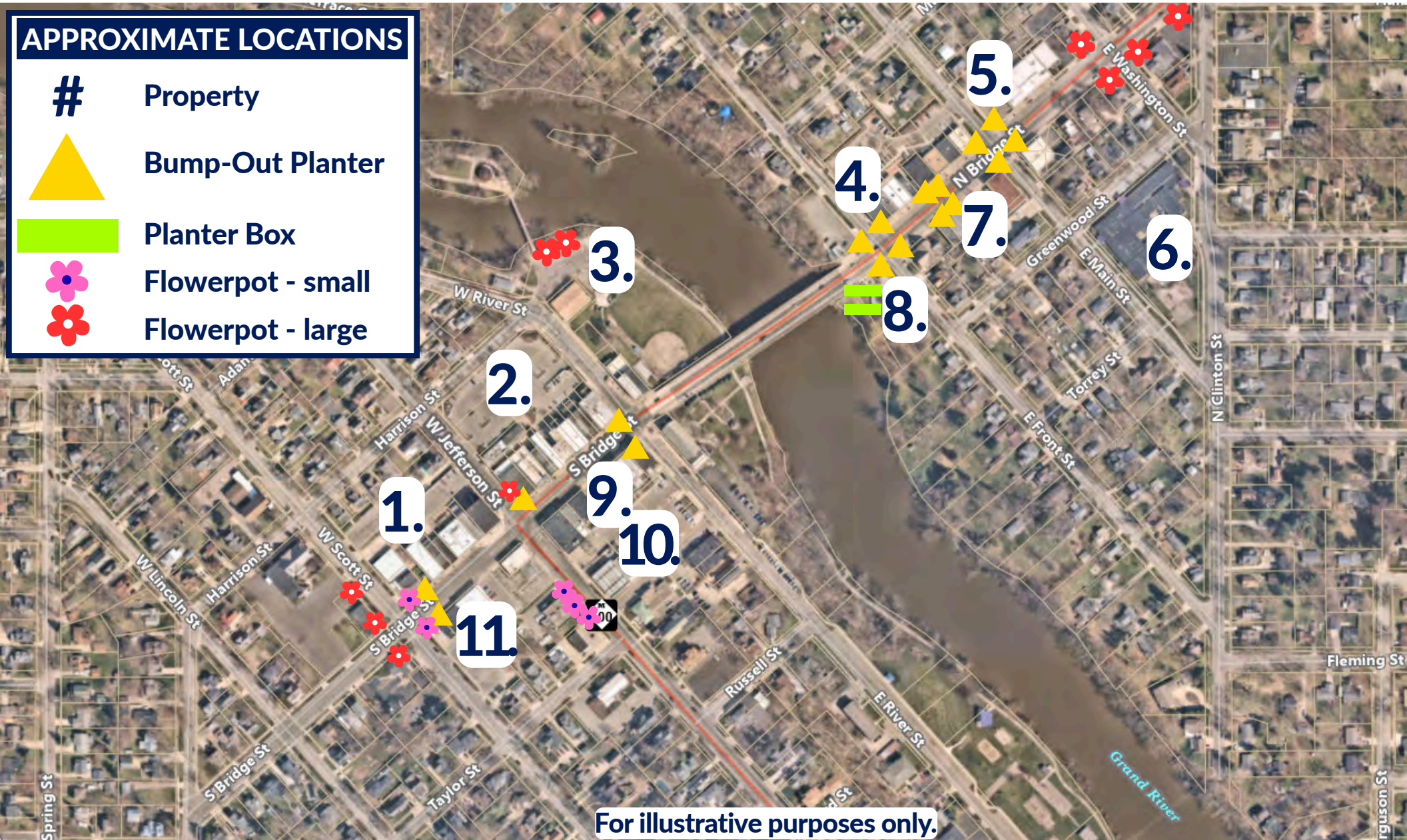
Attachment B: Landscape Areas



2025 CITY OF GRAND LEDGE LANDSCAPING for DDA AND CITY HALL PROPERTIES

APPROXIMATE LOCATIONS

- # Property
- ▲ Bump-Out Planter
- Planter Box
- 🌸 Flowerpot - small
- 🌺 Flowerpot - large



For illustrative purposes only.

APPROXIMATE LOCATIONS

Downtown SOUTH

- # Property
- ▲ Bump-Out Planter
- Planter Box
- 🌸 Flowerpot - small
- 🌺 Flowerpot - large



For illustrative purposes only.

APPROXIMATE LOCATIONS

- # Property
- ▲ Bump-Out Planter
- ▬ Planter Box
- 🌸 Flowerpot - small
- 🌺 Flowerpot - large

Downtown NORTH



For illustrative purposes only.

Bidders Proposal

2025 CITY OF GRAND LEDGE LANDSCAPING for DDA AND CITY HALL PROPERTIES

All work shall be completed in accordance with the City of Grand Ledge RFP and Scope of Work. The Contractor receiving the bid award shall provide proof of insurance in the amount shown in the RFP guidelines before the commencement of work. Insurance shall be kept current and in full force throughout the duration of work. The Contractor shall 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.

The City shall pay the chosen Contractor a total amount divided into seven (7) equal payments to be paid from April through October. In addition, a separate amount associated with the per-yard cost and labor/installation of mulch will be paid one (1) time during the term.

SCOPE OF WORK ITEMS		YEAR 1 COST	EST. YEAR 2 COST	EST. YEAR 3 COST
A.	Cost per month, for seven (7) months, includes all items noted in the specifications for Landscaping DDA and City Hall	<u>COST PER MONTH:</u> \$	<u>COST PER MONTH:</u> \$	<u>COST PER MONTH:</u> \$
B.	Landscape Areas + City Hall Playground. Cost to purchase and install mulch once per season, as noted in the specifications.	<u>COST PER YEAR</u> \$	<u>COST PER YEAR</u> \$	<u>COST PER YEAR</u> \$
C.	Flowerpots + Planter Boxes. Cost to purchase and plant annuals, chrysanthemums, and decorative pine trees once per season, as noted in the specifications.	<u>COST PER YEAR</u> \$	<u>COST PER YEAR</u> \$	<u>COST PER YEAR</u> \$
D.	Bump-Out Planter Boxes. Cost to purchase and plant 316 one-gallon perennials, as noted in the specifications.	<u>ONE-TIME COST</u> \$	<u>REPLACEMENT COST, IF NECESSARY</u> \$	<u>REPLACEMENT COST, IF NECESSARY</u> \$



This bid is submitted in response to the City of Grand Ledge RFP for 2025 LANDSCAPING FOR DDA AND CITY HALL PROPERTIES by:	
Company Name:	
Authorized Signature:	
Print Name:	
Title	
Business Address	
Business Phone	
Date:	

ADDENDUM NO. 1

CITY OF GRAND LEDGE

Request for Proposals – 2025 LANDSCAPING DDA AND CITY HALL

Date Issued: October 27, 2025

This Addendum forms part of the Request for Proposals (RFP) issued on October 23, 2025, for Landscaping Downtown Development Authority (DDA) and City Hall Properties and modifies the original documents as follows.

Clarification and Additional Requirements:

- 1. Seventeen Bump-Out Planters.** Correction to existing perennials in the planters with changes crossed out and noted in **red** below.
 - a. **Existing Perennials.** The planters currently include tall purple **and white** flowering perennials, noted below. These perennials need to be maintained and replaced only when necessary.
 - i. ~~Nepeta Faassenii – ‘Purrsian Blue’, purple flowers~~
 - ii. ~~Liriope Muscari – ‘Big Blue Lilyturf’, purple flowers~~
 - iii. **Calamintha Nepeta – ‘Montrose White’ – white flowers**
 - iv. **Nepeta Racemosa – ‘Walker’s Low’ – purple flowers**
 - b. **New Perennials – ~~One-Time Cost~~.** New perennials will need to be added to all 17 planters. Throughout the growing season, replacement of perennials with the same varieties will be necessary if any plants do not survive.
 - i. **Year 1:** In the spring, 316, one-gallon perennials, approximately 18 perennials per planter, of a variety, **size, and cost** to be **negotiated and approved** by the Assistant City Manager before purchasing.
 - ii. **Years 2 & 3:** **Replacement perennials, if needed, of a variety, size, and cost will be negotiated and approved by the Assistant City Manager before purchasing.**
- 2. WEED CONTROL IN PLANTING BEDS & NON-LAWN AREAS.** Correction to existing section regarding weed control with changes crossed out and noted in **red** below.
 - a. Hand weeding ~~and chemical weed control~~ shall be performed twice monthly throughout the mowing season to keep planting beds, walks, sidewalks, drives, and curbs in a weed-free condition.
 - b. **Up to four (4) times per year**, Roundup (glyphosate) herbicide shall be used on small weeds (2” tall or less). Larger weeds will first be sprayed and then removed by hand when dead.

3. **BIDDERS' PROPOSAL - Update.** Please see attached.
 - a. The Bidders' Proposal has been updated to separate the costs for mulch for both the City Hall Playground and Landscape Areas.
 - b. Additionally, the updated Bidders Proposal updates the pricing to specify cost **per yard** per year.
4. All other items, conditions, and requirements of the original RFP remain in effect unless specifically modified by this Addendum.

ACKNOWLEDGEMENT OF RECEIPT

All respondents must acknowledge receipt of Addendum No. 1 in their proposal submission.

Bidders’ Proposal – REVISED 10-27-2025

2025 CITY OF GRAND LEDGE LANDSCAPING for DDA AND CITY HALL PROPERTIES

All work shall be completed in accordance with the City of Grand Ledge RFP and Scope of Work. The Contractor receiving the bid award shall provide proof of insurance in the amount shown in the RFP guidelines before the commencement of work. Insurance shall be kept current and in full force throughout the duration of work. The Contractor shall 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.

The City shall pay the chosen Contractor a total amount divided into seven (7) equal payments to be paid from April through October. In addition, a separate amount associated with the per-yard cost and labor/installation of mulch will be paid one (1) time during the term.

SCOPE OF WORK ITEMS		YEAR 1 COST	EST. YEAR 2 COST	EST. YEAR 3 COST
A.	Cost per month, for seven (7) months, includes all items noted in the specifications for Landscaping DDA and City Hall	<u>COST PER MONTH:</u> \$	<u>COST PER MONTH:</u> \$	<u>COST PER MONTH:</u> \$
B.	Landscape Areas. Cost PER YARD to purchase and install mulch once per season, as noted in the specifications.	<u>COST PER YARD</u> \$	<u>COST PER YARD</u> \$	<u>COST PER YARD</u> \$
C.	City Hall Playground. Cost PER YARD to purchase and install mulch once per season, as noted in the specifications.	<u>COST PER YARD</u> \$	<u>COST PER YARD</u> \$	<u>COST PER YARD</u> \$
D.	Flowerpots + Planter Boxes. Cost to purchase and plant annuals, chrysanthemums, and decorative pine trees once per season, as noted in the specifications.	<u>COST PER YEAR</u> \$	<u>COST PER YEAR</u> \$	<u>COST PER YEAR</u> \$
E.	Bump Out Planter Boxes. Cost to purchase and plant 316 one-gallon perennials, as noted in the specifications.	<u>ONE TIME COST</u> \$	<u>REPLACEMENT COST, IF NECESSARY</u> \$	<u>REPLACEMENT COST, IF NECESSARY</u> \$



This bid is submitted in response to the City of Grand Ledge RFP for 2025 LANDSCAPING FOR DDA AND CITY HALL PROPERTIES by:	
Company Name:	
Authorized Signature:	
Print Name:	
Title	
Business Address	
Business Phone	
Date:	

Exhibit B - Contractor's Proposal



CITY HALL

310 Greenwood St. • Grand Ledge MI 48837
Ph: 517.627.2149 • Fax: 517.627.9796 • www.cityofgrandledge.com

Bidders' Proposal – REVISED 10-27-2025

2025 CITY OF GRAND LEDGE LANDSCAPING for DDA AND CITY HALL PROPERTIES

All work shall be completed in accordance with the City of Grand Ledge RFP and Scope of Work. The Contractor receiving the bid award shall provide proof of insurance in the amount shown in the RFP guidelines before the commencement of work. Insurance shall be kept current and in full force throughout the duration of work. The Contractor shall 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.

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SCOPE OF WORK ITEMS		YEAR 1 COST	EST. YEAR 2 COST	EST. YEAR 3 COST
A.	Cost per month, for seven (7) months, includes all items noted in the specifications for Landscaping DDA and City Hall	<u>COST PER MONTH:</u> \$ 3425. ⁰⁰	<u>COST PER MONTH:</u> \$ 3425. ⁰⁰	<u>COST PER MONTH:</u> \$ 3425. ⁰⁰
B.	Landscape Areas. Cost <u>PER YARD</u> to purchase and install mulch once per season, as noted in the specifications.	<u>COST PER YARD</u> \$ 102. ⁰⁰	<u>COST PER YARD</u> \$ 102. ⁰⁰	<u>COST PER YARD</u> \$ 102. ⁰⁰
C.	City Hall Playground. Cost <u>PER YARD</u> to purchase and install mulch once per season, as noted in the specifications.	<u>COST PER YARD</u> \$ 95. ⁰⁰	<u>COST PER YARD</u> \$ 95. ⁰⁰	<u>COST PER YARD</u> \$ 95. ⁰⁰
D.	Flowerpots + Planter Boxes. Cost to purchase and plant annuals, chrysanthemums, and decorative pine trees once per season, as noted in the specifications.	<u>COST PER YEAR</u> \$ 1240. ⁰⁰	<u>COST PER YEAR</u> \$ 1240. ⁰⁰	<u>COST PER YEAR</u> \$ 1240. ⁰⁰
E.	Bump-Out Planter Boxes. Cost to purchase and plant 316 one-gallon perennials, as noted in the specifications.	<u>ONE-TIME COST</u> \$	<u>REPLACEMENT COST, IF NECESSARY</u> \$	<u>REPLACEMENT COST, IF NECESSARY</u> \$



This bid is submitted in response to the City of Grand Ledge RFP for 2025 LANDSCAPING FOR DDA AND CITY HALL PROPERTIES by:	
Company Name:	Precision Lawn & Snow Inc.
Authorized Signature:	
Print Name:	Jeremy Wiseman
Title	Owner
Business Address	11760 Francis Rd. Dewitt MI 48820
Business Phone	517-719-6194
Date:	11-24-2025

ADDENDUM NO. 1

CITY OF GRAND LEDGE

Request for Proposals – 2025 LANDSCAPING DDA AND CITY HALL

Date Issued: October 27, 2025

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