

# Request for Proposal (RFP)

## Landscaping Services

**Issue Date:** 02/18/2026

**Proposals Due By:** 03/13/2026

**Project Locations:** Multiple sites (see Section 1)

### 1. Overview

Elyria Public Library is seeking proposals from local landscaping contractors to remove existing landscaping and replace it with a simple, attractive, and very low-maintenance design at **five (5) separate library locations**. This project is intended to be straightforward and practical, using durable materials suitable for a commercial or public setting.

The five locations included in this RFP are:

1. 211 2nd St., Elyria, Ohio 44035
2. 340 15th St., Elyria, Ohio 44035
3. 1194 West River Rd., North Elyria, Ohio 44035
4. 1219 Taylor St., Elyria, Ohio 44035
5. 133 E. Commerce Dr., LaGrange, Ohio 44050

A site visit with an Elyria Public Library contact is **required prior to submitting a proposal** to confirm the specific areas to be addressed at each location.

### 2. Work to Be Performed

The selected contractor will be responsible for the following services at **each location**, as applicable:

## **A. Removal and Cleanup**

- Remove and properly dispose of existing landscaping and features
- Perform basic site preparation (light grading, cleanup)
- Protect nearby buildings, sidewalks, and utilities during work

## **B. New Landscaping Installation**

The new landscape should be clean, simple, and easy to maintain. Proposals may include:

- Low-maintenance ground cover or plantings (native or perennial preferred)
- Grass or turf areas (natural or artificial), if appropriate
- Stone or gravel features (decorative rock, river stone, pavers, etc.)
- Clear edging or borders to reduce weed growth

Creative but practical ideas are welcome, provided they support low ongoing maintenance.

## **C. Seating**

- Provide a location for possible bench seating that can be added at a later date.

### 3. Design Goals

The landscape design at each location should:

Look neat and welcoming year-round

- Require minimal watering, mowing, trimming, or upkeep
- Use materials appropriate for the local climate
- Avoid complex or high-maintenance features

Contractors should briefly describe the expected maintenance needs following installation.

### 4. Contractor Qualifications

Please include:

- A short description of your company and relevant experience
- Examples of similar projects (photos encouraged)
- At least two references
- Proof of insurance and required licenses

### 5. Proposal Contents

Proposals do not need to be lengthy. Please include:

- A brief summary of your overall approach
- Description of proposed materials and general layout
- Estimated project timeline
- **Pricing broken out by individual location**, clearly identifying the cost for each of the five sites listed in Section 1
- A total combined project cost
- Any assumptions or exclusions

Sketches or drawings are optional but appreciated.

## 6. Selection Criteria

Proposals will be evaluated based on:

- Simplicity and suitability of the design
- Experience with similar projects
- Durability and low-maintenance approach
- Cost and overall value
- References

## 7. Submission Instructions

Submit proposals by the due date to:

**Contact Name:** Frank Szuch

**Email:** [frank.szuch@elyrialibrary.org](mailto:frank.szuch@elyrialibrary.org)

**Mailing Address:** 211 2nd Street, Elyria, Ohio 44035

Questions may be submitted by email prior to the proposal deadline.

## 8. Additional Information

Elyria Public Library reserves the right to accept or reject any proposal, to waive informalities, and to request additional information if deemed necessary.