

Request for Proposals – Ingham ISD – Heartwood School Landscaping Project

Overview: Ingham ISD, Heartwood School 625 Hagadorn, Mason, MI 48854, is seeking proposals from qualified landscape design and installation firms for the renovation of landscaping at a special needs school. The school requires the design and installation of updated, student-friendly landscaping that meets the needs of our diverse population while ensuring ease of maintenance, compliance with local regulations, and environmental sustainability.

The selected firm will be responsible for the comprehensive landscape design, selection of plant materials, and installation of all landscaping elements, including trees, shrubs, flowers, turf, and any other materials deemed necessary for the project. The design and materials must be selected with minimal maintenance requirements, ensuring they are student-friendly and compliant with all local and environmental regulations. **The project must be completed by June 20, 2025.**

Key Dates:

- RFP Distribution: February 25, 2025
- Walkthrough available – contact Steve @ (517) 244-1229 or srusnock@inghamisd.org for appointment
- Questions Deadline (must be via email to purchasing@inghamisd.org): February 28, 2025 at 5:00 pm EST
- Answers due to vendors: March 4, 2025 at 5:00 pm EST
- Proposals Submission Deadline: March 10, 2025 at 5:00 pm EST
- Estimated Award Date: March 18, 2025
- Project Completion: No later than June 20, 2025

Submission Requirements:

- Proposals must be emailed to Purchasing@inghamisd.org with Heartwood Landscaping Project in the subject line.
- Include: Attachment A – Proposal Certification and Vendor Information, Attachment B – Iran Affidavit, Attachment C – Familial Disclosure

Bid Specifications:

Safety:

- Use materials and plants that cannot be thrown or ingested.
- Ensure all elements are securely installed.

Design:

- Provide a detailed landscape design plan that includes the layout of all plant materials (trees, shrubs, flowers, turf, etc.) and hardscaping elements, as applicable.
- Ensure that the design prioritizes accessibility, safety, and environmental sustainability.
- Design for minimal maintenance requirements.
- Create an attractive and welcoming environment and incorporate elements that enhance the visual appeal of the center.
- Designs must be appropriate for special needs students, including considerations for sensory and interactive elements that are safe and enriching.

- No electrical or lighting components should be included in the design.
- The plan must be submitted for approval by the school district prior to commencement.

Plant Material Selection:

- Select plant materials (trees, shrubs, flowers, turf, etc.) that are durable, low-maintenance, and appropriate for Michigan's climate.
- The selected materials must be non-toxic and pose no harm to students or staff.
- All plant materials must comply with local environmental regulations and sustainability standards.
- Preference will be given to native plant species to promote biodiversity and water conservation.

Installation:

- The selected firm must provide full installation of all materials specified in the design.
- Installation must be completed in a professional, timely, and safe manner.
- The firm must ensure that all plant materials are properly planted, watered, and cared for during the establishment period.
- The school district will coordinate access to the property for the installation team.

Maintenance Requirements:

- The landscape design must include a maintenance plan for the first year after installation to ensure proper growth and establishment.
- After the first year, the firm should provide a recommendation for ongoing maintenance that can be handled by the school's custodial staff or with minimal external support.

Aerial View of Heartwood School – 625 Hagadorn – Circled area indicates desired area for Landscaping project



Bid Pricing must include:

- Material Costs: Detailed breakdown of all aspects of the project
- Additional Costs: Include unit prices
- Installation Costs: Labor and expenses related to installation.
- Permits: Costs for any required permits.

General Terms:

- Ingham ISD seeks best value and reserves the right to accept or reject any proposals.
- Proposals valid for 90 days post-submission.
- Vendor to coordinate with Ingham ISD for installation timeline.
- Vendor responsible for all costs and must not include any taxes in quotes.

Insurance and Compliance:

- Required: General Liability (\$1M per occurrence, \$2M aggregate), Workers' Compensation, Commercial Umbrella (\$2M).
- The vendor is liable for damages and must maintain all necessary permits.

Contact Information: For questions, contact the Purchasing Department at purchasing@inghamisd.org by the deadline mentioned above.

Sincerely,

Sarah Ritter Ingham ISD

Attachment A – Proposal Certification and Vendor Information
Heartwood School Landscaping Project

Company Information:

Company Name: _____ Licensure and Number _____
Mailing Address: _____
Contact Name and Title for Proposal _____
Contact Email: _____ Contact Number: _____

Compliance Questions:

- Attached W-9 Form: Yes ☐ No ☐
- Accepts EFT Payments: Yes ☐ No ☐
- Can Invoice Electronically: Yes ☐ No ☐
- Debarred or Suspended by Federal Government in Past 5 Years: Yes ☐ No ☐
- Debarred or Suspended by State Government in Past 5 Years: Yes ☐ No ☐

Cost Overview:

- **Equipment Cost:**
- **Installation Cost:**
- **Warranty Provision:**
- **Other Costs (Specify):**
- **Total Cost:**

Additional Information: Please provide any additional information relevant to this RFP and your capabilities to provide the required services. List any exceptions to the terms, conditions, or specifications. All exceptions must be confirmed in writing to be accepted by Ingham ISD.

Vendor Certification: By signing below, the undersigned certifies the following:

- They have read, understood, and agree to comply with all instructions, conditions, and the proposal requirements of the RFP.
- All information provided in this proposal is accurate.
- The proposal offers to furnish products and/or services in strict accordance with the bid requirements.
- The prices quoted are correct, and this bid remains valid for 90 days from the date submitted.
- The vendor will comply with all applicable state, federal, and local laws and regulations.
- The company has not been debarred or suspended from doing business with the federal government nor listed as an Excluded Party in the System for Award Management (SAM).

Authorized Signature: _____ **Name of Signatory:** _____

Title of Signatory: _____ **Date:** _____

Attachment B – Iran Affidavit
Heartwood School Landscaping Project

AFFIDAVIT OF COMPLAINT - IRAN ECONOMIC SANCTIONS ACT - Michigan Public Act No. 517 of 2012

The undersigned, the owner or authorized officer of (the "Bidder"), pursuant to the compliance certification requirement provided in the Ingham ISD ("Ingham ISD") **Heartwood School Landscaping Project**

Invitation to Bid, hereby certifies, represents and warrants that the Bidder (including its officers, directors and employees) is not an "Iran Linked Business" within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the "Act"), and that in the event Bidder is awarded a Contract as a result of the aforementioned ITB, the Bidder will not become an "Iran Linked Business" at any time during the course of performing under the Contract.

The Bidder further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or 2 times the amount of the Contract or proposed Contract for which the false certification was made, whichever is greater, the cost of Ingham ISD's investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to submit a proposal for three (3) years from the date the it is determined that the person has submitted the false certification.

Vendor Information

Name of Bidder

By

Date

State of) SS.

County of)

Notarized Signature

This instrument was acknowledged before me on the day of , date month year
by

Bidder Signature Name

Notary Signature

Notary Name

County, My Commission Expires

Acting in the County of



Attachment C – Familial Disclosure
Heartwood School Landscaping Project

All bidders must complete the following disclosure form in compliance with MCL 380.1267 and attach this information to their bid.

By the attached sworn and notarized statement, we are disclosing the following familial relationship(s) that exists between the owner or any employee of the Vendor and any member of the Districts' Board, employees, or the superintendent.

Disclose any familial relationship and complete the form below in its entirety:

The following are familial relationships as described above (provide employee name, family contact name, family contact position, and familial relationship or NONE).

Owner/ Employee Name

Related To:

Relationship

1.

2.

3.

Vendor Information

Signature(s):

Title:

Name of Firm:

State of

)

) SS

County of

)

Notarized Signature

On this day of, _____ before me a Notary Public in and for said county, personally appeared _____ agent of the said firm _____ and who acknowledged the same to be his free act and deed as such agent.

Notary Signature

Notary Name

County, My Commission Expires

Acting in the County of