

**REQUESTED BIDS BY THE CITY OF INKSTER
FOR MUNICIPAL GRASS CUTTING SERVICES**

Bids must conform to the attached specifications. All bids must be received by the Inkster City Clerk's office by 10:00 A.M. Eastern Savings Time on Monday, April 8, 2019.

All bids must be emailed, mailed or hand delivered to the following address:

City of Inkster City Hall
26215 Trowbridge
Inkster, MI 48141
Attention: City Clerk
Frutledge@cityofinkster.com

The envelope must be sealed and labeled "**Municipal Grass Cutting Services**".

The City of Inkster Council reserves the right to accept or reject, completely or in part, any or all bids and to waive any irregularity in the best interest of the City of Inkster.

If you have any questions regarding specifications, call Jerome Bivins, Inkster Department of Public Service (DPS) at (313) 563-9774.

CITY OF INKSTER

MUNICIPAL GRASS CUTTING SERVICES

INSTRUCTIONS TO BIDS

Proposals shall be for items as specified on the attached Specifications and Proposal Form. A manufacturer Specification Sheet for each model or style of items to be supplied shall accompany the bid.

BRAND NAME: If and wherever, in the Specifications a brand name; make; name of any manufacturer; trade name, or vendor catalog number is mentioned it is for establishing a grade or quality of material only. However, if a product other than that specified is bid, it is the vendor's responsibility to name such a product within his bid and to prove to the City that said product is equal to that specified. Evidenced in the form of samples may be requested if brand is other than specified. Such samples are to be furnished after the date of bid opening only upon request of the City.

Proposal shall be addressed to Felicia Rutledge, Clerk, City of Inkster, 26215 Trowbridge, Inkster, Michigan, 48141, in a sealed envelope or via email for each proposal. Such proposals shall be submitted in strict accordance with the City of Inkster. **Specifications are to be stated in the bids.**

The City of Inkster reserves the right to reject or accept any or all proposals, in whole or in part, and waive any irregularities or formalities therein.

The Contractor shall guarantee the reimbursement, repair or replacement and restoration of any cultivated area damaged by careless or accidental use of equipment or machinery. Also, repair or replace with new at owner's discretion any park equipment, fences, signs, buildings, poles and/or appurtenances damaged or destroyed by careless or accidental use of equipment or machinery in the performance of the contract.

Proposals should include but are not limited to the following elements: insurance and bond requirements, potential work plan, itemized lot/structure quotes, bi-weekly cost analysis as well as a list of equipment to be potentially used for contract.

EOUAL EMPLOYMENT OPPORTUNITY

During the performance of this Contract, the Contractor agrees as follows:

- a. The Contractor will not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment or a matter directly related to employment. The contractor will take action to ensure that applicants are employed and that employees are treated during employment, without regard to their race, color, religion, sex, national origin, age, height, weight or marital status.

INSURANCE and BOND REQUIREMENTS

The Contractor shall carry Workmen's Compensation Insurance, General Liability Insurance, and Property Damage Insurance, including Automobile Insurance with the following limits:

Workmen's Compensation	\$100,000.00
General Liability	\$500,000.00
Property Damage	\$500,000.00

Performance/Surety Bond \$100,000.00

The City shall be named as an addition to the Contractor's policy. City will have the right to change, amend, increase, decrease, modify, add or delete any requirements at its sole discretion during the life of the contract.

General Specifications:

The City of Inkster wishes to bid the following areas, houses, lots and parks for grass cutting in 2019 and are as follows:

Wheatley Park; Kennedy Park; Moore Park; Manor Park; Belair Park; Dartmouth Park; Wellington Park; Demby Park; approximately 1200-1500 vacant residential lots and houses throughout the entire City; and approximately 10 commercial vacant lots—these numbers are subject to change due to property sales.

1. All structures, parks and vacant lots should be cut every two weeks;
2. Fertilize and weed control lawns with four applications for commercial buildings;
3. All sidewalks should be edged weekly;
4. Trim with grass trimmers around all fences, trees, poles, playground equipment, walls and building, etc. Contractors are responsible for any damage to equipment if necessary;
5. Removal of small trees and shrubbery shall be completed at the City's request at a price outlined in proposal;
6. Pick up and remove all debris before cutting including branches, glass, papers, trash, etc.
CONTRACTOR SHOULD NOT CUT UP PAPER OR TRASH;
7. Contractor is responsible for removing grass clippings from sidewalks, curbs, etc. **CLIPPINGS SHOULD NOT BE BLOWN INTO THE STREET;**
8. No brush hogs or flail mowers may be used at any time. A minimum of six working mowers/choppers with a minimum cutting width of 60 inches. All machinery, equipment, and related attachments to meet OSHA safety standard.
9. Hours of work will be Monday to Friday, 7:00am to 6:00pm. NO Saturday mowing unless approved by Department of Public Service in writing;
10. Contractor must exercise due care and caution when mowing;
11. Contractor must follow the mowing schedule prepared by the Department of Public Service which should be submitted within one week of contract award. The department in advance must approve any variation;
12. A weekly mowing record by must be turned into the department on the following Monday by 5:00 p.m.;
13. Grass will be cut to two and one half (2-1/2) inch depth,;
14. The average residential size lots are 40x120 sq. ft., representing 4,800 sq. ft., a minimum of three (3) cuts, with the cutting cycle between six to eight weeks apart.

15. If the contractor fails to keep up with the work as required, the City reserves the right to terminate the contract as well as hire additional contractors to satisfactorily complete the work in a timely manner;
16. City may ask for extra cuttings or adjust schedule as needed;
17. Mowing will start on **Monday, April 29, 2019** weather permitting. All areas will be cut in accordance with the schedule provided in the bid package for each area of cutting, with the last scheduled mowing to be week of **October 21, 2019**. The City may adjust the schedule as needed.
18. Questions will be answered for any interested bidders via email by contacting Maya Roots, mroots@cityofinkster.com. Or Bud Avery, Superintendent of DPS at bavery@cityofinkster.com. The contact person for this bid is Jerome Bivins, Director, City of Inkster DPS, (313) 563-9774.
19. All bids will comply with the City of Inkster Code of Ordinances book.

Park Specifications:

1. All sidewalks to be edged each cut;
2. Trim with grass trimmers around all fences, trees, poles, playground equipment, walls and building, etc. Contractor will repair any damage and may be asked to replace with new equipment if necessary;
3. Applications; prune, and trim selective trees, shrubs and bushes as needed; spring and fall clean up; Cultivate and weed beds as needed
4. Pick up and remove all debris before cutting including branches, glass, papers, trash etc;
5. Contractor is responsible for removing grass clipping from sidewalk, curbs, etc.;
6. No brush hogs or flail mowers may be used at any time;
7. Hours of work will be Monday to Friday, 7:00 am to 6:00 pm. No Saturday mowing unless approved by Department of Public Service;
8. Contractor must exercise due care and caution when mowing;
9. Contractor must follow the approved schedule by the Department of Public Service. The department in advance must approve any variation;
10. A weekly mowing record must be turned into the department on the following Monday. Payment maybe submitted monthly;
11. Grass will be cut to two and one half (2-1/2) inch depth;
12. If the contractor fails to keep up with the work as required, the City reserves the right to hire additional contractors to satisfactorily complete the work in a timely manner;
13. City may ask for extra cuttings or adjust schedule as needed;
14. The parks must be cut within 5 days prior to the following holidays: Memorial Day, Independence Day and Labor Day.

GENERAL:

It is the intent of this contract to provide for the abatement of nuisances related to noxious weeds as provided by the Ordinance #191 and #507 of the code of ordinances of the City of Inkster (CITY). This will be accomplished through the use of experienced and properly equipped contractor (s) to provide weed cutting services to the City of Inkster at various locations in the city, in accordance with these specifications.

The City wants all the vacant lots within the City limits and the vacant houses and lots owned by the City or State cut three (3), possibly four (4) times during the mowing season if weather permitting.

AWARD:

Awards shall be made on the basis of qualified low bid per square yard, and the capacity of the successful bidder as stated in the specifications and determined by representatives of DPS and Treasurer Department.

DEFINITION:

- Director: Director of the Department of Public Services.
- Debris: Remains of something broken or destroyed.
- Litter: Substance placed or allowed to remain on the ground or any other manner consisting a nuisance on vacant, public or private property.
- Rubbish: Solid waste including combustible and non-combustible waste such as glass, cardboard, concrete, cans, wood, bedding, crockery, rubber, rags, leather, auto parts, tires, furniture, appliances, roofing material, shrubbery, tree branches, etc.

SCOPE OF WORK:

The scope of work for the proposed contract is to mow or cut all vacant lots or lots with vacated houses from the rear lot line, or middle of the alley or vacated alley to the road or curb lines. REMOVE and properly dispose off-site (the transfer site at DPS yard) all debris, rubbish and litter within the cuffing area. TRIM around poles, buildings, brushes, fire hydrants and fence lines. CLEAN clippings, plant material, or other debris from sidewalks, streets, or adjacent properties. If there is bulk items present in the field or in the cutting areas, everything must be removed and brought to the DPS yard transfer site.

After cutting grass and other vegetation, the height of same shall be no more than three (3) inches. Should the bidder fail to keep up with the work, as required by the contract, the City reserves the right to hire additional contractors to satisfactorily complete the work. The work assigned to the additional contractors shall be subtracted from amount specified in the original contract. Any difference in cost to complete the job shall be charged to the original main contractor.

BIDDER QUALIFICATIONS:

Bidders shall be known to be skilled and regularly engaged in work of similar nature. They shall have experience in commercial mowing.

Bidders shall also demonstrate their possession of the necessary equipment to perform according to contract requirements through written proof of ownership, lease or under conditional purchase order or lease. Conditional purchase order or leasing agreement must have a promise delivery date or effective date, which is prior to the contract starting date.

In addition to the above, bidders shall be required to submit a certification statement setting forth such information as the City may require concerning prior experience and performance record, other work now under contract, financial condition, personnel and other information as the City deem necessary in order to determine the bidder qualifications, responsibility and ability to perform and complete the work in accordance with these contract requirements. These requirements shall be fulfilled by the contractor during the life of the contract at intervals as required by the city.

RESPONSIBILITY OF BIDDER:

The bidder is responsible for examining the sites and conditions of work. No claims for additional payment or pleas regarding the inability to perform shall be entertained, if based on alleged ignorance of existing or reasonable expected conditions.

REQUIREMENTS OF THE CONTRACTOR:

The contractor shall furnish all labor and machinery necessary to accomplish the work required under these contracts. A minimum of four (4) tractors working in the town during each cutting period and necessary labor to perform cleaning and training shall be guaranteed by the contractor. The contractor shall reimburse, repair or replace and restore any cultivated area damaged by careless or accidental use of their equipment. Contractors shall also repair or replace any fences, signs, sidewalks, buildings, poles or any other property damaged or destroyed by careless accidental use of contractor's equipment or machinery in the performance of the contracts.

The vacant lot crew shall have the necessary equipment to perform all the duties required to perform all lot assignments. Contractor shall not be allowed to mow ahead of trimming and cleaning operation by not more than one day.

EQUIPMENT:

The contractor shall accompany the bid with a complete up-to-date list of all equipment, machinery and related attachments which will be available to performing the work indicated. Written evidence of ownership, lease or bonafide purchase agreement shall be submitted for the same per specifications under bidder's qualifications.

All machinery and equipment shall be in good working condition and shall be maintained that way for the life of the contract. Equipment shall meet the requirements of the State and City laws and regulations. The City reserves the right to inspect and approve any and all equipment which the contractor intends to use in the performance of the contract. Inspections can be performed anytime during the life of the contract.

The contractor shall provide equipment equivalent to as listed below for vacant lots

Utility Tractor: Engine HP 44 or greater, PTO HP 38 or greater;

Rotary Cutter: Width 5 ft. or greater, Cutting Height 3" or less;

The contractor shall also provide equipment capable of mowing grass at vacant houses which shall be of such size as to mow all areas around the houses, front and back yards.

SUBCONTRACTS:

Subcontracting may be permitted after a review of the proposed subcontractor and the scope of work to be sublet has been made by the Director and written approval has been received by the contractor. The bidder shall be responsible for all work and actions of the sub-contractor and shall provide a competent individual (site supervisor) to review and monitor all work performance under the contract on a daily basis. The site supervisor shall stay in constant contact with City representative.

CONTRACTOR AUTHORITY TO START WORK:

The contractor shall have no authority to start work, no payments will be made for any work or materials purchased prior to award of contract by the City Council and the submission of a Notice to Start Work by the Director or Designee of the Department of Public Services.

The contractor must start work no later than one week upon receipt of notice to start work.

DISPOSAL OF RUBBISH:

All debris and rubbish regardless of size, volume or weight will be removed from all vacant lots, vacant houses, private properties, etc., by the Contractor, and shall be disposed of at transfer facility at DPS yard.

SUPERVISION AND REPORTING:

The Contractor must identify a person who will be available at all times to direct operations. This person shall report to the Director or his designee, any problems which occur and shall submit weekly progress reports of sites mowed. The same person shall have full authority to act for the contractor or any sub-contractors.

TERMINATION OF THE CONTRACT:

The contract may be terminated by either party hereto upon thirty (30) days written notice to the other party.

INSURANCE:

The Contractor shall carry Workmen's Compensation Insurance, General Liability Insurance, and Property Damage Insurance, including Automobile Insurance with the following limits:

ANTI-DISCRIMINATION:

The Contractor shall not discriminate against any employee or applicant for employment in the performance of this contract, with respect to their hire, tenure, terms, conditions or privileges of employment, because of their race, color, religion, national origin or ancestry. The Contractor shall require a similar covenant on the part of any sub-contract.