

REQUEST FOR PROPOSALS
2019-2021 LAWN MOWING SERVICES

Proposal

Rives Township of Rives Junction, Michigan, is requesting proposals from qualified contractors for lawn mowing services for the 2019-2021 lawn seasons. The contract will begin April 1, 2019 and end March 31, 2021, for a two (2) year period with the opportunity for three (3) one (1) year extensions.

Proposals must be made on the Proposal Form provided by the Rives Township (attached). Additional copies of the proposal forms are available at the Rives Township Office at 348 E. Main Street Rives Junction, MI or at www.rivestownshipmi.com. Rives Township reserves the right to waive any informality in the request for proposals, to reject any or all proposals; and to award the contract in a manner which it considers to be in the best interest of the township. The Township reserves the right to use whatever reasonable and sensible evaluation techniques it deems appropriate.

Scope of Services

The contractor shall provide lawn mowing services as outlined below:

- Township Office 348 E. Main Street –
All branches, trash and other objects, on the ground, shall be picked up each time prior to mowing
Mow as needed
Mow and trim around all edges, trees, posts and any other objects as needed
Bushes, shrubs and hedges shall be trimmed as needed
Weeding will be done as needed and determined by the Township
Blow off grass clippings in the parking lot and walks after each mowing
Blow off entire parking lot monthly
Raking of grass and leaves shall be performed when necessary

- Fire Station at 106 Main Street –
All branches, trash and other objects, on the ground, shall be picked up each time prior to mowing
Mow as needed
Mow and trim around all edges, trees, posts and any other objects as needed
Spray weeds & vines in near ball park and behind Fire Station as needed and determined by the Township
Bushes, shrubs and hedges shall be trimmed as needed
Weeding will be done as needed and determined by the Township
Blow off grass clippings in the parking lot and walks after each mowing
Blow off entire parking lot monthly
Raking of grass and leaves shall be performed when necessary

- Fire Station at 8682 Lansing Ave –
All branches, trash and other objects, on the ground, shall be picked up each time prior to mowing
Mow as needed
Mow and trim around all edges, trees, posts and any other objects as needed
Spray weeds along fence lines as needed and determined by the Township
Bushes, shrubs and hedges shall be trimmed as needed
Weeding will be done as needed and determined by the Township
Blow off grass clippings in the parking lot and walks after each mowing
Blow off entire parking lot monthly
Raking of grass and leaves shall be performed when necessary

- Collection Site 10123 State Rd. –
All branches, trash and other objects, on the ground, shall be picked up each time prior to mowing
Mow as needed
Mow and trim around all edges, trees, posts and any other objects as needed
Bushes, shrubs and hedges shall be trimmed as needed
Weeding will be done as needed and determined by the Township

Blow off grass clippings in the parking lot and walks after each mowing
Blow off entire parking lot monthly
Raking of grass and leaves shall be performed when necessary;
Trim / spray brush off of fence line as needed and determined by the Township

Cemeteries:

Walker – Berryville Rd

Cole – State Rd

Rives Memorial - Broughwell

1. All branches, trash and other objects, which are on the ground, shall be picked up each time prior to mowing and removed from property.
2. Mow as needed
3. Trim everything, including around headstones, edges, trees, posts, and any other objects (No spraying)
4. Bushes, shrubs and hedges shall be trimmed as needed
5. Weeding (including seedlings of invasive trees) will be done as needed and determined by the Township, especially around cemetery monument.
6. Blow off clippings from monuments after each trim
7. Remove dead flowers
8. Raking of grass and leaves shall be performed when necessary
9. Check and report damaged fences, gates, etc.
10. Check and report damage to headstones
11. Check for fresh grave openings to remove funeral sprays, replace topsoil, and re-seed gravesites
12. Mowing and line trim around markers, bases, etc. Shall be completed on all contracted grounds within two days prior to Mother's Day, Memorial Day, Fourth of July and Labor Day.

Prior to the first mowing each spring, the CONTRACTOR shall conduct a spring cleanup of all the above listed properties. This clean up shall include removal of all leaves, sticks, funeral sprays and other debris. Areas damaged by snowplowing are to be repaired and areas requiring reseeding shall be done prior to the first mowing.

The CONTRACTOR or CONTRACTOR'S Designee will schedule a quarterly meeting with the OWNER or OWNER's Designee to review work performance during season.

In the event additional work is recommended the CONTRACTOR will contact the Superintendent or Clerk (OWNER) for prior approval.

There will be strict adherence to the specifications listed above. Non-performance of any of the above work items regarding unsatisfactory execution and within 48 hours of notification by the OWNER (weather permitting) will result in the contracting of that work to a firm chosen by the OWNER at the expense of the CONTRACTOR.

Frequency

The prices submitted on the enclosed Proposal Form should be calculated on a "per-service" basis. After a contractor has been selected, said contractor and the Township may jointly determine any changes to the components of each type of service. The Contractor and the Township may also jointly define and determine any additional service arrangements that may become necessary.

Liability and Indemnification

The Contractor shall carry workers compensation insurance and provide evidence of said coverage to the Township. The Contractor shall carry comprehensive general liability and property damage insurance coverage and shall provide evidence of said coverage yearly to the Township. The Contractor shall, at its own expense, protect, defend, indemnify, save and hold harmless the Township and its elected and appointed officers, employees and agents from all claims, damages, lawsuits, costs and expenses including, but not limited to, all cost from administrative proceedings, court costs and attorney fees that the Township and its elected and appointed officers employees and agent may incur as a result of the acts, omissions or negligence of the contractor or its employees agents or subcontractors that may arise out of the agreement. **The Township must receive prior notification and approve the use of any subcontractors.**

Payment

Proposals are to be addressed to:

When Delivered or Mailed:

Rives Township Clerk

Attn: Judi McCord

348 E. Main Street

Rives Junction, MI 49277

Bids will be opened on March 28, 2019 at 6:00 pm by the Rives Township Clerk and Superintendent at Rives Township Office, 348 E. Main Street Rives Junction, MI 49277. The Rives Township Board will review the bids during its March 28, 2019 Budget Adoption Special Meeting.

**PROPOSAL FORM
LAWN MOWING SERVICES**

Proposal submitted by: _____

The undersigned (Individual) (partnership) (corporation duly organized under the laws of the State of Michigan), having carefully read and considered the terms and conditions of the Request for Proposal (RFP) for lawn mowing Services, does hereby offer to perform such services on behalf of Rives Township, of the type and quality and in the manner described and subject to and in accordance with the terms and conditions set forth in the RFP at the rates hereinafter set forth.

Further, the undersigned:

- a) Proposes to furnish all labor, equipment, and materials necessary to perform the Contract requirements.
- b) Agrees to perform all required work in accordance with all elements of this Proposal.
- c) Submits this Proposal in good faith and without fraud or collusion.
- d) Submits the Proposal based solely upon the undersigned own independent business judgment.

The undersigned submits the Unit Prices “per service” herein for contracted lawn mowing services for Rives Township.

Locations Requiring Service	Lawn Mowing / Weed Whip as needed (Per Service)
Township Office 348 E. Main Street	\$\$
Fire Station 106 Main Street	\$\$
Fire Station 8682 Lansing Ave	\$\$
Collection Site 10123 State Rd	\$\$
Cemetery / Location Requiring Service	Lawn Mowing / Weed Whip as needed (Per Service)
Cole - State Road	\$\$
Rives Memorial – Broughwell Rd	\$\$
Walker – Berryville Rd.	\$\$

Undersigned Proponents Signature

BY: _____

Date: _____

Title: _____

Company Name: _____

Address: _____

Phone Number: _____

NOTICE IS HEREBY GIVEN that Rives Township is accepting sealed bids for their 2019-2021 Lawn Mowing season. Bid Sheets are available at the office located at 348 E. Main St., Rives Junction, MI 49277 during regular office hours on Monday thru Thursdays from 11:00 am to 4:00 pm or on the website www.rivestownshipmi.com. All sealed bids must be in the office on Monday, March 25, 2019 by no later than 4:00 pm.

2019-2021 Lawn Mowing Removal Proposal Packet

Judi McCord Rives Township Clerk