



BUENA VISTA
CHARTER TOWNSHIP

REQUEST FOR BIDS

BUENA VISTA HIGH SCHOOL MAINTENANCE
3945 E. HOLLAND AVE.
BUENA VISTA CHARTER TOWNSHIP
SAGINAW, MI

Buena Vista Charter Township
1160 S. Outer Drive
Saginaw MI, 48601
www.bvct.org
(989)754-6536

Bid Advertised: April 7, 2023
Bid Opening: April 10, 2023, 8:00AM
Bid Closing: April 21, 2023, 3:00PM

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Buena Vista Township, Saginaw County, Michigan

Advertisement for Bids

NOTICE IS HEREBY GIVEN THAT Buena Vista Township, Michigan, will accept sealed bids for the following Project:

LANDSCAPE MAINTENANCE SERVICES

FOR BUENA VISTA HIGH SCHOOL

Bids for the above Project shall be accepted no later than **3:00 PM Eastern Standard Time, on Friday, April 21, 2023** at the Office of the Administrative Specialist, Ashley Griffith, Buena Vista Township Hall, 1160 S. Outer Drive, Saginaw MI, 48601 at which time and place all bids will be publicly opened and read.

General Description of "Work": **lawn maintenance services including grass cutting and fall services**, starting, May 1, 2023 and ending on November 30, 2024.

General Description of Project Area: The Project Area includes Buena Vista High School, located at 3945 E. Holland Ave., Saginaw MI, 48601. All grass within this area shall be included. Lawn maintenance shall be completed as described in the "Scope of Services" in this RFP in all areas listed. See attached map.

Copies of the bidding documents are available at the Office of Ashley Griffith, Buena Vista Township Hall 1160 S. Outer Drive, Saginaw, MI 48601 and found electronically on the BV website: www.bvct.org or may be obtained by emailing the Township Administrative Specialist at agriffith@bvct.org.

No bidder may withdraw his/her bid within sixty (60) days after the date set for the opening thereof.

The Township reserves the right to accept any proposal, to reject any and all proposals in whole or in part and to waive any defect or irregularity in any proposal if it is deemed in the Township's sole discretion to be in the best interest of the Township. The Township does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

REQUIREMENTS

1. The Contractor shall be duly licensed by the appropriate authorities to perform Work.
2. Insurance shall be in accordance with the Buena Vista Township insurance requirements.
3. The Contractor must provide references for similar jobs.
4. The signed contract is not assignable or transferable to any other company without approval of the TOWNSHIP.
5. The term of the contract will be for two (2) years.
6. The Contractor will conform to all applicable Federal, State, and local laws.
7. **Each bidder must submit a list of at least three (3) pertinent, similar projects, which the bidder has completed as well as reference contacts.**

ALL INQUIRIES AND BIDS MUST BE SUBMITTED TO:

Ashley Griffith
Buena Vista Township Hall
1160 S. Outer Drive
Saginaw, MI 48601

1. INSTRUCTIONS TO BIDDERS

SUBMISSION OF BIDS

Sealed bids shall be received as described in this Request for Bids.

Bids shall be submitted only on forms provided by Buena Vista Charter Township and shall be priced as indicated on the bid form.

If the bid is sent through the mail or other delivery system the sealed envelope shall be enclosed in a separate envelope with the notation "BID ENCLOSED" on the face of it.

Bids shall be made in full conformity with all the conditions set forth in these bidding documents including Drawings and Specifications.

Submission of bids shall include a completed bid form, qualifications including references and documentation of licenses (see Qualifications), and schedules as specified in the bid form.

Due Date: Sealed bids are due at the TOWNSHIP Administrative Specialist Buena Vista Township Hall, 1160 S. Outer Drive, Saginaw, MI 48601 on or before 3:00 PM Eastern Standard Time on Friday, April 21st at which time and place all bids will be publicly opened and read.

EXAMINATION OF CONTRACT DOCUMENTS AND SITE

Before submitting a bid, each bidder shall inspect the contract area and determine the site conditions. Each bidder shall have compared the site with the bidding documents including the Specifications and shall have satisfied himself/herself as to conditions of the work site, existing construction, and any other conditions affecting the carrying out of the Work, before delivery of his/her bid.

It is the responsibility of each bidder before submitting a bid, to (a) examine the Contract Documents thoroughly, (b) visit the site to become familiar with local conditions that may affect cost, progress, performance or furnishing the Work, (c) study and carefully correlate bidder's observations with the Contract Documents, and (d) notify the TOWNSHIP of all conflicts, errors or discrepancies in the Contract Documents.

No allowance or extra consideration on behalf of the Contractor shall subsequently be allowed by reason of error or oversight on the part of the Contractor or on account of interference by the Contractor's activities.

NAMES AND STATUS OF BIDDER

The names and legal status of the bidder, that is, as a corporation, partnership or Individual, shall be stated in the bid and legal documentation of the status of the company, such as corporate papers or partnership papers shall be provided, if requested by the TOWNSHIP.

Anyone signing a bid as an agent of another or others must submit with the bid legal evidence of his/her authority to do so.

The place of residence of each bidder, or the office address in the case of a firm or company, with county and state must be given after his/her signature.

QUALIFICATIONS

It is the intention of the Township to award this Contract to a Contractor fully capable, both financially and with applicable experience, to perform and complete the Work in a satisfactory manner.

At the discretion of the TOWNSHIP, each bidder under consideration may be required to submit any or all of the following information:

- The address and description of the bidder's permanent place of business
- Such additional information as will satisfy the TOWNSHIP that the bidder is adequately prepared to fulfill the Contract

The Contractor shall at all times utilize staff at appropriate times and in a proper manner to assure the Work is performed in a safe, efficient and professional manner.

The Contractor will need to provide current and valid Public Liability and Property Insurance and Worker's Compensation Insurance for his/her employees. He/she will, upon request, furnish these Certificates of Insurance to the TOWNSHIP.

All work shall be performed in a professional and competent manner using quality equipment and materials, all of which must be maintained and operated with the highest standard as well as meeting all OSHA and MIOSHA safety standards.

Each bidder must submit a list of at least three (3) pertinent, similar projects, which the bidder has completed as well as reference contacts.

AWARD OF CONTRACT

The TOWNSHIP reserves the right to reject any or all bids and to waive irregularities in bidding. The successful bidder shall be required to furnish satisfactory certificates of insurance.

2. CONDITIONS OF CONTRACT

INSURANCE REQUIREMENTS

The Contractor shall furnish one "Certified" copy of all insurance policies to be reviewed by Buena Vista Charter Township. The insurance policies required herein form a part of this Contract and, until said policies are delivered to the Owner and approved by his representatives, no Contract shall exist. All policies shall be issued by agencies licensed in the State of Michigan and must be approved by the Owner prior to any work by the Contractor or his Subcontractors.

Additional Named Insured – Contractor shall add Buena Vista Charter Township as an additional insured on its public liability policy.

Buena Vista Charter Township shall be notified ten (10) days prior to cancellation, expiration or alteration of policy.

The Contractor agrees to be responsible for, and indemnify and hold Buena Vista Township and the Buena Vista Township harmless from any and all loss, personal injury, sickness, disease, death, or damage to other property, and claims of every kind, nature and description whatsoever, for any such loss or occurrence which may arise from, or be in connection with the Work performed, or to be performed, pursuant to this agreement. This includes, but is not limited to; attorney's fees and other expenses incurred in defending or processing a claim arising as a result of any of the Contractor's performance of Work, and shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor. Furthermore, Contractor agrees that the insurance policies of the Contractor are to apply, and do apply, and cover all claims arising from the Work performed pursuant to this Agreement.

TERM OF CONTRACT

The term of the Contract shall be (2) years. All maintenance should occur and be finalized after contract execution, May 1, 2023 and before November 30, 2024.

The signed contract is not assignable or transferable to any other company without approval of the Buena Vista Charter Township.

OWNER'S RIGHT TO COMPLETE

The TOWNSHIP reserves the right to terminate the Contract or if at any time the Contractor should abandon this Work; or if he/she should be adjudged bankrupt, or if his/her performance on this Project is unnecessarily or unreasonably delayed; or if he/her should make a general assignment for the benefit of his creditors; or if a receiver should be appointed on account of insolvency; or if he/she should persistently or repeatedly fail to supply enough properly skilled workers or sufficient suitable material for the Work; or if he/she should habitually fail to make prompt payment for materials and labor; or if he/she should persistently disregard laws or ordinances or the directions of the TOWNSHIP ; or if he/she should willfully violate any of the terms of the Contract. In the event of such termination, a 30-day notice will be issued by the TOWNSHIP to the Contractor.

PAYMENT

Requests for payment shall be submitted once monthly for each maintenance period to the TOWNSHIP Administrative Specialist. An activity report shall accompany the invoice outlining such detail as the time spent on the job, number of employees, and work completed.

DESCRIPTION OF PROJECT AREA

General Description of "Work": **lawn maintenance services including fall clean up and grass cutting**, starting May 1, 2023 and ending on November 30, 2024.

General Description of Project Area: The Project Area includes the entire high school located at 3945 E. Holland Ave. of Services" in this RFP in all areas listed. See attached map.

3. GENERAL SPECIFICATIONS

GENERAL

The Contractor shall provide the TOWNSHIP with the name of a single source contact as project manager who will be responsible for the regular monitoring of the appearance and condition of the Contract Area. It is mandatory that the Maintenance Area be maintained regularly per the approved schedule.

The Maintenance Area as defined on the map will be in constant use by the residents during the Work. The Contractor shall schedule work to cause the least amount of conflict with normal activities in the area.

The employees of the Contractor shall at times be properly attired. The clothes shall be neat, clean, and in a well-maintained condition.

Any complaints made by a citizen or business of Buena Vista Charter Township to a Contractor or his employees shall be handled in a timely and courteous manner. The TOWNSHIP Administrative Specialist shall be notified of all complaints within twenty-four hours of the incident.

The Contractor agrees that he/she will not discriminate against any employee or applicant for employment during the performance of this contract with respect to hire, tenure, terms, conditions, privileges of employment, color, religion, national origin, age, sex, height, weight, or marital status.

The Contractor must conform to all Federal, State, and Local Labor Laws.

Any deviation from these Specifications must be approved in writing by the TOWNSHIP Superintendent.

The TOWNSHIP may, without invalidation of the original Contract, order changes or additional tasks from time to time as may be deemed desirable or necessary. The Contractor will provide the TOWNSHIP with a detailed estimate of the cost of the proposed change or additional task. The TOWNSHIP will advise the Contractor if the change will be implemented.

SCOPE OF SERVICES

- A. Fall Clean Up-** The fall clean-up visit shall entail the removal and disposal of all debris that has accumulated on the lawns and in the bed areas. This debris shall include, but not be limited to, leaves, papers, trash, dead plant debris, etc. The work also includes removal of all plant material not specifically planted (weeds) in the planting beds. Rake and ensure adequate depth of hardwood mulch. All collected debris and weeds are to be removed from the site at no additional charge to the TOWNSHIP. Fall clean-up shall also include deadheading and removing foliage from all perennial plants. **Fall clean up shall occur in November of every year, prior to the first snowfall.**

- B. Grass Cutting-** The grass included in the Buena Vista High School Maintenance Area shall be cut to an appropriate height. Weeds in this area shall be removed and/or sprayed as necessary. **The grass shall be cut once every two weeks or twice monthly between June and November.**

Exclusions to Grass Cutting

From time to time weather conditions will dictate the need for less grass cutting (during the hot dry months) or more grass cutting (during the wet spring/fall seasons). When a regular grass cutting is not necessary due to hot/dry weather, the successful bidder shall not perform the work (upon agreement with the Township) nor charge the Township for this work on their monthly invoice (based on the pro-rated hourly rates constituting the mowing bid). When an extra cutting may be necessary, the successful bidder shall perform the work (when authorized by the TOWNSHIP Superintendent) and shall invoice the Township the normal and customary per unit charge for the service on the monthly invoice.

EVALUATION CRITERIA & SELECTION PROCEDURE

It is the intent of Buena Vista Charter Township to conduct a fair and comprehensive evaluation of all proposals received. The RFP/Contract will be awarded to the offeror who submits a proposal that is most advantageous to Buena Vista Charter Township. All proposals will be evaluated based on the following criteria.

- A. The Administrative Specialist will evaluate the detailed proposals and select the top-rated contractor within a 10-day time period. The tentative contract will then be submitted to the Township Superintendent for approval and authorization to proceed.

- B. The following factors, will be considered in determining the successful offer:
 - a. **Capability of the Proposer** - This criterion includes the ability of the contractor to meet the terms of the RFP, as evidenced by completeness of the proposal and the recommendation information provided by references. Consideration will be given to the performance of the work within reasonable time limits. 10 points.
 - b. **Proposer's Prior Experience** - This refers to the nature and extent of the proposer's prior experience with similar projects, including years that the firm, organization, or individual has been in business. Special preference may be given to firms, organizations, or individuals with experience in regions with economic and social conditions similar to the Saginaw County region. Prior experience with Saginaw County municipal projects will be considered. 10 points
 - c. **References** - A list of at least three (3) references must be included with complete company/organization name, address, phone number, email address, and a contact person. The references must be knowledgeable of the proposer's performance on projects similar in nature and scope to those contained in this RFP. Only the references of those firms determined to be reasonably susceptible of being selected for award will be contacted. 10 points.
 - d. **Cost Proposal** - While important, the cost proposal will not be the determining factor for an award. In reviewing cost proposals, the factors referenced above shall be considered. 10 points

Once the ranking process is complete, the Superintendent will review and recommend to the Board of Trustees contract award to the apparent successful proposer.

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Signed: _____ **Date:** _____

Name and Title (printed): _____

Complete Legal Name of Company: _____

Mailing Address: _____

Email: _____

Phone: _____ **Fax:** _____

Submit required insurance and references per the Advertisement for Bids on separate sheets of paper.

END OF BID FORM