



## REQUEST FOR PROPOSALS

### Department of Public Works Grounds Maintenance

#### Purpose

The Meridian Township Department of Public Works is requesting proposals for professional services for the performance of mowing, weed trimming, snow plowing, 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. **The Township reserves the right to reduce mowing services to bi-weekly during the summer dormancy and drought conditions.**
- Each time the lawn is mowed, all grass will be blown or swept from walks, stairwells, patios, HVAC pads, dumpster pads, parking lot, driveways, and similar facilities. Debris must be kept out of any catch basins.
- Leaves will be removed from lawn areas, plant beds, and parking areas as needed.
- Sidewalks and curbs will be edged once a month.
- Sidewalks, parking lots, and driveways will be maintained free of grass and weeds either by hand or with spray treatment as needed.
- Shrubs and trees shall be pruned as needed to accepted horticulture standards. All debris removed from site.
- 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.

**The Township may enter into a one (1) year contract, with the option to renew the contract for up to four (4) additional years. On page 3, you will provide an inflationary percentage for each renewal year. If the contract is awarded to you, and the Township elects to renew the contract, these inflationary percentages that you provide in your bid will be used to adjust the pay item pricing for each annual renewal of the contract.**

#### Background

The Meridian Township Department of Public Works maintains 13 different sites. These sites include nine (9) properties with buildings, two (2) easement parcels, and two (2) cemeteries. 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 Public Works Department. Provide a bid for each location individually, 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 facilities based on contractor bids versus budget funds. **AT THIS TIME, WE BELIEVE WE WILL ONLY UTILIZE THIS CONTRACT FOR MAINTENANCE REQUIRED AT GLENDALE CEMETERY. THE OTHER FACILITIES ARE CURRENTLY MAINTAINED BY TOWNSHIP STAFF INTERNALLY, AND WILL CONTIUNE TO BE SO LONG AS WE HAVE CAPACITY.**

\*If your company provides snow removal please input your hourly rate in the line items for snow removal and salting.

#### 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.

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

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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 name, phone number, and email; and,
  5. Any other company information for use in evaluating the proposal.

**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**

**November 20, 2025 by 1 p.m.** Submit a letter with all of the information as described above in the Proposal Scope section, as well as all applicable Pay Items below.

### **Further Information**

For further information, please contact:

**Robert MacKenzie**

DPW Superintendent

[mackenzie@meridian.mi.us](mailto:mackenzie@meridian.mi.us)

W 517.853.4662 | 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 and the following provided on the outside of the envelope:

**"PROPOSAL – Grounds 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.



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***(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: \_\_\_\_\_