LAKES INTERNATIONAL LANGUAGE ACADEMY
An IB World School

REQUEST FOR PROPOSALS

LAWN MOWING AND SNOWPLOWING SERVICES

PROPOSAL OPENING DATE: SEPTEMBER 21, 2026, AT 11:00AM, CST

LOWER SCHOOL • Main Campus
246 11th Ave. S.E., Forest Lake, MN 55025
651-464-0771

UPPER SCHOOL • Headwaters Campus
19850 Fenway Ave. N., Forest Lake, MN 55025
651-464-8989

KINDER PREP • LILA Annex
121 11th Ave. S.E., Forest Lake, MN 55025
651-464-0771

REQUEST FOR PROPOSALS

LAWN MOWING AND SNOWPLOWING SERVICES

FOR LAKES INTERNATIONAL LANGUAGE ACADEMY - District 4116

Notice is given that sealed bids will be received by Lakes International Language Academy – District 4116 at the Lower School located at 246 11th Ave SE, Forest Lake, MN 55025 until,

Monday, September 21, 2026, at 11am

For **Lawn Mowing and Snowplowing Services**, at which time proposals will be opened and acknowledged. Staff members will make recommendation(s) to the School for its consideration and approval.

Specifications for these contracted services are appended to this document.

The following project dates are established:

- RFP issued Friday, August 28, 2026
- Vendor questions received by noon Wednesday, September 9, 2026
- Vendor questions answered by Wednesday, September 16, 2026
- Proposal opening Monday, September 21, 2026, at 11am.

Submit **questions** to the Lakes International Language Academy Facilities Director Steve Benson at sbenson@mylila.org.

Proposals are to be submitted in a sealed envelope marked "DO NOT OPEN UNTIL MONDAY, SEPT 21, 2026, AT 11AM and clearly addressed to the Facilities Director:

Steve Benson
Facilities Director
Lakes International Language Academy
246 11th Ave SE
Forest Lake, MN 55025

The School reserves the right to reject any or all proposals and to waive any informality in proposals.

About LILA 4116
Lakes International Language Academy (LILA) is an award-winning public school that focuses on preparing tomorrow's critical thinkers and global citizens through language learning and inquiry-driven study. LILA strives to deliver a high-caliber education from a global perspective, enhancing individual achievement and building community connections for our nearly 1400 students in PreK to grade 12. The charter district includes 3 buildings on two campuses in Forest Lake, MN:

- Kinder Center, 121 11th Ave SE, Forest Lake
- Lower School, 246 11th Ave SE, Forest Lake
- Upper School, 19850 Fenway Ave N, Forest Lake

General Conditions
Invitation to Bid: Sealed bids will be received by the Facilities Director, Lakes International Language Academy Lower School, 246 11th Ave SE, Forest Lake, MN 55025 until 11:00am on Monday, September 2026.

Definitions
- "**Bidder**" refers to any party submitting a bid.
- "**Successful bidder**" refers to a bidder that has been awarded the bid.
- "**Contractor**" or "**Vendor**" refers to a successful bidder that has signed a contract due to the bid award.
- **"School"** refers to Lakes International Language Academy – District 4116

Bid Submission and Non-Collusion
Bid submissions including all requested pricing and additional information shall include the forms provided. The School reserves the right to reject any or all bids and to waive any informalities of a bid.

It shall be the responsibility of Bidders to acquaint themselves with all factors relative to this bid and all conditions that might affect the goods and/or services to be supplied under the bid call.

Collusion between bidders is cause for rejection of all bids of the bidders involved.

Authorized Signature
Bid documents must be signed in the firm name or corporate name of the Bidder and must be fully and properly executed and signed by an authorized representative.

Bidder must complete and submit with the bid, the Bidder Profile form (Attachment A) included with these specifications.

Alterations or Erasures
A bid containing an alteration or erasure of any price contained in the bid which is used in determining the lowest responsible bid shall be rejected unless the alteration or erasure is corrected as follows: An alteration or erasure may be crossed out and corrected in ink adjacent thereto and initialed in ink by the person signing the bid.

Withdrawal of Bid
Once delivered to the formal custody of the School, a bid may not be withdrawn until after the bids are opened and acknowledged and may not be withdrawn for a period of 60 days from the opening.

Bid Award
Awards for those goods and/or services will be made by the School. The award will be based upon, but not limited to, pricing; ability of Bidder to fulfill contract and specification requirements; and prior experience with and performance of the Bidder. The School reserves the right to award a contract up to 60 days from the bid opening. All bids shall be held firm until the award has been made. Deviations from this requirement may be cause for rejection.

The successful bidder agrees to guarantee all products and services bid and/or supplied, against inferiority as to specifications. The successful bidder hereby guarantees they will have full legal right of material delivered under this bid and agree to indemnify and save the School entirely harmless from any and all claims, demands, damages, actions, or causes of action, arising or to arise, against the School by reason of the delivery of said material and services, or the use of any process, machinery or material in the delivery of services.

Contract
A contract must be executed for the goods and/or services, and all provisions and conditions, general and specific, of this Bid document considered as an official part of this contract.

This contract will be for two years from date of contract execution with same pricing, terms, and conditions. The School reserves the right to renew for two additional 12-month periods at mutually agreeable terms.

The contract will be executed for contracted services to begin on October 1, 2026, and per a schedule mutually agreed upon by both parties.

Legal Compliance
The Contractor must comply with all applicable federal and state laws, regulations, and rules regardless of whether specifically addressed in this document.

Insurance
The Contractor shall provide a certificate of insurance providing automobile liability,

general liability, and worker's compensation insurance coverages. The automobile coverage and general liability coverage will name Lakes International Language Academy as additional insured. The automobile liability policy and general liability policy shall provide a limit of at least $1,000,000 for each coverage. The Contractor shall also provide other documentation as requested by the School such as equipment insurance coverage.

Contractor will notify the School of any changes in insurance coverage by Contractor or Subcontractor.

Property Damage
The Contractor will be responsible for all damage to the property, whether real or personal, on School property which is a result of this Contractor's actions under this agreement. Damaged property must be repaired and returned to its original condition within 60 days of the incident unless a delayed repair is agreed upon by the Facilities Director or Executive Director. The Contractor must report all damages to real and personal property to the School Facility Director as soon as possible but no later than within 48 hours of the occurrence. The School reserves the right to carry out all repair work if said repairs are not completed within the required timeline or to the School's satisfaction. Adjacent property not owned by the School or its affiliated building company that is damaged by the Contractor shall be repaired similarly to damaged School property.

Contractors or Subcontractors
Contractor must have and keep a criminal background screening on file for all contractor employees and/or subcontractors that have access to School property and/or facilities. Contractor will ensure that no contractor employee or subcontractor that has a record of a background check crime (child abuse crimes, murder, manslaughter, felony level assault or any assault crime committed against a minor or vulnerable adult, kidnapping, arson, criminal sexual conduct, and prostitution-related crimes), a felony, or theft, will have access to School property and/or facilities.

All Contractor personnel or subcontractors must check in with School staff upon entry into a School building.

Contractor personnel will always maintain professional and courteous dialogue with School staff. The School reserves the right to request a change in Contractor personnel or subcontractors during the contract period due to unsatisfactory performance or unprofessional behavior.

Vendor Performance
If the Vendor is unable to perform under the terms of the contract, the School reserves the right to cancel the contract immediately. In this matter, the School's Executive Director will have the final decision.

Tobacco
Contractor personnel or subcontractors shall not use tobacco products while on School

property. The use or possession of tobacco on School property is prohibited.

School Contact
All questions regarding these specifications or other matters relating to this bid call must be in writing via email, received no later than Noon on Wednesday, September 9, 2026, and shall be directed to Facilities Director Steve Benson at sbenson@mylila.org.

Submittal Requirements and Allowances
Vendors must submit bids that encompass all three School sites.

It is allowable for
- a Vendor to submit a Bid for only lawn mowing or only snowplowing services;
- a Vendor to partner with another vendor to provide a Bid for the other service not covered by the first Vendor's bid within the same bid packet. In that case, all requirements apply to both Vendors.

Be sure to submit:
- Attachment A – Contractor Profile form
- Attachment B – Proposed Equipment List
- Attachment C1 and/or C2 – Pricing Forms for Snowplowing and Lawn Mowing Services

Invoices/Payments
Invoices shall be submitted to the LILA Finance Office at invoices@mylila.org monthly. Payment will be made by the School within 30 days of invoice submission. Payment by ACH is preferred but not required, and will result in the swiftest payment.

Mandatory
Any new snowplowing contractor will meet with the Facilities Director and/or their designee at each of the sites prior to the first snowfall to review procedures for the site including allowable locations for snow storage. Snow stored in unapproved locations shall be moved at contractors' expense. Storing snow on non-School property is not allowed.

Any new lawn mowing contractor will meet with the Facilities Director and/or their designee at each of the sites prior to the first mowing to review procedures for the sites.

Determination of Snowfall Amount
A snowfall event is defined as an occurrence in which snowfall accumulation reaches at least two inches.

Site maps for each location are attached to this Request for Proposals indicating areas required to be plowed and locations for placement of snow.

PRICING REQUIREMENTS FOR SNOWFALLS
Pricing shall be a **fixed fee or a monthly fee.**

- Fixed fee for each snowfall event up to 12 inches as indicated on attachment C1.
  or
- A monthly fee bid includes total visits for the season (November - March).

  For example, 12 visits from November - March are included at $5000/month. Additional visits will be $650/per visit.

Per Snowfall Event Billing:
During accumulations of 12 inches or more, the Contractor will invoice based on a combination of the fixed fee amounts up to 12 inches. As an example, a 16 inch snowfall will result in invoicing for a 10-12 inch and 2-4 inch snowfall.

During November through March, the Contractor will be guaranteed payment for one 2-3.99" inch snowfall event per month even if no snow event occurs. However, if a snow event occurs in that same month, the School will require the Contractor to perform the snow plowing and not be invoiced for said event if it has been previously paid. The total snow amount invoiced will be less the contracted 2-3.99" fee, if previously paid.

The plowable acreage listed in Attachment C1 is estimated. The plowing contractor is responsible for field verification prior to quote submission.

SNOWPLOWING GUIDELINES FOR CONTRACTOR
The awarded Contractor must follow these School guidelines for a snowfall event:

- Contractors are responsible for monitoring weather conditions and mobilizing their crews as needed to complete the requirements noted in this Request for Proposal.
- Move snow to approved locations. The correct placement of snow is required.
- Clear all sidewalks adjacent to parking lots and drives; at Upper School this includes the sidewalk along Fenway Ave N and Headwaters Blvd encircling campus..
- The general start time for cleanup of snow accumulations will depend on the timeliness of the event and the speed of each snowplowing contractor. However, it is expected that the Contractor provides the necessary staffing and resources to meet the requirements for deadlines identified below, within reason.
- Salting services for parking lots and sidewalk areas are required and are to be included as part of the pricing of snowfall events by site and pricing for salting outside of a snowfall event, see Attachment C1.
- Notify the Facilities Director immediately if you cannot complete the requirements on any snow event, so another service provider can be secured.

SNOWPLOWING WEEKDAY REQUIREMENTS
The Contractor will plow:

- All snow accumulations of two inches or more from all lots and drive lanes by the start of school.
- All snow accumulations of 1 inch or more from sidewalks by the start of school.
- LILA Upper School parking lots, drive lanes and sidewalks by 6:30 am.
- LILA Lower School parking lots, drive lanes, and sidewalks by 7:00 am.

- LILA Kinder Center parking lots, drive lanes, and sidewalks by 7:00 am.

If snow fall accumulation starts or continues throughout the school day, the Contractor will not plow until all vehicles in the parking lots are gone for the day or 7:00pm, whichever is soonest, unless directed otherwise by the Facilities Director or their designee.

SNOWPLOWING WEEKEND REQUIREMENTS
The Contractor will plow any School site that has weekend activities by the scheduled event start times. The Facilities Director or their designee will inform the Contractor via email by end of day Thursday each week of any planned weekend events at the School sites including start and end times. The School leases space at Upper School on all Sunday mornings and will need the Upper School east lot and drives plowed by 6:00am on Sundays.

All remaining sites with weekend snow accumulations shall be plowed by the start of the next regular business day at the required times listed above for Weekday Requirements.

LAWNMOWING REQUIREMENTS
The Contractor will mow lawns to maintain a well-kept appearance. Mowing will occur weekly or as needed from May through October, weather permitting. The Contractor and LILA Facilities Director will decide on mutually agreed upon mowing timing for the Upper School athletic fields during athletic seasons for game days.

The mowable acreage listed in Attachment C2 is estimated. The mowing Contractor is responsible for lawn area verification prior to quote submission.

Lawns will be trimmed around all foundation, plantings, displays, or other objects within mowing areas. During weekly mowing, all garbage on lawns will be collected and disposed of off-site.

Spring cleanup will be completed by May 15 annually, weather permitting. Fall cleanup will be completed by October 31 annually, weather permitting. Cleanup services include raking and removal of all leaves from lawns and sidewalks.

Contractor is responsible for communicating any concerns or issues noticed by the mowing crew regarding property damage or maintenance needs.

Pricing should be a monthly fee including all services.

Thank you for considering this opportunity.
We look forward to receiving your proposal.

ATTACHMENT A

Contractor Profile

Please complete this form and submit it along with your proposal.

Company Name:	**Contact Person:**
Title:	**Phone:**
Address:	**Email:**
Years in Business:	**Number of Employees:**

Provide three commercial accounts for which you currently or have previously provided services for, whom we may contact for references.

Business	Address	Job Acres	Contact Name	Phone

ATTACHMENT B

Proposed Contractor Equipment

Please list the equipment you plan to have assigned to this job. This should include all subcontractor equipment, if applicable. Please indicate which service(s) you are proposing below.

Circle one: LAWN MOWING SNOWPLOWING BOTH

Equipment Description	Model	Year	Quantity

Company Name: _____

Authorized Employee Signature: _____

Date: _____

ATTACHMENT C1: SNOWPLOWING PRICING

Pricing in the table below is for the first two-year agreement. Enter max price increases for Year 3 and 4 in the signature table.

Location	Address	Plowable Area	Fixed Fee			
			2" - 3.99"	4" - 5.99"	6" - 9.99"	10" - 12"
Kinder Center	121 11th Ave SE, Forest Lake, MN	See site plan				
Lower School	246 11th Ave SE, Forest Lake, MN	See site plan				
Upper School	19850 Fenway Ave N, Forest Lake, MN	See site plan				
Salting service outside of a snowfall event	All sites					
Cost of haul out or blow back of excess snow, per event	Lower School and Kinder Center					
	Total					

Authorized Representative Name (print):		Signature:	
Contractor Name:		Date:	
Year 3 Max Price Increase (%)		Year 4 Max Price Increase (%)	
		% Discount provided if invoice paid within 5 days of invoice receipt	

ATTACHMENT C2: LAWN MOWING PRICING

Pricing in the table below is for the first two-year agreement. Enter max price increases for Year 3 and 4 in the signature table.

Location	Address	Mowable Area: see site plans	Price Per Week of Mowing Season
Kinder Center	121 11th Ave SE, Forest Lake, MN		
Lower School	246 11th Ave SE, Forest Lake, MN		
Upper School	19850 Fenway Ave N, Forest Lake, MN		
	Total		

Authorized Representative Name (print):		Signature:	
Contractor Name:		Date:	
Year 3 Max Price Increase (%)		Year 4 Max Price Increase (%)	
		% Discount provided if invoice paid within 5 days of receipt	

Any additional information you would like to share for our consideration: