



# **City of Oberlin**

## **REQUEST FOR PROPOSALS (RFP)**

### **For**

### **Lawn Maintenance and Mowing**

**RFP Issue Date: January 2, 2026**

**Proposal Due Date: January 30, 2026, 2:00 PM CST**

City of Oberlin  
1 Morgan Dr  
Oberlin, Kansas 67749  
Phone: 785-475-2217 / Fax: 785-475-2925

REQUEST FOR PROPOSALS  
Lawn Maintenance and Mowing  
Oberlin – Kansas

**QUESTION SUBMISSION DEADLINE:** January 23, 2026, 2:00 pm

**PROPOSAL SUBMISSION DEADLINE:** January 30, 2026, 2:00 pm

**BID OPENING:** January 30, 2026, 2:15 pm at the Gateway Civic Center, Managers' Room, 1 Morgan Drive, Oberlin, KS 67749

**PROJECT MANAGER CONTACT INFORMATION**

For questions or information regarding project details, contact:

**Name:** Jeremy Tally

**Title:** City Foreman

**Phone:** 785-470-7137

**Fax:** 785-475-2925

**Email:** [jtally@oberlinkansas.gov](mailto:jtally@oberlinkansas.gov)

**INTRODUCTION**

The City of Oberlin invites and welcomes proposals for areas of lawn maintenance and mowing. Bidders have the option to choose any of locations included in this RFP. Please take time to read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time specified by the "PROPOSAL SUBMISSION DEADLINE" shown above and must include a filled-out copy of the "Proposal Submission Price Sheet" included with this RFP packet.

**DOCUMENTS INCLUDED WITH THIS RFP ARE AS FOLLOWS:**

- City of Oberlin Contract Mowing Locations
- Map of Locations
- Proposal Submission Price Sheet (must be submitted with proposals)

*BIDDERS SHOULD NOTE ANY WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL SHOULD BE ACCOMPANIED BY REFERENCE MATERIALS*

**PROJECT LOCATION**

The projects associated with this RFP are located within the city limits of Oberlin, Kansas 67749. (see attached Location Map)

## PROJECT OBJECTIVE

The objective of this RFP is to select qualified and equipped Service Providers to maintain selected City lawns in a timely, aesthetically, and appropriate manner at all times. Tasks include, but are not limited to, mowing, trimming, and pulling stickers. Any edging needed shall be done at discretion of the City Parks Dept. More details can be found in the attached document titled "City of Oberlin Contract Mowing Locations".

## PROJECT SCOPE AND SPECIFICATIONS

The selected service provider shall provide all labor, equipment, and materials necessary to perform the work as described above in "Project Objective".

## SCHEDULED TIMELINE

The following timeline has been established to ensure that our project objective is achieved; however, the following timeline shall be subject to change when deemed necessary by management.

### MILESTONES

Proposal submission deadline:

### DATE

January 30, 2026, 2:00 pm

Bid opening:

January 30, 2026, 2:15 pm

Job begins:

March 1, 2026

Job completion:

October 31, 2026

## PROPOSAL BIDDING REQUIREMENTS

### PROJECT PROPOSAL EXPECTATIONS

The City of Oberlin shall award the contract or contracts to the proposal or any number of proposals that best accommodate the various project requirements. The City of Oberlin reserves the right to refuse any proposal or contract.

### DEADLINE TO SUBMIT PROPOSAL

All proposals must be received by the City of Oberlin no later than 2:00 pm on January 30, 2026, for consideration in the project proposal selection process. All bids must be delivered to the City Office at 1 Morgan Drive, Oberlin, KS 67749 by the previously stated timeline. If a company chooses to fax or email bid documents, it is the company's responsibility to ensure they have been received.

### PROPOSAL SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based on information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process.

1. Proposals received by the stipulated deadline must be in the correct format.
2. Proposals **MUST** include a filled-out copy of the attached document titled "Proposal Submission Price Sheet".
3. Bidder's alleged performance effectiveness of their proposal's solution.
4. Bidder's performance history and alleged ability to deliver proposed services.
5. Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
6. Overall cost-effectiveness of the proposal.

*The City of Oberlin reserves the right to cancel, suspend, and/or discontinue any proposal/contract at any time, without obligation or notice.*

## **PROPOSAL SUBMISSION FORMAT**

The following is a list of information that the Bidder should include in their proposal submission:

### **Summary of Bidder Background**

1. Bidder's Name
2. Bidder's Address
3. Bidder's contact information (and preferred method of communication)
4. Evidence of legal authority to conduct business in Kansas (e.g. business license number)

### **Proposed Outcome**

- Summary of timeline and work to be completed.

### **Equipment or Service**

- List any accommodation, services, or space required from the City of Oberlin, along with a brief explanation.

### **Proposal Submission Price Sheet Summary and Breakdown**

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.

### **Licensing and Bonding**

- Provide details of licenses and bonds (if any) for any proposed services that the bidder/contractor may plan on providing for this project.

### **Insurance**

- Details of any liability or other insurance provided with regard to the staff or project.

## **City of Oberlin Contract Mowing Locations**

**(acreages are approximate)**

### **To be done as frequently as needed**

**Airport Grass Runway – 12 acres**

**Airport Runway Lights – 6.7 acres**

**Airport Highway Right-of-Way and Hangers – 8.3 acres**

**North State Park – 2.9 acres**

**South State Park – 1.8 acres**

**Zodrow Park – 1.7 acres**

**Boy Scout Park – 2.5 acres**

**Outside Fence Area of Ballfield Fields – 3.5 acres**

**Small Ballfield – .5 acres**

### **To be done as frequently as requested by the City**

**Remaining Airport Property – 43 acres**

# City of Oberlin

Contract Mowing Location Map

## Legend

Feature

Location Name

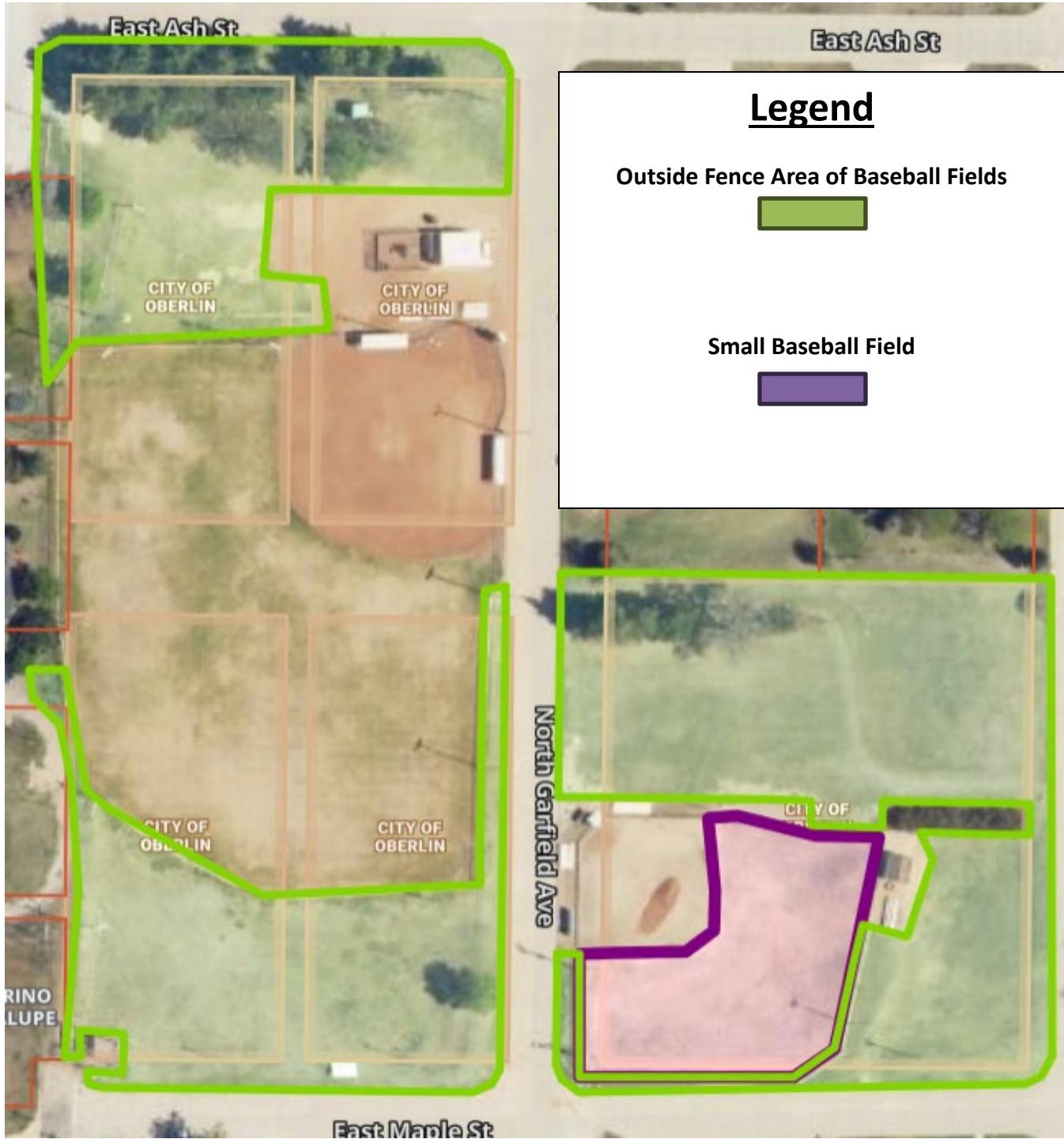


Google Earth

Image © 2024 Airbus

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5000 ft

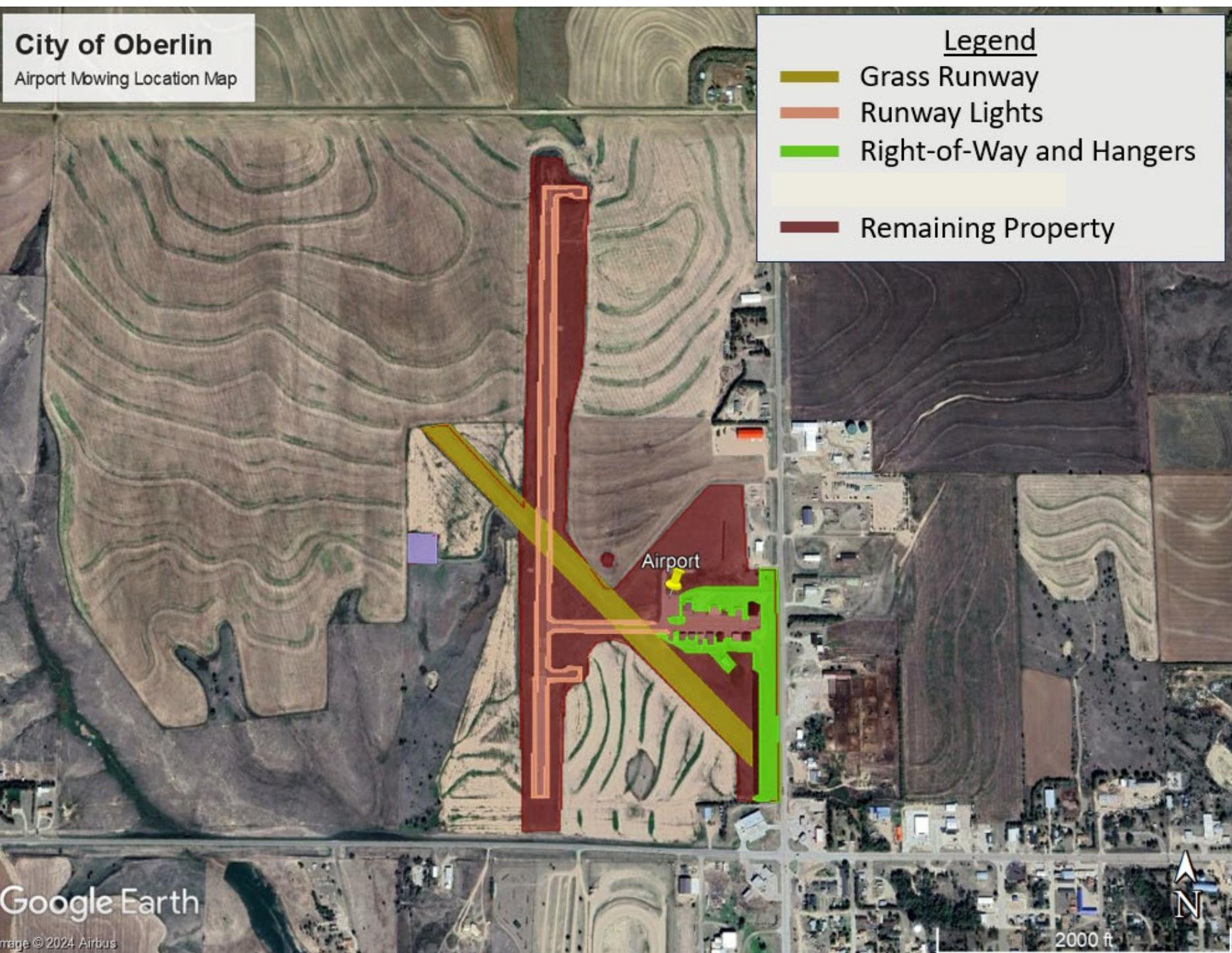


## City of Oberlin

Airport Mowing Location Map

### Legend

- Grass Runway
- Runway Lights
- Right-of-Way and Hangers
- Remaining Property



Google Earth

Image © 2024 Airbus



2000 ft

# Proposal Submission Price Sheet

Prices shall be submitted in lump form to be all inclusive from the beginning to the end of each task

**(Bidders are not required to submit proposals for all locations)**

Name:	Date:
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Mowing Location	Acres	Price
Airport Grass Runway	12	\$
Airport Runway Lights	6.7	\$
Airport ROW and Hangers	8.3	\$
Remaining Airport Property	43	\$
North State Park	2.9	\$
South State Park	1.8	\$
Zodrow Park	1.7	\$
Boy Scout Park	2.5	\$
Outside Fence Area of Baseball Fields	3.5	\$
Small Baseball Field	0.5	\$

**Please list any additional cost items below:**

Item	Price
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

**Total of All Items:** \$