

Peninsula Township  
Requests for Proposal  
For Municipal Sites  
For  
Lawn Care and Snow Plowing,

Peninsula Township is soliciting sealed bids to award a service contract for the lawn care and snow plowing of specified municipal sites. By responding to this invitation, the bidder agrees to perform in accordance with the terms and conditions set forth herein.

Issue Date: August ??, 2016

Bid Deadline: **September ?? at 4:00 PM Local Time**

**Peninsula Township – Clerks Office**

**13235 Center Road**

**Traverse City, MI 49686**

Project Coordinator: **David Weatherholt, Township Treasurer**

**231-223-4484**

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### SCOPE OF WORK

Peninsula Township proposes to contract work at municipal buildings and parks at multiple sites throughout the Township. All labor, materials (except as noted), equipment, etc. necessary to perform the specified maintenance will be provided by the successful bidder. This maintenance will include, but is not limited to; snow plowing, trash pick-up, mowing, pruning, weeding, mulching, and application of fertilizers, herbicides, fungicides and pesticides, as needed. All supplies for the work will be provided by the contractor unless specified herein.

### LEGAL NOTICE

#### Peninsula Township Advertisement for Bids

Peninsula Township is accepting sealed bids to establish a service contract for lawn care and snow plowing of specified municipal sites. Specification requirements are listed within this document.

Bids/proposals will be received by the Peninsula Township Clerk at the Township Hall located at the following address.

Peninsula Township Hall  
13235 Center Road  
Traverse City, MI 49686

Bid/Proposals Deliveries: ***Bidder shall bear full responsibility for ensuring that the bid proposal is delivered to the specified location by due date and time.*** Late bids will be rejected.

The Township reserves the right to reject any and all bids. No officer or employee of Peninsula Township shall have a financial interest, direct or indirect, in any contract with relation to this work.

## **GENERAL CONDITIONS OF BIDDING AND TERMS OF CONTRACT**

- A. **BIDS** – All bids must be clearly marked on the blank pricing forms as provided on pages 21-24 furnished within this packet by Peninsula Township. A minimum of one original and two (2) copies of the executed bid form shall be submitted in a sealed envelope. Copies are to be marked as such.
- B. **AUTHORIZED SIGNATURES** – The bid must be executed personally by the vendor or duly authorized partner of the partnership or duly authorized officer of the corporation.
- C. **LATE BIDS** – Bids must be in the Township Clerk’s Office before or at the specified time and date bids are due.
- D. **WITHDRAWAL OF BIDS PRIOR TO BID OPENING** – A bid may be withdrawn before the opening date by submitting a written request to the Clerk.
- E. **WITHDRAWAL OF BIDS AFTER BID OPENING** – Bidder agrees that offer may not be withdrawn or cancelled by the vendor for a period of ninety (90) days following the date and time designated for the receipt of bids unless otherwise stated in the bid and/or specifications.
- F. **BID AMOUNTS** – Bids should reflect costs associated with the complete scope of services. Additionally, the bidder should indicate the costs to perform each segment of work including the oversight and management of the services. Any ambiguity in the bid as a result of omission, error, unintelligible or illegible wording shall be construed in the favor of the Township. Bids cannot be altered or amended after submission deadline.
- G. **EXCEPTIONS AND/OR SUBSTITUTIONS** – If a portion or portions of this bid is to be subcontracted out to facilitate completion of some or all of the work, Peninsula Township must be notified via correspondence in writing. Peninsula Township retains the right of approval / denial of any subcontractor.
- H. **TAX EXEMPT STATUS** – The Township is exempt from federal excise tax and state sales tax. Unless the bid form or specifications specifically indicate otherwise, the price bid must be net exclusive of above-mentioned taxes and will be so construed. Therefore, the bid price shall not include taxes.
- I. **BID AWARD** – Award of contract shall be made to the bidder who provides goods or services at the best value for the municipality. The Township reserves the right to be the sole judge as to whether items bid will serve the purpose intended. The Township reserves the right to accept or reject in part or in whole any bid submitted, and to waive any technicalities or informalities for the best interest of the Township. The Township reserves the right to award based upon individual line items, sections or total bid.
- J. **SILENCE OF SPECIFICATIONS FOR COMPLETE UNITS** – All materials, equipment and/or parts that are necessary to perform routine work to render the service(s) complete are to be included in the bid price. Items necessary to complete tasks that are not in the standard scope of work must be approved by the Township Board and/or Park Commission. Vendor is required to furnish evidence of invoices for services and/or materials required for completion of tasks with no mark-up for actual material cost.

- K. ADDENDA – Any interpretations, corrections or changes to the specifications and plans will be made by addenda no later than five business days prior to the bid’s opening. Addenda will be posted on the Township web site and forwarded to all known interested parties. Vendors shall acknowledge receipt of all addenda with submission of bid. Once bids are opened, if additional information is required, then all bidders shall be asked to submit a revised final bid within two business days of notification by the Township.
- L. GENERAL BID BOND/SURETY REQUIREMENTS (IF REQUESTED) – Failure to furnish bid bond/surety, if requested, will result in bid being declared non-responsive. Non-responsive bids will not be considered for award.
- M. GENERAL INSURANCE REQUIREMENTS –Affidavit of Insurance is required in these specifications. Those who submit bids without said affidavit will result in bid being declared non-responsive.
- N. RESPONSIBLE STANDING OF BIDDER – To be considered for award, bidder must at least: have the ability to obtain adequate financial resources without limitation; be able to comply with required or proposed delivery/completion schedule; have a satisfactory record of performance; have a satisfactory record of integrity and ethics; be otherwise qualified and eligible to receive award. In order to determine financial standing of bidder, Peninsula Township may request recent financial statements or a statement of net worth.
- O. CONTRACT AGREEMENT – Once a contract is awarded, the unit prices for each year offered by the successful bidder shall remain firm for the term of the contract. Contract shall commence on October 1, 2016 and continue for two (2) years, with the option to extend the contract for a third and/or fourth year. Bidders must submit a minimum of pricing for years one (1) and two (2), and may submit pricing for up to two (2) additional years (year three (3) and year four (4)) on the provided pricing sheets. The initial two (2) year contract will be from October 1, 2016 until September 30, 2018.

## WORK SPECIFICATIONS

1. **Hours:** Most of the locations are in constant use by the Township. Contractor will schedule work to cause the least amount of conflict with Township residents and uses of public grounds.
2. **Disposal of Organic Debris:**
  - a) By prior arrangement, Township and Park compostable material may be delivered to Peninsula Township Compactor Station located on Devils Dive Road – Site 11. There is no cost for disposal of Township and Park material.
  - b) By prior arrangement, Township and Park large organic debris may be delivered to a pre-approved site, near to Old Mission, as designated by the Peninsula Township. There is no cost for disposal of Township and Park large organic material.
3. **Mowing, Fertilization and Weed Control:** All designated lawns will be mowed and maintained on an as-needed basis to retain the best conditions for all subject areas. All turf areas should be cleaned up before and after mowing by removing all trash, branches etc. Any litter and or debris shredded during the mowing operation will be removed that day. Any clippings blown into stone or mulch areas, paved surfaces, curbs, roadways, during the mowing operation will be removed the same day. Phragmites control: Vegetation maintenance of Phragmites should not be included in this proposal.
4. **Trimming:** Trim all lawn vegetation adjacent to or around structures, plant material, light poles, signs, fences, throughout paved areas, including, but not limited to sidewalks, parking lots, pavers, and other obstacles, is to be done during each mowing. Caution should be used while trimming around buildings, trees, wood posts, etc. Contractor will be responsible to repair/replace any damaged buildings, trees, posts, etc. done by trimming.
5. **Work Schedule and Invoicing:** The Contractor will coordinate with the Township to set up the original work schedule and will advise the Township of any variations to the schedule thereafter. Contractor must submit numbered invoices on a monthly basis specifying property location, date of service, itemized dollar amount of each service provided by location and total dollar amount of invoice.

## SERVICES REQUIRED BY SITE

This section only refers to the services needed by site location in general terms and should not be interpreted as specifications. Contractor needs to be completely familiar with grass areas, landscape beds, plant material, and any other things that may affect how the requested services are bid at each site.

Each bidder shall be responsible for visiting the sites of the proposed work to fully acquaint themselves with the existing conditions so that they may fully understand any difficulties and restrictions attending the execution of the work under the proposed contract. To schedule an appointment to inspect the sites, prospective bidders may contact David Weatherholt, Township Treasurer, prior to the bid end date at 231-223-4484.

Sites are described and illustrated within the following pages.

### PLEASE NOTE:

Winter is defined as: November 15 to April 15  
Spring is defined as April 15 to Memorial Day  
Summer is defined as Memorial Day to Sept 15  
Fall is defined as September 15 to November 15



## TASK LIST

- 1) Mowing and trimming is required around the parking lot as needed. Trash within the mowed/trimmed areas adjacent to the parking lot should be picked up and removed prior to mowing.
- 2) Mowing is required on portions of the trails two to three times (as needed to keep trails clear for park users) during spring/summer to 4 foot width. Trails through forested areas do not need mowing/trimming.
- 3) Snowplowing of the parking area is necessary for this park; snow can be stored on the east end of the parking lot by removing the ropes and pushing the snow off the parking lot. Plowing is required after every three inches of snow accumulation.

## Site #2: Archie Park



### TASK LIST

- 1) Mowing and trimming of the lawn area and trimming of areas adjacent to the parking lot and trimming along and at the bottom of the stairs to the lake (across M-37) is required as needed. Trash within the park boundary should be picked up and removed prior to mowing.
- 2) Cleanup of leaves and debris is required in the spring/fall and as needed for tree debris.
- 3) Snowplowing is required for this site to keep an area open for vehicle turnaround and space for parking a few vehicles. Plowing is required after every three inches of snow accumulation.

## Site #3: Bowers Harbor Park



### TASK LIST

- 1) Lawn areas on site require mowing. This includes three irrigated soccer fields and two irrigated baseball fields. All grass should be maintained at a 3 inch height. Trash within the park boundary should be picked up and removed prior to mowing. Facilities such as basketball and tennis courts must be kept clear of debris.
- 2) Cleanup of leaves and debris is required in the spring/fall and as needed for tree debris.
- 3) Snow plowing of the parking area (in yellow on the map) is required at this site. Snowplowing must not damage existing turf. Plowing is required after every three inches of snow accumulation.
- 4) The 0.7 mile asphalt walking trail must be snow blown to allow fairly consistent accessibility during winter months.



### **TASK LIST**

- 1) Mowing and trimming of grass and shrubs is required within the chain link fence area and for the parking areas surrounding the building on an as-needed basis.
- 2) Snowplowing required for this site includes clearing the drive between the building and the split rail fence, so that a vehicle may park and drive through to exit. Snow should also be removed to allow access to the warehouse entrance on the west side of the building. Plowing is required after every three inches of snow accumulation.

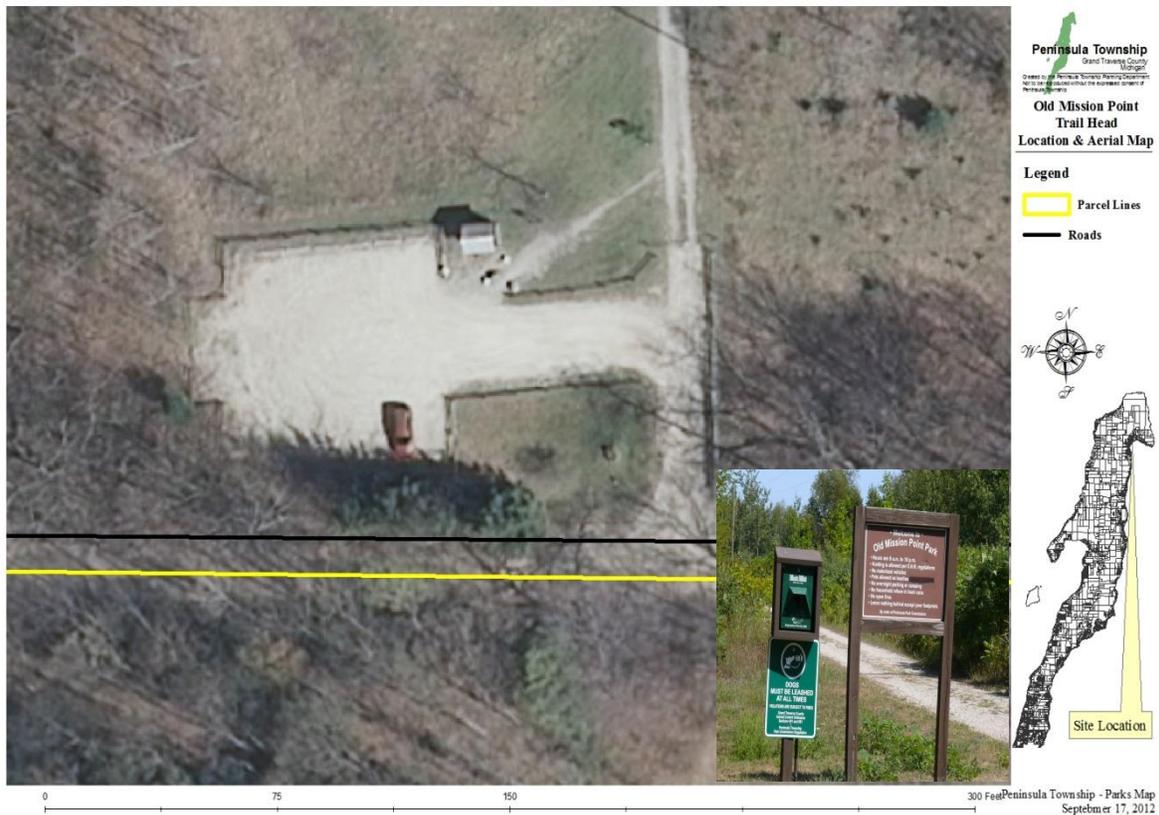
## Site #5: Haserot Beach Park



### TASK LIST

- 1) Mowing and trimming is required for the grass play/picnic areas, adjacent to the parking areas on the beach side of the road, and in the overflow parking area on the north side of the road on an as-needed basis. Trash within the park boundary should be picked up and removed prior to mowing. Basketball court must be kept clear of debris.
- 2) Removal of leaves and downed branches from site is required as needed.
- 3) No snowplowing is required for this site.

## Site #6: Mission Point Park - Ridgewood Trail Head



### TASK LIST

- 1) Mowing and trimming is required on site adjacent to the parking lot and around the toilet, trail map and entry to the trails area as needed. Mowing of the trail to the first bench should be included in this regular mowing. Trash within the parking lots and mowed area should be picked up and removed prior to mowing.
- 2) Trails require mowing two to three times per year to 8 foot width as needed. Mowing and trimming around benches along trail is required.
- 3) Snow plowing is required at this site. Snowplowing must not damage the split rail fence. Snow can be stored at the northwest corner of the parking lot by removing the corner fencepost and rails and pushing the snow off the parking lot. Plowing is required after every three inches of snow accumulation.

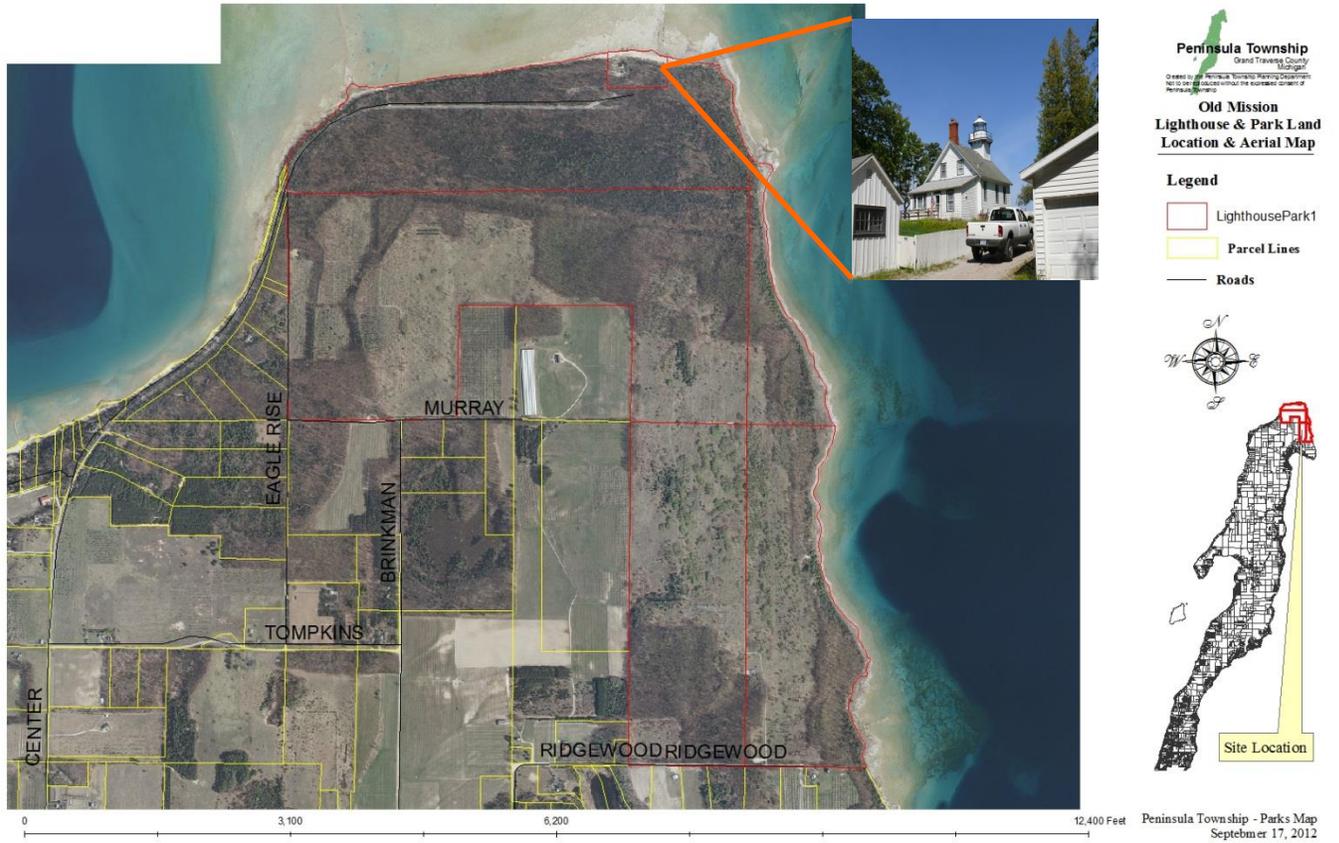
## Site #7: Mission Point Park - Murray Rd. Trail Head



### TASK LIST

- 1) Mowing and trimming is required on site adjacent to the parking lot and around the trail map and entry to the trails area. Trash within the parking lots and mowed area should be picked up and removed prior to mowing.
- 2) Trails require mowing to 8 foot width two to three times per year, as needed. An approximately 1000ft length of trail in the SW quadrant of this area of the Mission Point Park has narrow access for mowing/trimming.
- 3) Snow plowing is required at this site for the parking/driving loop. Plowing is required after every three inches of snow accumulation.

Site #8: Mission Point Lighthouse

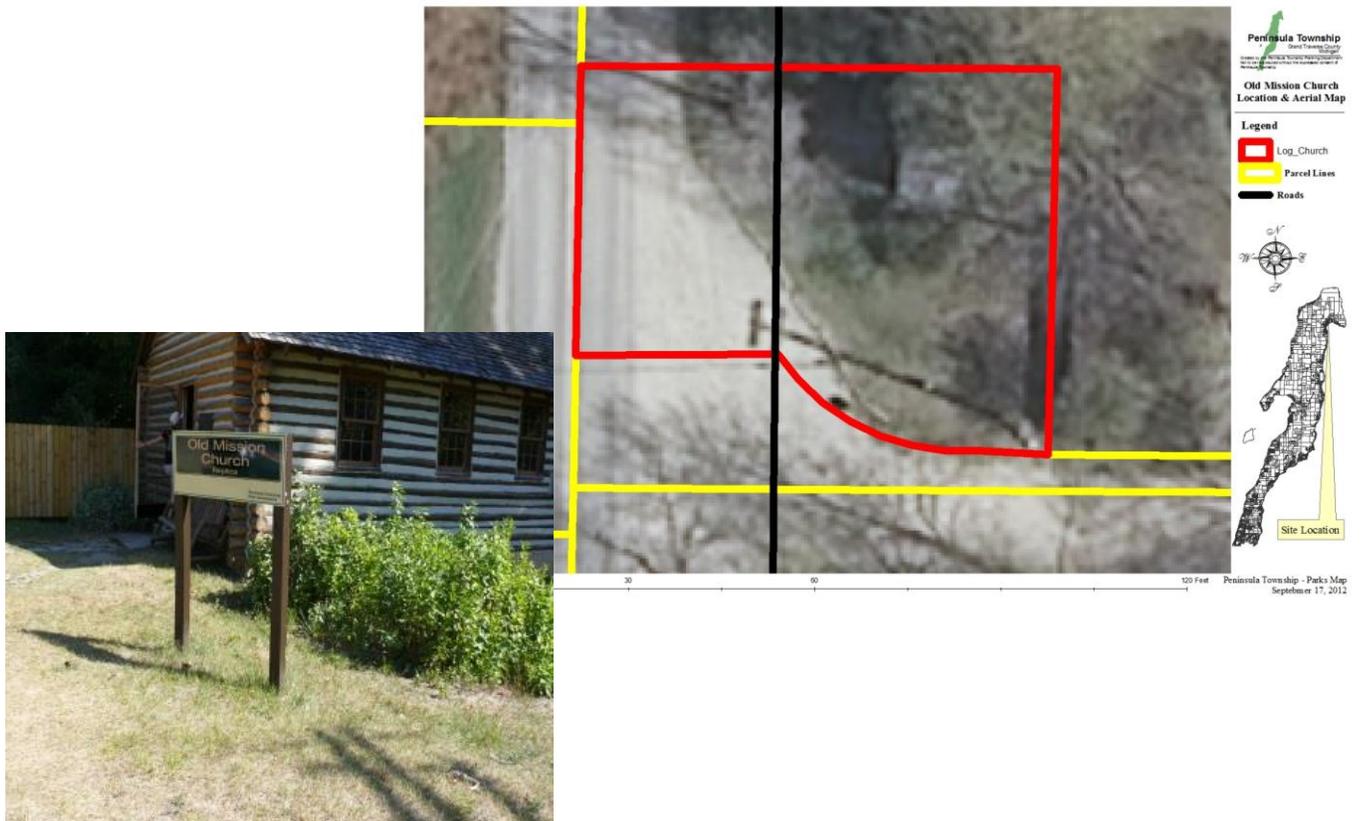


Map of required **PATH** snow clearing. This is in addition to road and parking lot plowing.

## **TASK LIST**

- 1) Mowing and trimming is required within the grass island of M-37 at the end of the road as well as the areas around the parking lot and the areas along the main trail to the lake. Mowing is also required within the lighthouse fence. All grass should be maintained at a 3 inch height. Mulch areas surrounding the parking lot and paved path should be maintained. Trash within the parking lots and mowed area should be picked up and removed prior to mowing.
- 2) Parking lots and paved trails to the lake need to be periodically cleared of debris. After weather events and wind, branches will need to be removed.
- 3) Plowing is required for the access lanes, existing paved parking lots and the entire rear gravel parking area of the lighthouse. The path must be kept clear of snow (see map) from the main paved parking lot to the gate at the lakeside main lighthouse entrance facing North, including a path connecting the main parking lot and the parking lot in the rear of the lighthouse (reaching to the 45<sup>th</sup> Parallel sign). Plowing must not damage any existing infrastructure. Plowing and clearing is required after every three inches of snow accumulation.

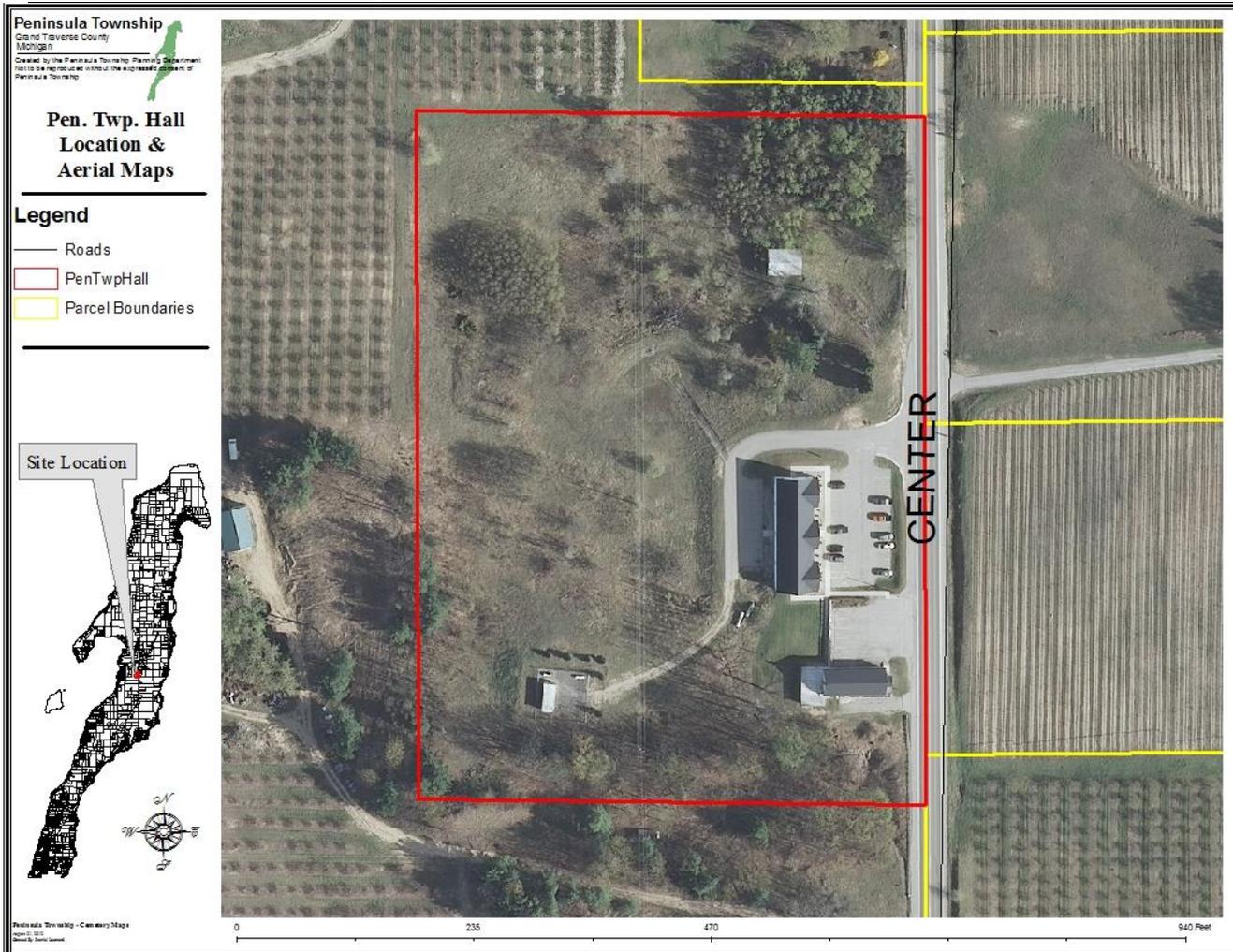
## Site #9: Old Mission Church



### TASK LIST

- 1) This site requires mowing and trimming as needed.
- 2) Cleanup of leaves and debris is required in the spring/fall and as needed for tree debris.
- 3) No snow removal is required at this site.

## Site #10: Peninsula Township Offices and Hall



### TASK LIST

- 1) Mowing of the Township Hall property shall be done in all areas around both buildings and parking lots. Leaves and debris shall be picked up and the area kept clean at all times.
- 2) Snow plowing is necessary since this has a large use by the public. The snow is typically pushed outside the limits of the parking area so as to not to damage the existing turf. Snowplowing is required after **two inches** of accumulation. Snow plowing is required to take place prior to the opening of the office for working hours. This site will require additional plowing if a storm brings in additional snow during a work day to keep it safe for the residents and employees that require access. Salting and snow removal on all sidewalks and stairs is also included in this requirement. All sidewalks will be salted. Both the front and rear of Drop Box will be kept open during winter season. Sweeping the parking lot in the spring of each year is required to remove winter sand.

## Site #11: Peninsula Township Compactor Station



### TASK LIST

- 1) This site requires mowing and trimming as needed.
- 2) Cleanup of leaves and debris is required in the spring/fall and as needed for tree debris.
- 3) Snow removal is required throughout the drivable areas of this site after every **two inches** of snow accumulation.

**Vendor Questionnaire**

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone/Cell: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Firm Established: \_\_\_\_\_

Have you ever failed to complete any work awarded to you? \_\_\_\_\_ If so, please explain

\_\_\_\_\_

How many years has your company been providing lawn care, snowplowing and general maintenance services? \_\_\_\_\_

\_\_\_\_\_

Please provide information relative to the qualifications, experience and financial capability of your company to carry out the terms of this contract.

Qualifications: \_\_\_\_\_

\_\_\_\_\_

Experience: \_\_\_\_\_

\_\_\_\_\_

Financial Capability:

\_\_\_\_\_

Identify those in your firm who would be responsible, including on-site supervision for this project including their credentials:

\_\_\_\_\_

Please provide a list of any/all subcontractors who may be utilized by your company for this project:

\_\_\_\_\_

Can you meet the Township's Insurance requirements as described?

YES \_\_\_\_\_ NO \_\_\_\_\_

**REFERENCES**

**List at least two (2) companies or governmental agencies (preferably a municipality) where the same or similar products and/or services as contained in this specification package were recently provided.**

---

**COMPANY NAME**

---

Contact Person

Title

---

Address

PO Box

Township

---

State

Zip

e-mail

---

Phone Number

Fax Number

---

**COMPANY NAME**

---

Contact Person

Title

---

Address

PO Box

Township

---

State

Zip

e-mail

---

Phone Number

Fax Number

---

**COMPANY NAME**

---

Contact Person

Title

---

Address

PO Box

Township

---

State

Zip

e-mail

---

Phone Number

Fax Number

**SIGNATURE PAGE**

PRICES: Prices quoted shall remain firm for 90 days or bid award whichever comes first, except the successful bidder(s), whose prices shall remain firm for the entire contract period. The contract shall commence on date of award.

**SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE:**

\_\_\_\_\_  
**NOTE:** The undersigned has checked the bid figures carefully and understands that he/she shall be responsible for any error or omission in this bid offer and is in receipt of all addenda as issued.

TAX ID: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE NUMBER: (\_\_\_\_\_) \_\_\_\_\_ FAX NUMBER: (\_\_\_\_\_) \_\_\_\_\_

E-MAIL: \_\_\_\_\_

REPRESENTATIVE NAME: \_\_\_\_\_  
(Print)

PAYMENT TERMS: \_\_\_\_\_ WARRANTY: \_\_\_\_\_

**EXCEPTIONS:** Any exceptions, substitutions, deviations, etc. from Township specifications and this proposal must be stated below. The reason(s) for the exception, substitution, and/or deviation are an integral part of this bid offer.

\_\_\_\_\_  
\_\_\_\_\_

Please check, if this is an all or none award – “One Lot Pricing” not to be broken up by item.

**ACKNOWLEDGEMENT:**

I, \_\_\_\_\_, certify that I have read the **INSTRUCTION TO BIDDERS** and that the bid proposal documents contained herein were obtained directly from the Township Clerk’s Department or the Peninsula Township website, [www.peninsulatownship.com](http://www.peninsulatownship.com), and is an official copy of the Authorized Version.

**SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE:**

\_\_\_\_\_  
Note: Peninsula Township, at their discretion, may require the bidder(s) to supply a Financial Report from an impartial Financial Credit Reporting Service before award of contract.

Peninsula Township  
Request for Proposals

**October 1, 2016 – September 30, 2017**

<b>Site</b>	<b>Location</b>	<b>Mowing &amp; Lawn Care</b>	<b>Spring Clean-Up</b>	<b>Fall Clean Up</b>	<b>Snow Plowing</b>	<b>Total</b>
1	Pelizzari Natural Area					
2	Archie Park					
3	Bowers Harbor Park					
4	Big Jon Building					
5	Haserot Beach Park				n/a	
6	Mission Pt - Ridgewood Trail Head					
7	Mission Pt - Murray Rd. Trail Head					
8	Old Mission Lighthouse					
9	Old Mission Church				n/a	
10	Peninsula Twp Hall					
11	Peninsula Twp Compactor					
<b>Total</b>						

Additional Notes:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

Peninsula Township  
Request for Proposals

**October 1, 2017 – September 30, 2018**

<b>Site</b>	<b>Location</b>	<b>Mowing &amp; Lawn Care</b>	<b>Spring Clean-Up</b>	<b>Fall Clean Up</b>	<b>Snow Plowing</b>	<b>Total</b>
1	Pelizzari Natural Area					
2	Archie Park					
3	Bowers Harbor Park					
4	Big Jon Building					
5	Haserot Beach Park				n/a	
6	Mission Pt - Ridgewood Trail Head					
7	Mission Pt - Murray Rd. Trail Head					
8	Old Mission Lighthouse					
9	Old Mission Church				n/a	
10	Peninsula Twp Hall					
11	Peninsula Twp Compactor					
<b>Total</b>						

Additional Notes:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

Peninsula Township  
Request for Proposals

**October 1, 2018 – September 30, 2019**

<b>Site</b>	<b>Location</b>	<b>Mowing &amp; Lawn Care</b>	<b>Spring Clean-Up</b>	<b>Fall Clean Up</b>	<b>Snow Plowing</b>	<b>Total</b>
1	Pelizzari Natural Area					
2	Archie Park					
3	Bowers Harbor Park					
4	Big Jon Building					
5	Haserot Beach Park				n/a	
6	Mission Pt - Ridgewood Trail Head					
7	Mission Pt - Murray Rd. Trail Head					
8	Old Mission Lighthouse					
9	Old Mission Church				n/a	
10	Peninsula Twp Hall					
11	Peninsula Twp Compactor					
<b>Total</b>						

Additional Notes:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

Peninsula Township  
Request for Proposals

**October 1, 2019 – September 30, 2020**

<b>Site</b>	<b>Location</b>	<b>Mowing &amp; Lawn Care</b>	<b>Spring Clean- Up</b>	<b>Fall Clean Up</b>	<b>Snow Plowing</b>	<b>Total</b>
1	Pelizzari Natural Area					
2	Archie Park					
3	Bowers Harbor Park					
4	Big Jon Building					
5	Haserot Beach Park				n/a	
6	Mission Pt - Ridgewood Trail Head					
7	Mission Pt - Murray Rd. Trail Head					
8	Old Mission Lighthouse					
9	Old Mission Church				n/a	
10	Peninsula Twp Hall					
11	Peninsula Twp Compactor					
<b>Total</b>						

Additional Notes:

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Authorized Signature

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Date