

ADVERTISEMENT FOR BIDS
LAWN MAINTENANCE
EAST CHINA PARK COMMISSION

East China Park Commission will receive sealed bids until 11:00am April 14, 2020 at the East China Township Hall, 5111 River Rd., East China, MI 48054. Due to Covid-19 the Township office is closed to the outside public. The office is open to staff only. All bids shall be placed in the drop box at the Township Hall front door. Bids will be accepted to the drop box up until 11:00 am, April 14. No proposal will be accepted after 11:00am.
No proposals will be accepted via fax or email.

All bids will be collected at 11:00 am from the Township Office and taken to Pavilion #1 in East China Park; 701 Recor Road, East China, MI 48054. All bids will be publicly opened at 11:30 am and read aloud.

Specifications and bid documents will be available on the Township website at www.eastchinatownship.org. There will be six copies of the bidding documents placed in the weather-proof literature box outside the front door of the Township Hall. If additional copies are required please contact park manager, Deanna Slanec, at 810-650-9610 to arrange for a copy.

The bid consists of furnishing all labor and equipment necessary for mowing and trimming of lawns at Township parks as described in the bid specifications. There will be a pre-bid meeting April 7, 2020 at 11:00am at Pavilion #1 at East China Park. Use entrance near large wood play structure off Recor Rd. Attendance is not mandatory, but highly suggested. Any questions by contractors may be asked at this pre-bid meeting.

Please send all questions to Deanna Slanec at Park@eastchinatownship.org . All questions submitted will be discussed at the pre-bid meeting. Questions being asked after the pre-bid meeting will be accepted up until April 10 at 2:00 pm. At that time those questions with responses will be sent to all persons that attended the pre-bid meeting via email for your bidding process.

Social distancing will be practiced at all times.

Cindy Beaudua
Chairman of East China Park Commission

**East China Park Commission
Request for Proposal
(Lawn Maintenance Services)**

Scope of Work

The East China Park Commission (herein referred to as ECPC) is seeking to retain a contractor for general lawn maintenance services. These services include furnishing all labor and equipment necessary for the mowing and trimming of properties managed by ECPC. Services also include removal of grass, leaf cuttings, and materials remaining as a result of such mowing and trimming as described in the bid specifications. All work will be upon the park manager (PM) direction.

The terms of this contract will begin April 20, 2020 and run through November 25, 2020.

Specific Locations:

Addresses are not available for all parks. Google Earth Link:

<https://drive.google.com/open?id=1BfHg90sacw6exC11p8QicHEKL3Z15aXz&usp=sharing>

Belle River (kayak launch)

- All areas south of the north split-rail fence
- East to the water
- South past the launch, approximately 25 feet
- West to the road

River Park

- All areas between north and south chain-link fence
- From the river to the road

Memorial Park

- Area bound by M-29, St. Clair Shores Blvd., and St. Clair Place

Rivera Park

- Area bound by the chain-link fence on the north side of the parcel
- Area bound on south property line of half chain-link and half privacy fence
- From river to road

Manor Park

- Area bound by Elmwood and along Elmwood trees
- West of south Riverside Avenue
- North of residential area
- East of residents on Elmwood
- West end of Manor Park is oblong as it meets various residential properties south of the park

East China Park

- West of M-29 to walking bridge crossing Belle River
- Area south of Recor Road to tree line
- South property line is defined by tree line adjacent to residential area
- East property line is defined by M-29

Bidding Requirements:

1. All bids are to be submitted on the attached bid proposal form in a sealed envelope.
2. East China Park Commission is exempt from all Federal and State taxes.
3. Successful bidder is responsible for public liability, personal injury, and worker's compensation insurance.
4. The insurance requirements are outlined in this packet.
5. The bidder must provide proof of said insurance and name the East China Park Commission as an additional insured.
6. All bids shall include firm price proposals. Fuel costs are to be included in the proposal.
7. Any exceptions to the specifications shall be stated in the bid proposal form.
8. All bidders shall supply documents regarding information on their past performance.
9. Low bidders will be subject to a post-bid interview at which time the ECPC can qualify the contractor of experience and equipment necessary to complete the services.
10. The bidder will be responsible to inspect the sites of the proposed work to determine all conditions.
11. Contractor must provide all equipment and labor to complete the contract.
12. Contractor will be responsible for any damage caused as a result of performing the contract.
13. Subcontracting is prohibited.
14. The mowing completion date shall not be later than Friday of each week during the contract term.
15. Consideration must be given to soil conditions prior to mowing.

16. The bidder to whom the contract has been awarded will be required to execute the agreement within seven days of the award notice. If the bidder fails to do so the bid and contract award will be considered as abandoned. All bidder rights and interest in the contract will be declared forfeited to the ECPC and the work may be awarded to another.
17. It is the intent to award this bid in its entirety to one bidder. However, the ECPC retains the right to accept or reject (in part or whole) any and all bids received. Any proposal wishing to be withdrawn by the bidder must be done in writing prior to the time of bid opening on the above listed date. Any bid award is subject to review and approval by the ECPC. All bid results will be made available to the public after the RFP is awarded. In determining the lowest or highest responsible bidder, the ECPC reserves the right to consider, in addition to price, the experience and/or past performance of the bidder.
18. ECPC reserves the right to terminate the contract at any time, for any reason, whether before, after or during the term of work. Upon written notice of termination, the contractor will be entitled to payment of all sums due the contractor for work completed at the date of such notice according to the contract documents.
19. ECPC shall expect any onsite contractor to conduct themselves in a professional manner. Foul language, inappropriate phone calls/music that can be heard by the public will not be acceptable. Contractor shall proceed into and out of the park at slow/child safe speeds. Smoking near park goers/children/or in smoke free zones is Prohibited. Throwing cigarette butts on the ground is a form of litter and will not be acceptable. Defacing park property or operating equipment in what is deemed as an "irresponsible or dangerous" manner by PM, shall be grounds for immediate removal. Contractors attire shall be presentable, No holes in pants may be visible from the waist to the thigh. Exposed undergarments will be prohibited.
20. Onsite landscape tow vehicle shall have a back-up alarm. Landscape trailer gate is to be stowed in the upright position when not in use. Gas cans/equipment must be stored safely to limit access to general public. Tow vehicle/trailer shall not park in high traffic areas during lawn service i.e. dog parking lot/Kid-E-Scape. No lawnmower, string trimmer, blower, edger or any other equipment shall be left "running" or "on" at any given time, without being manned by the operator.
21. This contract may be extended for one additional year. The option to renew requires the mutual agreement of both parties. Refusal by either party to exercise this option to extend will cause this contract to expire.
22. The Park Manager is the point of contact and will verify the contract details were completed each week.

Insurance Requirements:

Workers Compensation Insurance: The Consultant shall procure and maintain during the life of this contract Workers' Compensation Insurance, including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

Commercial General Liability Insurance: The Consultant shall procure and maintain during the life of this contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate for Personal Injury, Bodily Injury, and Property Damages. 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; (E) Deletion of all Explosion, Collapse, and Underground (XCU) Exclusions.

Motor Vehicle Liability: The Consultant shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including Michigan No-Fault Coverages, with limits of liability not less than \$1,000,000 per occurrence combined single limit, Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

Owners' and Contractors' Protective Liability: The Consultant shall procure and maintain during the life of this Contract, a separate Owners' and Contractors' Protective Liability Policy with limits of liability not less than \$1,000,000 per occurrence and aggregate for Personal Injury, Bodily Injury, and Property Damages. The Township shall be "Named Insured" on said coverage.

Additional Insured: Commercial General Liability, Motor Vehicle Liability, and Pollution Liability insurance, as described above, shall include an endorsement stating that the following shall be ***Additional Insured:*** the East China Township, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof.

Cancellation Notice: All policies of insurance, as described above, shall include an endorsement reading as follows: "It is understood and agreed that Thirty (30) days, Ten (10) days Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: Park Manager Deanna Slanec at 5111 River Rd., East China, MI 48054.

Proof of Insurance Coverage: Consultant shall provide the Township at the time that the contracts are returned by him/her for execution, a Certificate of Insurance as well as the required endorsements. In lieu of required endorsements, if applicable, a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable.

Expiration: If any of the above coverages expire during the term of this Contract, the Consultant shall deliver renewal certificates and endorsements to the Township at least ten (10) days prior to the expiration date.

Subcontracts: Consultant shall require all subcontractors to name as additional insureds the Township, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof.

Park Service Specifications:

Higher foot traffic is in the Afternoon, morning-mid day mowing is recommended.
East China Park opens at 8:00am. Prefer morning mowing to begin after morning dew evaporated 10am

River Park

- Weekly mowing with clippings to be bagged and removed from all areas
- Serviced Turf height not to exceed 3"
- Weekly string-trimming (including fence lines, curbs)
- String-trimming of fences, trees, etc. will be performed in a manner that matches mowing height of grass, or less at PM discretion.
- All clippings to be blown off walks, roads, tables, playground equipment weekly
- Service any day, Monday-Friday
- Edge once per month beginning in year 2021 (park may be under construction)

Memorial Park

- Weekly mowing with clippings to be bagged and removed from all areas
- Serviced Turf height not to exceed 3"
- Weekly string-trimming (including curbs)
- String-trimming of fences, trees, etc. will be performed in a manner that matches mowing height of grass, or less at PM discretion.
- All clippings to be blown off walks, roads, benches weekly
- Service any day, Monday-Friday (in conjunction with Rivera Park service schedule)

Rivera Park

- Weekly mowing with clippings to be bagged and removed from all areas
- Serviced Turf height not to exceed 3"
- Weekly string-trimming
- String-trimming of fences, trees, etc. will be performed in a manner that matches mowing height of grass, or less at PM discretion.
- All clippings to be blown off walks, roads, tables, benches weekly
- Edge once per month
- Service any day, Monday-Friday (in conjunction with Memorial Park service schedule)

Manor Park

- Weekly mowing of all areas, clippings to be mulched
- Serviced Turf height not to exceed 3"

- Weekly string-trimming
- String-trimming of fences, trees, etc. will be performed in a manner that matches mowing height of grass, or less at PM discretion.
- All clippings to be blown off walks, roads, pavilion, court, tables play equip. weekly
- Edge once per month
- Service any day, Monday-Friday

East China Park

- Coordination with Park Manager weekly is required.
- Must be conscious of wet soil conditions.
- Weekly mowing on Thursday and Friday only.
- Previous mower deck setting was 2 ¾ for most areas. ECPC recognizes that each machine setting varies. Therefore, serviced turf height is to be at and not exceed 3”.
- If tow behind mowers are used on open areas at Park Manager’s discretion the mowing height should not exceed 3 - 4 inches.
- All ditches along M-29 and Recor Road shall be mowed/maintained weekly. (exception is the 2 steep ditches on Recor Road). Leaving a uniformed appearance.
- All ditches along M-29 and Recor Road shall be string trimmed weekly. (i.e. Culverts, ditch ends, sign posts, trees, fence lines, hydrants, etc). Leaving a uniformed appearance.
- 2 steep ditches on Recor Road shall be string trimmed every other week. Leaving a uniformed appearance.
- The two berms (North/South) on the sled hill to be string trimmed every other week in conjunction with sled hill mowing. Leaving a uniform appearance.
- Sledding hill to be mowed every other week. Bidder to provide separate mowing and trimming price if PM requires mowing to be more frequent.
- All areas will need to be trimmed weekly unless they have been deemed every other week in this proposal. String-trimming of fences, trees, etc. will be performed in a manner that matches mowing height of grass, or less at PM discretion. Leaving a uniformed appearance.
- All clippings are required to be blown off roads, parking lots, courts (including corn hole) bike paths, pavilions, all asphalt areas, all concrete areas, play equipment, brick pavers, tables, benches, buildings, parking blocks, etc. Clippings shall not be blown into any mulch areas.
- Once per month edging shall be completed to each pathway to pavilions and pavilion area, each restroom building, dog park concrete area, and any other concrete edge in park. The edging will be included with the mowing, trimming, and blowing in the weekly service price.

-No dumping of grass in park. No dumping of leaves in park.

- String trimming The Kid-E-Scape (large wooden play structure) must be done early 8:30am-9:30am. It is critical to do first thing in the morning or trimming will not get accomplished. This is a high traffic area, string trimming must be completed without the presence of the public.

Soccer Fields / Softball Fields / Baseball Fields - in East China Park

-**Baseball fields**- fields are typically used by school aged teams; typically occupied immediately following the end of the school day. Reservation dates have not been submitted prior to ECPC seeking bids. Please note that these dates are estimated, however they are comparable dates to previous years. Times are close to accurate. Baseball fields to be serviced between 10:00am - 2:30pm, May 1 - July 31. Earlier is recommended. Final game date may be requested of PM once team schedules are received. Following the final game day; lawn service may return to any time. (dates will need to remain flexible as schedules may slightly change) No mowers on any infield, avoid deck discharge toward infields. Infields, dugouts, bleachers to be blown off.

-**Softball fields**- to be serviced between 10:00am - 2:30pm; May 1 - August 7. Earlier is recommended. Final game date is currently August 8. Following the final game day, lawn service may return to any time. Dates will need to remain flexible as schedules could change. No mowers on infields, avoid deck discharge toward infields. Infields, dugouts, bleachers to be blown off.

-**Soccer fields**- These fields are leased to an organization for a 12 week program. 6 weeks in the Spring and 6 weeks in the Fall. Reservation dates have not been submitted prior to ECPC seeking bids. Please note that these dates are estimated, however they are comparable dates to previous years. Times are close to accurate. Soccer fields Must be serviced in Spring between 10:00am - 3:30pm, May 1 - June 19. Fall service between 10:00am-3:30pm, Late August – September. Earlier is recommended. Dates will need to remain flexible as schedules may slightly change.

There will be minor changes in lawncare routine during soccer seasons. Please note during each 6 week program; Approximately 8 large goals, 3 small sets of bleachers and 8 small goals remain on the fields located south of the soccer restroom. The large stand alone soccer field to the east has; 2 Large goals and 2 bleachers that remain in place year round. All large goals shall be string trimmed with each service during both 6 week programs (goals that are only out for 6 weeks). The smaller light weight goals will need to be moved by lawncare workers during lawn service. This allows for the turf below to be mowed; leaving the area with a uniform appearance. String trimming small goals not necessary, as the turf beneath them are maintained with mower. It is not imperative to return the small goals to their original placement.

Final game date may be requested of PM once team schedules are received. Following the final game day, lawn service may return to any time. Opposite of the 12 week program, goals are

removed from the fields, and stored along the tree line. No further maintenance required on stored goals until the next soccer program begins.

- All ball fields must be avoided if grounds are saturated or at risk of rutting.

Dog Park – in East China Park

Coordination with the PM is required for day and time of maintaining areas inside the dog park. Please notify PM via email/text by Tuesday 2pm of the current weeks maintenance “day”. Please offer a minimum of 2 hour notice of estimated “time” via email/text to the PM. It is critical that a schedule is created so it can be posted and the public is made aware of service times. (when to avoid the park)

- ECPC will provide two padlocks to be used while mowing the dog park.
- The North Gate shall be locked prior to mower entering the dog park.
- The East Gate shall be Closed while lawn is being maintained.
- Once service is complete the East Gate shall be locked, and the North Gate shall be unlocked. Pad lock may be fixed to chain fence at the right of the entry gate, and used for next service.
- NO lawnmowers or mowing in the presence of People or Pets in the dog park.

In regards to leaf clean-up; Contractor must use Bagger or Finely Mulch the dog park once leaves start falling. Mulched leaves must not collect on the turf or must be bagged. Leaves collecting on the fence line must be blown off, bagged or mulched.

Spring & Fall Clean-Up for all Parks:

Spring Clean-Up:

- Shall be performed between 4/20/20 – 4/30/20 or when seasonal conditions allow. We do not want rutting or turf damages. PM must be notified of Spring Clean up date and for park entry between these dates.
- Removal of all sticks and leaves from all areas in park, fence lines, playgrounds.
- All debris must be removed from site.
- Leaves may be mulched.

Fall Clean-Up:

- Removal of sticks and leaves from all areas in park.
- Multiple service dates may be required to complete Fall Clean-Up in November.
- All debris must be removed from site.
- Leaves may be mulched. Must be bagged if mulched leaves are collecting on grounds.
- Dog park will require bagging as leaves begin to fall, or special attention must be given to finely mulching leaves.
- All accumulated leaves removed from fence lines

Turf Maintenance Procedure Descriptions

- All areas will need to be trimmed weekly unless they have been deemed every other week in this proposal. String-trimming of fences, trees, etc. will be performed in a manner that matches mowing height of grass, or less at PM discretion.
- Be mindful maintaining the turf around the base of any stationary object/trees to reduce possible damage to the object by trimming equipment.
- Shall maintain a manageable mower speed around the base of any stationary object/trees to reduce the risk of tearing up the turf and damaging object/trees.
- Shall maintain a safe manageable mower speed in high traffic areas (foot traffic or otherwise). Special attention to speed will be at Rivera Park, Memorial Park, Manor Park, River Park, and Belle River Park. East China Park special attention to speed is mandatory with slower speeds mandated near any play equipment and pavilion areas, leeway on speed will be permitted in large field areas/ unoccupied field areas only.
- Sidewalks and other concrete bordering/curbs/tire blocks will be cut by a lawn edger and/or string trimmer.
- Trash, sticks and other lawn debris are to be collected, not mowed over (litter/sticks etc. maintained daily by park staff, however you may come across this on occasion)
- Must practice extra caution when near general public, small children, pets, vehicles, objects, buildings/structures.
- Must disengage blades when any pedestrian/pet/child/or vehicle is nearing. Always being mindful of the surroundings, mower speed and direction of the decks discharge.
- Deck discharge shall always be in the opposite direction of any pedestrians, children, pets, vehicles, damageable objects or structures.
- In the event of any inner park areas being non-maintainable with a lawn mower (due to ground saturation). The outer edges of the "wet land" (where standing water meets maintained turf) shall be maintained with a string trimmer when the height of grass/weeds reaches no more than 5" above the water line, to show a maintained appearance.
- In the event of any M-29/Recor mowed ditch areas being non-maintainable with lawn mower due to ditch holding water. The previously mowed areas shall be string trimmed to the height of no more than 3". Where the standing water meets the maintained turf, the areas bordering the standing water shall be string trimmed when the grass height reaches no more than 5" above the water line.
- Where any previous "wet lands" have dried and mowing is able to resume, any and all "clumps" of wet collected grass must be removed.

East China Park

Cost Per Weekly Service _____

Cost for Spring Clean-Up _____

Cost for Fall Clean-Up _____

Cost Per Extra Sled Hill Mow _____

Bidder's Name _____

Bidder's Address _____

Bidder's City, State, Zip _____

Bidder's Telephone # _____

Bidder's Signature _____