



**City of Tiffin, Iowa  
Request for Proposals (RFP)  
Mowing & Landscaping Maintenance Services**

## **1. Introduction**

The City of Tiffin, Iowa ("City"), is seeking proposals from qualified contractors to provide **mowing, landscaping, and general grounds maintenance services** for:

1. **Nuisance properties** as declared by the City under the Code of Ordinances; and
2. **City-owned properties** on an as-needed basis.

The City intends to establish a **contractual relationship with one or more contractors** to perform these services in a timely, professional, and code-compliant manner.

## **2. Scope of Services**

Services will include, but are not limited to, mowing overgrown grass and weeds, trimming around buildings, fences, sidewalks, and curb lines, and the removal and proper disposal of vegetative debris. Work on nuisance properties will typically be performed after authorization by the City and may involve residential, commercial, vacant, or platted lots. These services may be one-time, recurring, or time-sensitive in nature. Contractors may also be asked to assist with mowing and basic landscaping at City-owned properties, including parks, rights-of-way, and undeveloped parcels, particularly during periods of high demand or staffing shortages.

## **3. Contractor Responsibilities**

The selected contractor(s) will be responsible for providing all labor, equipment, fuel, and materials necessary to complete the work. All services must be performed in a safe, timely, and workmanlike manner and in compliance with all applicable federal, state, and local laws. Contractors will be expected to restore disturbed areas as reasonably necessary, coordinate access when properties are occupied or secured, and respond within timeframes established by the City.

## **4. Term of Agreement**

The anticipated contract term shall be one (1) year, with the option for the City to renew for up to [two or three] additional one-year periods, subject to satisfactory performance and City approval. The City makes no guarantee of a minimum amount of work.

## **5. Insurance & Licensing Requirements**

Contractor must maintain, at minimum:

- Commercial General Liability Insurance: \$1,000,000 per occurrence
- Workers' Compensation Insurance as required by Iowa law
- Valid business license(s) and any required certifications
- Proof of insurance naming the City as an additional insured will be required prior to contract execution.

## 6. Proposal / Qualification Submittal Requirements

Proposals shall include the following:

### A. Company Information

- Company name, address, and contact information
- Years in business
- Description of relevant experience (especially nuisance abatement or municipal work)

### B. Staffing & Equipment

- Number of employees available for this work
- List of equipment to be used (mowers, trimmers, trailers, etc.)

### C. Pricing

Provide pricing in one or more of the following formats:

- Per-lot mowing rate (by lot size, if applicable)
- Hourly labor rate
- Emergency or same-day service rate
- Optional add-on services

### D. References

- At least **two (2)** references from governmental entities or similar clients

## 7. Evaluation Criteria

Proposals will be evaluated based on experience and qualifications, responsiveness and capacity to meet City needs, equipment and staffing resources, pricing if applicable, and references. The City reserves the right to reject any or all proposals, request additional information, negotiate terms, or award contracts to multiple contractors if it is in the City's best interest.

## 8. Submission Instructions

Proposals must be received by:

**Date:** Monday, June 15, 2026 at 3:00 PM

**Delivery Method:** Electronic submission can be sent to [bshay@tiffin-iowa.org](mailto:bshay@tiffin-iowa.org) or Physical copy can be delivered to:

**Tiffin City Hall  
Attn: Brian Shay, Building Official  
300 Railroad Street  
PO Box 259  
Tiffin, IA 52340**

**Contact:** Brian Shay, Building Official

[bshay@tiffin-iowa.org](mailto:bshay@tiffin-iowa.org)

319.545.2572 ext 201

Late or incomplete submissions may not be considered.

## 9. Additional Terms

- The contractor shall be an **independent contractor**.
- All work authorized under this contract is subject to City oversight.
- The City may terminate the agreement for convenience or cause with notice.
- Costs incurred in preparing a proposal are the responsibility of the proposer.

## 10. Questions

Questions regarding this RFQ should be submitted in writing to:  
Brian Shay, Building Official, [bshay@tiffin-iowa.org](mailto:bshay@tiffin-iowa.org)