

Specifications for Contract of Lawn Maintenance – Mowing at Georgetown Township Properties

Bid Package #2 – 2017 through 2019

It is the intent of Georgetown Township (Township) to contract services to maintain the specified Township properties in accordance with the following specifications:

I. DESCRIPTION

Work consists of lawn maintenance such as: raking, grass mowing, grass edging, and proper removal/disposal of lawn litter, including, but not limited to; trash and landscape debris such as leaves, sticks, grass clippings, and organic debris by the contractor.

II. CONTRACT PERIOD

Length of contract shall be three (3) years

III. SPECIFICATIONS FOR MOWING

17 – 27 Lawn Maintenance Cycles

Lawn maintenance cycle includes; grass mowing, trimming and edging, and proper removal/disposal of debris.

Locations and descriptions on last page.

IV. GENERAL SPECIFICATIONS AND CONDITIONS

1. **INSPECTION OF LOCATIONS** – Before submitting a bid, bidders shall be expected to examine all the locations specified herein where work is to be performed and become satisfied as to the existing conditions under which a contractor will be obliged to operate, that may affect the work under this contract. No allowances shall be made in this connection on behalf of the bidder and/or contract, for any negligence on their part.
2. **INSURANCE REQUIREMENTS** – The contractor must provide to the Township an insurance certificate BEFORE any work for the Township may begin. All insurance policies and certificates must include an endorsement providing ten (10) days prior written notice to the Township 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.

Workers Compensation Insurance – Certification that contractor carries worker’s compensation insurance at State of Michigan statutory limits.

General liability coverage for the scope of the project shall be provided to protect the Township. **Georgetown Township shall be named on each policy as an additional named insured.** The required limits are as follows.

| | |
|-----------------------------------|--------------|
| Comprehensive General Liability: | |
| Bodily injury – each occurrence | \$ 1,000,000 |
| Bodily injury – aggregate | \$ 1,000,000 |
| Property damage – each occurrence | \$ 1,000,000 |
| Combined single limit | \$ 1,000,000 |
| Umbrella or excess liability | \$ 1,000,000 |

Automobile Liability Insurance – Certification that the Bidder carries automobile insurance with the following limits;

| | |
|-----------------------|--------------|
| Automobile injury | \$ 500,000 |
| Property Damage | \$ 250,000 |
| Combined single limit | \$ 1,000,000 |

3. AWARD

Upon notification of contract award by the Township, the contractor shall submit to the Township’s designated representative, documentation as may be requested or required hereunder. Upon their receipt and subsequent approval by the Township, the administrator will contact the contractor and inform them when they may proceed.

4. AWARD CRITERIA

- A. Responsiveness to bid
- B. Cost
- C. Type & condition of equipment to be used in performing contract.

5. CONTRACTOR ADMINISTRATOR

The Director of Parks and Cemeteries or his designated representative, shall be the contract administrator herein referred to as the “Administrator.” The Administrator will coordinate fertilizing with other activities, audit billings, approve payments, oversee schedules, and generally be responsible for overseeing the execution of the contract.

Administrator: Rod Deemter Phone: 893-9005

6. CONTRACTOR STATUS

The contractor and his/her employees at all times shall be considered as an independent contractor, and not as Township employees. As an independent contractor, the contractor’s payment under this contract shall not be subject to any withholding for tax, social security, or other purposes; nor shall the contractor or his/her

employees be entitled to sick leave, pension benefits, vacation, medical benefits, life insurance, or unemployment compensation or the like from the Township. The contractor shall exercise all supervisory control and general control over all day-to-day operations of his/her employees including control over worker's duties. The contractor shall also be responsible for payment of all wages to employees, taxes and fringe benefits, and shall discipline employees as needed, including hiring and firing.

7. CANCELLATION OPTION

The Township reserves the right to cancel the contract by giving thirty (30) days written notice to the contractor. If cancellation is for default of contract due to non-performance, the contract may be canceled without notice. The contractor may cancel the contract by giving the Township (30) thirty days written notice of such intention. All notices are effective upon the date of mailing.

8. TEMPORARY CLOSING

Should emergency conditions arise which would necessitate closing of the facility for a period of time, the contract may be suspended or altered. A negotiated temporary agreement shall be worked out should this situation occur. It is not the intent of the Township to close any property for anything other than emergency and/or reconstruction reasons.

9. DEFAULT

Non-Acceptable conditions

If an inspection by the Administrator reveals that the contractor's work results in any non-acceptable maintenance condition the following steps will be taken:

1. The Administrator at the time of the first occurrence shall call a meeting with the contractor to review the condition.
2. Should a second occurrence develop, a second meeting will be held. **A letter of warning will follow.**
3. Should a third occurrence develop, a written notice or termination will be sent to the contractor.

In the event of such termination, the Township may deem it appropriate to perform services similar to those that have been terminated. The contractor shall be liable for any excess cost for such services. The contractor shall not be liable for any increase cost if failure to perform the contract arises out of any cause beyond his/her control and without his/her fault or negligence.

10. CONTRACT MODIFICATIONS

The Township reserves the right to increase or decrease service, or make any changes necessary, at any time during the duration of this contract, or any negotiated extension thereof.

Price adjustments due to any of the foregoing changes shall be pro-rated on this bid/contract. Prices for extra work requested during this contract, which are not part of this contract, will be negotiated at the time of occurrence.

Changes of any nature after the contract has been awarded, which reflect an increase or decrease in requirements or cost, shall require a written change of service to be issued by the Administrator.

11. QUESTIONS

Questions related to this bid shall be directed to the Administrator, Rod Deemter, @ 893-9005.

12. LAWS, ORDINANCES, AND REGULATIONS

The contractor shall keep himself/herself fully informed and comply with all local, state, and federal laws, ordinances, and regulations.

13. PERMITS AND LICENSES

Any permit, licenses, certificates, or fees required for the performance of the work shall be obtained and paid for by the contractor.

14. INDUSTRY RULES AND CODES

All work shall be done in compliance with the applicable rules of the industry which shall be considered as included in these specifications, shall comply with all local and state codes, and be approved by the Township prior to use.

15. PROTECTION OF PROPERTY

The contractor shall be responsible for protecting and preserving from damage any and all facilities, public and private, which are adjacent to the area where the work is being performed. If any damage is done to "off target" plant material, the plant or plants shall be replaced with an approved specimen at no cost to the Township.

16. TIME AND PROGRESS

It is understood and agreed that "time is of the essence," in respect to the work contemplated herein, and the contractor agrees to do the work covered by the contract in conformity with the provisions set forth herein and to prosecute all work with all due diligence as to complete any work required under the contract within the shortest reasonable period of time. Contractor must have equipment and personnel capable of finishing entire area of contract within one (1) day.

17. EQUIPMENT AND MATERIALS, INSPECTION AND LIABILITY

The Administrator shall have the right to inspect all equipment and materials which is to be used in carrying out the terms of this contract. Any such equipment or materials which do not comply with local, state, and federal codes or with this contract may be rejected by the Township.

18. SAFETY EQUIPMENT, PROPER CLOTHING, AND APPEARANCE

All personnel working on grounds shall be responsible for wearing safety equipment as per M.I.O.S.H.A. and M.D.A. requirements and proper clothing such as long sleeve shirts, long pants, rubber gloves, and boots. All personnel shall maintain a clean and neat appearance.

19. ACCIDENTS

Any accidents on the premises shall be reported immediately to:
The Director of Parks and Cemeteries
Rod Deemter 893-9005

V. SCOPE OF WORK AND SEPARATION OF RESPONSIBILITIES

1. CONTRACTOR GENERAL RESPONSIBILITIES AND REQUIREMENTS

The contractor shall be responsible for the satisfactory and complete execution of the work in accordance with the true intent of the specifications. He/she shall provide, without extra charge, all incidental items required as part of the work even though not particularly specified or indicated. (i.e. posting)

2. DAMAGES

The contractor shall be held liable for all damages done, as a result of his/her operation, to fixed objects such as signs, posts, buildings, and all vegetation, including turf, trees, shrubs, and desirable natural growth. Damage shall include among other things: skinning, scraping, limbing, or gouging of trees or shrubs, and rutting, scalping or tearing of turf.

Cost associated with damages caused by the contractor to plant material will be assessed based on current M.F.P.A. Michigan Tree Evaluation guidelines.

All turf damage repairs shall be made by the contractor in accordance with Section 6.53 and 8.21 of the 1990 Standard Specifications for Construction, and as herein specified. Only friable topsoil shall be used to fill any depressions, ruts, etc., prior to seeding. Seed will only be allowed during the seasonal limitation periods.

All other property damage will be assessed for actual replacement costs including labor, materials, and equipment.

Contractor shall be billed for all costs related to damages caused by his/her operation.

3. CONTRACTOR TO FURNISH

- A. All transportation
- B. All equipment and necessary supplies including but not restricted to: mowers, edgers, blowers, and various hand tools.

The contractor shall furnish, operate, and maintain suitable and adequate equipment necessary to perform all tasks described in bid item, in a favorable manner. The equipment furnished by the contractor must be in good repair and shall be maintained so as to produce a clean, sharp cut to the grass at all times. Equipment which in any way pulls or rips grass or damages the turf shall not be allowed to operate under this contract. All equipment will be of such a type so that the height of cut can be adjusted to a minimum of 2" and a maximum of 4". The contractor shall have enough equipment and personnel to complete each mowing cycle at each site contracted for, in the time frame specified.

- C. Under no circumstances shall the Township be responsible for any theft, vandalism, or damage to the contractor's equipment due to obstacles encountered during the work to be performed under this contract.

VI. TECHNICAL SPECIFICATIONS

1. Mowing

Seventeen (17) cycles – One trip in April, weekly trips May through June, bi-weekly trips July through September, one trip in October.

Twenty-seven (27) cycles – One trip in April, weekly trips May through September, and three trips in October (every 10 days).

- A. Grass shall not be allowed to reach a height of five (5) inches or more, and shall not be mowed lower than the minimum of two (2) inches.
- B. All elements of the lawn maintenance cycle shall be completed the same day they are started. No partial mowing will be allowed unless the weather forces delay. If rain or wet turf conditions exist, contractor shall finish the cycle as soon as favorable conditions return.
- C. All mowing, trimming, and edging equipment shall be properly maintained. Cutting blades shall be kept sharp to minimize turf damage.
- D. Equipment and supplies may not be stored overnight or for extended periods of time on Township property.
- E. **Grass shall not be mowed when wet.**
- F. No mowing to be done on Saturdays or Sundays, unless approval is obtained from Administrator. No mowing will be allowed on holidays or holiday weekends from 3:00 p. m. Friday to 8:00 a.m. Tuesday.
- G. Clippings shall be removed, if visible, after mowing at the contractor's expense. No clippings shall be disposed of in Township dumpsters or on Township property.

- H. All clippings shall be removed from all sidewalks, concrete picnic table pads, parking areas, and flower and shrub beds.
- I. Vehicles and trailers used for transporting mowers and/or fertilizing equipment shall not be allowed to park in the Chicago Drive median at any time.

2. GRASS TRIMMING

Trim grass around fixed objects and trees. Extreme care shall be used to prevent injury to fixed objects and trees.

3. EDGING

Edge along all walks and curb areas every second mowing. Edging shall be no wider than ½" from edge of sidewalk to lawn surface. All edging debris shall be removed from walkways and curb areas and disposed of at contractor's expense. No edging debris shall be disposed of in Township dumpsters or on Township property.

4. FALL CLEANUP (NOVEMBER 1 THROUGH NOVEMBER 15)

A final mowing and general cleanup of all areas should take place between 11/1 and 11/15 with **work completed no later than November 15.**

VII. METHOD OF PAYMENT

The completed work will be paid for at the contract unit price, which shall be payment in full for all labor, equipment, and materials required to satisfactory complete the work described herein.

The contractor shall furnish an invoice, in duplicate, for services rendered for each application period for their labor and equipment.

The billing shall reference the appropriate purchase contract number and shall contain, if applicable, adjustments for additions, deletions, or change in service. The Township will pay the billed monthly amount in accordance with bid. Payments may be delayed up to 30 days after submittal of bill.

The contractor shall hold harmless and indemnify Georgetown Charter Township, all of 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 project and to the completion of the work. The undersigned, as bidder, declares that he/she has familiarized him/herself with the location of the proposed work and the conditions under which it must be carried out. The bidder has also carefully examined the documents and specifications, which he/she understands and accepts as sufficient for the purpose of completing said work and agrees that he/she will contract with Georgetown Charter Township, to furnish labor, materials, tools, and equipment necessary to do all the work specified.

The agreement is the only agreement between the parties. The parties have not agreed either verbally or in writing to any other terms or conditions not contained in this document.

VII. BID SUBMISSION

The Bid Opening will take place at the Georgetown Township Office, located at 1515 Baldwin Street, Jenison, MI 49428, at 10 AM on March 1, 2017.

All bids should be submitted to:
Georgetown Charter Township
Attn: Rod Deemter, Director of Parks & Cemeteries
1515 Baldwin Street
Jenison, MI 49428

All submissions must be received by 10 AM on March 1, 2017, and
must be clearly marked:
"Township Mowing – Bid Package #2"

Georgetown Charter Township

By _____

Its _____

Date _____

Contractor

By _____

Its _____

Date _____

Total price

\$ _____

(Price shall reflect each year of the 3-year contract)

Bid Package 2 - 2017

Location List & Mowing Cycle

| | |
|--|-----------|
| 1. Ice Arena | 27 cycles |
| 2. Rush Creek Park | 27 cycles |
| 3. Township Office/Library | 27 cycles |
| 4. Woodcrest Park | 27 cycles |
| 5. Maplewood Park | 27 cycles |
| Entrance to Chippewa | |
| Maplewood lift station | |
| 6. Pioneer Park | 27 cycles |
| 7. Rosewood park | 27 cycles |
| 18 th Ave. south of Rosewood | |
| 8. 8 th Ave. Park | 27 cycles |
| 9. GT Connections and surrounding | 27 cycles |
| 10. Chicago Drive Median - 12 th to 8 th | 27 cycles |
| Chicago Drive Median - 8 th to Post Office | |
| Chicago Drive Median - Post Office to Main St | |
| 11. Water Fountain Main and Chicago Drive | 27 cycles |
| 12. Baldwin and River Street / vets memorial | 27 cycles |
| 13. Tiffany House Museum | 27 cycles |
| 14. Hanley Cemetery | 27 cycles |

Twenty-seven (27) cycles – One trip in April, weekly trips May through September, and three trips in October (every 10 days).

48th Ave

48th Ave

48th Ave

48th Ave

48th Ave

B&R Sports

BC Pizza Express

Georgetown Ice Centre

Auto Sales

Rotman's Greenhouse

Bauer Rd

Bauer Rd

Bauer Rd

Advantage Europe
Auto Parts Inc



Gettysburg Dr

Rush Creek Park
6750 Bridgeport

Rush Creek Park

Township Office & Library
1515 & 1525 Baldwin Street



Georgetown Township
Public Library

Holy Cross
Lutheran Church

od
Reformed

Baldwin St

Baldwin St

Baldwin St

Baldwin St

Google
Sunset



Start Coin Collecting

Baldwin St

Baldwin St

Adoption Associates Inc

12th Ave Christian Reformed

Woodcrest Park

Boulder Bluff Dr

Boulder Bluff Dr

12th Ave

12th Ave

12th Ave

12th Ave

14th Ave



Maplewood Park - 8000 12th Ave

Elmwood Dr

Elmwood Dr

Elmwood Dr

Maplewood
Park

12th Ave

12th Ave

12th Ave



He

12th Ave

12th Ave

12th Ave

Shakle

Chippewa St

Henry Ave

Canary Ln

12th Ave Lift Station
8091 12th Ave





Ave

12th Ave

12th Ave

12th Ave

Vos St

Vos St

Vos St

Vos St

Vos St

Lupine Ave

Lupine Ave

Coral St

Pioneer Park



Faith Protestant
Reformed Church

20th Ave

18th Ave

18th Ave

Keystone Ct

18th Ave

18th Ave

Westwood Dr

Heather St

20th Ave

20th Ave

Rosewood
Park

Rosewood St

Rosewood St

Jenison Georgetown
Soccer Bowl

Rosewood St

Vallen

Kay B

18th Ave

Jenison Georgetown
Soccer Bowl

Rosewood St

Rosewood St

18th Ave

18th Ave

18th Ave

18th Ave

Dewant Dr

Hard Topix
Precast Concrete

8th Ave Park - 8th Ave & Rosewood Street





GT Connections - 7100 8th Ave



Coral St

Coral St

121

Vos St

Vos St

Vos St

12th Ave

10th Ave

8th Ave

Koster St

Koster St

Body Language Dance

Georgetown Mini Storage

American Living

Chicago Dr

Rosewood St

Rosewood St

8th Avenue Community Park

wood St

Rosewood Auto Service

121

Jenison Auto Sales

Chicago Dr

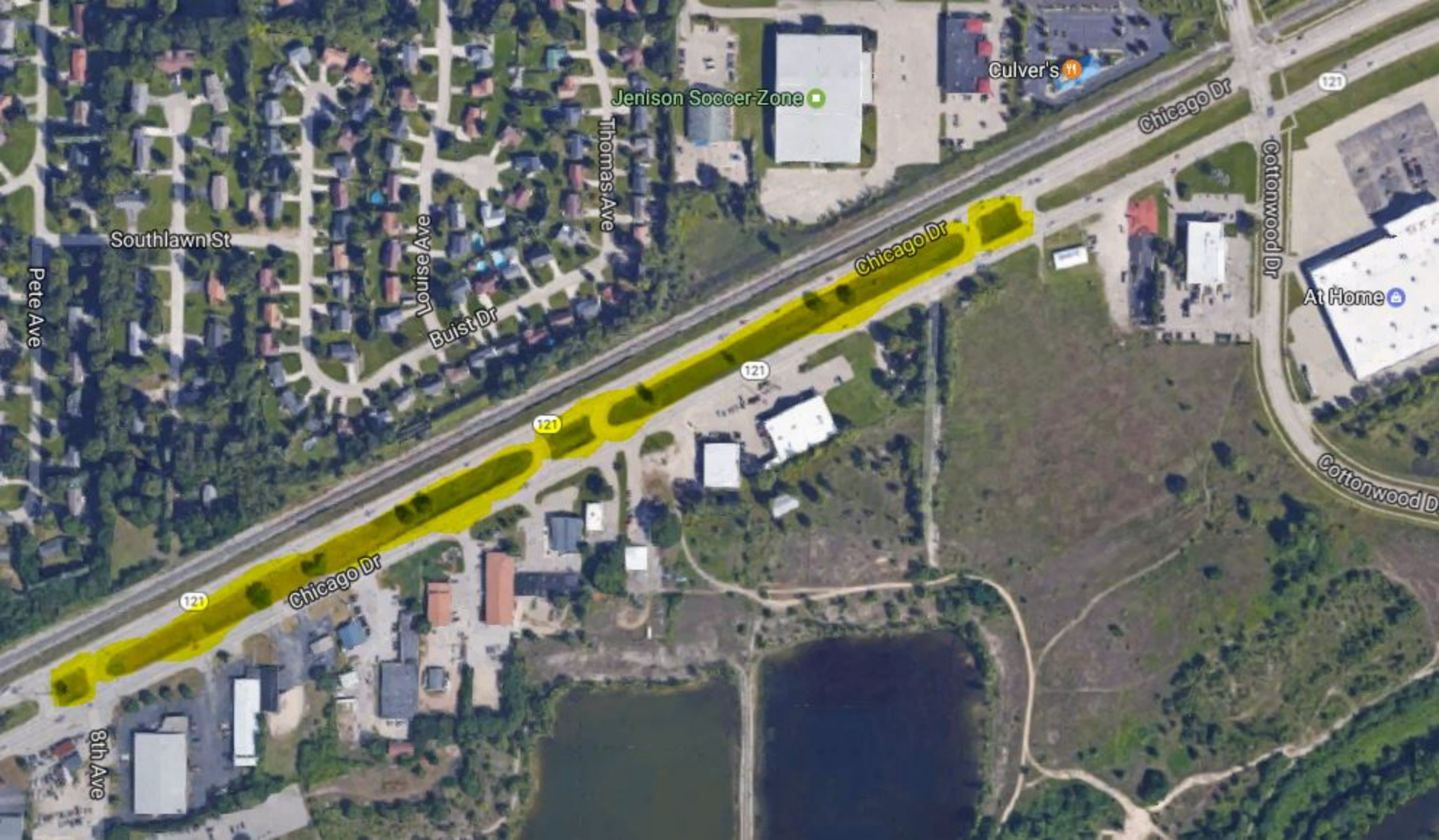
11th Ave

Brentwood St

Adventure Credit Union

Grace Bible Fellowship

Rush Creek



Jenison Soccer Zone

Culver's

Chicago Dr

121

Cottonwood Dr

At Home

Cottonwood Dr

Chicago Dr

121

121

Chicago Dr

121

8th Ave

Southlawn St

Pete Ave

Louise Ave

Buist Dr

Thomas Ave



Gordon Food
Service Store

Culver's

Chicago Dr

123

Cottonwood Dr

At Home

ALDI

KFC

Taco Bell

McDonald's



Scott's Discount Skis
and Snowboards

Union Ave

Love Tattoo

Old M 21

Main St

Old M 21

121



Georgetown Township
Veterans Memorial

Cooper's Auto
Services & Repair

Ottawa Kent

Baldwin St

Baldwin St

Baldwin St

Baldwin St

Main St

Grove

Main St

Main St

Monte Muffler



Grand River

River Ave

River Ave

Baldwin St

Baldwin St

River St

Baldwin St

Mill Ave

Baldwin St

Baldwin

Baldwin

Tiffany House Museum
28 Port Sheldon St

Chicago Dr SW

121

Paragon School
of Pet Grooming

Georgetown
Township Museum

Main St

Main St

Kenowa Ave SW

Port Sheldon St SW





4th Ave

4th Ave

Jackson St SW

Jackson St SW

Highland Cr