

CITY OF WALKER
Department of Public Works
4243 Remembrance Rd. N.W.
Walker, Michigan 49534
OFFICE (616) 791-6854 FAX (616) 791-6791

Request for Proposal

Project: Lawn Care Maintenance Agreement

Locations: City of Walker Parks
Harmon, Lincoln Lawns, English Hills, Chesterfield, Orchard View, Alpine Estates,
Community Park
Walker, Michigan 49534

Scope of Work:

Provide labor and materials for lawn care maintenance of mowing, trimming and edging:

General Conditions

- Work shall conform to normal industry standards.
- Contractor shall commence work promptly when notified and shall work continuously until work is completed. Working hours will be determined with City Representative. No Sunday work.
- If conditions existing at time Contractor is to begin any portion of the work and preventing them from complying with the described requirements, Contractor is not to proceed with the work without express authorization from the City Representative. Examples: Weather, turf conditions, high volume of park visitors.
- Monthly invoices/statements mailed or emailed to the City.
- Thirty day written notice by either party to cancel Agreement.
- Changes in the specifications may be made only when approved by the City.
- Contractor shall comply with all Local, State and Federal laws, statutes and safety regulations. No discharge to storm water system, ie, catch basins.
- Contractor and Contractor's employees shall dress and conduct themselves in a professional manner while on the premises.
- Contractor shall furnish all labor, equipment, tools, supervision and materials to complete work as stated in this agreement.
- No equipment shall be left on the grounds by the Contractor unless authorized first by the City. The City shall not be liable if theft or damages occur.
- Contractor shall be responsible for job-site safety of employees and shall report to City Representative any unsafe conditions or violations of Local, State, and Federal safety regulations.
- The Contractor's rights, interests and liabilities regarding this Agreement are not assignable.
- Contractor agrees to provide lawn mowing, trimming and edging beginning May 1, 2018 and continuing through November 15, 2018.
- Contract will be renewable for up to 3 years. If agreed between with the Contractor and the City of Walker.

The responsibilities of the Contractor include the following:

- **TRASH AND DEBRIS PICKUP**-The contractor shall, prior to the mowing of any site, survey the entire area to be mowed/maintained and pickup all trash, glass and debris. No litter of any type shall be mowed to detract from the site. Contractor must clean up the site again should any debris be hit by mowers. Debris such as light branches or twigs shall be cleaned up by the Contractor. However, any heavier branches or limbs, downed by storms or other causes, shall be the responsibility of the City of Walker.
- **MOWING**-Mowers shall be set to cut the grass at 2 1/2 inches- 3 inches (i.e. mower settings should depend upon terrain being mowed to a final grass height of 2 1/2 inches- 3 inches.) Park Supervisors shall have the right to check equipment for compliance. Selected sites shall be mowed once every five (5) working days. Specific day(s) to be negotiated with contractor upon awarding of contract. Mowing at each site will be completed the day it is started. Mowing cannot start before 7:00 A.M. The City of Walker reserves the right to limit mowing activities during extended droughts with the expectation that we will not be charged for any sites that are not mowed during that time frame.
- **TRIMMING**-Trimming around permanent objects such as trees, shrubs, fences, play equipment, signs and other objects so deemed by the City of Walker, shall be done with suitable equipment to keep the grass at the same height as the rest of the turf surfaces. Great care shall be taken by the Contractor so as not to damage either plant material or hard surfaces with any types of trimming equipment used.
- **EDGING**-All sidewalks and trail section on the site having turf along their edges shall be edged using a gas-powered edger with a metal blade. The edge shall be no less than 3/8 inch nor more than 5/8 inch in width with a minimum depth of 2 inches. All debris shall be removed from the turf and the sidewalk/trail section upon completion of the edging operation. Sidewalks/trail section shall be edged a minimum of every other week. More often if necessary at the discretion of the Contractor.
- **SAFE USE OF EQUIPMENT**-All equipment shall be used in a safe manner by the Contractor's employees. When mowing or trimming in the presence of users of the park, the Contractor's employees shall either mow an area of the site that will not affect the users' activities, or when possible, request the users suspend their activity temporarily so that the workers may finish. Other requirements for safe use are as follows: 1. All guards and shields shall remain in place on equipment to protect the worker and the public. 2. Mow/trim in such a manner that any debris is being thrown away from any users that may be present at the site.

SPECIAL NOTE

Failure to comply with the following section, can result in termination of contract.

PUBLIC CONTACT

On occasion, the Contractor's employees may be contacted in some manner by residents/users of the park. The employees shall be instructed to politely inform the citizens to direct their comments and/or questions to the City of Walker Department of Public Work 4243 Remembrance Rd Walker Michigan 49534 phone 616-791-6854. Business cards will be provided for distributing to the public when contact occurs.

EQUIPMENT CONDITION

Equipment shall be kept in good, safe operating condition with sharp blades so that the grass is cut properly. Equipment shall be kept in such condition that gas and/or oil are not leaked onto grass or other surfaces. Contractor will submit a list of equipment and size of mowers to be used.

Insurance Requirements:

- Damage Liability and Insurance Requirements. The Contractor shall save harmless and indemnify the City and all its officers, agents and employees against all claims for damages to public or private property and for injuries to persons arising out of and during the progress and to the completion of the work. **The City shall be named as additional insured under the Contractor's insurance policy and shall be furnished with a copy of the Certificate of Insurance.**

- a. Workmen's Compensation Insurance. The Contractor, prior to the execution of the contract, shall file a certification that he carries Workmen's Compensation Insurance.
- b. Bodily Injury and Property Damage. The Contractor shall, prior to execution of the contract, file with the City, copies of policies and adequate certificates pertaining thereto with the project name and general description indicated, as evidence that he carries adequate insurance to protect the public and the City against public liability and property damage, and where specified by the City at the time of taking bids, similar insurance to protect the City of the premises on or near which construction operations are to be performed.

1. Bodily Injury and Property Damage - Other than Automobiles. The minimum limits of property damage and bodily injury liability covering each contract shall be: \$1,000,000 Per Occurrence, \$2,000,000 Aggregate.

The Contractor shall as part of the insurance coverage, include specific coverage, by endorsement in the aforesaid amounts for the so-called Explosion, Collapse, and Underground Hazards, which covers damage to property arising directly or indirectly from explosion, damage or structural injury to building or adjacent structures arising from excavation or tunneling, and damage sustained by wires, conduits, mains and the like, occasioned by the Contractor's sub-surface operations.

2. Owner's Protective Liability. An Owner's Contingent or Protective Liability policy shall be written in the name of the City, the Engineer and any others that may be specified in the bidding documents including officers, agents and employees. The minimum limits of bodily injury liability and property damage liability shall be: \$1,000,000 Per Occurrence, \$2,000,000 Aggregate.

3. Bodily Injury and Property Damage - Automobiles. The minimum limits of bodily injury liability and property damage liability shall be:

Bodily Injury	Liability	Property Damage Liability
<u>Each Person</u>	<u>Each Accident</u>	<u>Each Accident</u>
\$1,000,000	\$2,000,000	\$1,000,000

4. Umbrella Liability Each Occurrence
\$2,000,000

Policies shall be written on a comprehensive form to include hired and non-owned vehicles.

- c. Notice. All insurance policies and certificates must include an endorsement providing ten (10) days prior written notice to the City of cancellation or reduction of coverage. The Contractor shall cease operations on the occurrence of any such cancellation or reduction, and shall not resume operations until new insurance is in force.

Bid Schedule / Time Frames

Bid duration/time frame 4/2/18 through 4/19/18
Mandatory pre- bid meeting Friday, 4/13/18 (see below)
Request for information cut-off date Tuesday, 4/17/18
Bid Date Due: Thursday, 4/19/18 @ 1:00 p.m.

Mandatory pre-bid meeting:

Mandatory pre- bid meeting will be Friday, April 13, 2018 at 11:00 a.m. Contractors should meet at the Department of Public Works office located at 4243 Remembrance NW, Walker, Michigan, 49534. Representatives from the City of Walker will be on site to review project scope, schedule, bid forms and conduct a review of parks.

Bid documents will be available starting on 4/2/18 on the City of Walker website. Instructions below:

- Go to: www.walker.city
- Click on: PUBLIC NOTICE AND BIDS-Parks-Lawn care maintenance

Request for information:

Direct all project related correspondence to Gary Postema or gpostema@walker.city
616-791-6854.

Bidder Response:

Company Name: _____ Federal ID # _____

Estimator Name and Phone Number: _____

E-mail address for bid correspondence: _____

We will bid this project: Yes___ No___

If no, please briefly explain: _____

With advanced notice to the city clerk of seven calendar days, the City of Walker will provide interpreter services at public meetings, including language translation and signage for the hearing impaired.

Con previo aviso a la Secretaria Municipal de siete días naturales, la ciudad de Walker proporcionará servicios de interpretación en las reuniones públicas, incluyendo traducción de idiomas y la señalización para personas con discapacidad auditiva.

CITY OF WALKER DEPARTMENT OF PUBLIC WORKS

Provide labor and materials for Parks-Lawn Care Maintenance

Lawn Maintenance Complete _____ services (weekly mows)
_____ season (at 28 mows)
(Please fill out form for individual costs for each park. See attached)

PROPOSAL DUE: April 19, 2018 AT 1:00 P.M.

RETURN PROPOSALS

TO: **CITY OF WALKER
Sarah Bydalek, City Clerk
4243 Remembrance Rd. N.W.
Walker, MI 49534**

- *The City of Walker reserves the right to reject any and/or all proposals.*
- *The City of Walker reserves the right to select specific locations from the mowing sites list.*
- *Contract to be awarded to one contractor based on total bid package.*
- *Any alternates must be approved before submitting request for proposal.*
- *All proposals must be submitted on this form.*
- *Envelopes must be plainly marked "Bid-Park Lawn Care Maintenance."*

If you have any questions, contact: Gary Postema
Department of Public Works
CITY OF WALKER
4243 Remembrance Rd. N.W.
Walker, MI 49534
Phone: (616) 791-6854

COMPANY: _____

CONTACT: _____

ADDRESS: _____

PHONE: _____ FAX: _____

Email: _____

Authorized Signature: _____

Mowing Sites Price List

<u>LOCATION</u>	<u>ADDRESS</u>	<u>ACREAGE</u>	<u>MOWING ACREAGE</u>	<u>WEEKLY</u>	<u>SEASON(28)</u>
Lincoln Lawns	455 Lincoln Lawns Dr NW	4.86	4.00		
Harmon Park	70 Sunset Hills Ave SW	5.92	3.00		
West Chesterfield Pocket Park	Clayton Ave NW @ Cloverdale Ave NW	12.36	0.50		
Orchard View Pocket Park	2154 Applegate NW	1.75	1.00		
English Hills Park	3070 Ipswich Dr NW	4.00	1.75		
Alpine Estates	1364 Three Mile Rd NW	16.74	6.00		
Community Park	700 Cummings NW	<u>18.14</u>	<u>17.00</u>		
SUBTOTAL		63.77	33.25		

CONTRACTORS ESTIMATED COST
May 1 thru November 15

Total (Weekly Cost) _____
 Total Seasonal Cost for 28 Weeks _____

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