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## REQUEST FOR PROPOSALS 2026 MOW AND LIEN PROGRAM

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### CONTENTS

1. BACKGROUND
2. SCOPE OF SERVICES
3. PROPOSAL CONTENT & SUBMISSION
4. CONTRACT PROCEDURES & CONDITIONS

## **1. BACKGROUND**

The City of Altoona requests proposals from Lawn Maintenance companies (hereinafter called Business) interested in providing grass cutting services to vacant lots and lots occupied by vacant structures throughout the City of Altoona on an as-needed basis. Requests for services will be provided by the City of Altoona Department of Codes and Inspections in accordance with the enforcement of the City of Altoona International Property Maintenance Code.

## **2. SCOPE OF SERVICES**

The Business will provide grass cutting on vacant lots and lots occupied by vacant structures throughout the City of Altoona. Availability by telephone during normal City Hall office hours (8:30 a.m. – 4:30 p.m.) will be required. A 24-hour response will be required for all requested services. Typical requests for services will be conducted via email from the City of Altoona, which will include the property address and pictures of the overgrowth.

The Business shall provide services including but not limited to:

1. Cutting of all grass, weeds, and overgrowth on lots
2. Cutting of all grass, weeds and overgrowth from the sidewalk to the curb line
3. Removal of all grass, weeds and overgrowth
4. Blowing off hard surfaces following cutting and removal of all grass, weeds and overgrowth
5. Tools to be used include lawnmower, weed trimmer, blower, hedge trimmer, rake

## **3. PROPOSAL CONTENT & SUBMISSION**

### **3.1 Request for Proposals Schedule**

Beginning Monday, March 23, 2026 at 10:00 a.m. EST, the Request for Proposals for Lawn Maintenance services will be available to be downloaded from the City of Altoona's website, [www.altoonapa.gov](http://www.altoonapa.gov) under Bid Opportunities. The City reserves the right to amend the Request for Proposals by addendum issued up to five (5) business days prior to submittal deadline. Any addendum will be posted on the City's website as well as emailed or faxed to all who have been provided copies of the Request for Proposals. It is the responsibility of those downloading the Request for Proposals to check the website for any addenda. If revisions warrant, in the City's opinion, the postponement of the date for submittal, an addendum will be issued announcing the new date.

### **3.2 Proposal Submittal**

Qualified Businesses shall respond in written form to the Request for Proposals and submit documentation substantiating their qualifications to perform the services required. Proposals are expected to include, but are not limited to:

1. Cover letter
2. Description of proposed services and qualifications
4. Hourly Fee Schedule and/or Rate Proposal
5. References
6. City of Altoona Business Privilege License
7. Proof of Insurance

The City of Altoona reserves the right to enter into a one (1) year agreement; the proposed pricing should reflect this.

Three hard copies of the proposal and one electronically emailed proposal, and all supporting documentation, must be submitted by Friday, April 3, 2026 by 10:00 a.m. EST to:

City of Altoona  
Rebecca M. Brown, Director  
Department of Codes and Inspections  
Suite 103  
Altoona City Hall  
1301 12<sup>th</sup> Street  
Altoona, Pennsylvania 16601  
[rbrown@altoonapa.gov](mailto:rbrown@altoonapa.gov)

Proposals received after the submission deadline above will not be considered. Any materials submitted in response to the Request for Proposals become the property of the City of Altoona and will not be returned. Any and all expenses associated with the preparation of the proposal are the responsibility of the respondent and will not be reimbursed by the City.

### **3.3 Proposal Assistance**

Respondents may submit questions in writing to Rebecca Brown at the above address or via email to [rbrown@altoonapa.gov](mailto:rbrown@altoonapa.gov)

## **4. CONTRACT PROCEDURES & CONDITIONS**

### **4.1 Contract Preparation**

Based on the preceding specifications as submitted by the successful respondent, the City of Altoona will prepare a contract. The contract will be consistent with the requirements of the proposal and general provisions.

## **4.2 Independent Contractor**

It is understood that the Business, in performance of the work and services to be agreed to, shall act as an independent contractor and not as an agent or employee of the City of Altoona. No individual from the Business shall be entitled to any employee benefits from the City of Altoona including, but not limited to, pension or health insurance.

## **4.3 Assignment of Responsibility**

The Business agrees that they shall be the City of Altoona's sole provider under this agreement and accepts full responsibility for the performance of any subcontractors. The Business indemnifies the City of Altoona as to subcontractors and will ensure that the City is protected from any liability that may occur as a result of the subcontractor's performance under this agreement.

## **4.4 Insurance Coverage**

The Business agrees to carry Workers Compensation Insurance, Unemployment Compensation Insurance, General Liability Insurance, Professional Liability Coverage, Automobile Liability Coverage and Certificates of Insurance and Endorsements.