

Village of Fowlerville

213 South Grand Avenue

Fowlerville, MI 48836

517-223-3771

Ordinance Violation Compliance for Lawn Mowing, Snow and Ice Removal

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,

**“Ordinance Violation Compliance for
Lawn Mowing,
Snow and Ice Removal”**

Village of Fowlerville

213 South Grand Avenue

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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:

Ordinance Violation Compliance for Lawn Mowing, Snow and Ice Removal

Proposals must be submitted on forms furnished by the Village Clerk/Manager, in a sealed envelope marked "Ordinance Violation Compliance for Lawn Mowing, Snow and Ice Removal." 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
Ordinance Violation Compliance for Lawn Mowing, Snow and Ice Removal
Bid Specifications

The Village of Fowlerville Ordinance Violation Compliance Office receives and responds to complaints regarding long grasses or weeds exceeding 6" in height and snow and ice on sidewalks. The Village desires a contractor to supply mowing services and/or snow and ice removal services for properties which fail to be mowed or cleared of snow and ice, resulting in an Ordinance Violation.

The Village of Fowlerville is seeking a single contractor for Ordinance Violation Compliance lawn mowing, snow and ice removal services and hereby requests a written proposal for contractors to perform nuisance lawn mowing, snow and ice removal services at residential and commercial properties, requests will be on a per-site authorization basis from the Ordinance Violation Officer.

Contractor shall provide:

Certificate of Insurance (requirements attached)

All labor, equipment, materials and fuel to perform Lawn Mowing and Snow/Ice Removal services. Requests will be on a per site authorization from the Ordinance Officer, in accordance with the following specifications.

Description of work to be performed

The work includes mowing of all established grass and weeds (excluding shrubs, trees and heavily wooded areas) at properties requested by the Ordinance Violation Officer. Snow/Ice removal services from sidewalks at properties requested by the Ordinance Violation Officer. Each property will be identified by address with any special circumstances noted.

Job Expectations:

- The contractor will be expected to complete all jobs within 2 days of notification.
- The contractor must be able to receive requests via-cellular phone.
- The contractor must invoice the Village for services within 5 days.
- The contractor must supply a date-stamped before and after pictures attached to the corresponding invoice as verification of abatement.
- The contractor's invoices will give a detailed description of the location/address, dates and time work was performed rounded to the quarter hour.
- The Village of Fowlerville will provide bulk sidewalk salt for application by the contractor for the purpose of ice removal.

Requirements – the contractor must:

- Be prepared to complete a large number of mowing and/or snow and ice removal services in a timely manner on a per-call basis.
- Be able to supply date-stamped before and after pictures as verification of abatement.
- Be able to handle some jobs consisting of extremely long grass/weeds or large amounts of snow and ice, including application of bulk sidewalk salt provided by the Village of Fowlerville.

- Identify possible hazards including garbage, debris and miscellaneous items that may be present in the grass/weeds and snow/ice.
- Remove all trash and debris in the mowing area.
- Clear sidewalks alley-ways or adjacent public right of ways of clippings following mowing.
- Grass clippings are not to be blown into roads/streets.

Contract Termination:

The Village of Fowlerville may, by written notice, and at any time, terminate the agreement if, in the judgment of the Village, the contractor has failed to comply with the terms of the agreement. In the event of such termination, the contractor shall be entitled to work performed through the date the notice is delivered to Contractor. No sums shall be owed to the contractor for work performed after such notice is delivered.

Bid Proposal

“Ordinance Violation Compliance for Lawn Mowing, Snow and Ice Removal”

The Village of Fowlerville is accepting Bids for a three (3) year contract (2018, 2019 and 2020) to provide lawn mowing, snow and ice removal as specified in the “Ordinance Violation Compliance for Lawn Mowing, Snow and Ice removal” Bid Specifications dated May 11, 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: \$
Snow and Ice Removal	\$

2019 Pricing

Lawn Mowing	Price per mow:\$
Trimming	Price per trim: \$
Snow and Ice Removal	\$

2020 Pricing

Lawn Mowing	Price per mow:\$
Trimming	Price per trim: \$
Snow and Ice Removal	\$

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. The 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. Arledge
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 three (3) references from customers with similar contracts.

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.