

## 2018-2019 LAWN MAINTANCE BID PACKET

### INSTRUCTIONS TO BIDDERS

- A. Bids to be submitted on forms provided by Monday April 9<sup>th</sup>, 2018 by 4:00pm
- B. The bidder shall provide liability insurance in the amount of \$1,000,000 per each occurrence and Liberty Township as an added insurer to policy.
- C. The Township may request evidence of ability to perform work being bid.
- D. Each bidder shall be held to have examined the sites of the proposed work and adjacent areas to arrive at a clear understanding of the condition under which the work is to be done. No allowance or extra consideration shall be allowed by reason of error, negligence, oversight or carelessness by the contractor.

### SPECIFICATIONS

Property to be maintained as follows:

- ◆ Township Office
  - ◆ Fire Station E Liberty Road
  - ◆ N. Crispell Lake Public Access
  - ◆ Cemeteries: Sutfin (Patch Rd. South of Sutfin), Sandford (Thorne Rd.), Laurel Hill (S. Jackson Rd.), E. Liberty 1 & 2 (Jefferson)
  - New Fire Station on Lindsey Road
1. The contractor shall furnish all of the tools and equipment necessary to perform the services to be rendered.
  2. A spring removal of brush leaves and lawn debris shall be completed no later than March 31<sup>st</sup> of the next calendar year, which is within the contract period. Methods of disposal are raking, powered vacuum, bagged removal, or mulching. The result must be eye appealing.
  3. Grasses and other ground cover are to be kept from exceeding four inches (4) in height and the exception of the Township Hall, which is to be less than three inches (3) in height.
  4. Use of self-propelled mowers to cut closer than twelve (12) inches in distance from any monument, markers, corner stones, fences, or any other cemetery fixtures while mowing or trimming is prohibited. **(The contractor shall be held financially responsible for any damages caused to any of the above due to carelessness and/or negligence by the contractor or any of said contractor's employees.)**
  5. Mowing and line trim around markers, bases, ect, shall be completed on all contracted grounds within 2 days immediately preceding the holidays of Mother's Day, Memorial Day, Fourth of July, and Labor Day.
  6. Trim shrubs as necessary.
  7. Debris and litter at the Crispell Lake access easement are to be removed from the premises by the contractor.

8. Remove all summer flowers after October 1<sup>st</sup>, but before October 15<sup>th</sup>.  
Remove all winter flowers after April 1<sup>st</sup>, but before April 15<sup>th</sup>.
9. The contractor shall be responsible for all payroll and withholding taxes.  
The contractor shall also provide insurance required by the State of Michigan, which includes worker's compensation.

### **AWARD**

The Township Board will be advised of the bids received.

The Township reserves the right to accept or reject any bid(s) or part thereof, to waive defects or irregularities and to accept the bid it deems is in the best interest of the Township. The Township is not required to accept the lowest bid.

The successful bidder will be required to sign a contract on forms provided by the Township with ten (10) days of notification of the bid award.

### **PAYMENT SCHEDULE**

The amount of the contract will be divided into six (6) equal payments. The first of five (5) monthly payments will be made no later than June 1<sup>st</sup>. The sixth (6) and final payment will be withheld until the spring cleanup is completed. If the cleanup is not completed by April 1<sup>st</sup>, 2019, the final payment will be forfeited.

**BID SHEET**

**SUTFIN CEMETERY (Patch Rd)** \_\_\_\_\_

**SANFORD CEMETERY** \_\_\_\_\_

**LAUREL HILL CEMETERY (With Addition)** \_\_\_\_\_

**EAST LIBERTY #1(Jefferson Rd)** \_\_\_\_\_

**EAST LIBERTY#2** \_\_\_\_\_

**TOWNSHIP HALL** \_\_\_\_\_

**FIRE STATION E LIBERTY ROAD** \_\_\_\_\_

**CRISPELL LAKE ACCESS (Goldsmith Dr.)** \_\_\_\_\_

**NEW FIRE STATION LINDSEY ROAD** \_\_\_\_\_

**TOTAL** \_\_\_\_\_

**NAME:** \_\_\_\_\_

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

**PHONE:** \_\_\_\_\_