

Request for Proposal:
Grounds Care
Lawn Care/Snow/Salting Services
At **Washtenaw County Head Start**
1661 Leforge, Ypsilanti, MI

Washtenaw Intermediate School District

The Washtenaw Intermediate School District is soliciting proposals for a potential four (4) year contract for grounds care (lawn and snow removal/salting services) from prospective vendors who specialize in providing said services as described within the attached documents. See following "Scope of Work and Technical Requirements." Vendors are encouraged to read the document, in full, and invited to submit proposals for lawn care; or snow removal/salting services; or both lawn care and snow removal/salting services. Sealed proposals will be accepted until **Thursday, January 30, 2019 at 1:00 p.m. EST**, after which time proposals will be opened and read aloud. All proposals will then be reviewed and considered. Proposals are to be delivered to:

Diane Sevigny, Director of Operations
Washtenaw Intermediate School District
1819 S. Wagner Road
Ann Arbor, MI 48103

Interested parties are encouraged to attend a pre-proposal meeting and walk-through to be held on January 16, 2019 at 2:30 p.m. EST, 1661 Leforge, Ypsilanti, MI 48198. Parking is available at no cost, on site, at the location of the mandatory, pre-proposal meeting.

Envelopes containing proposals must be sealed and clearly marked "**2019 Grounds Care Services Proposal – Do not Open**" with the name and return address of the vendor on the outside of the envelope. One signed original and two copies of the proposal shall be submitted.

No phone calls or individual meetings regarding this Request for Proposal will be accepted. Questions regarding the Request for Proposal must be directed via email during the identified "Question Period" per the schedule below to:
dsevigny@washtenawisd.org

**ALL PARTIES WISHING TO RESPOND TO THIS REQUEST FOR PROPOSAL SHALL TAKE
NOTICE OF INSTRUCTIONS TO BIDDERS.**

Request for Proposal Issued	January 5, 2019
Pre-Proposal Meeting & Walk Thru	January 16, 2019; 2:30 p.m. EST
Q Period (email only)	January 16 - 20, 2019; 4:00 p.m. EST
Answers posted	January 24, 2019; 5:00 p.m. EST
Deadline for Submissions, public opening	January 30, 2019; 1:00 p.m. EST
Evaluation Period	February 4 – 8, 2019
Finalist interviews	February 12, 2019
Award notice (tentative)	February 20, 2019
Start of contract (year one)	April 1, 2019

Hard copies of this RFP will not be provided at the mandatory pre-proposal meeting

Request for Proposal:
Grounds Care Services

DEFINITIONS

The District refers to the Washtenaw Intermediate School District.

Vendor/Bidder/Contractor/Proposer refers to all recipients/potential respondents of this Request.

Request/Proposal refers to the entire process, including the request, response, special provisions, specifications and/or requirements.

RFP refers to the Request for Proposal document in its entirety.

PRE-PROPOSAL MEETING

The purpose of the pre-proposal meeting will be to provide an overview of the District's request, answer any questions regarding the RFP specifications, and provide a guided tour of the facilities. Vendors interested in submitting a proposal are encouraged to have an authorized representative in attendance at the pre-proposal meeting. Attendees must sign in at the pre-proposal meeting.

RESERVATION OF RIGHTS

The District reserves the right, in its sole and absolute discretion, to accept or reject, in whole or in part, any or all Proposals with or without cause. The District further reserves the right to waive any irregularity or informality in the RFP process or any proposal, and the right to award the contract to any other than the lowest price vendor. The District reserves the right to request additional information or clarification from any or all vendors as well as reserves the right to negotiate with the vendor(s) regarding their proposals. The District reserves the right to award the contract in parts or in whole and may award the contract to more than one vendor.

The District reserves the right to waive any informalities, irregularities or technical defects in proposals, and unless otherwise specified by the District, to accept any item or groups of items in the proposal, as may be in the best interest of the District. The District retains the right to award the contract(s) in part or in whole, as may be in the best interest of the District. The District retains the right to qualify or disqualify vendors on the basis of available information pertaining to their service and/or suitability of the services proposed.

Any decision made by the District, including the contractor selection, shall be final.

REQUEST CLARIFICATION

A pre-proposal meeting as well as a specified period for questions has been established and defined within this request for proposal. Any questions relative to interpretation of the request, the scope of services or the proposal process shall be addressed as indicated in ample time within the period set.

Questions regarding this request should be directed in writing, via email only, to Diane Sevigny, WISD Director of Operations, at dsevigny@washtenawisd.org as specified before the end of the deadline for questions as posted within the document and request schedule.

If applicable, answers citing the question(s) asked, but not identifying the questioner, will be posted to the WISD web site if deemed relevant by the District and made available to all vendors as listed at the pre-proposal meeting.

BID PREPARATION AND RELATED COSTS

All costs associated with the presentation of the proposal and any supplemental information shall be borne solely by the vendor and shall not be passed on to the District under any circumstances. The District reserves the right to request clarification of information and to request additional information from any or all vendors.

Vendors shall submit one original hard copy proposal, hand-signed, by an authorized member of the proposer's firm. No oral, facsimile, or emailed proposals will be accepted. In addition to the original hard copy proposal, vendors shall submit 4 additional copies. The original copy must be clearly identifiable and indicated. All proposals must be submitted on the Proposal Forms as included within this RFP.

VENDOR RESPONSIBILITY

Vendors are expected to be thoroughly familiar with all specifications and requirements of this Request and to provide proposals using the specific forms as provided within the Request for Proposal. Failure or omission to examine any relevant form, article, site or document will not relieve a vendor from any obligation regarding this Request. If, at any time, the District discovers deviations in a response that are not identified, the vendor may be subject to disqualification from consideration or cancellation of contract.

Each proposer, by submitting its proposal, releases the District from any and all claims arising out of, and related to, the RFP process and selection of a vendor or vendors.

GENERAL CONSIDERATIONS

Proposals received after the time and date specified, whether delivered or mailed, will not be considered and will be returned unopened. The timely submission of a proposal response rests entirely with the Vendor. Delays resulting from postal handling or for any other reason will not extend the time line for response.

As a result of this request, vendors may be invited for an in-person interview for further presentation and clarification of their services. Note schedule of "Finalist Interviews," as specified within this request for proposal.

The vendor(s) to whom an award is made will be notified at the earliest possible date. The tentative acceptance of the Proposal and award of the contract will be by a notice in writing and mailing to or delivered at the office of the vendor designated in the Proposal. All prices proposed by the Vendor must be firm for 90 days from the due date of the proposal. If, for some reason, agreement with the selected vendor cannot be reached to the satisfaction of the District, negotiations may begin with another vendor within fourteen days after the initial finalist vendor selection.

PREPARATION OF PROPOSALS

To facilitate proposal preparation, a copy of this proposal in .PDF format may be obtained and downloaded from our website, <http://washtenawisd.org>; "Departments," "Business Services," "Bids."

If erasures or other changes appear on the proposal forms, each erasure or change must be initialed by the person signing the proposal.

Any documents intended to supplement or deviate from the express requirements of this proposal solicitation may result in rejection of that proposal. Any forms and contracts the vendor proposes to include as part of any agreement resulting from this Request between the Vendor and the District must be submitted as part of the proposal response. Any forms and contracts not submitted as part of the proposal and subsequently presented for inclusion may

be rejected by the District. This requirement includes, but is not limited to, the following types of documents: contracts, licensing agreements, maintenance contracts, and system support agreements.

Proposals must be submitted (mailed, shipped, hand-delivered) to the Contact (Diane Sevigny, WISD Director of Operations, 1819 S. Wagner Road, Ann Arbor, MI 48103) as listed in the instructions to bidders.

MODIFICATION OR WITHDRAWAL OF PROPOSALS

A proposal that is in the possession of the Contact may be altered only by letter or fax transmission bearing the signature or name of the person authorized for proposing, provided the alteration is received **prior** to the deadline for all proposals. A facsimile may not reveal the proposal price but could indicate an addition, subtraction, or other change in the proposal. Any change in the pricing structure as proposed must be received via sealed mailing, package/letter delivery service, or hand-delivery.

A proposal that is in the possession of the Contact may be withdrawn by the vendor in person or by written request up to the time of the proposal opening. Proposals may not be withdrawn after the proposal opening.

PERFORMANCE – FORCE MAJEURE

Successful vendors shall be excused from performance hereunder during the time and to the extent that vendor is prevented from obtaining, delivering, or performing in the customary manner by acts of God, fire, war, loss or shortage of transportation facilities, lockout or commandeering of raw materials, products, plants or facilities by the government. Vendor shall provide the District substantiating evidence that non-performance is due to other than fault or negligence on their part.

RESOLUTION OF DISPUTES

Any issues or provisions of the contract in dispute between the District and the vendor, which, in the judgment of either party to the contract may materially affect the performance of such party, shall be reduced to writing by both parties and delivered to the Assistant Superintendent, Administrative and Support Services. The District and the contractor shall promptly, thereafter, negotiate in good faith and use every reasonable effort to resolve such dispute in a mutually satisfactory manner.

ESCALATION

Vendors shall provide a detailed description, including contact titles and information as well as anticipated timeline of response, of their procedure for resolution of unsatisfactory issues with service.

CONFLICT OF INTEREST

Vendor warrants it has no interest and shall acquire no interest that would directly or indirectly conflict in any manner or degree with the performance of this proposal.

NON-COLLUSION

The vendor and the undersigned of any proposal certifies that their proposal has not been made or prepared in collusion or cooperation with any other proposing vendor, or representative thereof, and the prices, terms, or conditions of the proposal have not been communicated by or on behalf of the vendor to any other proposing vendor or potential vendor and will not be so communicated to any other vendor or potential vendor prior to the official opening of the proposals. This certification may be treated for all purposes as if it were a sworn statement made under oath, subject to the penalties of perjury

INTEGRATION

All Proposal solicitation documents, vendor's response to each solicitation, all correspondence and addenda contain the entire understanding between the parties and any additions or modifications hereto may only be made in writing executed by both parties.

LAWS TO BE OBSERVED

The successful vendor shall keep fully informed on all federal and state laws, all local bylaws, regulations and all orders and decrees of bodies or tribunals having any jurisdiction or authority which in any manner affect those engaged or employed on the work or which in any way affect the ordinances, regulations, orders and decrees in force at the time of award. The successful vendor shall protect and indemnify the District and its representatives against any claim or liability arising from or based on the violation of any such law, bylaw, ordinance, regulation order or decree whether by himself or by his employee(s). No extension of time or additional payment be made for loss of time or disruption of work caused by any actions against the successful vendor for any of the above reasons.

The parties expressly agree and understand that the provider is not an employee or agent of the District in any sense but is a sole independent contractor.

DISCRIMINATION

The District hereby notifies all Vendors it will affirmatively ensure that, in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit Proposals in response to this Request and will not be discriminated against on the grounds of race, religion, color, sex, height, weight, handicap, marital status, national origin, or ancestry in consideration of an award. Vendor hereby agrees that should he/she be awarded this contract, Vendor will not discriminate against any person who performs work thereunder because of race, religion, color, sex, height, weight, handicap, marital status, national origin, or ancestry.

IMMIGRATION REFORM AND CONTROL ACT OF 1986

By submitting their Proposal, Vendors certify that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986.

SUBSTANCE FREE ENVIRONMENT

The use of tobacco, drugs or alcohol is prohibited in all District buildings, vehicles, and on the grounds of all District facilities.

FREEDOM OF INFORMATION ACT

Information submitted in vendor proposals becomes public information and, as such, is subject to public disclosure and review under the Michigan Freedom of Information Act. Information contained in the Vendor's proposal which is company-confidential must be clearly identified in the Proposal

GOVERNING LAW

The laws of the State of Michigan shall govern the validity, construction and effect of this contract and any and all extensions and/or modifications. Michigan law shall govern regardless of any language in any attachment or other document that the Vendor may propose.

SEVERABILITY

Should any provision of this contract be declared to be invalid by any court of competent jurisdiction, such provisions shall be severed and shall not affect the validity of the remaining provisions of this contract.

INSURANCE COVERAGE

The Vendor, at its expense, must maintain during the terms of any subsequent contract the following minimum levels of insurance coverage:

1. Professional Liability Insurance with minimum limits of \$1 million per occurrence and \$1 million aggregate.
2. Workers Compensation Insurance which meets Michigan statutory requirements.
3. Comprehensive General Liability Insurance with minimum limits of bodily injury of \$500,000 per person and \$1 million aggregate and with minimum limits for property damage of \$500,000 each occurrence and \$1 million aggregate.

The Vendor shall indemnify and save harmless the District, its officers and employees from all suits, actions, or claims of any character brought because of injuries or damage received or sustained by any person, persons, or property; on account of the operations of the said Vendor, its agents, servants, or subcontractors; or on account of or in consequence of any neglect in safeguarding the work.

TERMINATION

Subject to the provision below, the contract may be terminated by the District upon thirty (30) days advance written notice to the other party; but if any work or service hereunder is in progress but not completed as of the date of termination, then this contract may be extended upon written approval of the District until said work or services are completed and accepted.

Termination for Cause: Termination by the District for cause, default, unsatisfactory performance or negligence on the part of the firm shall be excluded from the foregoing provision; termination costs, if any, shall not apply. The thirty, (30) days advance notice requirement is waived in the event of Termination for Cause. The failure of the successful Vendor to comply with the terms and conditions of this Proposal will subject this contract to revocation.

Unsatisfactory performance shall be defined as no service, consistent late service or failure to comply with the requirements of this Request for Proposal.

CERTIFICATION AND COMPLIANCE

The undersigned agrees to furnish the commodity and/or services stipulated in the attached Request, at the prices and terms stated, subject to the general conditions outlined and the specific conditions identified. If more than one company is involved in providing this solution and certifying its compliance with this Request, all companies should sign the certification as identified.

A signed contract furnished to the successful Vendor results in a binding contract without further action by either party. The contents of Vendor's response to this Request for Proposal will become part of the final contract between the parties.

INSTRUCTIONS TO BIDDERS

1. It shall be the Vendor's responsibility to read this entire document, review all enclosures and attachments, and comply with requirements specified within.
2. Proposals received after the deadline will not be accepted or considered.
3. Telephonic proposals or facsimile proposals will not be accepted.
4. Unless otherwise specified, no Proposal may be withdrawn, changed or modified in any way for a period of ninety (90) calendar days from the date all Proposals are due.
5. Negligence on the part of the Vendor in preparing the Proposal confers no rights for the withdrawal or edit of the Proposal after it has been accepted.

6. Proposals received prior to the time of opening will be kept secure and unopened. No responsibility will be attached to any Washtenaw Intermediate School District employee who prematurely opens an incorrectly addressed Proposal.
7. If either a unit price or extended price is obviously in error, the incorrect price will be disregarded.
8. The Washtenaw Intermediate School District is exempt from State and Federal Taxes and will provide appropriate documentation to the awarded Vendor.
9. The Washtenaw Intermediate School District reserves the right to accept or reject any or all bids, waive irregularities or defects, and accept other than the lowest bid when deemed to be in the best interest of the school district.
10. All information included in a proposal response is subject to the Freedom of Information Act and may be disclosed in its entirety after the formal bid opening has been completed.
11. By submission of this Proposal, each Vendor certifies that the pricing structure has been arrived at independently from consultation, communication, or agreement of such prices for the purpose of restricting competition with any other Vendor or competitor.
12. Vendor, or agent, shall hand write (on each sheet of the attached forms) company name and initial and shall place signature on final page of Proposal documents.
13. Vendor agrees to hold harmless and save the Washtenaw Intermediate School District, its officers, agents and employees harmless from liability of any kind, including costs and expenses, with respect to any claim, action, cost of judgment for patent, copyright, or trademark infringement arising out of the purchase or use of equipment, materials, supplies or services covered by this Proposal request and any subsequent contract covered by this contract.
14. A completed, and clearly legible, Familial Disclosure Form must be included with each Proposal or the Proposal will not be accepted.
15. A completed, and clearly legible, Affidavit of Bidder, Iran Economic Sanctions Act Form must be included with each Proposal or the Proposal will not be accepted.
16. A completed, and clearly legible, "Pricing Proposal 1661 Leforge Snow Removal/Deicing/Salting Services Form" must be included with each Proposal for snow care services or the Proposal will not be accepted.
17. A completed, and clearly legible, "Pricing Proposal 1661 Leforge Lawn Care Services Form" must be included with each Proposal presenting pricing for lawn care services or the Proposal will not be accepted.
18. A completed, and clearly legible, "Vendor Equipment List" must be included with each Proposal for snow care services or the Proposal will not be accepted.
19. A completed, and clearly legible, "Vendor Equipment List" must be included with each Proposal for lawn care services or the Proposal will not be accepted.
20. A written description of the "Escalation Process" by which vendor intends to resolve disputes must be included with each Proposal or the Proposal will not be accepted.

TERM OF CONTRACT

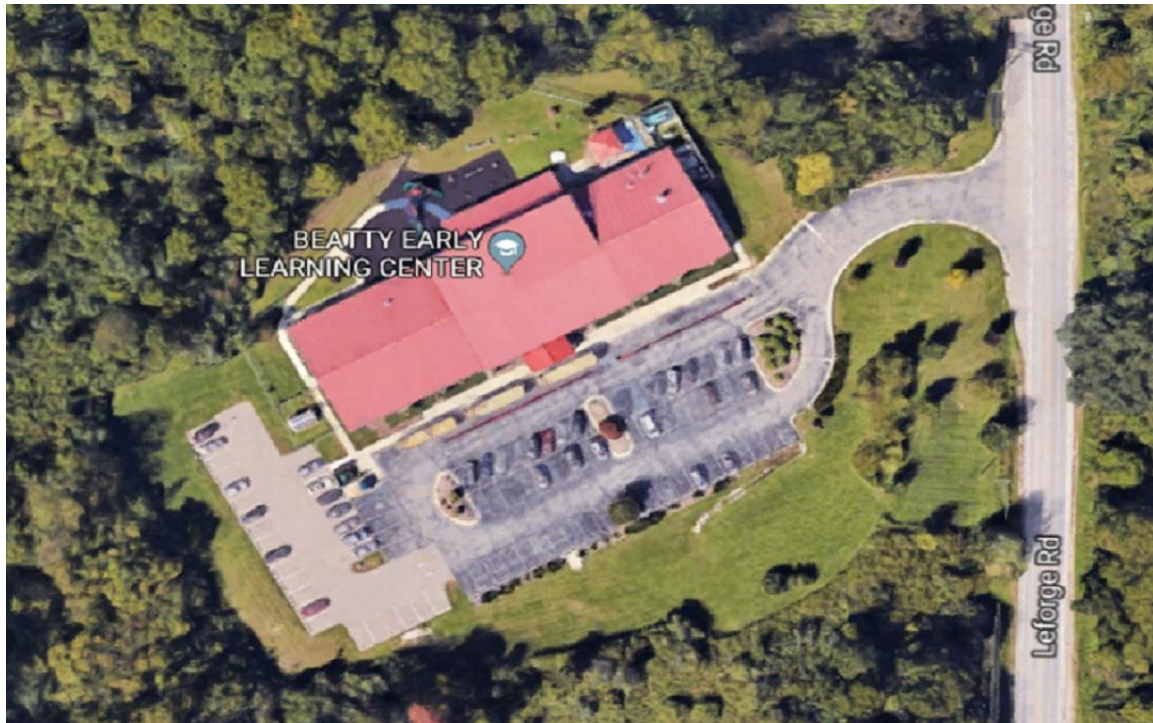
The District intends to award a contract to one or more contractors for grounds care (lawn, snow removal, deicing/salting) services for 1661 Leforge, Ypsilanti, MI as identified with an effective start date of April 1, 2019 for a period of up to four (4) years. The District reserves an option to award the initial contract for one year, with an annual renewal extension up to three (3) additional years on a year-to-year basis subject to approval by the District's Board of Education, in its sole and absolute discretion. Proposers shall have no expectation of a contract beyond the initial one year term (12 month term) as identified within this RFP.

Scope of Work and Technical Requirements: Snow Removal Services

1. All Snow Removal Services must be available at the Contractor's pricing between November 1, 2019 and March 31, 2020 (year 1).
2. All work must be performed by the awarded Contractor. Sub-contracting must be approved, in writing, in advance, by the Washtenaw Intermediate School District Director of Operations.
3. The Contractor will be responsible for supplying all equipment, labor, applicable insurance(s) and/or license(s), and product required for clearing snow and ice, and for distributing salt/ice-melt in the parking lots, loading docks and related drives at 1661 Leforge (per Exhibit A).
4. The Contractor shall ensure that all designated areas (Exhibit A) shall be completely plowed and cleared of snow/ice. All surfaces, including sidewalks, parking lots, driveways, etc. must be cleared of snow and have salt/ice-melt applied at least one and one half (1.5) hours prior to the start time for each facility (8:00 a.m./Monday-Friday).
5. On non-school days the schedule for plowing and salting is to be coordinated with the Washtenaw Intermediate School District Director of Operations so that snow removal and salting is completed 2 hours before any scheduled events. Should the Washtenaw Intermediate School District/Washtenaw County Head Start program cancel school, the contractor shall still be responsible for clearing snow. Contractor shall work with the Director of Operations to prioritize needs to allow access to buildings. In most cases of school closure, ALL snow should be cleared by approximately 12:00 pm (noon) on the day of school closure.
6. Snow removal must be available at the Contractor's pricing 24 hours a day, 7 days a week, including holidays.
7. The Contractor will have salt/deicing product, vehicles, and services available for "on call" services, twenty-four (24) hours a day, seven (7) days a week, the Director of Operations may call for services. Response time to any facility is required to be no more than forty-five (45) minutes from request time.
8. Clearing of snow and ice from sidewalks is also included in this contract (Exhibit A).
9. The Contractor, prior to the first snowfall of the season, shall check all areas to note curbs, borders, play structures, fire hydrants, hedges, pipes, utilities, etc.
10. The Contractor shall mark all permanent hazards including fire hydrants with a flag, if needed, to prevent damage/accidents after heavy snow. Hydrants shall not be covered over during removal process and must be cleared of snow so hydrants remain accessible throughout the season.
11. When snow drifting and/or snow continues to fall after the snow has been initially plowed/removed, Contractor may be required to clear the designated areas as needed to assure maximum safety for facility users.
12. Snow removal shall occur (Monday - Friday) when one and one-half (1.5") inch or more of snow/sleet etc. accumulates on the ground surfaces, including sidewalks, parking lots, loading docks, driveways, etc. Snow removal shall occur as to maintain all surfaces, including sidewalks, parking lots, driveways, etc., in a "slip free" condition, to be cleared of snow and ice at all times. The District reserves the right to request additional snow removal frequency, as needed.

13. Snow/sleet, must be removed from the ground surfaces (i.e., parking lots, loading docks, driveways, etc.) and placed in collection areas in a manner which does not create snow piles/mounds which may cause dangerous conditions at any facility.
14. If accumulation conditions require, at the request of the District, the Contractor shall provide loaders, dump trucks, etc. to remove any excess snow accumulation. The Contractor shall not push snow into unauthorized areas, and if done, the Contractor, at its sole cost and expense, shall be required to remove snow from unauthorized areas.
15. Deicing/Salting shall occur (Monday – Friday) when 1/2" of snow/sleet or freezing rain accumulates on the ground surfaces, including parking lots, loading docks, driveways, etc. Salting shall occur as to maintain all surfaces, including parking lots, loading docks, driveways, etc., in a "slip free" condition. The District reserves the right to have the contractor salt at other times, including weekends or evenings. The District also reserves the right to postpone snow removal operations when weather, financial or other conditions necessitate a reduction of snow removal services.
16. The Contractor shall spread salt/ice melt only at spread rates agreed upon and approved by the School District.
17. If Contractor damages School District property (e.g., grass, parking blocks, signs, etc.) it shall be repaired at Contractor's sole cost and expense to a condition as good as prior to such damage. Repairs shall be completed by May 1st of that snow season.
18. Invoicing for the above services will be developed and submitted, via mail carrier, in a timely manner to: Washtenaw Intermediate School District, Head Start, PO Box 1406, Ann Arbor, MI 48106-1406. Content of the invoice must include a unique invoice numbering or identification code, the date(s) of service, each specific type(s) of service, location of the address serviced, and an invoice grand total cost of service. Remittance for such invoice will be sent within twenty-one (21) days of receipt of such invoice.

Snow Removal Services: Exhibit A



plow + salt

Pricing Proposal 1661 Leforge Snow Removal/Deicing/Salting Services Form

Company Name: _____

Address: _____

Signature: _____

Title: _____

Date: _____

Price/Cost per service, Exhibit A

A. Snow clearing/snow blowing/sidewalks (per service)
1.5" to 4" of snowfall... \$ _____

B. Snow clearing/snow blowing/sidewalks (per service)
4.25" to 8" of snowfall\$ _____

C. Snow clearing/snow blowing/sidewalks (per service)
8+" of snowfall\$ _____

D. Salting/Deicing application (per service\$ _____

Please indicate the method you use to determine the depth of snow.

Vendor Equipment List – Snow Removal Services

List the major moving equipment owned which allows you to fulfill this commitment:

[illegible][illegible]

REFERENCES

References are not required at time of bid submission but will be required before a contract will be awarded. Vendors are encouraged to submit up to 3 professional references where similar services (snow removal/lawn care services) have been delivered within the most recent 2 years.

Company	Contact Name	Email Address/Phone

Escalation Process for complaints/disputes

(Vendor to describe resolution process including first, second, third point of contact – and provide contact information for each step should a complaint or dispute with level of services arise):

FAMILIAL RELATIONSHIP DISCLOSURE STATEMENT

(This disclosure statement must be included with your bid 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 Board of Education or Superintendent of Schools of the School District of Ypsilanti.

The undersigned, the owner or authorized officer of

(the "bidder"), pursuant to the familial disclosure requirement provided in the attached invitation to bid, 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 members of the Board of Education and Superintendent of the Washtenaw Intermediate School District. If such a relationship exists, please explain:

By: _____
(bidder's signature)

Name: _____
(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

AFFIDAVIT OF BIDDER, IRAN ECONOMIC SANCTIONS ACT

The undersigned, the owner or authorized officer of

(the “Bidder”), pursuant to the Iran Economic Sanctions Act (MCL 1290313) hereby represents and warrants that it is not an “Iran linked business.”

BIDDER: _____

By: _____

Its: _____

STATE OF MICHIGAN)
) ss.
COUNTY OF)

The instrument was acknowledged before me on the _____ day of _____, 20____, by _____.

_____, Notary Public

_____ County, Michigan

My commission Expires: _____

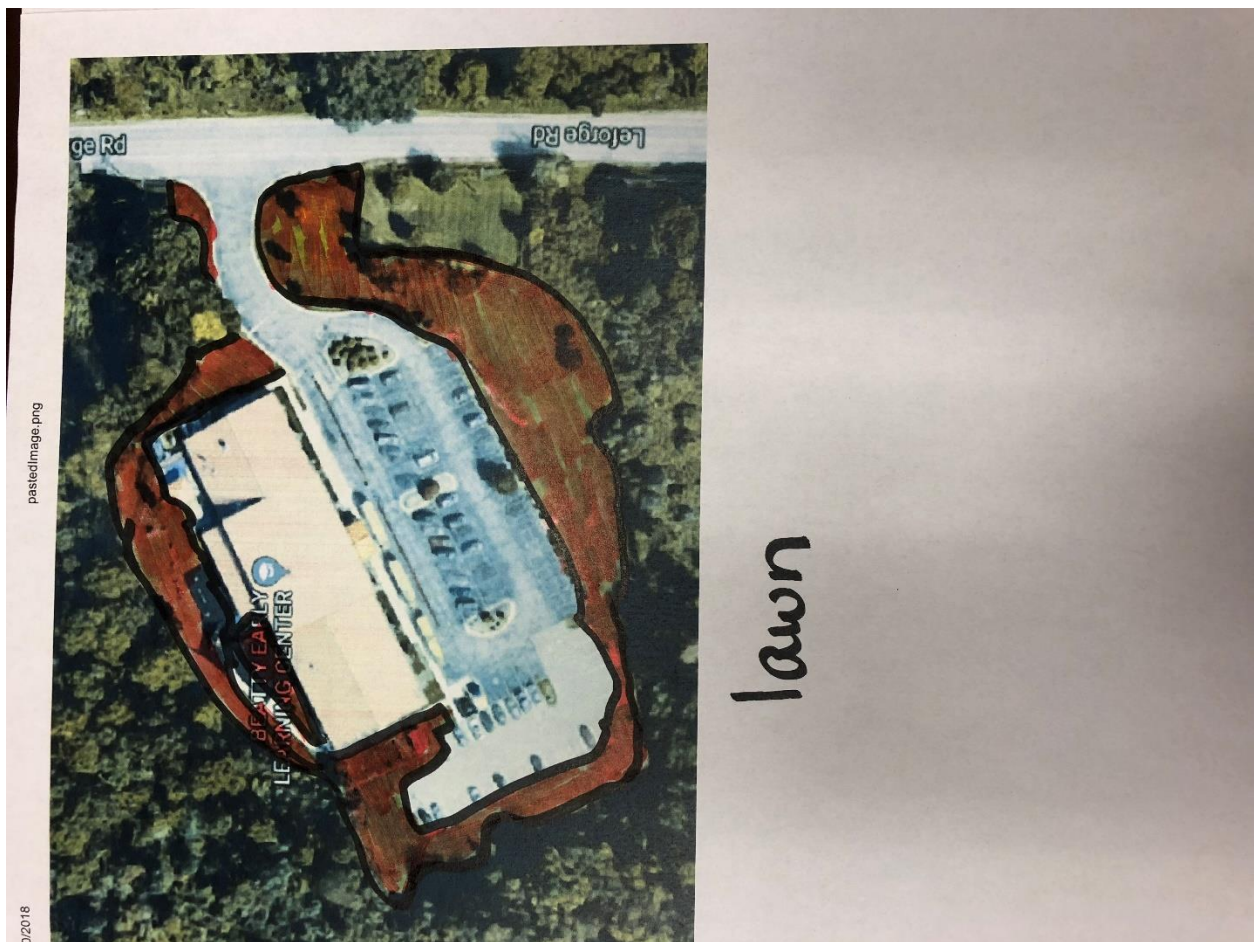
Acting in the County of: _____

Scope of Work and Technical Requirements: Lawn Care Services

1. All Lawn Care Services must be available at the Contractor's pricing between April 1, 2019 and March 31, 2020 (year 1).
2. All work must be performed by the awarded Contractor. Sub-contracting must be approved, in writing, in advance, by the Washtenaw Intermediate School District Director of Operations.
3. The Contractor will be responsible for supplying all equipment, labor, applicable insurance(s) and/or license(s), required for lawn care services (turf cutting, mowing, mulching, clean up of clippings, spring and fall clean up, and tree trimming/limb removal services at 1661 Leforge [per Exhibit A]).
4. Lawn will be mowed to attain an approximate turf height of 3.5" and allowed to grow to no more than 5.5" in between trimmings/mowings.
5. The Washtenaw Intermediate School District 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.
6. Should there be times in which weather is inclement on the scheduled mowing day, the vendor must coordinate with the designated WISD contact for the next possible service day to be mowed to avoid disruption of school operations
7. Services may **not** be performed at times of arrival (8:10 am – 8:40 am) or dismissal (3:20 pm – 3:40 pm) or at lunch recess times (11:55 am – 12:35 pm).
8. Lawn Care Services are defined as "Trimming (mowing) of all grass (turf areas) as identified in Exhibit B (attached); edging of all lawns, sidewalks, drive areas as identified in Exhibit B (attached); and clean-up of all clippings."
9. Spring/fall clean up services are defined as "Removal of all leaves, debris, fallen branches, etc., as collected, seasonally in ornamental and shrubbery areas as identified in Exhibit B (attached); trimming of ornamentals, as necessary, as identified in Exhibit B."
10. Tree trimming, removal of tree limbs to be performed on an "as-needed" basis or "as-requested" basis on a "time and materials" rate – defined as hourly cost to perform the work as quoted by the prospective contractor.

The schedule for lawn care services is to be coordinated, in writing, in advance, with the Washtenaw Intermediate School District Director of Operations.

Lawn Care Services: Exhibit B



Pricing Proposal 1661 Leforge Lawn Care Services Form

Company Name: _____

Address: _____

Signature: _____

Title: _____

Date: _____

Price/Cost per service, Exhibit B

A. Lawn care: Mowing, edging, clean up of trimmings (per service)

\$ _____

B. Spring/Fall Clean Up (per service)

.....\$ _____

C. Tree trimming, limb removal (as requested, per hour, time and materials)

\$ _____

Vendor Equipment List – Lawn Care Services

List the major moving equipment owned which allows you to fulfill this commitment:

[illegible][illegible]

REFERENCES

References are not required at time of bid submission but will be required before a contract will be awarded. Vendors are encouraged to submit up to 3 professional references where similar services (snow removal/lawn care services) have been delivered within the most recent 2 years.

Company	Contact Name	Email Address/Phone

Escalation Process for complaints/disputes

(Vendor to describe resolution process including first, second, third point of contact – and provide contact information for each step should a complaint or dispute with level of services arise):

FAMILIAL RELATIONSHIP DISCLOSURE STATEMENT

(This disclosure statement must be included with your bid 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 Board of Education or Superintendent of Schools of the School District of Ypsilanti.

The undersigned, the owner or authorized officer of

(the "bidder"), pursuant to the familial disclosure requirement provided in the attached invitation to bid, 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 members of the Board of Education and Superintendent of the Washtenaw Intermediate School District. If such a relationship exists, please explain:

By: _____
(bidder's signature)

Name: _____
(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

AFFIDAVIT OF BIDDER, IRAN ECONOMIC SANCTIONS ACT

The undersigned, the owner or authorized officer of

(the “Bidder”), pursuant to the Iran Economic Sanctions Act (MCL 1290313) hereby represents and warrants that it is not an “Iran linked business.”

BIDDER: _____

By: _____

Its: _____

STATE OF MICHIGAN)
) ss.
COUNTY OF)

The instrument was acknowledged before me on the _____ day of _____, 20 _____,
by _____.

_____, Notary Public

_____ County, Michigan

My commission Expires: _____

Acting in the County of: _____

Proposal Due Date: January 30, 2019 1:00 p.m. EST
Proposals MUST be delivered to 1819 S. Wagner Road, Ann Arbor, MI 48103

Vendor Checklist: Snow Removal Services

Vendor/proposer Checklist

- ☐ Pricing Proposal 1661 Leforge Snow Removal/Deicing/Salting Services Form
- ☐ Equipment List
- ☐ (References) "Escalation Process" defined, in writing
- ☐ Familial Disclosure Form
- ☐ Affidavit of Bidder, Iran Economic Sanctions Act

Vendor Checklist: Lawn Care Services

Vendor/proposer Checklist

- ☐ Pricing Proposal 1661 Lawn Care Services Form
- ☐ Equipment List
- ☐ (References) "Escalation Process" defined, in writing
- ☐ Familial Disclosure Form
- ☐ Affidavit of Bidder, Iran Economic Sanctions Act