



REQUEST FOR PROPOSAL (RFP)

RFP-26-3

CONTRACTED SERVICES - FOR MOWING, TRIMMING, WEED CONTROL, AND LANDSCAPE MAINTENANCE SERVICES

MONTROSE RECREATION DISTRICT

1. REQUEST FOR PROPOSALS

The Montrose Recreation District (MRD) is soliciting proposals from qualified and experienced contractors to provide routine grounds maintenance services for designated MRD parks and recreation facilities. The purpose of this Request for Proposals is to ensure consistent, safe, and professional landscape maintenance that supports public use, athletic programming, and community events.

The selected contractor will be responsible for providing mowing, trimming, weed control, and landscape maintenance services in accordance with the specifications outlined herein and shall coordinate closely with MRD Parks staff throughout the maintenance season.

Proposers may request a site walk-through to familiarize themselves with existing conditions. All requests must be submitted in writing via email to miguel@montroserec.com. Site walk-throughs will be scheduled by the Montrose Recreation District based on availability and coordinated in advance.

Questions regarding RFP requirements must be received by Miguel Lopez, Parks and Maintenance Superintendent through email at miguel@montroserec.com by 5:00pm MT on Friday, March 6, 2026. Late questions will not receive responses.

THE DEADLINE FOR ALL PROPOSALS is Friday, March 13, 2026 at 5:00pm MST.

Any Proposal not received before the date and time specified shall not be accepted. Faxes of proposals will not be accepted. Parties must submit their proposal via email to

miguel@montroserec.com. Parties may also choose to submit a paper proposal in addition to the emailed proposal. Paper proposals shall be sent to:

Miguel Lopez, Parks and Maintenance Superintendent
Montrose Recreation District
16350 Woodgate Road
Montrose, CO 81401

It is the sole responsibility of each Respondent to ensure its Proposal is received by the MRD by the date and time stated in this RFP. Late Proposals will not be accepted.

1. BACKGROUND INFORMATION

The Montrose Recreation District is a Colorado Special District that provides parks and recreation services in the Montrose area and covers the eastern section of Montrose County, including the entirety of the City of Montrose (22,000+ residents). The whole of the district contains approximately 35,000 residents. In existence since 1954, MRD is generally regarded as the primary provider of community recreation in the area.

The MRD (Montrose Recreation District) owns and manages over 100,000 square feet of indoor recreation space. This includes the Montrose Community Recreation Center, a facility of 82,000 square feet completed in 2017, and the renovated Montrose Field House, spanning 23,000 square feet. The Field House features an indoor turf field, three multipurpose class/community rooms, and outdoor amenities such as a pool, slide, splash pad, tennis/pickleball courts, and a community garden.

The MRD is responsible for the operation and maintenance of parks, recreation facilities, and athletic spaces throughout the community. Historically, MRD has performed mowing, trimming, and weed control services in-house and, at times, through an Intergovernmental Agreement (IGA) with the City of Montrose.

In recent years, MRD has evaluated service delivery models to ensure efficiency, consistency, and fiscal responsibility. In 2025, MRD contracted mowing, trimming, and weed control services for select non-athletic programming areas across MRD properties. Based on the success of that approach, MRD has expanded its 2026 budget to include contracted mowing, trimming, and weed control services for **all MRD properties**.

2. SCOPE OF WORK

The Contractor shall provide all labor, equipment, and materials necessary to perform services at the following MRD-owned or operated properties:

- **Service Locations**

- Exhibit A - Ute Fields - 1040 Riverbottom Drive - **Priority 1**
- Exhibit B - McNeil Fields - 1120 Riverbottom Drive - **Priority 1**
- Exhibit C - Cerise Park - 400 Shanes Way - **Priority 2**
 - 10-acre area
 - 2-acre area
 - 1-acre amphitheater
- Exhibit D - Montrose Community Recreation Center - 16350 Woodgate Road - **Priority 2**
- Exhibit E - Montrose Community Field House - 25 Colorado Avenue - **Priority 3**
- Exhibit F - Holly Park - 2100 S. Rio Grande Ave - **Priority 1**
- Exhibit G - Flex Park - 1309 Mayfly Dr - **Priority 3**

- **Mowing and Trimming**

- Mowing and trimming services shall be performed once (1) time per week at all listed locations.
- Services shall include turf mowing, trimming around fixed objects, structures, fencing, trees, and hardscape features, and removal of clippings as necessary to maintain a clean and uniform appearance.
- Turf height and finish shall meet industry standards and MRD expectations.

- **Weed Control**

- The contractor shall provide two (2) comprehensive weed control applications annually, consisting of:
 - One application prior to the spring growing season; and
 - One application in the fall.
- Monthly spot treatments shall be performed throughout the maintenance season as needed.
- All products and application methods shall comply with applicable local, state, and federal regulations.

- **Landscape Maintenance**

- The selected Contractor shall provide all labor, supervision, equipment, materials, and incidentals necessary to perform comprehensive landscape maintenance services for MRD-owned and operated properties, including:
 - Montrose Community Recreation Center (MCRC)

- Holly Park
- Flex Rec
- Fieldhouse

Services shall be performed in a professional manner consistent with industry best practices, applicable local and state regulations, and MRD standards. The intent of this scope is to maintain safe, healthy, aesthetically pleasing, and functional landscapes year-round. For additional guidance on expectations, see Appendix A.

3. DELIVERABLES

- **Maintenance Season**
 - The anticipated maintenance season shall begin April 6, 2026 depending on weather and site conditions.
 - Services shall continue through October 16, 2026 subject to growing conditions and direction from MRD.
 - MRD reserves the right to adjust service start and end dates as conditions warrant.
- **Communication and Reporting**
 - During the first two (2) months of the contract, the contractor shall provide biweekly status updates and site walkthroughs with the MRD Parks Supervisor, Tony Vila.
 - Following the initial two-month period, the contractor shall provide monthly updates and site walkthroughs with the Parks Supervisor or designee.
 - Updates shall include work completed, upcoming schedules, site concerns, and any recommended changes to service.
- **Delays and Invoicing Adjustments**
 - Any delays in service due to weather, equipment failure, or other unforeseen circumstances shall be promptly communicated to the Parks Supervisor.
 - Approved service delays or reductions shall be reflected in the contractor's monthly invoice submitted to the MRD Maintenance Superintendent (miguel@montroserec.com) and Accounts Payable (melissa@montroserec.com).
 - Invoices shall clearly document services performed and any approved adjustments.

4. PROPOSAL SUBMISSION REQUIREMENTS

Interested Respondents shall submit Proposals that clearly demonstrate their ability to provide the Services. The Proposal should be a complete and detailed approach to providing all Services

and any Additional Services that the Respondent proposes. Only one Proposal should be submitted.

The Proposals shall include the following information in the order listed below to facilitate fair and equal evaluation of Proposals.

- Cover letter
- Company qualifications and experience.
- Staffing and equipment
- Approach and work plan
- Schedule and availability
- Fee proposal
 - Pricing structure for mowing and trimming services
 - Pricing for weed control applications and monthly spot treatments
 - Identification of any additional or optional services and associated costs
 - Confirmation that pricing includes all labor, equipment, materials, chemicals, travel, and overhead
- Licensing, certifications, and insurance
- References (minimum of three)

5. SELECTION CRITERIA

Proposals will be evaluated by MRD based on the criteria outlined below. MRD reserves the right to request additional information, conduct interviews, or negotiate with one or more proposers prior to award.

- **Qualifications and Relevant Experience**
 - Demonstrated experience providing mowing, trimming, and weed control services for parks, athletic fields, or comparable public facilities
 - Experience with multi-site contracts and properties of varying size and use
 - Demonstrated knowledge of best practices for turf maintenance and weed management
- **Approach and Work Plan**
 - Clarity and completeness of the proposed mowing, trimming, and weed control approach
 - Understanding of MRD's service requirements and seasonal maintenance needs
 - Proposed quality control measures and responsiveness to site conditions
 - Ability to manage weather delays, site constraints, and service adjustments
- **Staffing, Equipment, and Capacity**

- Adequacy of proposed staffing levels to meet weekly service requirements
- Qualifications and experience of key personnel
- Suitability, condition, and availability of equipment for commercial park maintenance
- Demonstrated capacity to service all MRD properties consistently
- **Communication and Coordination**
 - Proposed communication plan with MRD Parks staff
 - Ability to provide required updates and site walkthroughs
 - Responsiveness to MRD direction and issue resolution
- **Pricing and Cost Effectiveness**
 - Overall cost competitiveness and value to MRD
 - Clarity and completeness of the pricing proposal
 - Alignment of pricing with the scope of services and service frequency
 - Cost transparency, including inclusion of labor, equipment, materials, and chemicals
- **References and Past Performance**
 - Quality of references provided
 - Demonstrated record of reliable performance, timeliness, and professionalism

The MRD may contact references provided with the Proposal. The MRD reserves the right to request clarification or additional information from Respondents and to consider independently obtained information.

The MRD will select the Respondent determined to be the best value by the MRD in its sole discretion. In addition to the criteria stated above, the MRD's determination may consider, without limitation, the Respondent's financial resources, ability to comply with all legal and regulatory requirements, ability to perform the services in a timely and satisfactory manner, history of performance, reputation, ability to obtain necessary equipment, data, and facilities, and any other factor deemed important by the MRD.

The MRD reserves the right to negotiate further with one or more Respondents. Selection of any Contractor and execution of a contract is dependent on approval in accordance with applicable City laws and policies and the MRD's receipt of any required Certificates of Insurance and applicable endorsements. The MRD's decision is final and without recourse to any Respondent.

6. CHANGE ORDERS

- Any alteration or deviation from the Services mentioned or any other contractual specifications that result in a revision of this Agreement shall be approved in writing by the Parks and Maintenance Superintendent.

7. MISCELLANEOUS

The issuance of this RFP and the receipt and evaluation of Proposals do not obligate the MRD to select a Respondent, to enter into any agreement, or to pay any costs incurred in responding to this RFP or negotiating an agreement. Selection of any Contractor and execution of a contract is dependent on approval in accordance with applicable City laws and policies and the MRD's receipt of any required Certificates of Insurance and applicable endorsements. No Proposal shall constitute business terms of any eventual agreement except as expressly agreed by the MRD. The MRD reserves the right to modify this RFP or the selection process, to cancel this RFP, to reject or accept any Proposal, and to waive any informalities or irregularities in any Proposal, without liability, at any time.

All Proposals shall become the property of the MRD, will not be returned, and will become a public record. Respondents may request parts of their Proposals to remain confidential by indicating such in the Proposals and on the appropriate proprietary or financial pages, which must be clearly marked. The MRD will take reasonable steps to keep confidential only documents actually prevented from disclosure under the Colorado Open Records Act ("CORA" or "Act"), C.R.S. § 24-72-201, *et seq.*, including notifying the Respondent of a CORA request and allowing the Respondent to take steps to prevent disclosure. Under no circumstances may an entire Proposal be marked or identified as proprietary or confidential. By submitting a Proposal, each Respondent agrees to hold the MRD harmless from any claims arising from the release of confidential or proprietary information not clearly designated as such by the Respondent or where the MRD has notified the Respondent of a request, and from any claims arising from the release of documents not protected from disclosure under the Act.

Respondents are cautioned not to undertake any activities or actions to promote or advertise their submittals, other than discussions with MRD staff as described in this RFP. After the release of this RFP, Respondents are not permitted to make any direct or indirect contact with members of the Selection Committee, the Board of Directors or media on the subject of this RFP, except in the course of MRD-sponsored presentations. Violation of these rules is grounds for disqualification of the Respondent.

8. INSURANCE

1. Required Policies - Contractor will procure and keep in force the following insurance subject to the conditions below, for the duration of this Agreement:

1.1. Commercial General Liability Insurance - Comprehensive general liability insurance insuring against any liability for personal injury, bodily injury or death arising out of the performance of the Services with at least **One Million Dollars (\$1,000,000)** each occurrence.

1.2. Products and Completed Operations Insurance - Products and completed operations insurance insuring against any liability for bodily injury or property damage caused by the completed Services, with a combined single limit of at least **One Million Dollars (\$1,000,000)**.

1.3. Comprehensive Automobile Liability Insurance - Comprehensive automobile liability insurance insuring against any liability for personal injury, bodily injury or death arising out of the use of motor vehicles and covering operations on or off the site of all motor vehicles controlled by Contractor that are used in connection with performance of the Services, whether the motor vehicles are owned, non-owned or hired, with a combined single limit of at least **One Million Dollars (\$1,000,000)**.

1.4. Professional Liability Insurance - If Contractor is an architect, engineer, surveyor, appraiser, physician, attorney, accountant or other licensed professional, or if it is customary in the trade or business in which Contractor is engaged, or if the MRD otherwise deems it necessary, errors and omissions professional liability insurance insuring Contractor against any professional liability with a limit of at least **One Million Dollars (\$1,000,000.00)** per claim and annual aggregate.

1.5. Other Insurance - Workers' compensation insurance (unless the Contractor provides a completed Declaration of Independent Contractor Status Form) and other insurance required by applicable law.

2. Terms of Insurance - The limits of any insurance required by this Agreement will not limit the Contractor's liability.

2.1. Additional Insured - Except for the professional liability policy, if applicable, and workers' compensation policy, all required insurance policies shall name the MRD as an additional insured and will provide that the MRD, although named as an additional insured, will nevertheless be entitled to recovery under said policies for any loss

occasioned to the MRD or its officers, employees or agents by reason of the negligence of Contractor or its officers, employees, agents, subcontractors or business invitees. The insurance policies will be for the mutual and joint benefit and protection of Contractor and the MRD. Such policies will be written as primary policies not contributing to and not in excess of coverages the MRD may carry.

2.2. Qualification; Deductible - Insurance required by this Section will be with companies qualified to do business in the State of Colorado and may provide for deductible amounts as Contractor deems reasonable for the Services, but in no event greater than Ten Thousand Dollars (\$10,000.00), and Contractor will be responsible for the payment of any such deductible.

2.3. Cancellation - No such policies will be cancelable or subject to reduction in coverage limits or other modification unless previously approved by the MRD in writing.

2.4. Coverage Type - The contractor will identify whether the type of coverage is "occurrence" or "claims made." If the type of coverage is "claims made," which at renewal Contractor changes to "occurrence," Contractor will carry a twelve (12) month tail. The contractor will not do or permit anything to be done that will invalidate the policies.

2.5. Evidence of Coverage - Before commencing work under this Agreement, Contractor will provide certificates of insurance policies indicating that the MRD is an additional insured and, if necessary, all endorsements evidencing insurance coverage required by this Agreement. The MRD will not be obligated under this Agreement until the Contractor provides acceptable such certificates of insurance and endorsements. If the Term extends beyond the period of coverage for any required insurance, Contractor will, at least ten (10) days before the expiration of any such insurance coverage, provide the MRD with new certificates of insurance and endorsements evidencing either new or continuing coverage.



REQUEST FOR PROPOSAL SUMMARY SHEET

1. Project: Contracted Services - for Mowing, Trimming, and Weed Control
2. Location: 16350 Woodgate Road Montrose, Colorado 81401
3. Type of Submittal Required: Request for Proposal in accordance with written guidelines
4. Submission Date: Friday, March 13, 2026
5. Submission Time: No later than 5:00pm, MST
6. Submission Requirements: Proposals must be emailed to miguel@montroserec.com
7. Montrose Recreation District Representative and Primary Contact:

Miguel Lopez
Parks and Maintenance Superintendent
16350 Woodgate Road
Montrose, Colorado 81401
Telephone: (970) 249-7705 x. 8572

APPENDIX A: Mowing, Trimming, Weed Control, and Landscape Maintenance Standards

1. Purpose and Intent

This appendix establishes minimum standards of service for mowing, trimming, weed control, and general landscape maintenance. The intent is to ensure safe, functional, and visually consistent park and facility landscapes that support programming, public use, and asset longevity.

Contractors shall perform all work in a professional manner and in compliance with owner's direction using all applicable local, state, and national codes/standards, including but not limited to OSHA, EPA, state pesticide regulations, and industry best practices.

2. Governing Standards and Compliance

The Contractor shall:

- Follow all local ordinances, state regulations, and federal laws applicable to landscape maintenance activities.
- Comply with all state pesticide applicator licensing requirements.
- Adhere to manufacturer label instructions for fertilizers, herbicides, and pesticides (label directions shall be considered law).
- Follow recognized industry standards such as:
 - Turfgrass management best practices
 - NRPA Standards
 - Integrated Pest Management (IPM) principles
 - ANSI safety standards
 - OSHA safety requirements

Failure to comply with regulatory or safety standards may be grounds for corrective action or contract termination.

3. Turf Mowing Standards

3.1 General Mowing Requirements

- Turf shall be mowed frequently enough to maintain recommended heights without scalping.
- No more than one-third (1/3) of the grass blade height shall be removed in a single mowing cycle.

- Clippings shall be managed to prevent excessive buildup and shall not be left on sidewalks, fields of play, curbs, or hardscape.
- Mowing patterns should be alternated to prevent rutting and turf compaction.

3.2 Mowing Heights

- Program Turf (Athletic Fields, Game Areas): Priority 1, 2
 - Recommended height: 2.0 – 2.5 inches
 - Fields shall be maintained at consistent height during active seasons.
 - Edges, infields, and high-visibility areas shall receive additional attention for appearance and safety.
- Non-Program Turf (General Open Space, Passive Areas): Priority 3
 - Recommended height: 3.0 – 3.5 inches
 - Taller heights are encouraged to promote drought tolerance, root development, and weed suppression.
 - Mowing heights may be adjusted seasonally or due to drought conditions upon approval by the Owner.

4. Trimming and Edging Standards

Trimming shall be performed around trees, signs, light poles, benches, playgrounds, and building and sidewalk edges. Transitions shall be smooth and uniform, with trimmed areas blended seamlessly into adjacent mowed turf to eliminate visible height discrepancies, scalping, or uncut edges, resulting in a clean, continuous appearance.

- String trimming shall not damage tree bark, irrigation components, or structures.
- Mechanical edging shall be used where applicable to maintain clean edges along sidewalks, curbs, and hardscape.
- Over-trimming, scalping, or gouging of turf is prohibited.

5. Weed Control Policies and Procedures

5.1 Integrated Pest Management (IPM)

The Contractor shall utilize an Integrated Pest Management (IPM) approach to mitigate and visually eradicate invasive species, utilizing:

- Cultural practices (proper mowing heights, healthy turf management)
- Mechanical control (hand pulling, trimming, edging)

- Chemical control only when necessary and justified

5.2 Chemical Weed Control

Requirement	Contractor Responsibility
Approval	Obtain MRD approval for dates and times prior to application
Licensing	Applications by licensed applicators only, submit copy of license
Product List	Submit chemical list prior to application
Label Compliance	Follow all label and posting requirements
Application Method	Spot treatment preferred over blanket spraying
Reporting	On Completion of each chemical application, provide applicator's report
Drift Control	Prevent drift to desirable vegetation or adjacent properties

5.3 Prohibited Practices

- No herbicide application during high wind conditions.
- No chemical application near water bodies unless products are specifically labeled for aquatic use.
- No unapproved products or off-label use.

6. Landscape Maintenance Standards

6.1 General Maintenance

- Shrubs and planting beds shall be maintained to promote plant health, safety, and visibility.
- Dead or damaged plant material shall be reported promptly.
- Irrigation heads shall not be obstructed by vegetation.

6.2 Cleanliness and Safety

- Landscaped areas shall be free of litter and debris.
- Sightlines at intersections, trails, and playgrounds shall be maintained for safety.

- Maintenance activities shall not create hazards for the public.

+ Task Schedule & Priority Levels ,

Figure 1: Mowing and Trimming detail

Figure 2: Weed Control and Landscape detail

WEED CONTROL AND LANDSCAPE DETAIL															
Task Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Qty / Week	Qty / Month	Program Turf Notes
Weed Control (IPM)														2	Cultural practices, Mechanical control (hand pulling, trimming, edging), Chemical control when necessary and justified
Chemical Weed Control													1	2	Pre-emergent application early April, Post-emergent application September or October, monthly spot spraying
Shrubs, Trees, & Planting Beds														2	Shrubs, trees, and planting beds shall be routinely maintained to promote plant health, safety, and visibility. Pruning of shrubs and trees shall be performed as needed to remove dead, damaged, diseased, or obstructive growth and to maintain proper form and clearance from walkways, facilities, signage, and sightlines. All landscaped areas, including planting beds and tree wells, shall be kept free of litter, debris, and organic waste at all times. Debris generated from pruning or maintenance activities shall be removed from the site and disposed of in accordance with local regulations.
Priority Location	1	2						Priority Level 1		All weed control and landscape maintenance tasks designated as Priority Level 1 shall be treated and completed first and shall take precedence over all other work activities.					
MCRC			x	x						Priority Level 2		Tasks identified as Priority Level 2 shall only be addressed after all Priority Level 1 items have been completed to the satisfaction of the Owner. No Priority Level 2 work shall begin until Priority Level 1 work is verified as complete, unless otherwise authorized in writing by the Owner.			
Field House			x	x											
Ute Park			x	x											
McNeil Park			x	x											
Holly Park			x												
Flex Park				x											

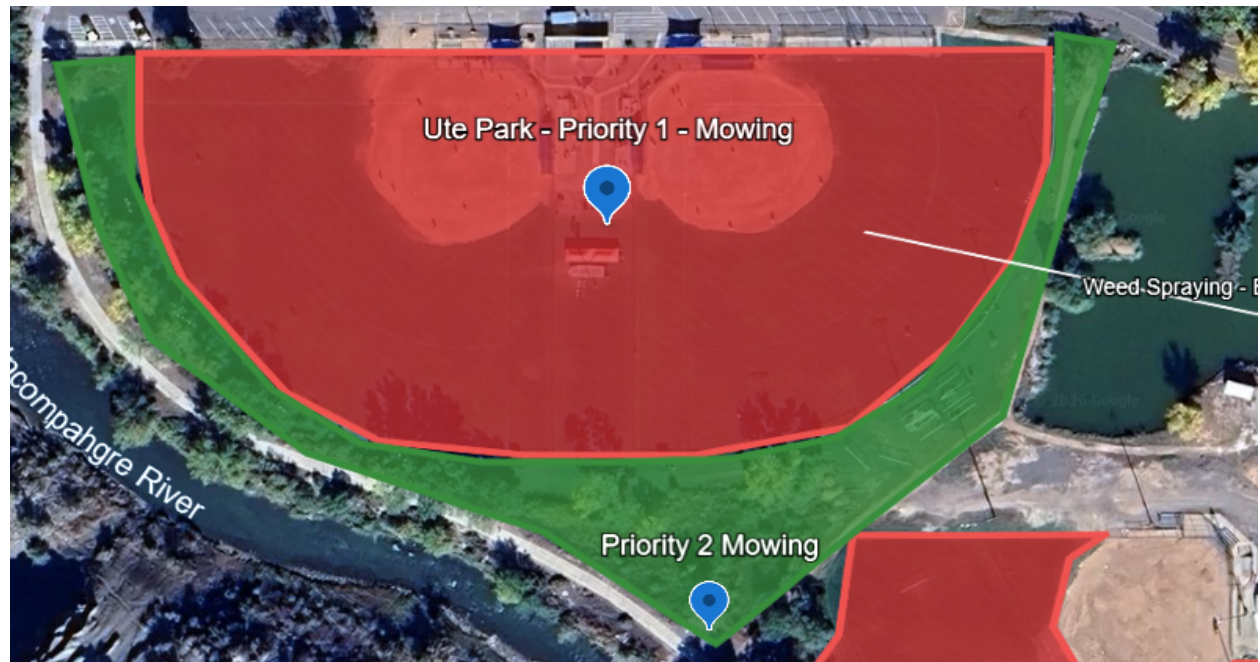
8. Performance Evaluation

The Owner reserves the right to evaluate performance based on:

- Compliance with these standards
- Turf health and appearance
- Weed presence and control effectiveness
- Safety, cleanliness, and responsiveness

Repeated failure to meet these standards may result in corrective action.

Exhibit A - Ute Fields - Mowing & Trimming



Ute Fields - Weed Control



Exhibit B - McNeil Fields - Mowing & Trimming



McNeil Fields - Weed Control



Exhibit C - Cerise Park - Mowing & Trimming



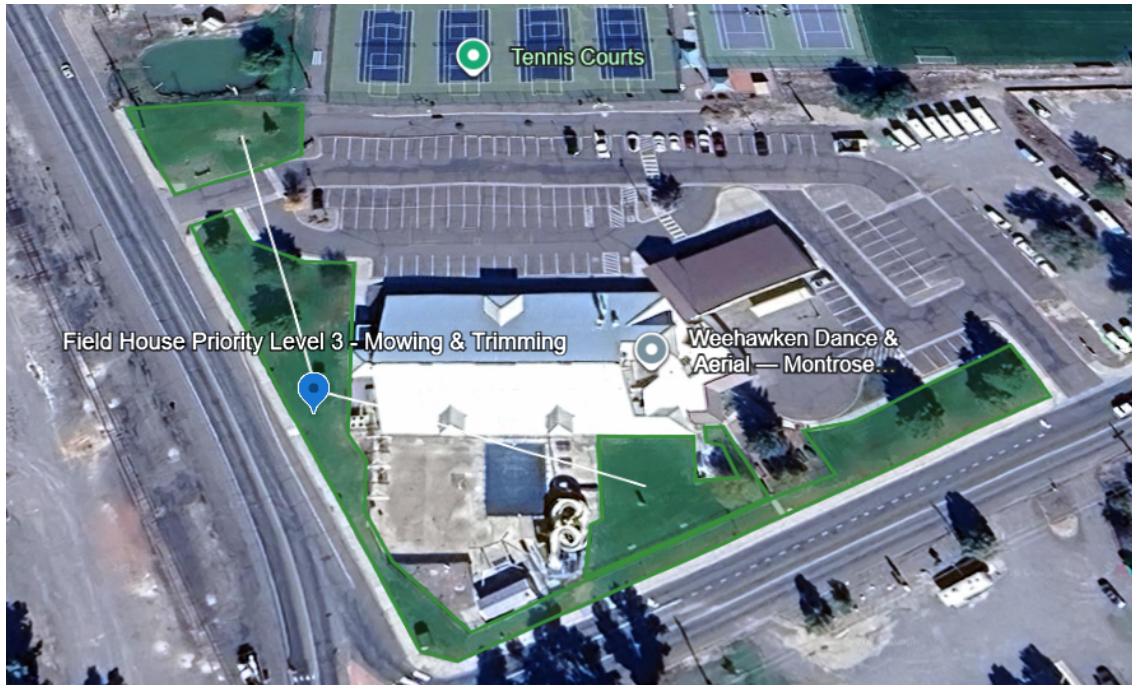
Exhibit D - MCRC - Mowing & Trimming



MCRC - Weed Control & Landscape Maintenance



Exhibit E - Field House - Mowing & Trimming



Field House - Weed Control & Landscape Maintenance



Exhibit F - Holly Park



Exhibit G - Flex Park

