



District Office
501 West Sickles Street
St. Johns, MI 48879
Telephone: 989.227.4050
Fax: 989.227.4099
www.sjredwings.org

January 13, 2026

Attention Bid Department:

Enclosed is a request for quotation for Lawn Mowing and Trimming Services at Riley Elementary School and Eureka Elementary Buildings. Sealed bids clearly marked "Lawn Mowing" will be accepted at the St. Johns Public Schools, Business Office, 501 W Sickles, St. Johns, MI, 48879, until Thursday, January 29th, 2026 9:00 AM, at which time and place they will be publicly opened.

This Invitation to Bid and all its pages, documents and attachments, including those added subsequently by written notice, submitted and properly executed, shall constitute the contract between the St. Johns Public Schools and the successful vendor when approved and accepted by the Board of Education.

Sincerely,

Robbie Gleeson
Director of Operations
517-388-4036
St. Johns Public Schools

REQUEST FOR PROPOSAL
Lawn Mowing and Trimming Services

January 29th, 2026

Please consider this document as formal Request for Proposal (RFP) for lawn mowing and trimming services for St. Johns Public Schools as prescribed in Schedule A. Sealed bids are to be received and date stamped in the Business Office at 501 W. Sickles St., St. Johns MI by 9:00AM. Thursday January 29th, 2026. Bids will be opened at this time for the public, but no recommendation will be made.

General Conditions

1. All invitations to bid issued by the St. Johns Public Schools will bind bidders and successful bidders to the conditions and requirements set forth in these general conditions, and such conditions shall form an integral part of each purchase contract awarded.
2. The Owner reserves the right to determine the initial starting date and ending date (April 2026 through November 2026) and postpone or reschedule mowing operations when weather, testing, outdoor functions, financial or other conditions necessitate a reduction or change in mowing services. Partial mowings may be requested by the owner due to seasonal conditions. Invoicing must reflect these requests.
3. Smoking and vaping is not permitted on school grounds. The Contractor shall ensure all employees observe this law.
4. The Contractor shall provide a list of available mowing/ trimming equipment for this contract. This list must be submitted with the Bid Proposal.
5. The Contractor shall not apply any pesticides or herbicides without the Owner's approval.
6. All workers must be at least 18 years of age.
7. All employees are required to have a background check prior to working on St. Johns Public Schools property. The following information will need to be supplied to the St. Johns Public Schools, Director of Operations at 501 W. Sickles St. in advance of any work performed;

First and Last Name

Date of Birth

Gender

Race/Ethnicity

Telephone Number

Drivers License or SSC

This information will be used to conduct a background check in the Internet Criminal History Access Tool (ICHTA). The employer will be notified by the Director of Operations when the check is performed and deemed eligible or ineligible to work on the grounds of St. Johns Public Schools.

Examination of Sites

Site visits will be conducted between Thursday, January 15th and Friday, January 23rd between the hours of 9 am and 4 pm. For an appointment for a site visit, bidders can contact Rob Gleeson at 517-388-4036.

Bidders are to complete and sign the Bidder Contractor Information, along with the Schedule, References and Equipment List information, and return IN DUPLICATE in a sealed envelope addressed as follows:

**St. Johns Public Schools
“Lawn Mowing & Trimming Services Bid”
501 W. Sickles St., St. Johns MI 48879**

If a bidder would like to receive an electronic copy of these documents, please email Rob Gleeson at gleesonr@sjredwings.org. The bidder assumes the risk of any delay in the mail or in the handling of the mail by employees of the St. Johns Public Schools. Whether sent by mail or by means of personal delivery, the bidder assumes responsibility for having the bid deposited on time at the place specified.

The Board of Education or its designee reserves the right to reject any or all bids, in part or in total, for any objective or subjective reason whatsoever. Late bids will not be opened.

The Board of Education or its designee reserves the right to waive any informality or irregularity in any bid received and to accept bids which, in his/her judgment, are in the districts best interest.

Prices and information required, except the signature of the bidder, should be typed. Illegible or vague bids may be rejected. Facsimile, printed or typewritten signatures are not acceptable.

St. Johns Public Schools, by law, are exempt from State and Federal Taxes. Invoicing must contain separate amounts per each site per month.

Award

St. Johns Public Schools reserves the right to make awards within sixty (60) days after the date of the bid opening during which period bids may not be withdrawn unless the bidder distinctly states in the bid that acceptance thereof must be made within a shorter specified time.

Insurance Requirements

The successful bidder agrees, at its sole cost and expense, to purchase, prior to the commencement of services, and maintain the following insurance coverage in the minimum amounts indicated for the entire duration of the contract.

Commercial General Liability Insurance: on an “Occurrence Basis” with limits of liability not less than \$1,000,000 each occurrence, \$1,000,000 aggregate, combined single limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: A) Contractual Liability; B) Products and Completed Operations; C) Independent Contractor’s Coverage; D) Broad Form General Liability Extensions or equivalent; E) Deletion of all Explosion, Collapse and Under group (XCU) Exclusions, if applicable.

Workers’ Compensation including Employer’s Liability Coverage: of \$100,000 each accident, \$500,000 annual aggregate, in accordance with all applicable Michigan law.

Motor Vehicle Liability: If Contractor, or its employees, will use motor vehicles to satisfy its responsibilities under this contract, then Contractor must have a minimum amount of \$1,000,000 per occurrence combined single limit including coverage for hired or leased vehicles, and owned and non-owned vehicles with No-Fault coverage as required by law. If an insurance coverage furnished by Contractor is on a "claims made" basis, the Contractor shall continue the coverage required under this contract for a minimum period of three years after the expiration or termination of this contract.

In addition, Contractor shall include the following as Additional Insured: St. Johns Public Schools including its elected and appointed officials, employees, and volunteers.

If such insurance is not in force, St. Johns Public Schools may, at its option, terminate and cancel the contract.

Contract

The placing in the mail of a notice of award (purchase order) to a successful bidder, to the address given in the bid, will be considered sufficient notice of acceptance of contract.

Scope of Work

1. Contractor is to provide lawn mowing, trimming and ***removal of clippings from walks, drives, and entries for all sites listed on Schedule A.*** All work shall be conducted during non school hours (M-F 8:30AM- 4:30PM) unless coordinated through Rob Gleeson, Director of Operations.
2. The contractor shall be responsible for all repairs or damages to School District property caused by his/her equipment, personnel or materials used.
3. In the case that the Contractor can not mow and trim all the school sites in Schedule A, the School District may contract out or perform these duties itself and receive reimbursement from the vendor for the cost incurred.
4. Any operator leaving School District sites in an unsatisfactory condition will be required to return and complete the job with no additional compensation.
5. Invoicing will be done on only work that is performed.
6. All litter such as paper, cans, bottles, branches etc. must be picked up and disposed of prior to mowing.

Equipment

1. All mowing operations are to be performed using machines manufactured by companies recognized for producing quality commercial turf equipment. All equipment shall be mechanically sound and reliable.
2. All blades will be sharp and properly adjusted for height and cutting sharpness.
3. All mower decks shall be equipped with discharge chutes which must be in place at all times. In the event that students or staff are in the mowing area, mowing shall cease or operator is to relocate to another area of the campus to mow until the previous area is clear of students or staff.
4. At no time shall an operator of a piece of equipment leave that equipment unoccupied and running or capable of being started.
5. The contractor shall complete Schedule C to list all the equipment that will be used for mowing and trimming services.

Bidding Contractor Information

Name of Company: _____

Street: _____

City/State/Zip: _____

Telephone: _____

Email: _____

Signature: _____

Print Name & Title: _____

Date: _____

Schedule

<u>School/Location</u>	Year One April 2026- Nov. 2026 Per Mow Cost	Year Two April 2027- Nov. 2027 Per Mow Cost	Year Three April 2028- Nov 2028 Per Mow Cost
Riley Elementary 5935 Pratt Rd. Dewitt, MI. 48820	_____	_____	_____
Eureka Elementary 7550 N Welling Rd. St. Johns MI, 48879	_____	_____	_____

- ❖ No service from the Contractor will be required for any of the athletic fields (game & practice fields-football, baseball, softball and soccer fields) at St. Johns Public Schools

References

References: include contact and phone number

1. _____
2. _____
3. _____

If you have any questions regarding this RFP, please telephone Rob Gleeson at 517-388-4036.

Equipment List

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____