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## Request for Quotes

### Parks and Public Spaces Mowing and Landscaping Services – Seven Locations

Issue Date: January 27, 2026

Quotes Due: February 27, 2026

Municipality: Town of Bargersville

Department: Parks and Recreation

Contact Person: Kris Wilson, Director of Parks and Recreation

Email: [parks@bargersville.in.gov](mailto:parks@bargersville.in.gov) [kwilson@bargersville.in.gov](mailto:kwilson@bargersville.in.gov)

Phone: 317.422.3136

#### 1. Introduction

The Bargersville Parks and Recreation Department is seeking quotes from qualified and experienced contractors to provide routine mowing, lawn care, and landscape maintenance services at seven (7) municipal locations owned by the Town of Bargersville. This RFQ is issued in accordance with applicable municipal procurement policies and state purchasing laws.

#### 2. Scope of Services

The successful contractor shall provide all labor, equipment, materials, and supervision necessary to perform the services and ensure the aesthetic appeal and safety of areas as described in this RFQ. (specific locations and detailed services in Exhibit A):

##### A. Turf and Mowing Services:

- Weekly mowing of lawns, fields, on/off ramps and landscaped areas.
- Mowing shall be done at a height consistent with the best practices for turf health.
- Edging along sidewalks, curbs, trails and paved areas to maintain a clean, crisp appearance.
- Trimming around trees, playground equipment, fences, benches, light poles, signage, buildings and other obstacles.
- Removal or dispersal of grass clippings from turf and hard surfaces.

##### B. Fertilization

- The contractor will provide a fertilization plan.
- Landscape Maintenance:
- Provide weed control services in landscaped beds, fence lines, and hardscape areas, using environmentally safe methods or as specified.
- Seasonal plantings, mulching, pruning, and general landscape maintenance as required.
- Pruning and shaping of shrubs and hedges as needed.
- Insect and pest control as needed, using environmentally friendly methods when possible
- Annual inspections of landscaping and tree health, making recommendations for future plantings or replacement.

### C. General Conditions

- Work shall be performed during normal daylight hours unless otherwise authorized
- Contractor must coordinate work to minimize disruption to park users
- All services must meet municipal quality and safety standards

### 3. Park Locations

See Appendix for location details and service needs.

Location	Name	Address
1	Kephart Park	3936 W CR 144, Bargersville
2	Legacy Plaza	12 N Main Street, Bargersville
3	Switzer Park	47 North Street, Bargersville
4	Town Hall	24 N Main Street, Bargersville
5	Windisch Park	248 N. West Street, Bargersville
6	Witt Park	147 S. East Street, Bargersville
7	Umbarger Plaza	118 N Baldwin St, Bargersville

### 4. Service Schedule

- Mowing Frequency: Weekly during the growing season
- Landscaping Maintenance:
- Season: April through October, weather permitting

### 5. Contract Term

- **Initial Term:** One (1) year
- **Optional Renewals:** Up to two (2) additional one-year terms, subject to satisfactory performance and municipal approval.

### 6. Pricing Requirements

Vendors shall submit firm, fixed pricing using the table below or an attached equivalent by location:

Park Location	Monthly Cost	Annual Cost
Park 1	\$	\$
Park 2	\$	\$
Park 3	\$	\$
Park 4	\$	\$
Park 5	\$	\$
Park 6	\$	\$
Park 7	\$	\$
<b>Total Cost</b>		\$

Prices shall include all labor, equipment, fuel, overhead, and incidentals. No additional charges will be permitted unless approved in writing by the Town of Bargersville.

### 7. Vendor Qualifications

Each respondent shall include:

- Company name, address, and years in business
- Description of experience providing municipal or public park maintenance
- At least three (3) references from municipalities or similar entities
- Proof of required licenses and registrations
- Certificate of Insurance meeting municipal minimum requirements, including:
  - General Liability
  - Workers' Compensation

## 8. Compliance and Legal Requirements

- Contractor shall comply with all federal, state and local laws, ordinances, and regulations
- Contractor shall be responsible for the acts and omissions of its employees and subcontractors
- The Town is exempt from sales and use tax

## 9. Evaluation and Award

Quotes will be evaluated based on:

- Total cost
- Contractor experience and qualifications
- References and past performance
- Ability to meet service scheduling requirements

The Bargersville Park Board may award the contract to the lowest responsible and responsive vendor or may reject any or all quotations in the best interest of the town.

## 10. Submission Instructions

Quotes must be received no later than **Friday, February 27 at 4:30pm**. All questions or clarifications should be directed to Kris Wilson, Director of Parks and Recreation at (317) 422-3136 or [Parks@Bargersville.in.gov](mailto:Parks@Bargersville.in.gov)

Submission method:

- Email: [parks@bargersville.in.gov](mailto:parks@bargersville.in.gov)
- Sealed envelope delivered to:

Town of Bargersville  
Parks & Recreation Department  
24 N Main Street  
Bargersville, IN 46106

Late submissions will not be considered.

## 11. Reservation of Rights

The Town of Bargersville reserves the right to:

- Waive informalities or minor irregularities
- Request clarification or additional information
- Cancel or reissue this RFQ at any time
- Award services by individual park/location or as a single contract

## EXHIBIT A

### Site Information Details – Parks and Public Spaces

#### **Town Hall, 24 N Main Street**

Building landscaping

Four (4) Large Planters to coordinate with Legacy Plaza with 3 seasonal plantings

#### **Kephart Park, 3936 W CR 144**

Area 1 - Weed control and finish mow – (transitioned from prairie grass in 2025)

Area 2 – Weed control and finish mow 1-2 strips to bank area

Area 3 - Finish mow and lawn care

Mulched flower beds and tree rings

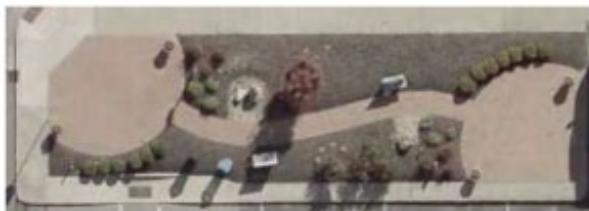
Landscaping at monument sign



### **Legacy Plaza, 12 N Main Street**

Landscaping beds

Four (4) planters to coordinate with Town Hall, changed 3 times seasonally



### **Switzer Park, 47 North Street**

Defined mowed area

*North St*



### **Umbarger Plaza, 118 N. Baldwin Street .79 acres**

Defined mowed area

Landscaping beds

Mulched tree rings



### **Witt Park, 147 S East Street .14 acre park**

Defined mowed area



**Windisch Park, 248 N. West Street**

Defined mowed area

Landscape bed

Mulched tree rings (Bradford Pears not included – being removed and replaced as part of an Eagle Scout project)

