



REQUEST FOR PROPOSALS

Department of Parks and Recreation Pedestrian/Bicycle Pathway Maintenance

Purpose

The Meridian Township Parks and Recreation Department is requesting proposals for professional services for the performance of mowing, weed trimming, and related grounds maintenance work, as needed. Services include, but may not be limited to, providing and furnishing all necessary labor, tools, equipment, material, and transportation required to perform and complete mowing, trimming, and landscaping services, as well as lawn restoration, as needed by the Township, in a workmanlike and timely manner.

Such general activities to include:

- All lawns to be mowed and trimmed at minimum once every seven (7) days during the growing season.
- Each time the lawn is mowed, all grass will be blown or swept from walks, stairwells, dumpster pads, parking lots, and driveways. Debris must be kept out of any catch basins.
- Leaves will be removed from lawn areas, plant beds, and parking areas as needed.
- The grounds will be checked prior to mowing for trash and debris. All will be removed before mowing begins.
- Other landscape related construction, as needed by the Township, in a workmanlike and timely manner.

Background

The Meridian Township Parks and Recreation Department maintains over 70 miles of paved Pedestrian/Bicycle Pathways. The intent of this proposal is to provide the Township with the ability to perform services that are beyond the capability, purview, or labor resources of the Township's Parks and Recreation Department. Provide a bid for each pathway zone individually (see attached maps) along with a bid for all areas as a whole. Any potential bid award may not include the list as a whole but may include individual pathway zones based on contractor bids versus budget funds.

Proposal Scope

The intent of this proposal and the resulting contract (attached) is to provide the Township with the ability to utilize, as-needed, specific prices for listed pay items. For the specific pay items listed on Page 3, include all necessary costs for the successful completion of the particular pay item unit, including, but not limited to, overhead, maintenance, fuel and profits. See attached documents for specific pay item locations.

Please provide, as a minimum, the following information in your proposal:

1. General company information, including a description of the company's quality operating system;
2. A comprehensive description of the services offered by your company;
3. A detailed list of all equipment (make, model, and capacity);
4. An emergency contact phone number;
5. Any other company information for use in evaluating the proposal;
6. Two (2) to Three (3) References

If the contract is awarded, the Contractor's Proposal will be incorporated as Exhibit "A", along with the items listed below.

Rights Reserved by the Township

The Charter Township of Meridian reserves the right to reject any or all proposals, waive irregularities in submitted proposals in the best interest of the Township, to reissue RFP's, and to request additional information. The Township reserves the right to negotiate the terms and conditions of all or any part of the project or to accept any proposals determined by the Township to be in the best interest of the Township and successful completion of the project.

Deadline for RFP Submission

January 31, 2022 by 5pm. Submit a letter with all of the information as described above in the Scope, as well as all applicable Pay Items below.

Further Information

For further information, please contact:

Kati Adams

Parks/Land Preservation Superintendent

kadams@meridian.mi.us

W 517.853.4616 | F 517.853.4095

2100 Gaylord C. Smith Ct. | Haslett, Mi 48840

Proposals may be submitted to Meridian Township, Office of the Clerk, 5151 Marsh Road, Okemos, MI 48864. Furnish the original proposal in an envelope with the company name. Bids may also be submitted electronically at bids@meridian.mi.us. Provide the following on the outside of the envelope or in the subject line if submitting electronically:

“PROPOSAL – Pedestrian/Bicycle Maintenance Contract”

Criteria for Selection

The following factors will be taken into consideration in the selection process:

1. Qualifications of the firm and individuals responsible for the work
2. Experience with similar projects
3. Price

Other Information

1. Addenda: In the event it is necessary to revise any part of the request for quotes, addenda will be provided to all who received the request.
2. Freedom of Information Act: Responses and contents therein may be eligible for review under the FOIA.
3. Acceptance: The contents may become an obligation if a contract results. The proposal will be incorporated by reference into any resulting contract to the extent accepted by the Township.
4. Contract Compliance: The selected firm will comply with all relevant requirements of Meridian Township.
5. There is no expressed or implied obligation by the Township to reimburse any expenses incurred in responding to the Request for Proposals.

SPECIFIC PAY ITEMS
Pathway Maintenance Contract
(Provide pricing for all listed areas.)

ITEM DESCRIPTION

<u>Mowing and Trimming (Once every 7 days)</u>	<u>PRICE PER MOW</u>
Zone 1	\$ _____
Zone 2	\$ _____
Zone 3	\$ _____
Zone 4	\$ _____
ALL ZONES AS A WHOLE.....	\$ _____

Landscaping Services (as-needed)

Tree and Brush Trimming.....	\$ _____/Hr
Mulch Landscape Beds	\$ _____/Hr
Landscape Mulch (Material)	\$ _____/Cyd
Lawn Restoration (Mobilization).....	\$ _____/Day
Lawn Restoration (Topsoil, Hydroseed & Loose Mulch)	\$ _____/Syd
Lawn Restoration (Topsoil, Seed & Mulch Blankets)	\$ _____/Syd

*****The Township reserves the right to reduce mowing services to bi-weekly during the summer dormancy*****

(Attach additional pages to include the information requested in the Scope above [available equipment and rates, available personnel and rates, services offered by your company, etc.])

Date: _____ Company Name: _____

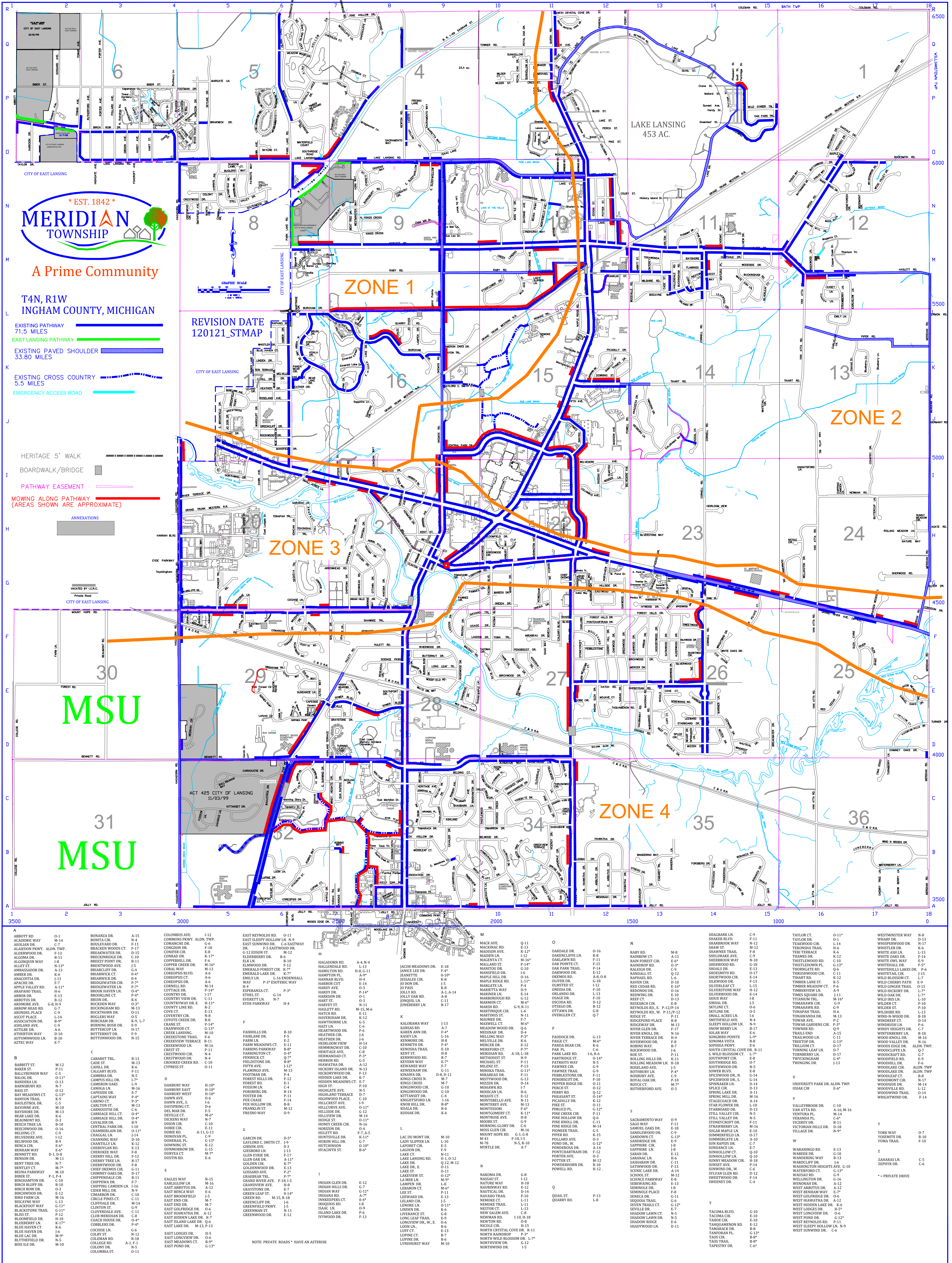
By: _____ Address: _____
Signature

Printed Name

Title: _____ Phone Number: _____

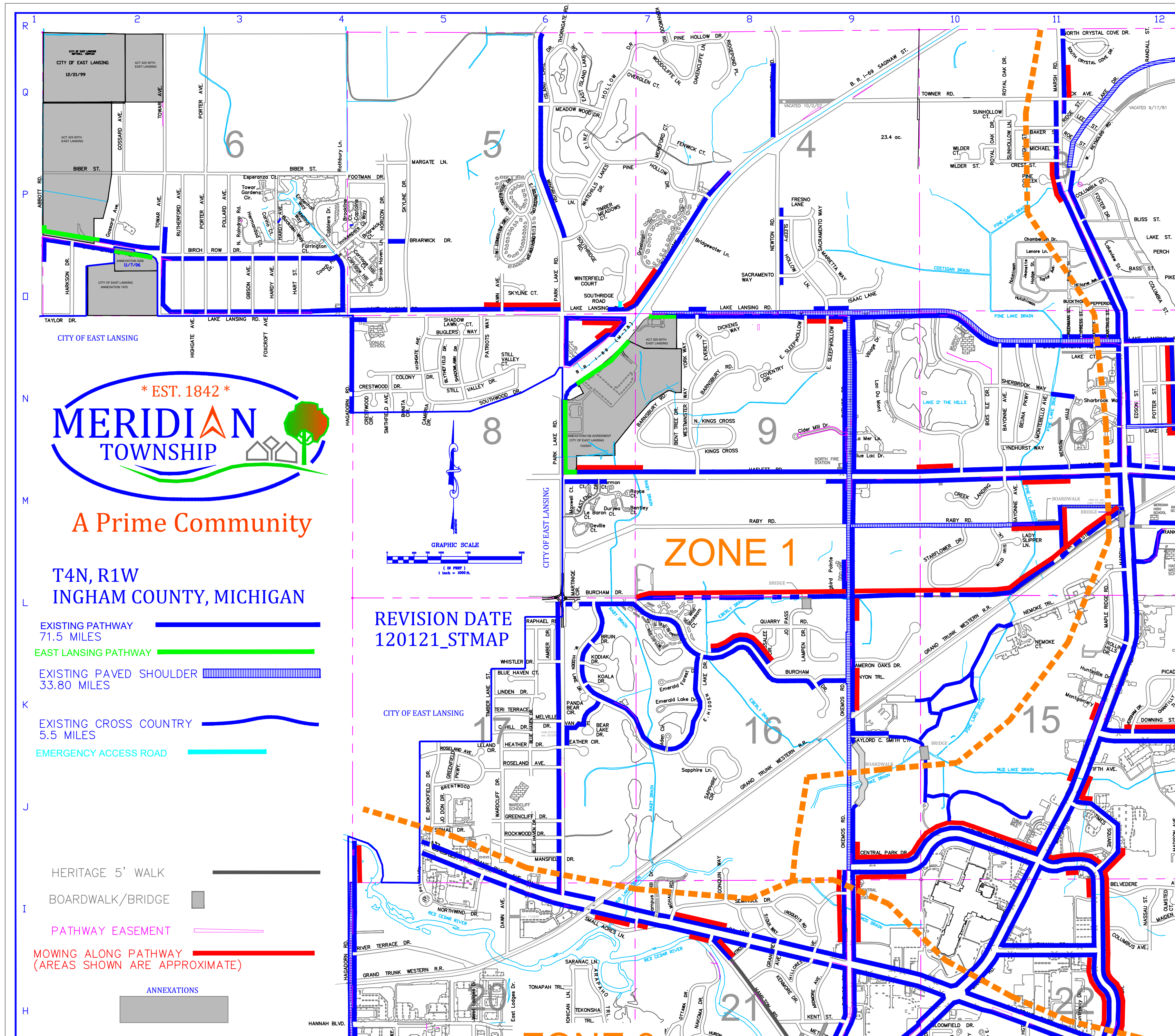
Email Address: _____

PATHWAY MOWING MAP



NOTE: PRIVATE ROADS * HAVE AN ASTERISK

MOWING ZONE 1



A Prime Community

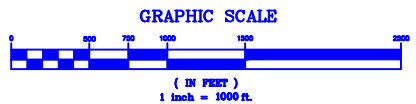
T4N, R1W
INGHAM COUNTY, MICHIGAN

- EXISTING PATHWAY 71.5 MILES ▬
- EAST LANSING PATHWAY ▬
- EXISTING PAVED SHOULDER 33.80 MILES ▨
- EXISTING CROSS COUNTRY 5.5 MILES ~
- EMERGENCY ACCESS ROAD ▬

- HERITAGE 5' WALK ▬
- BOARDWALK/BRIDGE ■
- PATHWAY EASEMENT ▬
- MOWING ALONG PATHWAY (AREAS SHOWN ARE APPROXIMATE) ▬

ANNEXATIONS ■

REVISION DATE
120121_STMAP





A Prime Community

T4N, R1W
INGHAM COUNTY, MICHIGAN

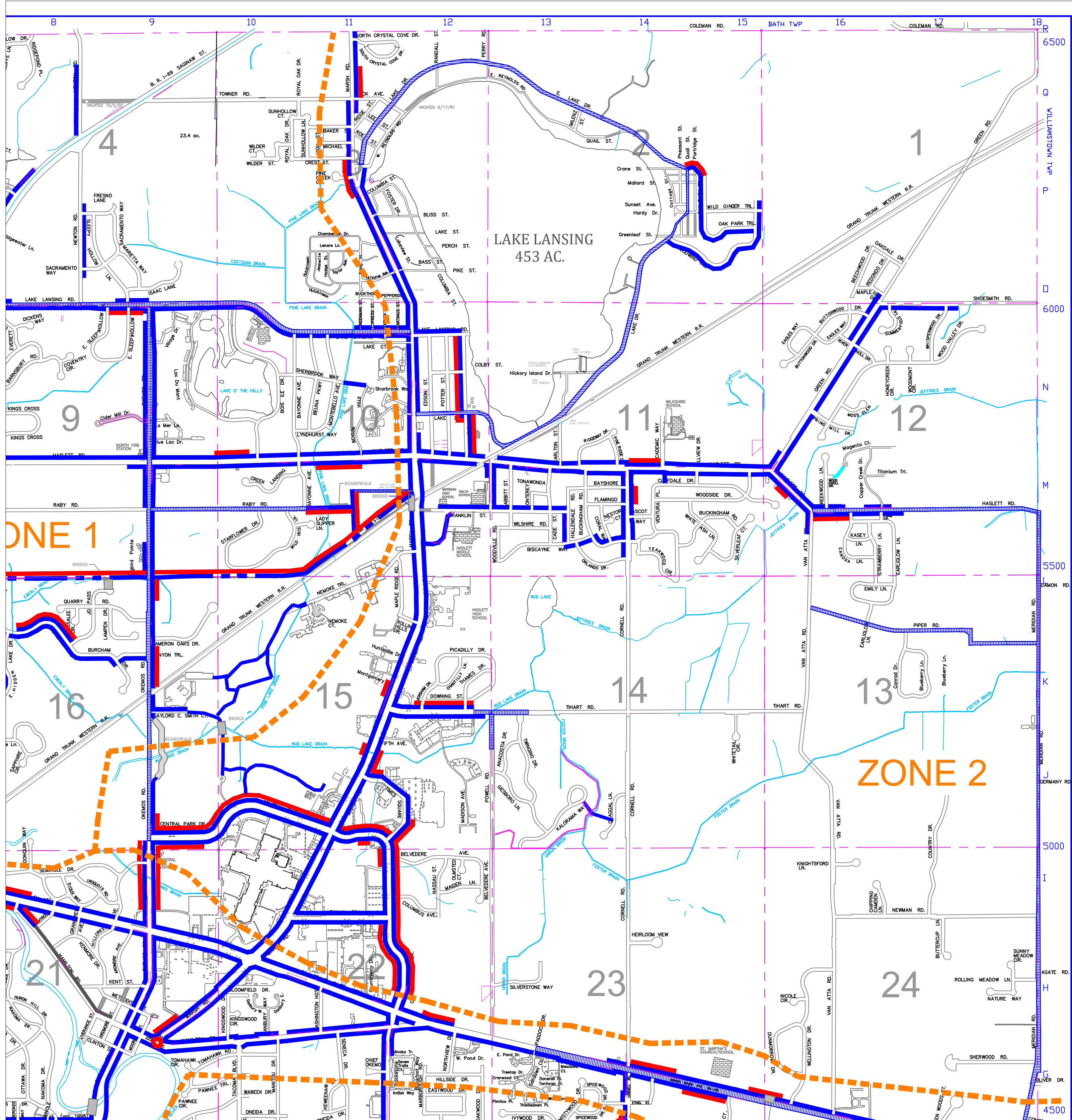
EXISTING PATHWAY 71.5 MILES
 EAST LANSING PATHWAY 33.80 MILES
 EXISTING PAVED SHOULDER 33.80 MILES

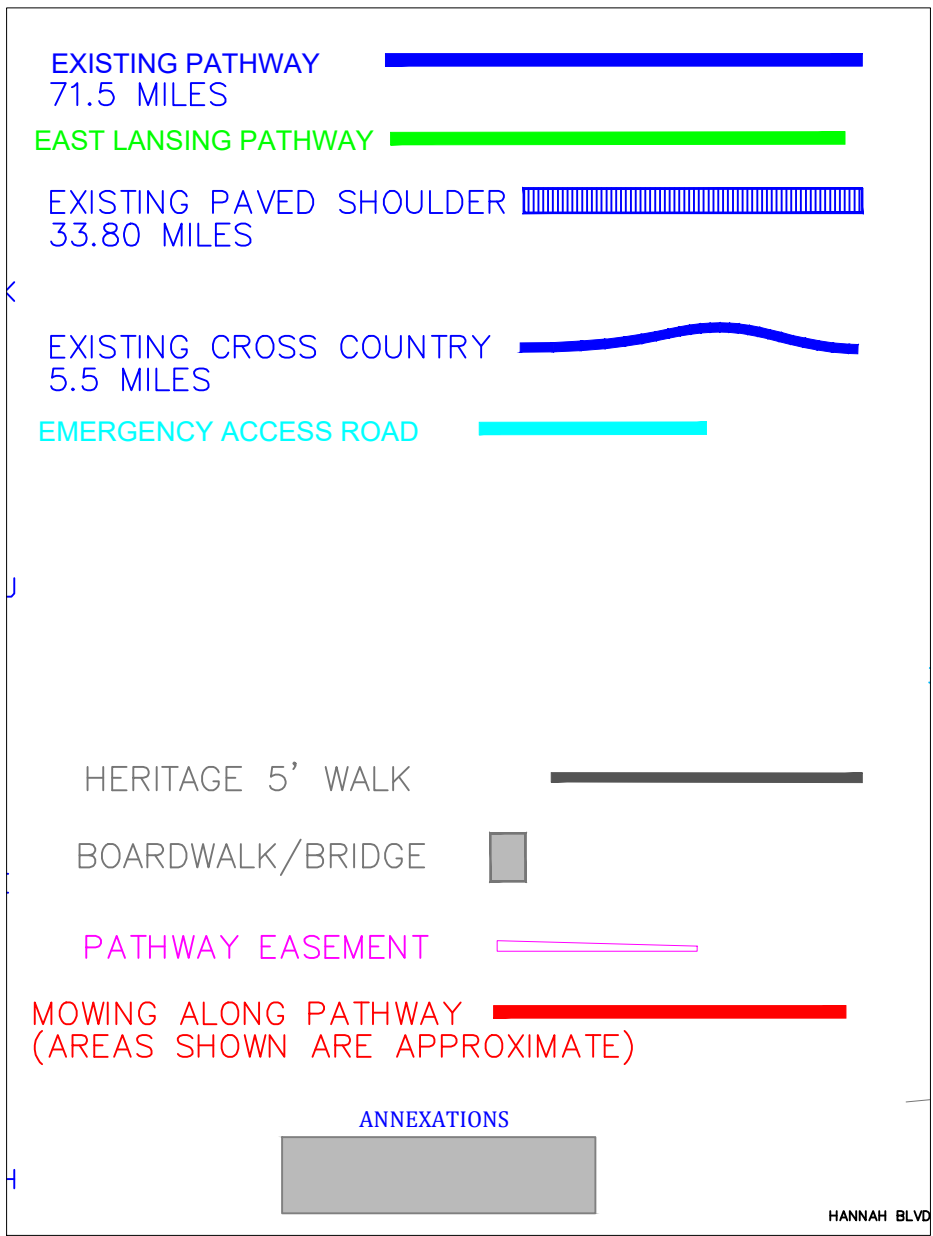
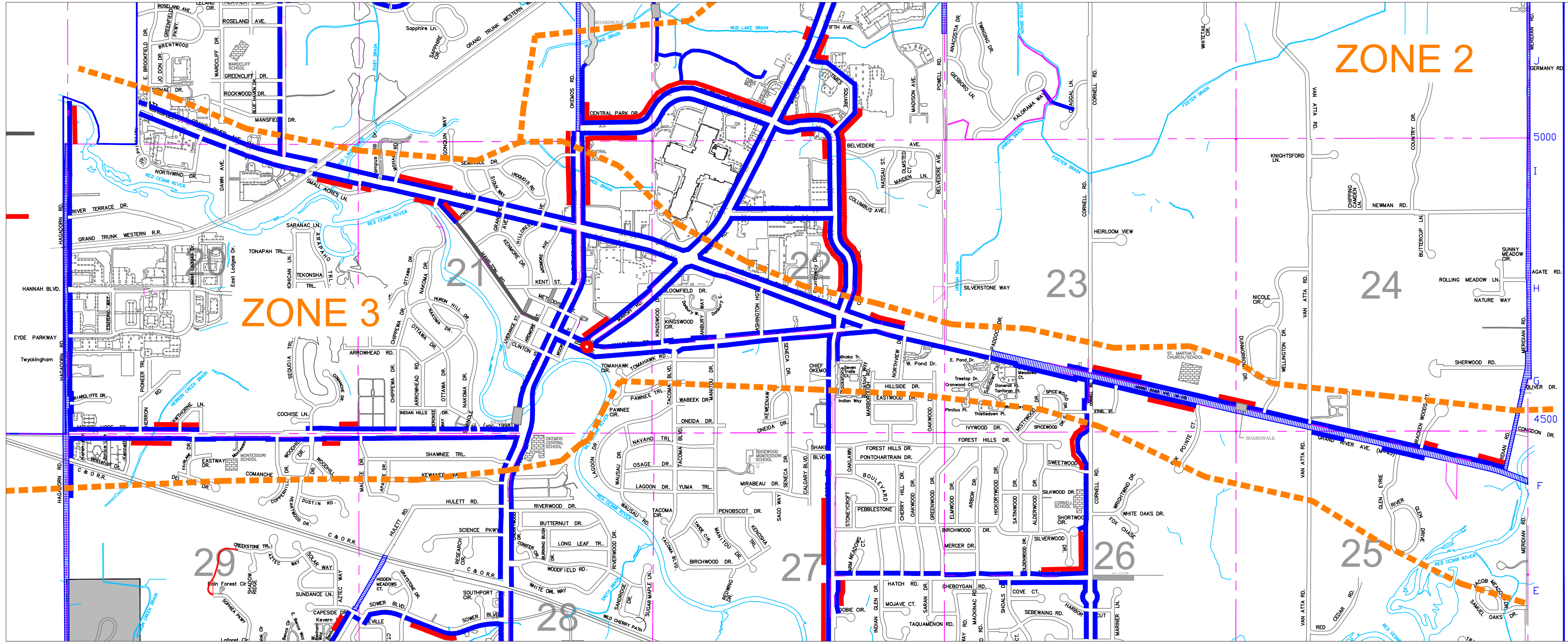
EXISTING CROSS COUNTRY 5.5 MILES
 EMERGENCY ACCESS ROAD

HERITAGE 5' WALK
 BOARDWALK/BRIDGE
 PATHWAY EASEMENT
 MOWING ALONG PATHWAY (AREAS SHOWN ARE APPROXIMATE)

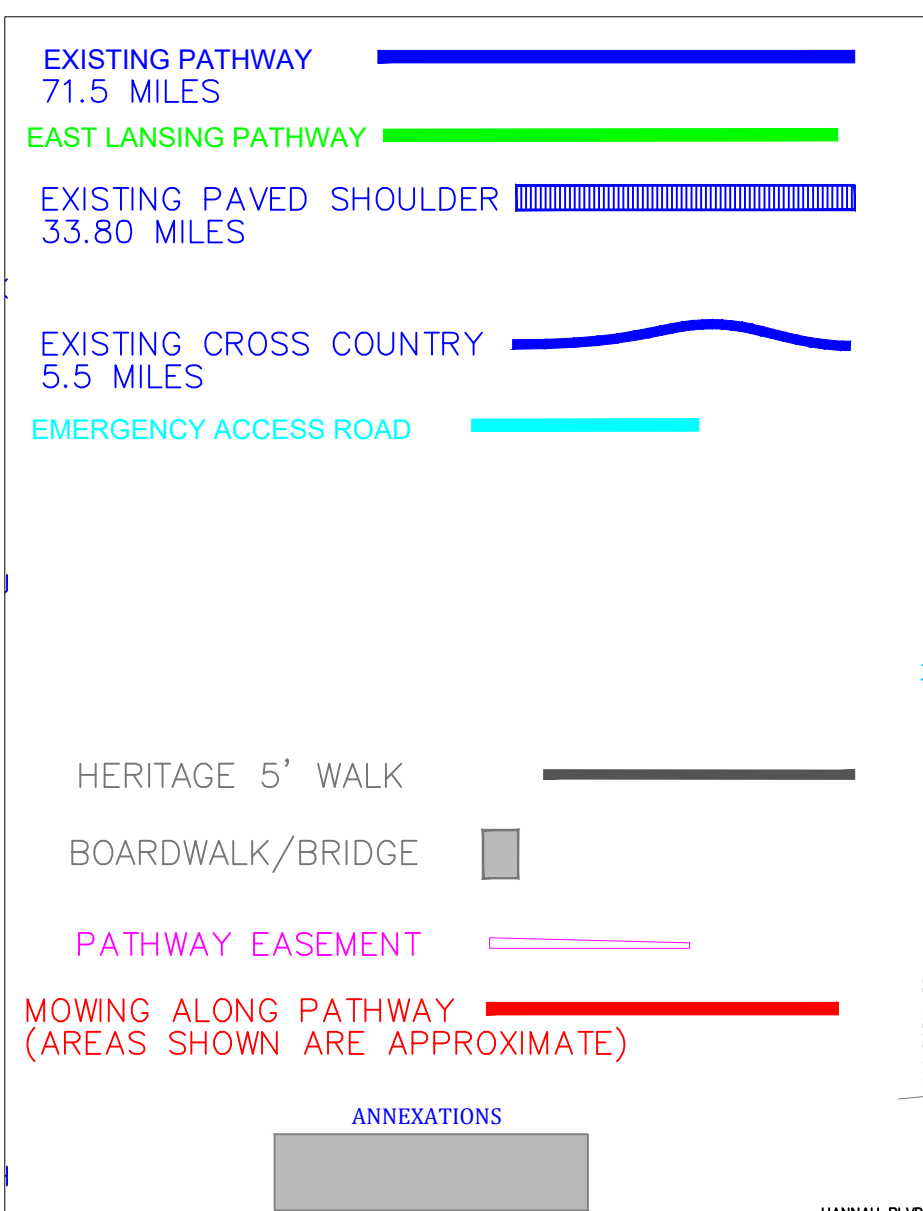
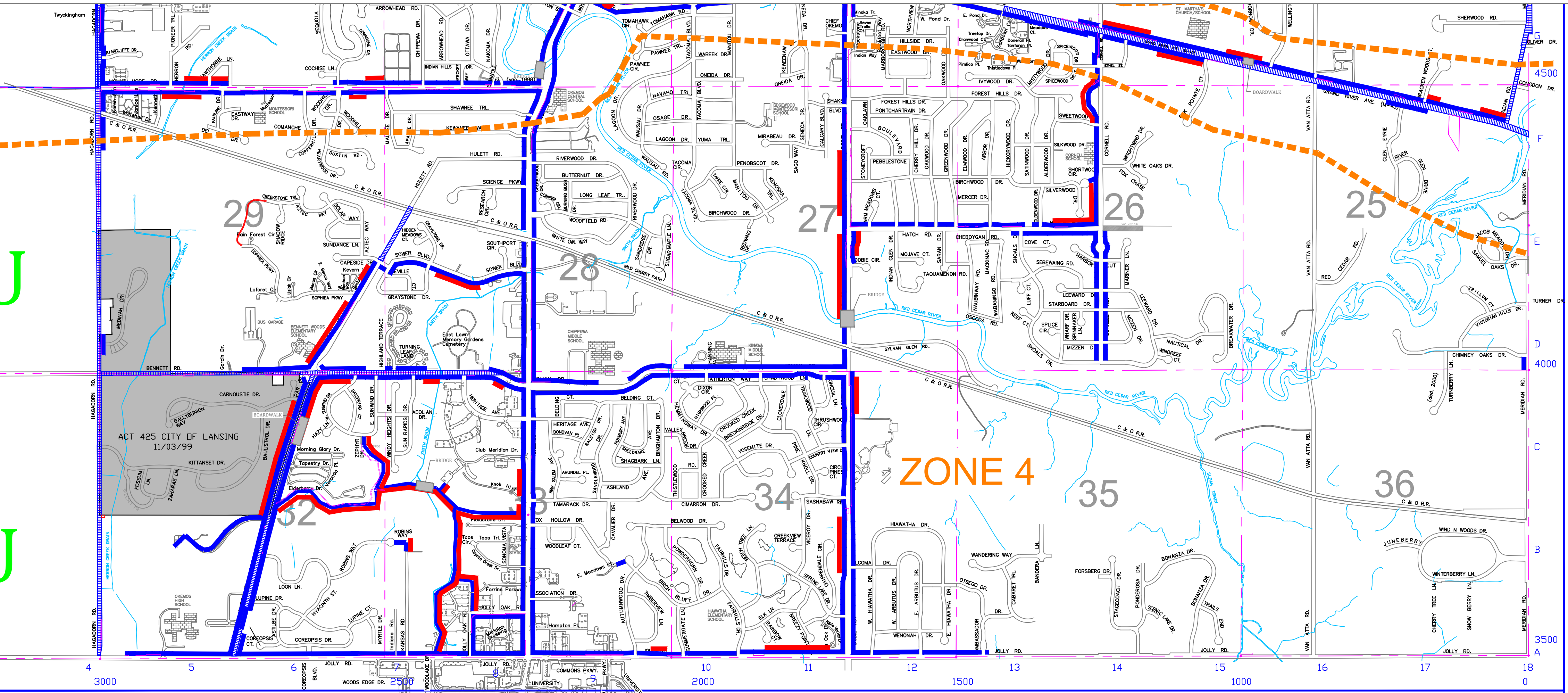
ANNEXATIONS

MOWING ZONE 2





MOWING ZONE 3



MOWING ZONE 4