CITY OF INDIANOLA, IOWA
REQUEST FOR PROPOSALS (RFP)
Mowing
City Parks and Grounds

SECTION 1 - PURPOSE AND BACKGROUND

The City of Indianola, Iowa, is requesting proposals from insured contractors to mow at designated City parks and other City-owned grounds, including but not limited to, City Hall, Library, Water Resource Recover Department (WRRD), and the Indianola Wellness Campus. The selected contractor will provide all labor, equipment, and operating supplies.

The City intends to select a contractor based on proposed rates and fees, the ability to meet the services, and the qualifications/experience of the contractor. Award is subject to approval by the City Council and the execution of a written agreement.

SECTION 2 – Pre-Submittal Recommendation

A site visit can be scheduled prior to submitting a proposal by contacting Parks Supervisor Marty Chittenden at mchittenden@indianolaiowa.gov or 515-962-5297 and WRRD Superintendent John Lloyd at jlloyd@indianolaiowa.gov or 515-962-5284, no later than November 20, 2026.

SECTION 3 - SCOPE OF SERVICES

Bids are to be on a per mowing, and per park area cost breakdown; however, the City is requesting a three-year contract bid. The mowing contract will be awarded each year only if the previous year's work is satisfactory.

The City reserves the right to remove any sites from the contract mowing list and all areas listed may not be awarded in the contract. Maps of the mowing area are included in this RFP.

- Mowing must be done so that all turf is cut at the same height and has a smooth carpet-like look. Uneven mowed grass areas will not be acceptable and must be re-mowed at the request of the Parks Supervisor or the WRRD Superintendent.
- The Parks Supervisor or staff will determine the exact mowing height, usually 3.5".
- Grass must be blown away from all buildings, shelters, restrooms, sand play equipment areas, the swimming pool, landscape beds, and walkways. Grass clippings thrown on these areas must be removed by broom or blower. Grass shall not be blown into the street.

- Trimming includes cutting or removing weeds in or along fences, around trees, shrubs, posts, wood play area borders, etc. (wherever grass is tall where mowers cannot get to). Any weeds or grass in wood chips around trees must be removed. Trees that are not chipped may have to be trimmed with hand clippers if trimming cannot be done with a power string trimmer to avoid hitting and damaging the bottom of the tree trunks. Tree and fence damage will not be tolerated. The Contractor will be responsible for damage done to trees and fences while trimming and mowing around them. **(Any or all chemical treatments to aid in trimming must be approved by the Parks Supervisor. Proof of licensed applicators must be submitted to the City before any such applications shall take place.)**
- Litter – All litter, especially paper, must be picked up before mowing. This may mean getting off a mower to pick up litter. Paper shall not be mowed over and chopped into multiple pieces. If this happens, the contractor must rake and remove all small pieces of paper from the turf.
- Mowing Frequency – Beginning in April (as per notification of the Parks Supervisor), areas will be mowed, trimmed, and litter picked up every week throughout the growing season. The City of Indianola does reserve the right to stop mowing at any or all sites due to weather, climate, or growing conditions.
- Regular mowing schedules must be adhered to. Preferably Wednesday through Friday to have parks look their best for weekends. Late mowing will not be tolerated. Mowing will be performed during the daytime hours as the park areas get busy in the evenings. Weekend mowing will only be allowed during times of wet weather for catch-up. Work by Contractor must begin within 4 days of notification by Parks Supervisor, weather permitting.
- Payment – Contract services are paid monthly, upon approval of the Parks Supervisor. Statements for service shall be turned in by the 15th of the following month to the Parks Supervisor.
- Insurance – Certificates of Insurance will be required from the mowing Contractor before any work can begin. Insurance specifications are listed in Section 7.
- Labor, Equipment, and Operating Supplies are to be supplied by the mowing Contractor.

SECTION 4 – CONTRACTOR QUALIFICATIONS

- The contractor and all personnel performing these services shall hold all licenses required by law. Subcontracting is not permitted without the City's prior written consent, and the contractor remains fully responsible for subcontracted work.

SECTION 5 - SUBMITTAL REQUIREMENTS

- Submit one printed copy in a sealed envelope. No email submissions.
- Qualified applicants shall submit their qualifications to:
  City of Indianola
  c/o City Clerk – Mowing RFP
  110 N 1st St.
  PO Box 299
  Indianola, IA 50125
- **Proposals are due by Tuesday, December 1, 2026, no later than 2:00 PM. Late proposals will be rejected.**

Required content:

- Completion of the mowing bid form
- Completion of the type of mowing and trimming equipment and personnel
- References (2 minimum) for comparable mowing work completed within the past five (5) years, including contact name, telephone number and project description
- Certificate of insurance or letter from insurer confirming the coverages in Section 7
- Signature of an individual authorized to bind the firm

SECTION 6 - EVALUATION AND SELECTION

- Evaluated on the size and quality of mowing equipment, personnel capable of handling the amount of mowing specified, fees and references.

SECTION 7 - GENERAL TERMS & CONDITIONS

- This RFP does not constitute a contract.
- City may cancel or reject any/all proposal and waive irregularities
- Costs borne by respondent
- Submittals become public record under Iowa Code Chapter 22. A proposer asserting that any portion of its proposal is confidential must identify that portion and cite the specific statutory confidentiality at the time of submission
- Insurance required
- The selected firm shall execute an engagement agreement in a form acceptable to the City

Liability and Indemnification: The Contractor shall defend, indemnify, and hold harmless the City of Indianola, Iowa and its elected officials, employees, agents, representatives, successors, and assigns from and against any and all claims,

demands, causes of action, damages, losses, liabilities, penalties, fines, citations, judgments, costs, expenses, cleanup costs, response costs, and attorney's fees arising out of or relating to the Contractor's or its subcontractor's performance or nonperformance under this Agreement. This indemnification obligation shall include claims arising from bodily injury, death, property damage, environmental contamination, violations of law, and any act or omission of the Contractor or its employees, agents, subcontractors, suppliers, or representatives.

Insurance Requirements: The Contractor shall obtain and carry insurance throughout the term with a reputable company, acceptable to the City and allowed to do business in the State of Iowa, with the following minimum limits:

- Workers' Compensation as provided by law
- Commercial General Liability of not less than $1,000,000 per occurrence and $2,000,000 aggregate, for bodily injury, personal injury, and property damage
- Commercial automobile liability in the amount of $1,000,000 for bodily injury and property damage.
- The Contractor shall furnish the City with proof of insurance before work begins. Each policy shall require a 30-day notice of cancellation.
- The City of Indianola and its elected officials, officers, and employees shall be named additional insureds on the general liability, auto, and umbrella policies, with coverage primary and noncontributory, and the contractor's insurers shall waive subrogation against the City. Subcontractors shall carry equivalent coverage.

Nothing in this Agreement, including the procurement of requirement of insurance, shall be construed as a waiver of any governmental immunity defenses available to the City of Indianola under Iowa Code Chapter 670 or any other applicable law. The Contractor's insurance shall provide coverage for claims that are not subject to the City's governmental immunity defenses.

Company Name: _____

Mowing Bid Form

Area Name	2027 Bid Amount Per Mowing	2028 Bid Amount Per Mowing	2029 Bid Amount Per Mowing
McCord Park			
Moats Park			
Memorial Park			
McVay Trail			
Barker Park			
Dayton Park			
Easton Park			
Willow Creek Tot-lot			
City Hall Complex			
Library			
Sesquicentennial Park – Bagging Required			
Activity Center			
Downey Park			
Pickard Park			
Memorial Aquatic Center – Bagging Required			
Wellness Campus			
WRRF (Weekly)			
Old North Sewer Plant (Bi-weekly)			
Old South Sewer Plant (Bi-weekly)			
Other City Properties**			

**Other City Properties includes the island at McCord Park, city parking lots at 1st St & 1st Avenue and at 1st St and South Buxton Ave, the West Euclid Trail, and the City sign bed on the north entrance to town.

All spaces must be completed. Write NO BID if you do not want to bid on that location.

The City reserves the right to remove any site from the contract mowing list. All areas listed may not be awarded in the contract.

Type of Mowing/Trimming Equipment and Personnel

Please list quantity, make, model, deck size and engine size of the mowing and trimming equipment to be used on this contract.

Number of Personnel Assigned To This Contract: _____

References

Please list two references for comparable mowing work completed within the past five (5) years, including contact name, telephone number and project description

1.

2.

My signature below indicates that I understand the mowing specifications and requirements. I agree to the terms and conditions of the contract.

Name (print): _____

Signature: _____

Date: _____

Business Address: _____

Phone: _____

Email: _____

Mowing Contract Agreement

This agreement is entered into this _____ day of _____, 20_____, by and between the City of Indianola hereafter referred to as “City” and

_____ hereafter referred to as “Contractor”.

Agreement to be for a three (3) year period for a total amount of $_____ per mowing of all areas listed on the bid form for each year.

1. City agrees to hire the Contractor named above for services described in the attached bid form.

2. Contractor will be providing labor, equipment, and operating supplies.

3. City agrees to pay contractor for services rendered as described in the attached bid form.

4. Contractor agrees to notify the Parks Supervisor, WRRD Superintendent and/or Parks and Recreation Director as soon as possible if an emergency will prevent scheduled services from being performed.

5. City reserves the right to cancel this contract if services provided by the Contractor do not meet standards set by the Parks Supervisor, WRRD Superintendent and/or Parks and Recreation Director. A written review will be completed after each of the first two (2) years of this agreement and discussed with the Contractor by the end of November of each year.

6. Contractor and City agree that if any of the terms herein stated are breached, appropriate action could result in complete and final termination of this contract agreement.

7. Contractor will be liable for any damages to public or private property, as well as injuries to any person.

8. Contractor will be liable for any damages to trees, fences, shrubs, and any other plant materials caused by mowers and/or string trimmers. The City will check for and determine the cost of such damage. The cost of damage shall be charged against the Contractor’s bill for service.

9. Any intent to not continue to honor this agreement by either party for each successive year must be made known to the other party in writing by no later than January 1 of each year.

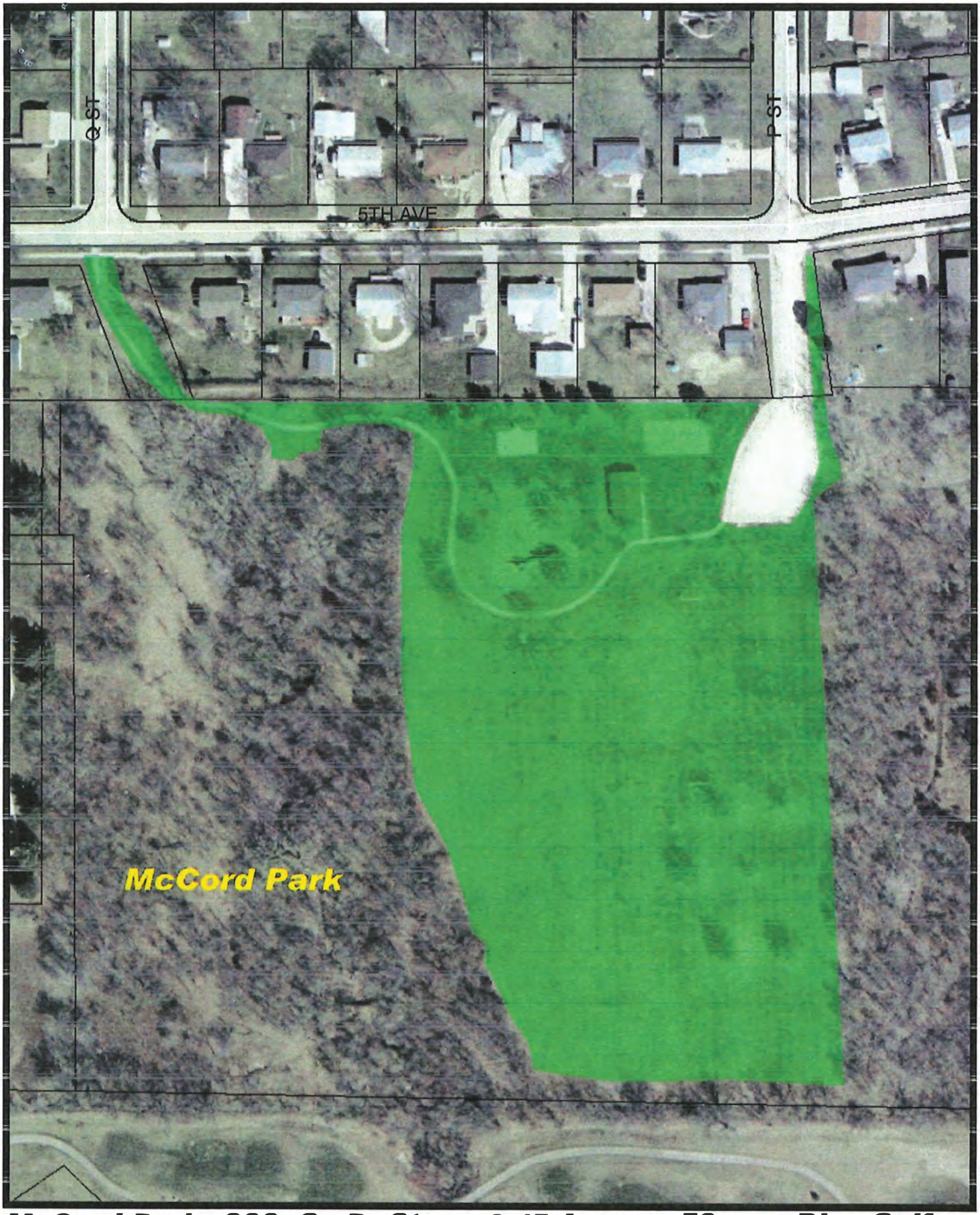
I agree to the above terms of this part-time services contract agreement. I understand that the work schedule will be determined by and agreed upon by the City and the Contractor.

Contractor Signature: _____

Date: _____

City Official Signature: _____

Date: _____



McCord Park 900 S. P St. 6.45 Acres, .50 acre Disc Golf



Street Island east of McCord Park Driveway .11 Acres



Moats Park 900 N. 1st Street ***3.90 Acres***



Memorial Park 602 N. G Street 3.66 Acres
Aquatic Center 714 W. Detroit Ave 1.72 Acres



Mc Vay Trail 501 N. 5th Street .5 Acres



Mc Vay Trail 5th Street to 9th Street 2.5 Acres

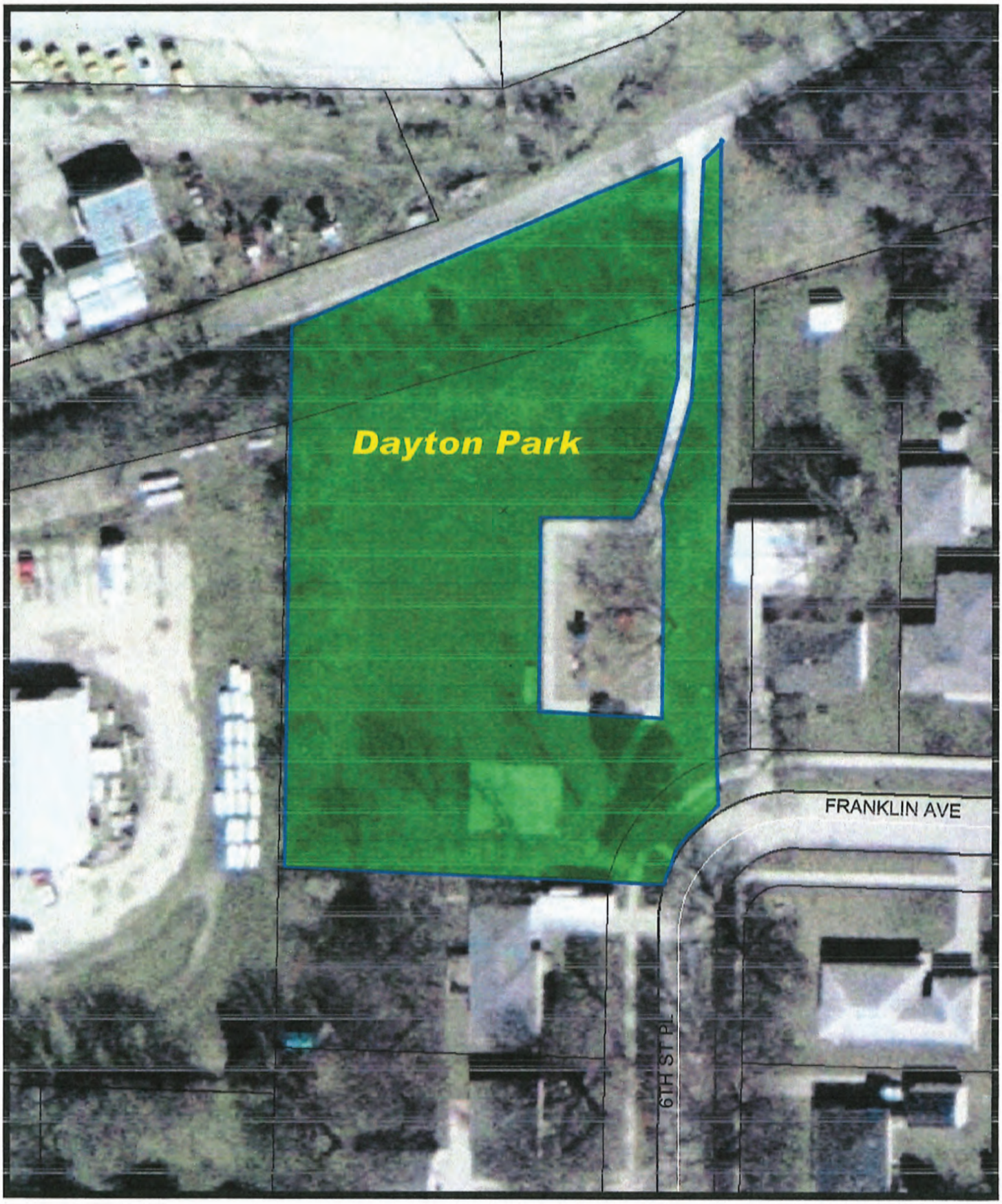


McVay Trail North 9th St. to North 15th St. .55 Acres Page 3



Barker Park 1.10 Acres

401 S. 1st Street



Dayton Park 1.1 Acres

800 E. Franklin Ave.

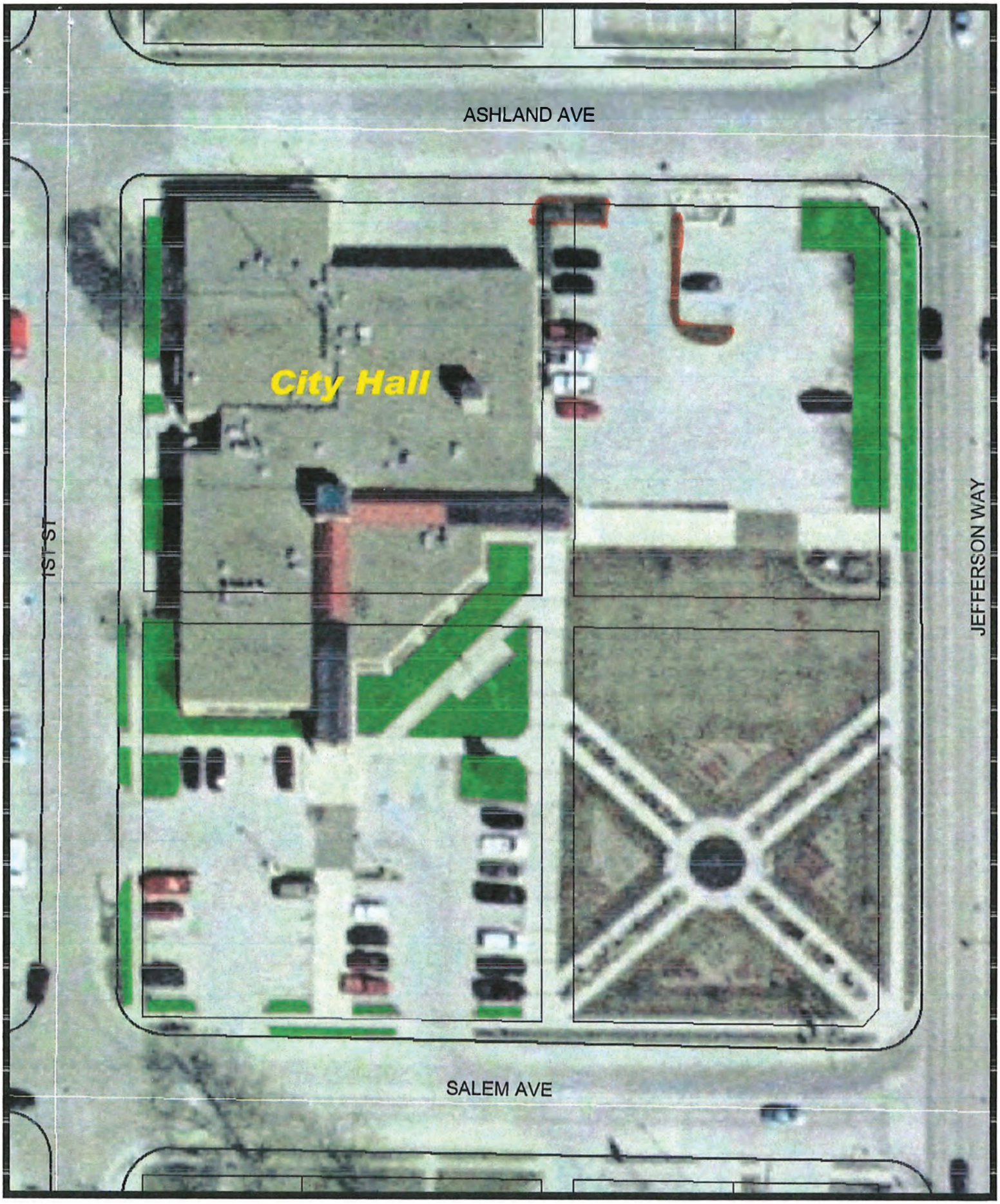


Easton Park 2.40 Acres

1211 E. Euclid Ave



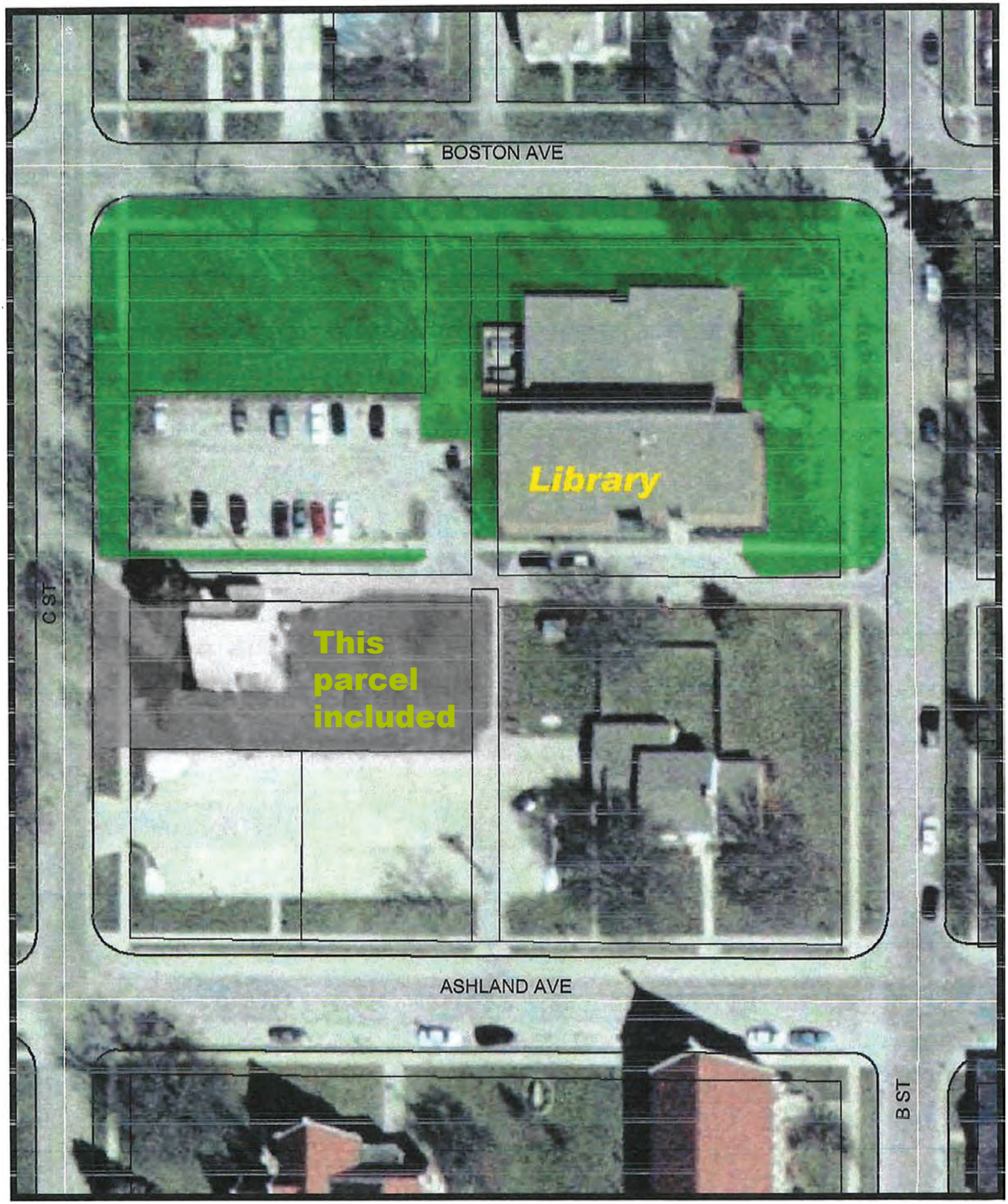
Willow Creek Tot Lot, North N & W Euclid .75 Acres



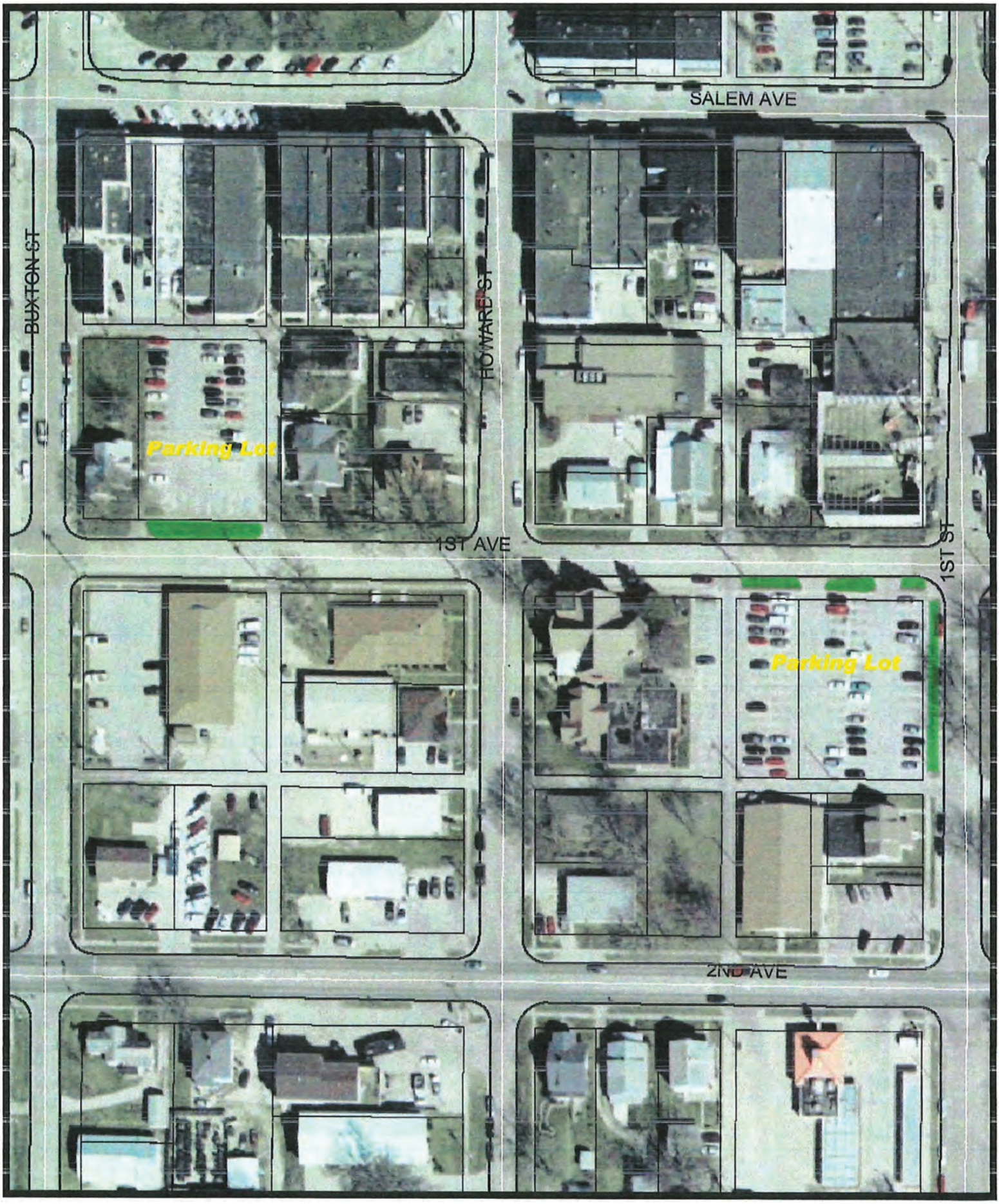
City Hall 110 N 1st Street .16 Acres



Sequicentennial Park 110 N. 1st St .40 Acres



Indianola Public Library 207 N. B St .85 Acres



City Parking Lots .08 Acres

S. Buxton St & W. 1st Ave 1st Street & W. 1st Ave

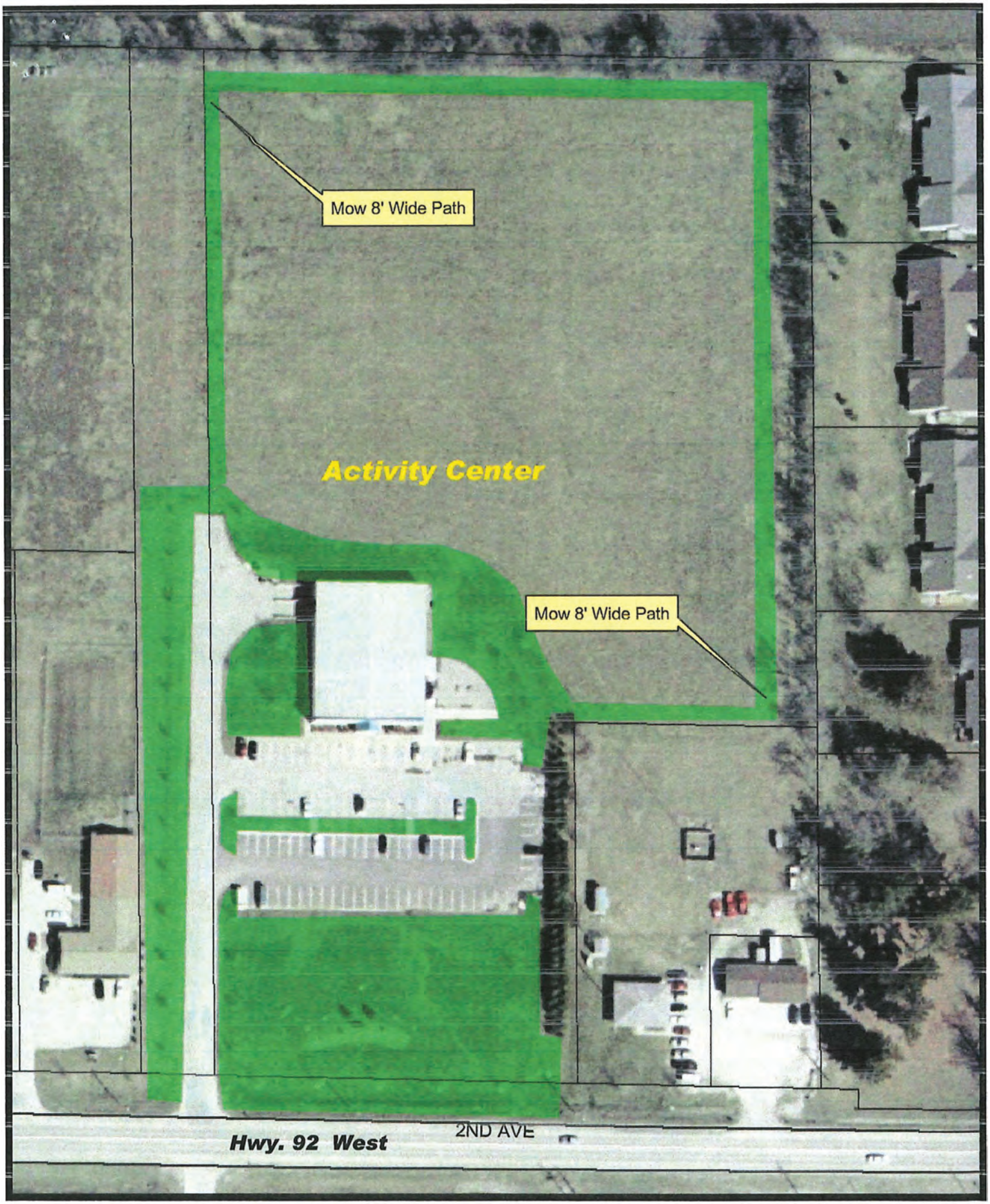


N
W E
S

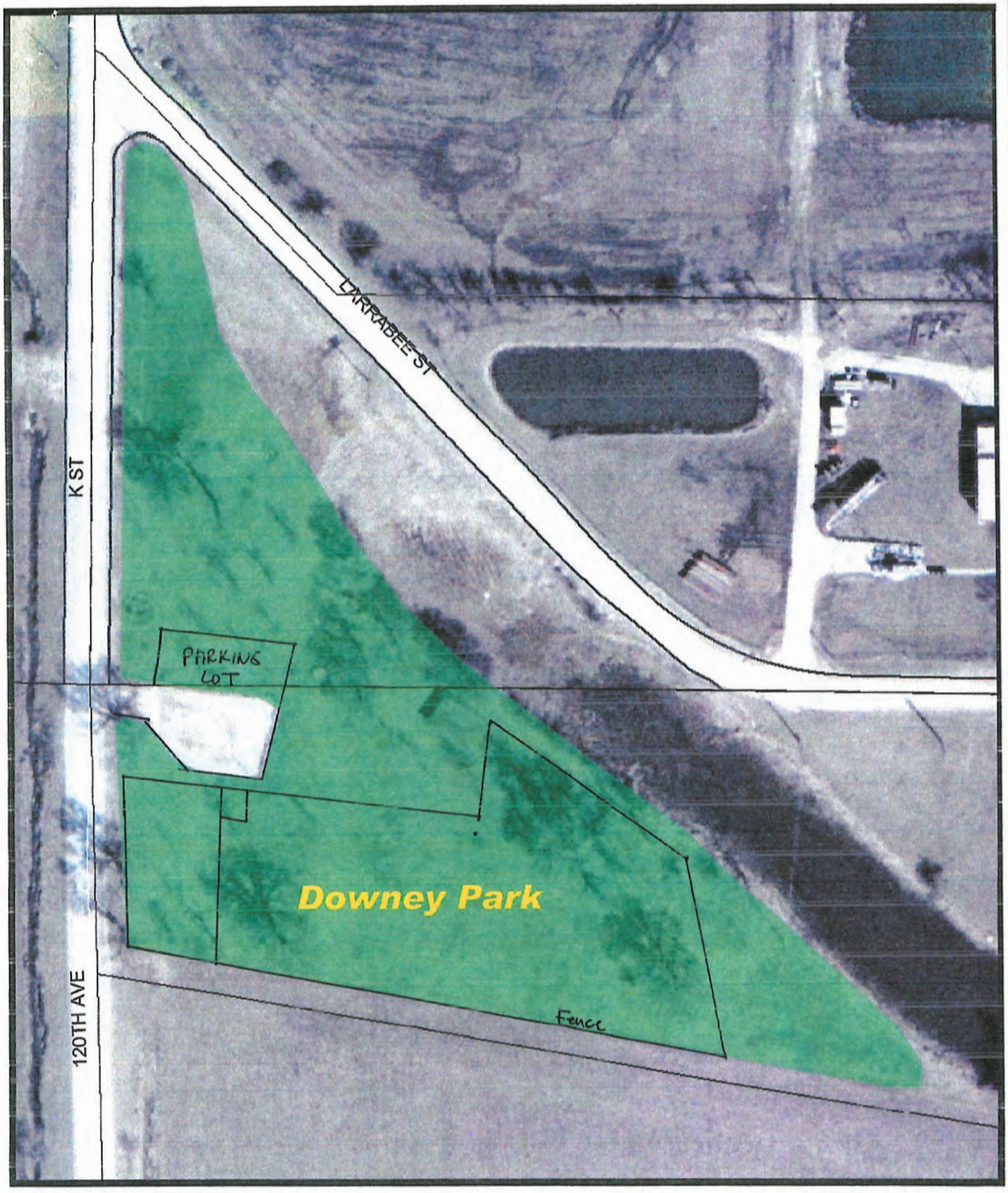
West Euclid Trail .25 Acres



North City Limits Sign Bed
.25 Acres



Activity Center 2204 W. 2nd Ave 2.63 Acres



Downey Park 4 Acres

1710 S. K Street



Pickard Park 2205 E. 2nd Ave 20.55 Acres

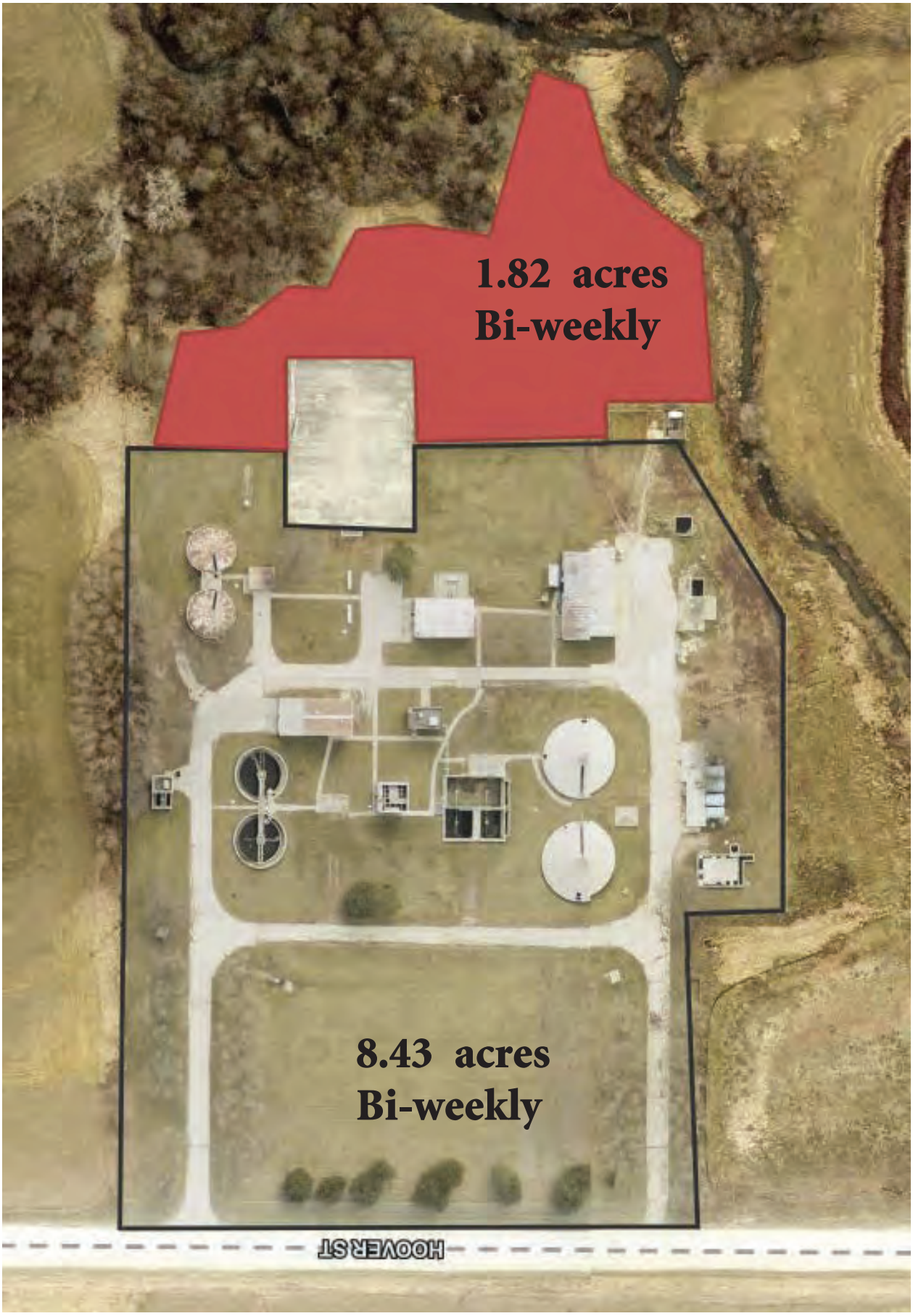


Indianola Wellness Campus – 306 E Scenic Valley Ave.

2.5 acres, plus islands in parking lot and on N 6th St



Water Resource Recovery Facility (WRRF) 10939 Grimes St



WPC North Plant **11870 Hoover Street**



WPC South Plant **2005 South Jefferson Way**