



# **Request for Quotes**

## **Vacant Property Mowing**

### **Scattered Sites - ZONE BCD**

Questions may be directed to:

I'yanna Wilson

Operations Coordinator

[iyanna.wilson@kalamazoolandbank.org](mailto:iyanna.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 vacant property maintenance. These services may be requested in any part of Kalamazoo County.

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](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.

### *Vacant Property Mowing*

The Land Bank is soliciting quotes for property mowing of vacant lots. These quotes shall be on a timeframe. These jobs will be on a bi-weekly 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 Vacant 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

### *Scope of Work*

- 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.
- The following is an example of a typical mow schedule. This schedule is subject to change based on weather conditions and other needs of the Land Bank.

- April - Perhaps one mow.
- May - Two times.
- June - Two times.
- July - Two times.
- August, September, October - One time each month.

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](mailto:iyanna.wilson@kalamazoolandbank.org)

Scattered Sites Mowing shall be invoiced upon completion of each assigned round of mowing. 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.

## 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. 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
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#### 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**

Small Site, Standard Mow: \$ \_\_\_\_\_/each parcel

Small Site, Over 12” Mow: \$ \_\_\_\_\_/each parcel

Large Site, Standard Mow: \$ \_\_\_\_\_/each parcel

Large Site, Over 12” Mow: \$ \_\_\_\_\_/each parcel

Debris Pick Up Per Lot	\$ _____
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**Total for All Services Marked Above** \$ \_\_\_\_\_/ year

**Experience**

Years of Experience	Years
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**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 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.

## Appendix 1

### \*Zone BCD List Subject to Change

<b>Address1</b>	<b>Calculated Parcel Square Footage</b>	<b>Calculated Parcel Acres</b>
1035 SHERWOOD AVE	5445	0.1250
1621 E MAIN ST	4247	0.0975
560 PHELPS AVE	2730	0.0627
1335 GARDEN ST	6765	0.1553
1338 GARDEN ST	5250	0.1205
518 Terrace Ct.		
514 Terrace Ct.		
641 Carr		
660 Lake Street		
664 Lake Street		
20 MILLS	39600	0.9091
627 EDWIN AVE	4345	0.0997
1415 WASHINGTON AVE	4620	0.1061
5245 Beverly Ave	15360	0.3526
1417 WASHINGTON AVE	4620	0.1061
1805 MILLER RD	12500	0.2870
629 Edwin	4290	0.0985
637 Edwin Avenue	4290	0.0985
1123 Hays Park Avenue	3630	0.0833
1112 Maywood Avenue	3690	0.0847
920 Dewey Avenue	3330	0.0764
913 Dewey Avenue	3312	0.0760
908 Dewey Avenue	3330	0.0764
1704 James St	3025	0.0694
1703 James St	2420	0.0556
1420 Bank St.	5000	0.1148
1404 Bank St	5000	0.1148
1310 Ogden Ave	5964	0.1369
1207 Hays Park Ave	3600	0.0826
1212 Brownell Ct.	9680	0.2222
1134 Race St	4611	0.1059
1039 Sherwood Ave	5445	0.1250
1014 Clarence St	3774	0.0866
1012 Clarence St	4653	0.1068
1008 Clarence St	4158	0.0955
1004 Clarence St	4752	0.1091
1223 Hays Park Ave	3960	0.0909
922 E MICHIGAN	11814	0.2712
350 BLAINE	32121	0.7374
1016 HOTOP AVE	4356	0.1000
1915 E MAIN ST	4160	0.0955
738 E VINE ST	9828	0.2256
1717 S BURDICK ST	5940	0.1364

1953 COLBY AVE	12000	0.2755
306 N GRAND ST	9200	0.2112
1003 HAZARD AVE	3828	0.0879
906 PORTAGE ST	12276	0.2818
1318 JOHN ST	6600	0.1515
838 HAYS PARK AVE	2871	0.0659
1215 CAMERON ST	22260	0.5110
1722 E STOCKBRIDGE AVE	4071	0.0935
907 Mills	6864	0.1576
1512 WOODROW	5808	0.1333
739 E VINE ST	5808	0.1333
727 E VINE ST	5368	0.1232
629 LAKE ST	9636	0.2212
632 LAKE ST	5940	0.1364
1708 Race St	2068	0.0475
1817 State St	5625	0.1291
35 Washington St	8060	0.1850
5269 COLLINGWOOD	9900	0.2273
821 GULL RD	7200	0.1653
1409 WASHINGTON AVE	4424	0.1016
1434 E MICHIGAN AVE	8976	0.2061
738 ROSKAM CT	3720	0.0854
648 LAKE ST	7310	0.1678
1218 DIVISION ST	3168	0.0727
1319 POPLAR PL	5940	0.1364
607 BRYANT ST	8600	0.1974
KEYES DR	10950	0.2514
2014 E MAIN	28512	0.6545
701 FENIMORE	8064	0.1851
129 East Michigan Avenue	7920	0.1818
302 LEENHOUTS ST	30576	0.7019
1865 COLBY AVE	21648	0.4970
5298 WELLER	9900	0.2273
CHARLES VACANT	4752	0.1091
1301 CAMERON	39732	0.9121
1014 JAMES	2340	0.0537
1310 S PARK	4500	0.1033
5527 MEREDITH ST	8500	0.1951
938 LAMONT AVE	5292	0.1215
925 EDISON ST	6885	0.1581
1977 COLBY AVE	22500	0.5165
2222 REGENT ST	8712	0.2000
843 GULL RD	5628	0.1292
745 MILLS ST	8050	0.1848
1020 E VINE ST	5024	0.1153
828 MYERS ST	3969	0.0911
114 W EMERSON ST	5808	0.1333
1702 FULFORD ST	4455	0.1023
643 LAKE ST	8448	0.1939
112 E BELMONT AVE	2552	0.0586

1026 COOPER AVE	5082	0.1167
905 FENIMORE AVE	6408	0.1471
HUMPHREY ST VAC	9504	0.2182
1216 HOTOP AVE	3168	0.0727
1202 E VINE ST	17360	0.3985
1206 E VINE ST	7680	0.1763
915 E STOCKBRIDGE AVE	4400	0.1010
110 DIXIE AVE	4059	0.0932
1316 RACE ST	7400	0.1699
1032 HOTOP AVE	7260	0.1667
903 Gull	5350	0.1228
1125 Mills	5016	0.1152
2143 Southern Ave	8775	0.2014
521 Fenimore	7200	0.1653
5814 N. 20th Street	39766	0.9129
1901 Colby Avenue	26400	0.6061
338 Elliot	14400	0.3306
1002 ONEILL	27000	0.6198