



Memorandum

Grand Traverse County
Facilities Management
1207 W. Civic Center Dr.
Traverse City, MI 49686
(231) 922-4401 Fax (231) 922-3532
mdunham@grandtraverse.org

TO: Prospective Bidders

DATE: August 26, 2016

FROM: Marty Dunham, Facilities Director

SUBJECT: Invitation to Submit Bid for Lawn Care Services

Grand Traverse County is accepting sealed bids for future lawn care services. Services include mowing, weed whipping, edging, and blowing at County owned parks and buildings identified on the bid directions and specification sheet. The bid process is being completed for services in 2017 and beyond.

Attached to this letter is an Invitation to Bid and Bid Form to provide interested parties with sufficient information to enable them to prepare and submit bids for a contract award.

Parties submitting a bid are required to attend the pre-bid conference being conducted on September 27 at 8:30 a.m. at the Facilities Maintenance Building – 1207 W. Civic Center Drive, Traverse City, MI.

The County reserves the right to consider bids or modifications received at any time before award is made, if such action is in the best interest of the County. The County also reserves the right to reject any and all bids received as a result of this request, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of the County. The County does not intend to award a contract solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained.

Bids must be received by 8:30 a.m., on Tuesday, October 4, 2016 online at www.mitn.info or at the following location:

Sealed Bid Response for Lawn Care Services
Grand Traverse County Facilities Management
1207 W. Civic Center Dr.
Traverse City, Michigan 49686

Attachments:

1. Instructions to Bidders
2. Specifications
2. Bid Form



LAWN CARE SERVICE BID

Due: 8:30 a.m. – Tuesday, October 4, 2016

Issued by

**Grand Traverse County
Facilities Management
1207 W. Civic Center Dr.
Traverse City, MI 49686**

POINT OF CONTACT

**Marty Dunham, Facilities Director
Phone: (231) 922-4401**

INSTRUCTIONS TO BIDDERS

GENERAL INFORMATION

1-1 Purpose

Grand Traverse County is requesting sealed bids for lawn care services; specifically mowing, weed whipping, edging, and blowing of the sidewalks or entrance areas. The services will be required at the County owned buildings and parks as identified on the specification sheet.

The bids should be prepared based upon services beginning in 2017. Service periods are anticipated to begin in early May and conclude by late October. Estimated 24 services per calendar year.

To bid on this contract a vendor must have three (3) or more years experience in similar circumstances and be able to provide the equipment, staff, and resources needed to effectively perform the services.

Note that the bid will not include: irrigation repair, leaf removal, fertilizer application, nor infield maintenance of the Civic Center ball fields (chalking base lines, pitching mound maintenance, etc.).

1-2 Contract Award

While the County is entertaining a bid, it will not be bound to award the bid.

The contract that may be entered into will be that which is most advantageous to the County, price and other factors considered. The County reserves the right to consider bids or modifications received at any time before award is made, if such action is in the best interest of the County.

The County will not be obligated to accept the lowest offer, but will make an award in the best interest of the County after all factors have been evaluated.

Bids may be awarded per location or as a whole (all locations). Compensation for services will be based on pricing for a per occurrence basis.

The County may contact and evaluate the vendor's and any subcontractor's references; contact any vendor to clarify response; contact any current or past users of a vendor's or subcontractor's services.

The contract period shall be for services in 2017 and 2018, with an option to renew the contract for two additional years based on performance. Extension terms and pricing to be presented 90 days prior to year end for upcoming seasonal service.

1-3 Rejection of Bids

The County reserves the right to reject any and all bids received as a result of this Request For Bids, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of the County. The County does not intend to award a contract solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained.

1-4 Incurring Costs

Grand Traverse County is not liable for any cost incurred by the firm prior to the issuance of a contract. Therefore, all respondents are encouraged to provide a simple, straightforward, and concise description of their ability to meet the project requirements.

1-5 Pre-bid Conference

Parties submitting a bid are required to attend the pre-bid conference being conducted on September 27. The 8:30 a.m. conference will be held at the Facilities Maintenance Building – 1207 W. Civic Center Drive, Traverse City, MI.

The purpose of the pre-bid conference is to review the bid directions and address questions vendors may have for the specific locations.

Please note that it will not include a tour of each location. Contractors interested in submitting a bid are encouraged to review each location prior to the pre-bid conference.

1-6 Inquiries

Questions regarding this request for bid must be issued in writing via email to Marty Dunham, Facilities Director, at mdunham@grandtraverse.org.

Telephone inquiries will not be accepted.

1-7 Addenda to the RFB

In the event it becomes necessary to revise any part of this RFB, addenda will be posted on the County website – www.grandtraverse.org - under request for bids and proposals and on www.mitn.info.

1-8 Response Date

To be considered, sealed bids must be submitted online at www.mitn.info or arrive at Facilities Management on or before the date specified in the cover letter – 8:30 a.m., on Tuesday, October 4, 2016. Vendors are invited to participate in the opening at that time and place.

Firms mailing bids should allow normal delivery time to insure timely receipt of their bids.

No faxed or emailed bids will be accepted.

Incomplete responses will not be considered.

1-9 Bids

To be considered, firms must submit a complete response to this RFB, using the format provided.

No other distribution of bids will be made by the firm. Bids must be signed by an official authorized to bind the firm to its provisions. For this RFB, the bid must remain valid for at least ninety (90) days – knowing that the seasonal service period will not begin until 2017.

1-10 Acceptance of Bid Content

The contents of the bid of the successful bidder, as mutually modified, amended or supplemented shall become contractual obligations if a contract ensues. Failure of the successful bidder to accept these obligations may result in cancellation of the award.

1-11 Interview/Oral Presentation

The County may request an interview and/or oral presentation of any firms who submit a bid. These meetings provide opportunity for the County to ask questions and for the bidder to clarify the bid. The Issuing Office will schedule these presentations.

1-12 News Releases

News releases pertaining to this RFB or the service, study, or project to which it relates will not be made without prior County approval, and then only in coordination with the Issuing Office.

1-13 Disclosure of Bid Contents

Bids are subject to disclosure under the Michigan Freedom of Information Act (P.A. 1976, Act 442).

After contract award, a summary of total price information for all submissions will be furnished upon request to those bidders participating in this RFB.

1-14 Independent Price Determination

By submission of a proposal, the contractor certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, that in connection with this proposal:

- A. The prices of the proposal have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other contractor or with any other competitor;
- B. Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the contractor and will not be knowingly disclosed by the contractor to any competitor; and
- C. No attempt has been made or will be made by the contractor to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

1-15 Contractor's Liability

The Contractor will provide and maintain public and professional liability, property damage, and worker's compensation insurance insuring, as they may appear, the interests of all parties to any agreement that results from this RFB. The Contractor is responsible for insuring that all precautions are exercised at all times for the protection of all persons and property. Documentation of the above insurances will be provided by the successful bidder to the County prior to Contract execution and will be included as a Contract rider. Listed below are the minimum limits to liability.

<u>Coverage</u>	<u>Limits of Liability</u>
Workers' Compensation	Statutory
Employer's Liability	\$ 500,000
Commercial General Liability	\$1,000,000 each occurrence
Property Damage Liability	\$1,000,000 each occurrence
Excess Liability Coverage	\$1,000,000 each occurrence

The contractor must provide these property and liability insurance coverage on an "Occurrence Basis". Coverage shall include the following extensions (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent.

The Contractor shall secure all necessary certificates and permits from municipal or other public authorities and comply with all national, State, and municipal laws, ordinances, and regulations as may be required.

1-16 County's Liability

The selected firm agrees to indemnify, defend, and save harmless the County, its officers, agents, and employees from any and all claims and losses accruing or resulting from the negligent performance of work as described in any agreement that results from this RFB. Further, if any recipient of a contract subcontracts for work, they will enter into a contract with such subcontractor(s) which indemnifies the County as provided herein.

1-17 Permits

The Contractor shall secure all necessary certificates and permits from municipal or other public authorities and comply with all national, State, and municipal laws, ordinances, and regulations as may be required.

None will be required for lawn care services.

1-18 Silence of Specifications

The apparent silence of this specification and any supplemental specification as to any detailed description omission shall be regarded as meaning that only the best commercial practices are to prevail and that only material of first quality and correct type, size and design are to be used. All workmanship is to be first quality. All interpretation of this specification shall be made upon the basis of this statement.

1-19 Safety

The contractor shall comply with and ensure that the contractor's personnel and subcontracted personnel comply with all current applicable local, state and federal policies, regulations and standards relating to safety and health, including, by way of illustration and not limitation, the standards of the Michigan Occupational Safety and Health Administration for the general industry and for the construction industry. The contractor shall provide or cause to be provided all technical expertise, qualified personnel, equipment, tools and material to safely accomplish the work specified to be performed by the contractor and subcontractor(s).

The contractor shall identify to the County Project Office at least one on-site person who is the contractor's competent, qualified, or authorized person on the worksite and who is, by training or experience, familiar with policies, regulations and standards applicable to the work being performed. The competent qualified or authorized person must be capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous or dangerous to employees, shall be capable of ensuring that applicable safety regulations are complied with, and shall have the authority and responsibility to take prompt corrective measures, which may include removal of the contractor's personnel from the work site. The contractor shall provide to the County, at the County's request, a copy of the contractor's written safety policies and safety procedures applicable to the scope of work. Failure to provide this information within seven (7) days of the County's request may result in cancellation of the award.

1-20 OSHA Requirements

The contractor certifies that all material supplied or used under this contract meets all occupational safety and health administration (O.S.H.A.) requirements, both federal and those of the commonwealth of Michigan; and further certifies that, if the material delivered or used in the performance of the work is found to be deficient in any of the applicable State or Federal Occupational Safety and Health requirements, all costs necessary to bring the material into compliance with the requirements shall be borne by the contractor.

SPECIFICATIONS FOR LAWN CARE SERVICES

Contractors interested in submitting a bid for lawn care services will be required to:

1. Comply with all MIOSHA requirements for employee safety and equipment operation.
2. Provide current and up-to-date proof of insurance(s).
3. Have and maintain the proper equipment required to complete said services.
4. Ensure that employees are clearly identified by Business Name when performing services for Grand Traverse County.
5. Note all fixed structures, vegetation which should not be disturbed, sprinkler heads, and other possible obstructions prior to each service.
6. Immediately report any damage to County owned property or vegetation.
Note: Repair costs are the sole responsibility of the contractor.
7. Maintain written documentation for services completed per location.

Equipment Specifications:

- Equipment that damages turf or side walks shall not be allowed.
- The contractor shall be responsible for all equipment maintenance, repair and expendables, including but not limited to fuel, oil, and tires.
- The County will not be responsible for maintaining or repairing any equipment.
- No County equipment will be loaned or otherwise leased or rented to the contractor.
- A sufficient supply of back up equipment must be kept on hand to ensure the timely and continuous fulfillment of the contract.
- No relief in responsibility for work performance will be granted in the event of broken-down equipment.

Lawn care services will consist of:

- Mowing when grass is 3.5" or higher (estimated at 24/season)
- Weed whipping with each mowing service
- Blowing sidewalk and entrance areas after each service
- Edging all areas at the beginning of the season and
 - Third (3rd) week of May
 - Fourth (4th) week of June
 - Fourth (4th) week of July
 - Fourth (4th) week of August

Standards of Quality

Standards of quality will be determined by the Facilities Management Director. Contractor shall be required to remove all debris produced during services and will clean any and all spills during service provisions. If service results are deemed unsatisfactory by the Facilities Director, the contractor shall be required to perform all additional necessary services up to a satisfactory level without additional charge. If, in the opinion of the Facilities Director, continued unsatisfactory services are provided, it will be grounds for termination of the contracted services.

ID #	Location	Description of Service(s)
1	Governmental Center 400 Boardman Ave., TC	Weekly service
2	Historic Courthouse 328 Washington Street, TC	Weekly service
3	Jail 320 Washington Street, TC	Weekly service
4	Prosecuting Attorney Office 324 Court Street, TC	Weekly service
5	RPG Hall of Justice 280 Washington Street, TC	Weekly service
6	Front Street MSU & COA Building 520 W. Front Street, TC	Weekly service
7	Public Service Building 2650 LaFranier Road, TC	Weekly service
8	Health Service Building 2600 LaFranier Road, TC	Weekly service
9	Law Enforcement Center 851 Woodmere Ave., TC	Weekly service
10	Medalie Park South Airport near Logan's Landing	Weekly service
11	Twin Lakes Camp 6800 N. Long Lake Road, TC	Weekly service
12	Civic Center Complex Civic Center Drive, TC	Weekly service
13	Tart Trail Between 3 Mile – Bunker Hill, Lautner – M72	Mowing a 4' clearance along each side of the trail – prior to Memorial Day, July 4, and Labor Day (3 services)
14	Sheriff Storage Building 1330 Industry Drive, TC	Weekly service
15	Natural Education Reserve Cass Road Parking Areas: ▪ Meadows Pavilion Trailhead Keystone Road Parking Areas: ▪ Lone Pine Trailhead ▪ Oleson Bridge Trailhead ▪ Beitner Canoe Launch ▪ Keystone Rapids Trailhead	Bi-weekly service (Est. at 12 per season)
16	VASA and Maple Bay	Mowing only (Est. 12 per season)
17	Meyer House 1091 Keystone, TC	Weekly (if needed, currently mowed by renter)

Specific Detailing Per Location

#1 Governmental Center – 400 Boardman Avenue

Service areas include all landscape (lawns) around the building, riverfront, and area along Boardman Avenue and 8th Street.

#2 Historic Courthouse – 328 Washington Street

Service areas include all landscape around the building, including areas along Boardman Avenue and Washington Street.

#3 Jail – 320 Washington Street

Service area includes entrance way, sidewalks, and perimeter of building.

#4 Prosecuting Attorney Office – 324 Court Street

Service areas include all landscape around the building and riverfront.

#5 Hall of Justice – 280 Washington Street

Service areas include all landscape around the building and riverfront.

#6 520 W. Front Street – Home of the MSU Extension and Commission on Aging

Service areas include all landscape around the County owned portion of the building. City Fire maintains the landscape located on their side of the building.

#7 Public Service Building – 2650 LaFranier Road

Service areas include all landscape around the building

#8 Health Service Building – 2600 LaFranier Road

Service areas include all landscape around the building

#9 Woodmere Law Enforcement Center – 851 Woodmere Avenue

Service areas includes all landscape around the building

**#10 Medalie Roadside Park – South Airport Road
Between Park Drive and Cass Road**

Service area includes all landscape around the picnic and restroom pavilion, including area along the Boardman riverfront and Boardman Lake.

#11 Twin Lakes Camp – 6800 N. Long Lake Road

Service is required around all buildings, entrance drive, parking area and islands, and athletic field.

#12 Civic Center – Civic Center Drive

Services will include all landscape (grounds) up to and including along the perimeter fencing and/or curb lines. Mowing and weed whipping are required everywhere, while edging and blowing will be required only around the main building.

The athletic fields will only need to be mowed and weed whipped. All other field care, including striping, chalking, and other game prep, are exempt from this request and will be completed separately.

#13 TART Trail – area between 3 Mile Road and Bunker Hill, and between Lautner Road and M-72

Service area is based on an 8' mowing on each side of the trail.

Note: The area typically requires mowing 3 times per season.

14 Sheriff Storage Building – 1330 Industry Drive

Service area includes all landscape around the building. Weed whipping and/or mowing within the fenced area will be required; however, access will need to be scheduled in advance.

#15 Natural Education Reserve

Services required around the perimeter of the parking areas on an as needed basis. (Est. at 12 per season)

Cass Road Parking Areas:

- Meadows Pavilion Trailhead

Keystone Road Parking Areas:

- Lone Pine Trailhead
- Oleson Bridge Trailhead
- Beitner Canoe Launch
- Keystone Rapids Trailhead
- Boardman Dam Trailhead and area around sign

#16 VASA – 4450 Bartlett Road

Service area is limited to small area directly adjacent to the building and parking area islands.

Maple Bay Reserve – 10880 US 31 North

Service is required on each side of the property adjacent to US 31 North. The service area is limited to approximately 25' on each side of the East and West side entrance drives. 8' along entrance road to parking area on West, 8' along roadway to and around house, and 2 barns on east.

#17 Meyer House – 1091 Keystone Road

Service is required around the house, entrance drive, and residential parking area as necessary. Currently this property is maintained by the renter.



SERVICE BID FORM

GRAND TRAVERSE COUNTY

PROJECT: Lawn Care Services
Mowing, Blowing, Weed Whipping, and Edging

DUE DATE: 8:30 a.m., Tuesday, October 4, 2016

TO: www.mitn.info or
Sealed Bid Response for Lawn Care Services
Grand Traverse County Facilities Management
1207 W. Civic Center Dr.
Traverse City, Michigan 49686

FROM: _____

Bidder's Tel. No.: ____/____

SERVICE DESCRIPTION

Grand Traverse County is requesting bids for lawn care services; specifically mowing, weed whipping, and edging. The services will be required at the County owned buildings and parks as identified on the specification sheet.

The bids should be prepared based upon services beginning in 2017.

SPECIAL TERMS AND CONDITIONS

The undersigned has attached all special terms and conditions which would be contingent upon entering into a contract.

ACKNOWLEDGMENTS

The undersigned acknowledges that:

The bidder has received the Bid Form, the Bid Request, and Specifications, and further acknowledges that the bidder has received the following addenda issued thereto and has incorporated their provision in the bid:

Addendum No. _____ Dated _____

The bid documents have been read and carefully examined that the bidder fully understands and has correlated their observations with the requirements of the bidding documents.

LEGAL STATUS AND SIGNATURE OF BIDDER

Business Name _____

Federal ID # _____

Check appropriate section and complete information.

____ Corporation incorporated under the laws of the State of _____

____ Partnership Names and Address of all members

NAME

ADDRESS

_____	_____
_____	_____
_____	_____

____ Sole Proprietorship, doing business as _____

Authorized Negotiator

Name _____ Title _____

License # _____ Type _____
(if applicable)

By _____

Title _____

Signed this _____ day of _____, 2016.

Reference Information for: _____

Name: _____

Address: _____

Contact # _____

Description of Service:

Name: _____

Address: _____

Contact # _____

Description of Service:

Name: _____

Address: _____

Contact # _____

Description of Service:

_____ (Business Name) presents the following costs for **2017 lawn care services** as directed within the request for bid packet dated August 26, 2016.

ID # and Location	Mowing, Weed Whip, Blowing, & Edging Cost per service	Estimated services per season	Estimated Edgings – per season	Total Estimated 2017 Costs
(1) Governmental Center		24	4	
(2) Historic Courthouse		24	4	
(3) Jail		24	4	
(4) Prosecuting Attorney Office		24	4	
(5) RPG Hall of Justice		24	4	
(6) Front Street MSU & COA Offices		24	4	
(7) Public Service Building		24	4	
(8) Health Service Building		24	4	
(9) Law Enforcement Center		24	4	
(10) Medalie Park		24	0	
(11) Twin Lakes Camp		24	4	
(12) Civic Center Complex		24	4	
(13) TART Trail		3	0	
(14) Sheriff Storage Building		24	0	
(15) Natural Education Reserve Parks		12	0`	
(16) VASA & Maple Bay		12	0	
(17) Meyer House		As req'd	0	
Total Estimated 2017 Costs				

_____ (Business Name) presents the following costs for **2018 lawn care services** as directed within the request for bid packet dated August 26, 2016.

ID # and Location	Mowing, Weed Whip, Blowing, & Edging Cost per service	Estimated services per season	Estimated Edgings – per season	Total Estimated 2018 Costs
(1) Governmental Center		24	4	
(2) Historic Courthouse		24	4	
(3) Jail		24	4	
(4) Prosecuting Attorney Office		24	4	
(5) RPG Hall of Justice		24	4	
(6) Front Street MSU & COA Offices		24	4	
(7) Public Service Building		24	4	
(8) Health Service Building		24	4	
(9) Law Enforcement Center		24	4	
(10) Medalie Park		24	0	
(11) Twin Lakes Camp		24	4	
(12) Civic Center Complex		24	4	
(13) TART Trail		3	0	
(14) Sheriff Storage Building		24	0	
(15) Natural Education Reserve Parks		12	0`	
(16) VASA & Maple Bay		12	0	
(17) Meyer House		As req'd	0	
Total Estimated 2018 Costs				