



Request for Quotes

Landscaping Services: Homeward Promise

Questions may be directed to:

I'yanina Wilson

Operations Coordinator

iyanina.wilson@kalamazoolandbank.org

(269) 762-6191

IMPORTANT DATES

RFQ Issue Date: March 14, 2025

Questions Due: March 19, 2025, at 5:00 PM

Questions Answered: March 21, 2025, at 5:00 PM

Proposal Due Date & Public Bid Opening: March 28, 2025, at 4:00 PM

Tentative Award Date: April 2, 2025

Your sealed quote may be mailed or delivered to:

Kalamazoo County Land Bank

1523 Riverview Dr, Ste A

Kalamazoo, MI 49004

Introduction

This RFQ is being issued by the Kalamazoo County Land Bank Authority to solicit quotes for rental property maintenance. These services may be requested in any part of the City of Kalamazoo.

The Land Bank will award one company the contract. 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 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

The Land Bank is soliciting quotes for property mowing, edging, trimming, weeding, bush trimming (if needed) and seasonal clean-up for lots with structures. These quotes shall be on a time. These jobs will be on an weekly basis for mow and as needed basis for edging, trimming, weeding, bush trimming or as-requested basis at the request of the Land Bank. Any trash dumping will be charged at cost and receipts from the transfer or dump station must be submitted along with the invoice for the work. The following are examples of work commonly requested but are not all-inclusive.

- Mowing of Occupied Parcels at the request of the Kalamazoo Land Bank
 - Debris removal prior to any mow services
 - Any large removal of items that cost more than the standard rate provided on the bid form must be approved by the Kalamazoo Land Bank prior to removal
- Overgrown Areas/Lots; Contractor shall promptly notify Land Bank of overgrown lots or areas of tall grass or weeds (over twelve inches in height). As authorized by Land Bank, such areas shall be cut down to a height which will allow future regular mowing, and that yard waste shall be removed from the site by the mowing contractor.
 - Prior to each mowing, contractor shall remove from each site scattered trash, garbage, and brush (equivalent to one standard yard waste bag or less per site).

- Abandoned or illegally parked cars, large items like tires or furniture, or large piles of trash/garbage/brush on any site shall be promptly reported to Land Bank for removal by others. Such removal is not the responsibility of the mowing contractor.
- Mowing shall include all grass areas of each property, leaving the property in a clean and orderly state.
 - Mowing shall include curb lawns and interior property areas.
 - Typically, property line to property line for vacant lots, unless heavily wooded.
 - Front, back, and sides of properties with structures.
 - Any grass clippings discharged onto sidewalks, drives, or adjacent property shall be removed prior to contractor leaving the site.

NOTE: If an assigned property was accidentally, missed, or not mowed properly, the contractor will be expected to mow the property as soon as they are made aware of the error at no additional charge. If the property had not been assigned for mowing during the regular round, the Land Bank will assign it as soon as they are aware of the need for mowing. In such cases, the contractor will mow as soon as practical and invoice separately at the regular mowing rate (unless the grass longer than 12 inches, in which case they will charge the rate for an overgrown lot mow).

Billing and Compensation

Invoices shall be billed to: Kalamazoo County Land Bank Authority
ATTN I'yanna Wilson;
1523 Riverview Drive, Suite A
Kalamazoo, MI 49004
iyanna.wilson@kalamazoolandbank.org

Homeward Promise landscaping shall be invoiced upon completion of each round of maintenance. Payment will be made on 'Net 30' upon receipt of a complete and accurate invoice together with any/all receipts or other supporting documents, as required.

NOTE: This scope of work includes approximately 30 scattered parcels within the City of Kalamazoo and may be subject to change. For a proposed list of parcels within this portfolio, please contact iyanna.wilson@kalamazoolandbank.org

Proposal Requirements

Please provide the following along with a quote:

1. A completed bid form provided in this document.
2. Please provide the name and description of your business and how long your company has been in business. How many staff work at the business and what capacity do you have in terms of equipment and staff to complete the work described.
3. Please provide a description of your past work on similar projects and if you are uniquely qualified or have good knowledge in the area, please describe this.
4. Please describe your familiarity working in urban and diverse areas and how you would respond to challenges or conflicts that might arise in the field.
5. Please describe any familiarity with providing services for occupied residential properties.
6. 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.

Evaluation & Scoring

In evaluating responses to this Request for Quote, KCLBA will take into consideration the experience, capacity, and costs that are being proposed by the Respondent. The following Evaluation Criteria will be considered in reviewing submittals:

Experience and Capacity

The point system is to evaluate the experience and capacity of the Respondent.

1. Experience in providing landscaping/mowing services

Four (4) or more years providing landscaping/mowing services	10 Points
One (1) to four (4) years providing landscaping/mowing services	5 Points

2. References

Points awarded based on reference check	10 Points
---	-----------

3. Pricing Proposal

Lowest bid amount	50 Points
Next lowest bid amount	40 Points
Each additional lowest bid amount will be reduced by 10 points	

5. Local Preference

Principal Business Office Location within Kalamazoo County, MI	10 Points
Principal Business Office Located within 50 miles of Kalamazoo County, MI	5 Points

Bid Form

Organization Name: _____

Contact Person: _____

Email: _____

Phone Number: _____

Pricing

- Weekly Lawn Mowing/Weed Whacking \$ _____ / year
- Garden Bed Maintenance (weeding, deadheading, etc.) \$ _____ / year
- Bush Trimming/Pruning (if needed) \$ _____ / year
- Spring Clean Up \$ _____ / year
- Fall Clean Up/Winter Preparation \$ _____ / year
- Other (specify) \$ _____ / year
- Other (specify) \$ _____ / year

Total for All Services Marked Above \$ _____ / year

Experience

Years of Experience:	Years
----------------------	-------

References (Please provided a minimum of two references)

Organization	Contact Information

Please provide the name and description of your business and how long your company has been in business. How many staff work at the business and what capacity do you have in terms of equipment and staff to complete the work described.

Please provide a description of your past work on similar projects and if you are uniquely qualified or have good knowledge in the area, please describe this.

Please describe your familiarity working in urban and diverse areas and how you would respond to challenges or conflicts that might arise in the field.

Note: This scope of work includes approximately 30 parcels and may be subject to change. For a proposed list of parcels within this portfolio, please contact iyanna.wilson@kalamazoolandbank.org