

WASHTENAW COMMUNITY COLLEGE
Purchasing Department – Room SC 326
RFP # 6700 Indoor Plant Maintenance
RFP Due Date: February 20, 2025 at 2:00 p.m. EDT

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WASHTENAW COMMUNITY COLLEGE
Request for Proposal (RFP) # 6700

Indoor Plant Maintenance

RFP Release Date: January 28, 2025

Proposal Due Date: February 20, 2025 at 2:00 p.m. EDT

Submit proposals electronically via email to:

Susan Pulice
Washtenaw Community College
pur@wccnet.edu
RFP # 6700 Indoor Plant Maintenance

1.0 Proposal Invitation

Washtenaw Community College (“College” and/or “WCC”) is soliciting proposals to provide labor, supplies, and material for the care and maintenance of approximately 110 plant containers located in the interior of various buildings on the WCC campus. Some containers contain multiple plants. All plants and containers are owned by the College. Maintenance should include a regular program of: watering, pruning, cleaning of plants, fertilization, and the diagnosis and treatment of plant pests and diseases. The awarded contractor is required to provide Material Data Sheets for all chemicals used at WCC.

Award of a contract will be based on the best overall proposal. Criteria for award of a contract may include, but are not limited to, the proposal that includes the specifications contained herein, previous customer references, portfolio samples, price, and the recommendations put forth by the Supplier. Proposals must be comprehensive by including all services and costs necessary to meet the business and technical requirements of the College as outlined in this RFP. In addition, proposals must specify a detailed approach/methodology, supplier and College staffing requirements, and any other assumptions to complete the proposed work.

At its sole discretion, the College reserves the right to issue a split award to one or more vendors at any time during the initial term, to reject any and all proposals, and waive any irregularities. Proposals which fail to comply fully with any provisions of this document may be considered invalid and may not receive consideration. The College also reserves the right to negotiate terms and conditions of a contract with the chosen Supplier. The College reserves the right to award a contract based on any combination of the specifications described herein.

Response to this RFP confirms an understanding that this is *not* a contract or offer of business by the College. This request for proposal in no manner obligates the College to the eventual purchase of any products or services described, implied, or which may be proposed, until confirmed by written agreement, and may be terminated by the College without penalty or obligation at any time prior to the signing of an agreement, contract, or purchase order. In submitting a proposal, suppliers agree that all materials associated with, attached to, or referenced by the submitted proposal will become the property of the College and may be incorporated into a subsequent contractual agreement between the successful supplier and the College.

The College is not liable in any manner or to any extent for any cost or expense incurred by the supplier in the preparation, submission, presentation, or any other action connected with proposing or otherwise responding to this RFP. Such exemption from liability applies whether such costs are incurred directly by the supplier or indirectly through the supplier’s agents, employees, assigns, or others.

The awarded supplier’s proposal response and any orders placed during the term of this solicitation shall be subject to, and governed by the College’s Terms and Conditions for services located at [Terms and Conditions for Services Provided to WCC](#) as a condition of award, and are hereby incorporated herein as a substantive part of the solicitation documents. In the event there is any conflict or inconsistency between the Terms & Conditions referenced in the RFP documents and those included in a Supplier’s proposal response, the Terms & Conditions of the RFP documents shall govern. Proposal submissions must include all exceptions to the College’s terms and conditions of purchase; the College may consider extensive exceptions as a reason to exclude a vendor from further consideration.

A purchase order signed by an authorized agent of the College is required to constitute acceptance of proposal offer and offer terms and conditions of service. This RFP and any subsequently offered contracts will be governed by the laws of the State of Michigan. Any and all applicable valid executive orders, Federal, State or local laws, ordinances or rules or regulations shall apply to any contract if and when offered and are deemed incorporated herein.

As a public institution, the College is subject to the terms and conditions of the Freedom of Information Act. As required by law, any information submitted in response to this request for proposal could become public information. Suppliers responding to this proposal are cautioned not to include any proprietary information as part of their proposal unless such proprietary information is carefully identified in writing as such and accepted by the College as proprietary. Any documents submitted may be reviewed and evaluated by any person at the discretion of the College, including non-allied and independent consultants retained by the College now or in the future.

2.0 Planned RFP Schedule

RFP Timeline:

RFP Issued: January 28, 2025

Submission of Questions from Suppliers: February 11, 2025

Questions Responded by the College: February 17, 2025

RFP Due Date: February 20, 2025 at 2:00pm EDT

3.0 Mandatory Site Visit/Walk-Thru

All vendors invited to respond to this RFP must attend a mandatory walk-thru to view the site and receive additional information about the project. The mandatory walk thru is scheduled below. *This walk thru will cover seven buildings.* A company representative (s) must attend the mandatory walk-thru, in order for WCC Purchasing to accept a proposal from that company. This representative will sign-in and this information (email address) will be used for further correspondence.

Date: Friday, February 7th, 2025

Time: 9:00 am – 11:00 am EDT

Place: Crane Liberal Arts and Science Building, Outside LA 240 and the Bridge to the Student Center

Attached to this solicitation is Attachment A – RFP 6700 Plant Care Pricing Worksheet with the number of plants by WCC location. Every effort was made to ensure the accuracy of Attachment A. However, it is the vendor's responsibility to account for all plants in their response. During this mandatory walk-thru, the vendor will accompany the WCC Building Services Manager to view all interior plants and their locations. There are seven buildings, some with multiple floors, to visit in this walk-thru. Plan at least two hours. It is recommended for the vendor's representative to wear comfortable walking shoes.

The interior plants are noted on Attachment A, please bring a copy to the walk-thru. The representative **must identify and note any discrepancies** on their worksheets during the walk-thru. *Please send a representative who has knowledge of plants to this meeting.* The vendor must include the completed worksheets within their proposal response.

4.0 Project Specifications / Requirements

Scope of Work

Washtenaw Community College plans to contract with one firm/company to provide indoor plant maintenance services for plants located on various floors of several buildings on the WCC campus. These interior plants are located in the following WCC campus buildings: Business Education (BE); Crane Liberal Arts and Science (LA); Great Lakes Regional Training Center (GL); Gunder Myran (GM); Larry L. Whitworth Occupational Education (OE); Student Center (SC); Technical and Industrial (TI).

The interior plant maintenance service is to consist of supervision, tools, material, equipment, supplies and expertise to perform Indoor Plant Maintenance services. WCC owns approximately 110 plant containers. Replacements are to be made should a plant die or become unattractive (must consult with WCC Building Services Manager). WCC requests the maintenance service to be performed bi-weekly, or more frequently as needed. This service does NOT include outdoor plant services.

The initial contract term for the Interior Plant Maintenance shall be the effective date through December 31, 2025.

WCC reserves the right, at its sole option, to renew the contract for three (3) additional terms of one year each:

Renewal – January 1, 2026, through December 31, 2026

Renewal – January 1, 2027, through December 31, 2027

Renewal – January 1, 2028, through December 31, 2028

Project Specifications

Each of the following items must be addressed clearly and completely in the proposal. If necessary, include copies and/or samples of any reports or forms that would clarify these specifications and help explain how the contractor and the College would interact. Address each item in the order given.

General Firm Information

The Interior Plant Maintenance Service provider will be required to have available personnel who are knowledgeable and experienced in plant maintenance. Discuss your background:

- A. How many years have you been in business /operating in Michigan? How many years has your company been performing interior plant service in Michigan under the current name?
- B. Is your company locally owned?
- C. Provide the number of employees and number of vehicles presently dedicated to interior plant services.
- D. Is your company and staff licensed and certified for pesticide applications each year?
- E. What types of safety training programs does your company have?
- F. Do you mix your chemicals prior to coming to WCC?
- G. Does your company perform background checks, driver license checks and drug testing on all employees?
- H. Do you have a Master Gardener on staff?
- I. What processes and procedures does your company have in place to assure quality?
- J. Provide Customer Service contact name, title, phone number and email address. Also, provide days of the week and hours when this service is available.

Proposed Maintenance Services of Interior Plants

- A. Maintenance of Indoor Plants: Perform services will initially be twice a month to ensure cleanliness and that the plants are free of pests and unsightly or damaged leaves. Based on your assessment of the plants and the time of the Mandatory Site Visit/Walk-Thru, the reoccurring service can be adjusted. The maintenance of the plants can occur Monday – Friday 8 am to 5 pm. WCC prefers non-peak hours of the day to minimize disturbance to employees and visitors to the buildings.
- B. Your equipment should not interfere with students, staff or faculty access to classrooms, offices or labs.
- C. Watering: Inspect soil moisture levels and replenish as necessary to meet requirements of plants. Do you offer “self-watering containers” or “water tubes”? Describe your watering process for multiple buildings.
- D. Pest and Disease Control: Inspect for soil and foliar insect pests, diseases and other such infestations. Take action and treat before there is any sign of damage. Treat all plants for fungus gnats with both a systemic and contact pesticide to prevent outbreaks as required. Many areas in WCC are delicate environments. Do you remove and treat plants? Do you treat at WCC? The implementation of control measures for pest and disease infestations shall be in compliance with all federal and local regulations. Upon request, your company shall furnish the WCC Building Services Manager with documentation of such compliance.
- E. Material Safety Data Sheets (MSDS): Provide MSDS information to the WCC Building Services Manager on any applicable chemicals used at WCC.
- F. Pruning: Prune each species in accordance with that particular variety’s needs. The correct pruning procedure may require special equipment.
- G. Fertilization: Regularly inspect the various species and at the proper time apply the type and amount of fertilization required to promote lush, green foliage.
- H. pH Levels: At least once per year, test soil pH levels and make necessary adjustments to bring levels into the acceptable range for each plant.
- I. Rotation of Plants: Rotate plants as necessary, relative to any predominant light source, in order to maintain attractive shape.
- J. Cleaning: All foliage will be kept clean, trimmed and free of dust and dirt. Clean decorative containers and remove debris from soil surface as required at each visit.
- K. Checking Soil Levels: Maintain proper growing medium nutrient levels and add new soil as necessary. Auger older trees as needed to retain active root development.
- L. Base of exposed trees: List how you cover them? Do you cover with other plants, straw, mossy material, or what material to promote a healthy tree?
- M. Record Keeping: Maintain records for each visit that include locations, dates and services performed, to be turned in to the WCC Building Services Manager upon request.
- N. Environmental Knowledge: Monitor light conditions, humidity and temperature.
- O. Preventive Maintenance: Perform preventative maintenance to avoid potential problem areas.
- P. Substitution of plant materials will NOT be permitted unless authorized in writing by the WCC Building Services Manager.
- Q. The premises must be left clean of litter and debris when work is complete.
- R. Upon completion of installation or replacement, WCC Building Services Manager and your company shall inspect the installation or replacement. Deficiencies shall be corrected by the company prior to final approval and any invoices being paid.
- S. Never remove plants or decorative containers off WCC premises due to decline or neglect without written approval from WCC Building Services Manager. List your company’s procedure of how WCC is notified of a plant problem.

- T. All plant replacements shall be made with the same species, size and grade plant(s) as was in place at the beginning of the service period: or, with another plant of comparable value which is acceptable to the WCC Building Services Manager.
- U. Turnaround time for replacements is a maximum of two weeks and may be less to maintain quality standards for WCC at all times.
- V. Notify WCC Building Services Manager of service technician (s) arrival at and departure from the project premises. Communicate and receive a signature verifying times and assuring expectations are met with all clients within the facilities.
- W. Meet with WCC Building Services Manager (or his or her designee) a minimum of once monthly to communicate ongoing issues, problems, and progress with projects within WCC.
- X. All inventories must be provided in an agreed upon computer program and format and updated monthly.
- Y. Your company employees shall wear an identification badge at all times and uniforms shall clearly identify the person's name and company name.
- Z. Company employees are required to comply with all federal, state or local laws.

Proposed Design Services

- A. Work with WCC Building Services Manager to relocate, remove or add interior plants to current locations. Update the look/flow of the interior plant locations and types of plants.
- B. Discuss better options for interior plants: move sun loving plant from shady location to location with lots of sun.

5.0 Pricing

Quantities provided are estimates only. The College reserves the right to revise any combination of quantity specifications provided. Cost proposals for this project must be comprehensive and include any assumptions being made.

Present the cost for this service. Include:

- A. A proposed monthly billing rate and what is covered.
- B. A list of our current plant inventory is listed in Attachment A. Please note any quantities/species that are different from those listed.
- C. List of replacement plant costs by variety and plant size (ex. 8" Aglaonema) of these plants (A).
- D. Proposed rate for non-monthly special services and list these services.
- E. Present other options that may not have been specified but would present a smaller scale of service.
- F. Present other options that may not have been specified but would present a more robust service.
- G. Present any required or optional equipment and the anticipated cost which is not provided or offered by your company but required for successful operation of the service.

6.0 RFP Requirements - General

- A. A comprehensive solution to achieve the objectives listed above.
- B. A statement acknowledging the supplier's understanding of the scope of this RFP.
- C. The supplier must provide a comprehensive price proposal that outlines costs of products or services, rates by individual, travel expenses, mailing, and any other costs incurred as well as all assumptions. Include license fees, maintenance fees, all hardware, software, and training costs required to meet the primary objectives as stated in this RFP. Clearly identify what licenses and hardware is WCC's responsibility and what is included in Supplier pricing. Also, clearly identify which services/systems are hosted on-campus and which are hosted off-campus. Washtenaw Community College holds a tax-exempt status and shall not be charged any Federal or State taxes where allowed. Tax-exempt documentation shall be presented when required.
- D. The supplier must warrant its products and services to the requirements and objectives in this RFP.
- E. Suppliers submitting a proposal agree to work with the College to develop a detailed Statement of Work that will be part of the contract at no cost to the College.
- F. **Proof of Insurance** - shall be maintained and a copy shall be provided to the College. Insurance Coverage and Levels can be found in Section 9.0 of [Terms and Conditions for Services Provided to WCC](#)
- G. **References** - The Supplier must provide 2-3 current customer references. References should include organizations that demonstrate previous work on projects with similar requirements, business goals, scope of work, and contract value as those contained in this RFP. Include appropriate reference contact information for all references listed.

7.0 Submission Directions

- A. Proposals following the guidelines outlined in this document are due on or before February 20, 2025 at 2:00 p.m. EDT, at the following location:

Submit proposals electronically via email to:

Susan Pulice
Washtenaw Community College
pur@wccnet.edu
RFP # 6700 Indoor Plant Maintenance

- B. Submit **one (1)** signed electronic copy in one PDF. Faxed and mailed replies are not acceptable and will be rejected. It is the responsibility of the supplier to ensure that proposals are received at the location stated above on or before the due date and time.
- C. Questions must be addressed to Susan Pulice, Purchasing Agent, at pur@wccnet.edu The deadline to submit questions is: February 11, 2025. All questions received by the deadline date will be posted with answers on the WCC Purchasing website [Requests for Proposals and Bids](#) by end of day February 17, 2025.

8.0 Proposal Submission Format

The following table is a summary of the required proposal submission format for this RFP. Please structure your proposal submission per the content and sequence below. Where noted under “Template for Submission”, utilize the attachments provided with this RFP for inputting your responses.

Proposal Section	Section Title	Template for Submission
Intro	Title Page	Open-Ended Responses (see proposal sections for overview of content required)
	Table of Contents	
1.0	Company name/Contact	
2.0	Supplier Company Information	
3.0	References	
4.0	Proposal Response, including recommendations	
5.0	Cost Proposal with worksheet	
6.0	Insurance certificate	
7.0	Signature Page	

SIGNATURE PAGE

This page must be signed and submitted with the proposal.

By virtue of submittal of a proposal, Contractor acknowledges:

- That all of the requirements of this RFP have been read and understood.
- That Contractor is presently not debarred, suspended, proposed for debarment, declared ineligible, nor voluntarily excluded from covered transactions by any Federal department or agency.
- Any responses, materials, correspondence, or documents provided to WCC are subject to the State of Michigan Freedom of Information Act and may be released to third parties in compliance with the Act.
- By signing below the Contractor warrants that the information submitted is complete and factual.
- The individual signing below has authority to enter into this on behalf of Contractor.
- Proposal shall remain valid for a minimum of ninety (90) days.
- Supplier agrees that in the event there is any conflict between the Terms & Conditions referenced in this RFP and those included or referenced in any response to this RFP, the Terms & Conditions referenced herein shall prevail.

Company Name

Title

Printed Name

Signature

Address

Phone

City, State, Zip

email

Indicate if your company is:

Minority-owned yes___or no ___

Woman-owned yes___or no ___

Veteran-owned yes___or no ___

Include documentation to verify status if available.

The Contractor agrees to comply with all applicable federal, state, local and College laws, rules and regulations in providing goods and services under this agreement.