



**Lawn Mowing, Fertilizing & Other Lawn Care  
Request for Sealed Bids**

***All bids are due by Wednesday, October 23, 2019 at 3:00 PM***

*Contact Information:  
Tom Swifney  
Director of Buildings and Grounds  
342 W. Lakewood Blvd.  
Holland, MI 49424  
Phone: 616-786-2035  
Email: [swifneyt@westottawa.net](mailto:swifneyt@westottawa.net)*

## ***Notice to Bidders***

### ***Lawn Care for 2020, 2021, and 2022***

West Ottawa Public Schools will accept sealed bids for district wide lawn mowing, lawn fertilizing, tree trimming and landscape caretaking as described in the attached specifications. Bids will be accepted until 3:00 PM local time, Wednesday, October 23, 2019, at which time they will be publicly opened and read aloud. No oral, telephonic, telegraphic, e-mail or facsimile proposals will be accepted.

Bid submissions shall be firm for ninety (90) days from the date of bid opening. Bids must be submitted on the attached bid form and be signed by the bidder. Two (2) signed copies of the bid form should be addressed to the attention of:

**Jim English  
West Ottawa Public Schools  
Administration Building  
1138 – 136<sup>th</sup> Avenue  
Holland, MI 49424  
Re: Bid for Lawn Care**

All bids shall be accompanied by a sworn statement disclosing any familial relationship that exists between the owner(s) or any employee of the bidder and any member of the WOPS Board of Education or the Superintendent of West Ottawa Public Schools. The WOPS Board of Education shall not accept a bid that does not include a sworn and notarized familial relationship disclosure statement. All bids shall include an Affidavit of Compliance – Iran Economic Sanctions Act in compliance with “Iran linked business” within the meaning of the Iran Economic Sanctions Act. Bids must be marked on the envelope, “BID FOR LAWN CARE,” and the bidder’s name must be identified on the envelope. Bids should be addressed to Jim English, Associate Superintendent for Business Services, West Ottawa Public Schools. West Ottawa Public Schools reserves the right to accept or reject all or any portion of a bid, and is not bound to accept the low bid. A bid may be rejected, if not accompanied by any data required by the Bidding Documents, or which is in any way incomplete or irregular. West Ottawa Public Schools shall have the right to waive informalities or irregularities in a bid received, and to accept a bid which, in the judgment of West Ottawa Public Schools, is in the best interests of West Ottawa Public Schools.

Questions should be directed to Tom Swifney, Director of Buildings & Grounds, during the **pre-bid meeting on Thursday, October 10, at 2:00 PM at the former Glerum Elementary, 342 W. Lakewood Boulevard**. It is highly recommended that bidders attend this meeting with Mr. Swifney prior to submitting a bid as the District has a number of sites that are unique and complex. Attendance at the meeting will be part of the selection criteria used to select the contractor.

# Specifications for Lawn Care

## General Requirements

### I. Scope of Work

The District desires to obtain bids for each of the following, although it may determine that it is in the District's best interest to award multiple contracts to multiple bidders after reviewing the responses:

- Weekly mowing and trimming of grass at various sites around the District, including athletic fields used in high school athletic competition (requirements below), for the entire season for as long as mowing is necessary. It is anticipated that the mowing season will be twenty-six (26) weeks or more. Clippings shall be removed from hard surfaces.
- Mowing Services for Athletic Fields:
  - Mowing to be completed weekly, preferably Monday or Tuesday.
    - The main football stadium field on the middle school campus shall be cut two times each week beginning July 1<sup>st</sup> each year.
  - Height of cut should be 2 1/2 inches.
  - Do not mow over trash.
  - Lower height cuts on the baseball field may be required during the baseball season.
- Weeding of landscaped areas as needed to maintain a presentable and aesthetically appealing site. Weed removal of hardscape areas (including sidewalks, parking lots, fence lines, and softball fields) utilizing pre-emergent and post-emergent weed killer, as necessary. Clear landscaping of perennial plants at the end of the season. Weeding shall take place at least three times during the summer, once in May/June, once in July/August, and at the end of the season fall clean-up in October.
- Fertilizer and herbicide application.
- Spring and Fall Clean-up including leaf removal as needed. Leaf mulching is acceptable except for concentrated oak leaves.
- Annual tree trimming as needed to maintain healthy trees and an appropriately accessible site.

### II. Specifications

- The contractor shall examine each site where work is to occur to become familiarized with the conditions involved.
- Bid price shall be for the 2020, 2021 and 2022 season. The District reserves the right to terminate the bid award and/or contract at any time due to the contractor's failure to comply with the terms of the specifications. The District will notify the contractor of termination thirty (30) days prior to any action being instituted. The contractor will be permitted a rebuttal during this period.
- Contractor shall submit a list of three (3) references complete with names, addresses, phone numbers and a contact person to allow the District to verify the bidder's ability to perform and meet the terms of this document.

- Contractors should complete only the portions they are interested in on the Bid Proposal sheet. It is anticipated that more than one contractor will be awarded work. Mowing of the entire site shall occur at:
  - North Holland Elementary
  - Sheldon Woods Elementary
  - Lakeshore Elementary
  - Lakewood Elementary
  - Waukazoo Elementary
  - Building Services & District Transportation (formerly Glerum Elementary)
  - Woodside Elementary

Mowing of the lawns\* and athletic fields shall occur at:

- Harbor Lights Middle School (includes courtyards)
- Great Lakes Elementary
- Macatawa Bay Middle School (includes courtyard)
- Pine Creek Elementary and Administration Building
- North High School (includes courtyard)
- South High School

Mowing of the athletic fields:

- **Middle School Athletics**
  - Football Stadium
  - Soccer Stadium
  - Practice Fields
  - Baseball, Softball, Common Areas
- **High School Athletics**
  - Baseball & Softball Fields
  - Practice Fields
  - Common Areas

\*It is highly recommended that bidders attend the pre-bid meeting in order to obtain a better understanding of the areas to be mowed and maintained by District staff and the areas that will be the responsibility of the contractor.

Lawn areas that are not currently mowed should **not** be included in the bid. Only areas that are mowed now are part of this bid.

- Not all areas require fertilizer and herbicide application. Please consult Tom Swifney at the pre-bid meeting for a better understanding of these areas.
- Contractors will need to provide their own equipment.
- Contractors shall list the names of any potential subcontractors. The awarded contract may not be assigned.

**West Ottawa Public Schools  
 Bid Proposal for Lawn Care – Due October 23, 2019  
 Mowing**

**Contractor's Information**

Contractor's Name:	Phone #:
Address:	

**MOWING ONLY: School Sites Mowing –Complete any Areas of Interest**

**Provide the 2020 Seasonal Price**

Sheldon Woods Elementary _____	Waukazoo Elementary _____
North Holland Elementary _____	Building Services, Transportation (formerly Glerum) _____
Lakeshore Elementary _____	Woodside Elementary _____
Lakewood Elementary _____	Great Lakes Elem. and West Ottawa High Schools (North & South) & High School Athletic Fields _____
Harbor Lights MS, Macatawa _____ Bay MS, Administration, Pine Creek Elementary, & Middle School Athletic Fields	

Indicate Discount (if any) for Award of Multiple or All Sites  
 Along with Description of Sites Included: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Provide a per Hour Price if a 2<sup>nd</sup> Mowing is Needed in a Week for an Athletic Field \_\_\_\_\_

Provide a per Square Foot Price if a 2<sup>nd</sup> Mowing is Needed in a Week for an Athletic Field \_\_\_\_\_

Please list the names of any subcontractors \_\_\_\_\_

**Complete Percentage Increase in Mowing Cost (if any) for 2021 and 2022, if Awarded**

2021 Percent Increase	2022 Percent Increase (above 2021)
For All Bids Submitted Above _____	_____
Percent Increase for Years After 2022 _____	

\*\*\*Submit all areas of interest in the Bid Proposal along with the Affidavits required as instructed in the Bid Documents\*\*\*

**West Ottawa Public Schools  
 Bid Proposal for Lawn Care – Due October 23, 2019  
 Fertilizing and Herbicide**

**Contractor's Information**

Contractor's Name:	Phone #:
Address:	

**FERTILIZING AND HERBICIDE APPLICATION: Complete any Areas of Interest**

	Per Application Price Pre-Emergent Crab Grass	Per Application Price Slow Release 3# Nitrogen	Per Application Price Broadleaf Herbicide
Harbor Lights MS, Macatawa Bay MS, Administration, Pine Creek Elementary	_____	_____	_____
Great Lakes Elem., West Ottawa High School – North & South	_____	_____	_____
Sheldon Woods, North Holland, Lakeshore, Lakewood, Waukazoo, Woodside Elementary, Building Services (Glerum), and Transportation (Seven Sites)	_____	_____	_____
Indicate Discount (if any) for Award of Multiple or All Sites, Along with Description of Sites Included: _____	_____	_____	_____

*Must Comply with Notification of Chemical Application to Parents/Students as Required by Law*

Please list the names of any subcontractors \_\_\_\_\_

**Complete Percentage Increase in Fertilizing and Herbicide Cost (if any) for 2021 and 2022, if Awarded**

	2021 Percent Increase	2022 Percent Increase (above 2021)
For All Bids Submitted Above	_____	_____
Percent Increase for Years After 2022	_____	

\*\*\*Submit all areas of interest in the Bid Proposal along with the Affidavits required as instructed in the Bid Documents\*\*\*

**West Ottawa Public Schools  
 Bid Proposal for Lawn Care – Due October 23, 2019  
 Spring and Fall Clean-Up & Tree Trimming**

**Contractor's Information**

Contractor's Name:	Phone #:
Address:	

**SPRING & FALL CLEAN-UP & ANNUAL TREE TRIMMING: Complete any Areas of Interest**

	Tree Trimming Price	Spring Clean-up Price	Fall Clean-up Price (leaf removal/mulching as needed)
All District Sites (annual price—preferred)	_____	_____	_____
All District Sites (hourly price)	_____	_____	_____
and Estimated hours	_____	_____	_____

Please list the names of any subcontractors \_\_\_\_\_

**Complete Percentage Increase in Clean-Up and Tree Trimming Cost (if any) for 2021 and 2022, if Awarded**

	2021 Percent Increase	2022 Percent Increase (above 2021)
For All Bids Submitted Above	_____	_____
Percent Increase for Years After 2022	_____	

\*\*\*Submit all areas of interest in the Bid Proposal along with the Affidavits required as instructed in the Bid Documents\*\*\*

**West Ottawa Public Schools  
 Bid Proposal for Lawn Care – Due October 23, 2019  
 Weeding**

**Contractor's Information**

Contractor's Name:	Phone #:
Address:	

**WEEDING: Complete any Areas of Interest**

	Landscape Weeding Price	Hardscape Weed & Grass Removal Price (utilize herbicide as needed)
All District Sites (annual price--preferred)	_____	_____
All District Sites (hourly price) and Estimated hours	_____ _____	_____ _____

*Must Comply with Notification of Chemical Application to Parents/Students as Required by Law*

Please list the names of any subcontractors \_\_\_\_\_

**Complete Percentage Increase in Weeding Cost (if any) for 2021 and 2022, if Awarded**

	2021 Percent Increase	2022 Percent Increase (above 2021)
For All Bids Submitted Above	_____	_____
Percent Increase for Years After 2022	_____	

\*\*\*Submit all areas of interest in the Bid Proposal along with the Affidavits required as instructed in the Bid Documents\*\*\*



**AFFIDAVIT OF BIDDER**

The undersigned, owner or authorized officer of \_\_\_\_\_ (the bidder), pursuant to the familial disclosure requirement, hereby represent and warrant that no familial relationships exist between the bidder or any employee of the bidder, and any member of the Board of Education of West Ottawa Public Schools or the Superintendent of the District.

**BIDDER:**

\_\_\_\_\_  
(Company Name)

By: \_\_\_\_\_  
(Signature)

Title: \_\_\_\_\_

STATE OF MICHIGAN                    )  
                                                  ) SS.  
COUNTY OF \_\_\_\_\_ )

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
(Notary Public Signature)

\_\_\_\_\_ County, Michigan

My commission expires: \_\_\_\_\_

Acting in the county of: \_\_\_\_\_

**IRAN LINKED BUSINESS AFFIDAVIT**

*All Bids shall be accompanied by a sworn statement disclosing any Iran Linked Business relationship that exists within the owners, including its officers, directors and employees.*

The undersigned, owner or authorized officer of \_\_\_\_\_ (the bidder), pursuant to Michigan Public Act No. 517 of 2012, the “Iran Linked Business” requirement provided in the Ottawa Area ISD Universal Service Fund Request for Proposals hereby represents and warrants that the bidder, including its officers, directors and employees, is not an “Iran Linked Business” within the meaning of the applicable Public Act, and that in the event bidder is awarded a contract as a result of this RFP, the bidder will not become an “Iran Linked Business” at any time during the course of performing under the contract. The bidder 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 2 times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the District investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on future Requests for Proposals (RFPs) for three (3) years from the date that it is determined that the person has submitted the false certification.

**There is not an “Iran Linked Business” that exists** within the bidder and/or owner, officers, directors and employees.

**Bidder:** \_\_\_\_\_  
(Company Name)

**By:** \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

This instrument was acknowledged before me, a Notary Public, in and for

\_\_\_\_\_ County, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_,

\_\_\_\_\_ **SS:**

(Notary Public Signature)

My Commission expires: \_\_\_\_\_

Acting in the County of: \_\_\_\_\_