



Request for Quotes
Riverview Launch Lawn & Landscaping Maintenance Services
Issued February 24, 2020

The Kalamazoo County Land Bank Authority is soliciting quotes for **Lawn & Landscape Maintenance Services** at 1523 Riverview Drive, Kalamazoo, MI. 49004. Companies able to demonstrate experience in these areas are invited to respond to this RFQ.

Responses Due:
Tuesday, March 10, 2020 at 10:00 am EST

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

Or may be submitted by email to:
Kenn.Hartmannl@kalamazoolandbank.org

Direct written questions to:
Kenn Hartmann
Assts & Construction Manager
Kenn.Hartmann@kalamazoolandbank.org
(269) 762-0908

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.

Contract Award, Term, and Cancellation

The contract will be awarded to that contractor whose submission best meets the needs of the Land Bank considering cost & qualifications in accord with its established procurement policies and practices. The contract term shall begin April 1, 2020 and ending December 31, 2023, with the option to extend for two one-year periods, if so desired by both parties. Contract may be cancelled by either party providing minimum 90-day written notice of cancellation.

Scope of Work

These services are typically provided April through November.

LAWN MOWING- WEEKLY: 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 lawn areas around the main building and barn, to the north and south of the parking lot, irrigated lawn to the west of the building, one pass on each side of gravel paths southwest of building, a ten foot wide strip from south lawn to Kalamazoo Riverview Valley Trail (KRVT), a twenty-foot (20') radius centered on the Native Bee Condominium, and one pass south along and adjacent to the Riverview Drive roadway to intersection with KRVT. No landscaped garden beds or prairie are to be mowed. (See Campus and Mowing Areas Maps, Appendix A). Prior to each mowing, Contractor will patrol the grounds and remove bags, bottles, any similar trash which has accumulated. Do not discharge lawnmower against buildings or landscaped areas. All hard-paved surfaces and gravel pathways to be left free of lawn clippings.

GARDEN BED & PATH MAINTENANCE: This maintenance plan will include 2 scheduled visits per season, typically in June and September. In conjunction with a chemical weed prevention program, Garden Bed Maintenance will include the removal of weeds from garden beds by hand and cultivation of the soil as necessary. Spent flowers on perennials will be deadheaded as necessary during these visits. Any accumulated trash, leaves, twigs, etcetera in the garden beds will be removed during these visits. Gravel paths will receive weed control applications as needed.

SHRUB and TREE 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 - IRRIGATED LAWN: This plan will include up to 4 visits per season, in spring, late spring/early summer, mid-summer and fall timeframes. Visits will include fertilizer, broadleaf weed control, and/or crabgrass control as necessary and appropriate.

LAWN CARE – NON-IRRIGATED LAWN AREAS This plan will include up to 2 visits per season for application of fertilizer, and crabgrass/broadleaf weed control as necessary.

IRRIGATION SERVICES: This plan will include up to 2 visits per season. Spring start-up will include activation of the irrigation system, testing of all valves, heads, nozzles and watering systems, and making all necessary adjustments. Any damage to or failure of system components shall be immediately brought to the attention of Land Bank staff and a written estimate of repair costs provided for consideration prior to work being done. Winterization to include the removal of all water from the entire system with compressed air and turning off water source.

OPTIONAL SERVICES: Detail any additional services which you consider essential to proper maintenance of the lawn and landscaped areas at this location. These optional services may not be considered in contractor selection but may be considered for later addition.

Billing and Compensation

Invoices may be submitted monthly or on another schedule acceptable to Land Bank. Payment will be made 'Net 30' upon receipt of complete and accurate invoice.

Invoices shall be submitted to: Kalamazoo County Land Bank Authority
1523 Riverview Drive, Suite A
Kalamazoo, Michigan 49004
Internet submission is acceptable to: kenn.hartmann@kalamazoolandbank.org .

Proposal Requirements

Quote will consist of the following:

1. **Cost Schedule:** Complete the Cost Schedule form provided in this document. Quote on a per season basis for all line items and total amount for all services.
2. **Qualifications** including summary of experience years of experience performing these types of services and list of relevant licenses and certifications.
3. **References:** Provide at least three references for services similar in nature and scale to those quoted. Include periods and types of work and contact information for those entities.
4. **Capacity:** Provide documentation of capacity to complete services being quoted. Include a list of equipment owned/leased which will be utilized to provide services requested. Provide numbers of full-time, part-time, and seasonal employees to perform these services if awarded. Include a description of services to be sub-contracted, if any.
5. **Insurance:** Provide evidence of current liability, workers compensation, and automotive insurance. Insurance must meet the minimum requirements of the Land Bank's purchasing policies to be considered for award: \$2,000,000 for commercial liability, \$500,000 for worker's compensation, and \$500,000 automobile liability.

NOTE: The awarded contractor will be required to provide a certificate of insurance meeting the above coverage minimums which includes the following as additionally insured: **Kalamazoo County Land Bank Authority, its Board, staff, and employees.** Awarded contractor shall be responsible to maintain such insurance coverage, uninterrupted, throughout the term of contract and provide the certificate of that insurance to Land Bank prior to expiration of previous certificate.

6. **Quote Certification:** Complete the Quote Certification sheet provided in this RFQ.

**RIVERVIEW LAUNCH LAWN AND LANDSCAPING MAINTENANCE SERVICES
COST SCHEDULE**

LAWN & LANDSCAPING CARE SERVICES

Land Bank weekly mowing \$_____

This is a price per season at Riverview Launch up to 28 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 -Irrigated lawn \$_____

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

Lawn Care - Non irrigated lawn \$_____

This is a price for up to 2 visits including fertilizer, grub control, and weed control when necessary.

Irrigation Services \$_____

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

Total Annual Costs for All Services Above \$_____

Optional Services

Detail type, frequency, and cost for any optional lawn and landscape services which you offer for this site.

Comments, Clarifications, and Assumptions

Add any information which will assist in a full understanding of the services and pricing included in this Quote.

**RIVERVIEW LAUNCH LAWN AND LANDSCAPING MAINTENANCE SERVICES
QUOTE CERTIFICATION**

Contract documents shall consist of this RFQ, submitted quote, and fully executed Contract Award.

The firm's identification information provided will be used by the Land Bank for purchase orders, payment and other contractual purposes. If the contractual relationship is with, or the payment made to, another firm, please provide a complete explanation on your letterhead and attach to your bid. Please provide for accounts payable purposes:

Tax Identification Number (Federal ID): _____

Remittance Address: _____

Respondent/Contractor has examined and carefully studied the solicitation documents and attachments, and acknowledges receipt of the following addenda (if any):

Addendum No: _____

Dated: _____

By my signature below, I certify that

- a) No employee or owner of this firm has participated in any arrangement or agreement with; nor offered anything of value to, or received anything from, an official or employee of Kalamazoo County government or Land Bank that would tend to destroy or hinder free competition.
- b) The firm submitting on this solicitation, when making hiring decisions, does not use a past criminal conviction as a bar to or preclude a person with a criminal conviction from being considered for employment with the bidding firm unless otherwise precluded by federal or state law.

I hereby state that

- a) All information I have provided is true, accurate and complete.
- b) I have the authority to submit this Quote and enter into any contract which may arise from this submission.
- c) Other than disclosed herein, I have not communicated with nor otherwise colluded with any other respondent regarding this solicitation.
- d) I have read, understand, and agree to be bound by all terms and conditions of this RFQ and any related Contract Documents fully executed by Land Bank and the undersigned.

SIGNED: _____ NAME: _____
(Type or Print)

TITLE: _____ DATE: _____

FIRM NAME: _____
(if any)

ADDRESS: _____
(Street address) (City) (State) (Zip)

PHONE: _____ FAX: _____

EMAIL ADDRESS: _____

APPENDIX A

CAMPUS AND MOWING AREAS MAPS

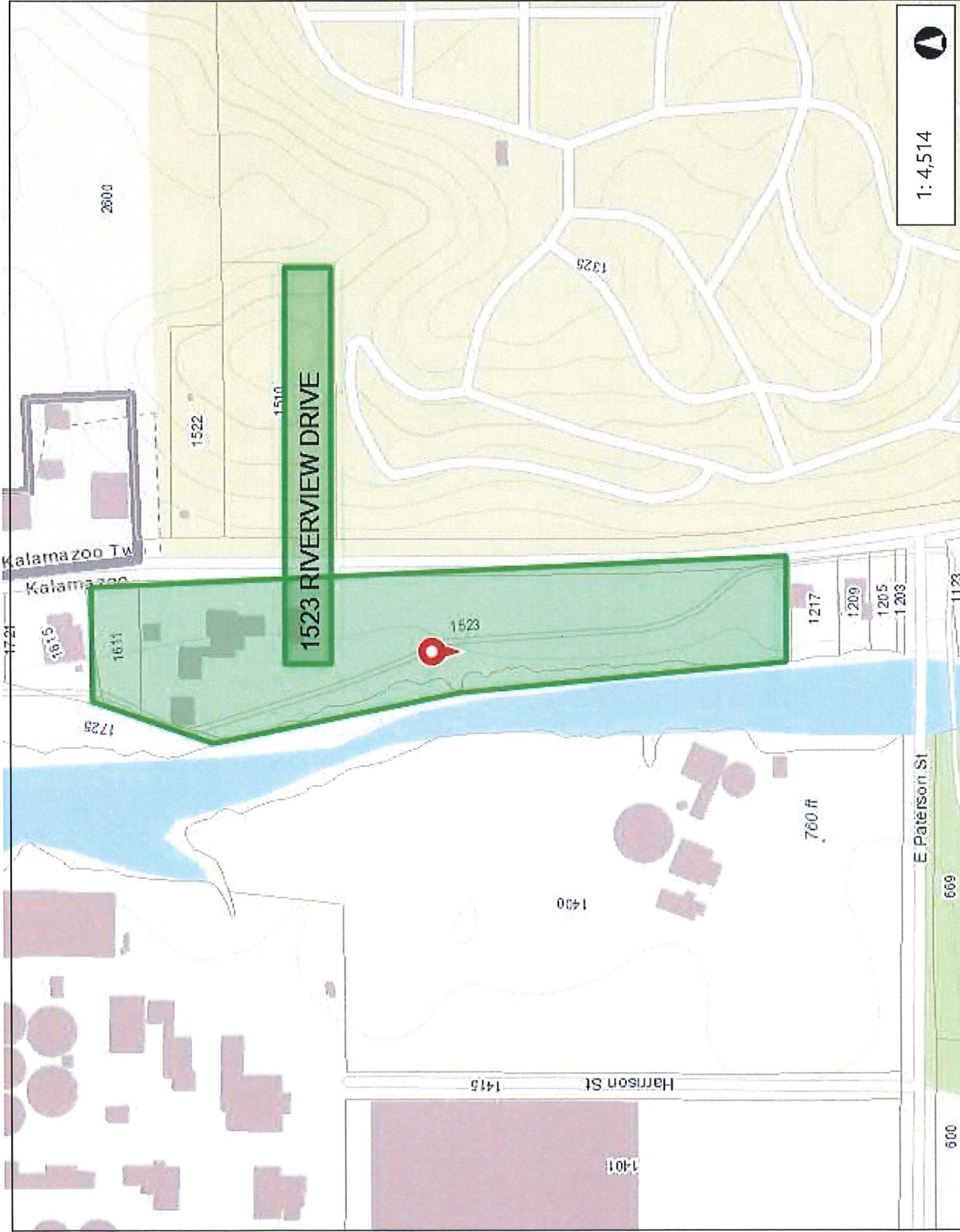
This Appendix includes the following.

- Riverview Launch (1523 Riverview Drive, Kalamazoo) Location Map
- North Lawns and Irrigated Areas Map
- South Lawn and Paths Area Map

RIVERVIEW LAUNCH - LOCATION MAP



Legend
☐ Parcels



1: 4,514



0.1 0 0.07 0.1 Miles



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

WGS_1984_Web_Mercator_Auxiliary_Sphere

NORTH LAWNS AND IRRIGATED LAWN AREAS



0.0 0.02 0.1 Miles

WGS_1984_Web_Mercator_Auxiliary_Sphere

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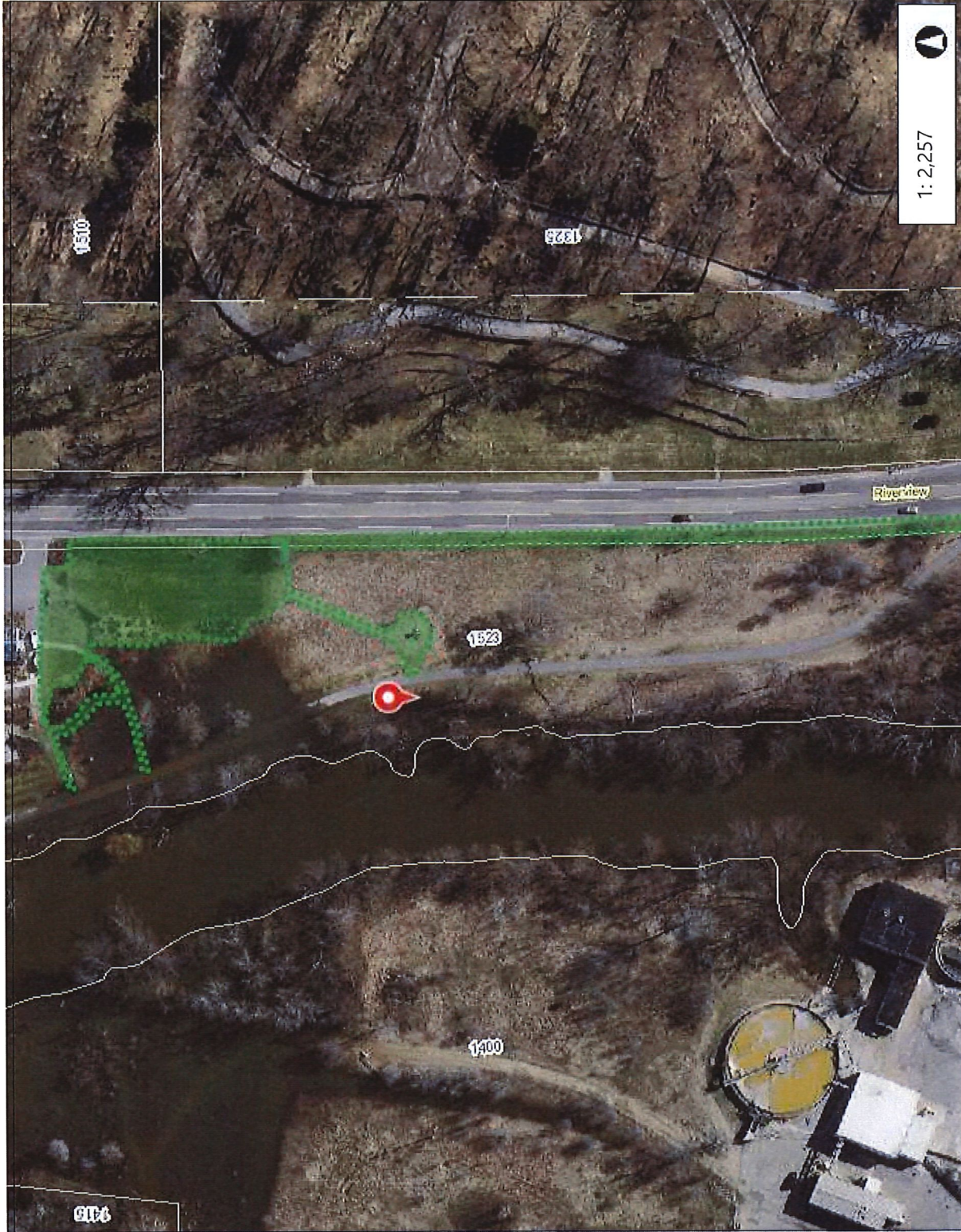
1: 1,128



- Legend
- Street Names - City
 - Parcels



SOUTH LAWN AREAS & PATHWAYS



1: 2,257

0.1 0.04 0 Miles

WGS_1984_Web_Mercator_Auxiliary_Sphere

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