

MEMORANDUM

DATE: February 3, 2026

TO: Melissa Marsh - City Manager

FROM: Giles Tucker - Community & Economic Development Director

SUBJECT: **CDBG Yard Services- Lawn Services**

BACKGROUND:

In accordance with HUD regulations, the City has posted a bid for CDBG funded Lawn Cutting Services for the 2026 season. The bid was posted on the MITN online cooperative bidding system (www.mitn.info) where it was sent to 823 vendors. Out of the 823 vendors, 47 vendors downloaded the bid documents. On January 29, 2026, at 2:00pm seven (7) responsive bids were opened.

CDBG Yard Services- Lawn Services:

The lowest qualified bidder is Zimmerman Lawn & Snow at \$23.00 per residence/lot. Zimmerman Lawn & Snow has been awarded this contract in the past and has a reputation for excellent service doing so. The second lowest cost came from Capital Landscapes at \$25 per residence/lot. Staff asks to be authorized to proceed with Capital Landscapes and next lowest bidder and so on in the unlikely event that the contract with Zimmerman Lawn & Snow is cancelled due to non-performance or other issues.

The proposed contract between the City and Zimmerman Lawn & Snow will service up to 50 residences for up to 28 cuts per residence for the season. At \$23.00 per residence this equates to an estimated total contract amount of \$32,200. Staff suggests that Council authorize a total contract amount not to exceed \$38,000 to account for any unforeseen changes or additional services that may be necessary.

STAFF RECOMMENDATION:

Staff recommend that City Council award the CDBG funded Yard Service- Lawn Services program contract to the lowest responsible bidder, Zimmerman Lawn & Snow at a unit price of \$23.00 for the 2026 Lawn Service season, and to authorize the City to proceed to the next lowest & responsible bidder beginning with Capital Landscapes at \$25.00 per residence/lot in the unlikely event that the contract with Zimmerman Lawn & Snow is cancelled due to non-performance or other issues.