

Request for Proposals (RFP)

Lawn Maintenance & Grounds Services

Pontiac Public Library

RFP Issue Date: [May 12, 2026](#)

Proposal Due Date: [Tuesday, May 26, 2026 at 3:00 PM](#)

Contract Term: One (1) Year with Optional Renewals

1. Introduction

The Pontiac Public Library is requesting proposals from qualified and insured contractors to provide professional lawn maintenance and groundskeeping services for library property and surrounding exterior areas.

The selected contractor shall maintain the grounds in a safe, clean, attractive, and professional manner for patrons, staff, and community visitors.

2. Scope of Services

The contractor shall provide all labor, equipment, tools, transportation, supervision, and materials necessary to perform the following services:

A. Lawn Maintenance

- Weekly grass cutting during the growing season
- Edging along sidewalks, curbs, flower beds, and parking areas
- String trimming around poles, signs, fences, and building edges
- Blowing and removal of grass clippings from sidewalks, parking lots, entrances, and public areas
- Maintain a neat and uniform appearance at all times

B. Seasonal Clean-Up

Spring Clean-Up

- Removal of leaves, sticks, debris, and litter
- Preparation of landscape beds

- Initial edging and cleanup following the winter season

Fall Clean-Up

- Leaf collection and removal
- Final mowing and edging of the season
- Removal of branches and seasonal debris

C. Shrub & Landscape Maintenance

- Trimming and shaping of shrubs and bushes as needed
- Weed control in mulch beds and landscaped areas
- Removal of dead plants or overgrowth
- General upkeep of landscaped areas

D. Property Appearance & Groundskeeping

- Removal of litter and debris from lawn and exterior grounds
- Inspection for unsafe conditions or property damage
- Reporting of hazards, vandalism, or maintenance concerns to library administration
- Cleanup after storms, including minor branch removal

E. Optional Services (Provide Separate Pricing)

- Mulch installation
- Flower planting
- Fertilization
- Aeration
- Snow removal and salting
- Tree trimming
- Emergency storm cleanup

3. Contractor Requirements

All bidders must:

- Be licensed and insured to operate in the State of Michigan
- Provide proof of general liability insurance
- Provide workers' compensation coverage
- Have a minimum of two (2) years of experience in commercial lawn maintenance
- Provide at least three (3) commercial references
- Comply with all applicable local, state, and federal regulations

4. Proposal Requirements

Proposals shall include:

1. Company name, address, phone number, and contact person
2. Summary of experience and qualifications
3. List of equipment to be used
4. Proposed maintenance schedule
5. Pricing breakdown for:
 - Weekly services
 - Seasonal clean-up
 - Additional services
6. Proof of insurance and licensing
7. References from similar commercial properties
8. Any additional services or recommendations

5. Site Visits

Interested contractors are encouraged to visit the property prior to submitting proposals to fully understand the scope of work and site conditions.

Site visits may be conducted during regular library operating hours. All contractors and visitors must sign in with library staff upon arrival.

Questions regarding site visits or scheduling may be directed to:

Angela Allen

Board Chair

Pontiac Public Library

Phone: (412) 897-9110

Email: aallen@pontiaclibrary.org

6. Evaluation Criteria

Proposals will be evaluated based on:

- Cost effectiveness
- Experience and qualifications
- References and past performance

- Ability to meet service expectations
- Professionalism and responsiveness

The library reserves the right to reject any or all proposals and to accept the proposal deemed to be in the best interest of the library.

7. Submission Instructions

Sealed proposals shall be submitted no later than:

3:00 PM — Tuesday, May 26, 2026

All proposals received by the library shall be date and time stamped upon receipt. Late submissions may not be accepted or considered.

Deliver proposals to:

Pontiac Public Library
60 East Pike Street
Pontiac, MI 48342

8. Contact Information

Questions regarding this RFP shall be directed to:

Angela Allen
Board Chair
Pontiac Public Library
Phone: (412) 897-9110
Email: aallen@pontiaclibrary.org

9. Equal Opportunity Statement

The Pontiac Public Library encourages proposals from qualified local, minority-owned, women-owned, and small business contractors.