

Village of Fowlerville
213 South Grand Avenue
Fowlerville, MI 48836

**Greenwood Cemetery Lawn Mowing and Fall Maintenance
Bid Specifications**

President
Carol Hill

Council Trustees
B. Jerry Bell
Ken Bielous
Kathryn Heath
Theresa Mailloux
Scott Schultheis

Village Clerk/Manager
Kathryn Arledge

Bids must be submitted on or before **Friday, May 11, 2018 at 11:00 a.m.**
in a sealed envelope marked,

“Greenwood Cemetery Lawn Mowing and Maintenance”

Village of Fowlerville
213 South Grand Avenue
Fowlerville, MI 48836
517-223-3771

NOTICE IS HEREBY GIVEN that sealed bids will be received in the office of the Village Clerk/Manager, 213 South Grand Avenue, Fowlerville, MI 48836 on or before **Friday, May 11, 2018, at 11:00 a.m.** for the following:

Greenwood Cemetery Lawn Mowing & Maintenance

Proposals must be submitted on forms furnished by the Village Clerk/Manager, in a sealed envelope marked "Greenwood Cemetery Lawn Mowing." Bid specifications and bid forms are available at the Village of Fowlerville Offices or at www.fowlerville.org.

The Village of Fowlerville reserves the right to reject any or all bids, accept any bid and to waive any informalities or technicalities when deemed to be in the best interest of the Village.

Kathryn M. Arledge, CMMC
Village Clerk/Manager

Published: Fowlerville News & Views

AFFIDAVIT REQUESTED

Village of Fowlerville
213 South Grand Avenue
Fowlerville, MI 48836

General Conditions
Greenwood Cemetery Lawn Mowing & Fall Maintenance
Bid Specifications

The purpose of the attached specifications is to procure a Contractor to provide lawn mowing and fall maintenance at Greenwood Cemetery as specified below.

Contractor shall provide:

Certificate of Insurance naming the Village of Fowlerville as Additional Insured

All labor, equipment, materials and fuel to perform lawn mowing and fall maintenance services on approximately 30 acres of Greenwood Cemetery located at 4350 Cemetery Road, Fowlerville, MI 48836 in accordance with the following specifications.

Contractor shall perform the following **lawn mowing services**:

1. All 30 acres of lawn located within the cemetery fences and outside the fences along Grand River Avenue and Cemetery Road shall be mowed every seven (7) to fourteen (14) days to maintain a height of no more than three (3) inches. Greenwood Cemetery is comprised of open fields and occupied cemetery consisting of headstones, monuments and walkways.
2. Cemetery shall be trimmed every other week; trimming work includes weed whipping and edging for all buildings, headstones, flower urns, roadways, pathways, structures, and fences. Grass clippings shall be removed at the time of mowing/trimming work; including the removal of grass clippings from headstones and pathways. Grass clippings may not be blown into the roadway (Cemetery Road/Grand River Avenue).
3. Mowing and trimming shall be performed two (2) days before Memorial Day, Veterans Day, Fourth of July, and Labor Day weekends.
4. The Village of Fowlerville reserves the right to determine if and when lawn mowing and trimming is necessary for any given week.

Contractor shall perform the following **fall maintenance services**:

1. Leaves shall be collected from the cemetery grounds and piled along roadways at Greenwood Cemetery, so they can be easily removed by a leaf vacuum. The Village of Fowlerville will remove the leaves from the roadways.
2. Leaves shall be piled along roadways on at least two separate occasions or until clean-up is complete, as to maintain a manageable number of leaves on the ground at any one time. Any remaining leaves from the Fall that were unable to be collected due to inclement weather shall be removed from the cemetery grounds by the Contractor.
3. At least a two (2) working days notice shall be given to the Village of Fowlerville before scheduling the fall maintenance work.
4. Tree limbs on the cemetery grounds shall be piled along the roadside separately from the leaf piles.

Bid Proposal

“Greenwood Cemetery Lawn Mowing and Fall Maintenance”

The Village of Fowlerville is accepting Bids for a three (3) year contract (2018, 2019 and 2020) to provide lawn mowing and fall maintenance services at Greenwood Cemetery located at 4350 Cemetery Road in Fowlerville, Michigan as specified in the “Greenwood Cemetery Lawn Mowing and Fall Maintenance” Bid Specifications dated May 2018.

The Village of Fowlerville reserves the right to reject any or all bids, accept any bid and to waive any informalities or technicalities when deemed to be in the best interest of the Village of Fowlerville.

2018 Pricing

Lawn Mowing	Price per mow:\$
Trimming	Price per trim: \$
Total price per week	\$
Fall Clean-up	\$

2019 Pricing

Lawn Mowing	Price per mow:\$
Trimming	Price per trim: \$
Total price per week	\$
Fall Clean-up	\$

2020 Pricing

Lawn Mowing	Price per mow:\$
Trimming	Price per trim: \$
Total price per week	\$
Fall Clean-up	\$

The Bidder agrees and certifies that the above Unit Price bid and qualifications shall be the basis for determination of award of the Contract and agrees to adhere to the Unit Price for the three (3) year term of the Contract. Contract may be extended past three (3) years if both the Contractor and the Village of Fowlerville agree to the terms.

Name of Company: _____

Address: _____

Name of Representative (print): _____

Signature of Representative _____

Date: _____

Telephone: _____

Village of Fowlerville
213 South Grand Avenue
Fowlerville, MI 48836

The president thereupon declared this bid approved and accepted by the Village Council of the Village of Fowlerville this _____ day of _____, 2018.

X

Carol Hill
Village President

I hereby certify that the foregoing constitutes a true and complete copy of the approved and accepted bid by the Village Council of the Village of Fowlerville, County of Livingston, Michigan at a regular meeting held on _____.

X

Kathryn M. Ariedge
Village Clerk/Manager

Village of Fowlerville
213 South Grand Avenue
Fowlerville, MI 48836

Bid Proposal
REFERENCES

Please include the name and contact information for at least 3 references from customers with similar contracts as the Village of Fowlerville's Greenwood Cemetery Contract.

1. Name of Customer: _____

Contact Information: _____

Type of Work Performed: _____

2. Name of Customer: _____

Contact Information: _____

Type of Work Performed: _____

3. Name of Customer: _____

Contact Information: _____

Type of Work Performed: _____

CONTRACTOR INSURANCE REQUIREMENTS

The contractor, or any of their subcontractors, shall not commence work under this contract until they have obtained the insurance required under this paragraph, and shall keep such insurance in force during the entire life of this contract. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan and acceptable to Village of Fowlerville. The requirements below should not be interpreted to limit the liability of the Contractor. All deductibles and SIR's are the responsibility of the Contractor.

The Contractor shall procure and maintain the following insurance coverage:

1. **Worker's Compensation Insurance** including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
2. **Commercial General Liability Insurance** on an "Occurrence Basis" with limits of liability not less than \$300,000 per occurrence and aggregate. 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, if not already included.
3. **Automobile Liability** including Michigan No-Fault Coverages, with limits of liability not less than \$300,000 per occurrence, combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
4. **Additional Insured:** Commercial General Liability and Motor Vehicle Liability, as described above, shall include an endorsement stating the following shall be ***Additional Insureds***: The Village of Fowlerville, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed by naming the Village of Fowlerville as additional insured, coverage afforded is considered to be primary and any other insurance the Village of Fowlerville may have in effect shall be considered secondary and/or excess.
5. **Cancellation Notice:** All policies, as described above, shall include an endorsement stating that is it understood and agreed Thirty (30) days, Ten (10) days for non-payment of premium, Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: (Kathryn Arledge, Village of Fowlerville, 213 South Grand Avenue, Fowlerville, MI 48836).
6. **Proof of Insurance Coverage:** The Contractor shall provide (Village of Fowlerville), 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. Copies or certified copies of all policies mentioned above shall be furnished, if so requested.