



City of Reading • 113 S. Main St. • Reading, MI 49274 • (517) 283-2604

TDD/TTY: #711
<https://reading.mi.us>

MEMORANDUM

Date: March 14, 2024
To: All Interested Lawn Care Professionals
From: Kimberly Blythe, City Manager/Clerk/Treasurer
Subject: Request for Proposals for Lawn Care

Enclosed you will find a copy of a Request for Proposal and Bid Sheet document requesting proposals for lawn care for the 2024 Mowing Season for the City of Reading. If you're interested in submitting a proposal for this, please do so by 4:00 p.m., April 8, 2024 to City Hall, 113 S. Main Street, PO Box 240, Reading, MI 49274.

*Please note that Reading City Hall is Open
Monday-Thursday from 8am-12pm & 1pm-5pm Closed from 12pm-1pm and Fridays*

There is also a secure drop box located in the walk-way between City Hall and Post Office

Any questions please call the Reading City Manager's Office at (517) 283-2604 or email kym@reading.mi.us or DPW/Maintenance Office at (517) 283-2835 or email bob@reading.mi.us

“City of Reading is an Equal Opportunity Provider and Employer”



REQUEST FOR PROPOSAL 2024 MOWING CITY OF READING MICHIGAN BID SPEC DOCUMENTS

The City of Reading Michigan is requesting proposals from any interested parties regarding the mowing of City Properties. Please see attached 2024 Mowing Bid Sheet for Location Addresses and to bid on each location separately.

SERVICE

- Company agrees to furnish all equipment and perform all labor necessary for the mowing-trimming of the properties as specified on the Mowing Bid Sheet. This service to be performed as considered necessary by the City of Reading Department of Public Works.

ADMINISTRATIVE

- The company shall provide the City of Reading an IRS form W-9 as well as certificates of insurance including workers compensation, general liability and proof of insurance for all vehicles used under the contract agreement.
- Contract for services shall be for April 10, 2024 - December 31, 2024
- The company shall be in compliance with all federal and state laws regarding licensing, equal opportunity employment, and all other governing rules or regulations.

DEADLINE

- Bids for the City of Reading mowing for 2024 are to be submitted in a sealed envelope marked "Mowing Bids" to Reading City Hall, 113 S. Main Street, PO Box 240, Reading, MI 49274 no later than 4:00 pm on Monday, April 8 2024. Bids may also be dropped in the City's Secure Dropbox located in the walkway between City Hall and the Post Office anytime prior to 4pm, Monday, April 8, 2024.

CONTACT

- For further information please contact the City Manager's Office at (517)283-2604 or by emailing kym@reading.mi.us or the Department of Public Works Office at (517) 283-2835 or by emailing bob@reading.mi.us.

The City of Reading reserves the right to accept or reject any or all bids, to waive irregularities in the RFP process and to award such bid or bids as is most advantageous to the City of Reading.

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City of Reading 2024 Mowing Bid Sheet

The City of Reading is accepting bids for the 2024 mowing season for the following properties. Bids should be submitted in a sealed envelope and marked “**2024 Mowing Bid**” and mailed or dropped off to Reading City Hall by 4:00 PM on Monday, April 8, 2024.

It is strongly advised that bidders inspect each property before bidding and set up a time to meet with Bob Jepson, Maintenance Supervisor at 517-283-2835 or 517-474-3473. Questions regarding the location or specifications of each property should be directed to Bob Jepson, City of Reading Maintenance Department at (517) 283-2835 or (517) 474-3473

Water Treatment Plant – Located at 7040 Dimmers Rd. Trimming to be done on every other mowing.
Bid per Mow _____

Magic Square – Located west of the intersection of Wesley St. & W. State St. ****** Trimming to be done on every other mowing.
Bid per Mow _____

Detention Pond – Located at 111 Walnut St. Trimming to be done on every other mowing.
Bid per Mow _____

Michigan St. Well House Site – Entrance to property is located on the south side of Michigan St. first drive west of railroad tracks. Trimming to be done on every other mowing.
Bid per Mow _____

Maplewood Cemetery (East & West) on the East & West side of M-49, just north of the Reading City Limits (Each side is 8 Acres). ****** Trimming to be done on every other mowing.
Bid per Mow (East Side) _____
Bid per Mow (West Side) _____
Fall Clean Up (East Side) _____
Fall Clean Up (West Side) _____

Lagoons – Located at 6520 Lilac Rd. Trimming to be done on every other mowing.
Bid per Mow _____

****Trimming should always be done immediately before a holiday weekend and Festival Days Weekend**

Name _____

Address _____

Phone _____

Signature _____ Date _____