

**CITY OF BENTON HARBOR REQUEST FOR PROPOSALS –**  
**1. TREE/BUSH TRIMMING AND GRINDING BUILDING SERVICES**  
**2. ALLEY DEBRIS CLEAN UP**

The City of Benton Harbor invites interested parties to submit written proposals to provide contract, as-needed Building Official, Inspection and Plan Check services for the City of Benton Harbor.

Please submit proposals to:

Kimberly Thompson, City Clerk  
City of Benton Harbor  
200 East Wall Street  
Benton Harbor, Michigan 49022

Please include in the envelope five (5) bound hard copies of the proposal, one un-bound hard copy and one electronic copy (on a USB flash drive).

Formal proposals must be received by **Thursday, November 12, 2020 at 10:00 AM.** Bids will be publically opened and read aloud on Thursday, November 12, 2020 at 10:30 AM in the City Clerk's office. Late proposals will not be accepted. Proposals may not be submitted via email or fax. Once received, the proposal and supplementary documents become the property of the City and may be subject to public records laws.

The Request for Proposal, in its entirety, is available on the City of Benton Harbor's website: [bhcity.us](http://bhcity.us). All inquiries regarding this Request for Proposal and/or current Building Services of the City should be directed to Ellis Mitchell, City Manager in writing or via email at: [emitchell@bhcity.us](mailto:emitchell@bhcity.us) or by telephone at (269) 927-8457.

The City reserves the right to reject all proposals, to request additional information concerning any proposals for purposes of clarification, to accept or negotiate any modification to any proposal following the deadline for receipt of all proposals, and to waive any irregularities if such would serve the best interest of the City as determined by the City Manager.

It should be noted that the City may select one or more firms to provide the services described in the Scope of Services; however, award of contract does not guarantee work.

Kimberly Thompson, City Clerk  
City of Benton Harbor  
10/29/20