

Request for Proposal Lawn Maintenance Services

May 1, 2020 – April 30, 2023



Whitmore Lake Public Schools

8845 Main Street

Whitmore Lake, MI 48189

734-449-4464

www.wlps.net

GENERAL CONDITIONS

Whitmore Lake Public Schools is soliciting proposals from qualified grounds and/or lawn maintenance firms to provide mowing and trimming of school district grounds for the contract term May 1, 2020 through April 30, 2023. The district reserves the right to extend the one-year contract on an annual basis for an additional two years based on satisfactory performance of services.

To be considered for this contract, firms must meet the qualifications and satisfy the requirements set forth in this Request for Proposal ("RFP").

Proposals must be received by 12:00 noon, Wednesday, April 8, 2020, at the following address:

**Mr. Tom DeKeyser, Superintendent
Whitmore Lake Public Schools
Superintendent's Office
8845 Main Street
Whitmore Lake, MI 48189**

Proposals must be submitted in a sealed envelope clearly marked "LAWN MAINTENANCE PROPOSAL". Proposals submitted by facsimile or electronic mail will not be accepted. To be eligible for consideration, a proposal shall include a completed Bid Form, a completed Bidding Contractor Information form and a completed Familial Relationship Disclosure Form.

Although cost is an important factor, the school district is not obligated by any statute or regulation to award the purchase of lawn maintenance services solely on the basis of cost. Accordingly, the school district reserves the right to evaluate all proposals objectively and subjectively, and to accept or reject any or all proposals or portion thereof. Additionally, the district reserves the right to negotiate changes in services with the firm determined to have submitted the proposal that is in the best interest of the district.

This RFP constitutes specifications only for the purpose of receiving proposals for services and does not constitute an agreement for those services. It is expected that each bidder will read these specifications with care. Failure to provide requested information or meet certain specified conditions may invalidate the proposal(s).

The information contained herein is believed to be accurate, but is not to be considered in any way a warranty.

Please direct all questions, correspondence or visitation requests to Mike Dethloff, Whitmore Lake Public Schools, at (734) 449-4464 ext. 2054.

WITHDRAWAL OF PROPOSALS

Proposals shall remain valid for a period of forty-five (45) days after submission. Modifications to proposals will not be accepted by the district, except as may be mutually agreed upon following the acceptance of the proposal.

REQUEST FOR PROPOSAL GROUNDS MAINTENANCE

Spring, 2020

Pre-Bid Walk Through

A pre-bid walk through will be held at *Whitmore Lake Public Schools, Superintendent's Office, on Wednesday, March 25th, 2020 at 1:00 p.m.* Bidders will meet with the district maintenance staff and/or Superintendent. All bidders are encouraged to attend, visit, and familiarize themselves with the work required for each site.

If you have any questions about this Request for Proposal, please contact Mike Dethloff, Whitmore Lake Public Schools, at (734) 449-4464 ext. 2054.

Services Required

The lawn maintenance services required for this proposal includes:

- Whitmore Lake Elementary School
1077 Barker Rd.
Whitmore Lake, MI 48189
18 Acres
Notes: No mowing during school hours; may start after 4:00 p.m. or on weekends during the school year.
- Whitmore Lake Middle School
8877 Main Street
Whitmore Lake, MI 48189
15 Acres
Notes: This site has ditches which will also need mowing and trimming.
- The Community Recreation Fields
168 Jennings Road
Whitmore Lake, MI 48189
21 acres
Notes: There are two Zones – Zone one, consisting of approximately 13 acres, including all mowing and trimming located outside of the football, baseball, and softball field fences. Zone two consists of approximately 8 acres, including all mowing and trimming inside the football, baseball, and softball field fences. The area inside the township dog park is not included.
- Whitmore Lake High School
7430 Whitmore Lake Rd.
Whitmore Lake, MI 48189
32 Acres
Notes: There are two Zones – Zone one, consisting of approximately 24 acres, includes all mowing and trimming located outside of the football, baseball, and softball field fences, as well as cutting/mowing along 5 Mile Road to prevent recurrence of brush. Zone two, consists of approximately 8 acres and needs to be cut on Wednesdays. Fields may need to be cut more than once to maintain desired grass height especially during peak growing season. Optimal cutting routes may be specified to ensure desired grass height. Football fields are used primarily on Fridays during the school year.

All Sites Require:

- Trimming of all landscape features, such as flower beds, shrubbery, trees, etc., at all sites. Edging of all lawns, sidewalks, drive areas, islands (Middle School and High School), and clean-up of all clippings.
- The duration of this work will begin on May 1, 2020 and continue through October 31, 2023.
- WLPS reserves the right to reduce the frequency of mowing and trimming during periods of drought. During these periods the visits would not be reduced to fewer than 2 per month.
- Should there be times in which weather is inclement on the scheduled mowing day; the vendor **must** contact the designated maintenance staff for the next day to be mowed to avoid disruption of school operations.
- The safety of the staff and students is paramount during the mowing and trimming work being performed at all facilities. The successful contractor will be required to work with the Maintenance Staff and/or the Superintendent to determine the best day for work at each facility. Avoidance of this work while students are at recess or other outdoor activities is to be coordinated at anytime this work is being performed / contemplated.
- A 24-hour notice is required should this work be performed at times other than previously agreed upon with the District.
- Contractor shall invoice Whitmore Lake Public Schools on a monthly basis after services are rendered. Invoices shall be mailed to:
Whitmore Lake Public Schools
8845 Main St.
Whitmore Lake, MI 48189

OR

Emailed to:
Accounts.Payable@wlps.net

Additional Work

Whitmore Lake Public Schools is requesting pricing for additional work for the following:

- Hourly cost for any additional mowing, if needed.
- Hourly cost for any additional trimming, if needed.

Insurance Requirements

The successful bidder agrees, at its sole cost and expense, to purchase, prior to the commencement of services, and maintain the following insurance coverage in the minimum amounts indicated below for the entire duration of the contract. The contractor shall furnish evidence of such insurances to Whitmore Lake Public Schools prior to commencement of services.

Commercial General Liability Insurance: \$1,000,000 per occurrence, Bodily Injury Liability and Property Damage Liability

Workers Compensation Insurance: Covering all persons engaged in work under this contract to the full statutory limits stipulated in the Michigan Workers' Compensation Act; \$500,000 per person/ \$500,000 per disease/ \$500,000 annual total

Motor Vehicle Liability (if the contractor, or its employees, will use motor vehicles to satisfy its responsibilities under this contract): \$1,000,000 per occurrence, Bodily Injury Liability and Property Damage Liability

In addition, the successful contractor shall include Whitmore Lake Public Schools including its elected and appointed officials, employees and volunteers, as Additional Insured in writing on the certificates.

References & Company Profile

It is recommended that contractors proposing service(s) furnish a list of three (3) references with the proposal. References may be checked as part of the review and the subsequent recommendation process. The proposal should also include a company profile, indicating business location, phone number, contact person(s) and how long company has been in business, as well as any other information the contractor wishes to be considered.

Other

- Proposals must include a completed Bid Form, Bidding Contractor Information Form and a Familial Relationship Disclosure Form.
- After reviewing the proposals, it is anticipated that Whitmore Lake Public Schools will present this information to the Board of Education on Monday, April 13, 2020, for final selection and approval. Work is expected to commence May 1, 2020 dependent on weather and growing conditions.
- Whitmore Lake Public Schools reserves the right to reject any and all proposals, to waive any or all irregularities or informalities during the bidding process, to negotiate with any or all of the firms submitting proposals, to change or discontinue the proposal process at any time, and to select one or more proposals it believes, in its sole discretion, best suits it needs. Whitmore Lake Public Schools reserves the right to award services by location, should it be in the District's best interest to do so.
- One (1) copy of the proposal consisting of the three completed forms, detailed above, must be received **no later than 12 noon on Wednesday, April 8th, 2020** in the Superintendent's Office, Whitmore Lake Public Schools, 8845 Main Street, Whitmore Lake, MI 48189. Proposals should be marked clearly on the envelope, "**LAWN MAINTENANCE PROPOSAL.**" Proposals submitted by facsimile or electronic mail **will not** be accepted.

**Whitmore Lake Public Schools
Lawn Maintenance Services
Bid Form**

School/Location Weekly Cost

Whitmore Lake High School Zone 1: _____
7430 Whitmore Lake Road
Whitmore Lake, Michigan 48189 Zone 2: _____

Whitmore Lake Middle School Zone 1: _____
8877 Main Street
Whitmore Lake, Michigan 48189

Whitmore Lake Elementary School Zone 1: _____
1077 Barker Road
Whitmore Lake, Michigan 48189

Whitmore Lake Comm. Rec. Field Zone 1: _____
168 Jennings Road
Whitmore Lake, Michigan 48189 Zone 2: _____

The costs below assume a contract is awarded. These costs are requested for any additional work needed beyond the weekly cut and trimming work.

Hourly cost per hour for mowing \$ _____

Hourly cost per hour for Trimming \$ _____

**Whitmore Lake Public Schools
Lawn Maintenance Services
Bidding Contractor Information**

Name of Company: _____

Street: _____

City/State/Zip: _____

Telephone: _____

Website (if available): _____

Signature: _____

Name and Title: _____

Date: _____

References, please include name, company and phone number

1. _____

2. _____

3. _____

FAMILIAL RELATIONSHIP DISCLOSURE STATEMENT

As required by Public Act 232 of 2004, all bids shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Whitmore Lake Public Schools Board of Education or the Superintendent. The Board of Education shall not accept a bid that does not include this sworn and notarized disclosure statement.

The undersigned, the owner or authorized officer of _____ (the "Bidder"), pursuant the familial disclosure requirement provided in the RFP for Lawn Maintenance Service, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employee of the company and any member for the Whitmore Lake Public Schools Board of Education or the Superintendent. If such a relationship exists, please explain:

Attach additional pages if necessary.

By: _____
(Print Name)

(Bidder Signature)

Title: _____ (type or print)

Date: _____

Subscribed and Sworn to Before Me;

This _____ day of _____, 20__ A.D., in and for the

County of _____, Michigan.

My Commission expires _____

Signature of Notary