



7110 West Q Avenue, Kalamazoo, MI 49009 | P: (269) 375-1591 | F: (269) 375-0791 | [www.texastownship.org](http://www.texastownship.org)

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## **REQUEST FOR PROPOSALS**

### 2022-2024 Lawn Maintenance & Snow Removal Service Contract

#### **Proposals**

The Charter Township of Texas, Kalamazoo County Michigan, is requesting proposals from qualified contractors for lawn maintenance and snow removal services. The contract will be two (2) years beginning October 1, 2022 and ending September 31, 2024, 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](http://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.

#### **Facilities/Locations**

Services shall be provided to the following facilities/locations, as described in greater detail below:

- A. Texas Township Fire Department** | 7110 West Q Avenue, Kalamazoo, MI 49009
  - B. Texas Township Hall** | 7110 West Q Avenue, Kalamazoo, MI 49009
  - C. Texas Drive Park** | 6603 Texas Drive, Kalamazoo, MI 49009
  - D. 6<sup>th</sup> Street Park** | 6321 S. 6<sup>th</sup> Street
  - E. Texas Township Trailway Segment 1** | Farmers' Market Pavilion to 8<sup>th</sup> Street
  - F. Texas Township Trailway Segment 2** | 8<sup>th</sup> Street to Texas Drive Park, through Al Sabo to 12<sup>th</sup> Street Roundabout
  - G. Hope Cemetery** | 8501 S. 8<sup>th</sup> Street, Kalamazoo, MI 49004
  - H. Virgo Cemetery** | Located at the corner of RS Ave & Van Kal Street
  - I. Downtown Development Area (DDA) Sidewalks** | See Exhibit B
  - J. Township Sidewalks Connecting DDA to Adjacent Neighborhoods** | See Exhibit B
- FUTURE ADDITION: New Township Hall – 7227 W Q Avenue (estimated late 2023 / early 2024)*

#### **Scope of Services**

The Contractor shall provide services as outlined in the following. The Owner must be notified prior to any deviation from the scope of services.

## **Lawn Maintenance**

The Contractor shall provide lawn maintenance services as outlined below:

### **A. Texas Township Fire Department**

1. All branches, trash and other objects, which are on the ground, shall be picked up each time prior to mowing and disposed of offsite.
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
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. Pull or spray weeds & vines in stone area
11. Raking of grass and leaves shall be performed when necessary

### **B. Texas Township Hall**

1. All branches, trash and other objects, which are on the ground, shall be picked up each time prior to mowing and disposed of off-site.
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
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. Check South wall for washouts, dirt accumulation
12. Pull or spray weeds & vines in stone area
13. Raking of grass and leaves shall be performed when necessary
14. Address mole and gopher problem, ensuring safe conditions

### **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 and disposed of off-site.
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.

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. 6<sup>th</sup> Street Park**

1. All branches, trash and other objects, which are on the ground, shall be picked up each time prior to mowing and dispose of off-site.
2. Mow weekly
3. Fertilization and Weed Control: 4 scheduled visits, plus 3 in 1 herbicide for broadleaf applied as needed to control
4. Trim everything weekly including around all edges, bleachers, trees, posts, playground equipment and any other objects.
5. Bushes, shrubs and hedges shall be trimmed as needed
6. Weeding will be done as needed.
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

**E. Texas Drive Trailway Segment 1 - *Farmer's Market Pavilion to 8<sup>th</sup> Street***

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

**F. Texas Drive Trailway Segment 2 - *8<sup>th</sup> Street, thru Al Sabo, to the 12<sup>th</sup> 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

**G. Hope Cemetery**

1. All branches, trash and other objects, which are on the ground, shall be picked up each time prior to mowing and dispose of off-site.
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.

#### **H. Virgo Cemetery**

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 and disposed of off-site.
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

#### **I. Downtown Development Area (DDA) Sidewalks**

1. All branches, trash and other objects, which are on the sidewalk, shall be picked up each time prior to mowing.
2. Mow weekly.
3. Blow off sidewalks.

#### **J. Township Sidewalks Connecting DDA to Adjacent Neighborhoods**

1. All branches, trash, and other objects, which are on the sidewalk, shall be picked up each time prior to mowing.
2. Mow weekly.
3. Blow off sidewalks.

**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.**

### **Snow Removal and Salt Application**

The Contractor shall provide snow removal services as outlined below:

#### **A. Texas Township Fire Department**

1. Salt the main driveway and apparatus ramp in the front of the station as needed.

**B. Texas Township Hall – Reference Exhibit A**

1. Plow and or salt (as needed) the main parking lot when there is 2 inches or more of snow accumulation. The main parking lot is to be cleared by 0700 hours. The snow is to be pushed to the retention area behind the parking lot, per Exhibit A.
2. Plow and or salt (as needed) the Pavilion parking to the east of the main parking lot when there is 2 inches or more of snow accumulation. The Farmers’ Market Pavilion parking is to be cleared in a reasonable amount of time. The snow is to be pushed according to Exhibit A.

**C. Texas Drive Park – Reference Exhibit A**

1. Plow and or salt (as needed) the N parking area when there is 2 inches or more of snow accumulation. The parking area is to be cleared in a reasonable amount of time.
2. Plow and or salt (as needed) the walking path surrounding the park (approximately 3,364 linear feet) when there is 2 inches or more of snow accumulation.

**D. 6<sup>th</sup> Street Park – Reference Exhibit A**

1. Plow and or salt (as needed) the W side of the parking lot when there is 2 inches or more of snow accumulation. The parking area is to be cleared in a reasonable amount of time.
2. Plow and or salt (as needed) the walking path surrounding when there is 2 inches or more of snow accumulation.

**E. Texas Drive Trailway Segment 1 - *Farmer’s Market Pavilion to 8<sup>th</sup> Street***

1. No snow removal services needed

**F. Texas Drive Trailway Segment 2 - *8<sup>th</sup> Street, thru Al Sabo, to the 12<sup>th</sup> Street Roundabout***

1. No snow removal services needed

**G. Hope Cemetery**

1. Plow when there is 2 inches or more of snow accumulation to be cleared in a reasonable amount of time. Plow as needed for burials.

**H. Virgo Cemetery**

1. Plow when there is 2 inches or more of snow accumulation to be cleared in a reasonable amount of time. Plow as needed for burials.

**I. Downtown Development Area (DDA) Sidewalks – Reference Exhibit B**

1. Clear snow and or salt DDA Sidewalks according to the attached Exhibit B.  
*\*This service shall be invoiced separately to the DDA.*

**J. Township Sidewalks Connecting DDA to Adjacent Neighborhoods – Reference Exhibit B**

1. Clear snow and or salt sidewalks from DDA Boundary to Connecting Neighborhoods according to the attached Exhibit B

**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. **The Township must receive prior notification and approve the use of any subcontractors.**

### 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 Township on or before **Thursday, September 1 at 4:00 pm**. The envelope should be marked with the name of the

submitting contractor and **“Sealed Bids for Lawn Maintenance & Snow Removal Service.”** We do not accept faxed or emailed proposals.

**Proposals are to be addressed to:**

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

Bids will be opened on Thursday, September 1 at 4:00 pm by the Texas Township Superintendent at Texas Township Office, 7110 West Q Avenue, Kalamazoo, MI 49009. The Texas Township Board will review the bids during its September 12, 2022 regular board meeting.



## PROPOSAL FORM - LAWN MAINTENANCE & SNOW REMOVAL 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 and Snow Removal 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 and snow removal services for the Charter Township of Texas.

Item	Facility/Service Location	Lawn Maint. – Per Service	Snow Removal – Per Service	Salt Application – Per Service
A.	Texas Township Fire Department	\$	\$	\$
B.	Texas Township Hall	\$	\$	\$
C.	Texas Drive Park	\$	\$	\$
D.	6 <sup>th</sup> Street Park	\$	\$	\$
E.	Texas Township Trailway Segment 1 Farmers’ Market Pavilion to 8 <sup>th</sup> Street	\$	\$	\$
F.	Texas Township Trailway Segment 2 8 <sup>th</sup> Street to Texas Drive Park, through Al Sabo to 12 <sup>th</sup> Street roundabout	\$	\$	\$
G.	Hope Cemetery	\$	\$	\$
H.	Virgo Cemetery	\$	\$	\$
I.	Downtown Development Area (DDA) Sidewalks	\$	\$	\$
J.	Township Sidewalks Connecting DDA to Adjacent Neighborhoods	\$	\$	\$
<b>Total Cost</b>		\$	\$	\$



**Undersigned Proponents Signature**

By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

# Exhibit A: Snow Removal Detail

Location A: Texas Township Hall



# Exhibit A: Snow Removal Detail – Continued

**Location C:  
Texas Drive Park**



**Location D:  
6th Street Park**



# EXHIBIT B

## Texas Township Sidewalk Snow Removal Areas

Approx. 15,010 linear feet

- 11,000 LF DDA (73%)
- 4,010 Township (27%)

DDA Boundary

