
SOUTHFIELD PUBLIC SCHOOLS

Request for Proposals Southfield Public Schools Landscaping and Snow/Ice Removal Service

The Southfield Board of Education invites you to submit a Proposal to furnish the District with Landscaping and/or Snow/Ice Removal Service. All Proposals must be delivered in a sealed envelope to:

Ms. Martha Ritchie
Purchasing Supervisor
Southfield Public Schools
24661 Lahser Road
Southfield, MI 48033

Proposals to be clearly marked: "Landscape & Snow." **Proposals are due and must be received no later than 2:00 p.m., Monday, March 23, 2020** at which time they will be opened and publicly read. Faxed or e-mail Proposals will not be accepted. Proposals must be submitted on the official FORM provided. The Board reserves the right to reject any and all Proposals. Late Proposals will not be accepted.

Pre-Proposal Meeting

A pre-Proposal meeting will be held on **Monday, March 9, 2020 at 10:00 a.m. local time** in the Southfield Public Schools Administration Building, 24661 Lahser Road, Southfield, MI 48033 for discussion of contractor questions regarding this Request For Proposal (RFP) and dissemination of specific information relevant to this project. Address all questions regarding this meeting to the office of Ms. Martha Ritchie, Purchasing Supervisor, Martha.ritchie@southfieldk12.org. Due to the complexity of this Request for Proposal attendance at the pre-Proposal meeting is strongly encouraged and will be a factor in Proposal evaluation.

FAMILIAL DISCLOSURE AND NON IRAN LINKED BUSINESS CERTIFICATION

All Proposals shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the District(s) and/or any employee of the Proposer and any member of the Board of Education or Superintendent of the Southfield Public Schools and a statement certifying its status as a non "Iran Linked Business" as defined by Michigan Public Act 517 of 2012. Proposals that do not include these statements will not be considered or accepted by the Board of Education.

SECTION I: INSTRUCTIONS TO CONTRACTOR:

1. The Board of Education, Southfield Public Schools, 24661 Lahser, Southfield, Michigan will be accepting Proposals for the Landscaping and Snow and Ice Removal Service in accordance with the attached specifications. All Proposals will bind Contractor to the conditions and requirements set forth in the following instructions and conditions.
2. One original and three (3) copies of the proposal shall be submitted in accordance with the attached specifications, shall be firm, shall be enclosed in a sealed envelope marked with the name of the Contractor, "Landscape & Snow", and the time, place and date due, and shall be delivered to Southfield Public Schools, 24661 Lahser, Southfield, MI 48033. Proposals will be accepted until Monday, **March 23, 2020 2:00 p.m., local time**, at which time they will be publicly opened and read aloud. The Board will not accept any Proposals received after the date and time referenced above. **A pre-Proposal meeting is scheduled for Monday, March 9, 2020, 10:00 a.m. in the Board Meeting Room at the JWE Administration Building, at 24661 Lahser, Southfield, MI 48033.**
3. Proposals must meet or exceed all specifications herein. No alterations, erasure or addition is to be made on the original typewritten matter. Any and all deviations from specifications must be clearly detailed on a separate addendum sheet provided by the Contractor; otherwise, it will be considered that items offered are in strict compliance with the specifications, and the successful Contractor will be held responsible thereof.
4. The Board of Education reserves the right to accept any item in the Proposal; to accept or reject any or all Proposals; to waive any informalities therein; or for reasons of establishing uniformity, to award the contract to other than the lowest Contractor. The District reserves the right to request qualification information from any Contractor before issuing documents, receiving Proposals or awarding a contract. The Southfield Board of Education reserves the right to make an award to the lowest responsible net Contractor or to split the award in whatever manner may be deemed to be in the district's best interest.
5. This Proposal is made without any previous understanding or agreement with any other person, firm or corporation making a Proposal for the same purpose, and in all respects is fair and without collusion or fraud. Therefore, all responses submitted must be conclusive in whole and in part as outlined in this Proposal document.
6. Southfield Public Schools shall not be responsible for any cost or expense the Contractor incurs during the preparation of this Proposal.
7. No member of Southfield Public Schools Board of Education, City, State or any officer, employee or person whose salary is payable in whole or in part from the treasury of said Board of Education is directly or indirectly interested in this Proposal or in the supplies, materials, equipment, work, services or any portion of the profits thereof to which it relates.
8. All questions and communications regarding the Proposal must be sent to the attention of Martha Ritchie via e-mail Martha.ritchie@southfieldk12.org by 2:00 p.m. March 16, 2020. Responses to questions will be answered in the form of Addendums and posted to the district website www.southfieldk12.org
9. Significant dates:

Pre-Proposal Meeting:	March 9, 2020 10:00 a.m.
Due date for questions:	March 16, 2020 2:00 p.m.
Proposal Due Date and Opening:	March 23, 2020 2:00 p.m.

SECTION II: GENERAL TERMS & CONDITIONS:

1. TAXES
Southfield Public Schools is exempt from paying sales taxes. Exemption certificates will be provided upon request.
2. WITHDRAWAL OF PROPOSALS
Any contractor may withdraw their Proposal at any time prior to the opening of Proposals. All Proposals shall remain firm for acceptance for a period of 60 (sixty) days beyond the Proposal opening. The awarded contractor shall honor the Proposal pricing for a period of sixty (60) days.

3. FAMILIAL DISCLOSURE AND NON IRAN LINKED BUSINESS

All Proposals shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the District(s) and/or any employee of the Proposer and any member of the Board of Education or Superintendent of the Southfield Public Schools and a statement certifying its status as a non "Iran Linked Business" as defined by Michigan Public Act 517 of 2012. Proposals that do not include these statements will not be considered or accepted by the Board of Education.

4. CONTRACT TERMINATION

All or any portion of the services may be terminated in accordance with the terms and conditions of the Contract (as defined below). Regardless of the basis for cancellation, Southfield Public Schools shall not be obligated to pay Contractor for any incidental or consequential damages, lost profits, or costs incurred for services not actually performed.

5. BID BOND

Each Proposal shall be accompanied by a surety or bid bond or certified check in a form satisfactory to the Southfield Public Schools in an amount of five (5%) percent of the first year's total amount of the Contract, as a guarantee of Contractor' good faith, to be forfeited as liquidated damages if the Proposer withdraws either its Proposal or a form of Contract found acceptable to the Southfield Public Schools, fails to execute a form of Contract acceptable to the Southfield Public Schools, substantially evidencing and incorporating the RFP and it Proposal.

Bid Bonds shall be returned to all Contractor upon the award of the Contract to a Proposer no later than one (1) week following the Board of Education's approval of a Proposal.

6. SOUTHFIELD PUBLIC SCHOOLS CONTRACTOR PAYMENT POLICY & PROCEDURES PAYMENT

Successful Contractor(s) must submit invoices to the Southfield Public Schools by the last day of the month to Southfield Public Schools, Accounts Payable, 24661 Lahser, Southfield, MI 48033. Payment will be made within 30 days after receipt of an invoice for services rendered during the prior month, upon inspection, satisfactory performance of the contract, acceptance and approval of Southfield Public Schools.

7. SELECTION PROCEDURES

Southfield Public Schools may award a contract to the most responsive contractor who best meets the following criteria, which includes, but is not limited to: capacity to perform, cost, quality and fitness of company, past performance and/or overall qualifications.

8. FORM OF CONTRACT

This is a Request For Proposals only. Proposals will be treated as offers to enter into the Contract attached hereto as **Appendix B**. The School District and successful Contractor shall memorialize their contractual relationship and obligations using the form of Contract attached hereto as **Appendix B**. The Contract contains many details relative to the scope of Services required under this RFP, as well as the terms and conditions under which the respective Services shall be provided by the successful Contractor. The Contract should be reviewed carefully by each Contractor prior to submitting a Proposal. Any exceptions to the terms and conditions contained in the Contract, or any other special considerations or conditions requested or required by the Contractor relative to this RFP or the form of Contract shall be expressly/specifically enumerated by the Contractor and be submitted as part of its Proposal, together with an explanation as to the reason such terms and conditions cannot be met by, or, in the Contractor's opinion are not applicable to, the Contractor, provided however, that exceptions or special conditions of the Contractor will not be binding upon the School District unless those exceptions or special conditions are expressly accepted by the School District, and incorporated into the final Contract. Following the selection of the successful Contractor by the School District, the Contract will be finalized by the parties. If the School District elects to move forward with only a portion of the Services contemplated herein, or utilize different Contractor to perform the Services, the Contract will be revised accordingly by the School District during the negotiation process. The final Contract shall be subject to the review and approval by the School District's legal counsel. The information contained in this RFP is provided to assist the Contractor in evaluating the School District and submitting a Proposal, and should neither supplant the terms and conditions of the Contract nor a careful review of the Contract by the Contractor. In the event that a Successful Contractor fails, neglects, or refuses to execute said Contract, including the delivery of all required Certificates Of Insurance, within ten (10) business days after the mailing of said Contract at the address given on the Proposal, then Southfield Public Schools may, at its option, terminate and cancel its action in awarding said Contract to the Contractor. Upon such termination, the Contract shall become null and void and of no effect. Southfield Public Schools will subsequently be free to

reconsider other Proposals or solicit new Proposals.

9. CONDITIONS OF ACCEPTANCE

Incorporated by reference to the contract between Southfield Public Schools and the Successful Contractor as a result of this Proposal document will be: (a) this RFP; (b) all information presented in or with this Proposal document and the contractor's response thereto; and, (c) all written communications between Southfield Public Schools, its agents, and the Successful Contractor subsequent to the date of issue of the Proposal document.

10. SMOKING/ALCOHOL ON SCHOOL PREMISES

Smoking, the use of tobacco products or alcohol shall not be permitted on the school property at any time.

11. FIRM PRICES

Prices quoted by the contractor shall be firm and not subject to increase during the term of any contractual agreement between Southfield Public Schools and the Successful Contractor as a result of this Proposal document. Should the price of any components covered under this agreement decrease after the award of the contract but prior to work being commenced, the cost to Southfield Public Schools shall reflect that decrease.

12. GUARANTEES BY THE SUCCESSFUL CONTRACTOR

The Successful Contractor guarantees that all delivered services (including materials and equipment used) shall be as proposed in response to the RFP and that he/she has carefully checked the enclosed figures and understands that he/she shall be responsible for any error or omission in the Proposal and that he/she has carefully examined the instructions and specifications and will furnish the services with such specifications for the price set forth in this Proposal.

13. INSURANCE REQUIREMENTS TO BE MET BY THE SUCCESSFUL CONTRACTOR(S)

Contractor agrees, at its sole cost and expense, to purchase, prior to the commencement of services, and maintain the insurance coverages in the minimum amounts indicated in the Contract for the entire duration of the Contract. All coverage shall be with insurance carriers licensed and admitted to do business in Michigan and acceptable to Southfield Public Schools.

14. VOLUNTARY ALTERNATES

Base Proposals are requested in accordance with the detailed specifications. Voluntary alternates which in the contractor's judgment will result in a better or equally satisfactory job at a lower cost are allowed. Such alternates are to be described in detail, together with any addition or deduction to the base price, to permit proper evaluation.

15. EXAMINATION OF SITES

The contractor shall visit all sites to fully inform themselves of the existing conditions and materials and labor required to complete the project. The Contractor shall be solely responsible for the accuracy of all measurements and for estimating the material quantities required to satisfy the specifications. No additional compensation will be paid to complete the work due to the Contractor's failure to acquaint themselves with the existing conditions.

Contractor must check in at the main office of a school building and obtain a Visitor pass if he wishes to walk the grounds during time school is in session. Grounds may not be walked in the elementary or K-8 buildings from 11:00 a.m.-1:00 p.m. during student recess time. A district map and aerial photos of school sites are included in **Appendix A**. Parking lot measurements are not available.

16. CONTRACT DURATION

It is the intent of the District to award a contract to one or more contractor(s) for landscaping and snow and ice removal service of all buildings. The contract is expected to begin on July 1, 2020 for a period of three (3) years until June 30, 2023, with an option for the parties to extend by written mutual agreement the contract by up to two (2) additional 1-year extension terms, subject to approval by the Southfield Public Schools Board of Education. Nothing requires the District to agree to extend the contract beyond the initial three-year term.

The Contractor is required to provide a three-year price guarantee.

If the Contractor seeks to have the contract extended beyond the initial three-year term, the Contractor must provide the upcoming fiscal year's fee schedule at least one hundred twenty (120) days before the contract anniversary date.

17. SOUTHFIELD PUBLIC SCHOOLS RIGHT TO COMPLETE

In the event the Contractor shall fail, neglect, or refuse to perform any and all services under this Contract, Southfield Public Schools may perform such duties under the Contract and charge the Contractor, or deduct the amount from subsequent payments. In addition, Southfield Public Schools reserves the right to "contract out" for failed services and charge the Contractor for the services rendered.

18. DISTRICTS REPRESENTATIVE

Southfield Public Schools' representative for administration of this contract shall be the Chief Financial and Operations Officer or his/her designee.

19. NO ASSIGNMENT OR SUBCONTRACTING OF CONTRACT

The Contractor shall not assign, transfer, or subcontract the services, the Contract or any part thereof without the prior written consent of Southfield Public Schools.

20. SCHOOL/BUILDING CLOSURE

In the event of the District closes or sells a building during the term of the Contract and services are no longer needed, the District and Contractor will negotiate a reduction in the contract amount.

21. FINANCIAL INFORMATION

Contractor to provide the District financial information upon request. For public companies this information to include annual reports for the last three years and recent reports from security analysts. For private companies this information to include financial statements or tax forms from the last three years.

22. INDEPENDENT CONTRACTOR

It must be understood that this RFP provides for the selection of a professional contractor to provide a turn-key program for the designated Services to the School District under an independent contractor basis.

SECTION III: SPECIFICATIONS LAWN & SNOW/ICE REMOVAL SERVICES

1. GENERAL SCOPE OF WORK AND BUILDING LOCATIONS

The successful contractor(s) will provide all necessary labor, equipment, material, and supervision for all lawn care, general landscape maintenance and snow/ice removal services for Southfield Public Schools. Snow/ice removal service includes snow plowing and salting service for District driveways and parking lots as applicable during the winter season. Snow/ice removal service is required at thirteen (13) Southfield Public Schools building locations. Lawn care, weeding and spring and fall cleanup is required at eighteen (18) building locations. General landscape maintenance includes but not limited to weeding and spring and fall cleanup of all Southfield Building grounds. Leaf removal from beds and lawn areas is to be performed at these times. A map of all locations is included in **Appendix A**.

SNOW AND LAWN SERVICE LOCATIONS

	Building	Service Required	Address	Total Acreage (Includes Building)	Building Square Footage
1.	Adler Elementary School	Lawn & Snow	19100 Filmore Southfield, 48075	7.00	49,430
2.	Birney K-8 School	Lawn & Snow	27225 Evergreen Rd. Southfield, 48076	18.37	119,930
3.	Bussey Early Childhood Center	Lawn & Snow	24501 Frederick Southfield, 48033	8.10	42,587
4.	JWE Administration Bldg. , Transportation Annex and Bus lot	Lawn & Snow	24661 Lahser Rd. Southfield, 48033	21.0	47,415
5.	Levey Middle School	Lawn & Snow	25300 W. Nine Mile Southfield, 48033	20.24	104,000
6.	McIntyre Elementary	Lawn & Snow	19600 Saratoga Southfield, 48076	8.45	51,440
7.	Southfield Education Center/Kennedy Learning Center	Lawn & Snow	16299 Mt. Vernon Southfield, 48075	9.04	65,340
8.	Southfield High School for the Arts & Technology, Instructional Technology Center	Lawn & Snow	24675 and 24855 Lahser Rd Southfield, 48033	44.00	540,061
9.	Southfield Lathrup Campus- MacArthur K-8 & University High School Academy	Lawn & Snow	19301 W. 12 Mile Rd. Southfield, 48076	42.00	304,000
10.	Southfield Regional Academic Campus	Lawn & Snow	21705 Evergreen Rd. Southfield, 48075	10.00	48,735
11.	Stevenson Elementary	Lawn & Snow	27777 Lahser Rd. Southfield, 48034	13.43	50,000
12.	Thompson K-8 International Academy	Lawn & Snow	16300 Lincoln Dr. Southfield, 48076	21.5	98,510
13.	Vandenberg Elementary	Lawn & Snow	16100 Edwards Ave. Southfield, 48076	9.32	45,350
14.	Brace Lederle School (closed school)	Lawn only	18575 W. 9 Mile Rd. Southfield, 48075	18.36	117,960
15.	Leonhard Elementary School (closed school)	Lawn only	20900 Independence Southfield, 48076	10.04	60,860
16.	Eisenhower Elementary School (closed school)	Lawn only	24500 Larkins Southfield, 48033	14.72	54,780
17.	Magnolia Preschool Center	Lawn only	17050 Dorset Southfield, 48076	5	12,000
18.	MacArthur Early Childhood Center (closed school)	Lawn only	19080 W. 12 Mile Southfield, 48076	10.0	51,440

2. SNOW PLOWING/REMOVAL

Contractor must provide all labor, materials, supplies, equipment and supervision to perform snow/ice removal in accordance with the following specifications:

- A. Snow plowing/removal shall occur when there is snowfall in excess of 1.5 inches or more as determined by the District's Assistant Operations Director (AOD).
- B. Stacking of excess snow will only be permitted in areas specified by the AOD. Plowing snow into handicapped parking areas is prohibited.
- C. The areas covered under this agreement include all driveways and parking lots for all thirteen (13) buildings. Sidewalks are not included in the scope of work. All areas are to be salted after the completion of each snow ice removal operation. The District will provide the rock salt. It is stored at the J.W.E. Administration Building back lot area, 24661 Lahser, Southfield, MI 48033. The salt is to be used for the Southfield Public Schools only. The unit price must to include snow removal and salt application. On occasion the District may request salt only application without snow removal. The Contractor will provide the price for this service on Official Proposal Form.
- D. The AOD of Southfield Public Schools will determine when services are required and will notify the contractor.
- E. Contractor shall be responsible for all repairs or damages to Southfield Public Schools property including parking blocks, signs, sprinklers and irrigation systems caused by his/her equipment, personnel or materials used.
- F. If the contractor leaves the parking lot in an unsatisfactory condition, when requested by the district, they will return and complete the job with no additional compensation provided.
- G. All snow/ice removal must be performed in a manner which avoids blocking or pushing snow into any available parking space, driveway, fire hydrant, walking area or blocking visibility at corners or intersections. Under no circumstances shall snow block a handicapped parking place. If any of these conditions exist, Contractor must remove accumulated snow/ice from these areas at no additional cost to the District. The Contractor is responsible for all fines imposed by the City of Southfield for snow pushed into the street.
- H. Commencement of snow/ice removal operations will occur at 1.5 inches or more of accumulation as determined by the Southfield Public Schools AOD. Contractor will provide the AOD with twenty-four hour, seven day per week contact information during the snow season. Contractor must obtain District authorization to proceed with snow/ice removal operation. Failure to do so in the manner prescribed by District may be considered by District as an unauthorized operation for which payment will not be made.
- I. Contractor is responsible to begin the snow/ice removal process immediately following the District authorization and work continuously on the site(s) until all snow and ice removal operations are complete in accordance with contract specifications. If Contractor fails to commence the snow/ice removal operation within the two hours of receiving notice/authorization to commence services from the AOD, the District reserves the right to contract with another snow removal service and/or perform the snow/ice removal operation using their own labor and equipment and deduct the cost of same from the monies due to Contractor.
- J. It shall be normal procedure and the responsibility of Contractor to perform snow/ice removal operations and salting between the hours of 7:00 p.m. and 7:00 a.m. In the event of a snow/ice accumulation of 1.5 inches or more between 7:00 a.m. and 7:00 p.m., Contractor must dispatch adequate labor and equipment to this site to perform snow/ice removal and salting of the driveways and parking areas in a manner satisfactory to the District. And if necessary (to be determined in the District's sole discretion) will do so during evening hours when completion of the snow/ice removal operation can occur without interference by parked vehicles and/or traffic. This process is part of a normal snow/ice removal operation. As such, District must not incur any additional costs for this

work. In the event that: a) Contractor satisfactorily completes part of the snow/ice removal operation during normal business hours and cannot complete the remaining portion due to parked cars and/or traffic; **and** b) Contractor plans to return to the site during non-business hours to finish the original snow/ice removal operation; **and** c) it has stopped snowing; **and** d) District has confirmed satisfactory completion of part of the snow/ice removal operation; then Contractor may be able to charge for additional work only if additional snow accumulation in excess of 1.5 inches accumulates between the time the partial work was satisfactorily completed and the time when Contractor returns to finish the original snow/ice removal operation. Such charge must be based on the unit pricing outlined in the payment schedule and must not exceed the "per push" unit price outlined in the payment schedule. When additional charges are going to be incurred, Contractor must notify District and obtain the District's AOD written approval to proceed prior to commencing any such work which will be an additional charge to District.

- K. Contractor will be required upon notification by District, to return to the site within three hours with the necessary labor, equipment and supervision to correct any deficiencies and/or to complete the snow removal operation in accordance with these specifications. This process is part of the normal snow/ice removal operation. As such, District will not incur any additional costs for this work.
- L. Pricing is required for snow/ice removal operations for all driveways and parking areas at all 13 Southfield Public School buildings. One complete salt application is included within the per push cost for each snow/ice removal operation. The contractor shall also provide a unit cost for a "salt only" application per building.
- M. Southfield Public Schools will provide the contractor a priority list of buildings to be cleared based on building opening hours.

3. **LAWN SERVICE**

Contractor must provide all labor, materials, supplies, equipment and supervision to perform lawn service in accordance with the following specifications:

- A. Mowing services shall be performed at times mutually agreed upon between the District and Contractor. Mowing shall occur approximately one time per week at each site and in no case shall more than 10 calendar days pass between mowing at each site unless specifically directed by the AOD to extend the length of time between mowings. Sites shall be trimmed every time they are mowed at the same time they are mowed. Contractor shall be responsible for complying with all local ordinance regarding working times. Contractor assumes all liability for complying with local ordinances. Any changes to the established schedule must have prior approval of the District, and scheduled at the least disruptive time possible. Contractor, with written approval from the AOD, will complete mowing at times that do not disrupt the educational services of the schools or jeopardize the safety of students. At no time will mowing be allowed when students are playing on school grounds.
- B. Mowing must be available at the awarded rate at all times between April 21 and October 31.
- C. Mowing will not exceed 27 cuts nor be less than 14 cuts during the cutting season. The District reserves the right to cancel cuts in the event of extended dry weather.
- D. The AOD reserves the right to postpone mowing operations when weather, financial or other conditions necessitate such action. This decision will be made in the District's sole discretion.
- E. All mowing operations are to be performed using machines manufactured by companies recognized for producing quality commercial turf equipment. All equipment shall be mechanically sound and reliable. All blades will be sharp and properly adjusted for height and cutting sharpness. All equipment shall be mechanically sound and reliable with all required guards in place while in operation.
- F. All mower decks shall be equipped with discharge chutes which must be in place at all times when persons are within 300 feet of the mowing operation taking place on school district property.
- G. At no time shall an operator of a piece of equipment leave that equipment unoccupied and running or

capable of being started.

- H. Mowers are to be set to cut at a minimum of 2.5 inches and grass shall never exceed a total height of four (4) inches between cuts. Mowing height shall vary within the range depending on growth rates, moisture and other factors.
- I. Trimming (weed wacking) will be performed with nylon cord trimming equipment.
- J. All litter such as paper, cans, bottles, branches, etc. must be picked up and disposed of prior to mowing.
- K. Mowing frequency shall be such that the grass cutting or clippings are not of sufficient quantity to detract from the overall site appearance. If the time between cuttings must be extended for any reason, thereby causing an excessive amount of clippings on the lawn, the clippings shall be eliminated by whatever means are available to the Contractor and at no expense to Southfield Public Schools.
- L. Mowing shall be coordinated to prevent the depositing of mowing debris into planters, flower beds or on glass walls. Any clippings or debris blown into these areas shall be removed immediately.
- M. All non-turf areas such as sidewalks, patios, entrances, planters, etc., shall be free of clippings and cutting debris via means of blowers, sweepers or other equipment.
- N. Edging shall be done simultaneously with the mowing operation. Edging is to be completed each time a site is mowed. Trimming shall be done in all areas that are inaccessible to mowing equipment. This includes areas next to buildings where established plantings are not present, and around all other obstacles to provide a neat and even appearance to the entire site. Care shall be used when trimming around trees and wooden posts to prevent damage to these items.
- O. All machinery shall be operated by trained and qualified personnel. Under no circumstances shall mower discharge chutes be directed towards students, staff or persons using school property. All employees working for the Contractor must wear shirts at all times while on District property.
- P. The work area shall be cleaned at the end of each work day. All waste, tools, equipment, etc., shall be removed or safely stored. The District is not responsible for theft, damage or loss of materials to the Contractor's property. All possible safety hazards to workers or the public shall be corrected immediately and left in a safe condition at the end of each work day.
- Q. Contractor shall perform all work so that no damage is inflicted upon to the buildings, grounds, irrigation system or finished materials. Contractor shall be responsible for all damages to the District's property caused by either equipment or operator error and shall repair any damage to the satisfaction of the District. The District reserves the right to repair all damages with other sources if the Contractor fails to do so. The Contractor shall then be back charged for all costs required to complete these repairs. The Contractor shall be responsible and liable for any and all damages caused by any action or inaction of an employee working for the Contractor.
- R. Performance during the contract period will be evaluated based upon the expectation of a neat, professional looking appearance of the grounds.
- S. Where not more specifically described in any of the various sections of these specifications, workmanship shall conform to all of the methods and operations of best standards and accepted practices of the trade involved, and shall include all items required for completion of the services. All work shall be executed by personnel skilled in their respective line(s) of work.

The District may request a meeting with the Contractor at any time for the purpose of evaluating the Contractor's performance. Items not completed to the satisfaction of the District will be corrected by the Contractor within a mutually agreed timeframe. Failure by the Contractor to remedy concerns of the District may result in the termination of this contract.

- T. The Contractor shall provide the AOD with a means of immediate communication regarding site completion, emergencies or any other occasion that may arise. A cellular phone number for the person responsible for managing this contract must be provided on with the Proposal.
- U. High School football fields are artificial turf and not included in the scope of work. Interior school court yards are not included in the scope of work.

4. LANDSCAPE MAINTENANCE: Weeding, Fall/Spring Grounds Maintenance, Fence Line Brush Removal

The District is seeking separate Proposals on the following services:

- A. **Weeding-** Weeding service to be performed weekly or as determined and monitored by the AOD. Grass and weeds shall be controlled with suitable herbicides in all gravel, mulch and ornamental stone areas. Should any unsightly weeds remain after being treated with herbicide, the dead weeds shall then be removed by hand. All bed areas surrounding trees, shrubs, annuals, perennial, buildings, etc. shall be weeded by hand in a labor intensive manner to discourage unsightly weed growth. Paved surfaces shall be weeded as often as necessary to discourage unsightly weed growth. This control shall be accomplished through the selective use of herbicides and mechanical means.

The Contractor shall not apply any pesticides or herbicides without the AOD's written approval.

- B. **Spring Grounds Maintenance-** Spring maintenance shall consist of one site visit in the spring. Dates to be determined by AOD. Maintenance operations shall entail the removal and disposal of all debris that has accumulated in the bed and lawn areas. This debris shall include but not be limited to: leaves, paper, trash, dead plant debris, branches, etc. All collected debris is to be removed from the site at no additional charge to the District and disposed of in accordance with environmentally sound practices. Trimming of all bushes and hedges adjacent are to buildings will be included in the spring maintenance. The date of spring maintenance shall be scheduled before the end of March and completed by the end of June.

- C. **Fall Maintenance-** Fall maintenance shall include one or two site visits in the fall as determined by the AOD. The dates and number of fall maintenance operations to be determined by the AOD. Maintenance operations shall entail the removal and disposal of all debris that has accumulated in the bed and lawn areas. This debris shall include but not be limited to: leaves, paper, trash, dead plant debris, branches, etc. All collected debris is to be removed from the site at no additional charge to the District and disposed of in accordance with environmentally sound practices. Trimming of all bushes adjacent to buildings are to be included in fall maintenance. Date of fall maintenance to be determined by the end of September and completed by the first week of December.

SECTION IV: OFFICIAL PROPOSAL FORM: PRICE RESPONSE FORM

CONTRACTOR'S COMPANY NAME: _____

A. Proposal for Snow removal

Snow Removal Service for 13 school locations per specifications	Year 1 7/1/20-6/30/21	Year 2 7/1/21-6/30/22	Year 3 7/1/22-6/30/23
Per Push (1.5"- 9.00") Each push includes cost of Salt Application. All 13 Building locations	\$	\$	\$
Per Push in excess of 9.00"	\$	\$	\$
Plus \$_____ for each Additional each "1" exceeding 9.00"	\$	\$	\$
Salt application only (less than 1"snow) Without snow removal all 13 building locations	\$	\$	\$

B. Proposal for Lawn service at 18 building locations as specified

Lawn Service & Landscaping	Year 1 7/1/20-6/30/21	Year 2 7/1/21-6/30/22	Year 3 7/1/22-6/30/23
Cost per Cut	\$	\$	\$
Weeding Service (list price per operation)	\$	\$	\$
Fall Maintenance Rate (list price per operation)	\$	\$	\$
Spring Maintenance Rate (list price per operation)	\$	\$	\$

The undersigned certifies that the Proposal submitted meets or exceeds, all specifications that all conditions noted herein are acknowledged and the firm prices and terms are specified by the Contractor are true and accurate.

Signature of Contractor

Printed Name & Title

Legal Name of Firm

Date

SECTION V: OFFICIAL PROPOSAL FORM: SUPPLIER INFORMATION FORM

- A. Company Name _____ Phone _____
Address (including City State, Zip) _____
Contact Name: _____ Email Address _____
- . Business Structure: Corporation () Partnership () Sole Proprietor ()
- E. Number of years in business as the company named above _____
- F. Work Force: _____ Administrative _____ Field (Avg.) _____ Other _____
- G. Number of employees assigned to this project: _____
- H. Largest single contract this company has held \$ _____
- H. Annual gross sales for last three (3) years:
2017 _____ 2018 _____ 2019 _____
- I. Insurance limits: Please attach a copy of any current certificate(s) showing limits you normally carry.
- K. Geographical area of operations for your firm _____
- L. Provide names, addresses and phone numbers of reference types as follows (preferably school districts)
- | | | |
|-----------------|----------------|-------------|
| Business: _____ | Contact: _____ | Phone _____ |
| Business: _____ | Contact: _____ | Phone _____ |
| Business: _____ | Contact: _____ | Phone _____ |
| Business: _____ | Contact: _____ | Phone _____ |
- M. On a separate sheet provide a Provide a complete list of all equipment to be used by your company at this facility. This list is to include the quantity, brand name, model, engine, blade size, and year. The District reserves the right to physically inspect and view the Contractor's equipment at any time prior to awarding a contract or upon request at a later date.
- N. Provide a complete list of all materials and/or supplies to be used by your company at this facility. This list is to include product name and product number.
- O. On a separate sheet include a statement regarding any past, present, or pending litigation with any company.

Affidavit of Contractor - Familial Relationships Form

The undersigned, the District or authorized officer of _____ (the "Contractor"), pursuant to the familial disclosure requirement provided in the Southfield Public School District (the "School District") advertisement for service Proposals, hereby represent and warrant, except as provided below, that no familial relationships exist between the Contractor(s) or any employee of the School District, and any member of the Board of Education of the School District or the Superintendent of the School District.

List any Familial Relationships: _____

_____ **There is no familial relationship that exists** between the owner and any employee of the Contractor and any member of the Southfield Public Schools Board of Education or the Superintendent of Southfield Public Schools. (check if none)

Contractor's Firm Name _____

By (Signature) _____

Printed Name & Title _____

Subscribed and sworn to by _____ before me on the _____ day of _____, _____.

Signature _____

Printed name _____

Notary public, State of Michigan, County of _____
Acting in the County of _____

Seal:

My commission expires _____

BOARD OF EDUCATION

- Charles A. Hicks, President
- Darrell B. Joyce, Vice President
- Leslie Love Smith-Thomas, Secretary
- Betty C. Robinson, Treasurer
- Michael M. Poole, Trustee
- Yolanda Smith Charles, Trustee
- Talisha Rice, Trustee
- Dr. Jennifer Green, Superintendent

CERTIFICATION OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT
Michigan Public Act No. 517 of 2012

The undersigned, the owner, or authorized officer of the below-named company (the “Company”), pursuant to the compliance certification requirement provided in the Southfield Public School’s Request For Proposal (the “RFP”), hereby certifies, represents, and warrants that the Company (which includes its officers, Supervisors and employees) is not an “Iran Linked Business” within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the “Act”), and that in the event the Company is awarded a contract by the Southfield Public Schools as a result of the aforementioned RFP, the Company is not and will not become an “Iran Linked Business” at any time during the course of performing any services under the contract.

The Company further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or two (2) times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the Southfield Public School’s investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to Proposal on a request for proposal for three (3) years from the date the it is determined that the person has submitted the false certification.

Name of Company

Name and Title of Authorized Representative

Signature

Date