



**CITY OF MAYVILLE, WISCONSIN**

**REQUEST FOR PROPOSALS (RFP 01-2026)**

**Contracted Lawn Maintenance Services for Code Compliance  
Properties**

**Issue Date:** Monday, April 20, 2026

**Proposal Due Date:** Friday, May 8, 2026 – 2:00 PM CST

**Point of Contact:** Clerk/Executive Assistant Anastasia Gonstead

**Email:** [agonstead@mayvillecity.com](mailto:agonstead@mayvillecity.com)

**Mailing Address:** City of Mayville, Attn: Clerk/Executive Assistant,  
PO Box 273, Mayville, WI 53050

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## **1. Background**

The City of Mayville is a Class IV city located in Dodge County, Wisconsin.

Under City of Mayville Municipal Code §303-8, properties with overgrown vegetation, weeds, or grass exceeding the allowable height are considered in violation.

The City seeks a qualified lawn maintenance contractor to perform mowing, trimming, and related maintenance services for properties identified by the City Weed Commissioner. The awarded contractor will perform services on a per-property basis as violations are identified, beginning annually after May 15, when the Weed Commissioner evaluates properties for compliance.

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## **2. Contract Term**

The contract term will be three (3) years, anticipated to begin May 15, 2026 and end December 31, 2028.

Services will be performed as requested by the City Weed Commissioner throughout the growing season (typically May–October) each year.

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## **3. Scope of Services**

### **3.1 Lawn Maintenance Services**

The contractor shall provide:

- Mowing, trimming, and edging of lawns on properties in violation of §303-8
- Removal and disposal of grass clippings, weeds, and debris
- Minor brush or vegetation clearing as directed by the Weed Commissioner
- Compliance with safety and traffic regulations while on private property
- Documentation of completed work, including date and property address

### **3.2 Coordination with City Weed Commissioner**

- The City Weed Commissioner will contact the awarded contractor with properties requiring service.
  - The contractor shall respond promptly and perform services within the timeline designated by the City Weed Commissioner.
  - The contractor shall maintain records of completed services for City documentation.
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## 4. Proposal Requirements

### 4.1 Firm Information

- Name of firm
- Business address
- Primary contact name, phone, and email
- Years in business providing lawn or property maintenance services

### 4.2 Experience

Provide examples of:

- Municipal or private properties maintained under similar scope
- Familiarity with municipal code enforcement or compliance work
- Ability to respond on short notice and complete work in a timely manner

### 4.3 Equipment & Staffing

- List of equipment available for this contract (mowers, trimmers, disposal equipment, etc.)
  - Staffing resources to perform services during peak season
  - Capability to scale services for multiple properties in a single day
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## 5. Pricing Proposal

Proposals must include unit pricing per property, including:

Service	Unit Price	Notes
Lawn Mowing & Trimming	\$	Per property
Brush/Vegetation Removal	\$	If required
Additional Services	\$	Specify

Include any minimum service fees or conditions.

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## 6. Proposal Submission Requirements

- Three (3) hard copies
- One (1) digital copy (PDF)

**Label proposals:** RFP 01-2026 – Lawn Maintenance Services

**Submit to:**

City of Mayville  
Attn: Clerk/Executive Assistant  
PO Box 273  
Mayville, WI 53050

**Email contact:** agonstead@mayvillecity.com

**Deadline:** Friday, May 8, 2026 – 2:00 PM CST

Late proposals may not be considered.

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## 7. RFP Schedule

Event	Date
RFP Issued	Tuesday, April 21, 2026
Deadline for Questions	Wednesday, April 28, 2026 – 4:00 PM
Addendum Issued	Friday, May 1, 2026
Proposal Submission Deadline	Friday, May 8, 2026 – 2:00 PM
Staff Review of Proposals	Week of May 4–7, 2026
Contract Award by Common Council	Monday, May 11, 2026
Services Begin (per Weed Commissioner)	May 15, 2026

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## 8. Insurance Requirements

The contractor shall provide a Certificate of Insurance demonstrating coverage for:

### General Liability

- \$1,000,000 per occurrence
- \$2,000,000 aggregate
- Coverage includes bodily injury, property damage, and personal injury

### Automobile Liability (if applicable)

- \$1,000,000 combined single limit

Insurance must remain in effect for the contract term, and the City must be named as an additional insured.

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## **9. Indemnification**

The contractor shall indemnify, defend, and hold harmless the City of Mayville, its officers, agents, and employees from any and all claims, demands, suits, losses, damages, or expenses, including reasonable attorney's fees, arising out of or resulting from the acts, errors, omissions, or negligent performance of services by the contractor or its employees, agents, or subcontractors in connection with this contract.

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## **10. Reservation of Rights**

The City reserves the right to:

- Reject any or all proposals
- Waive minor irregularities in proposals
- Request additional information from proposers
- Negotiate contract terms with the selected proposer

Final approval will be made by the Mayville Common Council.

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## 11. Proposal Form

**This one-page Proposal Form must be completed and submitted with your proposal.**

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**CITY OF MAYVILLE – RFP 01-2026**

### **Contracted Lawn Maintenance Services Proposal Form**

Firm Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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#### **1. Equipment & Staffing** (Please attach additional pages, as needed.)

**Equipment Available                  Quantity Notes**

**Number of staff available for service:** \_\_\_\_\_

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#### **2. Experience** (Please attach additional pages, as needed.)

**Provide a brief summary of experience with municipal or private property maintenance:**

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#### **3. Pricing**

<b>Service</b>	<b>Unit Price</b>	<b>Notes</b>
Lawn Mowing & Trimming	\$ _____	Per property
Brush/Vegetation Removal	\$ _____	If required
Additional Services	\$ _____	Specify

Service	Unit Price	Notes
Minimum Service Fee (if any)	\$	Per visit

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#### 4. References

Provide two references with similar service contracts:

Name/Organization	Contact Name/Title	Phone	Email

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#### 5. Acknowledgement & Signature

I, the undersigned, certify that the information provided in this Proposal Form and the accompanying proposal is accurate and that the firm agrees to comply with all requirements of RFP 01-2026.

Authorized Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_