CASCADE CHARTER TOWNSHIP

5920 Tahoe Drive SE Grand Rapids, Michigan 49546-7140

NOTICE OF REQUEST FOR PROPOSALS (RFP)

PROFESSIONAL SERVICES FOR

Mower Purchase & Trade-In

RFP #:

Cascade Charter Township hereby requests proposals from qualified firms interested in:

To replace outdated equipment in our fleet, Cascade Charter Township is requesting quotations for the purchase of four (4) brand-new commercial-grade mowers.

located at

6805 Burton St. Se, Grand Rapids, MI 49546

Proposals shall be due December 1, 2026, at 1:00 P.M.. Please mark the sealed envelope as "Mower Purchase & Trade-In." A complete Request for Proposal document may be obtained at: 6805 Burton St. Se, Grand Rapids, MI 49546

Cascade Charter Township ATTN: Dan Zwick

Parks & Facilities Director

5920 Tahoe Dr. SE
Grand Rapids, MI 49546
Phone: 616-949-1500
Email: dzwick@cascadetwp.c
Or on the Web at:
www.cascadetwp.com

Cascade Township Request for Proposals

Cascade Charter Township hereby requests proposals from qualified firms interested in providing Mower Purchase & Trade-Ins.

I. PROJECT DESCRIPTION

To replace outdated equipment in our fleet, Cascade Charter Township is requesting quotations for the purchase of four (4) brand-new commercial-grade mowers. The maintenance of our township's public areas, such as roadside sidewalks, municipal building grounds, and community parks, depends on these mowers. Included in the quotation is an offer to purchase five of our current-use commercial mowers. The Township invites bidders to provide trade-in credit for five (5) commercial mowers currently in service from our fleet, as detailed in the Trade-In Asset section of this document.

This **Request for Proposal** is intended to solicit and secure proposals from bidders/consultants with experience working with diverse interests within municipalities of a size similar to Cascade.

1.1 Insurance Qualifications

Proposals will be accepted from firms who will be able to meet the following minimum insurance qualifications. Individuals or consultants that do not meet these minimum qualifications shall be deemed non-responsive and will not receive further consideration.

A. Standard Insurance Requirements:
    1. Commercial General Liability Coverage: Commercial General Liability Coverage including products/completed operations, contractual liability, and personal injury. This insurance shall be on a commercial insurance, occurrence form. The certificate must contain, as an endorsement, the following language: "Cascade Charter Township, Michigan, its elected officials, officers, employees, boards, commissions, authorities, voluntary associations, and any other units operating under the jurisdiction of the Township and within appointment of its operating budget, including Cascade Charter Township, are named as additional insured and said coverage shall be considered to be the primary coverage rather than any policies and insurance or self-insurance retention owned or maintained by Cascade Charter Township". The limit amount for this insurance shall be not less than $1,000,000 per occurrence and $2,000,000 aggregate.
    2. Workers Compensation Coverage: At a minimum, Workers Compensation Insurance as required by State of Michigan law, Michigan statutory coverage, or evidence of an exemption for sole proprietors or a State issued exemption for corporations, partnerships or LLCs who have three or less employees. Employer Liability limits of $500,000 each accident, $500,000 disease policy limit and $500,000 disease each employee.
    3. Automobile Liability Coverage: The Automobile Liability Coverage shall cover all owned, non-owned, and hired automobiles with a limit of not less than $1,000,000 combined single limit each accident.
    4. Professional Liability Insurance: A policy in an amount not less than $1,000,000 per claim.
    5. Cancellation: Cancellation clause of insurance not less than thirty (30) days.
    6. Proof of Insurance: The Township reserves the right to require complete, certified copies of all required insurance policies at any time.
B. The successful bidder will be required to enter into a professional service contract with the Township.

1.2 Funding

Any contract awarded as a result of this Request for Proposal is contingent upon the availability of funding, as determined by the Township Board.

1.3 Dates

Dates are to be coordinated with the CM to ensure that delivery and installation occur in a timely fashion.

II. GENERAL INFORMATION FOR CONSULTANTS

2.1 Project Administrator

The Project Administrator is the sole point of contact for this procurement. All communication between prospective bidders and the Township upon receipt of this RFP shall be with the Project Administrator, as follows:

Dan Zwick
Parks & Facilities Director
5920 Tahoe Dr. SE
Grand Rapids, MI 49546

Telephone: (616) 949-1500
E-mail: dzwick@cascadetwp.com

Prospective bidders are to rely on written statements issued by the Project Administrator. Any other communication will be considered unofficial and non-binding on the Township. Communication directed to parties other than the Project Administrator may result in disqualification of the prospective bidder.

2.2 Estimated Schedule of Procurement Activities

- Issue request for proposals — November 11, 2026
- Mandatory on-site meeting — _____

- Proposals due — December 1, 2026
- Township evaluates proposals — _____
- Township Board approves contract — _____
- Project Completion Date — _____

2.3 Submission of Proposals

Responding firms are required to submit three (3) physical copies of their proposal, one of which must have original signatures, and one (1) electronic copy. The proposal, whether mailed or hand delivered, must arrive at the Cascade Township Hall no later than 1:00 P.M. , local time, on December 1, 2026. .

Proposals must include all information as outlined in Section 4 of this document.

The proposal is to be sent to the Project Administrator at the address noted in Section 2.1, above. The envelope should be clearly marked " Mower Purchase & Trade-In " and addressed to the attention of the Project Administrator.

Bidders who mail proposals should allow normal mail delivery time to ensure timely receipt of their proposals by the Project Administrator. Respondents assume the risk for the method of delivery chosen. The Township assumes no responsibility for delays caused by any delivery service. Electronic proposals may be transmitted using electronic media such as email transmission, but physical copies are still required.

Late proposals will not be accepted and will be automatically disqualified from further consideration. All proposals and any accompanying documentation become the property of the Township and will not be returned.

2.4 Proprietary Information and Public Disclosure

Materials submitted in response to this competitive procurement shall become the property of the Township. All proposals received shall remain confidential until the deadline for submission of bids or proposals has expired, as defined by Michigan statute (MCL 15.243 (1)(i), the Freedom of Information Act).

2.5 Revisions to the RFP

In the event it becomes necessary to revise any part of this RFP, addenda will be reduced to writing and submitted to all prospective bidders known to the Township. For this purpose, the published questions and answers and any other pertinent information will be considered an addendum to the RFP and will be provided to prospective bidders.

The Township reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a contract.

2.6 Acceptance Period

Proposals must provide 60 days for acceptance by Township from the due date for receipt of proposals.

2.7 Responsiveness

All proposals will be reviewed by the Project Administrator to determine compliance with administrative requirements and instructions specified in this RFP. Failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive. The Township also reserves the right, at its sole discretion, to waive minor administrative irregularities. The Township reserves the right to accept or reject any or all proposals, to accept more than one proposal, and also the right to waive any formal or informal defects in proposals when deemed in the best interest of the Township. The Township reserves the right to accept a proposal higher in price than the lowest price proposal and to negotiate with any firm concerning matters which the Township determines require clarification or changes.

2.8 Most Favorable Terms

The Township reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms that the respondent could propose. There will be no best and final offer procedure. The Township does reserve the right to contact a respondent for clarification of its proposal.

The Respondent should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. Contract negotiations may incorporate some of or the Respondent's entire proposal. It is understood that the proposal will become a part of the official procurement file on this matter without obligation of the Township.

2.9 Costs of Proposal

The Township will not be liable for any costs incurred by the Respondent in preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP.

2.10 No Obligation Contract

This RFP does not obligate the Cascade Township Board to award a contract for services specified herein.

2.11 Rejection of Proposals

The Township reserves the right without penalty at its sole discretion to reject any and all proposals received and not to issue a contract as a result of this RFP.

2.12 Failure to Comply

The Respondent is specifically notified that failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive.

2.13 Commitment of Funds

The Cascade Township Board or their delegates are the only individuals who may legally commit the Township to the expenditures of funds for a contract resulting from this RFP. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

2.14 Signatures

The proposal must be signed and dated by a person authorized to legally bind the Respondent to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship.

2.15 Compliance with Law

All proposals, and any resulting contract and services, must comply with applicable Federal, State and local laws.

The firm shall, as required by law, not discriminate with respect to hire, tenure, terms, conditions or privilege of employment, or a matter directly or indirectly related to employment because of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, height, weight, marital status, age or political affiliation (except where age, sex or lack of disability constitutes a bona fide occupational qualification.) The firm shall adhere to all applicable federal, state and local laws, ordinances, rules and regulations prohibiting discrimination, including, but not limited to, the following:

- The Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended.
- The Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended.
- Section 504 of the Federal Rehabilitation Act of 1973, P.L. 93-112, 87 Stat. 394, as amended, and regulations promulgated there under.
- The Americans with Disabilities Act of 1990, P.L. 101-336, 104 Stat 328 (42 USCA §12101 et seq), as amended, and regulations promulgated there under.

2.16 Indemnity

The firm who is selected shall, at its own expense, protect, defend, indemnify, save and hold harmless the Township and its elected and appointed officers, employees, servants and agents from all claims, damages, lawsuits, costs and expenses including, but not limited to, all costs from administrative proceedings, court costs and attorney fees that the Township and its elected and appointed officers, employees, servants and agents may incur as a result of the acts, omissions or negligence of the firm or its employees, servants, agents or subcontractors that may arise out of the agreement.

The firm's indemnification responsibility under this section shall include the sum of damages, costs and expenses which are in excess of the sum of damages, costs and expenses which are paid out in behalf of or reimbursed to the Township, its officers, employees, servants and agents by the insurance coverage obtained and/or maintained by the firm.

2.17 No Iran Business

The firm must certify to the Township that neither it nor any of its successors, parent companies, subsidiaries, or companies under common ownership or control of the firm, are an "Iran linked business" engaged in investment activities of $20,000,000.00 or more with the energy sector of Iran, within the meaning of the Iran Economic Sanctions Act, Michigan Public Act 517 of 2012 (MCL 129.311 et seq.). The firm shall not become an "Iran linked business" during the term of the contract.

2.18 No Collusion

No attempt has been made or will be made by the firm to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition.
The firm acknowledges that communication of any kind regarding the RFP directed to parties other than the identified contact person may result in disqualification of firm's proposal.
The firm warrants that no conflict of interest knowingly exists for any member of the project team that contributed to this bid or prospective contract.

III. SCOPE OF WORK

New Unit Required Specifications:
Mowers must be in new condition, current model year. Mowers must be two types, stand-on and sit-on. Four (4) mowers are required: two (2) stand-on and two (2) sit-on units. All units are required to have a gas engine with a minimum output of 30 horsepower, with hydrostatic drive. Kawasaki engines are preferred. The two “stand-on” mowers must have a cutting width of a minimum 52-inch and maximum of 56-inch with mulch kits installed on both units. Both sit-on mowers are required to have a 72-inch cutting width and side discharge. A premium seat option is preferred.

Trade-In Asset Details:
Each unit is operational, with typical wear expected for their age and usage hours. All trade-in equipment is currently in active operation; expect machine hours will increase between the issuance of this RFQ and transfer. To schedule an on-site appraisal, please contact Dan Zwick at the information provided above.

1. 2015 TORO Z MASTER 6000 series MODEL # 74947
• Kohler Command Pro EFI Engine 34 HP
• 72” Turbo Force Deck – Side Discharge
• 1502 HRS
2. 2016 TORO Z MASTER 7000 series MODEL # 74274
• Kubota DEISEL Engine 25 HP
• 72” Deck – Side Discharge
• 975 HRS
3. 2015 TORO GrandStand MODEL # 74589
• Kohler Command EFI Engine 23 HP
• 52” Turbo Force Deck – Side Discharge
• 1120 HRS
4. 2015 TORO GrandStand MODEL # 74589
• Kohler Command EFI Engine 23 HP
• 52” Turbo Force Deck – Side Discharge
• 1022 HRS
5. 2000 TORO Grounds Master 455-D 4WD MODEL # 30455
• Peugeot DIESEL Engine
• 126” Deck Rotary – Rear Discharge
• 2734 HRS

IV. PROPOSAL CONTENT

4.1 Letter of Transmittal

In addition to all requirements and instructions listed in the RFP, all dealers must comply with the following:

1. Warranty: Bidders should specify the manufacturer's warranties for each unit. They are also encouraged to include details such as average operating costs, service and parts availability, and other pertinent information for our evaluation.

2. Delivery: To make sure staff are available to inspect new units, delivery arrangements should be made at least 48 hours ahead of time. The vendors are responsible for the safe delivery of new equipment to the Cascade Charter Township maintenance facility. Each mower is required to fully assembled and "ready to mow."

3. Cooperative Purchasing & Local Preference:
   •Contract Pricing: If quoting via MiDEAL or Sourcewell, please provide the relevant contract number on the bid form.

4.2 Company/Firm Overview

Provide general information about the Firm, along with its area(s) of expertise and experience as it relates to this RFP.

4.3 Familiarity with Local Conditions

Include a description of the Firm's understanding of the specific needs of Cascade Charter Township and/or stable, Charter or General Township communities in Michigan.

4.4 Previous Experience

1. Provide a description of relevant experience working for local municipal/government clients, including specific projects and assignments, utilizing current staff.

2. Include at least three (3) municipal/governmental client references (including individual contact names and telephone numbers) for which your firm has performed similar services in the past five (5) years.

4.5 Conflicts of Interest

The firm should state its policy on conflicts of interest and how it proposes handling situations where a conflict might occur. The firm should identify all situations in the past three years where the firm has had to recuse itself from participating in a service, project or engagement with a municipal client due to a conflict of interest.

4.6 Additional Information

The firm may also include any additional information and/or comments believed to be pertinent but not specifically requested elsewhere in the document.

V. EVALUATION CRITERIA

5.1 Evaluation Subcommittee

Dan Zwick will be responsible for evaluating the submitted proposals and awarding a contract for the RFP. Though there are no formal evaluation criteria, the Township will focus on the following items when evaluating the proposals:

1. Verification of the basic information provided by the firm including, but not limited to, entity name, principals, incorporation, licensing and references.
2. Completeness of the proposal
3. Responsiveness to all elements outlined in the request for proposal.
4. Experience and qualifications of the proposed Township Engineer and all team members identified.
5. Cost proposal that is advantageous to the Township.

5.2 Contract Recommendation

The Cascade Township Board remains the sole body responsible for awarding a contract. The Cascade Township Board reserves the right to request additional information from the firms including, but not limited to, formal interviews and/or firm presentations. Should firms be requested to present to the Cascade Township Board or a sub-committee of the Cascade Township Board, they will receive a minimum of five (5) days' notice.

Submission of a proposal indicates acceptance by the firm of the conditions contained in the Request for Proposal.

VI. VENDOR CERTIFICATION

This certification attests to the vendor's awareness and agreement to the content of this RFP and all accompanying calendar schedules and provisions contained herein.

The vendor must ensure that the following certificate is duly completed and correctly executed by an authorized officer of your company.

This proposal is submitted in response to the Mower Purchase & Trade-Ins RFP issued by Cascade Township. The undersigned is a duly authorized officer, hereby certifies that:

_____

(Vendor Name)

agrees to be bound by the content of this proposal and agrees to comply with the terms, conditions, and provisions of the referenced RFP and any addenda thereto in the event of an award. Exceptions are to be noted as stated in the RFP. The proposal shall remain in effect for a period of ninety (90) calendar days as of .

The undersigned further certify that their firm (check one):

☐ IS

☐ IS NOT

currently debarred, suspended, or proposed for debarment by any federal entity. The undersigned agree to notify Cascade Township of any change in this status, should one occur, until such time as an award has been made under this procurement action.

Person[s] authorized to negotiate on behalf of this firm for purposes of this RFP are:

Name: _____ Title: _____

Signature: _____ Date: _____

Name: _____ Title: _____

Signature: _____ Date: _____

Signature of Authorized Officer:

Name: _____ Title: _____

Signature: _____ Date: _____

VII. CONFLICT OF INTEREST DISCLOSURE AND CERTIFICATION

Project / Solicitation Name: _____

RFP/RFQ Number: _____

Company / Contractor Name: _____

Authorized Representative: _____

1. Conflict of Interest Disclosure

The undersigned certifies that, to the best of their knowledge, neither the company nor any of its owners, officers, employees, agents, or proposed subcontractors has an actual, potential, or perceived conflict of interest that would improperly influence, or appear to influence, the company's ability to provide impartial and objective services to Cascade Charter Township.

The undersigned further certifies that:

- The company has not offered, provided, or promised any gift, payment, favor, or other item of value to any Township official or employee for the purpose of influencing the procurement process.
- The company has not engaged in any activity that would compromise the fairness, integrity, or impartiality of the solicitation or selection process.
- The company has disclosed any known personal, professional, financial, or business relationships with Township officials or employees that could create an actual or perceived conflict of interest.

2. Disclosure of Potential Conflicts

Please indicate one:

☐ **No Known Conflict:** The company has no known actual, potential, or perceived conflicts of interest related to this solicitation.

☐ **Conflict Disclosed:** The company has identified an actual, potential, or perceived conflict of interest and has provided an explanation below.

Description of Conflict (if applicable):

_____

_____

_____

3. Ongoing Disclosure

The undersigned agrees to promptly notify Cascade Charter Township in writing if any actual, potential, or perceived conflict of interest arises or is identified during the procurement process or, if awarded, throughout the duration of the contract.

The Township reserves the right to review any disclosed conflict and determine appropriate action, which may include requesting additional information, implementing mitigation measures, or determining that the company is ineligible for consideration or contract award.

4. Certification and Signature

By signing below, the undersigned certifies that the information provided in this disclosure is true, complete, and accurate to the best of their knowledge and that they are authorized to make this certification on behalf of the company.

Company Name: _____

Printed Name: _____

Title: _____

Signature: _____

Date: _____