

EXHIBIT A

Conway Township RFP for 2025 Lawn Service

Request for Lawn and Grounds Maintenance Proposals

Location for Bids to be submitted for drop off: Conway Township Hall, 8015 N Fowlerville, Mi. 48836, or mail to P.O. Box 1157, Fowlerville, MI. 48836

Bids are due: 3/17/25

Successful contractor must provide proof of required insurance. Bids must be submitted on the form provided and shall be presented in a sealed envelope clearly marked "REQUEST FOR LAWN AND GROUNDS MAINTENANCE PROPOSALS". Fax or email copies will not be accepted. The Township reserves the right to waive all informalities in the bidding process and may reject any or all bids, in whole or in part, for reasons deemed to be in the best interest of the Township. The Township is requesting a one (1) year bid.

All bids shall be valid for 60 days beyond the due date.

SCOPE OF SERVICES:

Please read all conditions and specifications. It is the bidder's responsibility to familiarize themselves with the locations where services are go be provided.

1. Routine Facility Maintenance

Blowing of clippings from walks and drives, blowing of leaves, removal of all trash and miscellaneous debris from each site (including along and under any fence lines) for each cutting, and maintenance of planting beds (if applicable) and fenced area behind hall. Cutting and site work per specifications shall be required weekly, weather permitting, and in no event shall intervals be longer than ten (10) days between any cuttings. Mowing season shall begin on April 1st or as soon as grass height exceeds 3 inches and shall continue to the end of October.

2. Clean Up

Additional clean up, including Spring Clean up, may be performed as per requested by Conway Township and a quote must be given upon request.

GUIDELINES FOR CEMETERIES

Selected Contractor must take all necessary precautions to avoid damage to existing headstones. If the selected Contractor is concerned that any specification detailed in the RFP may cause damage to a headstone, please notify the Township prior to performing the work. The Township will work with the Contractor on a case-by-case basis to make any necessary adjustment to preserve the headstones. Please note that depending on the time of year, the grounds can be very soft. If the use of any machinery or equipment in the course of the work

causes any damage to the property, the Contractor will be responsible for repairs and restoration.

BIDDER QUALIFICATIONS:

Bidder must be experienced in lawn and grounds maintenance and provide a minimum of three (3) commercial references (preferably municipalities) in which the project has comparable size and scope. Bidder must supply verification of the following insurance coverage at the stated amounts:

<u>TYPE</u>	<u>MINIMUM COVERAGE</u>
Workers' Compensation:	\$ 100,000 each accident
Property Damage:	\$ 500,000 each occurrence
Bodily Injury:	\$ 500,000 each occurrence
Personal Injury and Bodily Injury:	\$1,000,000 each occurrence

Bidder must supply all personnel, equipment, supplies, insurance and materials to complete the scope of services and specifications.

SELECTION CRITERIA:

Selection of the successful bidder shall be based upon:

- Experience
- Record of past performance
- Ability to perform
- Cost

PAYMENT\INVOICES

Lump Sum:

Bidders shall present quotes on the enclosed form based upon a seasonal lump sum for each stated site. Breakdown by specification is required and a total must be shown. The lump sum includes the cost of all WEEKLY maintenance.

All lump sum work must be performed per the conditions stated above. Contractor is responsible to provide invoices for all items. Payments for lump sum portion will be made following an invoice for Contractor as follows: equal monthly payments May through November.

OTHER:

Any additional clean up of the five (5) cemeteries, work at the Township Hall and any other requested work are to be additional charges, if agreed to by both parties in writing They are NOT to be included in the lump sum. They must be invoiced only after completion.

HOURLY CHARGES:

To be invoiced as incurred. All pre-approved requests from the contractor shall be in writing and shall include an estimate of the cost of materials, if any, together with the anticipated hours for the work and service performed. An hourly price for any extra work must be included in the bid. Hourly cost for extras: \$

NON-IRAN LINKED BUSINESS

CERTIFICATION THAT BIDDER IS NOT AN "IRAN LINKED BUSINESS"

Pursuant to Michigan law, the Iran Economic Sanctions Act, 2012 PA 517, MCL 129.311 et seq. ("Act"), any bidder that submits a bid on a request for proposal to Conway Township shall certify that bidder is not an Iran linked business. An Iran linked business is not eligible to submit a bid on a request for proposal to Conway Township.

Accordingly, and in compliance with Michigan law, the undersigned bidder, or person to authorize on behalf of bidder, does hereby certify by the signature below that:

Bidder is not a person engaging in investment activities in the energy sector of Iran, including a person that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran, or

Bidder is not a financial institution that extends credit to another person if that person will use the credit to engage in investment activities in the energy sector of Iran.

BIDDER NAME: _____

BIDDER ADDRESS: _____

BIDDER STATE, ZIP: _____

BIDDER'S TAX ID: _____

BIDDER'S AUTHORIZED AGENT: _____

SIGNATURE OF AUTHORIZED AGENT: _____

DATE OF CERTIFICATION: _____

FAILURE TO PERFORM:

If the selected Contractor fails to perform any of the services in a timely manner in accordance with the requirements of the RFP and the Township is required to hire another contractor to perform the work, then the selected Contractor shall be back charged thirty percent (100%) of the Township's actual incurred cost. The Township reserves the right to deduct any back charge from an outstanding invoice charged to the Township or invoice the Contractor.

DAMAGES:

In the performance of the work, Contractor will protect and preserve public and private property and shall exercise reasonable precautions necessary to prevent damage to all properties in which the services are performed. If Contractor or any employees of contractors of either directly or indirectly cause any damage to any such property, then Contractor at Contractor's expense will immediately repair, rebuild or otherwise restore the same or otherwise make whole such damage and notify the Township Supervisor in a manner reasonably acceptable to the Township and/or owner thereof.

TERMINATION:

The Township may terminate this agreement, upon not less than 30 days written notice, to the Contractor, for the Township's convenience and without cause.

QUESTIONS:

Questions regarding this request may be addressed to, Supervisor of Conway Township.

CONWAY TOWNSHIP, LIVINGSTON COUNTY, MICHIGAN PROPOSAL FORM - LAWN & GROUNDS MAINTENANCE

Company Name:

Address:

City, State, ZIP:

Federal Tax ID#:

Contact Person:

Phone(s): Work:

(Cell):

E-Mail:

LAWN CARE SERVICES:

Lawn care and grounds maintenance services are to be provided at the following locations:

	Cost Per Mow Per Site	Cost Per Year Per Site
Township Hall, 8015 N. Fowlerville Road		
Antrim Cemetery, 7491 Lovejoy Rd		
Benjamin Cemetery, 8009 W. Sherwood Road		
Coughran Cemetery, 7501 N. Owosso Road		
Klein Cemetery, 9410 N. Gregory Road		
Miller Cemetery, 7358 Stow Road		

Lawn care services include, but not limited to:

Hourly rate for extras

Cutting

Edging

Trimming around all trees, gravestones (if applicable)

Blowing

Regular trash removal at the cemeteries

Trim low hanging (less than 6 feet) tree branches

Weed control in driveways and property lines

Spring Clean up and Fall Clean up

No additional work shall be performed unless agreed to in advance by both parties in writing.

Equipment available and/or proposed to be used:

Feel free to attach any additional comments.

The Township reserves the right to reject any and all bids, in whole or in part, for reasons deemed to be in the best interest of the Township and to waive all informalities in the bidding process. The Township reserves the right to negotiate final terms and conditions, including length of contract and conditions of cancellation.

I hereby certify that my proposal meets the specifications as attached.

Signature:

Date:

