

Request for Professional Service Proposals
Town of Munster Parks and Recreation
2026, 2027 & 2028 LANDSCAPE MAINTENANCE PROGRAM

The Town of Munster is seeking professional service proposals for its landscape maintenance program for the **2026, 2027 & 2028** years. It shall be the responsibility of the landscape contractor to have a clear and thorough understanding of these specifications prior to submitting a proposal. Questions pertaining to the proposal specifications can be addressed to Mark Heintz, Director of Parks and Recreation (219) 836-6925 mheintz@munster.org or Kevin Dark, Superintendent of Park Operations (219) 836-6928 kdark@munster.org.

The Contractors submitting a proposal agrees to furnish all necessary labor, materials, equipment and services to fulfill the scope of services as outlined below. Proposals should not include any sales tax as the Town is tax exempt. Certificate of exemption will be furnished upon award to selected landscape contractor.

Proposals will be accepted through **Friday, November 7, 2025 at 3pm with a proposal opening to immediately follow.** **Proposals should be dropped off in a sealed envelope at the Munster Town Hall Parks and Recreation department office (1005 Ridge Road, Munster IN 46321) in a sealed envelope marked, "2026-2028 Landscape Maintenance Proposal".** The proposal needs to include completed pages 5 & 6 of this request for professional services proposal along with the items noted within this document, summarized on page 5.

PART 1 – SCOPE OF SERVICES

The intent of this proposal is to keep the parks and landscape beds looking neat and well groomed at all times by conforming to these specifications.

DURATION: Lawn maintenance for park areas shall be performed weekly or as requested by the Munster Parks and Recreation beginning in March and continuing to the end of November each year. The term of the contract is for approximately 40 weeks. The Town reserves the right to delay a start to the season for each site or to end the season earlier than the anticipated season end due to need and growing conditions. If weeks are canceled, contractor will not bill for canceled weeks.

Work may not begin prior to 7:00am but may continue until dusk, Monday-Friday. Saturday and Sunday work is discouraged but may be performed with the consent of the Director of Parks and Recreation or designee for each occurrence. Weekday work shall occur prior to 4pm whenever possible to avoid conflicts with field users.

EQUIPMENT: All mowing and trimming equipment used by the landscape contractor shall be of a commercial grade and shall only be operated with safety guards designed to protect the public against the projection of rocks, sticks, or other projectiles thrown from the lawn mowing equipment, as required by Sec. 20-30 of the Munster Town Code.

MOWING: Lawn grass is to be cut to a uniform height of 2½" - 3". All clippings shall be mulched with the mower mulching systems. Any unsightly clumping shall be removed. Mowing to be done once per week. Twice per week if required for special events or excessive turf growth.

Soccer field areas at West Lakes Park should be cut at 2½" length from April to June and September to October.

TRIMMING: All grass areas by foundations, walkways, curbs, parking lot, trees, shrubs, bedding areas, edging, playground border, ball field, benches, storage boxes, fences, signposts, utility poles, light poles, tree stakes, tree plaques, athletic courts, fire hydrants, etc. shall be string trimmed to the same height as the mowing on a weekly basis.

EDGING: Edging shall be done with a power edger. Edging shall be done four times (April, June, August, October) per landscape season. Edging shall be done to all walks, curbs and drives.

GENERAL CLEANUP: It is the responsibility of the landscape contractor to remove any trash or other debris from all areas listed in the program prior to cutting, trimming or other maintenance to keep a neat and orderly appearance of the sites. Any missed trash or debris left after cutting, trimming or any other maintenance is the responsibility of the landscape contractor to remove.

Grass clippings are to be kept off sidewalks, streets, courts, and playground surfacing areas. Any grass clippings discharged onto these areas shall be removed immediately by use of a mechanical blower. Discharge from the mowers shall be always positioned away from vehicular and pedestrian traffic. This includes the discharge chute being in the 'down' position as required per Town ordinance.

SPRING/FALL CLEANUP: In the spring remove accumulation of trash, leaves, etc. from landscape. Remove leaves, twigs and dieback in the fall.

PLANTER AREA WEED CONTROL: A pre-emergent herbicide may be applied to all planter areas to prevent weed growth. Any weeds that occur thereafter shall be pulled by hand or sprayed with a post-emergent herbicide with each visit.

GRANITE/CRUSHED LIMESTONE AREAS - WEED CONTROL: A pre-emergent herbicide may be applied as per label. Any other weeds will be hand pulled or sprayed with a post emergent herbicide as necessary.

PRUNING: Pruning of trees and shrubs shall be done throughout the growing season to insure good health and appearance. Pruning of trees over 12' tall in not part of this agreement.

Landscape contractor shall submit, a weekly checklist to the Parks and Recreation office that indicates the date maintenance was performed and location. Payment shall not be made for any work completed unless this checklist is submitted immediately after each week's work is completed.

The landscape contractor shall submit an invoice once a month for payment. Invoices must show separate costs for: Centennial Park, Community Park (not including pool area), Community Park pool area, West Lakes Park and John Friend Park (one figure for these two sites).

It shall be the responsibility of the contractor to inspect, as well as re-measure the areas to be maintained in order to ensure the accuracy of a proposal. No change orders will be issued once the Town accepts the proposal from a successful landscape contractor.

PART II – SPECIAL PROVISIONS

1. All work provided by the landscape contractor shall be supervised by its management.
2. All work will be performed in a workman like manner with little or no disturbance to park patrons.
3. Either party may cancel this agreement for any reason by serving the other party with a written 30-day notice of cancellation.
4. The landscape contractor shall maintain workers' compensation in the maximum amount permitted per Indiana law, and general liability and property damage insurance in the minimum amount of \$1,000,000.00 each to protect the customer and contractor for the duration of this agreement. Proof of insurance coverage is to be included as part of the proposal submission. A certificate of insurance, naming the "Town of Munster, 1005 Ridge Road, Munster IN 46321" as additional insured will be necessary with the above coverages from the awarded contractor prior to any work occurring.
5. In the event of a default by either party to this contract, and in the event, litigation is instituted to enforce the terms of the same, the successful litigant shall be entitled to recover from the unsuccessful litigant its reasonable attorney's fees in seeking its relief.
6. Landscape contractor proposal must include three references of commercial accounts they currently provide landscape services to. This list must also include a telephone number and a contact for each reference listed.

7. Landscape contractor shall submit on a separate list, as part of its proposal, the age, make and model of each piece of equipment it intends to use to complete this contract along with license plates for all vehicles and trailers that have one.
8. Landscape contractor shall submit a financial statement on a separate attachment.
9. Landscape contractor shall submit a statement of experience on a separate attachment.
10. Landscape contractor shall make available for inspection by the Director of Parks and Recreation or any other designees, prior to proposal award, the equipment it intends to use to complete the landscape work.
11. Landscape contractor shall submit as a part of its proposal a plan on how the services will be performed which should include the day(s) of the week they intend to complete this work. It is expected the contractor will adhere to these day(s) throughout the term of the contract excluding periods of inclement weather or special events held in the parks. During those situations, contractor will coordinate work with parks and recreation staff.
12. The Town of Munster reserves the right to inspect all work performed by the landscape contractor. Work found to be unsatisfactory shall be corrected by the contractor to the satisfaction of the department before payment will be issued for the area in question. Failure to do so may result in a monetary reduction from the monthly bill based on the amount of time and resources Town employees are required to rectify the problem.
13. The landscape contractor must ensure that at least one crew member assigned to work with the Town of Munster possesses sufficient proficiency in English to effectively communicate with Town staff and the general public.
14. The Town reserves the right to request of the contractor additional cuttings of any site or any other property not listed. The Town shall make compensation for additional cuttings at a price agreed upon by both parties at the time of the request.
15. The Town reserves the right to cancel any week's cut by providing the contractor with a three-calendar day verbal notice. The Town also reserves the right to extend the length of the cutting season up to three weeks at the same cost as agreed upon as part of this proposal.
16. The contractor will provide MSDS sheets within two business days for any product being used in the parks upon request.
17. Proposal submittals must include the proposal form in this packet along with reference list, equipment list, and proof of insurance.
18. Awarded contractor must be licensed to do business in the Town of Munster.

PART III – SPECIFIC PROVISIONS PER SITE BEYOND THOSE ABOVE

Centennial Park, 1005 S. Centennial Park Dr. Munster, IN

MAINTENANCE AREA: From east to west, the maintenance area runs from the berm along the Pennsy Bike Trail to Calumet Avenue. From north to south, the maintenance area runs from the swale north of the shelter/playground area to the firehouse. It includes the berm along the east border, the formal gardens, and the dog park. The maintenance area does not include the golf course but does include the parking lot area to the north of the golf course and the area between the driving range/golf course fence and the south parking lot. Maintenance also includes the median from Calumet Avenue and the round-a-bout in the middle of North Centennial Park Drive right before it enters the north parking lot.

MULCHING: Supply and install mulch in spots of thin or washed areas up to 160 cubic yards.

ANNUAL COLOR: Prep areas where annual flowers will be placed. Plant annual flowers 6-8" apart. Annual flowers will be supplied and installed by landscape contractor in areas indicated in plans.

Community Park, 8601 Calumet Ave. Munster, IN (breakout cost for pool area separately on invoice)

MAINTENANCE AREA: This site is generally bordered on the south by Fisher St., the east by Munster High School parking areas, the north by fence lines, tree lines and St. Thomas More church property, the west by St. Thomas More property, Lake County Library, Boy Scouts of America building and Calumet Avenue. The maps also show an area that School Town of Munster is building a tennis court complex. Once that area is disturbed, it will be maintained by the School Town and will not be part of this contract.

LANDSCAPE/MULCH BED MAINTENANCE AREAS: Includes all landscape/mulch bed areas between the ballfields, along the walking path that runs to the west of the ballfields and around the concession stand. This also includes the landscape/mulch bed areas at the main entrance to the park from Calumet Avenue.

Note: The north parking lot mulch bed (bordering St. Thomas More) is L-shaped. One leg of the "L" runs east/west and the other runs north/south. The leg that runs north/south should only be maintained from the line of shrubs to the park property (the line of shrubs is included in this maintenance agreement. The leg that runs east/west is fully included in this maintenance agreement.

MOWING AREA: All grass areas within the boundaries of the park including the ballfields.

MULCHING: Supply and install mulch in spots of thin or washed areas up to 80 cubic yards.

POOL AREA: Maintenance of area inside the pool fenced in area needs to be tracked/invoiced separately and is why a separate price is being sought for that area.

West Lakes Park, 9701 Margo Ln. Munster, IN & John Friend Park, 9931 Lands End, Munster IN (invoice as one site)

MAINTENANCE AREA WEST LAKES PARK: The park is bordered on the north by Family Christian Center church, on the east by the railroad, on the west by Margo Lane and by the homes to the south. Maintenance includes west of the retention pond until the asphalt pathway transitions to a concrete sidewalk.

LANDSCAPE/MULCH BED MAINTENANCE AREAS WEST LAKES PARK: Includes all landscape/mulch bed areas inside of the park. This includes all beds within the parking lot, the triangular mulch bed west of the playground and the mulch beds at the north end of the park just south of the church property. Plantings bordering the ravine are not included in the maintenance.

MULCHING AT WEST LAKES PARK: Supply and install mulch in spots of thin or washed areas up to 60 cubic yards.

MAINTENANCE AREA JOHN FRIEND PARK: The park is bordered on the north by Salisbury Drive, the east by the residential property, the south residential properties, and the west by Lands End. The park property ends where the asphalt path transitions to the concrete sidewalk.

TOWN OF MUNSTER PARKS & RECREATION - PROPOSAL SUBMITTAL FORM PAGE 1

Landscape Contractor submitting proposal: _____

Name of person submitting proposal: _____

Title of Person submitting proposal: _____

Address of Landscape Contractor: _____

Office Phone #: _____

Mobile Phone #: _____

Email address: _____

Commercial References: (Agency/Contact Name)

A. _____

Phone # _____

B. _____

Phone # _____

C. _____

Phone # _____

Detail the following items on a SEPARATE ATTACHMENT(S):

1. Contractor Financial Statement
2. Contractor Statement of Experience
3. Proposed plan for performing the work (include anticipated days of the week and times of day)
4. List of equipment to perform the work (include vehicles, trailers, mowers, blowers, trimmers, etc)

Is a copy of your Certificate of Insurance attached with proposal?

YES

NO

Does your Certificate of Insurance list the Town of Munster as additional insured?

YES

NO

(A general copy can be given with proposal showing your insurance coverage. If awarded, a certificate naming Town of Munster must be supplied.)

I acknowledge receipt of the Town of Munster Landscape Maintenance Program request for proposals and understand the details and requirements included within. In submitting this proposal, it is understood that the right is reserved by the Town of Munster Parks and Recreation dept. to reject and /or all proposals and to waive any informalities. The prices submitted are for the yearly season beginning with 2026. Upon successful completion of the work, if agreed upon by all parties, the contract may be extended for the same length of term without soliciting additional proposals.

Signature of person completing form: _____

Date: _____

PROPOSAL SUBMITTAL FORM PAGE 2

SITES (approx. land acres to maintain):

Weekly Cost:

- | | |
|---|-------|
| 1. Centennial Park
1005 S. Centennial Drive | _____ |
| 2. Community Park (not including inside pool area)
8601 Calumet Avenue | _____ |
| 3. Community Park (pool area only)
8601 Calumet Ave. | _____ |
| 4. West Lakes Park (9701 Margo Ln.) & John Friend Park (9931 Lands End) | _____ |

1-week Total cost (total of #1-#4 above): _____

Total cost for Landscape Maintenance (1 year) _____
Based on 40 weeks of March-November (1-week total price X 40 weeks)

Should the department have the need to add additional park properties to this agreement, the rate would be paid as a per acre cost, per site, per week. Define the weekly, per acre cost for any other properties that may be awarded in the future during the duration of this agreement.



Centennial Park

1005 S. Centennial Drive, Munster IN

landscape maintenance boundaries (yellow lines)

North end of park (p. 1 of 3)

■ = landscape bed approx. areas

■ = landscape bed approx. area with annual flowers



Centennial Park
1005 S. Centennial Dr. Munster IN

landscape maintenance boundaries (yellow lines)

Central area of park (p. 2 of 3)

- = landscape bed approx. areas
- = landscape bed approx. area with annual flowers



Centennial Park,
1005 S. Centennial Dr., Munster IN
landscape maintenance boundaries
(yellow lines)

South end of park

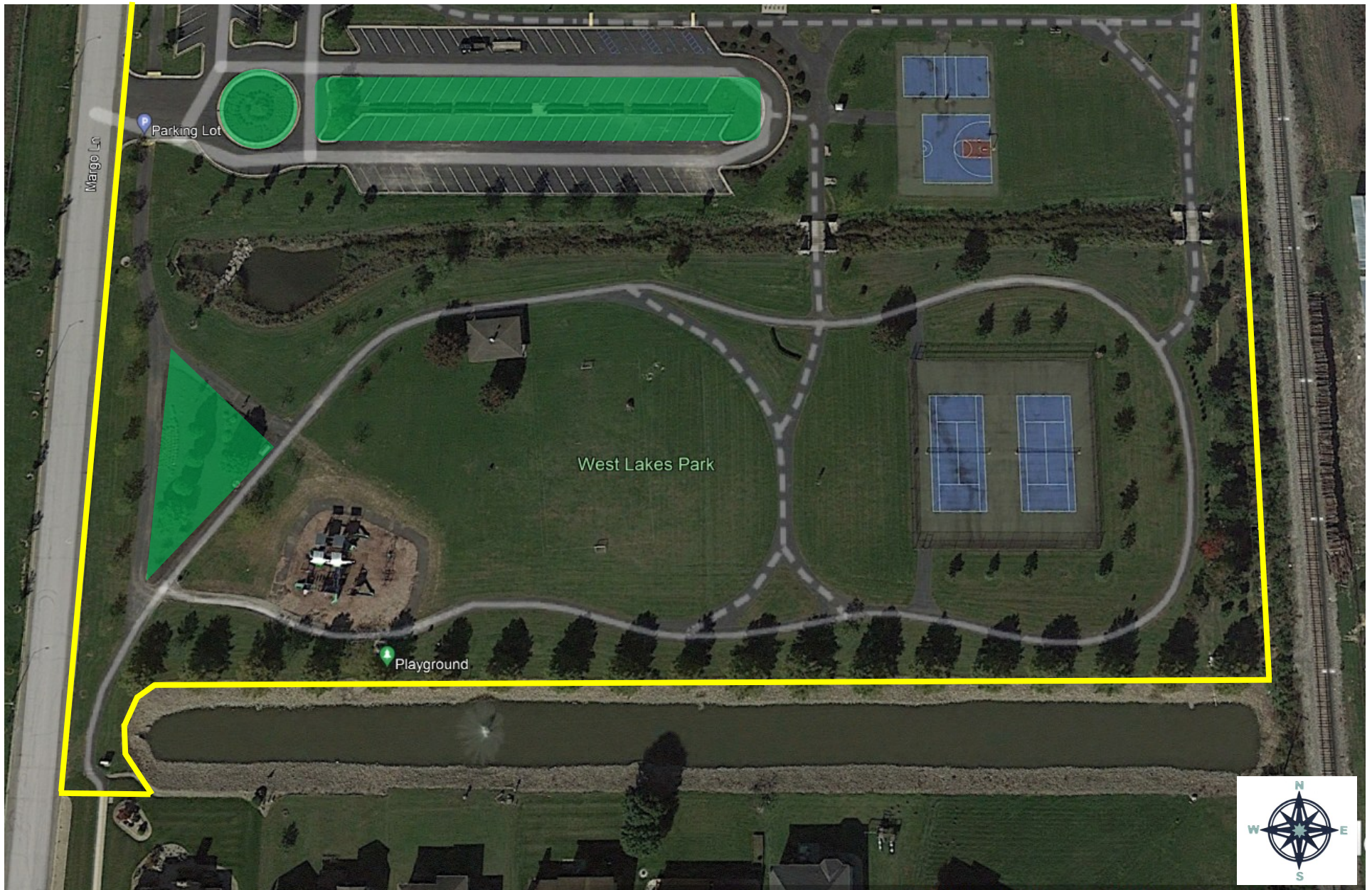
Far south end of park

(p. 3 of 3)





West Lakes Park,
9700 Margo Ln. Munster IN
landscape maintenance boundaries
(yellow lines)
North end of park
= landscape bed approx. areas
(p. 1 of 2)



West Lakes Park, 9700 Margo Ln. Munster
landscape maintenance boundaries (yellow lines)
= landscape bed approx. areas
South end of park (p. 2 of 2)

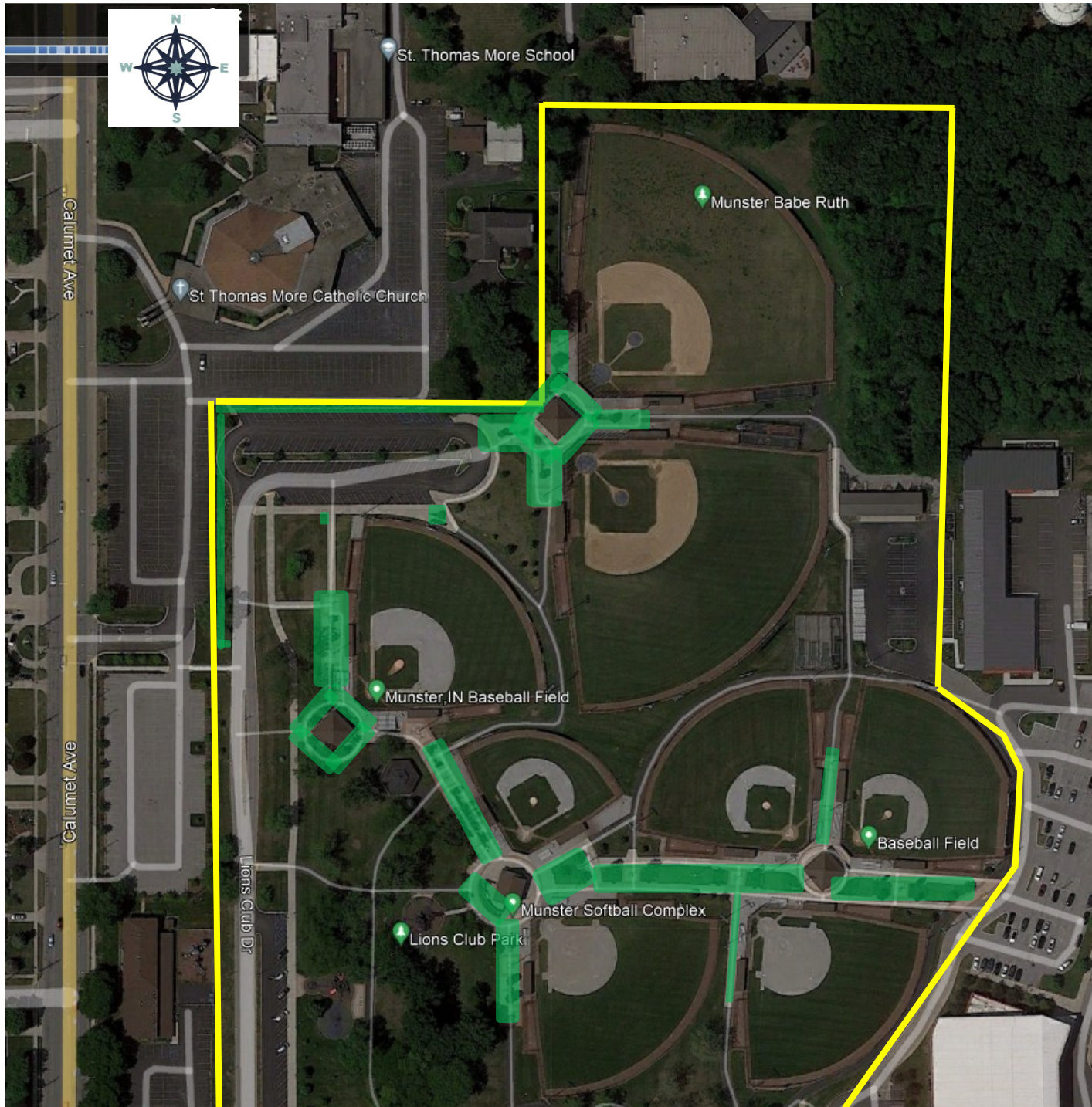


John Friend Park

landscape maintenance boundaries (yellow lines)

9931 Lands End, Munster IN

(p. 1 of 1)



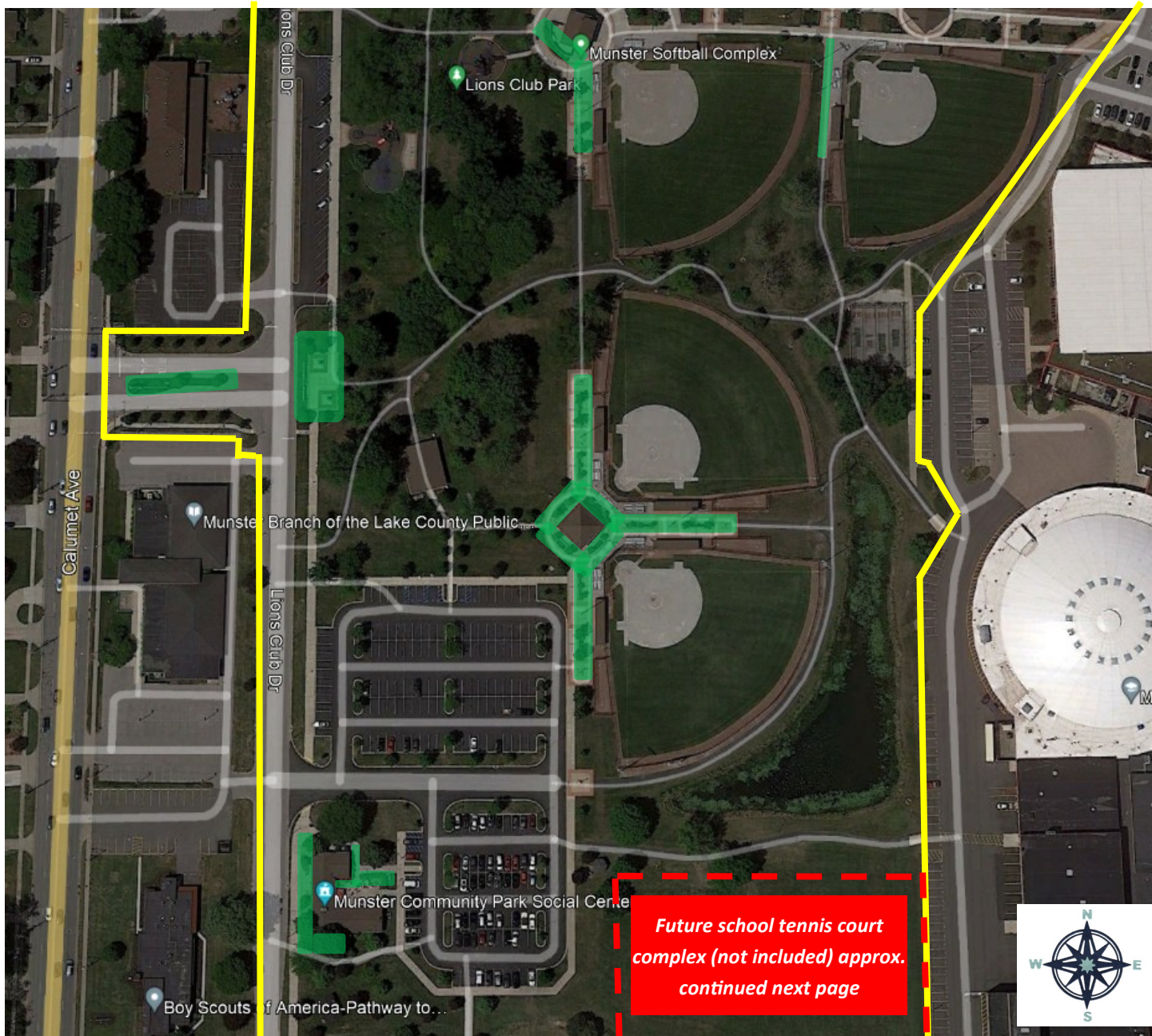
Community Park

8601 Calumet Ave., Munster IN

landscape maintenance boundaries
(yellow lines)

North end of park (p. 1 of 3)

= landscape bed approx. areas



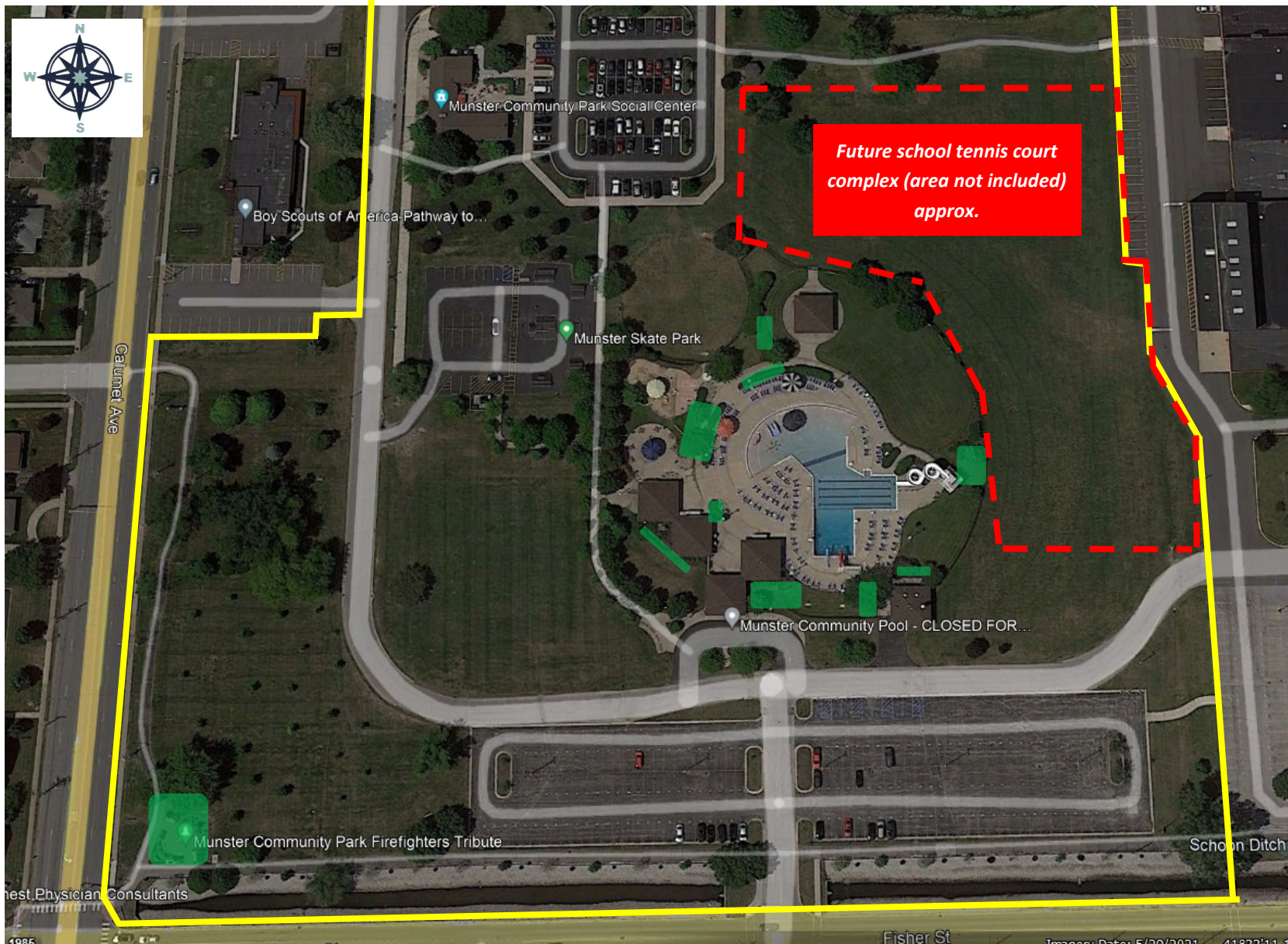
Community Park

8601 Calumet Ave., Munster IN

landscape maintenance boundaries
(yellow lines)

Central area of park (p. 2 of 3)

= landscape bed approx. areas



Community Park

8601 Calumet Ave., Munster IN

landscape maintenance boundaries (yellow lines)

South end of park (p. 3 of 3)

= landscape bed approx. areas