

# REQUEST FOR PROPOSAL LAWN MAINTENANCE SERVICES

## TOWN OF ELBA

The Town of Elba, Dodge County, is seeking proposals for lawn maintenance services beginning in the Spring of 2019. Please submit all proposals marked "Lawn Maintenance Services" to: Town of Elba, N3799 County T, Columbus, WI 53925. All proposals must be received by Saturday, April 6, 2019 to be opened at the April 8, 2019 Town Board meeting.

### Description of Town of Elba

The Town of Elba is located in Dodge County. Lawn Maintenance required is for Elba Town Hall, Bethel Cemetery, the park located in Elba Heights, and Elba Veterans Memorial Park (wayside on Hwy 16). Basic lawn mowing, trimming of weeds, trimming of tree branches are an example of what the Town of Elba will require.

### Award of Contract

The Town will consider a number of factors when deciding which lawn maintenance service will be awarded the contract. While price will be the main factor, the Town will not compromise quality of work, variety of services provided, professionalism or ethical considerations when making its decision which applicant is awarded the contract. The Town reserves the right to make the decision which applicant is awarded the contract and said decision may be based on any factors the Town chooses.

### Rejection: Waivers

The Town reserves the right to reject any and all proposals, waive formalities, technical deficiencies and irregularities, or otherwise solicit new proposals if some other manner of negotiation better serves its interests.

### Competency of Lawn Maintenance Service

The opening and reading or posting of proposals shall not be construed as acceptance by the Town of the lawn maintenance service as being qualified, responsible candidates.

### Indemnification and Insurance

The lawn maintenance service shall be required to indemnify and hold harmless the Town, and its officers from and against all liability, claims and demands, on account of any injury, loss, or damage, or any portion thereof, is caused by, or claimed to cause by, the act, omission, or fault of the lawn maintenance service or any subcontractor of the lawn maintenance service, or any officer, employee, or agent of the lawn maintenance service or subcontractor, or any other person for whom the contractor is responsible.

The lawn maintenance service or subcontractor of the lawn maintenance service shall be required to carry at their own expense worker's compensation insurance, comprehensive general liability used in performance of the contract.

### Compliance with laws

The lawn maintenance service shall be responsible at its expense for obtaining and complying with all necessary permits, ordinances and laws.

## Requirements for the RFP submissions

The Town of Elba is requiring all RFP submissions to contain:

1. Regular maintenance included in maintenance plans
2. Approximate schedule of said maintenance
3. Cost of said maintenance
4. Special maintenance offered by service

Any questions please contact Town of Elba at [townofelbaclerk@hotmail.com](mailto:townofelbaclerk@hotmail.com)