



# **CITY OF CENTER LINE**

**2018 - 2020**

## **LANDSCAPE SERVICES**

**(BLIGHT GRASS, WEED CUTTING, PUBLIC RIGHTS OF WAY, MUNICIPAL PROPERTIES, GARDEN MAINTENANCE, VACANT PROPERTIES, & EASEMENTS)**

## **BID INSTRUCTIONS**

## **BID SPECIFICATIONS**

## **PROPOSAL**

**RETURN THIS ENTIRE DOCUMENT WITH YOUR BID**

## INDEX

- I. INSTRUCTIONS FOR BIDDERS
- II. INSURANCE
- III. CONFORMANCE WITH SPECIFICATIONS
- 1.0 DESCRIPTION OF WORK
- 2.0 GUARANTEE
- 3.0 EXAMINATION OF SITES
- 4.0 CLEANING
- 5.0 LANDSCAPE BEDS & GARDENS
  - 5.1 Fertilizing
  - 5.2 Weed Control
  - 5.3 Cultivating
  - 5.4 Mulching
  - 5.5 Repairs
- 6.0 LAWNS
  - 6.1 Fertilizing
  - 6.2 Mowing and Trimming
  - 6.3 Weed Control
  - 6.4 Repairs
- 7.0 SHADE TREES-FLOWERING TREES-SHRUBS-EVERGREENS
  - 7.1 Pruning
  - 7.2 Cultivating
  - 7.3 Spraying
  - 7.4 Fertilizing
  - 7.5 Mulching
- 8.0 FERTILIZING
  - 8.1 Notification
  - 8.2 Ground Cover Areas
- 9.0 BLIGHT GRASS AND WEED CUTTING
  - 9.1 Inspection and Documentation
  - 9.2 Cleaning
  - 9.3 Grass and Weed Cutting
- 10.0 MISCELLANEOUS
  - 10.1 City Plantings
  - 10.2 Materials
  - 10.3 Monthly Reports
  - 10.4 Inspection
  - 10.5 Workmanship
  - 10.6 Sub-Contractors
  - 10.7 Supervisor
  - 10.8 Dress Code
  - 10.9 Deviations
- 11.0 PAYMENTS
  - 11.1 Monthly Billings
  - 11.2 Seasonal Billing
  - 11.3. Sub-Contractors

## I. INSTRUCTIONS FOR BIDDERS

- A. Each Bidder shall be responsible for visiting the sites of the proposed work to fully acquaint themselves with existing conditions so that they may fully understand any difficulties performing the work under the proposed contract. Bidder shall thoroughly examine this bid document. The failure or omission of any bidder to receive and examine any form, instrument, addendum, or other document or to visit the site and acquaint themselves with conditions there existing shall in no way relieve any bidder from any obligation with respect to their bid or to the contract. The submission of a bid shall be taken as prima facie evidence of compliance with this section. For location information, contact the City Manager's Office at (586) 757-6800.
- B. The bidder is required to itemize each phase of the work for each group individually, and arrive at a total by adding the subtotals. The City of Center Line reserves the right to award each item separately, or any combination of items, whichever is deemed to be in the best interest of the City.
- C. Bids shall include all labor, equipment, and materials to perform the work as per landscape maintenance specifications.
- D. In submitting the bid, it is understood that the City of Center Line reserves the right to reject any or all bids, or parts thereof, and to award the contract as may best benefit the interest of the City.
- E. **STATE CERTIFICATION NUMBER** must be indicated in the bid proposal to apply herbicides and pesticides.
- F. Bids will be accepted until **9:00 o'clock a.m.**, Local Time, on **Thursday, March 29, 2018**.

Address bids to:      City Manager  
                                 City of Center Line  
                                 7070 E. Ten Mile Road  
                                 Center Line, MI 48015

Bid envelopes are to be marked: "**LANDSCAPE SERVICES BID ENCLOSED**". Only signed bids in strict conformance with the specifications will be considered.

## II. INSURANCE

- A. The successful bidder shall hold the City of Center Line, its Officers, Agents and Employees, harmless from liability of any nature or kind in the performance of this contract.
- B. The successful bidder shall comply with the requirements of the Michigan Worker's Compensation Law, and shall maintain such insurance as will protect the bidder from claims under said law and from any other claims for personal injury, including death, which may arise from operations under this contract, whether such operations be by the bidder or by any sub-contractor of the bidder, or anyone directly or indirectly employed by the bidder or sub-contractor of the bidder, and will give proof of their bond and contract.
- C. The bidder shall carry and maintain a general liability insurance policy in an amount of not less than \$500,000 per claim, and \$1,000,000 per occurrence for personal injury or death,

and not less than \$250,000 per occurrence for property damage. If bidder is contracted, they shall name the City of Center Line as an additional insured under such policy. Such coverage must be placed with a reputable insurance carrier licensed to do business in Michigan, and shall provide the City the declaration sheet of such policy.

### III. CONFORMANCE WITH SPECIFICATIONS

Bids not in strict conformance with all aspects of the specifications at the time the bid is submitted, opened and read aloud, **may be disqualified, at the discretion of the City of Center Line.**

#### CITY OF CENTER LINE LANDSCAPE SERVICES SPECIFICATIONS

##### 1.0 DESCRIPTION OF WORK

The work contemplated by these specifications consists of furnishing all labor, material and equipment to perform all work required for landscape maintenance of municipal landscape beds, lawns, gardens, trees, shrubs, and all other botanical growth, blight grass and weeds, unless specifically deleted, at various sites or locations of the City of Center Line from **April 10th to November 1st**, inclusive.

##### 2.0 GUARANTEE

The Landscape Services Contractor shall repair or replace all defects to plant material and turf arising from poor workmanship, improper use of materials, or through improper care of any plant or plantings growing within the areas covered in this contract. The total cost of replacements, labor, material, etc., to be the expense of the contractor including any loss resulting from disease or insects where the prudent and timely use of insecticides or fungicides would have avoided such loss.

##### 3.0 EXAMINATION OF SITES

The bidder shall meet with the City of Center Line representative responsible for the area bid so that they may examine thoroughly and familiarize themselves with the specifications. The failure of any bidder to meet with representatives or to receive or examine any form, drawing or to visit each location and acquaint themselves with existing conditions shall in no way relieve the bidder from obligation with respect to their proposal or to the contract.

##### 4.0 CLEANING

During the course of the landscape maintenance operation, the contractor will keep the premises as clean as possible, removing and disposing of all debris which accumulates on lawn areas, bed areas, sidewalks, and fence lines such as paper, leaves, twigs, containers, cigarette butts, etc. The contractor is to perform spring and fall clean-up.

## **5.0 LANDSCAPE BEDS AND GARDENS**

### 5.1 Fertilizing

Contractor shall fertilize the landscape beds and gardens with appropriate applications of organic fertilizers for shrubbery, flowers, and other plants.

If fertilization work is sub-contracted, the City must be advised of the name, address and telephone number of the sub-contractor. It is required by law that the City be notified **prior** to the application of fertilizer to any areas of the City. It is the responsibility of the Contractor to advise the City 48 hours prior to fertilization work being performed.

### 5.2 Weed Control

Landscape Beds and Gardens infected with weeds, such as buckhorn, dandelion, etc., shall be removed and/or treated with nationally advertised brands of organic weed control products.

### 5.3 Cultivating

All ground areas surrounding plants, which are not covered by plant growth, shall be cultivated as often as necessary to a minimum depth of 2 inches, and a maximum of 4 inches, at least once a month to keep the ground loose and free of weeds at all times. Methods of cultivation shall not change the soil elevation but should leave the soil on a uniform grade. Neatness is essential. Wherever turf is adjacent to landscape beds or gardens, the turf edges shall be neatly trimmed to a depth of not more than 1-1/2 inches.

### 5.4 Mulching

The contractor shall mulch all landscape beds and gardens, with wood chip mulch 2-6 inches in depth depending on variety of plant material.

### 5.5 Repairs

Contractor shall repair or replace all defects or damage to any landscape beds or gardens which is caused by the Contractor's or approved sub-contractor's action, omission, neglect, poor workmanship, improper use of materials, or improper care.

## **6.0 LAWNS**

### 6.1 Fertilizing

Contractor shall fertilize the lawns with a 24-6-6 slow release organic fertilizer during the period April 15th - May 1st, and June 1st - June 15th, and fertilize with 7-22-15 organic fertilizer between October 1st - October 15th.

If fertilization work is sub-contracted, the City must be advised of the name, address and telephone number of the sub-contractor. It is required by law that the City be notified **prior** to the application of fertilizer to any areas of the City. It is the responsibility of the Contractor to advise the City 48 hours prior to fertilization work being performed.

## 6.2 Mowing and Trimming

Lawns should be mowed on the same day of the week through October - as required thereafter.

If the frequency of cutting shall be extended for any reason whatsoever, thereby causing any excessive amounts of clippings on the lawn, these clippings shall be removed by the contractor. A minimum height of not less than 1-1/2 inches, and a maximum height not to exceed 3 inches shall be maintained.

Trimmed edges of lawns around the plant materials, buildings, poles, and along the fences which are adjacent to or running through lawn areas shall be kept cut to the same height as open lawn areas. Where lawns are adjacent to sidewalks, curbs, etc., the areas shall be neatly edged to a depth of not more than 1-1/2 inches as often as necessary to maintain a neat appearance.

Any vegetation growing in the joints of the sidewalks, curbs, in driveways, or plant bedding areas, shall be **removed** by scuffing or spraying.

## 6.3 Weed Control

Lawns infected with broad leaf weeds, such as buckhorn, dandelion, etc., shall be treated as required using nationally advertised brands of organic materials, pre-emergent crab grass application prior to May 15<sup>th</sup>, on the indicated lawns.

## 6.4 Repairs

Although not a part of this contract, contractor shall furnish estimate, and make recommendations.

## **7.0 SHADE TREES - FLOWERING TREES - SHRUBS - EVERGREENS**

### 7.1 Pruning

All plant material shall be pruned and trimmed as required, except for trees 20 feet or higher.

### 7.2 Cultivating

All ground areas surrounding plants, which are not covered by plant growth, shall be cultivated as often as necessary to a minimum depth of 2 inches, and a maximum depth of 4 inches, at least once a month to keep the ground loose and free of weeds at all times. Methods of cultivation shall not change the soil elevation but should leave the soil on a uniform grade. Neatness is essential. Wherever turf is adjacent to planted trees, the turf edges shall be neatly trimmed to a depth of not more than 1-1/2 inches.

### 7.3 Spraying

The contractor shall make any application necessary for the control of insects or disease throughout the growing season, as often as required, and furnish at least one dormant application and two foliage applications, including all trees regardless of height. All treatments must be of an organic, environmentally friendly chemical.

#### 7.4 Fertilizing

The contractor shall fertilize all plant materials in May with a 6-10-4 slow release fertilizer, except trees 20 feet or higher.

#### 7.5 Mulching

The contractor shall mulch any plant materials necessary, except trees 20 feet or higher with wood chip mulch 2-3 inches in depth depending on variety of plant material.

### **8.0 FERTILIZING**

#### 8.1 Notification

Prior to fertilizing lawn areas, spraying of lawns for weed control, and/or spraying of trees, shrubs and evergreens, the contractor shall notify the D.P.W. Superintendent or his representative 48 hours prior to fertilization work being performed.

If fertilization work is sub-contracted, the City must be advised of the name, address and telephone number of the sub-contract. It is required by law that the City be notified *prior* to the application of fertilizer to any areas of the City. It is the responsibility of the Contractor to advise the City 48 hours prior to fertilization work being performed.

#### 8.2 Ground Cover Areas

The contractor shall fertilize the ground cover areas as covered under Shade Trees, Flowering Trees, Shrubs, and Evergreens.

### **9.0 BLIGHT GRASS AND WEED CUTTING**

#### 9.1 Inspection and Documentation

Center Line blight inspectors identify yards in need of blight cutting. City hall staff will then email the contractor a list of residences reported in need of blight cutting. The contractor must respond to the yard within four business days of notification.

As it is possible that the grass and weeds may have been cut subsequent to the blight officer's inspection, the contractor shall inspect the back and front yards to determine if the grass and weeds are in excess of six inches. If the grass and weeds is not in excess of six inches, then no action shall be taken other than to photograph a measuring device placed in the front yard clearly demonstrating that the grass or weeds are not in excess of six inches.

If grass or weeds are found to be in excess of six inches, then the contractor shall first take two photographs. The first shall be a photograph of a measuring device placed in the front yard clearly demonstrating that the grass or weeds are in excess of six inches. The second shall be a photograph of a measuring device placed in the back or side yard clearly demonstrating that the grass or weeds are in excess of six inches.

After the grass or weed cutting, photographs shall be taken of a measuring device the same locations photographed prior to the cutting documenting the grass or and weeds have been cut and are no longer in excess of six inches.

All photographs shall be taken in a digital format and shall identify the property address of the yards being photographed and which yard the photograph is of. The photo shall be of adequate resolution and quality to clearly display all information depicted.

## 9.2 Cleaning

During the course of the grass and weed cutting operation, the contractor will keep the yards as clean as possible. The contractor is not expected to remove accumulated debris from the yards other than small items that could be hit by the lawn mower and spread throughout the yard.

## 9.3 Grass and Weed Cutting

If found in excess of six inches, the contractor shall cut weeds and grass to a height not to exceed two and one-half inches (2 ½"). All grass and weeds in the yard shall be cut, including the front, back, side yards, the area between the sidewalk and the street, and any areas behind or next to garages or other structures if applicable. Grass and Weeds arising through cracks in adjacent sidewalks, walks, and driveway shall also be cut.

The contractor shall catch or remove grass and weeds that have been cut so as to not leave cut grass and weeds behind. Simply cutting the grass and weeds without a bagging device or otherwise removing the cut grass and weeds from the yard after cutting is not permitted. Cut grass and weeds shall also not be left on sidewalks, driveways, walkways, or streets.

# **10.0 MISCELLANEOUS**

## 10.1 City Plantings

Any plantings of flowers, shrubs, etc., done by the City of Center Line or their representatives on behalf of the City of Center Line in any area, whether or not a part of this landscape services bid, are to be considered by the contractor when performing the work outlined in this bid. Should any area planted by the city or the City's representative be damaged or destroyed by the contractor under any circumstances or for any reason, the area will be restored to its former condition at the sole expense of the contractor.

## 10.2 Materials

The contractor shall furnish all maintenance materials necessary to provide a high standard of maintenance. Fertilizers shall meet with the specifications outlined. Insecticides, fungicides, weed killing chemicals, etc., shall be nationally advertised brands as used throughout the profession.

The contractor shall furnish all maintenance materials necessary to provide a high standard of maintenance. Fertilizers shall meet with the specifications outlined. Insecticides, fungicides, weed killing chemicals, etc., shall be nationally advertised brands as used throughout the profession.



### 10.3 Monthly Reports

The contractor shall furnish a written monthly report as to scope of work performed.

### 10.4 Inspection

The contractor shall, upon completion of the work at each job location or site, leave the premises in a condition acceptable to the City of Center Line.

All work outlined in these specifications will be subject to periodic inspections by a representative of the City of Center Line. The contractor's presence may be requested during these inspections at any or all of the locations.

### 10.5 Workmanship

All work shall be performed in accordance with the best modern practice and workmanship of highest quality. Failure to conform to standards specified by the City shall be considered a breach of contract.

### 10.6 Sub-Contractors

The contractor shall not be permitted to assign or transfer this contract to another party, company, partnership, or corporation or sublet any part of the work embraced by it without specific consent and approval in writing from the City of Center Line.

### 10.7 Supervisor

The contractor shall designate a supervisor who shall be available at all times via a cell phone to accommodate the City. The supervisor shall have the power to initiate immediate action to resolve disputes and/or complaints. In addition, they must have the ability to contact crews on site immediately through cell phone, radio, or other similar devices.

### 10.8 Dress Code

The contractor's employees shall maintain a neat and clean appearance at all times. Employees must and shall wear safety shoes, safety glasses, long pants and shirt at all times. Shirts or jackets cannot have any writing or slogan other than the company name.

### 10.9 Deviations

Any deviations from these specifications that are found necessary or desirable, shall be first approved by the City Manager or the D.P.W. Superintendent.

## **11.0. PAYMENTS**

### **11.1 Monthly Billings**

The contractor shall submit their bid on a seasonal basis with the understanding that payment will be made in seven equal monthly payments. It is also agreed that monthly invoices, which must include monthly reports of all work performed during that month, shall also be submitted.

### **11.2 Seasonal Billing**

Should the contractor so desire, upon agreement by the City of Center Line, one (1) invoice for the entire contract season may be submitted at the end of the season in lieu of monthly invoices. This option in no way relieves the contractor for the obligation of submitting written monthly reports as indicated in Section 10.3 of these specifications.

### **11.3 Sub-Contractors**

Payment to sub-contractors is the sole responsibility of the contractor and is to be included as part of the total contract price.

**PROPOSAL FOR  
LANDSCAPE MAINTENANCE SERVICES**

**April 2018 – March 2020**

All areas listed below are to be considered in this bid opportunity. Blight grass and weed cuttings should consider a minimum total of inspections and cuts of 120 (2017).

- |   |                   |          |
|---|-------------------|----------|
| 1. Lawrence Blvd.   | 12,103 sq. yards* | \$ _____ |
| 2. Warren Blvd.   | 18,442 sq. yards* | \$ _____ |
| 3. Library Building Grounds   | 2,463 sq. yards*  | \$ _____ |
| 4. Municipal Complex Grounds  | 5,302 sq. yards*  | \$ _____ |
| <i>*approximate square yards</i>  |                   |          |
| 5. 11 Mile Service Drive – Specifically,  |                   |          |
| (a) Easement/ROW north of I-696, between I-696 east to rail spur;   |                   |          |
| (b) Easement/ROW on the south service drive of I-696, east of Binson’s Medical Supplies property line and west of Discount Tire property line;    |                   |          |
| (c) Easement/ROW on the south service drive of I-696, from Van Dyke Ave. to Evelyn St.;   |                   |          |
| (d) Easement/ROW on the south service drive of I-696, from Arsenal to Lorraine.   |                   | \$ _____ |
| 6. Lorraine Ave.; specifically, easement/ROW on west side of Lorraine from service drive of I-696 south to McKinley St. (both sides of sidewalk). |                   | \$ _____ |
| 7. Easement/ROW from Sterling St. south to Superior St.   |                   | \$ _____ |
| 8. Public alley, between Wiegand St. and Weingartz St., (204 ft. east of Lawrence Ave.)   |                   | \$ _____ |
| 9. Landscape Beds and Gardens (city-wide)   |                   | \$ _____ |

- 10. Inspect and document one family or duplex (2018-2019) \$ \_\_\_\_\_  
 (blight cutting not required) \* *Based upon 40 annual inspections*
- 11. Inspect, document, and cut one single family or duplex \$ \_\_\_\_\_  
 (2018-2019) \* *Based upon 120 annual inspections and blight cuts*
- 12. Inspect and document one family or duplex (2018-2019) \$ \_\_\_\_\_  
 (blight cutting not required) \* *Based upon 40 annual inspections*
- 13. Inspect, document, and cut one single family or duplex \$ \_\_\_\_\_  
 (2018-2019) \* *Based upon 120 annual inspections and blight cuts*
- 14. City Owned Vacant Residential Properties \**Currently four* \$ \_\_\_\_\_  
 7289 Stephens; 7521 Wood; 8024 Helen; 7553 Henry
- Total Bid Price:** \$ \_\_\_\_\_

**NOTE:** Please specify price per application of fertilizer/weed control spray \$ \_\_\_\_\_

The City of Center Line reserves the right to accept or reject any or all bids, and award any parts of bids, as deemed to be in the best interest of the City.

**BIDDER'S CERTIFICATION**

It is hereby affirmed that the above bids have been made in accordance with the terms and conditions set forth herein and that the bidder will accept any awards made to him as a result of this quotation. It is agreed that this bid may not be withdrawn for thirty days from opening thereof.

_____ <b>State Certification Number</b>	_____ <b>Expiration Date</b>
_____ Bidder Representative (Please Print)	_____ Company Name (Please Print)
_____ Title	_____ Company Address
_____ Area Code/Telephone Number	_____ City/State/Zip
_____ Date Bid Submitted	_____ Signature of Representative