



# Morley Stanwood Community Schools

4700 Northland Dr. Morley, MI 49336

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**Roger Cole**  
*Superintendent*

**Jamie Weeks**  
*Administrative Assistant*

**Kellsey Fairris**  
*Finance Director*

## Request for Proposal

### *Facilities Maintenance*

Lawn Maintenance, Athletic Fields Care and Maintenance, and Snow Removal

### Proposal Description

The Morley Stanwood Community Schools is seeking a Request for Proposal (RFP) for the contracting of Lawn Maintenance, Athletic Fields Care/Maintenance, and Snow Removal for the following facilities:

#### **Stanwood Learning Center**

*156 Front Street, Stanwood*

#### **Morley Stanwood Elementary School**

#### **Morley Stanwood Middle/High School**

*both located on the main campus, 4700 Northland Drive, Morley*

**Issue Date:**

March 8, 2024

**Proposal Due Date:**

Friday, April 19, 2024 at 3:30 PM

**Bid Type:**

Sealed Bid

**Submit Bid To:**

Morley Stanwood Community Schools  
Attn: Facilities Maintenance RFP  
4700 Northland Drive  
Morley, MI 49336

**Bid & Specification Contact:**

Roger Cole, Superintendent  
Morley Stanwood Community Schools  
4700 Northland Drive  
Morley, MI 49336  
Phone (231) 856-4392

## General Conditions

1. Sealed bids are due to Morley Stanwood Community Schools Administrative Office, 4700 Northland Drive, Morley, MI 49336 no later than 3:30 p.m., Friday April 19, 2024.
  - a. Proposal envelopes must be sealed and marked "Facilities Maintenance RFP"
2. A mandatory pre-proposal conference will be held at 11:00 a.m. on Friday, April 12, 2024. Morley Stanwood Community Schools reserves the right to accept and or reject any or all RFP.
3. *Bids should be submitted separately for each of the three categories*

## Bid Specifications

- ***Lawn Maintenance Buildings and Grounds***
  - Trimming regularly of main areas, along/around building, fences, trees/shrubs, signs, playground, and other various stationary fixtures, etc....
  - Spraying of sidewalks, parking lots, drive areas, curbs, inside and edge, etc...
  - Mowing of Elementary, Middle/High School, on a weekly basis, with adjustment as needed due to events such as graduation.
  - Maintaining/trimming around and inside north retention pond fence
  - Mowing, trimming and spraying of Stanwood Learning Center, Bi-Weekly basis
  
- ***Athletic Fields Care and Maintenance***
  - Herbicide /Weed Control/Trimming of Baseball, Softball (2) Fields, Track/Football Field to include fencing, bleachers, dug outs, and baseball and softball infields
    - Spraying of weed killer can only be done on days when students are not on site. Contact Facility Director or Athletic Director who can provide timeframes.
  - Mowing of Football game field (2x per week throughout summer)
  - Mowing of Baseball and Softball fields weekly as needed
  - Marking Lines on all Athletic Fields, Practice Football field, and Band practice field, Weekly Basis as needed
  - Mowing/Maintaining of Cross Country Track as needed
  
- ***Snow Removal***
  - These duties are to include plowing parking lots at all locations, bus areas, salting as requested and snow removal as needed, hauling or piling
    - include cost per push and cost per season
  - Snow removal must be completed when 2 inches or more of snow has fallen
  - Snow removal must be completed by 6:00 a.m. on a regular school day, if needed, Snow removal may resume after school has been excused for the day or unless otherwise instructed/permitted.
  - Cleaning of sidewalks at all buildings and within ten (10) feet of entrances

## **Contract Period**

The contract shall be in effect for a one (1) - year period, August 1, 2024 through July 31, 2025.

Morley Stanwood Community Schools reserves the option to renew this contract as it becomes due each year upon mutual agreement of both parties. Morley Stanwood Community Schools also reserves the right to negotiate this contract into a multi-year agreement between the parties.

Morley Stanwood Community Schools may, from time to time, find it necessary to continue this contract on a month-to-month basis only, not to exceed a six (6) month period. Such month-to-month extended periods shall be by mutual agreement of both parties, with all provisions of the original contract or any extension thereof remaining in full force and effect.

All quoted unit prices, as set forth herein by the contractor shall remain firm for the life of the contract.

## **Site Visit**

**Prospective contractors are required to attend the pre-proposal conference on Friday, April 12, 2024 at 11:00 a.m.** Please meet at Central Office located at 4700 Northland Drive, Morley, MI 49336.

## **Qualification of Bidders**

Bids will be considered only from responsive and responsible organizations or individuals currently engaged in this type of service at a level consistent with the areas/sites they are bidding. References may be requested.

## **Indemnity and Insurance**

If the acts or omissions of the Contractor or its employees, agents, or officers, cause injury to person or property, the Contractor shall defend, indemnify and save harmless Morley Stanwood Community Schools, its agents, officials, and employees against all claims, judgments, losses, damages, demands, and payments of any kind to persons or property to the extent occasioned from any claim or demand arising there from. The Contractor shall furnish within fifteen (15) working days of Notice of Award, certificate(s) of insurance providing insurance coverage as follows:

- Workers' Compensation Insurance, covering all persons engaged in work under this contract to the full statutory limits stipulated in the Michigan Worker's Compensation Act, including Employer's liability of \$500,000.
- Commercial General Liability Insurance, including premises and operation, including premises and operations, including XCU coverage with limits as follows: Bodily Injury/Property Damage \$1,000,000/occurrence \$2,000,000/annual aggregate. Automobile Liability Insurance, including owned, non-owned and hired motor vehicles as well as Michigan Property Protection Insurance as required by statute. Limits as follows: Bodily Injury/Property Damage \$1,000,000 CSL

## **Invoicing**

The contractor shall submit a detailed invoice for work performed on a monthly basis to Morley Stanwood Community Schools, Accounts Payable, 4700 Northland Drive, Morley, MI 49336.

## **Standard of Performance**

Contractor guarantees the performance of the commodities, goods or services rendered herein in accordance with the accepted standards of the industry or industries concerned herein. Upon notice by Morley Stanwood Community Schools of Contractor's failure to comply with such standards or to otherwise be in default of this contract in any manner, Contractor shall immediately remedy said defective performance in a manner acceptable to the School District. Should Morley Stanwood Community Schools consider Contractor failing to immediately remedy said defective performance, said failure is a breach of this contract and grounds for termination of the same.

The District reserves the right to withhold any or all payments until any defects in performance have been satisfactorily corrected. In the event the Contractor is in breach of this contract in any manner, and such breach has not been satisfactorily corrected, Morley Stanwood Community Schools may bar the Contractor from being awarded any future contracts.

## **Primary Condition**

It is to be considered a primary condition of this contract, and grounds for default, that the contractor's employees on site at all times respect site personnel and perform in such a way as to present no perceivable hazard to children or site personnel. This includes keeping motorized equipment 150' from children and site personnel, and minimizing the disturbances to the function of the facilities caused by contractor's equipment noise.

The standard is as follows:

1. If staff or students are present in the back of the school, mow in the front.
2. If staff or students are present in the front of the school, mow in the back.
3. If staff or students are present in both the front and the back of the school, mow in a different area.
4. If windows are open in an area mow from the building out so as to minimize disruption to the education purpose.

## **Certification**

Your submission of proposal is the guarantee of your company that you have carefully read this RFP, and that you have a complete understanding of all the provisions contained herein. Further, that you are submitting your quote in strict accordance with these provisions. You hereby state that you have the authority to submit this quote, which will become a binding contract if accepted by the (school district).