



16407 Comdon Rd.  
Albion, MI 49224  
517-629-8277

## Parma Township Request for Proposal (RFP)

### Project Title: Lawn Care

#### I. Introduction:

Parma Township invites qualified and experienced vendors to submit proposal for Lawn Care Services. The purpose of this RFP is to solicit competitive proposals from qualified vendors who can provide the required services in accordance with the specifications outlined in this document.

Contract Length: April 1, 2025, through March 31, 2026

#### II. Project Overview:

We invite experienced and qualified lawn care service providers to submit proposals for maintaining and enhancing our outdoor spaces. The scope of work includes the following:

#### III. Scope of Work:

1. Property Locations Overview:
  - a. Parma Township Hall located at 16407 Comdon Rd Albion, MI
  - b. Amberton Village Water House located on Olympia Dr. in Amberton Village
  - c. Vacant Lot at 835 Jupiter Drive in Amberton Village
  - d. Wright Cemetery located on the East side of M-99, North of Comdon rd.
  - e. King Cemetery located on Devereaux Road, West of M-99 approximately half mile
  - f. Friends of Hickory Grove Cemetery, located on Devereaux Rd, East of M-99 approximately 1 mile
  - g. North Parma Cemetery located on the West side of North Parma rd., South of I-94
  - h. Smith Field Cemetery located on Michigan Ave, between Concord Rd. and Callahan Rd.
  - i. Perry Graham Cemetery located along Michigan Ave and Ludlow Rd; small lot located on East side of Caster Concepts
2. Lawn Maintenance:
  - a. Regular mowing, trimming, and edging to maintain a well-groomed appearance.
  - b. Weed control and fertilization as needed for a healthy lawn.
  - c. Have Cemeteries serviced 3-5 days prior to Memorial Day.
3. Landscape Design and Enhancement:
  - a. Propose enhancements or modifications to the existing landscape for improved aesthetics.
  - b. Include options for new plantings, flower beds, or other decorative elements.
4. Pest and Disease Control:
  - a. Implement measures for pest and disease prevention and management.
  - b. Identify and address any existing issues promptly.
5. Seasonal Cleanups:
  - a. Perform spring and fall cleanups, including leaf removal, debris clearing, and pruning.
  - b. Ensure the property is prepared for changing seasons.



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**IV. Proposal Submission Requirements:**

Interested vendors are required to submit a comprehensive proposal that includes the following:

1. Cover Letter:
  - a. Introduce your company and express your interest in the project.
2. Company Profile:
  - a. Provide an overview of your company, including its history, experience, and relevant qualifications.
3. Understanding of the Project:
  - a. Demonstrate your understanding of the project requirements and provide a proposed approach to address them.
4. Cost Proposal:
  - a. Clearly outline your proposed costs, including any potential additional expenses.
5. Insurance:
  - a. Certificate of Insurance required Including Workers Compensation if needed

**V. Cost Proposal:**

- a. Clearly outline your proposed costs, including any potential additional expenses.

**VI. Proposal Submission Deadline:**

All proposal must be submitted no later than **February 26, 2025 at 4pm** to Sarah Stanham, Parma Township Clerk, [clerk@parmatwp.net](mailto:clerk@parmatwp.net), PO Box 51, Albion, MI 49224.

**VII. Evaluation Criteria:**

Proposal will be evaluated based on the following criteria:

1. Relevance to Project Requirements
2. Qualifications and Experience
3. Cost Proposal

**VIII. Contact Information:**

For inquiries or clarification on any aspect of this RFP, please contact:  
Sarah Stanham, Clerk-Parma Township, 517-629-8277, [clerk@parmatwp.net](mailto:clerk@parmatwp.net)

**IX. Conclusion:**

We would like to thank you for your interest and we encourage you to submit your proposal by February 26, 2025 at 4pm.