



## LANDSCAPING MAINTENANCE

RFQ Number: **25-016**

Services to be provided at:

1040 and 1042 W. Bristol Rd., Flint MI 48507

1402 S. Saginaw St., Flint MI 48503

GENESEE HEALTH SYSTEM  
1040 W. BRISTOL ROAD  
FLINT, MI 48507

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## PROJECT SUMMARY

### Service Requested: Landscaping Maintenance

Genesee Health System (Board or GHS) is seeking sealed proposals from interested and qualified parties to provide landscape maintenance services. The selected offeror shall be responsible for providing a professional and well-maintained appearance year-round of the landscape at the GHS sites, 1040 & 1042 W. Bristol Rd., Flint MI 48507 and 1402 S. Saginaw St., Flint MI 48503.

## ORGANIZATIONAL OVERVIEW

### *Organization Background*

The Board received Authority status as of January 1, 2013, effectively becoming a distinct non-profit separate from the County of Genesee. Funding for the service(s) described herein is enabled by a cost reimbursement contract with Region 10 Prepaid Inpatient Health Plan (PIHP) to manage the Concurrent 1915(b)(c) Programs, the Healthy Michigan Plan and relevant waivers in Genesee County, Michigan and to provide a comprehensive array of specialty mental health services and supports as indicated therein. The Board also operates Genesee Community Health Center, which offers a holistic approach to physical health care for those who may otherwise go without.

### *Objective*

Genesee Health System, MI, located in Flint, MI, is seeking professional landscape maintenance services for its facilities. The contractor will be responsible to restore and then maintain planting beds, ensuring they remain weed-free, and refresh mulch as needed throughout the growing season.

### *Current Situation*

GHS 1040 & 1042 W. Bristol Rd., Flint MI 48507 is the new main campus for GHS. The west side of the building was occupied in early 2024 and the east side will be occupied later this year. The exterior of the building has been professionally landscaped in the past but neglected for the years the buildings were unoccupied, this landscape needs to be revived.

1402 S. Saginaw St., Flint MI 48503 is the Children's Center new landscaping was done when the building was opened. This landscaping needs to be maintained.

Please review the sites on your schedule. There is not a scheduled meeting to review the site. Submit any questions as defined in the next sections.

### Proposed RFQ Deadline Dates

The Board will make every effort to adhere to the schedule below. However, the Board reserves the right, at its sole discretion, to adjust the RFQ Schedule of Events as it deems necessary, all times listed are to Flint, MI local time:

| <b>EVENT</b>                                      | <b>TIME and DATES</b>                                 |
|---|---|
| Issue RFQ   | April 17, 2025  |
| Questions accepted until                          | April 24, 2025 by 11:00 am                            |
| Q and A document posting                          | April 25, by 5:00pm                                   |
| <b>Deadline for Final Submission of Proposals</b> | <b>May 9, 2025 by 11:00 am</b>                        |
| Award (tentatively)                               | May 30, 2025  |
| Service Date:                                     | June 1, 2025, or other date agreed to by both parties |

### Contact Information

All communications, any modifications, clarifications, amendments, questions, responses, or any other matters relating to this RFP must be submitted online in writing in the posted RFP at <https://www.bidnetdirect.com/mitn>. Questions will be responded to in writing and made available to all interested parties via posting at <https://www.bidnetdirect.com/mitn> in the posted RFP.

The purchasing contact on this project is Cindy Stahmer, Purchasing Manager contact via email at [cstahmer@genhs.org](mailto:cstahmer@genhs.org) for matters not addressed in previous paragraph. No contact regarding this solicitation made with other GHS employees is permitted. Any violation of this condition may result in immediate rejection of the proposal

## STATEMENT OF NEED

### Specifications

#### Scope of Work

1. REGULAR MAINTENANCE OF PLANTING BEDS:
  - Removal of weeds, debris, and dead plant material
  - Pruning and shaping of ornamental plants
  - Pruning and shaping of shrubs, maintained at a height that does not require a ladder
  - Edging of beds to maintain clean, defined borders
2. WEED CONTROL:
  - Application of pre-emergent and post-emergent herbicides as necessary
  - Manual removal of weeds to maintain a weed-free appearance
3. MULCH MANAGEMENT:
  - Refreshing mulch in planting beds to maintain a 2-3 inch depth

- Ensuring proper distribution of mulch around plants and trees
- Removal of excess mulch when necessary

#### 4. SPRING CLEAN-UP:

- Removal of winter debris, including leaves, branches, and litter
- Cutting back perennials and ornamental grasses prior to annual mulch application.
- Preparing beds for new plantings or spring growth

#### 5. FALL CLEAN-UP:

- Removal of fallen leaves, branches, and seasonal debris
- Fall leaf collection and disposal
- Cutting back spent perennials and ornamental grasses
- Preparing planting beds for winter

#### 6. ONGOING MAINTENANCE:

- Regular inspections of planting areas to identify and address issues
- Reporting any plant health concerns or irrigation problems to Genesee Health System staff

#### 7. EXCLUDED FROM PROJECT:

- The water feature and plaza area around the water fall on the South side of the 1040 W. Bristol building is excluded from this project.
- Mowing

The selected contractor will be responsible for providing all necessary equipment, tools, materials, and labor to ensure the grounds maintain a professional and well-maintained appearance year-round.

#### **General Requirements and Standards**

1. The proposal to provide these services will be in compliance with all applicable State and Federal standards and guidelines.
2. The Board reserves the right to accept or reject any/all proposals received pursuant to this RFQ, in whole or in part; and/or to waive any/all irregularities therein; and/or to delete/reduce the units of service; and/or to negotiate terms in any way whatsoever to obtain service as deemed in its best interest. The Board reserves the right to re-solicit/re-advertise as deemed necessary.

#### **Experience**

To be considered, Offerors should have extensive experience providing a Landscaping Maintenance to clients of similar size as GHS.

#### **Contract Term**

The selected Offeror shall provide all services described herein for two (2) years. The organization, in its sole discretion, will have the option to renew annually for up to five (5) years by agreement of both parties.

### *Customer Service*

The selected Offeror shall provide adequate support in the event of any service issues. At a minimum, the selected offeror shall provide an account manager that will serve as GHS main point of contact throughout the project. The account manager should be available during normal business hours at a minimum.

### *Subcontractors*

As part of the proposal, include a list of any known potential subcontractors, including the portion of work being contracted out to other licensed contractors. This listing of potential subcontractors shall be limited to the name of the company, name of the company's owner(s), and business address. If any other subcontractor is selected after a contract is awarded, the successful Offeror shall provide the Board with the name of the company, its owner(s), and address. This requirement is not intended to apply to minimal relationships such as the purchase of a small dollar amount of supplies to complete a project. However, all services conducted by subcontractors must be performed under the supervision of the Offeror. It is understood that the Offeror will be responsible for all payment of fees charged by the subcontractor(s).

## PROPOSAL FORMAT

### Proposal Submission Requirements

#### *Proposal Submission Requirements*

#### **Proposals must be submitted by the proposal deadline.**

The Offeror shall be responsible for preparing and submitting an effective, clear, and concise proposal. Proposals must contain the following information:

1. Shall be written in the English language
2. Offeror will prepare a comprehensive document incorporating responses to each Section; said responses shall be presented as follows:
  - a. Font Style similar to "Arial or Calibri" with a minimum Font Size of 10.
  - b. Offeror shall prepare a Technical Proposal with page numbers. Offeror shall respond regarding how they will meet the organization's statement of need and include any additional documentation that is relevant to answering the RFQ.
  - c. Submit a Cost Proposal.
  - d. Timeline for clean-up and regular maintenance.
  - e. References, Insurance Certificate, and financial documents demonstrating financial stability.
  - f. Proposal must be signed by the official authorized to bind the submitter to its provisions. The Offeror must complete an **Offeror Background Submittal Form A** and attach to the proposal.

All areas of the proposal must be addressed in the same sequence cited in the RFQ Submission Requirements in order that proper consideration is given to the proposal. Proposals submitted without information or incomplete content may result in the proposal being removed from consideration. The only accepted document formats submission are **.pdf** or **Microsoft Word .doc, .docx**. Submissions not received by the deadline will not be considered.

**The Offeror is solely responsible for delivery of One (1) original at [Government Bids Opportunities and RFP | BidNet Direct](#)** GHS has partnered with bidnet direct by SOVRA as part of the Michigan Inter-governmental Trade Network (MITN) to

post bid opportunities at the site and receive proposal submissions. Proposals will be accepted until **Friday, May 9, 11:00 am**. Proposals must be received by this date and time in order for the proposal to be considered. All time is local to Flint, Michigan.

**Bidnet guide for suppliers:**  
<https://www.bidnetdirect.com/resources/articles/how-to-use-bidnet-direct-to-maximize-opportunities>

Free bidnet direct by SOVRA Vendor Registration:  
<https://www.bidnetdirect.com/public/user-registration>

### ***Technical Proposal***

Offerors should submit an in-depth technical proposal for the project.

1. This proposal should specify how the Offeror's solution will meet the specifications of the RFQ.
2. Offeror shall describe their capacity to complete the work necessary to implement the services to be provided in this RFQ in a timely manner.
3. Offeror should consider the following questions when completing their technical proposal:

#### **QUESTIONS:**

1. Describe your company's experience in providing professional landscape maintenance services for facilities of similar size and landscape design. How many years have you been operating in the Genesee County, MI area?
2. What specific strategies do you employ for weed control in planting beds at facilities like Genesee Health System? Please detail both chemical and manual removal techniques.
3. Provide a comprehensive maintenance plan for Genesee Health System, including the frequency of visits and specific tasks to be performed throughout the year.
4. How do you intent to revive the landscape at 1040 and 1042 W. Bristol Rd.?
5. How do you approach spring and fall clean-up operations? Describe your process for preparing Genesee Health System, planting beds for both the growing season and winter.
6. List the equipment you will use for maintenance tasks at Genesee Health System. How do you ensure proper equipment maintenance and safety?
7. What type and quality of mulch do you propose using in the planting beds at Genesee Health System sites? How do you determine when and how much mulch to apply?
8. Describe the qualifications and certifications of the staff who will be performing work at Genesee Health System. What ongoing training do they receive?
9. How do you ensure consistent staffing for long-term projects like the maintenance of Genesee Health System properties?
10. What is your proposed method for regular communication with Genesee Health System staff? How often will you provide updates on maintenance activities?
11. Explain your system for reporting plant health concerns and irrigation issues to Genesee Health System. What is your typical response time for addressing these concerns?

12. What is your process for handling emergency or unscheduled maintenance needs at Genesee Health System? Such as after a damaging weather event.
13. Describe your experience with pruning and shaping shrubs and ornamental plants common to landscapes in Flint, MI. How do you ensure proper techniques are used?
14. What strategies do you employ to maintain clean, defined borders for planting beds at facilities like Genesee Health System?
15. How do you determine the appropriate depth and distribution of mulch around plants and trees? What is your process for removing excess mulch when necessary?
16. Describe your approach to cutting back perennials and ornamental grasses during spring and fall clean-ups at Genesee Health System sites.
17. What is your process for regular inspections of planting areas at Genesee Health System? How frequently will these inspections occur?
18. How do you ensure transparency in your billing practices for Genesee Health System? Describe your method for itemizing services and materials on invoices.
19. Describe your policy on price adjustments over the contract period. How do you manage potential increases in material or labor costs while maintaining value for Genesee Health System?

#### ***Cost Proposal***

Offerors should submit a detailed cost proposal for the project. Submit the cost proposal as a separate file, not included with the technical proposal. The file must be named with the proposer's company name and 'Cost Proposal'. This proposal should cover the costs for all services described in the RFQ.

1. Cost Per site: initial or seasonal clean up, and monthly cost. Provide a total annual cost.
2. Costs must be all inclusive of services defined in the Technical Proposal.
3. Provide a detailed explanation of your charging structure for landscaping services at Genesee Health System. Include information on:
  - a. Base rates for regular maintenance services
  - b. Additional charges for specialized treatments or services
4. Pricing for emergency or after-hours services
  - a. Any volume discounts or long-term contract incentives
  - b. How you handle billing for unexpected or additional work
  - c. Any seasonal variations in pricing structure

#### ***Timeliness***

Offerors should include a description for completing the work. This information should include a timeline and deadlines for each task described in the RFQ.

#### ***References***

Offerors should include at least three references from clients for whom similar landscape services were provided during the past two years. Please include the names, telephone numbers and e-mails for each contact.

#### ***Insurance Coverage***

- 1) Offeror shall attach a Certificate of Workers' Disability Compensation insurance coverage.



- 2) Liability Insurance, throughout the contract period, the successful Offeror must provide the following insurance coverages, attach a certificate of insurance confirming:
- Professional liability (errors and omissions) in a sum of not less than \$1,000,000 per claim and \$3,000,000 annual aggregate.
  - Offeror shall attach a certificate of general liability insurance with Broad Form General Liability Endorsement or equivalent, if not in policy proper, Provider and Contractual liability coverage with limits of not less than \$1,000,000 per occurrence and \$3,000,000 annual aggregate.

#### ***Financial Health***

Offerors must disclose information about their financial health. This information should be audited, or CPA reviewed financial statements for the previous two (2) years of operation. Additionally, Offerors must indicate whether they have recently merged or been acquired by a competitor and if they have ever filed for bankruptcy.

#### ***Conflicts of Interest***

Offerors should disclose whether they will face any potential conflicts of interest by entering into this contract. Failure to disclose conflicts of interest in advance could result in termination of the contract.

## EVALUATION CRITERIA

#### ***Technical Proposal***

Offerors will be selected based on how well their technical proposals fulfill the organization's needs. Preference will be given to Offerors with technical proposals that clearly define how they will meet the specifications set forth in the RFQ. The organization will consider that the offeror provides a practical, complete, and cost effective care of the sites.

#### ***Cost Proposal***

The organization will select Offerors based on their ability to meet the requirements established in the RFQ while keeping costs minimal. Therefore, Offerors will be evaluated based on the competitiveness of their cost proposals. Provide a detailed explanation of your charging structure for landscaping services at Genesee Health System, MI. Include information on:

- a. Base rates for regular maintenance services
- b. Additional charges for specialized treatments or services
- c. Pricing for emergency or after-hours services
- d. Any volume discounts or long-term contract incentives
- e. How you handle billing for unexpected or additional work
- f. Any seasonal variations in pricing structure

#### ***Experience***

Offerors' experience in the market and their qualifications for meeting the organization's needs will be key factors in the final decision on contract awards. The organization will consider the number of years the Offeror has been active, how long the staff has been doing landscape maintenance and their qualifications.

#### ***Timeliness***

Offerors will be evaluated based on the timeliness of their work plans. Preference will be given to Offerors that have a record of completing services on schedule and have adequate availability to add GHS.

### **References**

Offerors should have a good reputation among clients.

### **Financial Health**

Offeror financial health is a key consideration for this market. Because strong financial health is important for ensuring service continuity, preference will be given to Offerors that do not have high financial risk or that have not faced recent bankruptcies. Private Offerors should provide their most recent financial statements to disclose the health of their companies.

## **SUBMITTAL FORM A – OFFEROR BACKGROUND**

RFQ Number: **25-016**

RFQ Name: **LANDSCAPING MAINTENANCE**

### **Offeror Information**

Name of Organization:

Address:

Person(s) to Contact, identify an individual that can be contacted for clarification on the proposal:

*Name:*

*Title:*

*E-Mail Address:*

*Telephone Number:*

### **STATEMENT OF CERTIFICATIONS AND ASSURANCES**

The Offeror has thoroughly reviewed this RFQ, contract documents, and all pertinent appendices, exhibits, and attachments included as part thereof, and that we fully understand all elements required for the full completion of the project as defined therein.

The prices in this Proposal have been arrived at independently without collusion, consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to such prices with any other firms or with any other competitor.

By signature below the signatory certifies legal authority to bind the responding entity to the provisions of this RFQ and any contract awarded pursuant to it. The Board may, at its sole discretion and at any time, require evidence documenting the signatory's authority to be personally bound or to legally bind the responding entity.

Authorized Representative Signature

Date

Printed Name & Title

Include the following as attachments with submittal Form A:

☐ Offeror must disclose any litigation involving the organization during the past five (5) years



1040 W Bristol Rd

Genesee Health System



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