

## **TOWN OF LEIPSIC, DELAWARE**

### **REQUEST FOR BIDS (RFB)**

### **LANDSCAPING SERVICES**

#### **Issued by:**

Town of Leipsic, Delaware  
207 Main Street  
Leipsic, DE 19901

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#### **1. Introduction and Purpose**

The Town of Leipsic, Delaware ("Town") is soliciting sealed bids from qualified contractors to provide landscaping services for Town-owned properties. This Request for Bids (RFB) is intended to obtain competitive pricing and select a responsible contractor to perform routine grounds maintenance services in a professional and timely manner.

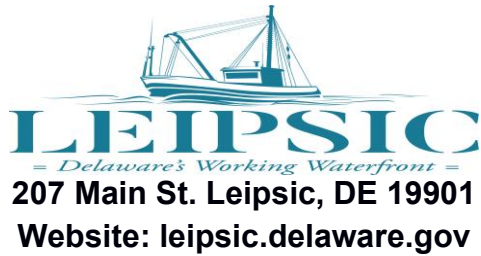
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#### **2. Scope of Work**

The successful bidder shall provide all labor, equipment, and materials necessary to perform the following services:

- Lawn mowing of all Town-owned properties weekly unless weather conditions, such as extended periods of dry, hot weather dictate skipping week(s) where appropriate
- Edging along sidewalks at the Town Hall property and edging of flower beds when lawn mowing occurs
- Weeding of flower beds surrounding the Town Hall and other Town-owned properties, performed once during the months of April, June, August, and October
- Trim bushes surrounding the Town Hall and other Town-owned properties, performed once during the months of May and September or as requested by the Town

All services shall be performed in accordance with generally accepted landscaping industry standards.



### 3. Service Area

Landscaping services shall be provided for **all Town-owned properties**, as identified on the **attached map**. Bidders are responsible for familiarizing themselves with the service areas prior to submitting a bid.

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### 4. Contract Term

The Town intends to award an **annual contract** beginning **April 1, 2026**, and ending March 31, 2027, subject to satisfactory performance and availability of funds.

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### 5. Insurance Requirements

The successful bidder shall maintain **general business liability insurance** for the duration of the contract and provide proof of coverage upon request.

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### 6. Bid Format and Pricing

Bidders shall submit pricing in the following format:

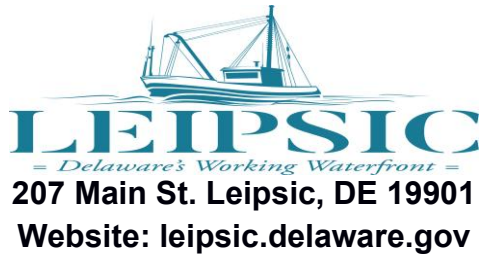
- **Mowing Services:** Separate cost identified
- **Landscape Maintenance Services:** Separate cost identified

Pricing may be shown as annual totals, monthly totals, or both, and must clearly identify all costs associated with the services described in this RFB.

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### 7. Payment Terms

The Town will remit payment based on **monthly invoicing**, subject to verification of satisfactory performance.



## **8. Bid Submission Instructions**

Bids must be received no later than:

**February 28, 2026 at 4:00 PM**

Bids may be submitted by mail or email to:

**Mail:**

Town of Leipsic  
Attn: Landscaping Bid  
207 Main Street  
Leipsic, DE 19901

**Email:**

Treasurer@leipsicde.us  
Mayor@leipsicde.us

Late bids will not be considered.

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## **9. Questions and Clarifications**

The Town will not hold a pre-bid meeting.

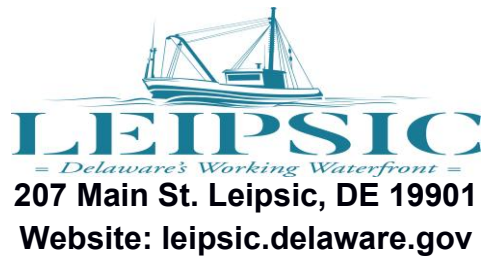
All questions regarding this Request for Bids must be submitted via email to:  
Treasurer@leipsicde.us and Mayor@leipsicde.us

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## **10. Evaluation of Bids**

Bids will be evaluated based on, but not limited to, the following criteria:

- Price
- Responsiveness to the RFB requirements
- Experience and qualifications of the bidder
- Ability to perform services in a timely and professional manner



## 11. Award of Contract

The Town anticipates awarding the contract on March 9, 2026 during the regularly scheduled Town Council meeting.

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## 12. Delaware Municipal Standard Legal Provisions

- **Non-Appropriation:** Award of any contract is subject to annual appropriation of funds by the Town.
  - **Compliance with Laws:** The contractor shall comply with all applicable federal, state, and local laws and regulations.
  - **Independent Contractor:** The contractor shall act as an independent contractor and not as an employee of the Town.
  - **Indemnification:** The contractor agrees to indemnify and hold harmless the Town of Leipsic from any claims arising out of the contractor's performance.
  - **Termination:** The Town reserves the right to terminate the contract for cause or for convenience upon written notice.
  - **Assignment:** The contractor shall not assign or subcontract services without prior written consent of the Town.
  - **Governing Law:** This contract shall be governed by and construed in accordance with the laws of the State of Delaware.
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## 13. Reservation of Rights

The Town of Leipsic reserves the right to reject any or all bids, waive informalities, and accept the bid deemed to be in the best interest of the Town.

## 14. Town Grass Cutting Map

