



7227 West Q Avenue, Kalamazoo, MI 49009 | P: (269) 375-1591 | F: (269) 375-0791 | www.texastownship.org

REQUEST FOR PROPOSALS

2025-2027 Lawn Maintenance & Snow Removal Services

September 8, 2025

The Charter Township of Texas, located in Kalamazoo County, Michigan, is seeking proposals from qualified and experienced contractors to provide comprehensive lawn maintenance and snow removal services for various Township-owned properties and facilities. These services are essential to ensuring that Township grounds are maintained in a safe, attractive, and well-kept condition throughout all seasons of the year.

Contractors are invited to submit proposals that demonstrate their ability to deliver reliable, high-quality services in accordance with the specifications outlined in this Request for Proposals (RFP).

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1. Proposals

Contract Term: Township intends for a contract term of two (2) years beginning November 1, 2025 and ending October 31, 2027, with the option for three (2) additional one-year extensions.

Proposal Submission:

- **Deadline:** Proposals must be submitted by **4:00 PM on Tuesday, October 7, 2025.**
- **Submission Methods:** Proposals may be emailed, mailed, or hand-delivered to the Township Office.
 - Email Submissions:
 - Send to info@texastownship.org.
 - Subject line: 'Proposal for Lawn Maintenance & Snow Removal Service'
 - Mailed Submissions:
 - Address: Texas Township Office, 7227 West Q Avenue, Kalamazoo, MI 49009, ATTN: Superintendent
 - Postmarks will not be accepted.
 - Delivered Submissions:
 - Proposal should be sealed in an envelope marked 'Proposal for Lawn Maintenance & Snow Removal Service' and handed to front desk staff at the Texas Township Office.
- **Proposal Form:** All proposals must be submitted using the Proposal Form provided by the Township (attached). Additional copies of the proposal forms are available:
 - In-person: Texas Township Office, 7227 West Q Avenue, Kalamazoo, MI 49009
 - Online: www.texastownship.org/bids.
- **Proposal Attachments:** All proposals must include the following:
 1. Completed Proposal Form
 2. Provide the name and credentials of the point of contact for the Township account
 3. Provide at least two (2) client references for similar work.
 4. Provide certificates of insurance for liability with limits of at least \$1 million and workers compensation coverage.
- **Public Opening:** Proposals will be opened on Tuesday, October 7, 2025, at 4:00 PM at Texas Township Hall.

The Township Board will tentatively review all submitted proposals at the October 13, 2025 meeting for consideration of a bid award.

Reservation of Rights:

Texas Township reserves the right to waive any informality in the request for bids, to reject any or all bids; and to award the contract, in its entirety or portions of the scope of work, 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.

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.

2. Facilities/Locations

Services shall be provided at the following locations:

- A. Texas Township Hall** – 7227 West Q Avenue
- B. Texas Township Fire Department & Farmers' Market Pavilion** – 7110 West Q Avenue
- C. Texas Drive Park** – 6603 Texas Drive
- D. 6th Street Park** – 6321 S. 6th Street
- E. Trailway** – 8th Street to Texas Drive Park, through Al Sabo to 12th Street Roundabout
- F. Hope Cemetery** – 8501 S. 8th Street
- G. Virgo Cemetery** – RS Ave & Van Kal Street
- H. DDA Sidewalks** (see attached maps)
- I. Township Sidewalks Connecting DDA to Adjacent Neighborhoods** (see attached maps)
- J. Longhorn Drive ROW (roadway, sidewalks, trailway)** is currently under construction.
Images and aerial maps will be provided once construction is complete. Contractors are not required to submit pricing for this location at this time; the Township will request pricing once construction is finalized.

Approximate acreages and site maps are provided as attachments for reference. Contractors remain responsible for verifying all site dimensions and conditions.

3. Scope Summary

Per-Service Unit Pricing: The Contractor's per-service unit pricing shall include all scheduled services listed in this RFP, including both general and site-specific requirements. These services must be provided without additional charges.

Non-Scheduled Services: Any service not specifically listed as scheduled must be separately quoted and approved in writing by the Township prior to commencement. This ensures the Township pays a fixed, predictable per-service rate for routine services while retaining flexibility for non-routine work.

Supervision & Direction: All services shall be performed under the direction of the Buildings & Grounds Manager, who will serve as the Township's point of contact for scheduling, performance review, and approval of any non-routine work.

4. Lawn Maintenance

Lawn care is a core component of this contract and is intended to keep Township facilities and public spaces in clean, healthy, and visually appealing condition. Regular maintenance ensures that grass, landscaped areas, and grounds are safe for public use, free of debris, and present a well-kept appearance that reflects positively on the community. The tasks and standards described below define the Township's expectations for routine service, along with location-specific requirements that address unique site needs.

4.1 General Requirements

All general maintenance tasks listed below shall be performed at each scheduled service (26 services annually, estimated late April through October). The Township reserves the right to adjust the service schedule in consultation with the Contractor to accommodate weather conditions, seasonal growth, or site needs.

Required Tasks:

- **Debris Removal:** Collect and properly dispose of debris (branches, leaves, trash) prior to mowing.
- **Mowing:** Maintain a uniform grass height of 2.5–3.5 inches.
- **Trimming:** Trim edges around sidewalks, trees, posts, fences, and other structures.
- **Blowing/Cleanup:** Blow off clippings from paved areas and landscape beds. Clippings shall not be blown into storm drains.
- **Weed Control:** Remove weeds along curbs, sidewalks, cracks, and joints.
 - **Inspection & Reporting:** Inspect lawns, irrigation, landscaping, sidewalks, and monuments for damage. Report any damage or hazards to the Township within 24 hours of discovery.

All requirements listed above are included in the Contractor's per-service pricing and are not eligible for additional charges unless pre-approved by the Township.

Township Buildings & Grounds staff will facilitate mulching on an annual basis and will coordinate timing with the Contractor.

4.2 Site-Specific Requirements (Applied to per-service pricing):

Location	Services
Township Hall	<ul style="list-style-type: none"> Base Lawn Maintenance: Mow, trim, blow, and remove debris from turf areas. Turf Care: Apply spring pre-emergent weed control on turf; apply post-emergent treatments on turf as needed; fertilize turf three (3) times annually (spring, summer, fall). Submit treatment schedule and MSDS; follow all MDARD regulations. Landscape Bed Care: Maintain all landscape beds in a neat, weed-free condition; perform pruning and general bed upkeep. Mulch application will be completed by Township Buildings & Grounds staff (not part of contractor's scope). Contractor is responsible for controlling post-emergent weeds in all landscape beds and for routine bed upkeep and pruning. Landscape Bed Total Square Footage approximate 3,200 sq ft
Fire Department	<ul style="list-style-type: none"> Base Lawn Maintenance: Mow, trim, blow, and remove debris from turf areas. Turf Care: Apply spring pre-emergent weed control on turf; apply post-emergent treatments on turf as needed; fertilize turf three (3) times annually (spring, summer, fall). Submit treatment schedule and MSDS; follow all MDARD regulations. Landscape Bed Care: Limited to the east entrance bed. Beds are rock-filled and do not require mulching. Maintain weed-free condition and prune hedges/shrubs. Landscape Bed perimeter (approximate): 150 ft
Farmers Market	<ul style="list-style-type: none"> Base Lawn Maintenance: Mow, trim, blow, and remove debris from turf areas. Landscape Bed Care: Beds are rock-filled and do not require mulching. Maintain weed-free condition and perform pruning/general upkeep. Landscape Bed Perimeters (approximate): East bed – 142 ft; West bed – 172 ft; Two north beds – 50 ft each
Trailway	<ul style="list-style-type: none"> Brush cut/mow trail shoulders, 2–8 ft wide, as directed.
Hope and Virgo Cemeteries	<ul style="list-style-type: none"> Mowing schedule shall be adjusted so that work is performed no more than 2–3 days prior to Memorial Day, Mother's Day, Father's Day, Independence Day, Veterans Day
DDA District	<ul style="list-style-type: none"> Mow and trim turf along Township-owned sidewalk frontage adjacent to unimproved parcels. Sidewalk frontage at Township-owned parcels within the DDA is also included. Property owners are responsible for lawn maintenance on developed/private parcels.
Longhorn Dr. DDA (New Road)	<ul style="list-style-type: none"> Mow and trim turf areas and green space within the ROW. Maintain turf frontage along road shoulders and adjacent green strips.

These services shall be performed once per week or shall be adjusted, by prior consultation between the Contractor and the Buildings and Grounds Manager for the Township, to make necessary schedule changes.

4.3 Seasonal Cleanups

Spring Cleanup (included in Base Lawn Maintenance pricing):

- Remove all winter debris from turf areas prior to the first mowing service.
- Repair and reseed damaged turf areas as needed.

Fall Cleanup (separately quoted):

- May be performed by Township staff or, if requested, by the Contractor.
- Contractor shall provide a separate per-service quote for leaf and debris removal from turf areas and beds.

Note: Pruning of shrubs and perennials is included under Landscape Bed Care, not Seasonal Cleanup.

5. Snow Removal and Salt Application

Snow removal and ice control services are critical to maintaining safe and accessible Township properties during winter months. These services ensure that parking areas, sidewalks, trails, and other public spaces remain passable, minimizing hazards for residents, visitors, and staff. The following requirements establish the Township's expectations for routine snow and ice management, including response times, material use, service logs, and site-specific priorities to maintain public safety and operational continuity.

5.1 General Requirements (All Locations – Applied to Per-Service Pricing):

- **Emergency Response:** Contractor must be available for emergency snow removal.
- **Season Readiness:** All sites must be snow-ready by November 15 each year.
- **Materials:** Use sodium chloride or approved equivalent. No chlorides on heated sidewalks at Township Hall.
- **Snow Stacking:** Stack snow only in Township-approved areas. Final stacking areas for Longhorn Drive will be identified by the Township prior to each winter season. Haul-off requires Township approval and may be billed separately if approved in advance.
- **Service Logs:** Contractor shall maintain logs for each service performed, including date/time, site, conditions, actions, and salt quantities. Logs must be submitted weekly during snow season.

All requirements listed above are included in the Contractor's per-service pricing and are not eligible for additional charges unless pre-approved by the Township.

5.2 Service Priorities

Priority 1 Sites: Township Hall, Fire Department, Farmers Market (due to access requirements between 8th Street and Q Avenue), and DDA including Longhorn Drive:

- **Response Time:** Plow and salt within **3 hours of 2" accumulation** during active hours.
- **Morning Clearance:** Clear all required areas by **7:00 a.m.** following overnight snow events.
- **Salting:** Salt after each plow or when icy conditions exist, subject to site-specific restrictions.

Priority 2 Sites: Parks & Cemeteries

- **Response Time:** Complete plowing within **12 hours** after snowfall ends, unless otherwise directed by the Township.
- **Salting:** Apply salt only when icy conditions exist or upon Township request.

5.3 Snow Event Definition

A snow event is considered continuous until snowfall stops for at least **three (3) consecutive hours**. Multiple plows/saltings during the same event require Township approval unless conditions create an immediate hazard.

5.4 Meeting & Event Readiness

The Township will provide an **annual calendar of evening and weekend meetings at Township Hall.**

- Drives, lots, and entrances must be cleared and salted **1 hour before** scheduled meeting times if snow/ice conditions exist.
- Special meetings will be provided with 24-hour notice where possible.

5.5 Site-Specific Notes

Location	Special Instructions
A. Township Hall (Priority 1)	Plow and salt all drives, parking lots, and sidewalks (except heated sidewalks - do not salt). (see attached maps)
B. Fire Department (Priority 1)	<p>The Fire Department will self-perform plowing of the west parking lot, apparatus ramp, and main entrance ramp/sidewalks.</p> <p>The Contractor is responsible for:</p> <ul style="list-style-type: none">• Salting the west parking lot only after Fire Department staff have plowed, and/or when icy conditions exist.• Plowing and salting all east-side Fire Department entrances and sidewalks.• Plowing and salting the east side of the Fire Department parking lot (shared lot with the Farmers Market).

C. Farmers Market Pavilion (Priority 1)	The Contractor is responsible for: <ul style="list-style-type: none"> • Plowing and salting all drives and parking areas around the Farmers Market Pavilion. • Clearing around Pavilion columns to prevent snow buildup and damage to trim.
D. Texas Drive Park (Priority 2)	Plow and salt parking lots, entrance drives, and trail loop.
E. 6th Street Park (Priority 2)	Plow and salt parking lot, entrance drives, and trail loop.
F. Cemeteries (Priority 2)	Plow and salt drives.
G. DDA District (Priority 1)	Plow and salt sidewalks per Priority 1 rules. <i>(Billed separately to DDA.)</i>
H. Longhorn Drive (Priority 1)	Plow and salt the full roadway, including parallel parking lanes on the north side. Plow and salt the 5' sidewalk on the north side and the 8' trailway on the south side per Priority 1 rules. <i>(Billed separately to DDA.)</i>

6. Communication & Performance

- Contractor shall provide a 24/7 point of contact (name, phone, email).
- Contractor or designee shall schedule a **monthly meeting** with the Buildings & Grounds Manager to review performance during the season.
- Contractor must obtain **prior written approval** from the Buildings & Grounds Manager before performing any additional work outside the base scope.
- For each service, Contractor shall log: date/time, site, conditions, actions, and salt quantities. Logs shall be submitted **weekly in snow season** and **monthly in lawn season**, and available upon request.
- If the Contractor fails to perform required work to specification, the Township will notify the Contractor. The Contractor shall correct within **24–48 hours (weather permitting)**. If not corrected, the Township may hire a 3rd party to perform the work, and the cost may be charged back to the Contractor.

7. Site Protection & Repairs

- Contractor shall stake curbs, beds, and hazards prior to first snow; remove stakes by April 15.
- Contractor is responsible for all damage to turf, irrigation, signage, curbs, monuments, or other Township property caused by operations.
- Repairs must be completed within **14 days** of notice (or next suitable season for turf/plant materials).

8. 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 and shall provide evidence of said coverage yearly to the Township.

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 Contractor shall not subcontract any portion of the work without prior written notification to, and approval from, the Township. Any approved subcontractors must maintain insurance coverage meeting Township requirements. The Contractor remains fully responsible for the performance and actions of all subcontractors.

9. Termination

The Township reserves the right to terminate this agreement, in whole or in part, either:

- For Convenience: At any time, with thirty (30) days' written notice to the Contractor.
- For Cause/Non-Performance: Immediately, or within a timeframe determined by the Township, if the Contractor fails to perform in accordance with the terms and conditions of this agreement.

In the event of termination, the Contractor shall be compensated only for services satisfactorily performed up to the effective date of termination.

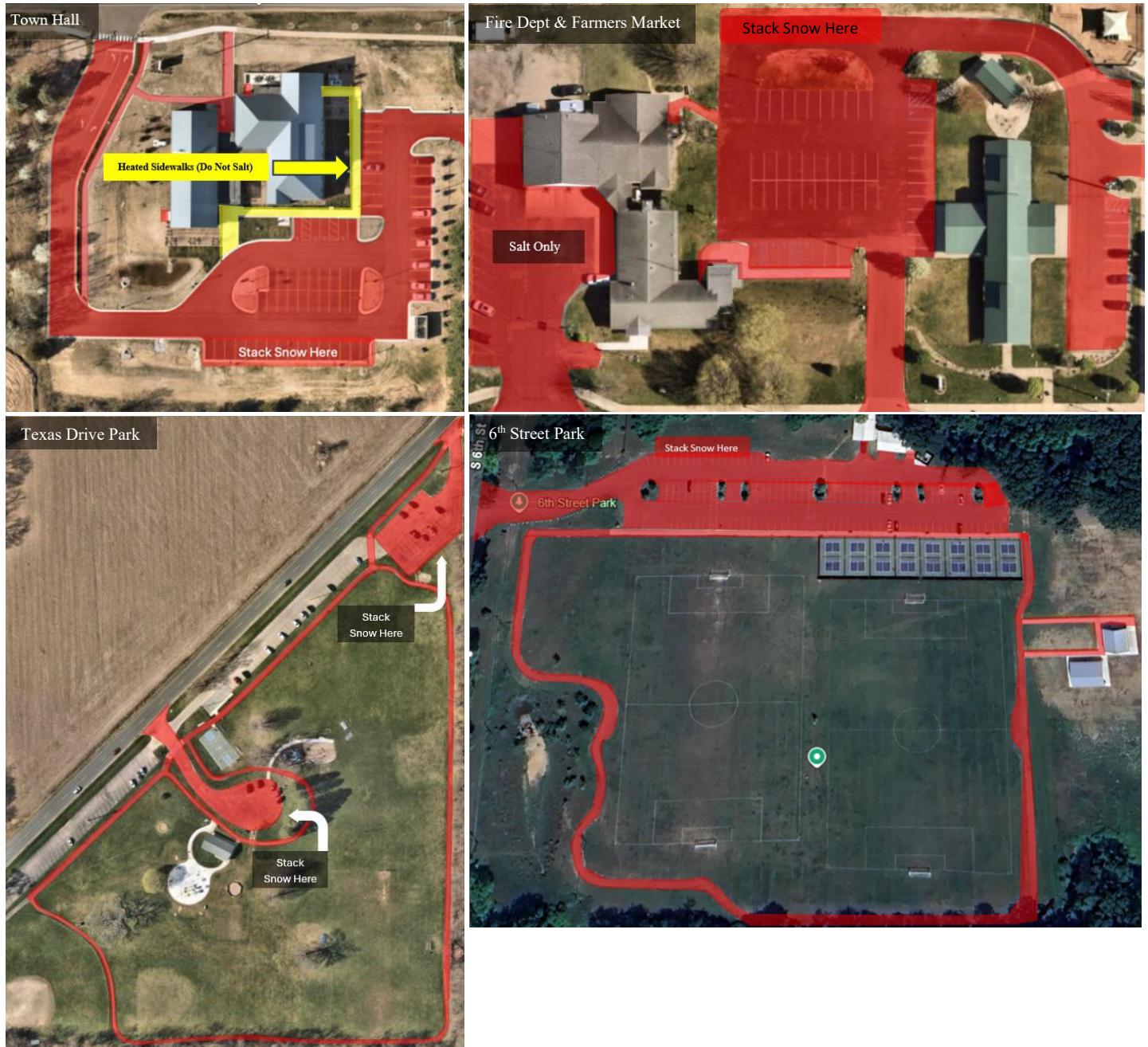
If the Contractor intends to discontinue services under this agreement, the Contractor shall provide the Township with no less than sixty (60) days' written notice prior to cancellation. Notice must include the effective date of cancellation and a transition plan to ensure continuity of service through the termination date. Failure to provide proper notice may result in the Contractor being held responsible for any additional costs incurred by the Township to secure replacement services.

10. Payment

- **Invoice Submission:** The Contractor shall submit invoices to invoices@texastownship.org AND Kevin Herbert (kherbert@texastownship.org) for work performed under the contract once per month.
- **Timing:** Invoices must be submitted within 10 business days of the end of the month and will be payable Net 30.
- **Invoice Requirements:** Invoices submitted by the selected contractor must clearly reference the per-service unit prices from the Proposal Form and include comprehensive details such as:
 - Specific service locations
 - Dates of service,
 - Thorough description of all services rendered

- **Preferred Format:** The Township prefers that the Contractor submit a single consolidated invoice each month, with all service locations itemized separately and charges clearly corresponding to each location.

11. Snow Removal Detail Maps





DDA Sidewalks and Adjacent Neighborhoods



12. Lawn Maintenance Detail Maps

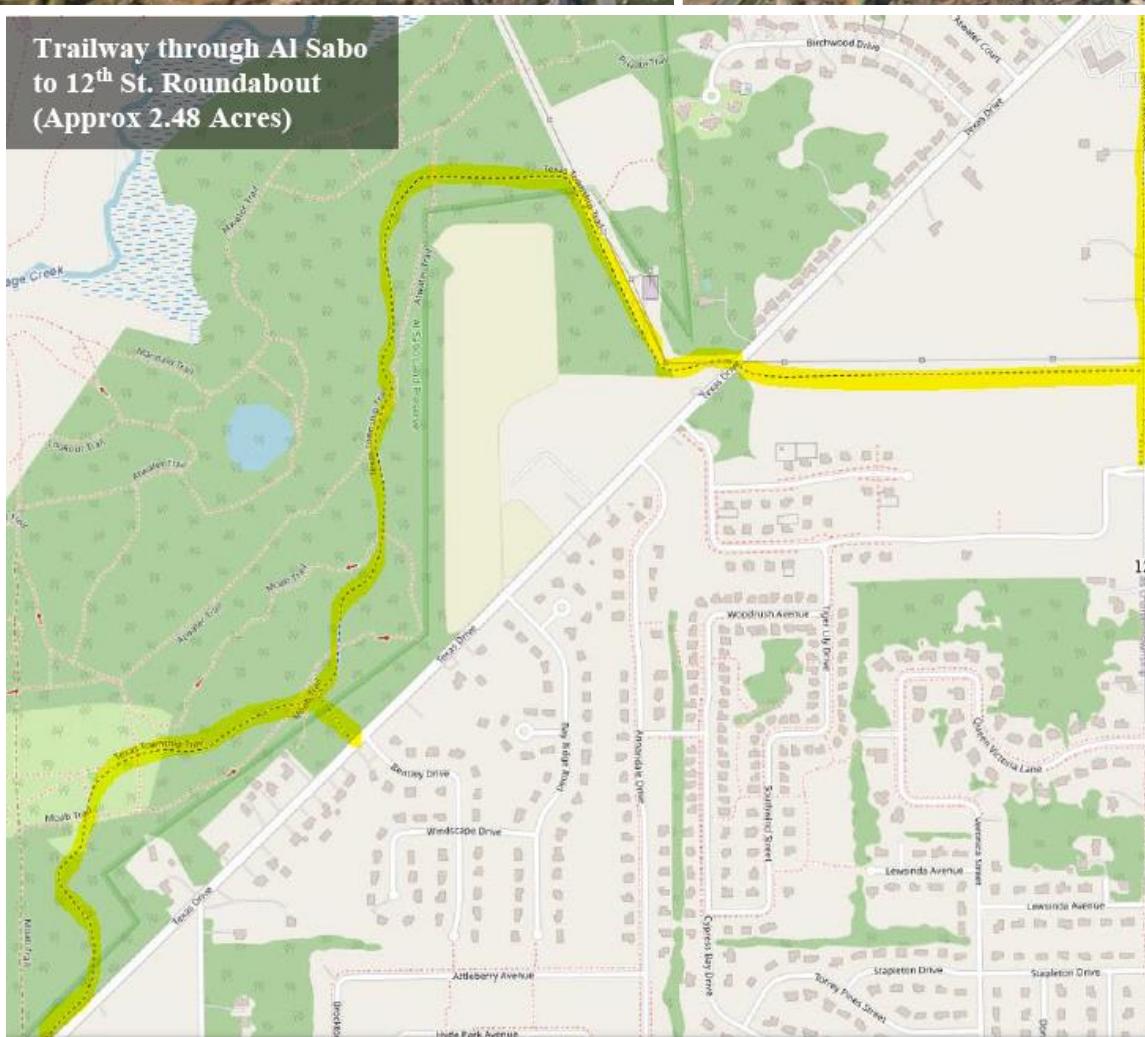
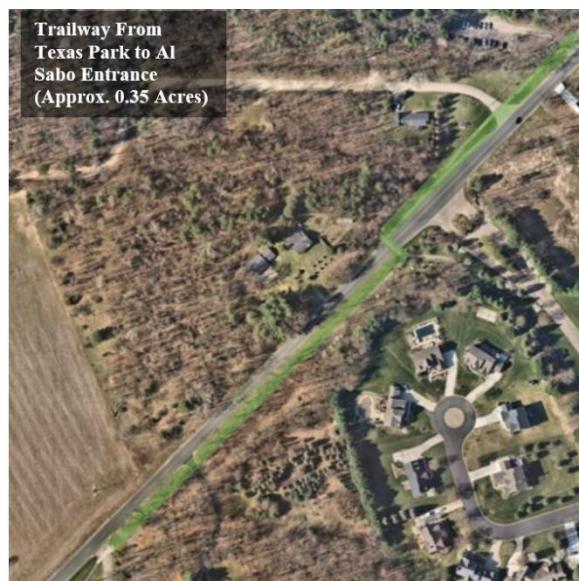
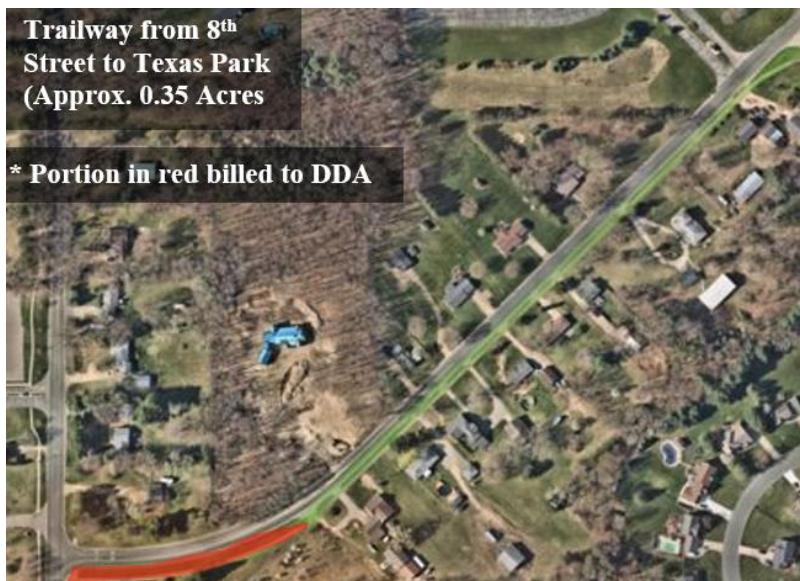


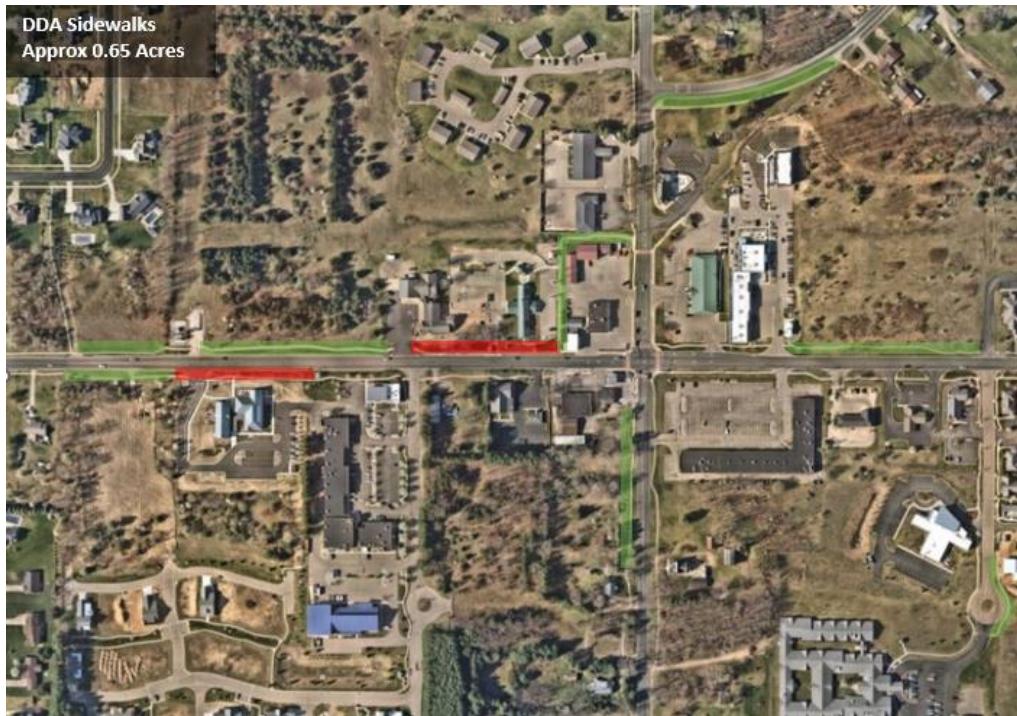
Texas Township Fire Department & Farmers Market

Note: Township to split billing 50/50 between FD and FM









****Note: Lawn maintenance for sidewalks in the DDA is for unimproved parcels only. As parcels are developed, the DDA will not fund lawn maintenance. Sidewalks identified in red are Township-owned parcels and are included in the scope of work for these corresponding facilities.***



PROPOSAL FORM - LAWN MAINTENANCE & SNOW REMOVAL SERVICES

Contractor Firm: _____

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 Maintenance and Snow Removal Services, does hereby offer to perform such services on behalf of the Charter Township of Texas, 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 and snow removal services.

Item	Facility/Service Location	Lawn Maint. – Per Service	Turf Care (Fertilizer & Weed Control – Per Application)	Landscape Bed Care (Weeding & Pruning – Per Service)	Snow Removal – Per Service	Salt Application – Per Service
A.	Texas Township Hall	\$	\$	\$	\$	\$
B.	Fire Department	\$	\$	\$	\$	\$
C	Farmers Market Pavilion	\$	N/A	\$	\$	\$
D.	Texas Drive Park	\$	N/A	N/A	\$	\$
E.	6 th Street Park	\$	N/A	N/A	\$	\$
F.	Cemeteries (Hope & Virgo)	\$	N/A	N/A	\$	\$
G.	Downtown Development Authority (DDA) (<i>Billed separately to DDA</i>)	\$	N/A	N/A	\$	\$
H.	Township Sidewalks Connecting DDA to Adjacent Neighborhoods	\$	N/A	N/A	\$	\$
I.	Longhorn Drive (Roadway, Parking, Sidewalks and Trailway) (<i>Billed separately to DDA</i>) <i>Pricing not required at this time</i>	N/A	N/A	N/A	N/A	N/A
J.	Trailway 8 th Street to Texas Drive Park, through Al Sabo to 12 th Street roundabout	\$	N/A	N/A	N/A	N/A
TOTALS (per column)		\$	\$	\$	\$	\$

Notes for Contractors:

- *Base Lawn Maintenance* = mowing, trimming, blowing, debris pickup (applies to all turf areas).
- *Turf Care* = fertilizer applications, pre- and post-emergent weed control (per application pricing).
- *Landscape Bed Care* = weeding, pruning, bed upkeep (per service pricing).
- Contractors may leave Turf Care or Landscape Bed Care blank if they do not provide those services.
- All prices must be quoted on a **per-service basis** unless otherwise noted (e.g., fertilizer applications).

Undersigned Proponents Signature

Name: _____ Title: _____

Company Name: _____

Address: _____

Phone Number: _____ Email: _____

Signature: _____ Date: _____