

RFP Release Date: March 10, 2026

1. Introduction

Kawkawlin Township, located in Bay County, Michigan, is soliciting proposals from qualified contractors for comprehensive lawn maintenance services for township properties, including the Township Hall, ball diamonds, and Fire Department. The purpose of this RFP is to secure reliable, high-quality maintenance to ensure the properties remain well-groomed, safe, and clean for public use.

The Township Hall and Fire Department are located at 1836 E. Parish Road, Kawkawlin, MI 48631. The ball diamonds are situated within Kawkawlin Township Park (approximately 1800 E. Parish Road, ~15 acres total maintained grounds). Services are required for the complete properties, including all grassy areas, beds, fence lines, sidewalks, and parking lots. The approximate total area requiring maintenance is 15 acres (primarily concentrated at the Township Park, with additional smaller areas at the Hall and Fire Department).

The selected contractor will enter into a contract beginning May 1, 2026. The contract term will be for one year, with options for renewal based on performance.

2. Scope of Work

The contractor shall provide the following services on a regular basis throughout the growing season (approximately May through October, weather dependent):

- Grass Cutting: Mow all grassy areas to a uniform height of approximately 2-3 inches, as needed (typically weekly during peak growth periods). Collect and dispose of clippings if excessive.
- Weed Treatment: Apply appropriate herbicides or treatments to control weeds in lawns, beds, and other areas. Treatments must comply with Michigan Department of Agriculture and Rural Development regulations and be environmentally safe.
- Weed Whipping/Edging: Trim grass along edges, sidewalks, fences, buildings, and other obstacles to maintain a neat appearance, performed in conjunction with mowing.
- Blowing Off Sidewalks and Parking Lots: Use leaf blowers or similar equipment to remove grass clippings, leaves, debris, and other accumulations from all sidewalks, walkways, and paved parking lots after mowing or as needed to keep surfaces clean and safe.
- Spring and Fall Bed Cleanup: In spring (prior to May 1) and fall (after October), remove debris, leaves, dead plants, and weeds from flower beds, shrub areas, and landscaped features. Prepare beds for seasonal growth or winterization.
- Fence Line Maintenance: Trim or treat fence lines for weed control three times per season (e.g., early summer, mid-summer, and late summer).

All work must be performed using professional equipment and in a manner that minimizes

disruption to township operations and public activities. The contractor is responsible for removing and disposing of all waste materials off-site. Services should prioritize safety, environmental sustainability, and aesthetic quality. Bidders should base proposals on an approximate total of 15 acres of mowable/maintained grounds, though actual conditions may vary slightly due to seasonal growth, weather, or site-specific features.

3. Contractor Requirements

- **Qualifications:** Bidders must have at least three years of experience in commercial lawn maintenance, preferably with properties of similar scale (10+ acres). Provide references from similar municipal or public sector clients.
- **Insurance:** The selected contractor must carry general liability insurance of at least \$1,000,000 per occurrence, workers' compensation insurance as required by Michigan law, and provide proof of coverage naming Kawkawlin Township as an additional insured.
- **Licensing:** Contractors must hold any necessary Michigan licenses for pesticide application (if applicable) and comply with all local, state, and federal regulations.
- **Equipment:** Bidders should describe the equipment and personnel to be used for the services (including blowers for debris removal and suitable mowing equipment for ~15 acres).
- **Pricing:** Proposals must include a detailed breakdown of costs, such as per-service rates, seasonal flat fees, per-acre pricing, or per-property pricing. Include any additional charges for materials or unexpected services. Pricing should reflect the approximate 15-acre total scope.

4. Proposal Submission Guidelines

Proposals must include:

- Company name, address, contact information, and years in business.
- Detailed description of services to be provided, including frequency and methods.
- Pricing structure (with consideration of ~15 acres total).
- References and proof of qualifications.
- Insurance certificates.
- Any proposed contract terms or exceptions to this RFP.

Sealed bids must be submitted in an envelope marked "Sealed Bid: Lawn Maintenance RFP" and delivered or mailed to:

Kawkawlin Township Clerk

Brian Waldee

1836 E. Parish Road

Kawkawlin, MI 48631

Bids must be received by April 6, 2026, at 6:00 PM EST. Late submissions will not be considered.

5. Timeline

- RFP Release Date: March 10, 2026
- Bid Closing Date: April 6, 2026, 6:00 PM EST
- Bid Opening: April 13, 2026, during the regular Township Board meeting at 1836 E. Parish Road (meetings typically start at 6:30 PM)
- Contract Award: Expected by April 30, 2026
- Contract Start Date: May 1, 2026

6. Evaluation Criteria

Proposals will be evaluated based on:

- Cost (40%)

- Experience and references (30%)
- Quality of proposed services and methodology (20%)
- Compliance with RFP requirements (10%)

Kawkawlin Township reserves the right to reject any or all proposals, waive irregularities, or negotiate terms with the selected bidder. Site visits are encouraged prior to bidding to assess the ~15-acre scope.

7. Contact Information

For questions or clarifications regarding this RFP (including site visits or additional details on acreage), contact the Township Clerk at (989) 686-8710 or clerk@kawkawlintwp.org. All inquiries must be submitted in writing by March 31, 2026, to ensure responses can be provided to all potential bidders.

Kawkawlin Township is an equal opportunity employer and encourages bids from minority-owned, women-owned, and local businesses.

This RFP is posted on the official township website at www.kawkawlintwp.org (or contact the clerk for the latest posting).