

Evergreen Cemetery

February 24, 2026

Request for Proposal:

Mowing & Trimming of Evergreen Cemetery

You are cordially invited to submit a proposal for mowing and trimming Evergreen Cemetery, located on Cade Road, Brown City. Interested persons can request the full RFP document by contacting City Hall at (810) 346-2325, kharris@cityofbrowncity.net, or by visiting City Hall at 4205 Main Street, Brown City, Monday - Friday, 8:30am - 4:00pm.

All proposals should be placed in a sealed envelope and submitted to City Hall by mail or in-person. Sealed envelopes should be addressed to the City Manager and be labeled: "Evergreen Cemetery: Mowing & Trimming Proposal".

Proposals can be mailed to City of Brown City, P.O. Box 99, Brown City, MI 48416.

All proposals must be submitted no later than Friday, March 20, 2026 at 4:00pm.

CITY OF BROWN CITY

"Brown City: Rooted in Tradition Growing with Heart"

4205 Main Street, P.O. Box 99, Brown City, Michigan 48416-0099

Phone (810) 346-2325 Fax (810) 346-3802 cityhall@cityofbrowncity.net

Request for Proposal **Evergreen Cemetery Mowing & Trimming**

February 23, 2026

The City of Brown City is requesting proposals, pricing information and availability of mowing & trimming services for Evergreen Cemetery for the 2026 mowing season. General information and specifications are as follows.

GENERAL INFORMATION:

The Board hopes to identify a qualified vendor to provide mowing, trimming, and spraying of Evergreen Cemetery.

DESCRIPTION OF SERVICES:

- During peak growing season, the grass should be cut as necessary. The grass should be mowed on a regular basis and maintained so as to not exceed 3" - 3½" nor be less than 1".
- A mulching or other system should be used, as necessary, so as not to leave clumps of cut grass in the fields.
- Trimming (weed-whacking) and spraying is required along buildings, driveways, parking lots and sidewalk edges and other obstacles such as trees (no spraying around trees), signs, barbeque fixtures, rocks, tennis courts, water pumps, utility poles, etc..

BID, RFP AND QUOTE TERMS AND CONDITIONS

1. **BID ACCEPTANCE AND REJECTIONS:** The City reserves the right to accept any bid, and to reject any or all bids; to award the bid to other than the low bidder if deemed "bid most advantageous to the Board"; to accept the bid on one or more items of a proposal, on all items of a proposal or any combination of items of a proposal and to waive any defects in bids.
2. **VOLUNTEERS:** The City reserves the right to allow work to be done in the Cemetery by volunteers and other individuals and organizations.
3. **FINAL BID PRICE:** If the bidder has any special payment or delivery clauses which could affect the final delivery price of an item up for bid, such as fuel surcharges, for example, shall also include that as part of the bid. If, however, this is not included in the bid, the seller will be solely responsible for any increased prices due to any circumstances.
4. **LATE PROPOSALS/BIDS:** Any bids received after specified date and time will not be considered, nor will late bids be opened.
5. **PAYMENT TERMS:** It is the custom of the City to pay its bills within 20 - 30 working days following delivery of, and receipt for, all items covered by the work agreement.

6. **SUBCONTRACTORS:** Where a project involves utilizing subcontractors, and the project is completed satisfactorily, the Park Board reserves the right to request proof of payment to subcontractors by the general contractor prior to making final payment to the general contractor.

SPECIFICATIONS:

Proposals submitted must address all the following areas outlined below:

1. A detailed listing of equipment owned by the bidder that will be used to meet the scope of services as described.
2. A listing of at least three (3) commercial customer accounts to serve as references to include name, address, telephone number and contact person.
3. Description of business background addressing the size of the business, the number of employees and the services provided.
4. Relationship with the City of Brown City and/or other communities.

INSURANCE:

The contractor / vendor shall provide a certificate of insurance, with the City of Brown City named as an additional insured, documenting both personal / property liability insurance coverage protection along with automobile insurance coverage, each in the minimum amount of \$500,000 per occurrence. If applicable, Workers Compensation insurance coverage must be supplied in accordance with the State of Michigan regulations to protect the vendor's employees while performing contract-related activities.

The contractor / vendor agrees to indemnify and hold harmless the City of Brown City and Brown City Cemetery Board and its employees / agents from any and all claims, demands, costs, losses and expenses incurred by the contractor / vendor during the performance of contractual responsibilities.

License

If any of the chemicals needed to spray for weeds require a license, please attach a copy of the license with the bid.

MISCELLANEOUS:

The Board intends on offering a one (1) year contract to the successful bidder for the 2026 spring / summer / fall mowing season with the option to renew for each of two (2) subsequent mowing seasons contingent upon satisfactory vendor performance, funding availability and mutually agreed-upon negotiated rates for said subsequent years services.

The vendor selected **may** be required to execute an Agreement for Professional Services depending on the scope of services requested. Currently copies of insurance coverage (including additional insured), Workers' Comp and W-9 **must** be provided if contracted.

Questions should be directed to City Manager Kyle Harris at (810) 346-2325.

PRICING:

Per the Specifications

- (a) Cost of mowing per occurrence: _____
- (b) Cost of weed-trimming per occurrence: _____
- (c) Cost of weed spraying per occurrence: _____
- (d) Estimated number of hours per mowing / trimming event: _____
- (d) Other anticipated costs: _____

The undersigned Bidder understands that Brown City reserves the right to reject any or all Proposals or to waive any formality or technicality in any Proposal that serves the interest of the Authority.

CONTRACTOR: _____

A DULY ORGANIZED: Proprietorship Partnership

Corporation licensed and authorized to do business in Michigan.

BY _____ TITLE _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

DATE: _____ PHONE: _____

FAX: _____ e-mail: _____

WEBPAGE: _____