



REQUEST FOR PROPOSALS

2017-2018 Lawn Maintenance Contract

Proposals

The Charter Township of Texas, Kalamazoo County Michigan, is requesting proposals from qualified contractors for lawn maintenance for the 2017-2018 season. The contract will be two (2) years beginning March 2, 2017 and ending March 1, 2019, with the opportunity for three (3) one (1) year extensions.

Proposals must be made on the Proposal Form provided by the Charter Township of Texas (attached). Additional copies of the proposal forms are available at the Texas Township Office at 7110 West Q Avenue, Kalamazoo, MI 49009 or at www.texastownship.org.

Texas Township reserves the right to waive any informality in the request for proposals, to reject any or all proposals; and to award the contract in a manner which it considers to be in the best interest of the township. The Township reserves the right to use whatever reasonable and sensible evaluation techniques it deems appropriate.

Scope of Services

The contractor shall provide lawn maintenance services as outlined below. The OWNER must be notified prior to any deviation from the scope of services:

A. Texas Township Fire Department, 7110 West Q Avenue, Kalamazoo, MI 49009

1. All branches, trash and other objects, which are on the ground, shall be picked up each time prior to mowing.
2. Mow weekly
3. Trim Weekly around all edges, trees, posts and any other objects.(Weeds North of Fire Station Monthly)
4. Bushes, shrubs and hedges shall be trimmed as needed
5. Weeding will be done as needed and determined by the Township
6. Edge Driveway & Lots
7. Blow off grass clippings in the parking lot and walks after each mowing

8. Blow off entire parking lot monthly
9. Clean out street drains
10. Clean out Curbs on Q Avenue
11. Pull or spray weeds & vines in stone area
12. Raking of grass and leaves shall be performed when necessary

B. Texas Township Hall, 7110 West Q Avenue, Kalamazoo, MI 49009

1. All branches, trash and other objects, which are on the ground, shall be picked up each time prior to mowing
2. Mow weekly
3. Trim weekly around all edges, trees, posts and any other objects
4. Bushes, shrubs and hedges shall be trimmed as needed
5. Weeding will be done as needed and determined by the Township
6. Edge Driveway & Lots
7. Blow out Pavilion-dirt , leaves and pick up trash
8. Blow off grass clippings in the parking lot and walks after each mowing
9. Blow off entire parking lot monthly
10. Clean out street drain
11. Clean out Curbs on Q Avenue
12. Check South Wall for washouts, dirt accumulation
13. Pull or spray weeds & vines in stone area
14. Raking of grass and leaves shall be performed when necessary
15. Check manhole cover (see if loose)
16. Check downspout drains to make sure they are open
17. Address mole and gopher problem, ensuring safe conditions
18. Address bee problems as they occur
19. Ensure shrubs are getting sufficient water

C. Texas Drive Park

1. All branches, trash and other objects, which are on the ground, shall be picked up each time prior to mowing
2. Mow weekly
3. Trim everything weekly including around all edges, bleachers, trees, posts, playground equipment and any other objects.
4. Bushes, shrubs and hedges shall be trimmed as needed
5. Weeding will be done as needed and determined by the Township
6. Address poison ivy (near soccer field & walking path, SE corner)
7. Check and report damaged equipment, bleachers, tables, etc.
8. Trim overgrown trees & shrubs blocking walking path
9. Raking of grass and leaves shall be performed when necessary
10. Blow off entire parking lot
11. Blow off walking trails
12. Report if leaves from neighbors are located along the east fence line area

D. Texas Drive Trailway from Farmer's Market Pavilion to 8th Street

1. All branches, trash and other objects, which are on the ground, shall be picked up each time prior to mowing
2. Mow as needed
3. Blow off walking trails
4. Raking of grass and leaves shall be performed when necessary

E. Texas Drive Trailway from 8th Street, thru Al Sabo, to the 12th Street Roundabout

1. Mow or brush cut the shoulders of the trail as determined by the Township
2. Blow off trail as needed after mowing

F. Hope Cemetery, 8501 South 8th Street, Kalamazoo, MI 49009

1. All branches, trash and other objects, which are on the ground, shall be picked up each time prior to mowing
2. Mow weekly
3. Trim everything weekly, including around headstones, edges, trees, posts and any other objects (No spraying)
4. Bushes, shrubs and hedges shall be trimmed as needed
5. Weeding (including seedlings of invasive trees) will be done as needed and determined by the Township, especially around cemetery monuments.
6. Blow off clippings from monuments after each trim
7. Remove dead flowers
8. Raking of grass and leaves shall be performed when necessary
9. Check and report damaged fences, gates, etc.
10. Check and report damage to headstones
11. Weekly check for fresh grave openings to remove funeral sprays, replace topsoil, and re-seed gravesites
12. Mow cemetery two or three days prior to Memorial Day.

G. Virgo Cemetery, located at RS Ave/VanKal.

1. All branches, trash and other objects, which are on the ground, shall be picked up each time prior to mowing and removed from property.
2. Mow weekly
3. Trim everything weekly, including around headstones, edges, trees, posts, and any other objects (No spraying)
4. Bushes, shrubs and hedges shall be trimmed as needed
5. Weeding (including seedlings of invasive trees) will be done as needed and determined by the Township, especially around cemetery monument.
6. Blow off clippings from monuments after each trim
7. Remove dead flowers
8. Raking of grass and leaves shall be performed when necessary
9. Check and report damaged fences, gates, etc.
10. Check and report damage to headstones

11. Weekly check for fresh grave openings to remove funeral sprays, replace topsoil, and re-seed gravesites
12. Mow cemetery two or three days prior to Memorial Day

Prior to the first mowing each spring, the CONTRACTOR shall conduct a spring cleanup of all the above listed properties. This clean up shall include removal of all leaves, sticks, funeral sprays and other debris. Areas damaged by snowplowing are to be repaired and areas requiring reseeding shall be done prior to the first mowing.

The CONTRACTOR or CONTRACTOR'S Designee will schedule a monthly meeting with the OWNER or OWNER's Designee to review work performance during season.

In the event additional work is recommended the CONTRACTOR will contact the Superintendent or Clerk (OWNER) for prior approval.

There will be strict adherence to the specifications listed above. Non-performance of any of the above work items regarding unsatisfactory execution and within 48 hours of notification by the OWNER (weather permitting) will result in the contracting of that work to a firm chosen by the OWNER at the expense of the CONTRACTOR.

Frequency

The prices submitted on the enclosed Proposal Form should be calculated on a "per-service" basis. After a Contractor has been selected, said Contractor and the Township may jointly determine any changes to the components of each type of service. The Contractor and the Township may also jointly define and determine any additional service arrangements that may become necessary.

Liability and Indemnification

The Contractor shall carry workers compensation insurance and provide evidence of said coverage to the Township. The Contractor shall carry comprehensive general liability and property damage insurance coverage and shall provide evidence of said coverage yearly to the Township.

The Contractor shall, at its own expense, protect, defend, indemnify, save and hold harmless the Township and its elected and appointed officers, employees and agents from all claims, damages, lawsuits, costs and expenses including, but not limited to, all cost from administrative proceedings, court costs and attorney fees that the Township and its elected and appointed officers employees and agent may incur as a result of the acts, omissions or negligence of the contractor or its employees agents or subcontractors that may arise out of the agreement.

Payment

The Contractor shall submit invoices for work performed under the Contract once per month. Payments for said invoices shall be approved at the next regular Township Board monthly meeting.

Attachments

1. Provide the name and credentials of all personnel employed by the Contractor.
2. Provide at least two (2) client references for similar work.
3. Provide certificates of insurance for liability with limits of at least \$1 million and workers compensation coverage.

Freedom of Information Act

Contractors are hereby notified that all information contained in their proposal is subject to the provisions of the Michigan Freedom of Information Act.

Deadline for Submission

To be considered, sealed proposals must be submitted to, and be on file with the Texas Township Clerk on or before **February 6, 2017 at 5:00 pm**. The envelope should be marked with the name of the submitting contractor and **“Sealed Bids for Snowplowing Services”**. We do not accept faxed or emailed proposals.

Proposals are to be addressed to:

If Delivered or Mailed:

Charter Township of Texas
Superintendent's Office
7110 West Q Avenue
Kalamazoo, Michigan 49009

Bids will be opened on February 8, 2017 at 5:00 pm by the Texas Township Clerk and Superintendent at Texas Township Office, 7110 West Q Avenue, Kalamazoo, MI 49009. The Texas Township Board will review the bids during its February 13, 2017 regular board meeting.



**PROPOSAL FORM
LAWN MAINTENANCE SERVICES**

Proposal submitted by: _____

The undersigned (individual) (partnership) (corporation duly organized under the laws of the State of Michigan), having carefully read and considered the terms and conditions of the Request for Proposal (RFP) for Lawn Maintenance Services, does hereby offer to perform such services on behalf of the Charter Township of Texas, of the type and quality and in the manner described, and subject to and in accordance with the terms and conditions set forth in the RFP at the rates hereinafter set forth.

Further, the undersigned:

- a) Proposes to furnish all labor, equipment and materials necessary to perform the Contract requirements.
- b) Agrees to perform all required work in accordance with all elements of this Proposal.
- c) Submits this Proposal in good faith and without fraud or collusion.
- d) Submits the Proposal based solely upon the undersigned own independent business judgment.

The undersigned submits the Unit Prices herein for contracted lawn maintenance services for the Charter Township of Texas.

Service Description	Mow, trim, etc., per service
Fire Department	\$
Township Hall, Pocket Park and Pavilion	\$
Texas Drive Park	\$
Texas Drive Trailway to 8th St	\$
Texas Drive Trailway 8th St, thru Al Sabo, to 12th St Roundabout	\$
Hope Cemetery	\$
Virgo Cemetery	\$
Total Cost	\$

Undersigned Proponents Signature

By: _____

Date: _____

Title: _____

Company Name: _____

Address: _____

Phone Number: _____