

## **Town of Ottawa, Wisconsin**

### **Request for Proposal (RFP)**

#### **Lawn Mowing & Grounds Maintenance Services**

Issue Date: July 15, 2025

Proposals Due By: August 29, 2025

##### **1. Introduction**

The Town of Ottawa, Wisconsin is soliciting proposals from qualified contractors to provide lawn mowing and grounds maintenance services for the following Town-owned properties:

- Town Hall – W360 S3337 Hwy 67, Dousman, WI 53118
- Town Park – S31W36131 CTH D, Dousman, WI 53118
- Town Cemetery – W359S3296 Hwy 67, Dousman, WI 53118
- Boat Launch – W378S5038 W Pretty Lake Rd., Dousman, WI 53118

The purpose of this RFP is to establish a seasonal contract with a reputable and experienced contractor who can provide timely, reliable, and cost-effective lawn maintenance services.

##### **2. Scope of Services**

The selected contractor will be responsible for the following services at each property listed above:

- Mowing of all grass areas as weather/growth dictate & at the direction of the Park Director
- Trimming and edging around buildings, trees, fences, signs, and other obstacles
- Blowing or removal of grass clippings from sidewalks, driveways, and other hard surfaces
- Seasonal cleanup of lawn debris (spring and fall)
- Monitoring site conditions and reporting any damage or maintenance concerns
- Maintaining safe and clean work areas during and after service

##### **3. Proposal Requirements**

Each proposal must include:

- Company name, address, and contact information
- Description of company background and relevant experience
- List of equipment to be used
- Proof of insurance (liability and workers' compensation) with Ottawa as a named insured
- At least three references from recent/comparable clients
- Proposed seasonal schedule and frequency
- Detailed pricing: per cut or flat rate per property
- Signature of authorized representative

#### **4. Contract Terms**

- The contract term will be for three (3) years, with the option to renew for up to two (2) additional years, subject to satisfactory performance.
- The Town reserves the right to terminate the contract with 30 days written notice for any reason.
- Payment will be made monthly upon receipt of an invoice and verification of work performed. Checks are approved and mailed after the Town Board meeting on the second Monday of every month.

#### **5. Selection Criteria**

Proposals will be evaluated on the following criteria:

- Experience and references
- Quality and completeness of proposal
- Pricing and overall value
- Availability and responsiveness
- Equipment and staffing capacity

#### **6. Submission Instructions**

Proposals must be received no later than August 29, 2025. Submit proposals via email or envelope labeled "Lawn Mowing Services RFP" to:

Lori Geyman, Town of Ottawa Clerk  
W360 S3337 Hwy 67  
Dousman, WI 53118  
Email: [Lgeyman@tn.ottawa.wi.gov](mailto:Lgeyman@tn.ottawa.wi.gov)

Late submissions will not be considered. The Town reserves the right to reject any or all proposals and to waive any informalities in the process.

#### **7. Contact for Questions**

For questions or to schedule a site visit, please contact:

Lori Geyman, Clerk  
262-965-3228  
[Lgeyman@tn.ottawa.wi.gov](mailto:Lgeyman@tn.ottawa.wi.gov)