

Request for Proposals

2018 Parks Lawn Maintenance Services

City of Ewart, Michigan



City of Ewart Department of Public Works
5814 100th Ave.
Ewart, MI 49631

February 13, 2018

CITY OF EVART
PARKS & RECREATION DEPT

5814 100th Ave.
Ewart, MI. 49631
(231) 734-2181
www.evart.org

INVITATION TO BID
FOR MOWING RIVERSIDE WEST & EAST PARKS
2018 CAMPGROUND YEAR



The City of Ewart will be accepting sealed bids for 2018 Lawn Maintenance throughout the City along with Riverside West Park which will be separate from the rest of the properties. All sealed bids can be delivered or mailed to the Office of Ewart City Hall, 5814 100th Ave. Ewart, Michigan 49631, until 1:00P.M., on March 27, 2018, at which time and place the bids will be publicly opened and read. All bids shall be submitted in a sealed envelope, plainly marked “**2018 Parks Lawn and Maintenance Services**”. Please contact the Department of Public Works director, Mark Wilson by telephone (231) 734-2181 or email mark.wilson@evart.org

The Base Bid will be all parks stated in section 1.3 and Option A, which is Riverside West.

All bidders are required to provide the base bid as well as the base bid along with Option A.

The city is exploring the cost benefits of in-house versus contracted mowing for Riverside Park West. Riverside Park has never been a part of our outsourced lawn mowing.

Lawn Maintenance care includes the following properties: Guyton Park; Public Square; City Hall; Heritage Park; City Ballfield near Elementary School. Riverside Park requires a separate bid, but if awarded it will be part of the overall 2018 mowing services contract.

The City of Ewart reserves the right to accept any bid, reject any or all bids, to waive informalities, and make the award in any manner deemed to be in the best interest of the City of Ewart.

Technical Specifications

1.1 Scope of Work

The Lawn mowing of the City properties along with Riverside Park as identified in section 1.3 below, when requested by the City of Evert. The Contractor shall provide all personnel, equipment, and materials required to provide the lawn mowing services needed as set out herein and for any additional or extra work that may be required. Special attention should be given prior to each summer holiday. Mowing and lawn maintenance for Riverside West will be needed on a weekly basis unless otherwise notified by the DPW director.

1.2 Work To Be Performed

1. Mowing, trimming, and clearing of walkways.
2. The Contractor shall prioritize the lawn mowing on Summer Holidays. The Contractor needs to have all mowing done prior to the start of any Summer Holiday.

1.3 Locations of City Parks

Location	Lot Quantity	Figure
Cant Hood Park		1.1
Guyton Park		1.2
City Square		1.3
City Hall		1.4
Heritage Park		1.5
City Ballfield near Elementary School		1.6

1.4 Option A

Location	Lot Quantity	Figure
Riverside Park West		2.1

1.5 Equipment Specifications

1. The Contractor shall at all times maintain sufficient equipment (trucks, lawn mowers, weed whips etc.) to promptly perform the Work of the Contract and ensure normal and safe traffic conditions on the Premises.
2. All the equipment used by the Contractor for the performance of the Work shall be maintained in good working and mechanical condition. All equipment used for lawn mowing needs to be in sound working condition and needs to have all the necessary parts to properly and adequately do the job as specified, safely. All equipment shall be subject to the approval of the Department of Public Works Director of the City of Evert. In the event of a dispute concerning the condition of equipment, the opinion of the Director shall be final and binding. Unsatisfactory equipment shall be immediately repaired or replaced as required by the Director.

1.6 Contractor's Workforce

1. The Contractor shall ensure that it at all times Contractor has and maintains sufficient personnel to allow it to promptly perform the Work of the Contract.
2. All equipment operators shall have appropriate training an experience with the class of equipment operated.

1.7 Care of Traffic

All equipment must be equipped and operated in accordance with the requirements of OSHA standards. Care and courtesy must be observed by the Contractor's crews at all times under all circumstances.

1.8 Inspection of Premises

The Contractor can arrange a meeting with the DPW Director to inspect the premises

1.9 Communication and Coordination

Direct all communication to the DPW Director.

1.10 Consciousness of Campers for Option A

1. The Contractor needs to be conscious of campers in the early to mid-mornings in and around the campground at Riverside West.
2. The Contractor should be conscious of any parked vehicles, campers, and/or tents at the campground sites.
3. The Contractor should be conscious of picnic tables, grills, play areas, large rocks in the parking area north of the campground.
4. The Contractor shall investigate the condition of each park and city location very carefully prior to making a bid on the contract. The City shall not be responsible for any claims by the Contractor due to obstructions, delays or other hindrances existing on the Premises.

1.11 Damage to Facility

1. The Contractor shall be responsible for all damage caused to park signs, benches, play equipment and Splash Park, shuffle board and basketball courts, canoe/kayak & boat ramp, pavilions picnic tables, and grills.

2. The Contractor shall familiarize itself with the type and nature of above ground utilities and obstacles in the vicinity of and within The City of Evert's Riverside Park West and the above mentioned City properties. If damage occurs to any objects, the Contractor shall notify The City of Evert immediately for an assessment of damage and repair, if required.

1.12 Term of Contract

BASE BID: This Request for Proposal requests BASE BID and Option A pricing for one year, commencing at contract signing, and ending May 1, to September 30.

1.13 City of Evert Services

The City of Evert shall provide the following available information and services to the Contractor as required:

1. Access to the property; and
2. Administrative direction and review from time to time during the term of the Contract.
3. Any services provided by the Contractor from information supplied by The City of Evert, will be undertaken on the basis that it is the best information available, however, the Contractor shall immediately notify The City of Evert in writing of any condition or information known or discovered by the Contractor which conflicts with the information supplied by The City of Evert. In any event, the Contractor shall not be liable for any loss or damage arising from any inaccuracy in such information. This exclusive does not alter or modify in any manner the Contractor's liability for negligence.

1.14 Insurance

1. **Workman's Compensation Insurance:** The contractor shall maintain during the life of the contract workmen's compensation insurance for all their employees working under this contract, and in any case when work is sublet, the contractor shall require the subcontractor to similarly provide workmen's compensation insurance for all the employees unless such employees are covered by the protection afforded by the contractor.

2. **Public Liability Insurance:** The contractor shall maintain during the life of the contract such public liability (Bodily, Injury, and Property Damage) insurance shall protect him or her and any sub-contractor performing work covered by the contract, from claims for damages for personal injury, including accidental death. As for claims related to property damage, which may arise from operations under the contract, whether such operations be by himself, by any subcontractor, or any one directly or indirectly employed by either of them. The contractor shall maintain minimum coverage of the types and in the amounts herein specified either by furnishing insurance policies naming the Parking Authority as the insured or by having a certificate of insurance executed by the insurance company and delivered to the Director of Public Works at Evert City Hall. The minimum amount of such insurance shall be as follows:

Contractor must have a one million (\$1,000,000) dollar general liability coverage.

Such insurance shall remain in full force and effective during the life of the contract.

Insurance may not be changed or canceled unless the insured and The City of Evert is notified in writing, not less than ten (10) business days prior to such changes or cancellations.

3. **Proof of Insurances:** The contractor shall furnish The City of Evert with satisfactory proof of the insurance's required with the bid package.

4. **Indemnity Against All Suits:** The contractor further agrees that he or she will indemnify and save harmless the City of Evert from suits or actions of every nature and description brought against it for or on account of any injuries or damages received or sustained by any party or parties. By or from any the acts or anything of said contractor, his or her servants, or agents in the prosecution of the work under contract.

1.15 Equal Employment Opportunity

The City of Evert follows the requirements mandated by the Equal Employment Opportunity Act (EEO)

1.16 Americans With Disability Act The City of Evert follows the requirements mandated by the Americans with Disability Act (ADA)

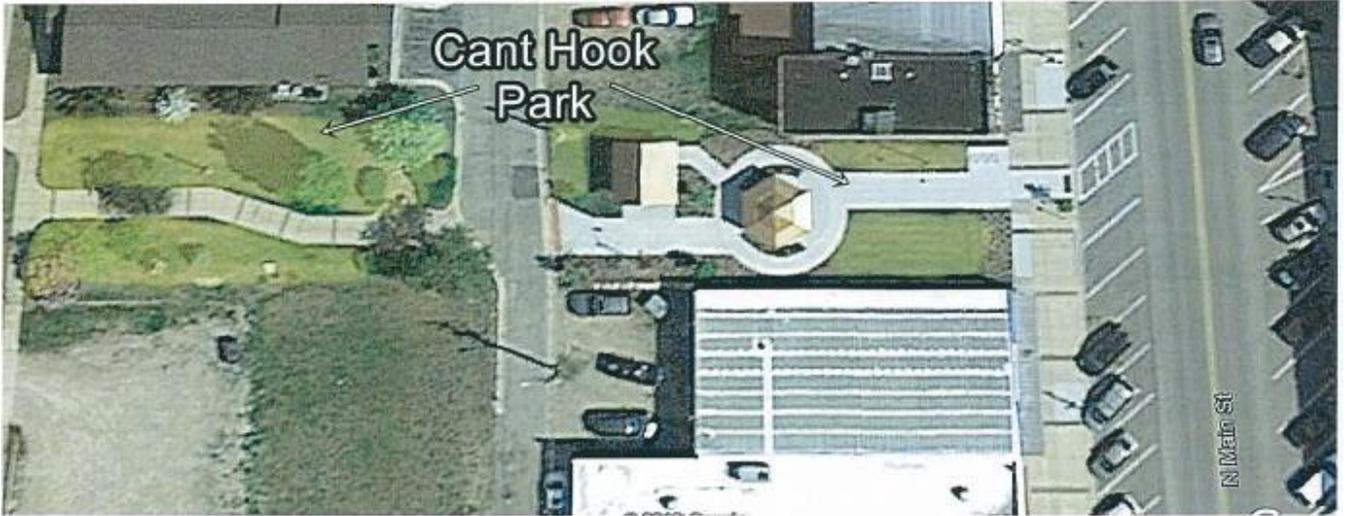


Figure 1.1



Figure 1.2



Figure 1.3



Figure 1.4



Figure 1.5



Figure 1.6

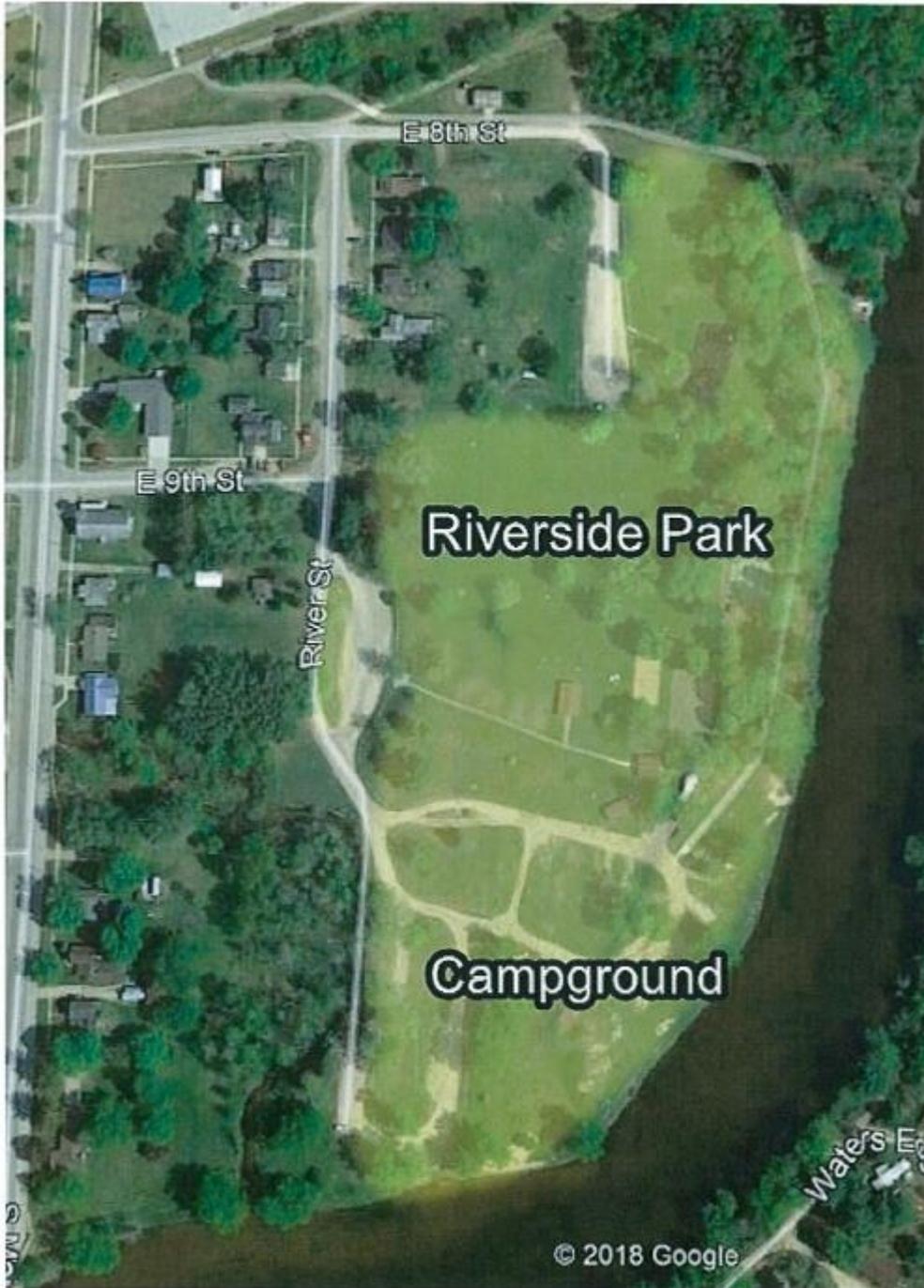


Figure 2.1