



27400 Southfield Rd.
Lathrup Village, Mi 48076
(248) 557-2600
www.lathrupvillage.org

**City of Lathrup Village Downtown Development Authority (DDA)
Request for Proposals (RFP): Lawn Maintenance & Seasonal Watering Services
11 Mile Road & City Hall**

Deadline for Submission: *Friday, October 2, 2026*

Lathrup Village Downtown Development Authority (LVDDA) and the City of Lathrup Village seek qualified firms to prepare and submit proposals for landscaping and maintenance in the business district of Lathrup Village along and adjacent to Southfield Road between Lincoln Drive and 12 Mile Roads, along 11 Mile Road between Lathrup Blvd. to Evergreen Road, and 12 Mile Road between Lathrup Blvd. Avenue and Bloomfield Drive as well as needed services throughout the City limits.

Insurance

The selected firm must have a liability insurance policy covering casualty to persons and property for an amount no less than \$1 million and list Lathrup Village Downtown Development Authority and City of Lathrup Village as additional insured parties. A copy of the insurance policy must be provided to LVDDA at the start of the contract period.

Scope of Services

Water Hanging Flower Baskets

- Water hanging flower baskets (~47) along Southfield Road three (3) times a week (May – September)

Lawn Fertilization/Weed Control (please provide per unit pricing)

- 4 fertilization applications at all flowerbeds, City Hall grounds including Municipal Park and Annie Lathrup Park, Goldengate Park, Sarackwood Park, and Dorothy Warren Park
 - o Spring (completed by June 1)
 - o Early Summer (completed by July 30)
 - o Late Summer (completed by September 30)
 - o Fall/Winterized (completed by Nov. 30)
- Apply liquid weed control to the service area including:
 - o Alleyways
 - o Public parking lots at Roseland Blvd (off of Southfield Road) and behind City Hall (accessed by California SE and Frank Brock W)
- Early-season application of alternative weed preventer in landscape beds
 - o After landscape bed preparation at the beginning of the season, application of a weed preventer such as Preen or equivalent.

- Specify an alternative product to be applied instead of liquid weed control in the landscape beds to provide weed prevention longer into the season.
- Weed all flowerbeds every other week.

A copy of your business certification to apply fertilization/weed control must be submitted with the bid. LVDDA staff should be notified a week before applications occur.

Spring and Fall Clean Ups

- Cut all ornamental grasses and perennial plants to spring start height; remove annuals as appropriate
- Removal of all trash from landscaped beds
- Haul all yard waste from site to site determined by the contractor
- Edging and weed whip around flowerbeds
- Cut back overgrowth along alleyways (three (3) times per season)

Landscape Design & Installation

- Design and install plantings in the landscape beds on the east side of City Hall. Preference for native perennials and complimentary annuals.

Hardwood Mulch Installation & Bed Prep

- Pull weeds, and remove all debris from bark beds
- Install sod cut edge and prep all corners of landscaping beds
- Haul and spread shredded hardwood bark 2” deep in beds at Lincoln Drive, 12 Mile Road, and City Hall

Trimming and Pruning

- Trim & prune shrubs, bushes & trees to promote healthy growth and uniformity
- Remove and dispose of trimming debris to a site determined by the contractor

Irrigation System

- Maintain irrigation systems at City Hall/Municipal Park including spring opening and winterization of system in October.

Miscellaneous Needs (please provide per-unit pricing)

- As needed and at the direction of Lathrup Village Code Enforcement, mow residential/commercial properties identified as needing “nuisance cuts” within 24 hours of notification
 - Trash should be removed from all locations prior to mowing on each visit
 - Line trimming around all obstacles
 - Solid surfaces should be blown free of debris
- As needed, landscape restoration in the public right-of-way for city projects to include light grading work, seeding & mulch/hydroseed.

Scope of Work

Water Hanging Flower Baskets

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Special Instructions

LVDDA and the City of Lathrup Village host several community events throughout the summer, set up for these events begins on the following dates and efforts should be made to ensure regular maintenance doesn’t interfere with event setup/activities. See the table below for specific dates/times. Should events be added to the summer calendar, LVDDA/City will provide two (2) weeks’ notice for any change in scheduling required. City will turn off irrigation the day before the noted set-up start dates.

Event	Set-up Starts	Event times	Breakdown
Summer Concert Series	Afternoon	Every Wednesday beginning of June to mid-August; 7 – 8: 30 pm	Same night
5 th Annual LVMF	TBD	TBD (Rain Date)	TBD

Quotes must remain valid for at least 30 days from the submission deadline.

For questions or to submit digital quotes, please contact:

Tom Kennedy

Community & Economic Development / DDA Project Coordinator

City of Lathrup Village

Email: tkennedy@lathrupvillage.org

Phone: 248-557-2600 Ext. 246

Or,

Janet Bloom

Community & Economic Development / DDA Director

jbloom@lathrupvillage.org

248-557-2600 ext. 223

Three (3) hard copies and one (1) digital copy of the proposals can be submitted by the due date to Austin Colson, C/O LVDDA at the following mailing address:

Lathrup Village Downtown Development Authority

27400 Southfield Road

Lathrup Village, MI 48076

Reservation of Rights

The City of Lathrup Village Downtown Development Authority reserves the right to reject any or all quotes, to waive informalities, and to accept the quote deemed to be in the best interest of the DDA. Issuance of this RFQ does not obligate the DDA to award a contract.