

REQUEST FOR PROPOSALS (RFP)
FOR
GROUNDS MAINTENANCE

SNOW REMOVAL
LANDSCAPING

RFP Release Date: October 17, 2017

Proposal Due Date: October 31, 2017

SOUTHEAST MICHIGAN COMMUNITY ALLIANCE (SEMCA)
25363 Eureka Rd.
Taylor, MI 48180
(734) 229-3526

Federal Contractor
Equal Opportunity Employer & Programs – Minorities/Women/Disabled/Veterans
Reasonable accommodations will be made upon request.

General Information

The Southeast Michigan Community Alliance (SEMCA) is a Michigan Works! Agency (MWA) whose service area encompasses all of Monroe County and Wayne County, excluding the City of Detroit. SEMCA procures employment, education, and training services from public and private organizations throughout the region. SEMCA administers programs funded by the State of Michigan's Talent Investment Agency and delivered by SEMCA contractors who provide services for all residents of our designated service area including welfare recipients, economically disadvantaged, unemployed and underemployed persons and youth. Said services are provided at Michigan Works! One Stop locations located throughout the SEMCA region.

SEMCA is seeking proposals for the provision of lawn maintenance and snow removal services at the following three locations:

Southeast Michigan Community Alliance
25363 Eureka Road
Taylor, MI 48180

Wayne Michigan Works! Service Center
35731 W. Michigan Avenue
Wayne, MI 48184

Highland Park Michigan Works! Service Center
144 E. Manchester Street
Highland Park, MI 48203

It is SEMCA's intent to enter into a three year contract, with an option to renewal for two additional years to be determined by SEMCA.

Prospective bidders may bid on lawn maintenance and/or snow removal services at one, two, or all of the above locations.

This RFP does not commit SEMCA to pay any cost incurred in the preparation of the bidder's proposal.

This RFP does not commit SEMCA to award a contract(s) for any of the services identified in this RFP. SEMCA reserves the right to accept or reject any or all proposals received as a result of this RFP, or to cancel or amend in part or in its entirety, if it is in the best interest of SEMCA to do so.

Proposal Submission Instructions:

All proposals must be sealed and date and time stamped in the SEMCA offices at 25363 Eureka Road, Taylor, Michigan 48180. The deadline for submission is 5:00 p.m., Tuesday, October 31, 2017.

Proposals must be submitted in the legal name of the organization. Proposals should not be submitted in the name of a project. SEMCA will only contract with the legal entity named in the proposal.

Proposals received after the deadline will only be considered if it is in the best interest of SEMCA to do so. SEMCA will not be responsible for delays caused by the method of submittal chosen by the proponents.

Specifications:

Snow Removal for 2017-18 Season through the 2019-20 Season

- Snow blow and salt public walkways
- Plowing and salting of the parking prior to 7:00 a.m. on weekdays

Wayne and Highland Park locations: Please price plowing and salting of the entire parking lot.

Taylor location: Please price plowing and salting of the parking lot from the front entrance to the second island in the back of the parking lot.

Lawn Maintenance for 2018 Season through the 2020 Season

- Once weekly grass cutting of entire facility grounds
 - Trim all grass areas cut
 - Blow grass from sidewalks every cut
 - Edging of sidewalks every cut
- Spring/Fall Clean up
- Weed removal from beds as needed
- Annual trimming of shrubs or as needed
- Annual fertilization/weed control program
- Stat-up and winterization of sprinklers (Taylor and Wayne only)

Contractor will maintain, at its own expense during the term of the contract, the following insurance:

1. Workers Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limits of \$100,000 each accident for any employee.
2. Comprehensive/Commercial General Liability Insurance with a combined single limits of \$1,000,000 each occurrence for bodily injury and property damage. SEMCA shall be added as “additional insured” on general liability policy with respect to the services provided under any contract.

The contractor will comply with all federal, state, and local regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

The contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion, or political belief.

Notice to Bidders:

SEMCA is a federal contractor obligated to take affirmative action to employ women, minorities, disabled individuals, and veterans. SEMCA is also required to inform those with whom it conducts business that they, too, may have such obligations.

You should know that, by operation of law, as well as by this notification, the Equal Employment Opportunity Clause required under Executive Order 11246, (41 C.F.R. 60-1.4), the affirmative action commitment for special disabled veterans and veterans of the Vietnam Era set forth in 41 [C.F.R. 60-300.44(f)(1)(ii)], the Affirmative Action Clause for Section 503 of The Rehabilitation Act of 1973 set forth 41[C.F.R. 60-741.44(f)(1)(ii)], and the related regulations of Secretary of Labor, (41 C.F.R.), Chapter 60, are incorporated in all of our contractual relationships.

This notification does not necessarily mean that your business has any or all of the affirmative action obligations referenced above. This will depend upon a number of factors, including the dollar amount of our transaction(s) and the size of your workforce. This provides that if the laws' jurisdictional requirements are met, you will abide by any and all of your affirmative action responsibilities. The governing agency on affirmative action requires that we maintain this type of documentation to show that SEMCA is in compliance with the law itself.

Upon submission of this proposal, the vendor agrees that it will comply with the Federal Civil Rights Act of 1964, as amended; the Federal Civil Rights Act of 1991, as amended; the Americans with Disabilities Act of 1990, as amended; the Elliot-Larson Civil Rights Act, Article 2, Act No. 453, Public Act of 1976, as amended; the Michigan Handicapper's Civil Rights Act, Article 2, Act No. 220; Public Act of 1976, as amended; and all other applicable Federal, State, and Local laws and regulations. Specifically, contractors and service providers are required not to discriminate against any employee or applicant for employment with respect to such person's hire, tenure, terms, conditions, or privileges of employment, or any other matter directly or indirectly related to employment because of such person's race, color, religion, national origin, ancestry, age, sex, or disability as defined by law. Breach of this covenant may be regarded as material breach of the contract or purchase agreement and may be processed as provided under the State of Michigan laws.

Please provide the following information with your bid.

1. **Company Background:** Provide your Company background, including qualifications, years in business (include previous dba's), staff profile, and experience. Do not include brochures.
2. **Terms of Payment:** What is your invoicing cycle? What are your terms of payment?
3. **Cancellation Policy:** What is your cancellation policy?
4. **References:** Provide at least three current customer references that SEMCA may contact prior to awarding contract. Include company name, contact person name/phone number, and the length of time you have serviced the contract.

Lawn Maintenance Services Proposal

(Legal Name of Bidding Company)

Address: _____
(Street)

(City) (Zip Code)

Telephone: (____) _____ FAX: (____) _____

I hereby submit the following price quote for the provision of Lawn Maintenance Services as defined in the attached RFP at the following location: _____

		<u>2018</u>	<u>2019</u>	<u>2020</u>
Weekly grass cutting	Cost per cut:	\$ _____	\$ _____	\$ _____
Spring cleanup	Cost per season:	\$ _____	\$ _____	\$ _____
Fall Cleanup	Cost per season:	\$ _____	\$ _____	\$ _____
Weed removal from beds as needed	Cost per season:	\$ _____	\$ _____	\$ _____
Annual trimming of shrubs as needed	Cost per trim:	\$ _____	\$ _____	\$ _____
Annual fertilization/weed control	Cost per app.:	\$ _____	\$ _____	\$ _____

Signed Statement of Authority

I, _____, the _____
(Type Name of Official) (Type Title of Official)

of _____, am authorized to make the
(Type Name of Company)

following proposal on behalf of _____.
(Legal Name of Bidding Company)

I hereby certify:

That I understand and will comply with the specific assurances and certifications contained in this proposal. All responses to this Request for Proposals concerning the respondent, its operation, and proposed services are true and accurate.

That I understand this RFP does not commit SEMCA to award a contract(s) for any of the services identified in this RFP. SEMCA reserves the right to accept or reject any or all proposals received as a result of this RFP, or to cancel or amend in part or in its entirety, if it is in the best interest of SEMCA to do so.

That if selected, the bidding organization will be bound by the information contained herein as well as by the terms and conditions of the resultant contract.

Signed: _____ Date: _____

Typed Name: _____ Title: _____

Email: _____ Fax: _____

Snow Removal Services Proposal

(Legal Name of Bidding Company)

Address: _____
(Street)

(City) (Zip Code)

Telephone: (____) _____ FAX: (____) _____

I hereby submit the following price quote for the provision of Snow Removal Services as defined in the attached RFP at the following location: _____

Wayne and Highland Park locations: Please price plowing and salting of the entire parking lot.

Taylor location: Please price plowing and salting of the parking lot from the front entrance to the second island in the back of the parking lot.

Removal of snow from main entrance parking lot up to the second island in back of building:

	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>
1" to 4" snowfall	Cost: \$ _____	\$ _____	\$ _____
4" to 7" snowfall	Cost: \$ _____	\$ _____	\$ _____
7" to 11" snowfall	Cost: \$ _____	\$ _____	\$ _____
Over 11" snowfall	Cost: \$ _____	\$ _____	\$ _____
Snow blow sidewalks	Cost: \$ _____	\$ _____	\$ _____
Salt parking lot	Cost: \$ _____	\$ _____	\$ _____
Salt sidewalks	Cost: \$ _____	\$ _____	\$ _____

Signed Statement of Authority

I, _____, the _____
(Type Name of Official) (Type Title of Official)

of _____, am authorized to make the
(Type Name of Company)

following proposal on behalf of _____.
(Legal Name of Bidding Company)

I hereby certify:

That I understand and will comply with the specific assurances and certifications contained in this proposal. All responses to this Request for Proposals concerning the respondent, its operation, and proposed services are true and accurate.

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That if selected, the bidding organization will be bound by the information contained herein as well as by the terms and conditions of the resultant contract.

Signed: _____ Date: _____

Typed Name: _____ Title: _____

Email: _____ Fax: _____