



**CITY OF NOVI CITY COUNCIL**  
**APRIL 12, 2021**

**SUBJECT:** Consideration of approval to award a unit price contract for landscaping services on city-owned properties to KBK Landscaping for a one-year term with two one-year renewal options, a total estimated cost of \$150,775.

**SUBMITTING DEPARTMENT:** Integrated Solutions, Facilities Management Division

<b>EXPENDITURE REQUIRED</b>	<b>\$ 150,775 estimated</b>
<b>AMOUNT BUDGETED</b>	<b>\$ 20,475 Grounds Maint/Civic Center</b> <b>\$ 19,175 Grounds Maint/Police</b> <b>\$ 4,875 Grounds Maint/Fire</b> <b>\$ 5,675 Grounds Maint/DPW</b> <b>\$ 16,125 Cemetery Maintenance</b> <b>\$ 9,500 Grounds Maint/Parks</b> <b>\$ 75,175 Grounds Maint/Mowing</b> <b>\$ 151,000</b>
<b>APPROPRIATION REQUIRED</b>	<b>\$0</b>
<b>LINE ITEM NUMBER</b>	<b>101-265.00-941.000 Grounds Maint/Civic Center</b> <b>101-265.00-941.301 Grounds Maint/Police</b> <b>101-265.00-941.337 Grounds Maint/Fire</b> <b>101-265.00-941.442 Grounds Maint/DPW</b> <b>101-265.10-941.200 Cemetery Maintenance</b> <b>101-265.10-941.208 Grounds Maint/Parks</b> <b>101-265.10-941.212 Grounds Maint/Mowing</b>

**BACKGROUND INFORMATION:** The City of Novi contracts for a landscaping vendor to provide lawn mowing and other various landscaping services to maintain city-owned properties. This proposed bid's scope included mowing, edging, mulch installation, proper bed maintenance, shrub shaping, and minor tree pruning. The contracted services required yearly include mowing and edging, mulching, spring clean up, and fall clean up. This newly created scope and the proposed contract will provide our facilities and parks the top quality they deserve.

A request for proposal was posted on the Michigan Intergovernmental Trade Network website. A mandatory pre-bid meeting/site visit was held on March 11, 2021, which nine firms attended. Seven proposals were received, one of which was rejected because the firm did not attend the mandatory pre-bid meeting. The remaining six proposals were reviewed by a committee consisting of City staff. Based on the committee review process, the top three firms' fee proposals were opened. The evaluations were based on resource capability, certifications, staffing, and related experience. During the review of references and past experience, we found that KBK Landscaping and United Lawnscape had experience and positive references for both municipal property mowing as well as municipal parkland mowing. Other firms reviewed did not have the same experience or quality reviews for municipal parkland, which is more than half of the contracted land to be mowed. KBK, the second-lowest bid of the three opened bids, was selected by the team based on their evaluation.

	<b>KBK Landscaping</b>	<b>United Lawnscape</b>	<b>B &amp; B Landscaping</b>	<b>Reliable Landscaping</b>	<b>Xpert Lawn and Snow</b>	<b>Chappy Group</b>
<b>TOTAL</b>	<b>2000</b>	<b>1800</b>	<b>1430</b>	<b>1390</b>	<b>1380</b>	<b>400</b>
<b>Rank</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>

**RECOMMENDED ACTION:** Approval to award a unit price contract for landscaping services on city-owned properties to KBK Landscaping for a one-year term with two one-year renewal options, a total estimated cost of \$150,775.

## RFP LAWN AND LANDSCAPE MAINTENANCE FACILITIES PARKS - UNIT PRICES EXTENDED FOR ANNUAL COST

Facilities	Frequency	Approx. Acres	Est. Annual Qty	B & B Landscape Per Cut/ Per Unit Price	K.B.K. Landscaping Per Cut/ Per Unit Price	United Lawnscape Per Cut/ Per Unit Price
<b>CIVIC CENTER</b>						
Mowing	25-35 Cuttings Per Year	4.63	35	195	250	415
Mowing - Double Cut	as requested		0	275	400	610
Bed Maintenance/Weed control	bi-weekly		17	195	350	incl.
Mulch Replacement	once per year		1	10,000	10,000	13,250
Square Yards of Mulch				125	100	195
Pruning	twice per year		2	550	700	425
Spring Cleanup	once per year		1	350	500	500
Fall Cleanup	once per year		1	800	1,000	995
<b>POLICE HEADQUARTERS</b>						
Mowing	25-35 Cuttings Per Year	4.63	35	195	250	258
Mowing - Double Cut	as requested		0	275	400	440
Bed Maintenance/Weed control	bi-weekly		17	150	200	incl.
Mulch Replacement	once per year		1	6,500	5,500	6,200
Square Yards of Mulch				80	55	95
Pruning	twice per year		2	350	500	280
Spring Cleanup	once per year		1	300	500	315
Fall Cleanup	once per year		1	500	1,000	650
<b>DEPT OF PUBLIC SERVICES</b>						
Mowing	25-35 Cuttings Per Year	2.3	35	75	125	220
Mowing - Double Cut	as requested		0	100	225	385
Bed Maintenance/Weed control	bi-weekly		17	50	100	incl.
Spring Cleanup	once per year		1	150	400	275
Fall Cleanup	once per year		1	350	900	550
<b>POLICE GUN RANGE</b>						
Mowing	25-35 Cuttings Per Year	0.82	35	45	85	95
Mowing - Double Cut	as requested		0	75	120	125
Bed Maintenance/Weed control	bi-weekly		17	35	75	incl.
Spring Cleanup	once per year		1	50	150	115
Fall Cleanup	once per year		1	50	300	225
<b>FIRE STATION #1</b>						
Spring Cleanup	once per year		1	50	150	140
Fall Cleanup	once per year		1	50	300	275
<b>FIRE STATION #2</b>						
Spring Cleanup	once per year		1	50	150	100
Fall Cleanup	once per year		1	50	300	200
<b>FIRE STATION #3</b>						
Spring Cleanup	once per year		1	50	150	100
Fall Cleanup	once per year		1	50	300	190
<b>FIRE STATION #4</b>						
Spring Cleanup	once per year		1	100	150	200
Fall Cleanup	once per year		1	150	300	425
<b>FIRE STATION #5</b>						
Mowing	25-35 Cuttings Per Year	0.83	35	60	75	75
Mowing - Double Cut	as requested		0	80	100	115
Bed Maintenance/Weed control	bi-weekly		17	75	75	incl.
Spring Cleanup	once per year		1	50	150	100
Fall Cleanup	once per year		1	50	300	145
<b>BROOKFARM PARK</b>						

## RFP LAWN AND LANDSCAPE MAINTENANCE FACILITIES PARKS - UNIT PRICES EXTENDED FOR ANNUAL COST

				B & B Landscape	K.B.K. Landscaping	United Lawnscape
Facilities	Frequency	Approx. Acres	Est. Annual Qty	Per Cut/ Per Unit Price	Per Cut/ Per Unit Price	Per Cut/ Per Unit Price
Mowing	25-35 Cuttings Per Year	4.14	35	160	200	260
Mowing - Double Cut	as requested		0	225	300	475
Bed Maintenance/Weed control	bi-weekly		17	55	100	incl.
Spring Cleanup	once per year		1	300	400	350
Fall Cleanup	once per year		1	500	800	525
<b>FUERST PARK</b>						
Mowing	25-35 Cuttings Per Year	6.75	35	225	350	475
Mowing - Double Cut	as requested		0	350	500	800
Bed Maintenance/Weed control	bi-weekly		17	125	300	incl.
Mulch Replacement	once per year		1	10,000	9,500	11,000
Square Yards of Mulch				110	95	150
Pruning	twice per year		2	325	700	300
Spring Cleanup	once per year		1	350	500	600
Fall Cleanup	once per year		1	500	1,000	700
<b>NOVI DOG PARK</b>						
Mowing	25-35 Cuttings Per Year	6.41	35	215	300	250
Mowing - Double Cut	as requested		0	350	475	450
Spring Cleanup	once per year		1	125	300	750
Fall Cleanup	once per year		1	300	600	950
<b>PAVILION SHORE PARK</b>						
Mowing	25-35 Cuttings Per Year	9.76	35	325	475	485
Mowing - Double Cut	as requested		0	475	700	800
Bed Maintenance/Weed control	bi-weekly		17	65	250	incl.
Spring Cleanup	once per year		1	300	500	540
Fall Cleanup	once per year		1	600	1,000	700
<b>ROTARY PARK</b>						
Mowing	25-35 Cuttings Per Year	2.62	35	85	150	190
Mowing - Double Cut	as requested		0	150	225	325
Bed Maintenance/Weed control	bi-weekly		17	65	100	incl.
Spring Cleanup	once per year		1	250	300	210
Fall Cleanup	once per year		1	250	600	310
<b>VILLA BARR ART PARK</b>						
Mowing	25-35 Cuttings Per Year	2.68	35	100	225	200
Mowing - Double Cut	as requested		0	165	325	340
Bed Maintenance/Weed control	bi-weekly		17	65	150	incl.
Spring Cleanup	once per year		1	110	300	250
Fall Cleanup	once per year		1	225	600	530
<b>VILLAGWOOD PARK</b>						
Mowing	25-35 Cuttings Per Year	2.76	35	100	225	175
Mowing - Double Cut	as requested		0	165	325	315
Bed Maintenance/Weed control	bi-weekly		17	75	150	incl.
Spring Cleanup	once per year		1	110	300	265
Fall Cleanup	once per year		1	225	600	550
<b>NOVI ROAD CEMETERY</b>						
Mowing	25-35 Cuttings/Year	2.63	35	120	300	375
Mowing - Double Cut	as requested		0	175	500	675
Bed Maintenance/Weed control	bi-weekly		17	50	75	incl.
Spring Cleanup	once per year		1	350	800	450
Fall Cleanup	once per year		1	475	1,600	900

RFP LAWN AND LANDSCAPE MAINTENANCE FACILITIES PARKS - UNIT PRICES EXTENDED FOR ANNUAL COST

				B & B Landscape	K.B.K. Landscaping	United Lawnscape
Facilities	Frequency	Approx. Acres	Est. Annual Qty	Per Cut/ Per Unit Price	Per Cut/ Per Unit Price	Per Cut/ Per Unit Price
<b>KNAPP CEMETERY</b>						
Mowing	25-35 Cuttings/Year	0.40	35	50	75	75
Mowing - Double Cut	as requested		0	75	100	120
Bed Maintenance/Weed control	bi-weekly		17	35	75	incl.
Spring Cleanup	once per year		1	50	200	105
Fall Cleanup	once per year		1	75	400	140
<b>SOD REPLACEMENT</b>						
	remove, provide & install	per yd		6.00	\$ 18.00	\$ 6.00

Evaluation Rank

3

1

2

COMMENTS:

(1) KBK Landscaping:

If mulch is not removed it would save \$4,500 form the total cost to install.

Proposals were evaluated and scored. The three firms with the highest cumulative scores had their fee proposals opened.



cityofnovi.org

## CITY OF NOVI

### LAWN AND LANDSCAPE MAINTENANCE SERVICES

#### CONTRACTOR QUESTIONNAIRE FORM

**Failure to answer all questions may result in the rejection of your bid.**

Firm Name: KLBK Landscaping  
Address: 9685 W. Michigan Ave  
City: Saline State: MI Zip: 48176  
Telephone Number: 888-408-0320 Fax Number: N/A  
Representative's Name (please print): Kris Krause  
Representative's Title: President  
Email Address: kris@klbklandscaping.com  
Web Site: klbklandscaping.com

1. Type of Organization: (Circle One)

a. Individual b. Partnership c. Corporation d. Joint Venture e. Other \_\_\_\_\_

2. Year firm established: 2008

3. If applicable, former firm name(s):  
\_\_\_\_\_

4. Has any officer or partner of this organization owned or operated a company that declared bankruptcy during the last 10 years? No  Yes \_\_\_\_\_

When: \_\_\_\_\_

5. How many permanent full time employees 15

Anticipated part-time/seasonal employees 25

6. Are you able to provide insurance coverage as required by this RFP? yes

7. List the scope of services you are able to perform.

All that apply

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Specify the approximate schedule of herbicide applications for Bed Care & Paved Surface Weed Control applications, with formulas recommended, whether liquid or dry forms recommended.

Round up Apps

5-21

6-21

7-21

8-21

9-21

9. Provide information relative to the experience and financial capability of your company to carry out the terms of this contract.

In business since 1998

Current mowing contractor for NAVI/

Farlington Hills DPW

10. Identify those in your firm who would be responsible for this contract, including on-site supervision, and submit copies of their certifications (i.e. ISA arborist certification,

Lawn Care Foreman and Labels



Scope of work Lawn / Landscape  
Contract dates 2014 to current

Company Washtenaw County Parks  
Address \_\_\_\_\_  
Phone 734 216 7774 Contact name Ed Holly  
Scope of work Landscape Services  
Contract dates 2010 to current

Company Washtenaw County  
Address \_\_\_\_\_  
Phone 734 266 2248 Contact name Nick Woods  
Scope of work Snow Removal  
Contract dates 2009 to current

Company Republic Parkings  
Address \_\_\_\_\_  
Phone 734 368-5191 Contact name Ed Wheeler  
Scope of work Snow Removal / Landscape  
Contract dates 2018 to current

Company City of Ann Arbor  
Address \_\_\_\_\_  
Phone 734 845 0368 Contact name Kevin Ernst  
Scope of work Snow Removal / Lawn Care  
Contract dates 2015 to current

13. Please include a detailed Equipment List that will be on site and available for use by the crew performing the requested services (including mowers, trucks, tractors, trailers, etc.) in Excel format.

14. Please identify which professional organizations your company is a good

standing member of: (please check all that apply)

International Society of Arboriculture

Michigan Turfgrass Foundation

Michigan Nursery and Landscape Association

Michigan Green Industry Association

15. Based on your current resources, are you available to provide the requested services identified within the timeframe allocated? yes

16. Please provide an example of a work plan showing how you would schedule the City's mowing areas in order to complete the work in the time frame allocated (assume that the weather is good).

mowing will be done on Tuesday/  
wednesday

17. Provide a description of your company's philosophy (including what standards you use) relative to lawn care and landscaping.

We believe in making Each property  
Look its best

19. Claims & Suits: Does your firm have any litigation pending or outstanding against your organization or its officers? If yes, please provide details.

No  Yes

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20. Provide any additional information you would like to include which may not be included within this Questionnaire. You may attach additional sheets.

*N/A*

**THE FOREGOING QUESTIONNAIRE IS A TRUE STATEMENT OF FACTS:**

Authorized Company Representative (please print): *Chris Krause*

Representative Signature: *[Signature]*

Date *3-10-21*

# Equipment list for Novi accounts

- 1) 2021 Ford F450
- 2) 2020 30' Enclosed trailer
- 3) (4) 2021 Exmark 60" mowers/baggers
- 4) (4) weed whips
- 5) (4) blowers
- 6) (2) edgers



**CITY OF NOVI**

**LAWN & LANDSCAPE MAINTENANCE SERVICES –  
CITY FACILITIES & PARKS**

**ADDENDUM #1**

**INTENT:** This addendum has been issued to modify and/or interpret the original specifications for the bid/RFP named above. Unless otherwise instructed, the information contained within this Addendum shall take precedence over anything contrary in the original specifications, and shall hereinafter be considered as part of the package.

**RESPONSE:** The Contractor shall verify receipt of this Addendum on the Bid/Fee Proposal Form.

**CONTENTS:** Included in this Addendum is one (1) page of written addenda description plus three (3) updated maps and one (1) page of the mandatory pre-proposal sign-in sheet. A Revised Fee Proposal Form is included in this Addendum for increased acreage at the Department of Public Works and Gun Range and addition of two (2) cemeteries to the bid, as a separate document.

**CLARIFICATIONS:**

Remove Northwest Neighborhood Park and  
ADD Novi Road Cemetery and Knapp Cemetery to the list of properties on page 9 of the bid document.

**QUESTIONS:**

1. Are there any weed control product preferences: **No**

Tracey Marzonie  
Purchasing Department

Notice dated: 3/12/2021