

REQUEST FOR QUOTES: LAWNCARE SERVICES

Issued by The Saginaw Chippewa Indian Tribe of Michigan

Project overview:

The Saginaw Chippewa Housing Department (SCHD) is requesting quotes for professional lawn care services for the duration of the 2025 growing season. The Department is seeking a reputable firm to provide the following services only: fertilizer, weed control, grub and mole control. Service area will include approximately 20 acres at five (5) separate locations, listed below.



Company background:

The Saginaw Chippewa Indian Tribe of MI (SCIT) is a federally recognized tribal government. The Saginaw Chippewa Housing Department (SCHD) is wholly owned and operated by the SCIT located on the Isabella reservation in Isabella County, MI. SCHD has been operating a low-income rental housing program for over 30 years, with funding from the Indian Housing Block Grant awarded through HUD and the NAHASDA legislation. The SCIT Housing Department is the owner of this project.

Project goals:

- Maintain lawn areas in a safe, timely, and professional manner
- Communicate with the owner in a timely and professional manner

Project scope of work:

Scope of work will include five site locations as listed. Companies are encouraged to visit the locations to assess the areas to be covered. Please call Housing's front office reception at (989) 775-4595 to inform us when you plan to be on site.

- Otto Park - 2379 Otto Drive, Mt. Pleasant, MI
- Broadway Park - 2473 Nishnabeanong Drive, Mt. Pleasant, MI
- Little Elk Park - 7701 Little Elk Drive, Mt. Pleasant, MI
- Housing & Planning Offices - 2451 Nishnabeanong, Mt. Pleasant, MI
- Supportive Housing Building - 6870 E. Broadway, Mt. Pleasant, MI

Submission procedures:

- Submit information on sheets no larger than an 8½ x 11, clear and legible lettering.
- Quotes should be legibly printed on company letterhead.
- Email the requested information to: romaloney@sagchip.org and jpumford@sagchip.org or
- Send via US Mail or
- In-person delivery to the Saginaw Chippewa Housing Department, 2451 Nishnabeanong Drive, Mt. Pleasant, MI 48858. Business hours are M-F 8a-5p.
- Submissions must be received by the deadline listed below.
- Submissions received later than the deadline will not be considered.

Provide the following information:

- The principal address of the firm, and overview of services offered
- Company profile (key staff names, their titles and licenses)
- Contact information of key personnel
- Copy of the firm's certificate of insurance (indicate level of professional and general liability coverage)
- Signed statement indicating the firm is not on the federal government's debarred list of entities debarred from doing business with the federal government of the United States. For more information visit the official website of the US Government - System for Award Management at <https://sam.gov/content/home>
- An itemized cost estimate for all services requested in this RFQ and a schedule showing frequency of treatment applications

Submission deadline:

Submissions must be received no later than

March 31, 2025 at 5 p.m.

Proposals must be dropped off or mailed to:

SCHD

2451 Nish-Na-Be-Anong Drive
Mount Pleasant, MI 48858

Or emailed to:

- romaloney@sagchip.org
- jpumford@sagchip.org

Contact:

- **Rosalie Maloney**

SCIT Housing Manager

romaloney@sagchip.org
989.775.4581

- **Jeremy Pumford**

SCIT Maintenance Supervisor

jpumford@sagchip.org
989.775.4586

Evaluation metrics:

Evaluation metrics; a points system will be used to compile a total score for each submission based on the following:

- Total cost for services
- Better Business Bureau Rating, if available
- Must be willing to enter into a service agreement with the SCIT
- Native Preference shall be a consideration
- Small, woman, minority and service disabled veteran-owned business, if yes, provide documentation.

The SCHD will evaluate those companies that provides all the requested information listed above in this RFQ. The company with the highest rating will be notified via email.



Saginaw Chippewa Indian Tribe of Michigan

"Working Together for Our Future"

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