



Request for Proposal (RFP)

Lawn Maintenance Services

Stockbridge Community Schools are accepting bids for grass mowing. Unless otherwise directed, all areas are to be mowed once every seven days to the length specified. Lawns and fields are to show no grass clumps following completion of the mowing. Edging and removal of litter from mowed areas is to be included in the per-mow bid, except where specified. Submit separate bid sheets for mowing during 2025

It is the responsibility of the bidder to verify acreage and boundaries prior to bid submission. Payment will be made following receipt of billing for services rendered, within 14 days. Mowing contractors will modify their mowing schedule upon notice from the school business office. During drought period mowing may be ceased, or alternate grounds work may be accepted at the established mowing rate.

- Mower discharge should be directed away from school buildings so grass clippings do not clog building fresh air intakes.
- Mower decks should not come in contact or damage trees and shrubs
- If mowing takes place when students are present or school is in session, mowers are to stay at least 100 yards away from buildings and students.

Bids will be considered for any single, group, or all of the described areas. Stockbridge Schools reserves the rights to select bids, reject bids, or cease mowing for any reason. Acceptable workers compensation and liability insurance certificates are required prior to the successful bidder starting work.

Submission Details

- **Submission Deadline:** April 25, 2025 12:00 pm
- **Submission Address:** 100 Price Ave. Suite A, Stockbridge MI 49285
- **Contact Person:** Brian Friddle Superintendent, friddleb@panthernet.net, 517-715-9001

Terms and Conditions

- The Stockbridge Community School District reserves the right to reject any or all proposals.
- All documents submitted will become the property of Stockbridge Community School District.
- The Stockbridge Community School District is not liable for any costs incurred by firms in responding to this RFP.

Additional Information

For additional information or questions regarding this RFP, please contact:

- Brian Friddle
- Superintendent
- Friddleb@panthernet.net



STOCKBRIDGE
COMMUNITY SCHOOLS

Name of Firm _____ Contact Name _____

Telephone Number _____ Date _____

Address _____
(street address) (city) (zip)

JR/SR High School

Area 1/HS	_____	Per Mow	No Bid	_____
Alternate 4	_____	Per Mow	No Bid	_____
Areas 2/HS	_____	Per Mow	No Bid	_____
Alternate 5	_____	Per Mow	No Bid	_____
Area 3/HS	_____	Per Mow	No Bid	_____
Area 4/HS	_____	Per Mow	No Bid	_____

Smith Elementary

Area 1/S	_____	Per Mow	No Bid	_____
Area 2/S	_____	Per Mow	No Bid	_____
Area 3/S	_____	Per Mow	No Bid	_____

Heritage Elementary

Area 1/HE	_____	Per Mow	No Bid	_____
Area 2/HE	_____	Per Mow	No Bid	_____
Area 3/HE Frisbee	_____	Per Mow	No Bid	_____
Golf Course	_____			_____

Howlett Elementary

Area 2/H	_____	Per Mow	No Bid	_____
Alternate 1	_____	Per Mow	No Bid	_____
Alternate 2	_____	Per Mow	No Bid	_____
Alternate 3	_____	Per Mow	No Bid	_____

Hourly rate for requested mowing not listed on the bid sheet \$ _____

Payment for services rendered will be processed within 14 days after an invoice is received by the district.



Summer 2026 Grass Mowing Bid Sheet

Name of Firm _____ Contact Name _____

Telephone Number _____ Date _____

Address _____
(street address) (city) (zip)

JR/SR High School

Area 1/HS	_____	Per Mow	No Bid	_____
Alternate 4	_____	Per Mow	No Bid	_____
Areas 2/HS	_____	Per Mow	No Bid	_____
Alternate 5	_____	Per Mow	No Bid	_____
Area 3/HS	_____	Per Mow	No Bid	_____
Area 4/HS	_____	Per Mow	No Bid	_____

Smith Elementary

Area 1/S	_____	Per Mow	No Bid	_____
Area 2/S	_____	Per Mow	No Bid	_____
Area 3/S	_____	Per Mow	No Bid	_____

Heritage Elementary

Area 1/HE	_____	Per Mow	No Bid	_____
Area 2/HE	_____	Per Mow	No Bid	_____
Area 3/HE Frisbee	_____	Per Mow	No Bid	_____
Golf Course				

Howlett Elementary

Area 2/H	_____	Per Mow	No Bid	_____
Alternate 1	_____	Per Mow	No Bid	_____
Alternate 2	_____	Per Mow	No Bid	_____
Alternate 3	_____	Per Mow	No Bid	_____

Hourly rate for requested mowing not listed on the bid sheet \$ _____

Payment for services rendered will be processed within 14 days after an invoice is received by the district.

STOCKBRIDGE JUNIOR/SENIOR HIGH SCHOOL - STOCKBRIDGE, MICHIGAN

Area 1/HS Lawns west, south, and east of the high school building, including soccer fields, approximately six acres, 2.5 inches.

(Alternate 4) Include a per mow alternate bid for a second weekly mowing on the two practice soccer fields south and west of the high school area 1/HS, May only, 2.5 inches

Area 2/HS All remaining grounds, athletic fields, and baseball fields north of the high school and west of Clinton Street, excluding the football game field. Approximately 32 acres, 2.5 inches.

(Alternate 5) Include a per mow alternate bid for a second weekly mowing on the two fenced baseball fields in area 2/HS, through June. Clippings are to be collected. Coordinate clipping disposal and mowing length with school district administration. 2.5 inches.

Area 3/HS Orchard south of High School building, rough mowed to 4 inches, no edging, approximately 3 acres, mowed the second week of May, June, July, August and September.

Area 4/HS Football game field. Clippings are to be collected. Coordinate clipping disposal and mowing length with school district administration.

SMITH ELEMENTARY - STOCKBRIDGE, MICHIGAN

Area 1/S Lawn areas surrounding Smith Elementary, including courtyard, playground, and soccer field south of the building. Approximately 3.5 acres, 2.5 inches.

Area 2/S Lawn area north of Price Street, including woods and grass strip north of the parking lot on the west side of Mills Street. Approximately 21,500 square feet, 2.5 inches.

Area 3/S All athletic fields and remaining grounds west of the old Middle School property line to the Smith Elementary sidewalk/walking path. Approximately 11 acres, including three baseball fields, 2.5 inches.

HERITAGE ELEMENTARY - STOCKBRIDGE, MICHIGAN

Area 1/HE All lawns encircled by the school sidewalk and access road, including pedestrian island and strip north of the large parking lot. Approximately 1.1 acres, 2.5 inches.

Area 2/HE Playground and soccer field outside of encircling sidewalk and within the walking path. Approximately 2.4 acres, 2.5 inches.

Area 3/HE Frisbee golf course south of the elementaries, rough mowed to 4 inches no edging, mowed second week of May, June, July, August and September

HOWLETT BALL FIELDS - GREGORY, MICHIGAN

Area 2/H Ball field across from the elementary building on Webb St. and bordering Unadilla Road, including Unadilla Road tree line. Approximately 7 acres, 2.5 inches.

(Alternate 1) Ball field across from the elementary building on Webb St. and bordering Unadilla Road, including Unadilla Road tree line, but not 4 acres in the center of the property. Approximately 3 acres, 2.5 inches. To start the second week of July.

(Alternate 2) Event mowing of Area 2/H center area, no mowed per Alt 1, between playground and ball field bordering Unadilla Road. Approximately 4 acres, 2.5 inches.

(Alternate 3) Include a per mow alternate bid for a second weekly mowing of the baseball outfield bordering Unadilla Road through June, 2.5 inches.

CONDITIONS

Information given in this Conditions section are peculiar to this project, necessary for the progress of the work, and shall be provided as described herein. Throughout this Conditions section, Stockbridge Community Schools is referred to as the "Owner" and the successful bidder as the "Contractor". All other parties involved and contracted by the Owner are referred to as the "Owner's Representatives".

Bidding and Contract Information

1. The *Bid Proposal Packet* shall be filled in completely, giving all information called for herein. Should any bidder refuse to hold its bid firm for the required period or refuse to enter into a contract in accordance with the terms of its proposal, the Owner reserves the right to disqualify its bid and may consider this a factor with respect to any future bids made by him/her, and may refuse to consider the same for that reason.
2. All pages and documents, and the information requested within the *Bid Proposal Packet* section, must be furnished completely in strict compliance with the bidding submittal requirements. The manner of submission is essential to permit prompt evaluation of all bids on a fair and uniform basis. Accordingly, the Owner reserves the right to declare as non-responsive, and reject, any bid which is incomplete or where material information requested is not furnished, or where indirect or incomplete answers or information is provided.
3. Bidders are cautioned that any alternate bid(s), unless specifically requested, or any changes, insertions, or omissions to the terms and conditions of these specifications, may be considered non-responsive and at the option of the Owner may result in rejections of the bid(s).
4. Any bid(s) received at Stockbridge Community Schools Central Office designated herein, after the exact time specified for receipt, may not be considered.
5. The Owner reserves the right to postpone the bid opening for its own convenience.
6. Bidders shall fill in the number and date of each addendum on the *Bid Proposal Packet*.
7. Should a bidder find apparent discrepancies in, or omissions from, the bidding documents, or should it be in doubt as to their true meaning, or should it have any questions regarding any work or materials intended by the bidding documents, then such bidder, either Contractor or Subcontractor, shall immediately notify the Owner of such questions. The Owner will issue an addendum to all Contractors recorded in its office as being bidders for the specific project. It shall be the responsibility of the Contractors on record to provide all their Subcontractors with the information contained in these addenda.
8. THE OWNER RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS AND TO WAIVE INFORMALITIES AND MAJOR IRREGULARITIES IN BIDS RECEIVED.
9. THE OWNER RESERVES THE RIGHT TO WAIVE ANY INFORMATION IN THE BIDS, OR REJECT ANY OR ALL BIDS, IN WHOLE OR IN PART, SHOULD IT BE DEEMED IN ITS BEST INTEREST TO DO SO.
10. THE DISTRICT RESERVES THE RIGHT TO ACCEPT OR REJECT ANY/ALL BIDS OR ANY PORTION THEREOF AND TO ACCEPT THE BID WHICH SHALL BEST SERVE THE DISTRICT.

Sworn and Notarized Familial Disclosure Statement

All bidders must provide a familial disclosure in compliance with MCL 380.1267 and attach this information to the bid. The bid will be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the Owner or any Employee of the bidder, any member of the Board of Education or the Superintendent of the school district. The District will not accept a bid that does not include this sworn and notarized disclosure statement.

- ☐ The following familial relationship exists between the Owner and an Employee of the bidder, a member of the Board of Education, or Superintendent of the school district.

	<u>Name of Individual</u>	<u>Related to</u>	<u>Relationship</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

Attach additional pages if necessary to disclose familial relationships.

- ☐ There is no familial relationship that exists between the Owner and an Employee of the bidder, a member of the Board of Education, or Superintendent of the school district.

COMPANY NAME: _____

SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

NOTARY PUBLIC

Subscribe and sworn before me, this _____

Day of _____, 20_____, a Notary Public,

In and for _____ County, Michigan.

Signature

My Commission expires _____ Seal:

Sworn and Notarized – Iran Economic -Sanctions Act

All bidders must disclose any relationship with an Iranian Company in compliance with Act No. 517 and attach this information to the bid. The bid will be accompanied by a sworn and notarized statement disclosing any relationship with an Iranian Company that exists between the Owner and an Employee of the bidder, a member of the Board of Education or Superintendent of the District. The District will not accept a bid that does not include this sworn and notarized disclosure statement.

- ☐ The following relationship exists between an Iranian Company and the Owner and an employee of the bidder, a member of the Board of Education or Superintendent of the school district.

	<u>Name of Individual</u>	<u>Company</u>	<u>Relationship</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

Attach additional pages if necessary to disclose any Iranian relationship.

- ☐ There is no relationship that exists between an Iranian Company and the Owner and any Employee of the bidder, any member of the Board of Education or Superintendent of the school district.

COMPANY: _____

SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

NOTARY PUBLIC

Subscribe and sworn before me, this _____

Day of _____, 2025, a Notary Public, In

and for _____ County, Michigan.

Signature

My Commission expires _____ Seal: