



REQUEST FOR PROPOSALS

2025-2027 Cemetery Lawn Service Contract

Proposals

The Charter Township of Comstock, Kalamazoo County Michigan, is requesting proposals from qualified contractors' lawn service. The contract will be two (2) years beginning April 1, 2025, and ending November 1, 2027. Dates are subjected to change by Comstock Township due to weather. A third-year option will be awarded after year one satisfactory service.

The contract may be terminated at any time with a 30-day cancelation letter by either party.

Proposals must be made on the Proposal Form provided by the Charter Township of Comstock (attached). Additional copies of the proposal forms are available at the Comstock Township Office at 5858 King Hwy, Kalamazoo, MI 49048 or at Superintendent@comstockmi.com

Comstock Township reserves the right to waive any informality in the request for proposals, to reject any or all proposals; and to award the contract in a manner which it considers to be in the best interest of the Township. The Township reserves the right to use whatever reasonable and sensible evaluation techniques it deems appropriate.

Facilities/Locations

Services shall be provided for the following facilities/locations, as described in greater detail below:

A. Township Cemeteries

Comstock Cemetery: 5900 Neal Avenue, Kalamazoo, MI 48948

Maple Grove Cemetery: 5240 Azo Court, Kalamazoo MI 49048

Maintenance Garage: 5242 Azo Court Kalamazoo MI 49048



Scope of Services (Lawn Services)

The Superintendent at the Township must be notified prior to any deviation from the scope of services.

Lawn Services. The Contractor shall provide lawn services as outlined below:

- **SCHEDULED SERVICES FOR ALL LOCATIONS:**

Each Cemetery will be mowed once a week. All Headstones shall be trimmed of all grass or weeds on/and around them. Headstones shall be clean of all grass and debris. All drives and roads within the Cemetery shall be clean of grass and debris.

The Township will contact the contractor 24 hours prior to any burials of a particular day and time. The contractor shall perform services on alternative dates and /or times with the approval of the Township.

The township has the right to change, cancel or postpone services for the week within 74 notices.

Communication

The CONTRACTOR or CONTRACTOR'S Designee or Superintendent may schedule a monthly meeting to review work performance during the season.

In the event additional work is recommended the CONTRACTOR will contact the Superintendent for prior approval.

There will be strict adherence to the specifications listed above. Non-performance of any of the above work items regarding unsatisfactory execution and within 48 hours of notification by the Superintendent (weather permitting) will result in the contracting of that work to a 3rd party chosen by the Superintendent, at the expense of the CONTRACTOR.



Frequency

The prices submitted on the enclosed Proposal Form should be calculated on a weekly basis except for the spring and fall cleanups. After a Contractor has been selected, said Contractor and the Township may jointly determine any changes to the components of each type of service. The Contractor and the Township may also jointly define and determine any additional service arrangements that may become necessary.

Liability and Indemnification

The Contractor shall carry workers compensation insurance and provide evidence of said coverage to the Township. The Contractor shall carry comprehensive general liability and property damage insurance coverage of minimum \$1,000,000 and shall provide evidence of said coverage yearly to the Township. The Contractor shall be responsible for all damage to headstones, foundations and township property while performing lawn services.

The Contractor shall, at its own expense, protect, defend, indemnify, save and hold harmless the Township and its elected and appointed officers, employees and agents from all claims, damages, lawsuits, costs and expenses including, but not limited to, all cost from administrative proceedings, court costs and attorney fees that the Township and its elected and appointed officers employees and agent may incur as a result of the acts, omissions or negligence of the contractor or its employees agents or subcontractors that may arise out of the agreement. **The Township must receive prior notification and approve the use of any subcontractors.**

Payment

The Contractor shall submit invoices to Accountspayable@comstockmi.gov. Invoices submitted by the selected contractor must include comprehensive details such as specific service locations, dates of service, and a thorough description of all services rendered.



Attachments

1. Provide the name and credentials of the point of contact for the Township account.
2. Provide at least two (2) client references for similar work.
3. Provide certificates of insurance for liability with limits of at least \$1 million. and workers compensation coverage.

Freedom of Information Act

Contractors are hereby notified that all information contained in their proposal is subject to the provisions of the Michigan Freedom of Information Act.

Deadline for Submission

- 1) The submission deadline is **1:00 PM on Monday March 4, 2025**. Postmarks are not accepted.
- 2) Proposals may be emailed, mailed, or hand delivered. Details are as follows:
 - o Email to: Superintendent@comstockmi.gov
 - o Subject line should include: 'Proposal for Lawn Maintenance & Snow Removal Service'
 - o Mailing Address: Comstock Township Hall, P.O. Box 449 Comstock Mi 49041
 - o Physical Address 5858 King Hwy Kalamazoo, MI 49048. ATTN: Township Superintendent
 - o If hand-delivered, the proposal should be sealed in an envelope marked 'Lawn Service' and handed to Comstock Township front desk staff

The proposal will be opened at 1:00 pm on Wednesday March 5th at Comstock Township Office, 5858 King Hwy, Kalamazoo, MI 49048. The Township will review and make decisions at the March 17, 2025 board meeting.



PROPERTY LISTED BELOW

- 5900 Neal Ave, Kalamazoo MI**
- 5240 Azo Court, Kalamazoo MI**
- 5242 Azo Court (Maintenance Garage)**

Proposal submitted by:



The undersigned (individual) (partnership) (corporation duly organized under the laws of the State of Michigan), having carefully read and considered the terms and conditions of the Request for Proposal (RFP) for Lawn Services, does hereby offer to perform such services on behalf of the Charter Township of Comstock, of the type and quality and in the manner described, and subject to and in accordance with the terms and conditions set forth in the RFP at the rates hereinafter set forth.

Further, the undersigned:

- a) Proposes to furnish all labor, equipment and materials necessary to perform the Contract requirements.
- b) Agrees to perform all required work in accordance with all elements of this Proposal.
- c) Submits this Proposal in good faith and without fraud or collusion.
- d) Submits the Proposal based solely upon the undersigned own independent business judgment.

The undersigned submits the Unit Prices herein for contracted lawn maintenance.

The prices submitted on the enclosed Proposal Form should be calculated on a “per-service” basis.

5900 Neil Street	\$
5240 AZO court/ maintenance building	\$
Spring cleanup all branches/ fallen debris and under the south tree line Maple Grove (identified on map in Blue)	\$
Fall leaf clean up both locations	\$
Total	



Undersigned Proponents' Signature

Name & Title: _____

Date: _____

Company Name: _____

Address: _____

Phone Number: _____

Email: _____



Maple Grove/ Maintenance Building



Comstock Cemetery