



**February 11, 2026**

**Attention: WCCCD District Wide Lawn Service 2026**

**Wayne County Community College District is hosting a Non-MANDATORY Pre-Bid Conference Tuesday, February 17, 2026, at 10:00 a.m. The District is inviting your company to attend this Non-Mandatory Pre-Bid Conference. It is entitled “WCCCD District Wide Lawn Service, 2026.” The meeting will be held at the following location:**

**Wayne County Community College District  
Frank Hayden Community Room #236  
Curtis L. Ivery Downtown Campus  
1001 W. Fort Street  
Detroit, MI 48226**

**Bidders will submit three (3) hard copies of your Bid Proposal via U.S. mail, FEDEX, UPS, or hand delivered.**

**If you need further assistance, please call 313-496-2869.**

**We look forward to seeing a representative from your company at this Pre-Bid meeting.**

**Sincerely,**

***Dr. Lori Tucker  
District Senior Procurement Compliance Administrator  
313-496-2869***



**REQUEST FOR PROPOSAL  
BID NUMBER  
001819**

Wayne County Community College District is seeking proposals from qualified contractors for “WCCCD District Wide Lawn Service 2026.”

A Non-Mandatory Pre-Bid Conference will be held at 10:00 a.m., Tuesday, February 17, 2026, at the following location:

**Wayne County Community College District  
Frank Hayden Community Room #236  
Curtis L. Ivery Downtown Campus  
1001 W. Fort Street  
Detroit, MI 48226**

**IMPORTANT:** Your Company is responsible for knowing any changes or modifications discussed at the Pre-Bid Conference. **All bids which do not meet the specifications will be rejected.**

**FAXED OR EMAILED BIDS WILL NOT BE ACCEPTED**

Following the Pre-Bid Conference, bids will be received by:

**Wayne County Community College District  
ATTN: Akmam Jaigirdar, District Procurement Officer  
Curtis L. Ivery District Office  
Purchasing Department – 4<sup>th</sup> Floor  
801 W. Fort Street Detroit, MI 48226  
Voice: (313) 496-2780 / fax: (313) 961-7693**

**FAXED OR EMAILED BIDS WILL NOT BE ACCEPTED**

The last date for receipt of all questions will be Friday, February 20, 2026, at 12:00 Noon. The deadline for receipt of proposals is 2:00 p.m. on Thursday February 26, 2026. At that time, the bids will be opened publicly. Indicate on the outside of your (SEALED) envelope your company name, the Bid Number, project name and the deadline.

**Information required from Bidders:** *(NOTE: Items 1 through 7 are required for all bids.)*

Please return the following with your submission:

1. Proposal page(s), complete with authorized signature
2. Proof of three (3) years in business
3. Proof of business insurance
4. References (a minimum of three)
5. Addendum to Independent Contractor Agreement (supplied by the College)
6. Financial Statement (required only if your bid is \$50,000.00 or more.)
7. Bid Guarantee (required only if your bid is \$50,000.00 or more.)

## REQUIREMENTS IN DETAIL

### **1) PROPOSAL PAGE**

Your bid proposal **must** be submitted on 8.5" x 11" paper; you may submit supporting documentation, etc. but the College reserves the right to dispose of said support (covers, oversize envelopes, etc.) at the completion of the bid.

### **2) PROOF OF THREE YEARS IN BUSINESS**

Any company submitting a bid must show proof of being in business for at least three (3) years. The proof of three years in business must be supplied by the company submitting the bid and cannot be submitted by an umbrella company or a company previously operated by the principle agents. Proof of 3 years in business can be a copy of a three-year-old document bearing the company's name. These documents may include Articles of Incorporation, bank statement, licenses, telephone bill, etc.

### **3) PROOF OF BUSINESS INSURANCE**

Your company must be insured and possess the proper amounts of liability, workman's compensation, auto, etc., required by law. Please include a copy of your certificate with your bid. The contractor must be licensed to do business in the State of Michigan. The contractor's insurer must be one which is acceptable to the College. Insurance must be kept in force for the term of the contract; the retro-date must stay the same.

### **4) REFERENCES**

References shall consist of a minimum list of clients (three) presently serviced by your company, for whom you perform the same or similar service(s), and a contact person with current phone number at each establishment.

### **5) ADDENDUM TO INDEPENDENT CONTRACTOR AGREEMENT**

This document, supplied by the College, is required with most bids. This states that the contractor and employees including subcontractors **are not** employees of the College.

### **6) FINANCIAL STATEMENT – Must be submitted with BIDS OF \$50,000.00 OR MORE.** A financial statement covering the latest complete business cycle is required.

### **7) BID GUARANTEE**

A certified check, bank cashier's check or bid bond equal to **five percent (5%)** of your total base bid is required for each bid; the items should be made payable to **Wayne County Community College District**. A bid bond shall be issued by a bonding company licensed to transact business in the locality.

The successful bidder's bid guarantee will be retained until he has entered into a contract with the College. The College reserves the right to hold the bid guarantee of the next two bidders until the successful bidder has entered into a contract with the College, or for a period of sixty (60) days, whichever time elapses first. Bid guarantees of all other bidders will be returned to them as soon as possible after the bid opening.

Should a bidder fail to enter into a contract with the College within ten (10) days, after his bid is accepted, his bid guarantee will be **forfeited** to the College as liquidated damages but not as a penalty.

A performance Bond and Labor and Material Bond for (100%) of the contract may be required for construction projects.

## **OTHER INFORMATION**

### ***ADDENDA***

Addenda will be mailed, faxed or delivered to all who are known by WCCCD to have a complete set of bid documents. No addenda will be issued later than ten (10) hours prior to the bid opening date except for addenda withdrawing the bid or postponing the bid opening date.

### ***EXPLANATION OF BID DOCUMENTS***

Any bidders requesting clarifications or corrections to bid documents must put their requests in writing via an email or fax # 313-961-7693 to WCCCD Purchasing Department, Dr. Lori Tucker Email: [lharris1@wccd.edu](mailto:lharris1@wccd.edu) **All questions must be received by Friday, February 20, 2026 at 12:00 Noon.**

### ***BIDS EXCEEDING \$50,000.00***

If the combined total of your bid on this package is \$50,000.00 or above, it is **MANDATORY** that all information requested in the previous section titled “Information Required from Bidders” be included in your bid package at the time of the bid opening to insure that your bid be considered.

### **WITHDRAWAL OF BIDS**

Any bidder may withdraw his bid, either personally or by written request, at any time prior to the hour set for the bid opening. No bid may be withdrawn or modified later than the time set for opening unless and until the award of contract is delayed for a period exceeding sixty (60) days.

### **SUBMISSION OF FORMS**

Proposals must be submitted on forms furnished by the College (if provided); forms may be requested in duplicate. Attachment(s) may be made to clarify or supplement the College form(s). Please note that outsized attachments and other supplemental submissions may be disposed of at the completion of the bid process.

### **TERMS**

The College’s terms are net 30, unless otherwise negotiated

### ***ACCEPTANCE OF BID PROPOSAL(S)***

**The College reserves the right to reject any or all bids; the College may waive any informalities or irregularities in bid proposals submitted during the bidding process. The College also reserves the right to award the contract to other than the lowest bidder and reserves the right to award lawn services for each campus individually to one or more service contractors.**

Sealed bids may be submitted prior to the closing date in an envelope clearly marked with the **company name, bid number, title of the project and the date and time it is due**. The College accepts no responsibility for bids, which do not meet the deadline because they were improperly labeled.

***“LOWEST RESPONSIBLE BIDDER”***

The lowest responsible bidder shall be based upon the following criteria: (1) purchase price; (2) the reputation of the vendor and of the vendor’s goods or services; (3) the quality of the vendor’s goods or services; (4) adequate financial resources for performance; (5) the extent to which the goods or services meet the College’s needs; (6) the vendor’s past relationship with the College; (7) adequate experience, organization and technical qualifications, skills and facilities; (8) ability to comply with the required timeline for delivery of services or goods; (9) a satisfactory record of integrity, judgment and performance; (10) submission of complete bid requirement.



## **ADDENDUM TO INDEPENDENT CONTRACTOR AGREEMENT**

**This will confirm that I have informed Wayne County Community College District that I meet the four basic tests used by the General Accounting Office to determine whether a true separate business entity exists which permits the College to engage me as an independent contractor.**

**Those four basic tests are:**

- 1. I have a principal place of business other than furnished by the College. I understand that a home does not qualify as a separate place of business unless it qualifies as a deduction of certain expenses in connection with business use of the home.**
- 2. I maintain a separate set of books and records that reflect all items of income and expenses at my business.**
- 3. I have the risk of suffering a loss as well as the opportunity of making a profit, and;**
- 4. I hold myself out in my own name / Company name as self-employed and make my services generally available to the public.**

**In addition to meeting the above basic tests, I have read and understand the twenty-factor test set forth by the Internal Revenue Service at Rev Rul 87-41, 1987 which is used to determine whether an individual is an independent contractor, I generally meet the requirements, and hereby certify to Wayne County Community College District (WCCCD) that I am an independent contractor in accordance with the Internal Revenue Service twenty-factor test included therein.**

---

**Name of Independent Contractor**

---

**Name of Firm (if applicable)**

---

**Employer Identification Number**

---

**Date**

**Wayne County Community College District  
Request for Proposal #001819  
WCCCD District Wide Lawn Service 2026**

<b>GENERAL REQUIREMENTS</b>
-----------------------------

The following general requirements shall apply in performing the contract work unless otherwise stated in the contract documents.

- All work shall be performed by skilled tradespersons in a workmanlike manner and in accordance with industry standards and the best practices of the trade.
- Unless otherwise specified, all equipment/materials used shall be new and of quality and type suitable for the intended use as specified. WCCCD and its Program Manager shall be the sole judge of the quality of the work performed and the equipment/materials used in performing the required work.
- The contractor must include all miscellaneous materials, parts and equipment necessary to complete the job in a manner which meets acceptable trade practices and applicable codes. All work (labor and materials) shall be warrantied and/or guaranteed for a minimum of one year (12 months) after completion of the work.
- **All labor, travel, proposed work hours and construction activities must be coordinated and scheduled with WCCCD.**
- The contractor shall exercise caution and be held responsible for working around the areas where foot traffic occurs and insure that proper life/safety precautions are adhered to per the industry standard.
- All questions shall be directed to Dr. Lori Tucker via email at [lharris1@wcccd.edu](mailto:lharris1@wcccd.edu) or fax # 313-961-7693 through Friday, February 20, 2026 at 12:00 Noon.
- **WCCCD reserves the right to accept and/or reject any and all bids as it deems in its best interest.**

# **WORK TO BE PERFORMED AT THE FOLLOWING LOCATIONS:**

## **1. SCOPE OF WORK**

### **1. WCCCD CURTIS L. IVERY CENTRAL EDUCATION COMPLEX includes:**

**The Curtis L. Ivery Central Administration Building (CLI-CAB)**

**The Curtis L. Ivery Downtown Campus (CLI-DT)**

**The Curtis L. Ivery Health and Wellness Education Center (CLI-HWEC)**

801 West Fort Street

971 West Fort Street

1001 West Fort Street

Detroit, MI 48226

### **2. NORTHWEST CAMPUS/CAMPUS RESIDENTIAL BUILDING**

8200 West Outer Drive

Detroit, MI. 48219

### **3. DOWNRIVER CAMPUS/ /MIPSE CENTER/MILLENIUM HOUSE**

21000 Northline Road

Taylor, MI 48180

### **4. TED SCOTT CAMPUS/ SOCCER FIELD**

9555 Haggerty Road

Belleville, MI. 48111

### **5. EASTERN CAMPUS**

5901 Conner Avenue

Detroit, MI 48213

### **6. THE MARY ELLEN STEMPFLE UNIVERSITY CENTER THE MARY ELLEN STEMPFLE CENTER FOR LEARNING TECHNOLOGY**

19305 Vernier Road

19191 Vernier Road

Harper Woods, MI. 48225

### **7. OLD NORTHWEST SITE**

8551 Greenfield Road

Detroit, MI. 48228

*\*Please note this scope of work request is for one contract for all sites\**

**2A. SCOPE OF WORK**

**WCCCD CURTIS L. IVERY CENTRAL EDUCATION COMPLEX includes:  
The Curtis L. Ivery Central Administration Building (CLI-CAB)  
The Curtis L. Ivery Downtown Campus (CLI-DT)  
The Curtis L. Ivery Health and Wellness Education Center (CLI-HWEC)**

801 West Fort Street  
971 West Fort Street  
1001 West Fort Street  
Detroit, MI 48226

*. \*Please note this scope of work request is for only campuses listed under 2A\**

**2B. SCOPE OF WORK**

**NORTHWEST CAMPUS/ CAMPUS RESIDENTIAL BUILDING**

8200 West Outer Drive  
Detroit, MI. 48219

**OLD NORTHWEST SITE**

8551 Greenfield Road  
Detroit, MI 48228

*. \*Please note this scope of work request is for only campuses listed under 2B\**

**2C. SCOPE OF WORK**

**WCCCD DOWNRIVER CAMPUS/MIPSE CENTER/MILLENIUM HOUSE**

21000 Northline Road  
Taylor, MI 48180

*\*Please note this scope of work request is for only campuses listed under 2C\**

**2D. SCOPE OF WORK**

**TED SCOTT CAMPUS / SOCCER FIELD**

9555 Haggerty Road  
Belleville, MI. 48111

*. \*Please note this scope of work request is for only campuses listed under 2D\**

**2E. SCOPE OF WORK**

**WCCCD EASTERN CAMPUS**

5901 Conner Avenue  
Detroit, MI 48213

**MARY ELLEN STEMPFLE UNIVERSITY CENTER/CENTER FOR LEARNING TECH**

19305 Vernier Road  
Harper Woods, MI 48225

19191 Vernier Road  
Harper Woods, MI. 48225

*\*Please note this scope of work request is for only campuses listed under 2E\**

*\*Please note all district properties are to be quoted as:*

*1) All locations as one quote or:*

*2) Quoted by groups:*

*a) Curtis L. Ivery Education Complex (HWEC included) as well as the Central Administration Building and Downtown Campus*

*b) Northwest Campus/Residential Building, and Old Northwest Site*

*c) Downriver Campus/MIPSE Center/Millennium House*

*d) Ted Scott Campus/Soccer Field*

*e) Eastern Campus, Mary Ellen Stempfle University Center/Center for Learning Tech*

**1. WAYNE COUNTY COMMUNITY COLLEGE DISTRICT  
LANDSCAPE SPECIFICATIONS  
SCOPE OF WORK FOR  
ALL DISTRICT LOCATIONS**

The CONTRACTOR shall provide all labor, supervision, equipment, materials and supplies required to perform the lawn maintenance care for:

The CONTRACTOR shall maintain all areas as follows:

- 1.) Cut and maintain all lawn shrubbery beds on all College property
- 2.) Maintain all shrubbery beds on campus weekly
- 3.) Cut lawn on outside perimeter of campus

**DESCRIPTION OF SERVICES REQUIRED**

- 1.) The CONTRACTOR is to remove from the site any and all rubbish and/or trash associated with or by this work.
- 2.) The CONTRACTOR is to restore, at no charge, to the DISTRICT any and all areas damaged by or during the performance of this contract.
- 3.) The CONTRACTOR is to include a general spring cleanup of all areas.
- 4.) The CONTRACTOR shall submit as part of his proposal a unit price for power sweeping of all parking lots and driveways at the Campus.
- 5.) The CONTRACTOR shall perform lawn cutting during the second week of April through the end of October.
- 6.) The CONTRACTOR must check in and out with the Campus Assistant Director, Facilities to ensure scope of work has been completed.

**LAWN CARE**

- 1.) Cut grass every week.
- 2.) Sweep and clear grass and weeds from sidewalks, doorways, driveways and maintain a clearance of all sewer drains on Campus.
- 3.) Edge lawn at each grass cutting.
- 4.) Pick-up trash and debris from lawn areas every week (this includes leaf removal).
- 5.) Treat and reseed and damaged areas (including top soil).

**FERTILIZATION AND WEED CONTROL**

- 1.) Fertilize lawn, planters, shrubs, trees, etc., four (4) times a year (beginning by the second week of April). Fertilization applications and type should be coordinate with industry standards and the needs of the property. Date to be approved by the Campus President/or Designee
- 2.) Spray twice a month minimum for weed control; more often if necessary (this includes spraying cracks in sidewalks, driveways, and parking lots).
- 3.) Remove weeds as required from all areas on Campus (remove by hand if necessary)

**SHRUBS AND HEDGES**

- 1.) Trim, shape and prune a minimum of twice a year; more if necessary.
- 2.) Rework shrubs and tree beds monthly (include any required tilling, weeding and complete dressing of all beds.
- 3.) Remove dead shrubs.

**PARKING LOTS, SIDEWALKS, AND BRICK PAVERS**

- 1.) Pick-up miscellaneous debris throughout all exterior areas weekly.

**PARKING LOT SWEEPING**

- 1.) Parking lot to be power swept & manhole drain covers clean from debris twice during season (spring (April) & fall (October)). Date and time to be approved by Campus President/or Designee.

**FIELD CUTTING (BRUSH HOG)**

- 1.) Downriver Campus monthly cutting field with Brush Hog

**EXHIBIT A**  
**SCOPE OF SERVICES**

- 1.) Complete lawn maintenance as specified in the above mentioned at all campus locations.

**SEASONAL YEAR**

- a. April 1, 2026 (Wednesday) – October 31, 2026 (Saturday)
- b. April 1, 2027 (Thursday) – October 31, 2027 (Sunday)
- c. April 1, 2028 (Saturday) – October 31, 2028 (Tuesday)

**2A. WAYNE COUNTY COMMUNITY COLLEGE DISTRICT  
LANDSCAPE SPECIFICATIONS  
SCOPE OF WORK FOR  
CURTIS L. IVERY CENTRAL EDUCATION COMPLEX (Downtown  
Campus, Health and Wellness Education Center, Central Administration  
Building)**

The CONTRACTOR shall provide all labor, supervision, equipment, materials and supplies required to perform the lawn maintenance care for:

The CONTRACTOR shall maintain all areas as follows:

- 1.) Cut and maintain all lawn shrubbery beds on all College property
- 2.) Maintain all shrubbery beds on campus weekly
- 3.) Cut lawn on outside perimeter of campus

**DESCRIPTION OF SERVICES REQUIRED**

- 1.) The CONTRACTOR is to remove from the site any and all rubbish and/or trash associated with or by this work.
- 2.) The CONTRACTOR is to restore, at no charge to the DISTRICT any and all areas damaged by or during the performance of this contract.
- 3.) The CONTRACTOR is to include a general spring cleanup of all areas.
- 4.) The CONTRACTOR shall submit as part of his proposal a unit price for power sweeping of all parking lots and driveways at the Campus.
- 5.) The CONTRACTOR shall perform lawn cutting during the second week of April through the end of October.
- 6.) The CONTRACTOR must check in and out with the Campus Assistant Director, Facilities to ensure scope of work has been completed.

**LAWN CARE**

- 1.) Cut grass every week.
- 2.) Sweep and clear grass and weeds from sidewalks, doorways, driveways and maintain a clearance of all sewer drains on Campus.
- 3.) Edge lawn at each grass cutting.
- 4.) Pick-up trash and debris from lawn areas every week (this includes leaf removal).
- 5.) Treat and reseed and damaged areas (including top soil).

**FERTILIZATION AND WEED CONTROL**

- 1.) Fertilize lawn, planters, shrubs, trees, etc., four (4) times a year (beginning by the second week of April). Fertilization applications and type should be coordinate with industry standards and the needs of the property. Date to be approved by the Campus President/or Designee
- 2.) Spray twice a month minimum for weed control; more often if necessary (this includes spraying cracks in sidewalks, driveways, and parking lots).
- 3.) Remove weeds as required from all areas on Campus (remove  
Remove weeds as required from all areas on Campus (remove by hand if necessary)

### **SHRUBS AND HEDGES**

- 1.) Trim, shape and prune a minimum of twice a year; more if necessary.
- 2.) Rework shrub and tree beds monthly (include any required tilling, weeding and complete dressing of all beds.
- 3.) Remove dead shrubs.

### **PARKING LOTS, SIDEWALKS, AND BRICK PAVERS**

- 1.) Pick-up miscellaneous debris throughout all exterior areas weekly.

### **PARKING LOT SWEEPING**

- 1.) Parking lot to be power swept & manhole drain covers clean from debris twice during season (spring (April) & fall (October)). Date and time to be approved by Campus President/or Designee

### **EXHIBIT A** **SCOPE OF SERVICES**

- 1.) Complete lawn maintenance as specified in the above mentioned at the campus locations.

#### **SEASONAL YEAR**

- a April 1, 2026 (Wednesday) – October 31, 2026 (Saturday)
- b April 1, 2027 (Thursday) – October 31, 2027 (Sunday)
- c April 1, 2028 (Saturday) – October 31, 2028 (Tuesday)

**2B. WAYNE COUNTY COMMUNITY COLLEGE DISTRICT  
LANDSCAPE SPECIFICATIONS  
SCOPE OF WORK FOR  
NORTHWEST CAMPUS/RESIDENTIAL BUILDING & OLD  
NORTHWEST SITE**

The CONTRACTOR shall provide all labor, supervision, equipment, materials and supplies required to perform the lawn maintenance care for:

The CONTRACTOR shall maintain all areas as follows:

- 4.) Cut and maintain all lawn shrubbery beds on all College property
- 5.) Maintain all shrubbery beds on campus weekly
- 6.) Cut lawn on outside perimeter of campus

**DESCRIPTION OF SERVICES REQUIRED**

- 7.) The CONTRACTOR is to remove from the site any and all rubbish and/or trash associated with or by this work.
- 8.) The CONTRACTOR is to restore, at no charge to the DISTRICT any and all areas damaged by or during the performance of this contract.
- 9.) The CONTRACTOR is to include a general spring cleanup of all areas.
- 10.) The CONTRACTOR shall submit as part of his proposal a unit price for power sweeping of all parking lots and driveways at the Campus.
- 11.) The CONTRACTOR shall perform lawn cutting during the second week of April through the end of October.
- 12.) The CONTRACTOR must check in and out with the Campus Assistant Director, Facilities to ensure scope of work has been completed.

**LAWN CARE**

- 6.) Cut grass every week.
- 7.) Sweep and clear grass and weeds from sidewalks, doorways, driveways and maintain a clearance of all sewer drains on Campus.
- 8.) Edge lawn at each grass cutting.
- 9.) Pick-up trash and debris from lawn areas every week (this includes leaf removal).
- 10.) Treat and reseed and damaged areas (including top soil).

**FERTILIZATION AND WEED CONTROL**

- 4.) Fertilize lawn, planters, shrubs, trees, etc., four (4) times a year (beginning by the second week of April). Fertilization applications and type should be coordinate with industry standards and the needs of the property. Date to be approved by the Campus President/or Designee
- 5.) Spray twice a month minimum for weed control; more often if necessary (this includes spraying cracks in sidewalks, driveways, and parking lots).
- 6.) Remove weeds as required from all areas on Campus (remove  
Remove weeds as required from all areas on Campus (remove by hand if necessary)

### **SHRUBS AND HEDGES**

- 4.) Trim, shape and prune a minimum of twice a year; more if necessary.
- 5.) Rework shrub and tree beds monthly (include any required tilling, weeding and complete dressing of all beds.
- 6.) Remove dead shrubs.

### **PARKING LOTS, SIDEWALKS, AND BRICK PAVERS**

- 2.) Pick-up miscellaneous debris throughout all exterior areas weekly.

### **PARKING LOT SWEEPING**

- 2.) Parking lot to be power swept & manhole drain covers clean from debris twice during season (spring (April) & fall (October)). Date and time to be approved by Campus President/or Designee

### **EXHIBIT A** **SCOPE OF SERVICES**

- 2.) Complete lawn maintenance as specified in the above mentioned at the campus locations.

#### **SEASONAL YEAR**

- a April 1, 2026 (Wednesday) – October 31, 2026 (Saturday)
- b April 1, 2027 (Thursday) – October 31, 2027 (Sunday)
- c April 1, 2028 (Saturday) – October 31, 2028 (Tuesday)

**2C. WAYNE COUNTY COMMUNITY COLLEGE DISTRICT  
LANDSCAPE SPECIFICATIONS  
SCOPE OF WORK FOR  
DOWNRIVER CAMPUS/MIPSE CENTER/MILLENIUM HOUSE**

The CONTRACTOR shall provide all labor, supervision, equipment, materials and supplies required to perform the lawn maintenance care for:

The CONTRACTOR shall maintain all areas as follows:

- 1.) Cut and maintain all lawn shrubbery beds on all College property
- 2.) Maintain all shrubbery beds on campus weekly
- 3.) Cut lawn on outside perimeter of campus

**DESCRIPTION OF SERVICES REQUIRED**

- 1.) The CONTRACTOR is to remove from the site any and all rubbish and/or trash associated with or by this work.
- 2.) The CONTRACTOR is to restore, at no charge to the DISTRICT any and all areas damaged by or during the performance of this contract.
- 3.) The CONTRACTOR is to include a general spring cleanup of all areas.
- 4.) The CONTRACTOR shall submit as part of his proposal a unit price for power sweeping of all parking lots and driveways at the Campus.
- 5.) The CONTRACTOR shall perform lawn cutting during the second week of April through the end of October.
- 6.) The CONTRACTOR must check in and out with the Campus Assistant Director, Facilities to ensure scope of work has been completed.

**LAWN CARE**

- 1.) Cut grass every week.
- 2.) Sweep and clear grass and weeds from sidewalks, doorways, driveways and maintain a clearance of all sewer drains on Campus.
- 3.) Edge lawn at each grass cutting.
- 4.) Pick-up trash and debris from lawn areas every week (this includes leaf removal).
- 5.) Treat and reseed and damaged areas (including top soil).

**FERTILIZATION AND WEED CONTROL**

- 1.) Fertilize lawn, planters, shrubs, trees, etc., four (4) times a year (beginning by the second week of April). Fertilization applications and type should be coordinate with industry standards and the needs of the property. Date to be approved by the Campus President/or Designee
- 2.) Spray twice a month minimum for weed control; more often if necessary (this includes spraying cracks in sidewalks, driveways, and parking lots).
- 3.) Remove weeds as required from all areas on Campus (remove by hand if necessary)
- 4.) The MIPSE pads are to be included into the weeding and apply weed killer.

### **SHRUBS AND HEDGES**

- 1) Trim, shape and prune a minimum of twice a year; more if necessary.
- 2) Rework shrub and tree beds monthly (include any required tilling, weeding and complete dressing of all beds.
- 3) Remove dead shrubs.

### **PARKING LOTS, SIDEWALKS, AND BRICK PAVERS**

- 1.) Pick-up miscellaneous debris throughout all exterior areas weekly.

### **PARKING LOT SWEEPING**

- 1.) Parking lot to be power swept & manhole drain covers clean from debris twice during season (spring (April) & fall (October)). Date and time to be approved by Campus President/or Designee

### **FIELD CUTTING (BRUSH HOG)**

- 1.) Downriver Campus monthly cutting field with Brush Hog

### **EXHIBIT A** **SCOPE OF SERVICES**

- 1) Complete lawn maintenance as specified in the above-mentioned campus locations.

#### **SEASONAL YEAR**

- a. April 1, 2026 (Wednesday) – October 31, 2026 (Saturday)
- b. April 1, 2027 (Thursday) – October 31, 2027 (Sunday)
- c. April 1, 2028 (Saturday) – October 31, 2028 (Tuesday)

**2D. WAYNE COUNTY COMMUNITY COLLEGE DISTRICT  
LANDSCAPE SPECIFICATIONS  
SCOPE OF WORK FOR  
TED SCOTT CAMPUS/SOCCER FIELD**

The CONTRACTOR shall provide all labor, supervision, equipment, materials and supplies required to perform the lawn maintenance care for:

The CONTRACTOR shall maintain all areas as follows:

- 7.) Cut and maintain all lawn shrubbery beds on all College property
- 8.) Maintain all shrubbery beds on campus weekly
- 9.) Cut lawn on outside perimeter of campus

**DESCRIPTION OF SERVICES REQUIRED**

- 13.) The CONTRACTOR is to remove from the site any and all rubbish and/or trash associated with or by this work.
- 14.) The CONTRACTOR is to restore, at no charge to the DISTRICT any and all areas damaged by or during the performance of this contract.
- 15.) The CONTRACTOR is to include a general spring cleanup of all areas.
- 16.) The CONTRACTOR shall submit as part of his proposal a unit price for power sweeping of all parking lots and driveways at the Campus.
- 17.) The CONTRACTOR shall perform lawn cutting during the second week of April through the end of October.
- 18.) The CONTRACTOR must check in and out with the Campus Assistant Director, Facilities to ensure scope of work has been completed.

**LAWN CARE**

- 11.) Cut grass every week.
- 12.) Sweep and clear grass and weeds from sidewalks, doorways, driveways and maintain a clearance of all sewer drains on Campus.
- 13.) Edge lawn at each grass cutting.
- 14.) Pick-up trash and debris from lawn areas every week (this includes leaf removal).
- 15.) Treat and reseed and damaged areas (including top soil).

**FERTILIZATION AND WEED CONTROL**

- 7.) Fertilize lawn, planters, shrubs, trees, etc., four (4) times a year (beginning by the second week of April). Fertilization applications and type should be coordinate with industry standards and the needs of the property. Date to be approved by the Campus President/or Designee
- 8.) Spray twice a month minimum for weed control; more often if necessary (this includes spraying cracks in sidewalks, driveways, and parking lots).
- 9.) Remove weeds as required from all areas on Campus (remove  
Remove weeds as required from all areas on Campus (remove by hand if necessary)

**SHRUBS AND HEDGES**

- 7.) Trim, shape and prune a minimum of twice a year; more if necessary.

- 8.) Rework shrub and tree beds monthly (include any required tilling, weeding and complete dressing of all beds.
- 9.) Remove dead shrubs.

**PARKING LOTS, SIDEWALKS, AND BRICK PAVERS**

- 3.) Pick-up miscellaneous debris throughout all exterior areas weekly.

**PARKING LOT SWEEPING**

- 3.) Parking lot to be power swept & manhole drain covers clean from debris twice during season (spring (April) & fall (October)). Date and time to be approved by Campus President/or Designee

**EXHIBIT A**  
**SCOPE OF SERVICES**

- 3.) Complete lawn maintenance as specified in the above mentioned at the campus locations.

**SEASONAL YEAR**

- a April 1, 2026 (Wednesday) – October 31, 2026 (Saturday)
- b April 1, 2027 (Thursday) – October 31, 2027 (Sunday)
- c April 1, 2028 (Saturday) – October 31, 2028 (Tuesday)

**2E. WAYNE COUNTY COMMUNITY COLLEGE DISTRICT  
LANDSCAPE SPECIFICATIONS  
SCOPE OF WORK FOR  
EASTERN CAMPUS & MARY ELLEN STEMPFLE UNIVERSITY  
CENTER (MESUC) & MARY ELLEN STEMPFLE CENTER FOR  
LEARNING TECH**

The CONTRACTOR shall provide all labor, supervision, equipment, materials and supplies required to perform the lawn maintenance care for:

The CONTRACTOR shall maintain all areas as follows:

- 1.) Cut and maintain all lawn shrubbery beds on all College property
- 2.) Maintain all shrubbery beds on campus weekly
- 3.) Cut lawn on outside perimeter of campus

**DESCRIPTION OF SERVICES REQUIRED**

- 1.) The CONTRACTOR is to remove from the site any and all rubbish and/or trash associated with or by this work.
- 2.) The CONTRACTOR is to restore, at no charge to the DISTRICT any and all areas damaged by or during the performance of this contract.
- 3.) The CONTRACTOR is to include a general spring cleanup of all areas.
- 4.) The CONTRACTOR shall submit as part of his proposal a unit price for power sweeping of all parking lots and driveways at the Campus.
- 5.) The CONTRACTOR shall perform lawn cutting during the second week of April through the end of October.
- 6.) The CONTRACTOR must check in and out with the Campus Assistant Director, Facilities to ensure scope of work has been completed.

**LAWN CARE**

- 1.) Cut grass every week.
- 2.) Sweep and clear grass and weeds from sidewalks, doorways, driveways and maintain a clearance of all sewer drains on Campus.
- 3.) Edge lawn at each grass cutting.
- 4.) Pick-up trash and debris from lawn areas every week (this includes leaf removal).
- 5.) Treat and reseed and damaged areas (including top soil).

**FERTILIZATION AND WEED CONTROL**

- 1.) Fertilize lawn, planters, shrubs, trees, etc., four (4) times a year (beginning by the second week of April). Fertilization applications and type should be coordinate with industry standards and the needs of the property. Date to be approved by the Campus President/or Designee
- 2.) Spray twice a month minimum for weed control; more often if necessary (this includes spraying cracks in sidewalks, driveways, and parking lots).
- 3.) Remove weeds as required from all areas on Campus (remove by hand if necessary)

### **SHRUBS AND HEDGES**

- 1.) Trim, shape and prune a minimum of twice a year; more if necessary.
- 2.) Rework shrub and tree beds monthly (include any required tilling, weeding and complete dressing of all beds.
- 3.) Remove dead shrubs.

### **PARKING LOTS, SIDEWALKS, AND BRICK PAVERS**

- 1.) Pick-up miscellaneous debris throughout all exterior areas weekly.

### **PARKING LOT SWEEPING**

- 1.) Parking lot to be power swept & manhole drain covers clean from debris twice during season (spring (April) & fall (October)). Date and time to be approved by Campus President/or Designee

### **EXHIBIT A** **SCOPE OF SERVICES**

- 1.) Complete lawn maintenance as specified in the above mentioned campus locations.

#### **SEASONAL YEAR**

- a) April 1, 2026 (Wednesday) – October 31, 2026 (Saturday)
- b) April 1, 2027 (Thursday) – October 31, 2027 (Sunday)
- c) April 1, 2028 (Saturday) – October 31, 2028 (Tuesday)

**Wayne County Community College District  
Request for Proposal #001819  
WCCCD District Wide Lawn Service 2026**

Submit on Company stationery a list of all machinery that will be used to perform these services by commercial standards.

Each vendor will present their bid for three (3) years beginning April 1 through October 31, 2026, April 1 through October 31, 2027 and April 1 through October 31, 2028.

**The District reserves the right to award lawn services for each campus individually to one or more service contractors.**

The awarded vendor will be notified by mail.

**PROPOSAL PAGE (Scope 1)**

Insert Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Authorized Company Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Phone number \_\_\_\_\_

Fax Number \_\_\_\_\_

**GRAND TOTAL \$** \_\_\_\_\_  
(Grand Total for Entire Project Area)

**Wayne County Community College District  
Request for Proposal #001819  
WCCCD District Wide Lawn Service 2026**

**PROPOSAL PAGE (CONT'D)  
(SCOPE 2A, 2B, 2C, 2D and 2E)**

<b><u>Cost Location (Scope 2A)</u></b>	<b><u>First Year</u></b>	<b><u>Second Year</u></b>	<b><u>Third Year</u></b>
Custis L. Ivery Central Administration Bldg. Curtis L. Ivery Downtown Campus Curtis L. Ivery Health & Wellness Center	\$ _____	\$ _____	\$ _____

<b><u>Cost Location (Scope 2B)</u></b>	<b><u>First Year</u></b>	<b><u>Second Year</u></b>	<b><u>Third Year</u></b>
Northwest Campus/Residential Building and Old Northwest Site	\$ _____	\$ _____	\$ _____

<b><u>Cost Location (Scope 2C)</u></b>	<b><u>First Year</u></b>	<b><u>Second Year</u></b>	<b><u>Third Year</u></b>
Downriver Campus MIPSE Training Center and Millenium House	\$ _____	\$ _____	\$ _____

<b><u>Cost Location (Scope 2D)</u></b>	<b><u>First Year</u></b>	<b><u>Second Year</u></b>	<b><u>Third Year</u></b>
Ted Scott Campus and Soccer Field	\$ _____	\$ _____	\$ _____

<b><u>Cost Location (Scope 2E)</u></b>	<b><u>First Year</u></b>	<b><u>Second Year</u></b>	<b><u>Third Year</u></b>
Eastern Campus Mary Ellen Stempfle University Center/Center for Learning Tech	\$ _____	\$ _____	\$ _____

## ARTICLE II INSURANCE

- 1) **Workman's Compensation Insurance** - The CONTRACTOR must maintain, during the life of its employees. The CONTRACTOR shall also take out and maintain during the life of the contract insurance in amount that adequately protect itself from damage claims (over and above those covered by its regular compensation insurance) resulting from injuries to any of its employee.
  
- 2) **Public Liability and Property Damage Insurance** – The CONTRACTOR shall maintain, during the life of the contract, public liability and property damage insurance (including damage claims arising from operations under the contract) whether such operations be by himself or by any subcontractor or by anyone directly employed by either of them. All liability insurance required herein shall be under comprehensive general and automobile bodily injury and property damage from policy.

### CONTRACTOR'S LIABILITY INSURANCE

Bodily Injury
Personal Injury
Property Damage

### WORKER'S COMPENSATION

Each Person
Employer Each Occurrence

### AUTOMOBILE INSURANCE

Each Person
Each Occurrence

### PROPERTY DAMAGE

Each Occurrence
-----------------