

North Branch Area Schools

2022 Lawn Maintenance

Bid Documents

February 2022

REQUEST FOR PROPOSALS

North Branch Area Schools, 6655 Jefferson, North Branch, MI 48461 will receive sealed bid proposals until 2:00 p.m. on March 1, 2022. Bids will be opened and publicly read aloud immediately following the deadline for submission for the following bid package: **2022 NBAS Lawn Maintenance.**

Bid Process: Bid specifications and documents may be downloaded from www.nbbronzos.net under Board of Education tab, Request for Bids.

All sealed bids must be either mailed (P.O. Box 3620, North Branch, MI 48461) or hand delivered to the North Branch Educational Services Center, Superintendents Office, at 6655 Jefferson Road, North Branch, MI 48461 on or before Tuesday, March 1, 2022 at 2:00 pm (local time). All bids must be in plain envelopes marked "LAWN MAINTENANCE BID". For questions or to schedule appointment to view the property referenced in bid, contact: Jeff Drayton, Operation & Technology Director, (810) 523-6040 or jdrayton@nbbronzos.net. Proposals received after the designated date and time shall not be accepted or considered. Evaluation of the proposals and awards by the North Branch Area Schools Board of Education will be at a later date.

North Branch Area Schools reserves the right to accept or reject any or all bids and to waive all irregularities in Proposals. Proposals shall remain firm for forty-five (45) days from the date of Bid Opening. **Each bid shall be accompanied by a sworn and notarized Familial Relationship Affidavit in addition to the Iran Business Relationship Affidavit, proof of liability insurance, a list of references, a list of the equipment that will be used for the district's property lawn care maintenance.**

2/14/2022

Invitation to Bid

North Branch Area Schools Lawn Maintenance

North Branch Area Schools will be accepting bids for lawn maintenance for the 2022 season (approx 28 weeks). Bidders will be required to provide equipment and labor necessary for the completion of mowing all grass areas and trimming around all buildings, fencing, structures, curbs, trees and other obstacles in the maintenance area. Contractor will provide list of equipment and proof of insurance. The district will determine start and finish dates for the season and may skip mows without penalty during periods of low growth/ drought.

Bid includes:

- All grounds will be cut at a height of three inches unless specified by the district.
- Blowing all debris from sidewalks, parking lots, and running track after mowing/ trimming.
- Edging around all sidewalks (excluding pavers, asphalt and wood deck) as needed.
- Power edging of all curbs twice per season or as requested by district.
- Clean up of paper debris in mowing and trimming areas.
- All grounds maintenance will be scheduled around school and athletic events.
- Equipment will not be operated within 100 yards of people.

Bid Excludes:

- Varsity Football field inside the running track
- Varsity Baseball infield
- Varsity Soccer field inside the white fence.
- These areas may be added at a later date.

Quote price per mow and trim for each zoned area. Zones may be awarded individually.

Zone #1 - Jefferson Educational Services Center / Summer Recreation Fields

Zone #2 – North Branch Elementary Campus

Zone #3 – Main Campus (Ruth Fox Middle/ High School/Stadium)

Zone #4 – Athletic Fields/ Practice Fields (East of High School)

Zone #5 – Disc Golf Field (every other week as needed)

Zone #6 – Cross Country Track (upon request)

Familial Relationships

As required by Michigan Law (P.A. 232 of 2004), all proposals/bids must be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the Owner or employee of the bidder and any member of the North Branch Schools district or North Branch School District School Board. The Board will not accept a bid that does not include this sworn and notarized statement.

FAMILIAL DISCLOSURE STATEMENT

All bidders must complete the following familial disclosure form in compliance with MCL 380.1267 (Public Act 232 of 2004) and attach this information to the bid.

By the attached sworn and notarized statement, we are disclosing the following familial relationship(s) that exists between the owner or any employee of the bidder and any member of the school board, the superintendent, chief financial officer, administrator, or supervisor of the public school district. North Branch Area Schools shall not accept a bid that does not include this sworn and notarized disclosure statement.

Disclose any familial relationship and complete the form below in its entirety:

The following are familial relationships as described above (provide employee name, family contact name, family contact position, and familial relationship or NONE.)

Signature(s): _____

Title: _____

Name of firm: _____

STATE OF MICHIGAN)
) SS
COUNTY OF)

On this _____ day of _____, 20____, before me a Notary Public in and for said county, personally appeared _____, agent of the said firm

_____ and who acknowledged the same to be his free act and deed as such agent.

Notary Public

Iran Business Relationship Affidavit

Effective April 1, 2018 all bids, proposals, and/or qualification statements received in the State of Michigan must comply with the "Iran Economic Sanctions Acts". The following certification is to be signed and included at the time of submittal.

Certifications

Pursuant to the Michigan Iran Economic Sanctions Act, 2012 P.A. 517, by submitting a bid, proposal or response, Respondent certifies, under civil penalty for false certification, that it is fully eligible to do so under law and that it is not an "Iran linked business" as the term is defined in the Act.

Signature

Title

Company

Date