



**CITY OF HILLSDALE, MICHIGAN**

**ADVERTISEMENT FOR BIDS**

**For**

**Lawn Maintenance for Facilities, Parks, Parking Lots, Traffic Islands, Roadsides, and Fields of Dreams**

The City of Hillsdale will receive sealed proposals at the Office of the Hillsdale City Clerk, Hillsdale City Hall, 97 N. Broad Street, Hillsdale, Michigan 49242 **until 10:00 a.m. on Monday, March 3rd, 2026** for lawn maintenance services City Facilities, Parks, Parking Lots, Traffic Islands, Roadsides, Fields of Dreams, Cemeteries and Board of Public Utilities.

Information regarding the project, a copy of the specifications applicable to this project and the form of the contract that is to be entered pursuant to this advertisement are available at the Office of the Hillsdale City Clerk, Hillsdale City Hall, 97 N. Broad Street, Hillsdale, Michigan 49242. The proposal, when submitted, shall have attached to it a copy of the specifications applicable to this project and the form of the contract that is to be entered, which shall be deemed to have been read and approved and made a part of the bidder's proposal.

No proposal will be accepted after the time designated for the receipt of proposals set forth above. Each bidder shall and will be fully and solely responsible for delivery of the proposal prior to the appointed date and hour designated for the receipt of all proposals, and shall assume the risk of late delivery or non-delivery regardless of the manner the bidder employs for the proposal's delivery or the reason for such late delivery or non-delivery.

The City of Hillsdale reserves the right to reject any and all proposals and to waive any defects or informalities in proposals, to accept the bid that it determines to be the lowest competitive bid from a competent bidder meeting specifications and to negotiate with the bidder or bidders who, in the judgment of the Hillsdale City Manager, are deemed the most advantageous for the public and the City.

The City of Hillsdale hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids to this invitation and will not be discriminated against on grounds of sex, race, color, age, weight, height, marital status, religion or national origin in the consideration for an award.

Date: February 16, 2026

Jason Blake, Director  
Department of Public Services

## **CITY OF HILSDALE**

### **Bid Instructions and Specifications for Lawn Maintenance: City Facilities, Parks, Parking Lots, Traffic Islands, Roadside Mowing, Fields of Dreams, Cemeteries and Board of Public Utilities**

The City of Hillsdale Public Services Department is currently accepting bids to provide for a three-year lawn maintenance contract for the maintenance of City Facilities, Parks, Parking Lots, Traffic Islands, Roadside Mowing, Fields of Dreams, Cemeteries and Board of Public Utilities with the City's right in its sole discretion to extend this contract for one additional year on the same terms as will exist during Year 3. These bids will be received at the **City Clerk's Office**, Hillsdale City Hall, Hillsdale, Michigan 49242 until **10:00 a.m.** local time on **Monday, March 3rd, 2026**. No bids will be received after said time on said date. Immediately thereafter, all bids will be publicly opened and read aloud in the 2<sup>nd</sup> Floor Conference Room in Hillsdale City Hall.

1. All bids shall be sealed in an opaque envelope and marked "**Bid - Lawn Maintenance.**"
2. Bids may be delivered by mail or personal delivery to the City Clerk's Office, 97 N Broad St. Hillsdale, Michigan 49242, but must arrive by **10:00 a.m. March 3rd, 2026**. Any bids arriving at the City Clerk's Office thereafter, shall not be accepted or considered for any purpose whatsoever.
3. **Each bidder shall use this form, including all attachments hereto, as supplied by the City of Hillsdale, to make and submit its bid.** Each bid submitted shall be subject to all terms, conditions and provisions contained in this form and the attachments hereto.
4. No bid may be withdrawn after opening of the bids, without the prior written consent of the City of Hillsdale, for a period of thirty (30) days after March 3rd, 2026.
5. The City of Hillsdale reserves the right to:
  - a. Reject any and all bids that are received.
  - b. Waive any defects in a bid other than the timeliness of its submission.
  - c. Accept the bid or bids that the City of Hillsdale determines, at its sole discretion, to be in the best interest of the City, whether or not the bid or bids accepted are the lowest bid or bids.
  - d. Increase or decrease the scope of work mentioned in the proposal.
  - e. **"Mowing Types" may be awarded to separate bidders as the City of Hillsdale determines, at its sole discretion, to be in the best interest of the City, whether or not the bid or bids accepted are the lowest bid or bids. (See #10 below for partial bids)**
6. All invoices shall be submitted to the Department of Public Services, 149 Waterworks Ave., Hillsdale, Michigan 49242.
7. Partial payments will be allowed based on the amount of work that is inspected and satisfactorily completed.
8. **Each bidder shall provide, as reference, a list of contracts with municipalities or private firms in excess of \$5,000 where they have performed or currently perform lawn maintenance.**
9. **Each bidder shall provide a complete listing of lawn maintenance equipment currently owned/leased by the bidder that is intended to be used as part of this contract.**
10. **Unit bid prices for each category (type) shall be listed as: 1) cost per mowing and 2) overall cost basis as identified in these bid specifications. Note: Partial bids would only be accepted as follows: Type A,B,C,D, & F mowing shall be bid together, Type G and H may be bid separately.**

11. All inquiries regarding these bid instructions and other attachments hereto, shall be directed to the Department of Public Services, 149 Waterworks Ave., Hillsdale, Michigan 49242. Telephone (517) 437-6490

## **SPECIFICATIONS**

### **I. INTENT**

It is the intent of the City of Hillsdale to obtain bids for lawn maintenance services provided by an outside, independent contractor and to permit qualified bidders to quote on performing such tasks in accordance with these specifications.

All items not specifically mentioned in the scope of these requirements which are necessary to provide for these services shall be furnished by the successful bidder at no additional charge to the City of Hillsdale.

### **II. GENERAL TERMS**

1. Lawn maintenance shall include all labor, material, supplies and services necessary to perform and complete the contract according to all the provisions mentioned in this and any other documents supplied by the City in connection with this bid and shall be performed in a workmanlike manner acceptable to the City.
2. The contractor **shall carry Public Liability and Property Damage Insurance**, (minimum \$1,000,000 per incident), as well as Worker's Compensation Insurance with City of Hillsdale as a named insured and. Proof of insurance must be provided to the City prior to any work being started. Contractor must agree to defend, indemnify and hold the City of Hillsdale harmless from any and all damages, claims, demands, causes of action and law suits as a result of personal injury, property or other damages or loses which are claimed to be an approximate result of the negligence or intentional acts or omissions of the contractor, it's agents, servants and employees or which other wise arises or is claimed to have arisen out of the use of any equipment by such contractor in the course of performing the mowing contract with the City of Hillsdale.
3. The mowing will be performed during the following 26-week periods with an option to extend the contract for one (1) additional year (Type "F" – 27 weeks).

Year 1 - April 27, 2026 - October 23, 2026  
Year 2 - April 26, 2027 - October 22, 2027  
Year 3 - April 24, 2028 - October 20, 2028

4. The successful bidder shall, at its sole expense, be responsible for the repair and/or restoration of any damages caused by it, its agents, servants or employees.
5. The successful bidder shall notify the Department of Public Services **at the start of each day as to the location and type of work intended.**
6. The successful bidder shall notify the Department of Public Services **at the completion of each day to report the extent of work completed.** This may be accomplished by visiting the DPS facility or by phone (voicemail), fax, or e-mail.
7. All acreage calculations indicated in this bid are approximate. **It is the bidder's responsibility to check each site as to the scope of the project.**

### **III. QUALIFICATIONS**

1. Bidding on this contract, or any portion hereof, is limited to individuals, partnerships and corporations actively engaged in the field of landscaping/lawn maintenance. Bidders must demonstrate competence, experience and financial capability to carry out and fulfill the terms of this contract. The City of Hillsdale may require proof of these qualifications.
2. All persons employed by the successful bidder during the term of this contract shall be properly trained in lawn maintenance operations and equipment. It is the responsibility of the successful bidder to perform this training and conduct work in a professional and workmanlike manner with minimal disturbance to persons or property.

### **IV. SPECIFIC LAWN MAINTENANCE REQUIREMENTS**

1. Any damage to public or private property including, but not limited to trees, shrubs, flowers, structures and irrigation equipment shall be reported by the contractor to the Director of Public Services or his/her designee. The cost of any/all of these damages corrected by the City of Hillsdale will be invoiced to the contractor.
2. Special events (i.e. car shows, funerals, concerts, sporting events, construction, etc.) may sometimes require mowing be completed on a different schedule that is previously established. The Director or his/her designee will notify the contractor of the events and required adjustment in mowing schedule.
3. Each maintenance area is classified by lawn maintenance type and lists the required mowing schedule. These types and schedules are described below.

#### **4. Payment**

##### *A. Invoices*

- a) All invoices shall be submitted to the Department of Public Services, 149 Waterworks Ave., Hillsdale, MI 49242 (optional email – [publicservices@cityofhillsdale.org](mailto:publicservices@cityofhillsdale.org)).

##### *B. Payments*

- a) Partial payments shall be allowed based on the amount of work that is inspected and satisfactorily completed.
- b) Once invoice is approved for payment, payment will be issued on the City's next check run.

#### **5. Termination**

##### *A. Contract Completion*

If the City of Hillsdale determines that performance is unacceptable, the City reserves the right to terminate this contract. Furthermore, the successful bidder shall then be liable to reimburse the City the difference from their bid price and the price from the agency completing the contract.

**A. Type 'A' lawn maintenance (City Hall, Department of Public Service, Mitchell Building, Hillsdale Community Library, 23/25 N Broad St and Dial-A-Ride)**

*i. Mowing Frequency*

Lawn areas shall be mowed **once per week or as needed** unless otherwise directed by the Director of Public Services or his/her designee. The contractor will be allowed to perform this maintenance each Wednesday or Thursday between 7:00 a.m. and 3:30 p.m. Mowing of these areas is to be **completed in one day** (with a two consecutive day allowance with pre-arrangement).

*ii. Mowing Height*

Lawn areas shall be mowed to a height not greater than two and one-one half (2 1/2) inches and not less than two (2) inches unless otherwise instructed by the Director or his/her designee.

*iii. Mower Type*

Mower shall be a rotary, reel, or other type of grooming mower approved by the Director or his/her designee. All manufactured safety equipment (i.e. side shields, etc.) **must** be in-place on all lawn equipment and properly used at all times. **No exceptions**

*iv. Trimming*

Trimming of turf areas around trees, shrubs, flower beds, and other structures shall be performed **once per week** with a line trimmer. All areas where mulch has been applied shall have the mulch left undisturbed. Mowing thru the mulch will not be allowed. Use of herbicides or pesticides in the turf areas will NOT be permitted unless prior approval is obtained from the Director or his/her designee.

*v. Edging*

Edging along all concrete sidewalks and asphalt paved areas will be performed with a **blade edger/ curb dresser** at a minimum of **once in May** (prior to Memorial Day) and a **second time in August** (prior to Labor Day) unless otherwise instructed by the Director or his/her designee.

*vi. Weeding*

All weeds and grass growing in the cracks of curbing, sidewalks, asphalt and other hard surface areas shall be removed **once per week. No exceptions.**

*vii. Plant Bed Maintenance*

All weeds and grass growing in all plant beds, along with any other debris, shall be removed **once per week. No exceptions.**

*viii. Pruning*

All shrubs and bushes will only be pruned with the consent of the Director or his/her designee.

*ix. Clean Up before Mowing*

All rocks, paper, and other debris shall be removed from areas prior to mowing. It shall be the responsibility of the successful bidder to promptly dispose of trash and debris.

*x. Clean up after mowing*

Sidewalks and other paved areas must be swept or blown clean after each mowing and/or edging. All excessive accumulation of cut grass shall be removed. **No exceptions.**

*xi. **Speed of Mowing***

All mowers must maintain proper speed according to weather and terrain conditions to achieve a uniform cut.

**B. Type “B” Lawn Maintenance (Parking Lots, Traffic Islands, etc.)**

*i. **Mowing Frequency***

Lawn areas shall be mowed **once per week or as needed** unless otherwise directed by the Director of Public Services or his/her designee. Contractor will be allowed to perform this maintenance each Wednesday or Thursday between 7:00 a.m. and 3:30 p.m. Mowing of these areas is to be **completed in one day** (with a two consecutive day allowance with pre-arrangement).

*ii. **Mowing Height***

Lawn areas shall be mowed to a height not greater than two and one-one half (2 1/2) inches and not less than two (2) inches unless otherwise instructed by the Director or his/her designee.

*iii. **Mower Type***

Mower shall be a rotary, reel, or other type of grooming mower approved by the Director or his/her designee. All manufactured safety equipment (i.e. side shields, etc.) **must** be in-place on all lawn equipment and properly used at all times. **No exceptions**

*iv. **Trimming***

Trimming of turf areas around trees, shrubs, flower beds, and other structures will be performed **once per week** with a line trimmer. All areas where mulch has been applied shall have the mulch left undisturbed. Mowing thru the mulch will not be allowed. No use of herbicides or pesticides in the turf areas will be allowed unless prior approval is obtained from the Director or his/her designee.

*v. **Edging***

Edging along all concrete sidewalks and asphalt paved areas will be performed with a **blade edger/ curb dresser** at a minimum of **once in May** (prior to Memorial Day) and a **second time in August** (prior to Labor Day) unless otherwise instructed by the Director or his/her designee.

*vi. **Weeding***

All weeds and grass growing in the cracks of curbing, sidewalks, asphalt and other hard surface areas shall be removed **once per week**. **No exceptions**.

*vii. **Plant Bed Maintenance***

All weeds and grass growing in all plant beds, along with any other debris, shall be removed **once per week**. **No exceptions**.

*viii. **Clean Up before Mowing***

All rocks, paper, and other debris shall be removed from areas prior to mowing. It shall be the responsibility of the successful bidder to promptly dispose of this trash and debris.

*ix. **Clean up after mowing***

Sidewalks and other paved areas must be swept or blown clean after each mowing and/or edging. All excessive accumulation of cut grass shall be removed. **No exceptions**.

*x. **Speed of Mowing***

All mowers must maintain proper speed according to weather and terrain conditions to achieve a uniform cut.

## C. Type "C" Lawn Maintenance (Parks)

### i. ***Mowing Frequency***

Lawn areas shall be mowed **once per week or as needed** unless otherwise directed by the Director of Public Services or his/her designee. The contractor will be allowed to perform this maintenance each Wednesday or Thursday between 7:00 a.m. and 3:30 p.m. Mowing of these areas is to be **completed in one day** (with a two consecutive day allowance with pre-arrangement).

### ii. ***Mowing Height***

Lawn areas shall be mowed to a height not greater than two and one-one half (2 1/2) inches and not less than two (2) inches unless otherwise instructed by the Director or his designee.

### iii. ***Mowing Directions***

Direct the discharge of clippings away from Mrs. Stock's Park pond and the St. Joe River for at least 3 passes. While mowing on the Baw Beese Trail, direct the discharge of clippings away from the pavement.

### iv. ***Mower Type***

Mower shall be a rotary, reel, or other type of grooming mower approved by the Director or his/her designee. All manufactured safety equipment (i.e. side shields, etc.) **must** be in-place on all lawn equipment and properly used at all times. **No exceptions**

### v. ***Trimming***

Trimming of turf areas around trees, shrubs, flower beds, and other structures will be performed **once per week** with a line trimmer. All areas where mulch has been applied shall have the mulch left undisturbed. Mowing thru the mulch will not be allowed. No use of herbicides or pesticides in the turf areas will be allowed unless prior approval is obtained from the Director or his/her designee.

### vi. ***Edging***

Edging along all concrete sidewalks and asphalt paved areas shall be performed with a **blade edger/ curb dresser** at a minimum of **once in May** (prior to Memorial Day) and a **second time in August** (prior to Labor Day) unless otherwise instructed by the Director or his/her designee.

### vii. ***Weeding***

All weeds and grass growing in the cracks of curbing, sidewalks, asphalt and other hard surface areas shall be removed **once per week**. **No exceptions**.

### viii. ***Plant Bed Maintenance***

All weeds and grass growing in all plant beds, along with any other debris, shall be removed **once per week**. **No exceptions**.

### ix. ***Clean Up before Mowing***

All rocks, paper, and other debris shall be removed from areas prior to mowing. It shall be the responsibility of the successful bidder to promptly dispose of trash and debris.

### x. ***Clean up after mowing***

Sidewalks and other paved areas must be swept or blown clean after each mowing and/or edging. All excessive accumulation of cut grass shall be removed. **No exceptions**.

### xi. ***Speed of Mowing***

All mowers must maintain proper speed according to weather and terrain conditions to achieve a uniform cut.

## D. Type "D" Lawn Maintenance (Road Sides)

### i. ***Mowing Frequency***

Lawn areas shall be mowed **once per month or as needed** unless otherwise directed by the Director of Public Services or his/her designee. The contractor will be allowed to perform this maintenance Monday through Saturday between 8:00 a.m. and 7:00 p.m.

### ii. ***Mowing Height***

Lawn areas shall be mowed to a height not greater than four (4) inches and not less than two (2) inches. **No exceptions.**

### iii. ***Mower Type***

Brush hog, sickle bar, or other type of mower approved by the Director or his/her designee. All manufactured safety equipment (i.e. side shields, etc.) **must** be in-place on all lawn equipment and properly used at all times. **No exceptions**

### iv. ***Trimming***

Trimming of turf areas around guard rail will be performed **once per month** with a line trimmer. No use of herbicides or pesticides in the turf areas will be allowed unless prior approval is obtained from the Director or his designee. **No exceptions.**

### v. ***Mowing Width***

The right-of-way mowing width is as follows:

- a. Mowing at all intersections, shall be performed in such a manner so as to form a right triangle with the two legs of the triangle running parallel to the shoulder of each road being 25 feet long and with the long leg being 35' in length. **No exceptions.**
- b. All other right of way mowing to be a minimum of 20 feet from the back of curb or shoulder of the road. **No exceptions.**

### vi. ***Speed of Mowing***

All mowers must maintain proper speed according to weather and terrain conditions to achieve a uniform cut.

## E. Type "F" Lawn Maintenance (Fields of Dreams)

### 1. Mowing

#### i. ***Mowing Frequency 27 WEEKS***

- a. **Year 1** - Mowing frequency **April 20 – May 1, 2026** shall be **once per week or as needed**, **May 4 - August 21, 2026** shall be **twice per week or as needed**, and **August 24 - October 23, 2026** shall be **once per week or as needed**.
- b. **Year 2** - Mowing frequency **April 19 – April 30, 2027** shall be **once per week or as needed**, **May 3 - August 27, 2027** shall be **twice per week or as needed**, and **August 30 - October 22, 2027** shall be **once per week or as needed**.
- c. **Year 3** - Mowing frequency **April 17 – April 28, 2028** shall be **once per week or as needed**, **May 1 - August 18, 2028** shall be **twice per week or as needed**, and **August 21 - October 20, 2028** shall be **once per week or as needed**.
- d. Due to summer sports activities, mowing that occurs on a Thursday or Friday shall be completed by 2:00 P.M. No mowing Saturdays or Sundays.
- e. Notwithstanding any requirement or authorization to the contrary, during periods of drought, as declared by the Director of Public Services or his/her designee, non-irrigated and/or other areas that he/she designates shall not be mowed more frequently than is necessary to comply with required height requirements. **Note: Once per week frequency shall be mowed as Type A. Twice a week or as needed shall be coordinated with Director of Public Services.**

#### ii. ***Mowing Height***

Athletic fields, entrance, and parking lot areas shall be mowed to a height of  $2 \frac{1}{2}$  inches until June 1<sup>st</sup>, and 2 inches until August 1<sup>st</sup>, with the remaining time at the height of  $2 \frac{1}{2}$  inches, unless otherwise directed by Director or his/her designee. Non-irrigated areas shall continue to be mowed to a height of  $2 \frac{1}{2}$  inches unless otherwise directed by Director or his/her designee.

#### iii. ***Mowing Directions***

Direct the discharge of clippings away from the gravel parking area for at least 3 passes.

#### iv. ***Mower Type***

Mower shall be a rotary, reel, or other type of grooming mower approved by the Director or his/her designee. All manufactured safety equipment (i.e. side shields, etc.) **must** be in place on all lawn equipment and properly used at all times. **No exceptions**

#### v. ***Mower Maintenance***

The cutting blades on the mowers used at this facility shall be sharp as to prevent tearing, shredding, or ripping of grass.

#### vi. ***Clean up before mowing***

All rocks, paper, and other debris shall be removed from areas prior to mowing. It shall be the responsibility of the successful bidder to promptly dispose of trash and debris.

#### vii. ***Clean up after mowing***

Sidewalks and other paved areas must be swept or blown clean after each mowing and/or edging. All excessive accumulation of cut grass shall be removed. **No exceptions**.

#### viii. ***Speed of Mowing***

Mower blades shall be maintained in properly sharpened condition and operated at the speed that is necessary to achieve a uniform cut under all weather and terrain conditions as are encountered while mowing.

## **E. Type "F" Lawn Maintenance (Fields of Dreams) (continued)**

### ***ix. Buffer zones***

- a. Wet lands: An area of turf approximately 10 feet wide that borders the adjacent wet lands shall remain un-mowed to provide for a buffer zone between the park and the wet lands.
- b. Sloped embankment: An area on the north side of the park that is steeply sloped shall remain un-mowed.

## **2. Trimming**

### ***i. Fence Lines***

Manicure trim next to fence lines surrounding the baseball fields. Both sides of the fence and walkway.

### ***ii. Other Features***

- a. Trimming of lawn areas around structures or other designed features will be done with a line or string trimmer.
- b. Care shall be taken that the bark on any tree, shrub or plant not be damaged by use of trimming or lawn mowing devices.
- c. Mulch that has been applied to shrubs or plants shall remain undisturbed-no mowing through mulch will be allowed.
- d. Use of herbicides or pesticides in any areas shall not be allowed unless prior approval is obtained from the Director or his designee. **No exceptions.**

## F. Type "G" Lawn Maintenance (Lakeview & Oak Grove Cemeteries)

### i. *Mowing Frequency*

Lawn areas shall be mowed **once per week or as needed** unless otherwise directed by the Director of Public Services or his/her designee. Contractor will be allowed to perform this maintenance each week Monday – Friday between 7:00 a.m. and 6:00 p.m. except for holidays. Mowing of these areas is to be **completed by the end of each week, Friday at 6:00 pm. Coordinate**

### ii. *Mowing Height*

Lawn areas shall be mowed to a height not greater than two and one-one half (2 1/2) inches and not less than two (2) inches unless otherwise instructed by the Director or his/her designee.

### iii. *Mowing Directions*

Direct the discharge of clippings away from head stones as much as possible.

### iv. *Mower Type*

Mower shall be a rotary, reel, or other type of grooming mower approved by the Director or his/her designee. All manufactured safety equipment (i.e. side shields, etc.) **must** be in place on all lawn equipment and properly used at all times. **No exceptions**

### v. *Trimming*

Trimming of turf areas around trees, shrubs, flower beds, head stones and other structures will be performed **once per week prior to Memorial Day, 4<sup>th</sup> of July, and Labor Day holidays (3 times per season)** with a line trimmer. All areas where mulch has been applied shall have the mulch left undisturbed. Mowing through the mulch or over freshly dug graves will not be allowed. No use of herbicides or pesticides in the turf areas will be allowed unless prior approval is obtained from the Director or his/her designee.

### vi. *Clean Up before Mowing*

All rocks, paper, and other debris shall be removed from areas prior to mowing. It shall be the responsibility of the successful bidder to promptly dispose of trash and debris.

### vii. *Clean up after mowing*

Sidewalks and other paved areas must be swept or blown clean after each mowing and/or edging. All excessive accumulation of cut grass shall be removed from any head stones and other areas. **No exceptions.**

### viii. *Speed of Mowing*

All mowers must maintain proper speed according to weather and terrain conditions to achieve a uniform cut.

### ix. *Property Damaged*

All damaged will need to be reported immediately to the Department of Public Services for resolution.

## G. Type "H" Lawn Maintenance (Board of Public Utilities)

### i. ***Mowing Frequency***

Lawn areas shall be mowed **once per week** or as needed unless otherwise directed by the Director of Public Services or his designee. The contractor will be allowed to perform this maintenance each week Monday – Friday between 7:00 a.m. and 6:00 p.m. except for holidays.

### ii. ***Mowing Height***

Lawn areas shall be mowed to a height not greater than two and one-one half (2 1/2) inches and not less than two (2) inches unless otherwise instructed by the Director or his designee.

### iii. ***Mowing Directions***

Direct the discharge of clippings away from equipment and other structures.

### iv. ***Mower Type***

Mower shall be a rotary, reel, or other type of grooming mower approved by the Director or his designee. All manufactured safety equipment (i.e. side shields, etc.) **must** be in-place on all lawn equipment and properly used at all times. **No exceptions**

### v. ***Trimming***

Trimming of turf areas around trees, shrubs, flower beds, and other structures will be performed **once per week** with a line trimmer. All areas where mulch has been applied shall have the mulch left undisturbed. Mowing thru the mulch will not be allowed. No use of herbicides or pesticides in the turf areas will be allowed unless prior approval is obtained from the Director or his/her designee.

### vi. ***Edging***

Edging along all concrete and asphalt paved areas shall be performed with a **blade edger/ curb dresser** at a minimum of **once in May** (prior to Memorial Day) and a **second time in August** (prior to Labor Day) unless otherwise instructed by the Director or his/her designee.

### vii. ***Weeding***

All weeds and grass growing in the cracks of curbing, sidewalks, asphalt and other hard surface areas shall be removed **once per week**. **No exceptions**.

### viii. ***Clean Up before Mowing***

All rocks, paper, and other debris shall be removed from areas prior to mowing. It shall be the responsibility of the successful bidder to promptly dispose of trash and debris.

### ix. ***Clean up after mowing***

Sidewalks and other paved areas must be swept or blown clean after each mowing and/or edging. All excessive accumulation of cut grass shall be removed. **No exceptions**.

### x. ***Speed of Mowing***

All mowers must maintain proper speed according to weather and terrain conditions to achieve a uniform cut.

**CITY OF HILSDALE**  
**LAWN MAINTENANCE - BID FORM**  
**Type "A" Building/Grounds Lawn Maintenance**  
**Unit cost per mowing**

| Location                     | Approx.<br>Acres | Cost per mowing |       |       |
|------------------------------|------------------|-----------------|-------|-------|
|                              |                  | 2026            | 2027  | 2028  |
| City Hall Grounds            | 0.20             | _____           | _____ | _____ |
| Dept. of Public Service      | 0.17             | _____           | _____ | _____ |
| Mitchell Building            | 0.40             | _____           | _____ | _____ |
| Hillsdale Comm. Library      | 0.10             | _____           | _____ | _____ |
| Dial-A-Ride                  | 3.3              | _____           | _____ | _____ |
| 23/25 N Broad St             | .13              | _____           | _____ | _____ |
| <b>Total Type "A" Mowing</b> |                  | _____           | _____ | _____ |

# CITY OF HILLSDALE

## LAWN MAINTENANCE - BID FORM

### Type "B" Lawn Maintenance (Parking Lots, Traffic Islands, etc) Unit cost per mowing

| Location            | Cost per mowing |      |      |
|---------------------|-----------------|------|------|
|                     | 2026            | 2027 | 2028 |
| <b>Parking Lots</b> |                 |      |      |

Total approximate acres - 0.31

- Parking lot A - (East side of S. Howell St - Between Barry & Waldron St)
- Parking lot B - (East side of S. Manning St – Between E. Bacon & Waldron St - Wilson Hall)
- Parking lot C - (N.E. corner of N. Manning & E. Bacon St - Midtown)
- Parking lot D – (N.W. corner of Ferris and McCollum St)
- Parking lot E – (S.W. corner of Carleton and N. Broad St – City Centre)
- Parking lot F- (E. Side of N. Manning St between North St and McCollum St)
- Parking lot G – (S.E. corner of N. Broad and North St – S. of Post Office)
- Parking lot H - (N.W. corner of N. Manning and E. Bacon St – Library lower lot)
- Parking lot I – (W. side of N. Manning St between McCollum and E. Bacon St - Library)
- Parking lot J - (S.E. corner of Carleton and Union St)
- Parking lot K – (S.W. corner N. Manning and North St – Elks)

| <b>Traffic Islands/Misc.</b>   | Cost per mowing |      |      |
|--------------------------------|-----------------|------|------|
|                                | 2026            | 2027 | 2028 |
| Total approximate acres – 7.24 |                 |      |      |

- North & Carleton - (Across from Family Video)
- Bacon & Carleton - (Near Bike Path down to fence)
- S.E. corner Carleton Rd & Lake St
- E & W St Joe between South & Bacon St
- N.E. corner Griswold & Barnard St
- Indiana Court
- Waldron & Broad St
- Lewis & Carleton
- W. Fayette @ St. Joe River
- Crescent Court
- Spring St @ N. West St
- Hidden meadow Lane (off of W. Hallett St)
- W. Hallett St @ Viaduct area (next to dike)
- 51 Union St – Vacant Lot
- Wildlife Dr. (Circle at round-a-bout) (every other week)
- 50 Morry St. (SW corner S. Howell @ Morry St., grass only, leave plantings in retention pond)

| <b>Total Type "B" Mowing</b> | 2026 | 2027 | 2028 |
|------------------------------|------|------|------|
|                              |      |      |      |

**CITY OF HILSDALE**  
**LAWN MAINTENANCE - BID FORM**

## Type "C" Lawn Maintenance (Parks) Unit cost per mowing

|                                 | Cost per mowing |       |       |
|---------------------------------|-----------------|-------|-------|
|                                 | 2026            | 2027  | 2028  |
| Location                        |                 |       |       |
| Total approximate acres – 53.96 | _____           | _____ | _____ |

I. Cold Springs Park – Westwood St  
KeeKoose Park – Logan St  
Orville Meyer Parkway – Steamburg Rd  
Sandy Beach Park – Waterworks Ave  
Sandy Beach back drive (*north side*) – Waterworks Ave  
Mrs. Stocks Park – E Bacon St (*Tuesday Mowing*)  
Mrs. Stocks Park parking area (east of St. Joe River) – E Bacon St  
Waterworks Park – Waterworks Ave (*also the area on the north side before entrance gate*)  
LoPresto Park – Griswold St.  
Fitness Park – E. Bacon St. (across from Stocks parking area)

II. Owens Park – Waterworks Ave \_\_\_\_\_  
Total approximate acres - 27.0 \_\_\_\_\_

### III. Baw Beese Trail – \_\_\_\_\_

| Total Type "C" Mowing | 2026 | 2027 | 2028 |
|-----------------------|------|------|------|
|-----------------------|------|------|------|

# CITY OF HILSDALE

## LAWN MAINTENANCE - BID FORM

### Type "D" Lawn Maintenance (Road Sides) Unit cost per mowing (1x month)

|  | 2026  | 2027  | 2028  |
|--|-------|-------|-------|
| Location   | _____ | _____ | _____ |
| <u>Local's</u>   | _____ | _____ | _____ |
| Logan St from Willow to Marion (approx. 1/10 mile)-east side   |       |       |       |
| Hallett St from R.R. Viaduct to city limit (approx. 2/10 mile)-both sides                                      |       |       |       |
| Hidden Meadow Dr. from Hallett St to yard @ 10 Windswept Ln (approx. 650 feet)-west sides                      |       |       |       |
| 30 Superior St (approx.07 acres)   |       |       |       |
| <br><u>Major's</u>   | 2026  | 2027  | 2028  |
| Oak St from Willow to Marion (approx. 1/8 acres) - both side   | _____ | _____ | _____ |
| Griswold St from LoPresto to Steamburg (approx. 1/10 mile)-west side   |       |       |       |
| Steamburg Rd from Broad to Griswold (approx. 2/10 mile)-west side bridge to Griswold Street                    |       |       |       |
| W. Bacon St. underneath R.R. Viaduct – (approx. 2/10 mile) - both sides  |       |       |       |
| W. Bacon St from Sumac to city limit (approx. 3/10 mile)-south side only                                       |       |       |       |
| Uran St from Hine Dr. to dead end north side only, including island (approx. 7/10 mile)-both sides             |       |       |       |
| Development Dr. to Lake Wilson Rd (approx. 2 miles)-both sides (trim around the guardrail)                     |       |       |       |
| Hillsdale Rd north of FOD, Welcome to Hillsdale Sign (approx. 1/4 acres)                                       |       |       |       |
| <br><u>Trunkline</u>   | 2026  | 2027  | 2028  |
| W. Carleton Rd. (M-99) from Fayette St. to Arch St. (approx. 6/10 mile)-both sides (trim around the guardrail) | _____ | _____ | _____ |
| W. Carleton Rd and S. Hudson Rd (M99) Welcome to Hillsdale Signs (approx. 1/8 acres)                           |       |       |       |
| <br><b>Total Type "D" Mowing</b>   | 2026  | 2027  | 2028  |

**CITY OF HILSDALE**  
**LAWN MAINTENANCE - BID FORM**  
**Type "F" Lawn Maintenance (Fields of Dreams)**  
**Unit cost per mowing**

| Location  | Cost per mowing |       |       |
|---|-----------------|-------|-------|
|   | 2026            | 2027  | 2028  |
| 500 N. Hillsdale Rd<br>(Just north of Mauck Rd) | _____           | _____ | _____ |
| Total approximate acres – 12.5                  | _____           | _____ | _____ |
| <b>Total Type "F" Mowing</b>                    | _____           | _____ | _____ |
|   | 2026            | 2027  | 2028  |

## **CITY OF HILSDALE**

### **LAWN MAINTENANCE - BID FORM**

#### **Type "G" Lawn Maintenance (Cemeteries)**

**Unit cost per mowing**

|  | Cost per mowing |       |       |
|--|-----------------|-------|-------|
|  | 2026            | 2027  | 2028  |
| Location   |                 |       |       |
| Lakeview Cemetery<br>40 Barnard St<br>(Just east of Griswold St) |                 |       |       |
| Total approximate acres – 10.2                                   | _____           | _____ | _____ |
| Location   |                 |       |       |
| Oak Grove Cemetery<br>7 Montgomery St<br>(End of N West St)      |                 |       |       |
| Total approximate acres – 33.5                                   | _____           | _____ | _____ |
| <b>Total Type "G" Mowing</b>                                     | _____           | _____ | _____ |
|  | 2026            | 2027  | 2028  |

## CITY OF HILSDALE

### LAWN MAINTENANCE - BID FORM

**Type "H" Lawn Maintenance (Board of Public Utilities)**  
**Unit cost per mowing**

|  | Cost per mowing |       |       |
|--|-----------------|-------|-------|
|  | 2026            | 2027  | 2028  |
| Location<br>60 Greenwood Ave<br>(Just north of Barnard St)<br>Total approximate acres – .347735          | _____           | _____ | _____ |
| Location<br>15 N. Wolcott St<br>(North of E Bacon St)<br>Total approximate acres – .331671               | _____           | _____ | _____ |
| Location<br>3070 N Hillsdale Rd (F.O.D.)<br>5 locations behind park<br>Total approximate acres – .984628 | _____           | _____ | _____ |
| Location<br>201 Waterworks Ave<br>Power Plant<br>Total approximate acres – 3.4979                        | _____           | _____ | _____ |
| Location<br>60 Griswold St<br>(Corner of E South St)<br>Total approximate acres – .739329                | _____           | _____ | _____ |
| Location<br>531 Uran St<br>(Corner of Hine Dr., Industrial Park)<br>Total approximate acres – 2.004779   | _____           | _____ | _____ |

## CITY OF HILLSDALE

### LAWN MAINTENANCE - BID FORM

**Type "H" Lawn Maintenance (Board of Public Utilities) (continued)**  
**Unit cost per mowing**

| Location                           | 2026  | 2027  | 2028  |
|------------------------------------|-------|-------|-------|
| 401 N Hillsdale Rd                 |       |       |       |
| Water Treatment Plant              |       |       |       |
| Total approximate acres – 2.797469 | _____ | _____ | _____ |

| Location                           | 2026  | 2027  | 2028  |
|------------------------------------|-------|-------|-------|
| 101 W Galloway Dr.                 |       |       |       |
| Waste Water Treatment Plant        |       |       |       |
| Total approximate acres – 3.689401 | _____ | _____ | _____ |

| Total Type "H" Mowing | 2026  | 2027  | 2028  |
|-----------------------|-------|-------|-------|
| _____                 | _____ | _____ | _____ |

**CITY OF HILSDALE**  
**LAWN MAINTENANCE - BID FORM**

Cumulative Total Cost per Season (26 weeks, FOD 27 weeks)

\*NOTE: Partial bids allowed would be the following types only:  
 Type A, B, C, D & F only. 2. Type G only. 3. Type H only.

|  | 2026 | 2027 | 2028 | <b>Total<br/>Contract Cost</b> |
|--|------|------|------|--------------------------------|
|--|------|------|------|--------------------------------|

Type "A" Maintenance \_\_\_\_\_  
 (Totals from page 12 x 26 weeks) \_\_\_\_\_

Type "B" Maintenance \_\_\_\_\_  
 (Totals from page 13 x 26 weeks) \_\_\_\_\_

Type "C" Maintenance \_\_\_\_\_  
 (Totals from page 14 X 26 weeks) \_\_\_\_\_

Type "D" Maintenance \_\_\_\_\_  
 (Totals from Page 15 x 6 months) \_\_\_\_\_

Type "F" Maintenance \_\_\_\_\_  
 (Totals from page 16 x 27 weeks) (Possible twice weekly). See Specifications.  
 \_\_\_\_\_

Type "G" Maintenance \_\_\_\_\_  
 (Totals from page 17 x 26 weeks) \_\_\_\_\_  
 \_\_\_\_\_

Type "H" Maintenance \_\_\_\_\_  
 (Totals from page 19 x 26 months) \_\_\_\_\_  
 \_\_\_\_\_

**Total Type A, B, C, D, F  
Lawn Maintenance**

**Total Contract  
Cost: A, B, C, D, F**

|      |      |      |  |
|------|------|------|--|
| 2026 | 2027 | 2028 |  |
|------|------|------|--|

Cost per acre/location for additional mowing \_\_\_\_\_

**\*Note: Partial bids allowed would be the following types only**

- 1. Types: A, B, C, D & F only**
- 2. Types: G only**
- 3. Types: H only**

**CITY OF HILSDALE**  
**LAWN MAINTENANCE - BID FORM**

Submitted by: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone number: \_\_\_\_\_

Tax ID / Social Security Number: \_\_\_\_\_

Certificate of Insurance: \_\_\_\_\_

The bidder hereby affirms that he or she has the authority to submit this bid on behalf of the above referenced company and that unless specifically noted; the bid conforms to all respects to the attached specifications.

Bidder's name: \_\_\_\_\_

Bidder's title: \_\_\_\_\_

Bidder's signature: \_\_\_\_\_

Date: \_\_\_\_\_