

## **Request for Proposal (RFP) – Roadside Mowing – Vassar Township**

### **Purpose:**

The purpose of this Request for Proposal (RFP) is to solicit bids from qualified contractors/individuals to obtain a one year contract to perform ROADSIDE MOWING services two times per year (once in Spring, once in Fall) located within Vassar Township.

### **Scope of Work:**

The selected contractor/individual will be required to:

1. Provide a written quote on company/individual letterhead.
2. Mow all roads highlighted on Township Map (Provided on Page Two of this RFP) including all “Clear Vision” areas within the Township.
3. Ensure that properties and roads are left in a safe, clean, and orderly condition upon completion of work.

### **Qualifications:**

Contractors/Individuals submitting proposals must:

1. Be properly insured. Proof of insurance must be provided upon request.
2. Demonstrate the ability to complete all work within required timeframes to ensure compliance with Township ordinances.

### **Proposal Requirements:**

Submitted proposals must include:

- A written response addressing each item listed in the “qualifications” section.
- The contractor/individual shall submit a realistic and comprehensive quote for ROADSIDE MOWING services on official company/individual letterhead based on items listed in the “scope of work” section.

### **Selection Criteria:**

The Vassar Township Board of Trustees will evaluate all complete and timely submissions based on:

1. Demonstrated ability to meet the qualification requirements outlined in this RFP.
2. Overall cost of services.

### **Submission Instructions:**

Proposals must be submitted no later than **May 6, 2026, at 4:30 PM EST** to Vassar Township

Submissions may be delivered in person or sent via email to [admin.assistant@vassartownship.org](mailto:admin.assistant@vassartownship.org)

RFPs will be reviewed and bid will be awarded at the Vassar Township Board of Trustees Meeting on May 12, 2026 at 7:00 PM EST.

*\*Proposals that are incomplete or not submitted by the stated deadline may be disqualified at the Township’s discretion\**

**ALL CONTRACTORS/INDIVIDUALS MUST COMPLY WITH ALL LOCAL AND COUNTY REGULATIONS**

