



Work Scope Document

Project Title: 2025 Northpointe Lawncare Contract

Ticket #: N/A

Date Scoped: 9/17/2024

Scoped By: Jessica Melius, Facilities Director

Project Coordinator, Email, Phone Number: Jessica Melius, nbhs-maintenance@nbhs.org, 906-221-2631

Project Coordinator, Email, Phone Number: Kaina Tavonatti, nbhs-maintenance@nbhs.org, 906-282-0167

Work Window: May 2025 – October 2025, adjusts based on seasonal needs

Pre-Quote Walkthrough Date: TBD

Proposal Due Date: 9/27/2024

Situation Details:

Northpointe has changed the facilities structure slightly and will be performing office lawncare in-house. There is still a need for contracted lawncare at two of our adult foster care homes. See description of work below. Being a trial year to bring work in-house, this contract is for a 1-year period.

Description of Work:

1. "The Pines" AFC home is located at 165 NORTH Pyle Drive, Kingsford, MI 49802

- a) This home is a double lot. While most of the yard could be mowed with a large rider or zero-turn, there is a small fence in patio at the back with lawn requiring a push mower.

2. "Belgium Pointe" AFC home is located at 230 Begliumtown Rd, Norway, MI 49870

- a) This home sits on a large lot with hillsides. There is a fenced patio at the back with lawn requiring a push mower as well.

3. Both locations require the following:

- a) Lawn mowing
- b) Weed Trimming
- c) Seasonal cleanup (Leaves, branches, dead grass, etc.)



If Awarded:

- Provide timeline for actual project execution.
- Letter of Agreement must be signed between the awarded contractor and Northpointe.
 - Will be provided upon award.
 - Business License and Insurance
- W2 for Payment
- Invoicing may be prepaid quarterly or in shorter duration. We will not pre-pay annually.
- (!) All discovery work / change orders must be approved by Jessica Melius (jmelius@nbhs.org) or Brent Johnson (bjjohnson@nbhs.org) prior to continuation.
- Northpointe is primarily Medicaid funded and must comply with Michigan and Federal statutes.

Attachments/Supportive Documents: See Maps of each location.

Safety Considerations: These locations are home to individuals with developmental disabilities. For their safety, please contact a home staff member or the project coordinators listed above for support to redirect any individuals who may be at safety risk during lawncare services. Slips, Uneven surface trips, Dust, and Debris. Please wear PPE

Northpointe Supplied Materials: N/A

Contractor Supplied Materials: All required tools, construction materials, disposal, PPE

Attached Photos and Supportive Documents: Next Page



Belgium Point Home – 230 Belgiumtown Rd, Norway



Pines Home – 165 NORTH Pyle Drive, Kingsford

