

Otsego County Library

Request for Proposal for Lawn Care Maintenance

The Otsego County Library is requesting proposals for the following service:

Lawn Care Maintenance

This request for proposal is for a one-year period, beginning April 17, 2023. The contact person regarding this RFP is Jackie Skinner, jskinner@otsego.org

Description of Organization:

The Otsego County Library' Main Branch at 700 S. Otsego Ave, Gaylord, Michigan is the focus of this request.

Project Overview:

General

Contractor will provide all labor, materials, equipment, disposal of trimmed and weeded materials, safety devices, fuel, transportation, supervision and incidentals as necessary for lawn maintenance at the main library in Gaylord.

Lawn Care

- Lawn mowing and maintenance services from April until October.
- Mowing: Contractor shall mow the grass every seven (7) days, if needed, or as weather permits, to maintain an appropriate even height for the type of grass and season to ensure a well-manicured and healthy appearance.
- Use mulching mower or bag clippings
- Irrigation start-up, maintenance and fall winterization.
- Core aeration as necessary.
- Lawn fertilization
- Dumping of any clippings, brush or trimmings is NOT permitted and must be hauled off-site.

VENDOR SPECIFICATIONS

The proposal shall include all of the following information. Failure to include all of the required information may result in disqualification of a Bidder.

1. Bidder's qualifications, years in business, staff profile and experience in providing the services required by this proposal.
2. References: List three references from current customers purchasing similar services. Include business name, contact name and phone number.
3. Describe and list the quantity of equipment, vehicles and number of employees to be used for these services

4. The square footage and type of facilities presently being serviced and for how many years for each facility.

Other:

1. The response due date for this RFP is no later than April 5, 2023 at 3:00 p.m.

2. We request your proposal be sent via email to: jskinner@otsego.org

3. The successful Bidder will be notified no later than April 12, 2023

4. The Otsego County Library reserves the right to reject any and all proposals submitted and to request additional information from all proposers. Any contract awarded will be made to the vendor who, based on evaluation of all responses and applying all criteria and oral interviews, if necessary, is deemed to have met all quality and cost considerations of management as determined in management's sole discretion.