

## **INTRODUCTION**

This document sets forth the general specifications, requirements and responsibilities of a Landscaping Contractor in providing landscaping services for the Ypsilanti District Library, Ypsilanti, Michigan.

## **GENERAL CONDITIONS AND SCOPE OF WORK**

### **A. Qualifications**

Contractor must be duly licensed in accordance with all Federal, State and local laws governing the landscaping business.

### **B. Quality**

The landscaping contractor, hereinafter referred to as "Contractor," will provide and perform all landscaping services in a professional and timely manner as further addressed in Section – Landscaping Specifications.

### **C. Coverage**

The Contractor is responsible for the care and maintenance of all lawn, planting beds, beds, trees, decorative trees, shrubs and hedges on the Property. All work shall be performed in a professional manner, using quality equipment and materials, all of which must be maintained and operated by the contractor. It is to be understood that this is the entire job.

### **D. General Conditions**

The contractor will supply all labor, landscaping equipment and safety equipment in good working condition as to be able to perform all aspects of landscaping.

Contractor shall hold and save harmless the Ypsilanti District Library, hereinafter referred to as "Library," from all claims by others whose personnel or property may be damaged or injured by Contractor, its employees or subcontractors including but not limited to the use of equipment or materials.

Contractor shall make reasonable and prompt restitution by cash, replacement or repairs, subject to the approval of the Library, for any damages for which the Contractor is liable, of which the Library shall be sole judge.

Contractor shall ensure that its employees and agents conform to all Federal (OSHA), State and Municipal safety and health regulations, and shall assume full responsibility for any violations and/or non-compliance with such regulations.

Contractor shall ensure that all of its employees and agents abide by all safety rules and regulations, which may be promulgated from time to time by either party as they pertain to the Contractor's operations. Contractor will be responsible for regularly informing its employees of all Federal, State and /or local safety regulations.

Contractor shall comply, at all times with any and all local, State or Federal rules, regulations and laws regarding anti-discrimination and equal opportunity in employment.

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Contractor shall assign employees who are sufficiently fluent in English: (1) to comprehend the instructions from Library staff; (2) to understand safety and operating instructions on any machinery used; (3) to understand instructions and warnings on any chemicals used; and (4) to communicate with Library personnel during emergencies.

Contractor shall at all times maintain good order among its employees and shall ensure compliance with Library rules and regulations (as such may be amended from time to time).

Property inspections shall be made by the Contractor after each service and reviewed with the Library Facilities Manager at his request.

Contractor will not store any materials or equipment on Library property.

### **LANDSCAPING SPECIFICATIONS**

These specifications include plans for maintenance and care of all exterior landscaped areas. The type of maintenance and care defined in the following are designed to promote healthy growth.

**A. Spring Clean-up:**

1. Spring Clean-up shall be completed by a mutually agreed upon date between the Library and Contractor.
2. Contractor shall remove all winter debris, leaves, sticks and trash accumulated over the winter season by raking, blowing or sweeping debris from walks, building entrances, turf areas and beds.
3. Contractor shall remove all dead and broken branches from trees and bushes.
4. Contractor shall remove all weeds by the roots from plant beds and dispose of off the property.
5. Following removal of existing weeds and debris from hardwood mulch landscape beds, Contractor shall edge planting beds, roughen existing mulch, and install a 1" thick top-dressing of shredded hardwood bark mulch. New mulch shall be freshly shredded and be natural color, free of dyes.

**B. Mowing and Lawn Care:**

1. Contractor shall "police" the grounds and shall remove all refuse prior to performing services.
2. Turf shall be cut once per week, or more often if required, at a height of 2.5" to 3" as conditions dictate throughout the growing season (April 1 through November 15). This schedule may be altered by the Library to avoid lawn burn during dry periods. Mowing equipment shall be employed to permit recycling of clippings where possible and mowing patterns shall be utilized to present a neat appearance. Blades on all equipment shall be sharp to prevent tearing of the grass blades. Curbs, gutters, walks, driveways, and landscape beds shall be left in a clean condition after mowing.
3. Contractor shall provide sweeping or blowing of cut grass and/or leaves from all areas including entrances after mowing. It is not acceptable to leave grass clumps on site.
4. All planting beds, curbs, light poles, hydrants, areas along all building foundations, signs, parking areas, walkways and trees shall be trimmed the same day that mowing occurs.

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5. All walkways will have the edging maintained with a straight and neat edge with the edging work performed at least four times per season or as needed. The initial edging will be completed as part of the Spring Clean-up.
6. All lawn areas adjacent to beds shall be edged during Spring Clean-up and one more time mid-season to prevent encroachment of turf and to maintain an attractive presentation throughout the growing season.

### **C. Shrub, Evergreen and Groundcover Beds:**

1. All beds shall be maintained to present a neat and weed-free appearance by cultivating or weeding during regular visits to maintain an attractive presentation throughout the growing season.
2. All shrubs, evergreens, trees, and ornamental grasses shall be pruned to remove dead or damaged branches and to contain the size in order to maintain the natural form of the plant, to maintain an “air” space between the plant and building, and to eliminate any branches which hang too low (below 10’) over walkways or parking areas.
3. All tree and shrub beds will be edged and maintained with the edging work completed at least four times per season. All planting beds will be kept clean of debris.
4. Fertilization and weed control shall be applied in tree, shrub, perennial, and groundcover beds in a typical 4-step program. This includes fertilizer, pre-emergent weed control, and post-emergent weed control. Proper caution signs will be placed in sufficient locations to notify patrons and employees of the application of chemicals to the lawns and/or beds.
  - a. Spring – fertilization, pre-emergent weed control, and liquid post-emergent weed control as necessary.
  - b. Early summer – pre-emergent weed control, and liquid post-emergent weed control as necessary.
  - c. Late summer – pre-emergent weed control, and liquid post-emergent weed control as necessary.
  - d. Fall – fertilization and liquid post-emergent weed control as necessary.

### **D. Pruning – Tree and Shrub Services:**

1. Pruning and removal of dead wood of all trees and shrubs is to be completed with generally accepted practices to ensure all ornamental trees and shrubs remain healthy and maintain an aesthetically attractive appearance.
2. Pruning activities are to occur at appropriate seasonal times consistent with generally accepted practices for the various individual types of trees and shrubs.

### **E. Fall Clean-up:**

1. Leaf and debris removal from the turf and beds in autumn shall be performed weekly. The continuous removal of all fallen leaves, twigs and branches from the property is to be performed as necessary whether or not “Fall Clean-up” has commenced.

### **F. Lawn Fertilization / Weed Control:**

1. Fertilization and weed control shall be applied in a typical 4-step program. This includes pre-emergent fertilizer and weed and grub control (if necessary).
  - a. Spring – fertilization and pre-emergent weed and crabgrass control.
  - b. Early summer – fertilization and pre-emergent weed and crabgrass control.
  - c. Late summer – fertilization.

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- d. Fall – fertilization and broadleaf weed control.  
e. Grub control as necessary.
2. Proper caution signs will be placed in sufficient locations to notify patrons and employees of the application of chemicals to the lawns and/or beds.

### **G. Miscellaneous:**

1. On each visit, Contractor must perform a complete policing of all trafficked areas including lawn, landscape beds, pathways and walkways.
2. Curbs and cracks in pavement shall be sprayed with an herbicide to control weeds as needed.
3. Contractor shall cut back all perennials to the ground at the first sign of frost damage.
4. Library recognizes that unforeseen and unpredictable items occur and must be addressed. It is the Contractor's responsibility to bring these items to the attention of the Library.
5. All plant, shrub, flower, ground cover, and tree removal or replacement shall be accomplished only with the approval of the Library. Contractor will perform additional work when the Library authorizes such work with a purchase order.

### **H. General:**

1. All work shall be performed by properly supervised, trained personnel in accordance with accepted horticultural practices. Chemicals will be applied by properly certified personnel.
2. Materials shall be applied in accordance with manufacturer's directions. Where alternate products are available, the environmental impact of the product shall govern which product is used.
3. Adequate personnel and equipment shall be provided to permit the timely completion of all operations.
4. Landscape debris shall be removed from the Library property at the end of each work day at no additional charge. Contractor shall not place debris in Library's dumpster.
5. Contractor shall carry appropriate coverage for Worker's Compensation Insurance, Employer's Liability Insurance, General Liability, Bodily Injury and Property Damage, and Comprehensive Automobile Liability. Proof of coverage will be included in submitted estimate.
6. Contractor will report insect activity or damage to lawn areas and/or landscape beds caused by insects or fungus. Insect and fungus control shall be the responsibility of the Library.
7. Contractor is responsible for damage to the Library's buildings and property (i.e., signs, light poles, trees, concrete, curbing, plants and grass) resulting from Contractor's services. The Contractor is responsible for reporting all damages to the Library in writing within seventy-two (72) hours of each occurrence. Contractor will inspect the Library property for pre-existing damage and submit a report detailing all pre-existing damage by April 1, 2026. Library will review this report with Contractor.
8. Contractor is required to make arrangements satisfactory to the Library to repair damage to the Library property.
9. Contractor shall provide emergency telephone numbers that will be answered by the Contractor, 24 hours a day, seven days a week.
10. Contractor will assume responsibility for any damage caused by Contractor to irrigation and lighting systems.

**STANDARDS AND OTHER CONDITIONS**

**A. Independent Contractor**

The Contractor agrees to perform the work described in the quotation as an Independent contractor and not as a subcontractor, agent, or employee of the Ypsilanti District Library.

**B. Assignment and subcontracting**

The contract shall not be assigned or subcontracted by the Contractor without the Library's prior written consent, which may be withheld at the Library's sole discretion.

**C. Revisions to original contract**

The Library shall have the right to make any changes in or delete services from the work described in the contract and may direct the Contractor to perform extra work and the Contractor shall implement such changes and perform such extra work. Should any such change increase, decrease or affect the amount or character of services required in the contract, the price shall be adjusted accordingly. The amount of increase or decrease, if any, in the price shall be determined by agreement between the Contractor and the Library.

**D. Standards of work – general**

All services shall be performed to the highest standard and in accordance with all Federal, State and local laws. The Contractor will be responsible for ensuring that its staff is familiar with and accomplishes the functions and tasks as outlined in the Landscaping Specifications.

**E. Contractor informed as to conditions**

It is agreed the Contractor is familiar with all physical and other conditions existing at the Library and all other matters in connection with the work to be performed under this contract.

**F. Storage and security of equipment and supplies**

The Contractor shall have full responsibility for storing equipment and supplies used in connection with the work. No storage space will be provided by the Library.

**G. Inspection**

The Library contemplates and the Contractor hereby agrees to a thorough inspection by the Library of all work and equipment furnished under this contract.

**H. Health and safety**

The Contractor shall observe all Federal, State, and local laws and regulations pertaining to health and safety. The Contractor shall take all precautions necessary and shall be responsible for the safety of all work to be performed by Contractor's employees. The Contractor shall not require any person employed by the Contractor to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to his health or safety as determined under safety and health standards promulgated by the U.S. Secretary of Labor.

The importance of safety of all workers shall be recognized and accident prevention shall be an integral part of the Contractor's operations. The Contractor shall conduct the work in a safe and practical manner, in conformance with the safety and health standards made applicable to the work by the Federal Occupational Safety and Health Act.

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### **I. Training**

The Contractor will be solely responsible for ensuring that its employees are trained and competent in the performance of their duties as outlined in the Landscaping Specifications.

### **J. Billing**

Landscaping services will be priced on an annual basis and shall include all equipment and supplies needed to perform the contract. All contractors are required to complete and submit the Estimate Forms (Attachments A, B & C).

The Contractor shall submit invoices according to the schedule provided on the Estimate Forms.

Payments for approved invoices shall be made by the Library within 30 days following the billing date of such invoice. Should the Library dispute the contractor's invoice the Library shall advise the Contractor in writing of the disputed invoice and withhold payment until the dispute is settled by both parties.

### **K. Equipment**

The Contractor shall provide all equipment necessary for the effective and efficient landscaping services on the Library property in accordance with the intent of the Landscaping Specifications. All landscaping equipment shall be state-of-the-art and consistent with good work practices. All equipment shall be kept in working order at all times.

### **L. References**

Each submission of the Estimate Forms shall provide at least two client references whose properties are comparable in size, profile and services to the Library. The information that is to be included for each reference: the property description and address, the Contractor's length of service at the location, and a contact name with job title and telephone number.

### **M. Insurance and indemnity**

The Contractor will be responsible for the payment of any and all deductible amounts required under the insurance coverage. The Contractor will not alter or terminate the insurance coverage without obtaining the Library's written consent at least thirty (30) days prior to such alteration or termination.

Contractor shall repair or replace at its own cost and expense any damage caused by its workmen, agents, or employees.

### **N. Contract provisions**

It is the intention of the Library to execute a 3-year contract. The Library may terminate Contractor with 48 hours' notice if Contractor fails or refuses to perform services as described in the Quotation Package.

The desired contract commencement date is April 1, 2026.

### **O. Rejection of Quotation**

The award will be made to that responsible vendor whose quotation, conforming to this Request for Quotation, will be most advantageous to the Library, price and other factors considered. The Board of Trustees for the Ypsilanti District Library reserves the right to reject any and all responses to

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this Request for Quotation, in whole or in part, and to waive informalities and minor irregularities in quotations received.

**P. Minimum Quotation response**

By 5:00 PM on Wednesday, February 4, 2026, the Contractor shall remit two (2) originals of its Quotation response to:

**Jim Reed  
Facilities Manager  
Ypsilanti District Library  
5577 Whittaker Road  
Ypsilanti, MI 48197**

No fax copies will be accepted.

The Quotation Response must include Attachments A, B & C along with a current insurance certificate and list of references as described above.

**Questions regarding this Request for Quotation should be directed to  
Facilities Services Manager Jim Reed at (734) 482-4110 or  
[jreed@yplibrary.org](mailto:jreed@yplibrary.org) by Friday, January 30, 2026.**

**Attachment A**

**ESTIMATE FORM  
2026-2028 LANDSCAPING SERVICES**

Property : Ypsilanti District Library  
5577 Whittaker Road  
Ypsilanti, MI 48197

Contractor: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Date Submitted: \_\_\_\_\_  
\_\_\_\_\_

**Pricing Schedule**

Contractor's Annual Fee – 4/1/2026 – 11/15/2026 \$\_\_\_\_\_  
(Includes Fertilization and weed control)

To be billed in eight (8) equal installments \$\_\_\_\_\_ per month

Contractor's Annual Fee – 4/1/2027 – 11/15/2027 \$\_\_\_\_\_  
(Includes Fertilization and weed control)

To be billed in eight (8) equal installments \$\_\_\_\_\_ per month

Contractor's Annual Fee – 4/1/2028 – 11/15/2028 \$\_\_\_\_\_  
(Includes Fertilization and weed control)

To be billed in eight (8) equal installments \$\_\_\_\_\_ per month

**Attachment B**

**ESTIMATE FORM**  
**2026-2028 LANDSCAPING SERVICES**

Property: Ypsilanti District Library  
229 W. Michigan Avenue  
Ypsilanti, MI 48197

Contractor: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Date Submitted: \_\_\_\_\_  
\_\_\_\_\_

**Pricing Schedule**

Contractor's Annual Fee – 4/1/2026 – 11/15/2026 \$\_\_\_\_\_  
(Includes Fertilization and weed control)

To be billed in eight (8) equal installments \$\_\_\_\_\_ per month

Contractor's Annual Fee – 4/1/2027 – 11/15/2027 \$\_\_\_\_\_  
(Includes Fertilization and weed control)

To be billed in eight (8) equal installments \$\_\_\_\_\_ per month

Contractor's Annual Fee – 4/1/2028 – 11/15/2028 \$\_\_\_\_\_  
(Includes Fertilization and weed control)

To be billed in eight (8) equal installments \$\_\_\_\_\_ per month

**Attachment C**

**ESTIMATE FORM  
2026-2028 LANDSCAPING SERVICES**

Property: Ypsilanti District Library  
1900 Harris Road  
Ypsilanti, MI 48198

Contractor: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Date Submitted: \_\_\_\_\_  
\_\_\_\_\_

**Pricing Schedule**

Contractor's Annual Fee – 4/1/2026 – 11/15/2026 \$\_\_\_\_\_  
(Includes Fertilization and weed control)

To be billed in eight (8) equal installments \$\_\_\_\_\_ per month

Contractor's Annual Fee – 4/1/2027 – 11/15/2027 \$\_\_\_\_\_  
(Includes Fertilization and weed control)

To be billed in eight (8) equal installments \$\_\_\_\_\_ per month

Contractor's Annual Fee – 4/1/2028 – 11/15/2028 \$\_\_\_\_\_  
(Includes Fertilization and weed control)

To be billed in eight (8) equal installments \$\_\_\_\_\_ per month