



AGENDA INFORMATION
TIFFIN CITY COUNCIL COMMUNICATION

DATE: May 15, 2026

AGENDA ITEM: Discussion and Consideration of to Seek Requests for Proposals (RFP) for Mowing and Landscaping Maintenance Services for Nuisance Properties and City-owned Properties on an as-needed basis and Council Action as Needed

ACTION: Motion

Background

City staff have developed a Request for Proposals (RFP) for mowing and landscaping maintenance services to address:

- Nuisance properties as declared under the City Code
- City-owned properties on an as-needed basis

The purpose of the RFP is to establish a pool of qualified contractors who can respond in a timely and professional manner to mowing, trimming, and general grounds maintenance needs throughout the community.

This service is particularly important for:

- Enforcement of property maintenance standards
- Timely abatement of nuisance violations
- Maintaining City-owned parcels during peak workload periods

The development of this RFP will help ensure the City has reliable contractors available to:

- Respond quickly to nuisance abatement cases
- Reduce delays in code enforcement compliance
- Maintain City properties efficiently during high-demand periods or staffing constraints

Establishing contractual relationships in advance allows the City to act more proactively rather than reactively when maintenance needs arise.

Recommendation

Staff recommends approval of the Request for Proposals (RFP) for Mowing & Landscaping Maintenance Services and authorization to release the RFP for solicitation.

ATTACHMENTS: RFP



**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: [Insert Date]

Delivery Method:

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

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

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