

## MEMORANDUM

**DATE:** February 3, 2026  
**TO:** Melissa Marsh - City Manager  
**FROM:** Giles Tucker - Community & Economic Development Director  
**SUBJECT:** CDBG Yard Services- Lawn Services

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### 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](http://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.