

**CITY OF JORDAN**

**REQUEST FOR PROPOSALS**

**PROFESSIONAL LAWN MOWING SERVICES**

The City of Jordan is currently accepting proposals for a primary contractor to perform Lawn Mowing of vacant properties and occasionally, residential properties within the City.

**Requirements- The contractor must:**

- Be fully insured and bonded
- Be able to provide references for previous similar jobs
- Be prepared to complete a small to large number of mowing jobs in a timely manner
- Be able to handle jobs that consist of long grass/weeds
- Have the equipment and skills needed for cutting, trimming along silt fences, posts, etc.
- Be capable of mowing ungraded lots or semi-steep slopes

**Job Expectations:**

- Contractor will be expected to complete all jobs within 5-7 days of notification.
- Contractor will be required to submit "before" and "after" digital photographs with all jobs.
- Contractor's invoice will give a detailed description of the dates and time work was performed.
- Contractor's invoice will give incident number provided at time of request for mowing that will include a legal description of property mowed and trimmed.
- Contractor's invoice will be provided on a monthly basis.
- Contractor will be in communication with the Jordan Police Department regarding status of mowing projects.

**General Conditions:**

The city has vacant lots throughout the community that are expected to be maintained by the owner at minimum, once a month. The Jordan Police Department on or around the 10<sup>th</sup> of each month, will conduct site inspections of vacant properties throughout the City. The Jordan Police Department will notify the Lawn Mowing Contractor of which sites will be in need of mowing/trimming. At the time of notification, the Police Department will provide an incident number along with the legal description which is to be included on the monthly invoice.

**Term of Contract:**

The term of this contract shall be for the 2018 mowing season, early May until mid October.

Please review the contractor job requirements and submit: **LAWN MOWING SERVICES PROPOSAL**, along with a **price summary sheet, summary of qualifications, contact person's email, phone number and example of invoices by Friday, March 30, 2018** to:

**City of Jordan**  
**Attn: City Administrator's Office**  
**210 E. 1<sup>st</sup> Street**  
**Jordan MN 55352**  
**Fax: 952-492-3861**  
**Email: [tnikunen@jordanmn.gov](mailto:tnikunen@jordanmn.gov)**

If there are any questions please call the City of Jordan at 952-492-2535 during regular business hours. Staff will review submissions and contact qualified applicants to discuss contractor briefing. Briefing will include: Brief tour of vacant lots primarily in Jordan, an overview of the reading of a lot map and other applicable specifications.