



Genesee Conservation District
Request for Proposal
VCVC Tree Watering Services
Publish Date: April 1, 2026

1. Project Overview:

The Genesee Conservation District (GCD) is hereby soliciting proposals from qualified and insured contractors to provide tree watering services in the Cities of Flint and Mt. Morris. The purpose of this project is to ensure the survival, health, and proper establishment of newly planted and existing trees through consistent and effective watering practices. This request invites contractors to submit a proposal with the material detailed below under “Proposal Content”. GCD makes no guarantee that contractors deemed qualified will be awarded a contract.

2. Scope of Work:

The selected contractor will be responsible for:

- Watering tree(s) at location(s) provided by GCD according to a schedule determined by GCD (Ex: weekly, bi-weekly, or as weather conditions require).
- There are approximately 200 trees that need 5 gallons of water per tree once a week and approximately 600 trees that need 5 gallons of water per tree twice a week.
- An invoice will be submitted at the end of each month.
- Contractor assumes all liability.

3. Bid Submission Requirements:

- Responses to this RFP will be accepted by sealed bid submitted through email. Email RFP response packets to Taylor Crompton at gencdtrees@macd.org by Wednesday, April 15th, 2026 at 5:00 p.m; please note the proposal name in the subject line. You will receive an email response when your packet is received. Bid packet submissions must be received by April 15th 2026 at 5:00 p.m for contract consideration.
- Faxed, mailed, or hand-delivered bids will not be accepted.

4. Proposal Content: To standardize responses and simplify the comparison and evaluation of responses, all statements should be organized in the manner set forth below and must be included in your bid packet.

- a. Business Information: The full name and address of the company, the branch office that will perform the services described, the length of time the company has been in business, licenses, and the nature of work that the company specializes in. Include an operational schedule that demonstrates regular hours of operation.
- b. Technical Approach: The responding company shall state its understanding of the potential project as outlined above. The approach in rendering the services required, including any use of sub consultants and contractors should be detailed. Elaborate on each of the following topics:
 - Technical approach and process, including instructions for watering and site care
 - Public safety
 - Measures taken to maintain positive public relations
- c. Related Technical Experience: Description of and references from at least 3 past jobs/clients from similar scope of work within the last 5 years. The project description must contain the scope and location of services performed.
- d. Project Staffing: Job titles and qualifications of personnel, with specialized skills, certifications and licenses highlighted. Describe the company's methods that ensure highly trained, competent staff at every level of the organization.
- e. Equipment: Complete list of machinery, equipment, and fleet vehicles typically used on projects, as well as reserve equipment available if breakdowns occur. Provide make/model, year of manufacture, insurance and certifications for each. Include a spill control and clean-up procedure aligned with municipal ordinances, state, and federal law.
- f. Conflict of Interest: Disclose conflicts of interest or potential conflicts of interest, in writing. The Board of Directors will review and consider the nature of the conflict and will decide the course of action to take to remedy the conflict of interest or potential conflict of interest.

- g. Additional Information: Provide any additional information regarding your company's experience and capabilities that you believe will be important to the success of future projects.
- 5. Insurance/License Requirements:** All companies must hold proper licensing, certifications, and insurance. Licenses must be in good standing for the previous three years, without any unresolved record of complaints registered/filed with GCD. Please include a copy of insurance, licensing, and certifications in the submitted proposal.
- 6. Complete the Schedule of Compensation.**
- 7. Contact Person:** Any questions concerning submissions should be directed to Taylor Crompton or Jenna Marx by phone at (810) 221-7360 or by email to gencdtrees@macd.org.
- 8. Questions and Requests for Clarification:** After issuance of an RFP, persons or entities that intend to respond to such RFP, and that have questions regarding the RFP, or that desire clarification or interpretation of any term, provision or requirement of the RFP, may submit such requests to the Contact Person(s) named above no later than seven calendar days prior to the due date. The Contact Person will respond to all questions and requests, however only written responses shall be considered GCD's official response. Questions and responses will be publicly shared.
- 9. Cost of Responding to this RFP:** GCD will not pay for any information requested in the RFP or any cost incurred in submitting qualifications or responding to additional questions.
- 10. Bid Opening, Evaluation, and Selection:** A public bid opening will be held on Monday, April 20th, 2026 at 10:00 a.m. at the McKinley Community Center, 249 Peer Avenue, Flint, MI 48503. Bid submissions will be reviewed for completeness at the bid opening. Attendance at the bid opening is not required. Submissions will be evaluated and selected by GCD staff. GCD will evaluate submissions based on criteria including, but not limited to cost, experience/qualifications, timeline, capabilities/resources, overall technical approach, and quality of proposal. Prior to final selections, GCD reserves the right to request interviews of any, all, or none of the companies.

11. Rejection of Proposals: GCD reserves the right to reject any or all submissions, in whole or in part, and to waive irregularities in documents received. All companies submitting proposals will receive a written response from GCD as to which company/companies were selected.

Business Information:

Company: _____

Address: _____

Phone: _____

Email: _____

Length of Time in Business: _____

Licenses: _____

Nature of work company is specialized in: _____

Operational Schedule: _____

Print Name & Title: _____

Signature: _____

Technical Approach: The responding company shall state its understanding of the potential project as outlined above. The approach in rendering the services required, including any use of sub consultants and contractors should be detailed.

Elaborate on each of the following topics:

- Technical approach and process, including instructions for watering and site care

- Public safety

- Measures taken to maintain positive public relations

Related Technical Experience: Description of and references from at least 3 past jobs/clients from similar scope of work within the last 5 years. The project description must contain the scope and location of services performed.

Reference #1

Name of Company & Contact Person: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Email:** _____

Type of Project: _____

Reference #2

Name of Company & Contact Person: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Email:** _____

Type of Project: _____

Reference #3

Name of Company & Contact Person: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Email:** _____

Type of Project: _____

Project Staffing: Job titles and qualifications of personnel, with specialized skills, certifications, or licenses highlighted. Describe the company's methods that ensure highly trained, competent staff at every level of the organization.

Equipment: Complete list of machinery, equipment, and fleet vehicles typically used on projects, as well as reserve equipment available if breakdowns occur. Provide make/model, year of manufacture, insurance, and certifications for each. Include a spill control and clean-up procedure aligned with municipal ordinances, state, and federal law.

Conflict of Interest: Disclose conflicts of interest or potential conflicts of interest. The Board of Directors will review and consider the nature of the conflict and will decide the course of action to take to remedy the conflict of interest or potential conflict of interest.

Additional Information: Provide any additional information regarding your company's experience and capabilities that you believe will be important to the success of future projects.

Please include copies of the company's insurance and licenses.

Schedule of Compensation

In conformity with the terms and conditions of the contract, _____
(company) proposes to the Genesee Conservation District the following schedule of
compensation:

Cost per gallon of water: _____