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To: Kalamazoo / Comstock Area Landscape Contractors
From: Steve Deisler, Comstock Center Downtown Development Authority
Date: Monday, January 19, 2026

Dear Professional Contractor,

The Comstock Center Downtown Development Authority (DDA) is seeking a qualified landscape contractor to install and maintain our downtown flower planters and gateways. We have five landscape gateways and 35 planter pots located within our DDA District requiring approximately four months of care and watering. Please review the attached Request for Proposal (RFP) and submit your bid for a three-year contract with the DDA.

Bids are due Friday, February 6, 2026, at 12 pm. If you have any questions on the details of the RFP, please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Steve Deisler".

Steve Deisler
DDA Director

Mission Statement: The Comstock Center DDA will aim to provide a friendly and welcoming downtown which will enhance and honor our history while promoting cultural, business and recreational opportunities that attract businesses and residents.

Office: 5858 King Highway, Kalamazoo, Michigan 49048
Mailing: P. O. Box 449, Comstock, Michigan 49041-0449
Phone (269) 381-2360 ♦ FAX (269) 381-4328
www.comstockmi.gov



Beautify Comstock Center

Request for Proposals

Gateway Maintenance and Planter Placement and Maintenance

2026 - 2028 Contract Seasons

Invitation

The Comstock Center Downtown Development Authority (DDA) is inviting qualified Contractors to be part of implementing a three-year ***Beautify Comstock Center Maintenance Contract*** by providing placement and maintenance of gateways and placing and maintaining planters within the Comstock Center DDA District for 2026, 2027 and 2028 growing seasons per an established plan.

Scope of Work

The DDA is seeking a proposal to place and maintain 35 planters around the Comstock Center area, *AND* to maintain five gateways as described herein for the 2026 - 2028 growing seasons. The general length of the contract is June 1 through October 31.

The DDA is seeking a Contractor to

- maintain, water, and provide general landscape duties at **five** gateway locations.
- pick up, place (mid-June), maintain, water, remove (mid-October) **35** planters filled by separate Contractor. Timing of removal may vary depending on weather conditions.
- pick up, place (mid-June), maintain, water, remove (mid- October) 20 flower baskets on the River Street Bridge. Timing of removal may vary depending on weather conditions.

Planters

- There are 35 planters. The planters measure 36" in diameter and 23" in height.
- The planters will be delivered (un-filled) by Contractor to River Street Flowerland at a pre-determined time. River St. Flowerland (RSF) will select flowers and arrangements.
- The DDA Director will keep the Contractor apprised of when the planters will be ready for pick-up and placement within the DDA District.
- The DDA Director will provide a placement plan for the planters.
- Planters placed on an unpaved surface require the placement of a concrete base underneath so that they are level; Contractor will place and level the concrete bases.
- The planters are to be deep and thoroughly watered 3 days a week (Monday, Wednesday, and Friday mornings). It is anticipated that there will be approximately 48 days of watering over the term of the contract. The DDA Director will direct the Contractor to water planters on additional days if needed due to extreme hot days. The planters do have drain holes.
- Plants must be dead headed as needed; plants are to be trimmed as necessary to control excess growth of one or more plants in a planter. Knowledge of plant habits is critical.
- Selective trimming may be required. Communicate any general damage that may occur.
- Contractors will be provided with fertilized or clear water available from Wenke Greenhouses.
- The planters are to be emptied of plants and soil then relocated to the Township maintenance building property no sooner than October 15 and no later than October 31 of each year.

Gateways

- The five gateway landscape beds will be maintained by the contractor including watering, shrubs and flower maintenance, bed mulching (with cedar) and weed control.
- Gateway maintenance and pruning shall be completed by the first week of June.
- The gateways are not served with irrigation or power. Contractor will provide water with a truck and will operate it in a safe manner per Road Commission and MDOT guidelines.
- The gateways are to be thoroughly watered every 3 days unless the weather is hot and windy then in such periods the gateway plants should be watered thoroughly every other day.
- The gateways are to be weeded, and plants dead headed as necessary throughout the contract term.
- Perennials are to be cut-back at the end of the growing season but not sooner than October 15 or later than October 31.

Supplemental Information

The DDA Director is willing to meet interested contractors to view the gateways, and the planters and flower baskets in storage.

The DDA reserves the right to revise contents of the proposal and to negotiate all aspects of this proposal and any future agreement with the selected contractor. The DDA has the right to waive any irregularities in submitted proposals or to reject any or all proposals.

All materials submitted in response to the Request for Proposals become public information.

Contractors shall state their landscaping background to determine plant knowledge and total knowledge and commitment to the maintenance process.

The selection of the successful contractor shall be made without regard to actual or perceived race, color, religion, political affiliation, veteran status, national origin, sex, age, height, weight, marital status, physical or mental disability, family status, sexual orientation, or gender identity.

Comstock Township and the DDA are an Equal Opportunity Employer. The selected contractor will be required to enter into a contract agreement for this project. The DDA reserves the right to void the contract if any unforeseen circumstance arises and / or contractor fails to honor commitments of said contract.

Definitions:

- **"Maintain"** means - trim planting as necessary, water weekly as necessary during hot conditions, removal of track and un-wanted weeds. Top dress beds with cedar mulch, communicate any insect damage that may occur.
- Method of **watering** - No "over the top" watering. Water the soil deep and thoroughly; don't puddle the water on top of plants. Use professional plant sprinklers for watering. Do not use ONLY fertilized water, use regular water at various times.

Insurance

The contractor is required to provide and always maintain during the project the following insurance. If any parts of the contract are sublet, insurance shall be provided by the contractor on behalf of the subcontractors to cover their operations. The insurance shall be contracted with a vendor licensed to do business in the State of Michigan and shall be subject to approval by the DDA. Certified copies, setting forth the limits and coverage, shall be furnished to the DDA Director before commencing with any work. The policy shall contain endorsements stating that at least 10-day notice will be given to the DDA Director prior to termination or any change in the policy and shall describe the project and provide coverage for the following terms:

- A. Comprehensive General Liability Insurance with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit with the DDA and Township listed as and additional insured. Professional liability insurance coverage in the amount of \$1,000,000

minimum.

- B. Motor Vehicle Liability Insurance, including applicable no-fault coverage, combined single limit bodily injury and property damage shall be maintained during the life of the contract. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
- C. Workers Compensation Insurance, including Employers' Liability Coverage in accordance with all applicable statutes of the State of Michigan.
- D. If any of the insurance is cancelled, the contractor shall cease operations and shall not resume until new insurance is obtained.
- E. All required policies are to be supplied / updated with the DDA as requested.

Timeframe and Budget

The general length of the contract is June 1 through October 31.

The Contract shall be between the selected contractor and the DDA. The exact contract award date shall be determined by the DDA.

The planters are to be placed within a week of them being ready. Communication of the "ready date" will be the responsibility of the RSF Flower Director to the Contractor.

The maintenance of planters and gateways must continue through October 2026.

Proposals should include an overall project budget for maintenance of the 1) gateways, and 2) planters for the entire growing season as described herein. Please fill out the attached bid tab for each contract year showing budget breakdown for the two maintenance categories.

Proposals should include three client references.

Please provide two hard copies of the proposal and one electronic copy. The electronic copy may be emailed to DDA Director Steve Deisler at sdeisler@comstockmi.gov Hard copies may be delivered to the DDA office at Comstock Township Hall:

Mailing address:

Mr. Steve Deisler, Comstock Center Downtown Development Authority
Beautify Comstock Center Maintenance Contract Proposal
5858 King Highway Kalamazoo, MI 49048
269-381-2360

Deadline to submit a proposal is Friday, February 6, 2025, at 12:00 pm.

Appendix Includes: Annual Bid Tab Sheet, Planter / Gateway Location Map, Planter / Gateway photos. Design specifications for the planters and gateways are available in digital format upon request.

Beautify Comstock Center - Gateway, Planter & Bridge Flower Basket Maintenance Request For Proposal

BID Sheet Annual Bid Sheet shall be submitted for each contract year 2026, 2027, and 2028

JOB: Landscape Maintenance

LOCATION: Comstock Center DDA

Start Date: June 1, 202

End Date: October 30, 202

Item	Description	Quantity	Unit	Unit Price	2026 Price	2027	2028	TOTAL
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A Gateways

5

1 prune and weed beds-

once in June

2 mulch -

once in June

3 replace dead plants -

as needed

4 watering

3 times per week
16 weeks

3 times per week

B Planters

35

soil for planters

River St. Flowerland

select and plant flowers

River St. Flowerland

confirm locations and concrete

DDA/Contractor

1 Pick up and install planters
Township Maintenance yard

2 watering

June thru September
16 weeks

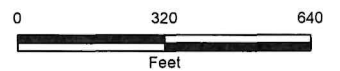
3 times per week

3 Remove planters, empty and
store at Township yards



Beautify Comstock Center
Gateway / Planter Locations
2026

- GATEWAYS (5)
- PLANTERS (35)





Steve Deisler

From: Steve Deisler <srdeisler@gmail.com>
Sent: Wednesday, October 1, 2025 9:04 AM
To: Steve Deisler
Subject: Large planters









Small 33 Plant

