

**REQUEST FOR PROPOSAL FOR
LAWN MAINTENANCE AT THE
ZEELAND CLEAN WATER PLANT,
STREET MAINTENANCE FACILITY AND
THE DOWNTOWN MAINTENANCE CONTRACT**

This contract will take effect on April 1, 2021 and will close on March 31, 2022.

This request for proposal will be considered one (1) complete contract. Quotes will need to be submitted for all three (3) areas in order for one to be a qualified bidder.

Contract information is included on the following pages.

Proposals are due on February 17, 2021 at 11:00 AM. At that time bids will be opened and read aloud.

For information, contact:

Scott Nienhuis at: snienhuis@ci.zeeland.mi.us

616-836-5087

While telephone calls may be made for information, all questions must also be put into writing and must either sent by e-mail or must be mailed or delivered to the City Clerk's Office at 21 S. Elm Street, Zeeland, Michigan.

Responses to questions will be confirmed in writing, and may, but shall not be required to, be sent to all prospective bidders to whom bid packages were provided.

**REQUEST FOR PROPOSAL
FOR LAWN MAINTENANCE AT THE
ZEELAND CLEAN WATER PLANT,
STREET MAINTENANCE FACILITY AND
FOR DOWNTOWN MAINTENANCE
CITY OF ZEELAND, MICHIGAN**

Please quote on the lawn care maintenance at the Zeeland Clean Water Plant and Street Maintenance Facility and for downtown maintenance per the guidelines listed in these bid specifications.

BID GUIDELINES

One SIGNED copy of the bid proposal must be submitted by Wednesday, February 17, 2021 at 11:00 AM to:

CITY CLERK'S OFFICE
ZEELAND CITY HALL
21 SOUTH
ELMSTREET
ZEELAND, MI 49464

Proposals will be publicly opened and read aloud on Wednesday, February 17, 2021 at 11:00 AM.

Submission of Proposals

All proposals must be made on the form which is furnished with the bid documents. The form must be fully completed and executed when submitted. Erasures or changes in the Proposal must be initiated by the Bidder.

The Proposal shall be submitted in the sealed envelope provided for that purpose with the Bid Documents. The Bidder shall write one's name in the space provided in the front of the envelope. If forwarded by mail, the sealed envelope containing the Proposal must be enclosed in another envelope and must be sent to the address indicated in the Proposal. Do not submit the sealed envelope without a valid Proposal enclosed.

Any Proposal submitted after the time and date specified shall not be considered and shall be returned to the Bidder unopened.

Bid Prices

The bid prices shall cover the costs of any nature, incident to and growing out of the work. In explanation but not limited thereof, the prices stated by the Bidder shall include the cost of everything necessary for the performances and completion of this Contract in the manner and time prescribed, including but not limited to: the furnishing of all material, tools, equipment, transportation, labor and supervision; all costs on account of loss by damage or destruction of the work; unforeseen difficulties encountered for settlement of damages; for replacement of defective work and materials; and for all else necessary, therefore, and incidental thereto.

Acceptance of Proposals

The City of Zeeland may waive any informalities or minor defects or reject any and all Proposals. Any Proposal may be withdrawn prior to the above-scheduled time for opening or authorized postponement thereof. No Bidder may withdraw a Proposal within 30 calendar days after the actual date of the opening thereof. Should there be reasons why the contract cannot be awarded within the specified period, the time may be extended by mutual agreement between the City of Zeeland and the Bidder. Acceptance of a Proposal may be for Site A, Site B or Site C individually, or for two or more sites.

General Conditions

No employee(s) shall at any time be considered an agent or employee of the City. The Proposer(s) shall comply with all federal, state and local laws and regulations governing the furnishing and use of all safeguards, safety devices and protective equipment and must take any other needed actions as necessary to protect the life and health of employees on the job, the safety of the public and property during the performance of the contract.

The Proposer(s) shall submit with their proposal a signed copy of the Equal Employment Opportunity statement.

The City or Proposer shall have the right to terminate the contract immediately if the Proposer(s) fails to comply with all applicable federal, state or local regulations or for non-performance which may endanger the public health, safety or welfare.

The Proposer shall submit proof of insurance for all motor vehicles which it will utilize, Proof of Worker's Compensation insurance and public liability insurance. Liability insurance shall be carried in the amount of not less than two million (\$2,000,000) dollars naming the City of Zeeland as an Additional Insured.

The Proposer shall be approved for mowing in the MDOT right-of-way and must submit proof with the bid document.

Payment Plan

The Bidder will invoice the City of Zeeland monthly with an itemized list for its work at Site A, Site B and Site C.

Description (Lawn Maintenance for Clean Water Plant & Street Maintenance Facility)

Site A: This area includes all of the lawn within the fenced area at the Clean Water Plant.

Site B: This area is the lawn East of the fenced in area, bordered on the North by the Zeeland Cemetery, on the East by the treed area, on the South by M-21, and on the West by the fenced area of the Clean Water Plant. Also included is the area on the South side of the fenced area of the Clean Water Plant.

Site C: This site is the Street Maintenance Facility located at 600 East Roosevelt.

Fertilizers for Lawns, Trees and Shrubs

Site A and B will require four applications of fertilizer as detailed per contract documents and two applications of weed control. Site C will require two applications of fertilizer per mowing season.

Moles and Turf Diseases

If moles or turf diseases exist, the Contractor shall notify City maintenance staff in writing within three days.

Lawn and Tree/Shrubs Maintenance

Shredded mulch will not be needed at Site A and B. Site C will require mulching of beds and trees/shrubs.

All bark must be dark chocolate, High quality, with no large chunks or additives.

Fertilizing of existing shrubs/trees will not be used for Site A and B throughout this contract. Site C will require an application of fertilizer for trees and shrubs.

Site A

- Weekly mowing during a 26-week season from April 15 or sooner if needed through November 1st.
 - Except in the rain or frost
 - Sidewalks and curbs need to be edged once a month
 - Sidewalks and parking lot blown/cleared of grass after mowing
 - Trim around buildings and structures as needed
 - One application of weed spray at the beginning of the season.
 - Two (2) applications of Round-Up in all sidewalk cracks, along buildings and around fence.

Site B

- Weekly mowing from April 15 or sooner if needed through June 30th
- Bi-weekly mowing from July 1st to November 1st
 - Except in the rain or frost
 - Bushes and trees must be pruned once in the mowing season
 - Trim around buildings and structures as needed
 - One application of weed spray at the beginning of the season

Site C

- Weekly mowing during a 26-week season from April 15 or sooner if needed through November 1st
 - Except in rain or frost
 - Sidewalks need to be edged once a month
 - Sidewalks and parking lot blown/cleared of grass after mowing
 - Trim around buildings and structures as needed
 - Five applications of Round-Up where needed including mulch beds
 - One (1) application of weed spray at the beginning of the season
 - Application of mulch around trees and shrubs
 - Two additional applications of high-Nitrogen slow release Phosphorous free fertilizer 26- 0-3. One in early July and one in August. 4 applications total with crab grass preventer in the spring as the starter.

Description of the Downtown Maintenance Work

The downtown area includes Main Avenue from State Street to Centennial Street, Heritage Square and the Splash Pad and the new Elm Street Park. The North and South parking lots include the entire parking lot areas behind Main Avenue buildings and the City Hall employee parking lot on Main Street. This also includes the area on the east side of Tripelroot (146 East Main). Care must be given to maintain the entire parking lots, including extreme edges and gutters. This contract will also cover the City Hall landscaping, Howard Miller Library and Community Center landscaping.

NOTE: Lawn maintenance & weeding within the Splash Pad Park fence should not be performed Splash Pad season hours: Memorial Day- Labor Day 9 AM- 9 PM. All effort should be made to schedule maintenance outside of park hours.

Employee Parking Lot Maintenance

- One shredded bark application – Dark Brown
- Round-Up seven (7) times per year if needed

Fertilizers for Lawns, Trees and Shrubs

Phosphate fertilizer will not be used throughout this contract. For all products contained in the specifications, equivalent products that meet or exceed the specifications may be offered and quoted by the Contractor. The decision as to whether to accept Contractor's specified and proposed alternate products, and/or whether such recommended substitution meets or exceeds the specifications, shall be at the sole discretion of the City.

Application One (After soil temperatures have reached 50 degrees F and before 56 degrees F, late April or early May).

Apply a fertilizer blend with pre-emergent crabgrass control. The fertilizer blend shall contain at least 18% Nitrogen and 5% K20 of which 30% or greater of the Nitrogen is slow or stabilized release. This product shall be applied at 0.7 pound of Nitrogen per thousand square feet and provide enough pre- emergence for season long control.

Note: Contractor will be responsible at no additional cost to City for post-emergent treatment of crabgrass if break-through occurs via breakdown of product or via misapplication. Therefore it is in Contractor's best interest to do all that can be done to prevent crabgrass; or include a treatment of Drive in your Application One bid. A treatment of Drive is recommended at either the first or after the fifth tiller stage at manufacturers recommended rate and with recommended additives.

Application Two (Six weeks after application one, mid-June)

Apply a fertilizer blend with preventative grub control. The fertilizer blend shall contain 25% Nitrogen and 10% K₂O of which 50% or greater of the Nitrogen is slow or stabilized release. This product shall be applied at 1 pound of Nitrogen per thousand square feet and provide enough grub preventative for season long control. (Recommend a 0.2% Merit or a 1.33% Mach 2). Price includes a post-emergent spot treatment of a three-way herbicide for broadleaf weeds.

Note: Contractor will be responsible at no additional cost to City for treatment of grubs if break-through occurs via break down of product or via misapplication. (Recommend Dylox (Trademark) 6.2G).

Application Three (Six weeks after application two, early-August)

Apply a fertilizer blend containing 32% Nitrogen, 10% K₂O, and 2% Iron of which 65% or greater of the Nitrogen is slow or stabilized release and the iron is derived from something other than iron sulfate.

Apply at a rate of 1.0 pound of Nitrogen per thousand square feet.

Application Four (Six weeks after application three, mid-September)

Apply a fertilizer blend containing 32% Nitrogen, 10% K₂O, and 2% Iron of which 65% or greater of the Nitrogen is slow or stabilized release and the iron is derived from something other than iron sulfate.

Apply at a rate of 1.0 pound of Nitrogen per thousand square feet. Price includes a blanket application of a broadleaf weed control that contains at least: 50% 2, 4-D, 7% Fluroxypyr, and 3% Dicamba. Low odor formulations shall be used if available.

Application Five (Six weeks after application four, early-November)

Apply a fertilizer blend containing at least 15% Nitrogen and 30% K₂O at a rate of 0.6 pound of Nitrogen per thousand square feet.

Moles and Turf Diseases

If moles and turf diseases exist Contractor shall notify City maintenance staff in writing within three days.

Fertilizing for Existing Shrubs/Trees

One of two services shall be performed from below:

One - for balled and burlap plantings approximately 2/3 of a cup per plant shall be applied in the top of the ball. The analysis used would be a 17-0-17 6 month 100% Polymer Coated Fertilizer.

Two - The other option is a 14-0-7. This is more of an organic option where Contractor shall apply 1 cup per inch of trunk diameter on the soil surface around the canopy. Contractor shall not apply near the stem of the plant. A second method for this option would be to apply 20 oz. per inch diameter in 1-inch diameter holes drilled approximately 12-inches deep and about 18-inches apart around the canopy of the plant.

Pre-emergent for Existing Shrubs/Tree Beds

One of two services shall be performed from below:

One - Contractor shall use Snapshot 2G at 150 pounds per Acre. This is a granular pre-emergence herbicide for control of many broadleaf weeds and annual grasses in ornamental beds, nurseries, Christmas trees, non-bearing fruit and nut crops.

Two - Contractor shall use XL 2G at 200 pounds per Acre. Typically, this is the product to use in annual beds prior to planting.

Lawn and Shrubs Maintenance

- Shredded mulch will be needed to cover all bark beds
- Weekly mowing during a 28-week season from April 1 or sooner if needed through November 1st
 - Except in the rain or frost
 - Sidewalks/curbs need to be edged once a month
 - Sidewalks need to be blown/cleared of grass weekly
- Four applications of Round-Up total in all sidewalk cracks and along buildings yearly including two applications before Memorial Day.
- Contractor must have a 25-lb. bag of grass seed on the trucks whenever present to patch light spots in the lawn or areas of lawn damage
- All ornamental grasses will be removed before mulch is installed in the spring.
- Leaf collection in fall on weekly basis including curbs in Parking lots and also downtown on Main street until season ends.

Vacuuming and Sweeping

- Sidewalk Vacuuming in the downtown area (Main Avenue from State to Centennial) including the North and South parking lots **weekly** and should not happen between the hours of **8 p.m. and 8 a.m.** and should try to vacuum same day each week if possible.
*Please schedule vacuuming before and /or after downtown events.
- Curb areas downtown should be vacuumed before Memorial Day and once a month after May.
- North and South side parking must be clear of debris including garbage and leaves.
- In addition: Sidewalks on Church Street from Cherry to Washington (both sides of street); Elm Street from Cherry to Washington (both sides of street) including Splash Pad

and park; Sidewalk South and West sides of Howard Miller Library and Community Center

Special Events and Contract Intentions

- Contractor will be able to respond and resolve any pavers, lawn or landscaping problems within 24 hours of written or verbal request by a City official.
- Special care to be given to all areas prior to special events in the downtown area. Please see attached event calendar for exact dates.

Banners

- Changing of the banners on Washington Avenue Roundabout, Main Avenue, Elm Street, the Splash Pad Park and City Hall during different times of the year as requested by the City. This will be limited to no more than 12 times per year. The City will provide the banners and the schedule.

Spring/Fall Cleanup

- Removal of accumulated leaves and debris
- Removal of sediment on sidewalks, curb lines, and the Woonerf.
- Preparation of perennial grasses for winter including trimming and removal of cuttings.

This contract is all inclusive. The Contractor will be responsible and accountable for making the downtown area look exceptional at all times. The contractor will attend to any request by a City official within 24 hours of request without additional service charges. Failure of this requirement may result in termination of this contract.

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ZEELAND CLEAN WATER PLANT,
STREET MAINTENANCE FACILITY AND
DOWNTOWN MAINTENANCE
CITY OF ZEELAND
OTTAWA COUNTY, MICHIGAN**

Proposals to be received until:

11:00 AM on Wednesday, Feb. 17, 2021
At the Office of the Clerk
City of Zeeland
City Hall
21 South Elm Street
Zeeland, MI 49464

We the undersigned being familiar with the location of the proposed work and bid documents and specifications, propose to furnish the equipment and labor specified in the specifications provided unless otherwise noted, and submit a bid therefore as follows:

Please state dollar value of specified:

Site A total proposed price: _____

Site B total proposed price: _____

Site C total proposed price: _____

Downtown Maintenance (entire contract): _____

TOTAL: _____

(Alternative) Please state dollar value of specified to add the term from April 1, 2022 to March 31, 2023

Site A total proposed price: _____

Site B total proposed price: _____

Site C total proposed price: _____

Downtown Maintenance (entire contract): _____

TOTAL: _____

Complete Company Name and Address:

Phone Number: _____ Fax Number: _____

In submitting this proposal, it is understood that the right is reserved by the City of Zeeland to reject any or all Proposals and to waive any irregularities in bidding. It is agreed that this Proposal may not be withdrawn for thirty (30) calendar days from the opening thereof. Should there be reasons why the contract cannot be awarded within the specified period, the time may be extended by mutual agreement between the City of Zeeland and the Bidder.

It is anticipated that the City of Zeeland may award this Contract at the meeting following the bid opening.

Accompanying this Proposal is the proof of insurance as specified in the insurance requirements.

*Name of Company

*Address

*Name and Title of Signatory

*City, State, Zip Code

*Signature

*Phone Number

*Date

If bidder is a corporation or limited liability company, the Proposal shall be signed by its duly authorized officer(s) and authority for the signature(s) shall be attached thereto.

If the Bidder is a Partnership or Proprietorship, the Proposal shall be signed by all partners or owners.

Printed or Type written.Name and title:

Printed or Type written.Name and title:

Printed or Type written.Name and title:

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Contractor agrees that it shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, or marital status. Breach of this covenant may be regarded as a material breach of this Agreement.

Dated: _____, 2021

Name of Bidder: _____

Printed or Type written. Name and title of Officer or Owner:

ALTERNATIVE BID FOR ADDITIONAL LANDSCAPE MAINTENANCE

This bid shall include landscape maintenance at the three City of Zeeland sign locations.
The task involved are as follows:

SITE 1- EAST SIDE OF ZEELAND BY BL-196

This work shall include installing premium shredded hardwood bark in spring, keeping this landscaped area weed free and edged, and watering plants minimum 3 times per week.

SITE 2- SOUTH SIDE BY BURGER KING

This work includes installing premium shredded hardwood bark in the spring, keep landscaped area weed free and edged. This area is watered with underground irrigation.

SITE 3- NORTHSIDE BY ZEELAND HIGH SCHOOL BALLFIELDS ON NORTH STATE

This work includes installing premium shredded hardwood bark in the spring; keep landscaped area weed free and edged, and watering plants 3 times per week.

NOTE: The bark must be Dark Chocolate, High Quality, No large chunks, No additives

Name of Company _____

Address _____

City, Zip Code _____

Signature _____

Date _____

TOTAL BID \$ _____

(Alternative) Please state dollar value of specified to add the term from April 1, 2022 to March 31, 2023

TOTAL ALTERNATIVE BID \$ _____

The City of Zeeland reserves the right to accept or reject any or all bids.