



Landscaping Services and Snow and Ice Removal

Request for Quotations #08122019

Responses are due Wednesday, September 11, 2019 at Noon Eastern Time

Important Dates

Date	Item
Monday, August 12, 2019	RFQ is posted to the <i>Michigan Virtual</i> website
Monday, August 26, 2019	Questions due from Vendors
Friday, August 30, 2019	Responses posted on Website
Thursday, September 26, 2019 at noon	Written quotations due to <i>Michigan Virtual</i>
Wednesday, October 2, 2019	<i>Michigan Virtual</i> reserves time for meeting with Selected Vendor(s) prior to award notification
Friday, October 4, 2019	Award notification to Vendors

I. INTRODUCTION

The purpose of this Request for Quotation (RFQ) is to solicit Quotations from Vendors to provide all landscaping, snow removal and ice treatment services, including supervision, tools, materials, equipment, licenses, permits and incidentals required and/or implied for the complete and satisfactory performance of those services at 920 Municipal Way, Lansing, Michigan 48917.

The facility parking areas includes 99 parking spaces. Note that the size of the parking lot may increase by approximately 30 spaces within 6 months.

RFQ responses are due Wednesday, September 11, 2019, by Noon Eastern Time. In addition to the Vendor's responses to specific deliverables required, other factors will be considered, including the Vendor's customer references and expertise, as noted in the Selection Criteria below.

By releasing this RFQ, *Michigan Virtual* makes no guarantee of any awards of work to any respondents now or in the future. Additionally, portions of the RFQ may be awarded to multiple Vendors, and coordination and cooperation of effort between Vendors may be required.

II. BACKGROUND OF MICHIGAN VIRTUAL

Michigan Virtual is a 501(c)(3) organization located in Lansing, Michigan, and was established by the State of Michigan in 1998 to expand the use of learning technologies with a focus on serving Michigan's K-12 community with quality online instructional services.

Today, *Michigan Virtual* offers online courses to students and professional development services to educators. *Michigan Virtual* is funded through state and federal grants as well as tuition revenue. *Michigan Virtual* employs over 200 people located throughout the world, with headquarters in Lansing, Michigan.

Additional information is available on our website at michiganvirtual.org.

III. SERVICES SOUGHT

We seek a Vendor to work collaboratively with *Michigan Virtual* in order to ensure that our building is served on schedule, at reasonable costs and based on our needs, described below. If any damage occurs due to any activity by the Vendor, that party shall be responsible to repair damages at no cost to *Michigan Virtual*. A drawing of the building and parking lot is included on page five. A Landscape Plant List and a drawing that includes the locations of all greenery is included on page six.

Once we select the Vendor, we will collaborate on a final budget for this work based on information from the provided Quotation and further discussions with the Vendor. Finally, we ask that for the first three months of the Landscape Services and the first three months of Snow and Ice Removal Services, monthly meetings occur with the selected Vendor to ensure understanding and satisfaction.

A. Landscaping

- Grass mowing will be done regularly to maintain a professional appearance and in accordance with known industry standards to ensure quality growth.
- Fertilizer will be applied to grass, trees and shrubs according to industry standards to ensure quality growth.
- Shrubs and plants will be trimmed to maintain a professional appearance from all angles.
- Weed and pest control will be provided for grass, trees, shrubs and bark/rock areas.
- Trees will be trimmed to ensure quality growth and to avoid contact with building surfaces in accordance with known industry standards.
- All parking areas, walkways, and parking lots will be blown clear of leaves, trash, cigarette butts, rocks, weeds, trimmings and any other debris after all regular work is completed. This includes city sidewalks attached directly to the property. All types of debris shall be removed in accordance with municipal ordinances.
- All needed repairs shall be brought to the *Michigan Virtual's* Facilities Manager's attention the day the repair is noted.

B. Snow and Ice Removal

- Snow shall be plowed from the parking lot, and plowed, blown or shoveled from all sidewalks throughout the winter season as specified in the contract.

- Ideally, snow and ice removal services will be completed before 7:00 am, Monday through Friday. Salt or some other melting agent will be applied to the parking lot and all sidewalks to ensure safe conditions at all times.
- All needed repairs shall be brought to the Michigan Virtual's Facilities Manager's attention the day the repair is noted.

IV. QUOTATION INSTRUCTIONS

Costs incurred by the Vendor in quotation preparation and delivery, or in anticipation of receiving a contract from *Michigan Virtual*, are those of the Vendor and will not be reimbursed by *Michigan Virtual*. *Michigan Virtual* is not subject to the Freedom of Information Act (FOIA). Contents of quotations submitted are confidential and will not be disclosed to any parties outside of *Michigan Virtual*.

A. Quotation Content and Format

In order to simplify the evaluation process and obtain maximum comparability, *Michigan Virtual* requires that all responses to the RFQ be organized as described below. Any relevant supplemental information should be included as attachments.

1. **Business Information.** Describe your business, including legal business name, year the business was organized, legal status (corporation, partnership, sole proprietorship, etc.) and state of corporation.
2. **Quotation and Capabilities.** Your quotation should also include the following as they relate to the deliverables we expect:
 - i A description of services you propose to provide to meet our needs that illustrates your company's ability and experience.
 - ii Names and qualifications of Key Team Members. Identify who will serve as the single point of contact for our contract, including an emergency number for unscheduled work.
3. **Pricing.** Submit line-item costs for quoted services.
 - i Please specify how the cost of salt or melting agent will be billed (e.g. by the pound; per application)
 - ii Provide prices for all line items, including separate subtotals for categories of products or services if appropriate, and a grand total for your Quotation for services.
 - iii Provide an explanation of your company's billing procedures, including rates.
 - iv Provide prices of any optional services and supplies offered or recommended.
4. **Taxes.** *Michigan Virtual* is tax-exempt. Tax-exempt certification will be furnished upon request by *Michigan Virtual*.
5. **Service Plan**
 - i Provide a draft plan, including recommended days/times that services will be provided.
 - ii Indicate the number of Vendor's employees involved. Include your practices that demonstrate how your firm meets or exceeds its clients' expectations.
 - iii Indicate how often a walk-around will be performed to review the work of the staff assigned.
6. **Insurance coverage.** Describe proof of your company's liability insurance coverage.
7. **Confidentiality.** Describe how you will address confidentiality of information related to *Michigan Virtual* employees and company operations.
8. **Client References.** Provide the names, titles and contact information for a minimum of three references of a similarly sized company.

B. Vendor Selection Criteria

The following factors will be considered by *Michigan Virtual* in selecting the Vendor(s).

- Preference may be given to a Vendor that can provide all services.
- Vendor's experience and capabilities.

- Vendor history, and personnel qualifications and experience, with weight given to experience of the team.
- Vendor's understanding of the work to be performed, and ability to meet our goals and objectives.
- Effectiveness of Service Plan.
- Quality of references.
- Value delivered in proportion to fees proposed.
- Completeness of the quotation.

Michigan Virtual reserves the right to select the Vendor(s) of its choosing, reflective of our understanding of needs, the audiences served and results desired rather than solely based on pricing or other combinations of factors. Further, this RFQ does not obligate *Michigan Virtual* to award any contract. We reserve the right to cancel the RFQ at our discretion.

C. RFQ Questions, Due Dates, Contact

Date	Item
Monday, August 12, 2019	RFQ is posted to the <i>Michigan Virtual</i> website
Monday, August 26, 2019	Questions due from Vendors
Friday, August 30, 2019	Responses posted on Website
Wednesday, September 11, 2019	Written quotations due to <i>Michigan Virtual</i>
Wednesday, September 18, 2019	<i>Michigan Virtual</i> reserves time for meeting with Selected Vendor(s) prior to award notification
Monday, September 23, 2019	Award notification to Vendors

Please direct all correspondence and questions related to this RFQ and the required elements to the *Michigan Virtual* single point of contact shown below. Send one (1) electronic copy of your quotation by email to the *Michigan Virtual* single point of contact shown below, and one (1) printed and signed hard copy of your quotation no later than Noon, Wednesday, September 11, 2019. Please note that the submission of the emailed materials will be the measure of on-time delivery rather than the arrival of the printed materials.

The single point of contact for RFQ #08052019 is:

Elizabeth Elliott
 Director of Planning Services
 Michigan Virtual
 920 Municipal Way
 Lansing, MI 48917
eelliott@michiganvirtual.org

Michigan Virtual reserves the right to not consider late or incomplete quotations. Amendments to quotations will be included in our review only when they are received by the above deadline.



LANDSCAPE PLANT LIST			
KEY	COMMON NAME	BOTANICAL NAME	INSTALLED SIZE
SHADE TREE			
AK	KARPICK RED MAPLE	ACER RUBRUM 'KARPICK'	3.0" CAL.
QR	RED OAK	QUERUS RUBRA	3.0" CAL.
DECIDUOUS/EVERGREEN SHRUBS			
EA	PIPSQUEAK BURNING BUSH	EUONYMUS ALATUS 'PIPZAM'	24" HT
JC	KALLAY'S COMPACT PFITZER	JUNIPERUS H. 'PLUMOSA COMPACTA YOUNGSTOWN'	24" HT
MP	NORTHERN BAYBERRY	MYRICA PENNSYLVANICA	24" HT
ORNAMENTAL TREE			
SR	IVORY SILK TREE LILAC	SYRINGA RETICULATA 'IVORY SILK'	3.0" CAL.
CC	CS CANADENSIS	EASTERN REDBUD	2 1/2" - 3" CAL.
JM	RED JAPANESE MAPLE	ACER PALMATUM	2 1/2" CAL.
EVERGREEN TREE			
MG	MOONGLOW JUNIPER	MONROVIA	6' HT.
PG	WHITE SPRUCE	PICEA GLAUCA	6' HT.

