



## **Request for Quotes Riverview Launch Lawn Care Services**

Questions may be directed to:  
Karma Hassell  
Programs Coordinator  
Karma.hassell@kalamazoolandbank.org  
(269) 743-6318

Responses Due:

***Monday October 16th, 2017 by 4 pm EST***

Your quote may be mailed or delivered to:  
Kalamazoo County Land Bank  
1523 Riverview Dr, Ste A  
Kalamazoo, MI 49004

Or may be submitted by email to: karma.hassell@kalamazoolandbank.org

## **Introduction**

This RFQ is being issued by the Kalamazoo County Land Bank Authority to solicit quotes for lawn care services at Riverview Launch, 1523 Riverview Drive, Kalamazoo, MI. 49004.

The Land Bank may award this RFQ to multiple contractors, splitting out the services, awarding multiple categories to one contractor, or awarding contracts in one category to multiple contractors. Contracts are to be for one year, with the option to extend for two one-year periods, if so desired by both parties. A contract for a service does not guarantee that the vendor will receive any or all work of this nature as needed by the awarding entities. Specifications regarding each of the categories are included in this RFQ.

Companies with demonstrated experience in these areas are invited to respond to this RFQ. The Land Bank encourages participation by MBE/WBE and low-income businesses. Nothing in this RFQ shall be construed to create any legal obligation on the part of the Land Bank, or any respondents. The Land Bank reserves the right, in their sole discretion, to amend, suspend, terminate, or reissue this RFQ in whole or in part, at any stage. In no event shall the Land Bank be liable to respondents for any cost or damages incurred in connection with the RFQ process, including but not limited to, any and all costs of preparing a response to this RFQ or any other costs incurred in reliance on this RFQ. No respondent shall be entitled to repayment from the Land Bank for any costs, expenses or fees related to this RFQ. All supporting documentation submitted in response to this RFQ will become the property of the Land Bank. Respondents may withdraw their interest in the RFQ, in writing, at any point in time. This RFQ follows Procurement Policies, as approved by the Land Bank board of directors. Please visit [www.KalamazooLandBank.org](http://www.KalamazooLandBank.org) to view these policies.

## **Term of Contract**

Contracts awarded under this RFQ shall be for a period of one year, with the option to extend for up to two one-year periods.

## **Scope of Work**

### *Lawn Mowing-Weekly*

LAWN MOWING: This weekly mowing plan will include up to 28 visits per season. Visits will include mowing, line trimming and blowing each occurrence. This will include areas around the main building, the lawn to the north and all irrigated areas.

### *Lawn Mowing-Bi-Weekly*

LAWN MOWING: This Bi-Weekly mowing plan will include up to 14 visits per season. Visits will include mowing, line trimming and blowing each occurrence. This will include mowing the overflow parking area and the pass, south down Riverview Dr to the end of the property.

### *Garden Bed Maintenance*

GARDEN BED MAINTENANCE: This maintenance plan will include up to 2 scheduled visits per season, preferably in June and September. Maintenance will include the removal of weeds from the Riverview Launch garden beds by hand and cultivate the soil if necessary, the pick up of seasonal trash or debris if necessary. Spent flowers on perennials will be deadheaded as necessary during these visits.

### *Shrub and Tree Pruning*

SHRUB PRUNING: This plan will include up to 2 visits per season. It includes pruning and shaping of all shrubbery so they appear in a neat and healthy condition. All suckering and volunteer tree/saplings will be removed. All trimming will be picked up and disposed of off site.

### *Lawn Care Program- Irrigated Lawn*

LAWN CARE PROGRAM: This plan will include up to 4 visits per season, spring, late spring/early summer, mid-summer and fall timeframes. All visits will include broadleaf weed control and/or crabgrass control as necessary and fertilizer application.

### *Lawn Care Program- Non-Irrigated Lawn*

LAWN CARE PROGRAM: This plan will include up to 2 visits per season. Spring visit will include fertilizer and crabgrass/broadleaf weed control as necessary. Fall visit will include fertilizer application and broadleaf weed control as necessary.

### *Irrigation Services*

IRRIGATION SERVICE: This plan will include up to 2 visits per season. 1) Irrigation start-up will include activation of the irrigation system, testing of all valves, heads, nozzles and watering systems and making all necessary adjustments. Winterization to include the removal of water from the valves, lines and PVB with compressed air and turning off water source.

## **Proposal Requirements**

Please provide the following along with quote:

1. Pricing schedule using form provided in this document. Applicant may provide quote on any or all line items shown.
2. Years of experience and detailed qualifications in performing the services quoting. Please provide number of full-time, part-time, and seasonal employees relating to services quoted. Include independent contractors, if applicable. Include at least three references for services quoted, including contact information.
3. A description of services to be sub-contracted, if any.
4. A description of capacity to complete services being quoted. This should include a listing of equipment owned/leased to provide services per the scope of work above.
5. Evidence of current liability, workers comp, and automotive insurance. Insurance must meet the minimum requirements of the Land Bank's purchasing policies to be considered for award: \$1,000,000 for general liability, \$500,000 for worker's comp, and \$500,000 automotive.

The contract will be awarded to the contractor who has met all proposal requirements and demonstrates ability to fulfill requested workload. Final awarded contractor will be required to have a foreman schedule a on-site visit and walk through with Karma Hassell. This is to insure that a clear understanding of the grounds, gardens and mow areas can be established.

**RIVERVIEW LAUNCH LAWN CARE SERVICES RFQ  
PRICING SCHEDULE**

**LAWN CARE SERVICES**

Land Bank weekly mowing \$\_\_\_\_\_

*This is a price per season at Riverview Launch up to 28 visits.*

Land Bank bi-weekly mowing \$\_\_\_\_\_

*This is a price per season at Riverview Launch up to 14 visits.*

Garden Bed Maintenance \$\_\_\_\_\_

*This is a price per season for up to 2 visits at Riverview Launch.*

Shrub and Tree Pruning \$\_\_\_\_\_

*This is a price for up to 2 visits at Riverview Launch.*

Lawn Care Program-irrigated lawn \$\_\_\_\_\_

*This is a price for up to 4 visits including spring, early summer, mid-summer and fall fertilizer and weed control when necessary.*

Lawn Care Program- non irrigated lawn \$\_\_\_\_\_

*This is a price for up to 2 visits including spring and fall fertilizing and weed control when necessary.*

Irrigation Service \$\_\_\_\_\_

*This is a price that includes irrigation system startup and winterization.*

## ATTACHMENT A - Riverview Launch



The Riverview Launch site is an approximately 6 acre, linear property along the Kalamazoo River and Riverview Dr. It is known by the address, 1523 Riverview Dr. Large portions of this property are reserved for prairie restoration, butterfly habitat, native garden beds and ongoing invasive species eradication. There are designated areas for lawn care divided between irrigated and non-irrigated areas as well as a low mow mix area that is seeded with a perennial rye. By request this low mow mix area will be mowed.

# ATTACHMENT B- Mow Area Descriptions

